

CITIZEN'S CHARTER

2022 (1ST EDITION)



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I. Mandate:

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

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

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

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

I. Vision:

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

II. Mission:

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



III. Service Pledge:

- 1. We, the Palawan Council for Sustainable Development Staff, are 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.

	ı				
Office/Division:	ECAN Monitoring and Evaluation Division (EMED)				
Classification:	Complex				
Type of	G2G – Governme	G2G – Government to Government			
Transaction:	G2B – Governme	62B – Government to Business			
	G2C – Governme	ent to Citizens			
Who may avail:	- Governme	- Government agencies, non-government organizations			
	- Business,	private citizens			
	- Academic	institutions, researchers			
	- General P	ublic			
Checklist OF REC	UIREMENTS	WHERE TO SECURE			
1. GIS Map Request Form (1 original					
1. GIS Map Request F	orm (1 original	PCSDS Main Office – ECAN Monitoring and			
1. GIS Map Request F copy only)	orm (1 original	PCSDS Main Office – ECAN Monitoring and Evaluation Division (EMED)/GIS Unit at PCSD Bldg.,			
	orm (1 original				
1	` .	Evaluation Division (EMED)/GIS Unit at PCSD Bldg.,			
copy only)	` .	Evaluation Division (EMED)/GIS Unit at PCSD Bldg., Sports Complex Rd., Brgy. Sta. Monica, PPC			
copy only) 2. Request letter (1 ori	` .	Evaluation Division (EMED)/GIS Unit at PCSD Bldg., Sports Complex Rd., Brgy. Sta. Monica, PPC			
copy only) 2. Request letter (1 ori	` .	Evaluation Division (EMED)/GIS Unit at PCSD Bldg., Sports Complex Rd., Brgy. Sta. Monica, PPC			
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CLIENTS STEPS	AGENCY	FFFS TO BF	PROCESSING	PERSON
OLILITIO OTEI O	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	1.1. Receive request form (and submit copy to Central Registry for recording) and route advance copy to EMED-GIS.	None	2 minutes 5 minutes	Chief Administrative Officer PCSDS Main Office – Administrative and Finance Division Division Chief PCSDS Main Office- ECAN Monitoring and Evaluation Division Division Chief
being requested such as: theme/subject, type of map, resolution or scale, etc.	request letter from Front Desk or Central Registry or directly from the requisitioner or in the absence of the above, receive the accomplished or filled-up GIS Map request form and submit for approval, while obtaining more details from the requisitioner, agreeing on the contents of the map being requested.			PCSDS Main Office-ECAN Monitoring and Evaluation Division
	1.3 Approve map request	None	2 minutes	Division Chief PCSDS Main Office- ECAN Monitoring and Evaluation Division Planning Director PCSDS Main Office Executive Director PCSDS Main Office - Office of the Executive Director
2. Pay the required fees at the PCSDS Cashier – Window 2 by showing the payment slip. *Make sure to secure Official Receipt that	2.1 Receive payment and issue official receipt	Letter size & A4: Government & undergraduate students-PHP 250	3 minutes	Accountant III PCSD Main Office- Administrative and Finance Division
will be issued upon		Private-		

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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		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 physical-chemical, and microbiological analyses of ground water, surface water, sea water, drinking water, wastewater influent and effluent.

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

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

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

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

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

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

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

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



Mu	iicipality, Barangay)	
Pro	ected Area Management Boards of	ì

- r 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

WHERE TO SECURE
EnviLab Unit-EMED or Front Desk of PCSDS at
PCSD Bldg., Sports Complex Road, Brgy. Sta.
Monica, Puerto Princesa City.
Client to provide this
Sampling bottles may be obtained from the EnviLab
upon prior arrangement or coordination. On the
other hand, the client may also provide their own
sampling container however, it must have prior
approval by the EnviLab staff since the type of
container should satisfy the laboratory standards
such as:
For determination of Oil & Grease concentration:
samples should be put in a sterilized wide-mouth
glass container with at least 1 liter (L) in volume and
must be covered with aluminum foil.
For Fecal coliform and Total coliform
concentration: sterile glass container with at least
250 milliliters (mL) in volume
For all the other parameters: sterile plastic container
(to sterilize, wash and rinse with mineral water), with
at least 2.7 liters (L) volume.

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter to the PCSDS Main Office front desk or fill-up Request for Analysis Form at the PCSDS Main Office-ECAN Monitoring and Evaluation Division; turn over the water samples and receive payment slip.		None	3 Minutes	Chief Administrative Officer PCSDS Main Office – Administrative and Finance Division Division Chief PCSDS Main Office- ECAN Monitoring and Evaluation Division
	1.2 Inspect and	None	30 minutes	Division Chief

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	evaluate water samples as to compliance to laboratory standards and accept and record the same if found compliant and issue payment slip.			PCSDS Main Office- ECAN Monitoring and Evaluation Division
2. Pay the required fees at the PCSDS Cashier – Window 2 by showing the payment slip. *Make sure to secure Official Receipt that will be issued upon payment.	2.1 Receive payment and issue official receipt	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, 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



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		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.

Office/Division:	ECAN Monitoring and	ECAN Monitoring and Evaluation Division (EMED)			
Classification:	Simple	Simple			
Type of		G2G - Government to Government			
Transaction:	G2C - Government to	o Citizen			
Who may avail:	 Other governr 	nent agencies,	non-governmen	t organizations	
	 Students, rese 	earchers			
	 Citizens or get 	neral public			
	 Visitors of PC 	SDS			
Checklist OF RI	EQUIREMENTS	1	WHERE TO SE	CURE	
1. For Non-Student C	lients: Government	Client may obta	ain identification	cards from any of	
Issued or Agency Idea	ntification Card with	the following: 0	GSIS/SSS (UMII	D Card), DFA	
photo (1 original copy	only)	(Passport), LT	O (Driver's Licer	nse), PRC, Comelec	
		(Voter's ID), Po	ost Office (Posta	al ID), employer	
		(agency or con	npany ID), Senid	or Citizens, PAG-	
		IBIG, PhilHealt			
2. For Student Clients				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	led.		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON	
		PAID	TIME	RESPONSIBLE	
1. Register in the	 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		None	5 minutes	Division Chief	
of the data or	visitor/client and			PCSDS Main	
-	Respond to client			Office- ECAN	
,	query or provide			Monitoring and	
materials and Return				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	
			10		
1	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 MA	ANAGEMENT	AND ENFORCE	MENT DIVISION
	(EZMED)			
Classification:	Highly Technical			
Type of Transaction:				
	Government G2C	_		
	Government to Ci	tizen		
Who may avail:	Civil Society Orga	inizations (CS	Os), People's Org	ganizations
	(POs), Municipal	or Barangay L		
Checklist OF RI	EQUIREMENTS		WHERE TO SE	CURE
1. Request Letter (1 or	iginal copy)	Proponent/Ap	pplicant/Client	
2. Cave Classification	and	PCSDS - EC	CAN 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:	Officer
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	
			forwarding to	District Manager
			Central	District
			Records)	Management
				Office concerned
				(North, South, or
				Calamian)

				PCSD
	1.2 Reply to request based on instruction from the Office of the Executive Director	None	1 Hour/2 Hours (Waiting time: 1 Hour – due to number of communicatio ns received by the agency)	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	3. 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)

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

Checklist OF REQUIREMENTS	WHERE TO SECURE
1. Request letter (1 copy original)	Office of the Mayor of the LGU requesting for ESWMP approval
2. Ten-Year Ecological Solid Waste Management Plan (2 original bound hardcopies, 1 softcopy)	MENRO/Solid Waste Management Focal Person of the LGU requesting for ESWMP approval

CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBL E
1. Submit complete set of requirements to District Management Office concerned (DMO) (North, South, or Calamian) or	of request and copies of ESWMP from the LGU from the LGU	10 Minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division	
PCSD Main Office	1.2. Forward the copies of ESWMP to the Front Desk Officer if submitted to the DMO.	None	1 day	District Manager District Management Office concerned (DMO) (North, 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	None	13 Days	SWM Review Team: Division Chief PCSDS Main Office- ECAN Policy Research and Planning Division (EPRPD)
	Complete and recommended plans will proceed to step 2.2. Plans lacking necessary requirements will be returned to LGU.			District Manager District Management Office concerned (DMO) (North, South, or Calamian)
	2.2. Endorse the reviewed and evaluated ESWMP to OED for inclusion in the agenda of PCSD meeting	None	30 Minutes	Division Chief PCSDS Main Office- ECAN Policy Research and Planning Division (EPRPD)

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	2.3. Invite the	None	1 day	Executive
	LGU to present the ESWMP during the dry-run with Evaluation Team and during the PCSD meeting for approval			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
	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

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				(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 Government
Who may avail:	 All Local Government Units (LGUs); and All local ECAN (Environmentally Critical Areas Network) Boards



Checklist OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Request (1 original copy)	Office of the Mayor of the LGU requesting for ECAN map updating
2. Supporting documents justifying why it is necessary to update the ECAN zones of the area based on new and relevant information, in consultation with the LGU and concerned sectors in the province (1 photocopy)	Office of the Mayor of the LGU requesting for ECAN map updating

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. 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



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	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)
				District Manager 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)
				District Manager District Management Office concerned (North, South, or Calamian)
	2.2. Carry out technical review of the proposed changes in the ECAN Map using workshop outputs and other relevant georeferenced data	None	6 Days	Division Chief PCSDS Main Office- ECAN Policy Research and Planning Division (EPRPD)
	georgio o rio da da da			District Manager District Management Office concerned (North, South, or

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				Calamian)
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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	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)
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)



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5. Invite stakeholders	5. Attend as	None	3 Days	Division Chief
for the public hearing/ presentation of the ECAN map to the ECAN Board	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.			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	District Manager District Management Office concerned (North, South, or Calamian)
	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 – Government to Government

Who may avail: All Local Government Units (LGUs)

Checklist OF REQUIREMENTS	WHERE TO SECURE
Request and endorsement letter (1 original copy)	Concerned Sangguniang Bayan / Panlungsod
2. Sangguniang Bayan / Panlungsod (SB/SP) Resolution approving and endorsing the draft ECAN map (1 original copy)	Concerned Sangguniang Bayan / Panlungsod
3. ECAN Board Resolution adopting and endorsing the draft ECAN Map (1 photocopy)	Concerned ECAN Board
3. SB/SP-approved ECAN map (1 printed copy, 1 digital format)	Concerned Sangguniang Bayan / Panlungsod

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON 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 District Manager District Management Office concerned (North, South, or Calamian)
	1.2. Forward the documents	None	1 day	District Manager District
	to the Front Desk Officer if			Management Office
	submitted to the DMO.			concerned (North, South,



				or Calamian)
	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 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
	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
	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.

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 REQUIREMENTS	WHERE TO SECURE
1. Request letter (1 original copy)	Client
2. Original Copy of Permit /SEP Clearance / ECAN Zoning Certification	Client

^{**} Schedule applies if there is no external intervening factors



CLIENTS STEPS	AGENCY	FEES	PROCESSING	PERSON
	ACTION	TO BE PAID	TIME	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
at ood@pood.gov.pii				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. 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
	1.4 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	2.1 Receive the	Fees:	15 Minutes	Accountant III



fees at-partner Money Remittance Centers/ Palawan Pawnshop Pera Padala/Landbank Payment Portal/ GCash, PCSD Main	payment and issue Official Receipt	First Page Php 50.00 Succeeding pages		PCSD Main Office- Administrative and Finance Division
Office- Cashier Window 2 by showing the Payment Slip		Php 10.00		
*Make sure to secure Official 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 Director
(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.



			PCSD	
Office/Div	/ision:		GEMENT AND ENFORCEMENT DIVISION	
		(EZMED)		
Classifica	ation:	Highly Technical		
Type of		G2C – Government to Citizen		
Transacti	on:	G2B – Government to Business		
		G2G – Government to	Government	
Who may		All	WILEDE TO SECURE	
		REQUIREMENTS	WHERE TO SECURE	
		Application (1 original)	Requesting party/ proponent/ applicant	
		nt of Application Fee (1	PCSDS Cashier or Collecting Officer (Main Office)/	
original Of	mciai Red	ceipt)	Money Remittance Center/ Landbank Electronic	
Crotuitous	Dormit [Fee PHP 100	Payment Portal/ Gcash/Any other PCSD-Authorized	
Gratuitous	s Permit r	ree PHP 100	Online Payment Portals	
Cortification	on of No	Pending Case		
PHP 50	טאו וט ווכ	i enumy case		
1 111 30				
Legal Res	earch Fu	ınd		
PHP 10	Caronii	iiiu		
	al Profile	Resume (1 original)	Requesting party/ proponent/ applicant	
		et proposal (1 original)	Requesting party/ proponent/ applicant	
		ter (1 original)	Head of institution where the proponent/ applicant is	
0. 2		ito: (1 original)	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	n of wildlife is	Institution/ entity/ office/ agency concerned	
necessary				
1.1.		d Prior Informed		
		t (FPIC) of Indigenous		
	-	(IP) (1 original or		
4.0		true copy)		
1.2.		rior clearance of the ed Local Government		
		GU) 1 original or true copy)		
	JUITU	пас оору)		
And in the	case of	protected areas:		
	2200 01	r. 5100104 41040.		
1.3.	clearand	ce from the Protected		
		anagement Board		
		1 original or certified		
	true cop	<u> </u>		
1.4.		of individuals or		
	associat	ions with valid tenurial		
	or other	private rights to the		
	area cor	ncerned (1 original or		



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



- 1.2. Grant or other agreement covering the funding for the research
- 1.3. Memorandum of Agreement as may be deemed necessary by the PCSD

by the PCSD				
CLIENTS STEPS		FEES TO	PROCESSING	PERSON
		BE PAID	TIME	RESPONSIBLE
Submit requirements to the PCSD Main Office Front Desk	1.1 Receive and check the completeness of the submitted documents	None	5 minutes	Chief Administrative Officer PCSDS Main Office - 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 upon filling up the Client Feedback Form	2.1 Record and release the Gratuitous Permit	None	10 minutes	Records PCSDS Main Office - Office of the Executive Director
	TOTAL:		14 days, and 45 minutes	

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



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

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

Office/Division:	ECAN ZONES MANAGEMENT AND ENFORCEMENT DIVISION			
Classification:	(EZMED) Complex			
	G2C – Government to Citizen			
Type of Transaction:	G2B – Government to Gitzen			
Transaction.	G2G – Government to (
Who may avail:	All	Joverninent		
	REQUIREMENTS	\//	HERE TO SEC	IIDE
	ned application form (1	PCSD Main Office		UKL
original copy)	ieu application form (i	PCSD Main Onic	Le – EZIVIED	
2. Proof of Payme	nt (1 original)	PCSDS Cashiar	or Collecting Of	ficer (Main Office)/
2. I Tool of Layine	iii (1 Originai)	Money Remittan		
Import certificate/p	ormit Phy 350 00	Payment Portal/		
import certificate/p	emilit rip 330.00	Authorized Onlin		
Certification of No.	Pending Case PHP50	Additionized Offilin	e i ayinenci on	ais
Certification of No	r ending case i i ii 30			
Legal Research Fe	ee PHP10			
3. CITES/Non-CIT		Institution/ entity/	/ office/ agency	concerned
Permit/Certification		montation, oritity,	omoo, agonoy	00110011100
	(1 certified true copy)			
	ildlife, phytosanitary	Concerned government office of the country of		
certificate (for plan		origin		,
	ate (for animals) - (1	3		
certified true copy)				
		Concerned gove	rnment office of	the country of
For aquatic wildlife	e, health/veterinary	origin		·
certificate (1 certifi				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON
		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
requirements to				Finance Division
PCSD Main	1.2 Verify from the	None	3 days	Permitting Section
Office Front Desk				Chief
or District	Authority the veracity			PCSD Main
Management	of the submitted Export			Office-EZMED
Office (DMO)	permit			Divinio - Objet
concerned (North,		NI = := =	4 -1	Division Chief
South, Calamian)	1.3 Prepare report with	None	1 day	PCSD Main



				PCSD
	recommendations and forward to the Executive Director			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:	Php 410.00	6 days and 10 minutes	

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

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

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

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

Office/Division:	ECAN ZONES MANA	GEMENT AND ENFORCEMENT DIVISION (EZMED)		
Classification:	Complex			
Type of	G2C – Government to	G2C – Government to Citizen		
Transaction:	G2B – Government to	Business		
	G2G – Government to Government			
Who may avail: All				
Checklist OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished application form		PCSD Main Office-EZMED		
(1 original)				
2. Proof of Payment (1 copy of Official		PCSDS Cashier or Collecting Officer (Main Office)/		
Receipt or Official Receipt Number or		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 Total amount of fees to be paid will vary depending on the species to be exported pursuant to PCSD AO No. 12 3. Inspection report (1 original) PCSD Main Office-EZMED



possession or acquisition of wildlife intended to be exported (1 certified true		Institution/ entity/ office/ agency concerned		
copy) 5. Bank export dec	claration if for	Any affiliated Bank		
commercial purpo	commercial purposes (1 certified true			
copy)	Dormit whore	Institution/ optitu/ offic	20/ 2000/ 2000	ornod
6. Local Transport applicable (1 certif		Institution/ entity/ office	ce/ agency conc	ernea
7. For terrestrial w				
Phytosanitary or Veterinary (Department of Agricu Department of Agricu		-
by the Fish He certified true c	ary certificate issued ealth Section (1 opy)	Department of Agricu	ılture-Bureau of	Animal Industry
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly	1.1 Receive and	None	5 minutes	Chief
accomplished	check the			Administrative
application form	completeness of the			Officer
together with	submitted			PCSDS Main
other	documents			Office -
requirements				Administrative and Finance
				Division
				DIVISION
				Permitting
				Section Chief
				PCSD Main
				Office – EZMED
	1.2 Evaluate the	None	25 minutes	Permitting
	submitted			Section Chief
	documents			PCSD Main
2. Dring wildlife	2.1 Inapact and	None	1 dov	Office – EZMED
2. Bring wildlife specimens at the	2.1 Inspect and verify the wildlife	None	1 day	Permitting Section Chief
PCSD Office	specimens			PCSD Main
Permitting	Specimens			Office – EZMED
Section for	2.2 Prepare report	None	1 hour	Permitting
inspection and	with			Section Chief
verification	recommendations			PCSD Main
	2.3 Forward the	None	1 day	Office - EZMED
	report to EZMED			
	Chief for review and			Division Chief
	comments			PCSD Main
	2.4 Review, approve	None	2 days	Office – EZMED Executive
	2.4 Neview, approve	INULIE	2 days	EXECUTIVE



				PCSD
	and sign CITES/ Non-CITES Export Permit			Director PCSD Main Office- Officer of the Executive Director
3. Proceed to the PCSD Main Office Record Section and receive the approved CITES/ Non-CITES Export Permit upon filling-up the Client Feedback Form	3.1 Record and release the CITES/ Non-CITES Export Permit	None	10 minutes	Records PCSD Main Office- Officer of the Executive Director
	TOTAL:	Starts at Php 150.00 Total amount of fees to be paid will vary depending on the species to be exported pursuant to PCSD AO No. 12	and 40 minutes	

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

12. Issuance of Wildlife Clearance

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

O((' /D'- '-'	ECANIZONEO MANNA	OFMENT AND ENEODOEMENT DIVIDION
Office/Division:	ECAN ZONES MANAG	GEMENT AND ENFORCEMENT DIVISION
	(EZMED)	
Classification:	Highly Technical	
Type of	G2C	
Transaction:	G2B	
	G2G	
Who may avail:	All	
Checklist OF REQUIREMENTS		WHERE TO SECURE
For Endemic or Indi	genous Species:	
1. Letter of Application	n, which must show	Requesting party/ proponent/ applicant
that the purpose of th	e project is for	
population enhancement and recovery of		
species (1 original)		
2. Proof of Payment (1 photocopy of Official	PCSDS Cashier or Collecting Officer (Main
Receipt or Official Re	ceipt Number or Bank	Office)/ Money Remittance Center/ Landbank



Payment Slip)	Electronic Payment Portal/ Gcash/Any other
Supplement Supplement	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
research (1 certified true copy)	
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:	Dequesting party/ propensat/ applicant
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)	
2. Proof of Payment (1 photocopy of Official	PCSDS Cashier or Collecting Officer (Main
Receipt or Official Receipt Number or Bank	` ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` `
Payment Slip)	Electronic Payment Portal/ Gcash/Any other
aymont onp)	PCSD-Authorized Online Payment Portals
Wildlife Clearance	Toob / Millonzon Offilino Faying It Foliais
PHP 300	
Certificate of No Pending Case	
PHP50	
Legal Research Fund	
PHP 10	
<u> </u>	ı



3. Scientific Study and background research (1 certified true copy) Requesting party/ proponent/ applicant	
that shall include but not limited to:	
Taxonomic status, and other relevant data	
as may be necessary, and risk assessment	
of the exotic species to be introduced.	
4. Management plan (1 certified true copy) Requesting party/ proponent/ applicant	
5. Prior Informed Consent From local stakeholders (LGU, IPs)	
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) CLIENTS STEPS AGENCY ACTION FEES TO PROCESSING PERSON	
BE PAID TIME RESPONSIB	E.
1. Submit application 1.1 Receive, record None 15 minutes Chief Administra	
and requirements to and check the Officer	
the receiving completeness of the PCSDS Main Of	fice -
clerk/front office submitted documents Administrative	and
Finance Division	on
Permitting Sec	tion
Chief	1011
PCSD Main Off	ce –
EZMED	
1.2 Evaluate the None 1 hour Permitting Sec	tion
submitted documents Chief	
PCSD Main Off EZMED	ce –
1.3 Conduct field None 3 days Permitting Sec	tion
evaluation	.1011
PCSD Main Off	ce –
EZMED	
1.4 Prepare None 5 hours Permitting Sec	tion
evaluation (technical) Chief	
report with PCSD Main Off recommendations EZMED	ce –
recommendations	
1.5 Review and None 10 days Permitting Sec	tion
deliberate on the Chief	
evaluation report and PCSD Main Off	ce –
the recommendations EZMED	
Division Chie	af
PCSD Main Off	
EZMED	.50
1.6 Approve and sign None 2 days Executive Dire	ctor
Wildlife Clearance PCSDS Main Of	ice –



			Office of the Executive Director
2.1 Record and release Wildlife Clearance	None	10 minutes	Records PCSDS Main Office – Office of the Executive Director
TOTAL:	Php 360.00	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 – Government to Business			
	G2G – Government to Government			
Who may avail:	All resource users			
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	ecting Undertaking Fee Authorized Online Payment Portals			
Duly accomplished application form (1 original)		PCSD Website; PCSDS Main office thru front desk officer or EZMED staff		
3. A letter of intent indicating therein that s/he intends to undertake bioprospecting (1 original)		Resource user or applicant		
4. Research/Project Proposal		Resource user or applicant		
5. Prior Informed Consent (PIC) Certificate (1 original or certified true copy)		Resource providers e.g. LGU concerned and PAMB or IP group, private individuals or other agencies having special jurisdiction over the subject/collection areas under existing laws, if applicable (step by step procedures downloadable from PCSD website)		
6. Certification of Com	pliance to Proper	Resource user or applicant and,		



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)
7. Summary of the agreed terms for benefit-sharing with resource providers (1 original or certified true copy)	Resource user or applicant and, Resource providers e.g. LGU concerned and PAMB or IP group, private individuals or other agencies having special jurisdiction over the subject/collection areas under existing laws, if applicable
8. Proof of posting of performance (25% of project cost) and/or rehabilitation bond (25% of potential damage cost), in the form of surety bond 1 copy	Bond and surety/non-life insurance agencies
9. Proof of Payment of Bioprospecting Fee (1 original)	Resource user or applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBL E
1. Submit the application including all the requirements to the receiving clerk/front desk	1.1 Receive the application, check the completeness of all the submitted requirements, transmit all documents received to the Central Registry	None	30 minutes	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	inone	1 day	Permitting Section Chief PCSDS Main Office –



	1 1 5005	I		FC3D
	to the PCSD, including the BU signed by resource-user			EZMED Division Chief PCSDS Main
	and providers, for approval			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 10 % 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) 3% of the assessed amount, for resource user who is a Filipino student whose bioprospecting research is in fulfillment of academic requirement in a local institution and is undertaking the research with no	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	3.1 Explain the	None	30 minutes	Records
PCSD Main Office-	contents of BU			PCSDS Main
Record Section and	Release the			Office – Office
receive the approved	approved BU			of the
BU upon filling-up the				Executive
Client Feedback				Director
Form				
	TOTAL:	Starts at	17 days,1	
		PHP500 and	hour, 15	
		total amount	minutes	
		depends on the		
		assessed value		
	41 11 1 4 11 1			

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.

P.					
Office or Division:	ECAN Zones Management and Enforcement Division (EZMED)				
Classification:	Highly Technical				
Type of Transaction:	G2C – Government t	o Citizen			
	G2G – Government to Government				
Who may avail:	All				
CHECKLIST OF R	REQUIREMENTS WHERE TO SECURE				
1. Request Letter (1 original)					
1. Request Letter (1 original properties)	ginal)	Applicant			
Request Letter (1 original) Biodata (1 original)	ginal)	Applicant Applicant			
	,				
2. Biodata (1 original)	e/ organization/	Applicant			



				PUSD		
head/president (1 origin						
4. Police Clearance/Jud	dge Clearance (1	PNP and RTC				
original)						
5. Recent passport size	photo ID (1 original)	Applicant				
6. Recent Medical Certi	ficate (1 original)	Medical doctor from government institution				
7. Certificate of good moral character			Office concerne			
	issued by the Chairman of the barangav					
where the prospective \						
original)	(1					
8. Sworn Statement exe	ecuted by the	Notary Pu	ublic			
prospective WEO to the	-					
willing to undertake the						
responsibilities of WEO						
Certificate of WEO T		PCSDS/s	accredited training	n institution		
photocopy)	raining (1	1 0000/6	accreated training	, institution		
CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING	PERSON		
OLILINI OTLI O	ACENOT ACTION	TO BE	TIME	RESPONSIBLE		
		PAID	11141	KEGI GIYOIBEE		
Submit request	1.1 Receive the	None	10 minutes	Chief		
letter and all the	request letter and	140110	10 1111110100	Administrative		
requirements to the	check the			Officer		
receiving clerk/front	completeness of			PCSDS Main		
desk.	the requirements			Office -		
desk.	submitted			Administrative and		
	Submitted			Finance Division		
				I IIIaiice Division		
				Dormitting Soction		
				Permitting Section Chief		
				PCSDS Main		
	4.0.1/2 ====================================	Mana	C deve	Office – EZMED		
	1.2 Verify and	None	5 days	Permitting Section		
	evaluate the			Chief		
	submitted			PCSDS Main		
	documents	N 1		Office – EZMED		
	1.3 Prepare and	None	7 days	Permitting Section		
	submit evaluation			Chief		
	report for			PCSDS Main		
	recommendation to			Office – EZMED		
	the Executive			D. 1.1. O. 1.1.		
	Director			Division Chief		
				PCSDS Main		
				Office – EZMED		
	1.4 Review the	None	2 days	Executive Director		
	evaluation report			PCSDS Main		
	and submit to			Office – Office of		
	PCSD for approval			the Executive		
				Director		
	1.5 Approve the	None	2 days	PCSD Chairman		
	application and			PCSDS Main		
	facilitate the oath			Office		



	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 MANAGEMENT AND ENFORCEMENT DIVISION				
	(EZMED)				
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	QUIREMENTS	WHERE TO SECURE			
1. Signed written requ	est (1 original) OR	Requesting party/ client			
signed intra-office me	itra-office memo (1 original)				
stating therein the con	nplete names,				
addresses and other p	pertinent information				



about the individual/s	or entity/ies			
CLIENTS STEPS	AGENCY ACTION		PROCESSING	PERSON
		BE PAID	TIME	RESPONSIBLE
1. Submit written request and other pertinent documents to the PCSD Main Office Front Desk	1.1 Receive and record the submitted written request and pertinent documents	None	10 minutes	Chief Administrative Officer PCSDS Main Office- Administrative and Finance Division
	1.2 Forward to the Office of the Executive Director	None	5 minutes	Deputy Executive Director PCSDS Main Office- Office of the Executive Director
	1.3 Endorse to EZMED-Permitting Section	None	5 minutes	Deputy Executive Director PCSDS Main Office- Office of the Executive
	1.4 Verify from records if the PCSD issued permits to individuals named in the request and prepare the requested certification	None	10 minutes	Permitting Chief PCSDS Main Office- EZMED
	1.5 Review the prepared certification	None	5 minutes	Division Chief PCSDS Main Office- EZMED
	1.6 Sign the certification	None	10 minutes	Permitting Chief PCSDS Main Office- EZMED
2. Pay permit fees at PCSD Main Office- Cashier Window 2 by	2.1 Prepare payment slip		5 minutes	Permitting Chief PCSDS Main Office- EZMED
showing the Payment Slip *Make sure to secure Official Receipt that will be issued upon payment	payment and issue Official Receipt	Certification Fee PHP 50 Legal Research Fund PHP 10	10 minutes	Accountant III PCSDS Main Office- Administrative and Finance Division
3. Proceed to the PCSD Main Office Records Section and receive the signed Certification upon filling-up the Client Feedback Form	3.1 Record and release the signed Certification	None	10 minutes	Records PCSDS Main Office- Office of the Executive



TOTAL	.: PHP 60	1 Hour and 10	
		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:

(EZMED)

ECAN ZONES MANAGEMENT AND ENFORCEMENT DIVISION

	(LZIVILD)				
Classification:	Complex				
Type of	G2C – Government	G2C – Government to Citizen			
Transaction:	G2B - Government	to Business e	entity		
	G2G – Government	to Governme	ent		
Who may avail:	All				
Checklist OF RE	QUIREMENTS	WHERE TO SECURE			
Signed written reques	t (1 original) OR	Requesting	party/ client (the	sis adviser) or	
signed intra-office me		requesting a		,	
If the data is for resea	rch/thesis proposal:				
a. Notarized Affidavit		Requesting	party/ client		
Affidavit of Non-Disclo	osure (1 original)				
Affidavit of Undertakin	ng template	PCSDS-EZN	∕IED Legal Secti	on	
b. For students - An e		Institution/ university/ college concerned			
from the concerned U					
Dean, aside from the					
written request (1 orig				DEDOON	
CLIENTS STEPS	AGENCY ACTION		PROCESSING	PERSON	
4 0 1 '4 '44	1.15	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				
	1.2 Assess the	None	3 days, 3	Division Chief	
	request and		hours	PCSDS Main Office-	
	Prepare the			EZMED	
	requested data and				
	draft letter-reply			5111 511	
	1.3 Review the	None	2 hours	Division Chief	
	prepared data and			PCSDS Main Office-	



	the draft letter-reply			EZMED
	1.4 Approve/sign	None	30 minutes	Executive Director
	the letter-reply			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 Citizen				
Transaction:	G2B – Government to Business entity				
	G2G – Government to	o Governme	nt		
Who may avail:	All				
Checklist OF R	EQUIREMENTS		WHERE TO S	SECURE	
Signed written reques	st (1 original)	Requesting	party/ client		
Pertinent copy of law	document/policy in	Requesting	party/ client		
question and/or other	•				
(1 certified true copy)					
Request form		PCSDS Front Desk Office			
CLIENTS STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON	
		BE PAID	TIME	RESPONSIBLE	
Submit written	1.1 Receive and	BE PAID None	TIME 10 minutes	Chief Administrative	
request and other	record the submitted			Chief Administrative Officer	
request and other pertinent documents	record the submitted written request and			Chief Administrative	
request and other pertinent documents at the PCSDS Main	record the submitted			Chief Administrative Officer PCSD Main Office	
request and other pertinent documents	record the submitted written request and			Chief Administrative Officer PCSD Main Office Deputy Executive	
request and other pertinent documents at the PCSDS Main	record the submitted written request and			Chief Administrative Officer PCSD Main Office Deputy Executive Director	
request and other pertinent documents at the PCSDS Main	record the submitted written request and			Chief Administrative Officer PCSD Main Office Deputy Executive	
request and other pertinent documents at the PCSDS Main	record the submitted written request and			Chief Administrative Officer PCSD Main Office Deputy Executive Director	
request and other pertinent documents at the PCSDS Main	record the submitted written request and			Chief Administrative Officer PCSD Main Office Deputy Executive Director	
request and other pertinent documents at the PCSDS Main	record the submitted written request and other documents	None	10 minutes	Chief Administrative Officer PCSD Main Office Deputy Executive Director	
request and other pertinent documents at the PCSDS Main	record the submitted written request and			Chief Administrative Officer PCSD Main Office Deputy Executive Director	



	<u>'</u>			PCSD
	information contained in the request, Review laws, statutes, rules, government circulars and memoranda, policies and guidelines subject for legal opinion/comment or position paper and prepare written legal opinion/ comment/ position paper and forward to OED			Section Chief OED/EZMED
	1.3 Review the draft legal opinion/ comment/ position paper	None	2 days	Deputy Executive Director PCSDS Main Office- Office of the Executive Director
	1.4 Approve/sign the letter incorporating PCSDS' 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:						
	F REQUIREMENTS	WHERE TO SECURE				
 Signed written r original) 	equest for case evaluation	Reques	ting party/ client	t		
2. Other pertinent copy, each)	documents (1 certified true	Reques	ting party/ client	t		
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		
	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		

PCSD

	Evaluation Report with recommendations/ proposed actions			PCSDS Main Office- Office of the Executive Director
	1.7. Undertake appropriate action/s as recommended and as approved by the ED and prepare letter informing client of action on investigation	None	5 days	Legal Services Section Chief PCSDS Main Office- OED/EZMED
2. Receive copy of Letter Informing Client of Action on Investigation	2.1 Record and release	None	5 minutes	Deputy Executive Director PCSDS Main Office- Office of the Executive Director
	TOTAL:	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	tizen					
Transaction:	G2G – Government to Go						
Who may avail:	All						
Checklist OF	REQUIREMENTS		WHERE TO	SECURE			
Signed written reque	est (1 original)	Requestin	g party/ client/ a	gency			
Pertinent copies of s	supporting and/or other	Requesting party/ client/ agency					
necessary documen	ts						
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			



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

20. Request for Legal Assistance (inquest)

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

	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					
Checklist OF REQUIREMENTS		WHERE TO SECURE			
Signed written request (1 original)		Requesting party/ client/ agency			
CLIENTS STEPS	CLIENTS STEPS AGENCY ACTION			PERSON	
		BE PAID	TIME	RESPONSIBLE	
 Submit request 	1.1 Receive, record and	None	15 minutes	Chief Administrative	
including the	check the completeness			Officer,	
necessary	of the submitted request			PCSDS Main Office	
documentary	and its supporting			Danielie Francisies	
requirements at PCSD Main Office	documents			Deputy Executive Director	
Front Desk				PCSDS Main Office-	
I TOTAL DOSK				Office of the	
				Executive Director	
	1.2 Forward to the	None	15 minutes	Deputy Executive	
	OED/EZMED Legal			Director	
	Service Section			PCSDS Main Office-	
				Office of the	
	100 11 11			Executive Director	
	1.3 Collect all the	None	5 minutes	Legal Services	
	available documentary evidence			Section Chief PCSDS Main Office-	
	eviderice			Office of the	
				Executive Director	
	1.4 Prepare criminal	None	10 hours	Legal Services	
	and/or administrative			Section Chief	
	complaint with			PCSDS Main Office-	
	necessary documentary			EZMED	
	evidence				
	1.5 File the complaint to	None	1 day	Legal Services	
	the Prosecutor's Office	110110	. aay	Section Chief	
				PCSDS Main Office-	
				EZMED	
2. Proceed to the	2.1 Record, Release and	None	25 minutes	Deputy Executive	
PCSDS Main	notify client			Director	
Office-EZMED and				PCSDS Main Office-	
file the documents (Resolution,				Office of the Executive Director	
Information, other				EVERRING DIIGRIN	
pertinent					
documents)					
	TOTAL:	None	1 day and 11		
			hours		



21. Request for 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	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	SECURE		
1. Service request form	rvice request form (1 original) EEED Frontline Staff, PCSD Main Bui ECAN Education and Extension Divisi					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE		
1.Submit service request form at the PCSD Main Office ECAN Education and Extension Division Frontline Staff	1.1 Receive service request form 1.2 Check and collate available brochures, booklets, pamphlets, modules, newsletters, posters, videos and photographs or other Information Education and Communication (IEC) materials.	None	5 Minutes 1 hour	Division Chief PCSD Main Building- ECAN Education and Extension Division		



		1		
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	Citizens			
	G2B- Government to	Business			
	G2G- Government to	Government			
Who may avail:	All				
CHECKLIST OF R	EQUIREMENTS WHERE TO SECURE				
1. Request letter (1 Orig	ginal) Client				
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSIN	PERSON	



		BE PAID	G TIME	RESPONSIBLE
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	None	45 minutes	and Finance Division
11	Executive Director			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	2.1 Record and release reply letter, notify client, and	None	1 hour	Deputy Executive Director
email and fill out the Client Feedback form.	receive the filled 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 Governi	ment	
Who may avail:	Media, Academe a	nd other R	esearchers	
Checklist OF REC	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				Division Chief PCSD Main Building- ECAN Education and Extension Division
Clients should indicate their contact details for immediate feedback. (Indicate the name of the interviewer, agency, designation,	1.2 Approve request and forward request to concerned Division/personin-charge	None	2 days	Executive Director PCSD Main Building- ECAN Education and Extension Division



			<u> </u>	PCSD
contact details)				
2. Receive notification	2.1 Notify client	None	1 hour	Division Chief
of interview schedule through letter or via	of interview schedule and			PCSD Main Building-
email and fill out the	receive the filled			ECAN Education and Extension Division
Client Feedback form.	out Client Feedback form.			
	TOTAL:	None	2 days, 1	
			hour and 10 minutes	
CLIENTS STEPS	AGENCY	FEES	PROCESSIN	PERSON
	ACTION	TO BE PAID	G TIME	RESPONSIBLE
MEDIA				
Submit request via call or text messages	1.1 Receive request thru call	None	15 minutes	Division Chief
to Designated PCSDS	or text message			PCSD Main Building- ECAN Education and
Spokesperson	1.2 Notify OED	None	1 day	Extension Division
	of request for approval			
	1.3 Approve request and	None	1 day	Executive Director- PCSD Main
	notify spokesperson or			Building- ECAN
	person-in-charge			Education and Extension Division
2. Receive reply and	2.1 Schedule the	None	30 minutes	Division Chief
notification of schedule of interview via email	interview and notify client and			PCSD Main Building-
or SMS and fill out the Client Feedback form.	receive the filled out Client			ECAN Education and Extension Division
Cheffe i Godback form.	Feedback form.			
	TOTAL:	None	2 days and	
	IOIAL.	INOTIC	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	Simple		
Type of Transaction:	G2C- Government to Citizens			
	G2G- Governmen	G2G- Government to Government		
Who may avail:	Media, Academe	Media, Academe and other Researchers, other partners		
Checklist OF REQ	UIREMENTS		WHERE TO	SECURE
1. Request letter (1 Orig	jinal)	Client		
CLIENTS STEPS	AGENCY	FEES	PROCESSIN	PERSON
	ACTION	TO BE PAID	G TIME	RESPONSIBLE
1. Submit letter of request to PCSDS Front Desk Officer or email at oed@pcsd.gov.ph	1.1 Receive letter and forward to the Executive Director	None	10 minutes	Chief Administrative Officer PCSDS Main Office- Administrative and Finance Division
eeedpcsd@gmail.com/ eeed@pcsd.gov.ph or thru PCSDS Official Facebook page facebook.com/pcsd76 11 Clients should indicate				Division Chief PCSD Main Building- ECAN Education and Extension Division
their contact details for immediate feedback.				
	1.2 Review and approve request and forward to Division Incharge	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	2.1 Receive approved request and logbook	None	1 hour	Division Chief PCSD Main Building- ECAN Education and Extension

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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

Office/Division:

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.

ECAN Education and Extension Division (EEED)

Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
	G2B- Governmen	t to Busines	ss	
	G2G- Governmen	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	FEES	PROCESSIN	PERSON
	ACTION	TO BE	G TIME	RESPONSIBLE
		PAID		REOI OITOIDEE
1. Submit request	1.1 Receive	None	30 minutes	Chief Administrative
letter to PCSDS Main	request letter		30 minutes	Chief Administrative Officer
-			30 minutes	Chief Administrative Officer PCSDS Main Office-
letter to PCSDS Main Officer Front Desk	request letter and PSDTI Use- Request Form and forward to		30 minutes	Chief Administrative Officer
letter to PCSDS Main Officer Front Desk Officer or email at oed@pcsd.gov.ph eeedpcsd@gmail.com	request letter and PSDTI Use- Request Form and forward to the Office of the		30 minutes	Chief Administrative Officer PCSDS Main Office- Administrative and
letter to PCSDS Main Officer Front Desk Officer or email at oed@pcsd.gov.ph	request letter and PSDTI Use- Request Form and forward to		30 minutes	Chief Administrative Officer PCSDS Main Office- Administrative and

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Clients should indicate their contact details for immediate feedback.	1.2 Review and approve request and forward to Division Incharge	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 and Extension Division (EEED)	
Classification:	Simple	
Type of	G2C- Government	to Citizens
Transaction:	G2B- Business	
	G2G- Government to Government	
Who may avail:	Public, Media, Students, NGA, NGO, LGU	
Checklist OF REQ	UIREMENTS	WHERE TO SECUR
Request letter (1 Original)		Client



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



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 G2G- Government to Government
Who may avail:	Academe, NGA, LGU, other concerned stakeholders

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

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1. Submit letter of request to PCSDS Front Desk Officer or thru email at oed@pcsd.gov.ph	1.1 Receive letter and forward to the Office of the Executive Director	None	15 minutes	Division Chief PCSD Main Building- ECAN Education and Extension Division
eeedpcsd@gmail.com/ eeed@pcsd.gov.ph or thru PCSDS Official Facebook page facebook.com/pcsd76	1.2 Review and approve request and forward to Division In-charge	None	2 days	Executive Director PCSD Main Building- ECAN Education and Extension Division
	1.3 Receive approved request and logbook schedule (if approved)	None	15 minutes	Division Chief PCSD Main Building- ECAN Education and Extension Division
2. Receive notification and/or approval of request via letter or	2.1 Notify client and receive the filled-out Client	None	1 hour	Division Chief PCSD Main Building-



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

28. Collection Services External Service

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

Office/Division:	Administrative and Finance Division – Accounting Office			
Classification:	Simple			
Type of	G2C – Government to Citizen			
Transaction:		ment to Business		
		ment to Government		
Who may avail:		may include any of the fo		
		ees of the government or	private sector	
		ment agencies		
		vernment organizations nic institutions		
	- Resear			
	- Genera			
		proponents whether apply	vina for permit/cle	earance or being
	penaliz		,g	
	- Permitte	ees whether applying for p	permit or being pe	enalized
CHECKLIS	T OF	WHER	RE TO SECURE	
REQUIREM				
Assessment slip (1	Original)	District Management Divisions (DMDs), or		
		ECAN Zones Management and Enforcement Division		
		(EZMED), or		
		ECAN Monitoring and Evaluation Division (EMED), or PCSDS Front Desk, or		
		Office of the Executive Di	irector – PCSD S	ecretariat (for
		SEP Clearance payments		ecretariat (101
		Office of the Executive Di	•	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



				FCSD
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	Tiloui	Administrative
assessment slip	paymont	CERTIFICATION		Officer
assessment sup	2.2 Issue	ECAN Zoning		PCSD Main
*Make sure to	Official	Certification – PHP 200		Office-
secure Official	Receipt or	Certification – 1 Til 200		Administrative
Receipt that will be		Printing of map (optional		and Finance
	Receipt	upon request) PHP 250		Division
issued upon	•	upon request) FHF 250		ווטופועום
payment	number	DUD 200 additional	1 hour 1 minuto	
	<u>TOTAL</u>	PHP 200, additional	1 hour 1 minute	
2. Dov. the fee	2.4 Dessite	PHP per map printing		Chief
2. Pay the fee	2.1 Receive	ISSUANCE OF SEP		Chief
based on	payment	CLEARANCE FOR	10 minutos	Administrative
assessment slip	0.0 leave	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		
		0		
		Certification of No		
		Pending Case		
		PHP 50		
		Legal Research Fund		
		PHP 10		
	<u>TOTAL</u>	PHP 5060 (Category A)	11 minutes	
		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



				PCSD
		Pending Case PHP 50		Division
		Legal Research Fund PHP 10		
	TOTAL	PHP160	16 minutes	
2. Pay the fee based on assessment slip	2.1 Receive payment	Issuance of CITES Import Permit or Non- CITES Certification	15 minutes	Chief Administrative Officer
assessment sup	2.2 Issue Official Receipt	Import certificate/ permit: Php350.00		PCSD Main Office- Administrative and Finance
		Certification of No Pending Case PHP50		Division
		Legal Research Fee PHP 10		
	TOTAL	<u>PHP60</u>	16 minutes	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	Issuance of CITES Export or Re-Export Permit /Non-CITES Export or Re-Export Certification i. Commercial I.Fauna, its by-products and derivatives: ii. Inspection fee: PHP 300 iii. Permit Fee: 3% of export value iv. Certificate of No Pending Case PHP 50 v. Legal Research Fee: PHP 10	15 minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division
		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		



				PCSD
		Fee: PHP 10		
		ix. Non-commercial		
		I. CITES Species x. Inspection fee: PHP 150 xi. Permit Fee: PHP 250 xii. Certificate of No Pending Case PHP 50 xiii. Legal Research Fee: PHP 10		
		II.Non-CITES Species xiv. Inspection fee: PHP 150 xv. Permit Fee: PHP 150 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 amount of fees to be paid will vary depending on the species to be exported pursuant to PCSD AO No. 12		
	TOTAL	Starts at PHP 150 depending on the type of Permit or Certification	16 minutes	
2. Pay the fee based on assessment slip	2.1 Receive payment	Issuance of Wildlife Clearance Wildlife Clearance	15 minutes	Chief Administrative Officer PCSD Main
	2.2 Issue Official Receipt	PHP 300 Certificate of No		Office- Administrative and Finance



		Dan din n Oasa		PUSD Divisions
		Pending Case PHP50		Division
		FHF50		
		Legal Research Fund PHP 10		
	TOTAL	PHP 360.00	16 minutes	
2. Pay the fee	2.1 Receive	Issuance of Certificate	5 minutes	Chief
based on	payment	of Wildlife Registration	5 minutes	Administrative
assessment slip	paymont	or vinamo regionanon		Officer
accecomon cmp	2.2 Issue	Certificate of No		PCSD Main
	Official	Pending Case Php50		Office-
	Receipt	l and ingred in the second		Administrative
		Legal Research Fund		and Finance
		PHP 10		Division
		PhP 350/head, for		
		threatened terrestrial		
		and aquatic fauna		
		PhP150/species, for		
		threatened flora species		
		PhP 200/head, for exotic		
		fauna w/c are kept in		
		houses/by private		
		individuals		
		DhD 250/haad at tarres		
		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	6 minutes	
		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	WSUP for other		Office-
	Receipt	Purposes Fee PHP300		Administrative
		Contitionts of No		and Finance
		Certificate of No		Division
		Pending Case PHP50		
		Legal Research Fund		
		Legal Nescalul Fullu		



PHP 10 PhP 300 for all wildlife for shows/exhibition PhP 50 for all wildlife for educational purposes PhP 300 for all wildlife for educational purposes PhP 300 for all wildlife for documentation for commercial purposes TOTAL Starts at PHP 360.00 depending on the type of special use for wildlife language o					PCSD
for shows/exhibition PhP 50 for all wildlife for educational purposes PhP 300 for all wildlife for documentation for commercial purposes PhP 300 for all wildlife for documentation for commercial purposes PhP 300.00 depending on the type of special use for wildlife 2. Pay the fee based on assessment slip Bioprospecting Undertaking (BU) 2.2 Issue Official Receipt PhP 500 Poffice Administrative and Finance Division 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 collaborator or or or entering into collaborator or or investors (97% shall be paid upon entering into collaborations or			PHP 10		
for shows/exhibition PhP 50 for all wildlife for educational purposes PhP 300 for all wildlife for documentation for commercial purposes PhP 300 for all wildlife for documentation for commercial purposes PhP 300.00 depending on the type of special use for wildlife 2. Pay the fee based on assessment slip assessment sl					
PhP 50 for all wildlife for educational purposes PhP 300 for all wildlife for documentation for commercial purposes TOTAL Starts at PHP 360.00 depending on the type of special use for wildlife sp			PhP 300 for all wildlife		
PhP 50 for all wildlife for educational purposes PhP 300 for all wildlife for documentation for commercial purposes TOTAL Starts at PHP 360.00 depending on the type of special use for wildlife sp			for shows/exhibition		
educational purposes PhP 300 for all wildlife for documentation for commercial purposes TOTAL Starts at PHP 360.00 depending on the type of special use for wildlife 2. Pay the fee based on assessment slip 2.2 I sue Official Receipt 2.2 I sue Official Receipt 15 minutes 15 minutes Chief Administrative Officer PCSD Main Office Administrative and Finance Division 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					
educational purposes PhP 300 for all wildlife for documentation for commercial purposes TOTAL Starts at PHP 360.00 depending on the type of special use for wildlife 2. Pay the fee based on assessment slip 2.2 I sue Official Receipt 2.2 I sue Official Receipt 15 minutes 15 minutes Chief Administrative Officer PCSD Main Office Administrative and Finance Division 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			PhP 50 for all wildlife for		
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				РСЭБ
		commercial interests for		
		the use of the		
		specimens or findings of		
		the research) 15 minutes	40	
0.5	TOTAL	Starts at PHP500	16 minutes	0111
2. Pay the fee	2.1 Receive	Issuance of Wildlife	15 minutes	Chief
based on assessment slip	payment	Farm Permit		Administrative 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
		Large Scale PHP 5,460		
	TOTAL	PHP2300 (Small Scale)	16 minutes	
		PHP4240 (Medium		
		Scale)		
		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
		Other Fisheries		and Finance
		Products (AO 12) PHP		Division
		1,000		
		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)- Single Batch		Administrative
assessment slip				Officer
	2.2 Issue	Species under PCSD		PCSD Main
	Official	Administrative Order		Office-
	Receipt	No. 5 (RFF) Shipment		Administrative
		LTD Inches Con Est		and Finance
		LTP Inspection Fee		Division
		PHP 200		
		Legal Research Fee		
		PHP 10.00		



				PCSD
		Charges – PHP 30/head for live reef Fish		
		PHP 15/head for fresh reef fish		
		PHP 10/head for ornamental fish		
		Species under PCSD Administrative Order No. 12		
		LTP Inspection Fee PHP 200 Legal Research Fee PHP 10.00		
		Edible Birds nest – 1% of the commercial value of the product Farm Bred fauna PHP 200 Other wildlife derivatives PHP 300		
		Other wildlife by- products PHP10/pc for the 1st 10 pcs; PHP5/pc for each additional pc or PHP 50 for 1 kg or less and additional PHP 5 for each additional 500gms		
		*Total fees to be paid depends on the quantity of species to be transported.		
	<u>TOTAL</u>	Starts at PHP210.00	1 hour and 1 minute	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue	Issuance of Wildlife Collector's Permit for Species under AO12	15 minutes	Chief Administrative Officer PCSD Main
	Official	Application Fee:		Office-



	1	1		PUSD
	Receipt	PhP 500 for terrestrial		Administrative
		wildlife PhP 500 for Aquatic		and Finance Division
		wildlife		DIVIDIOII
		Collection Charges:		
		Mammals: 500.00/head;		
		Reptiles:		
		400.00/head;		
		Birds:		
		20.00/head;		
		Amphibian:		
		20.00/head;		
		·		
		Butterfly:		
		70.00/head		
		Orchids:		
		50.00/pc for common;		
		Wildlings:		
		50.00/pc		
		Plant and all other		
		derivatives:		
		25.00/pc/plant/sample;		
		Fauna parts and		
		derivatives not limited to blood and serum		
		samples:		
		25.00/pc/plant/sample;		
		Certification of No		
		Pending Case PHP 50		
		F F DU		
		Legal Research Fund		
		PHP 10		
	TOTAL	Starts at Php 560.00	16 minutes	01: 1
2. Pay the fee based on	2.1 Receive	Issuance of Wildlife Collector's Permit for	15 minutes	Chief Administrative
assessment slip	payment	Species under AO5		Officer
assessinent sup	2.2 Issue	opecies under AOJ		PCSD Main
	Official	Permit Fee:		Office-
	Receipt	PHP 100		Administrative
		Certification of No		and Finance



				PCSD
		Pending Case PHP 50		Division
		Legal Research Fund PHP 10		
	TOTAL	PHP 160.00	16 minutes	
2. Pay the fee	2.1 Receive	Issuance of Permit to	1 hour	Chief
based on assessment slip	payment	Purchase		Administrative Officer
·	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>	1 hour and 1 minute	
2. Pay the fee based on assessment slip	2.1 Receive payment	Issuance of Permit to Transfer Certificate of Registration by	1 hour	Chief Administrative Officer
	2.2 Issue Official	Donation		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	Issuance of Permit to Transfer Certificate of Registration by	1 hour	Chief Administrative Officer PCSD
	2.2 Issue Official	Succession		Main Office- Administrative
	Receipt	Permit to Transfer PHP 500		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 2.2 Issue Official Receipt	Issuance of Chainsaw Registration Certificate of Registration PHP 100 (for New Applications) PHP 500 (for Renewal) Certification of No Pending Case PHP 50 Legal Research Fund	1 hour	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division
		PHP 10		
	TOTAL	PHP160	1 hour and 1 minute	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	Permit to Sell PHP 500	1 hour	Chief Administrative Officer PCSD Main Office- Administrative
		Certification of No Pending Case PHP 50 Legal Research Fund		and Finance Division
	TOTAL	PHP 10 PHP 560	1 hour and 1	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	Issuance of Special Use Permit Special Use Permit PHP 300 Certification of No	minute 1 hour	Chief Administrative Officer PCSD Main Office- Administrative and Finance
		Pending Case PHP 50 Legal Research Fund PHP 10		and Finance Division
	TOTAL	PHP 360	1 hour and 1 minute	
2. Pay the fee	2.1 Receive	Issuance of Transport	1 hour	Chief



	1 .			PCSD
based on	payment	Permit		Administrative
assessment slip				Officer
	2.2 Issue	Transport Permit		PCSD Main
	Official	PHP 100		Office-
	Receipt	O a differential and NI		Administrative
		Certification of No		and Finance
		Pending Case PHP 50		Division
		PHP 50		
		Legal Research Fund		
		PHP 10		
	TOTAL	PHP 160	1 hour and 1	
	IOIAL	1111 100	minute	
2. Pay the fee	2.1 Receive	Issuance of Permit to	1 hour	Chief
based on	payment	Manufacture	1 11001	Administrative
assessment slip	paymon	manaratara		Officer
accocomon cmp	2.2 Issue	Permit to Manufacture		PCSD Main
	Official	PHP 1,000		Office-
	Receipt	,		Administrative
	· ·	Certification of No		and Finance
		Pending Case		Division
		PHP 50		
		Legal Research Fund		
		PHP 10		
	<u>TOTAL</u>	PHP 1060	1 hour and 1	
			minute	
2. Pay the fee	2.1 Receive	Issuance of Dealership	1 hour	Chief
based on	payment	/Distribution Permit		Administrative
assessment slip				Officer
	2.2 Issue	Dealership Permit		PCSD Main
	Official	PHP 1,000		Office-
	Receipt	Contification of No.		Administrative
		Certification of No		and Finance
		Pending Case PHP 50		Division
		PHF 50		
		Legal Research Fund		
		PHP 10		
	TOTAL	PHP 1060	1 hour and 1	
	1017(2	1111 1000	minute	
2. Pay the fee	2.1 Receive	Issuance of Permit to	1 hour	Chief
based on	payment	Operate		Administrative
assessment slip		Service/Repair Shop		Officer
	2.2 Issue			PCSD Main
	Official	Permit to Operate		Office-
	Receipt	Service /Repair Shop		Administrative
		PHP 500		and Finance
				Division
		Certification of No		DIVISION



				PCSD
		Pending Case PHP 50		
		Legal Research Fund PHP 10		
	TOTAL	PHP 560	1 hour and 1 minute	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	Issuance of Certification as to Wildlife Conservation Status Certification of No Pending Case PHP 50	15 minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division
		Legal Research Fund PHP 10		
	<u>TOTAL</u>	<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 Certification Fee PHP 50	15 minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division
		Legal Research Fund PHP 10		
	TOTAL	<u>PHP 60</u>	16 minutes	

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
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		PCSD
Classification:	Simple	
Type of Transaction:	G2C – Government to Citize	n
	G2B - Government to Busine	ess
	G2G – Government to Government	rnment
Who may avail:	- Employees of PCSDS	
	- Government agencies	
	 Non-government orga 	
	- Supplier of goods and	
	- Academic institutions	100111000
	- Researchers	
	- General public	
CULCKLIST OF	·	WHERE TO SECURE
	REQUIREMENTS	WHERE TO SECURE
COA Documentary Require	•	
transaction (COA Circular 2	2012-001 dated June 14,	
2012		
Salary and PERA		
A. Individual Claim	avad Appaintment (1 Original	
1. Duly Appro	oved Appointment (1 Original	2 nd Floor Human Resource Unit,
Copy, 1 ph	,	PCSD Bldg
•	nt Order, if applicable (1 ppy and 1 photocopy)	
•	rue Copy of Oath of Office (1	2nd Floor Human Resource Unit,
	opy and 1 photocopy)	PCSD Bldg
_	of Assumption (1 Original	
	1 photocopy)	2nd Floor Human Resource Unit,
	of Assets, Liability and Net	PCSD Bldg
	riginal Copy and 1	
photocopy		2nd Floor Human Resource Unit,
	DTR (1 Original Copy and 1	PCSD Bldg
photocopy)	2nd Floor Human Resource Unit,
7. BIR withho	olding certificates (Forms	PCSD Bldg
1902 and 2	2305) (1 Original Copy and 1	
photocopy	•	2nd Floor Human Resource Unit,
_	ormation on New Employee	PCSD Bldg
` `	Copy and 1 photocopy)	- 3
_	rom the claimant and	BIR Office, Rizal Ave., Puerto
	on documents, if claim by	Princesa City
	er than payee from the	1. 11.1000a Oity
-	ffice (1 Original Copy and 1	2nd Floor Human Resource Unit,
photocopy	,	
	ox "A" Obligation Request	PCSD Bldg
•	Original Copy and 1	
photocopy	,	Nietem - Duklie
	ox "A" Disbursement	Notary Public
voucher (1	Original Copy and 1	



	PCSD
photocopy)	
B. Transferee	
 Clearance from money, property and legal accountabilities (1 Original Copy and 1 photocopy) 	
Certified True Copy of pre-audited disbursement of last salary from the	From Division emanating the request
previous office (1 Original Copy and 1 photocopy)	From Division emanating the request
BIR Form 2316(1 Original Copy and 1 photocopy)	
 Certificate of Available Leave Credits (1 Original Copy and 1 photocopy) 	2nd Floor Human Resource Unit,
5. Service Records (1 Original Copy and 1 photocopy)	PCSD Bldg
 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)	
C. Salary (if deleted from payroll)1. Approved DTR (1 Original Copy and 1	From Accounting of previous office
photocopy) 2. Notice of Assumption (1 Original Copy	From HR of previous office
and 1 photocopy)3. Approved application for leave,clearances and medical certificate (5	From HR of previous office
days sick leave or more) (1 Original Copy and 1 photocopy)	From Division emanating the request
 Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy) 	From Division emanating the request
Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)	
D. Salary Differential due to promotion or step increment	2nd Floor Human Resource Unit, PCSD Bldg
CTC of approved appointment for promotion or NOSA for step increment/salary increase (1 Original)	2nd Floor Human Resource Unit, PCSD Bldg
Copy and 1 photocopy) 2. Certificate of assumption (1 Original	2nd Floor Human Resource Unit,

Copy and 1 photocopy)

3. Approved DTR or certification that

employee has not incurred leave without pay (1 Original Copy and 1 PCSD Bldg



photocopy) From Division emanating the request 4. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy) From Division emanating the request 5. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy) E. Last Salary 1. Clearance from money, property and 2nd Floor Human Resource Unit, legal accountabilities (include written **PCSD Bldg** 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 photocopy) 2nd Floor Human Resource Unit. 4. Certified Box "A" Disbursement PCSD Bldg Voucher (1 Original Copy and 1 photocopy) F. Salary due to heirs of deceased employee 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 by PSA, if applicable (1 Original 2nd Floor Human Resource Unit, Copy and 1 photocopy) PCSD Bldg Birth certificate of surviving heirs authenticated by PSA (1 Original Copy and 1 photocopy) Designation of next of kin (1) 2nd Floor Human Resource Unit, 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)

G. Claim through ATM Payroll

1. Salary Payroll (1 Original Copy and 1

(see where to secure requirements



	PCSD
photocopy)	of Last Salary)
2. Payroll register (hard and soft copy) (1	
Original Copy and 1 photocopy)	
Letter to the bank to credit employees' account (1 Original Copy and 1 photograph)	Philippine Statistic Authority, Malvar Street
photocopy) 4. Validated deposited slip (1 Original Copy and 1 photocopy)	
5. Certified Box "A" Obligation Request	
Status (1 Original Copy and 1 photocopy)	Philippine Statistic Authority, Malvar Street
6. Certified Box "A" Disbursement	
Voucher (1 Original Copy and 1	
photocopy)	
H. Maternity Leave	Philippine Statistic Authority, Malvar
1. CTC of approved application for leave	Street
(1 Original Copy and 1 photocopy)	
CTC maternity leave clearance (1	
Original Copy and 1 photocopy)	
Medical certificate for maternity leave (1 Original Copy and 1 photocopy)	Notary Public
Additional requirement for unused	
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	
(1 Original Copy and 1	From Division emanating the request
photocopy)	
 Certificate of assumption (1 	
Original Copy and 1 photocopy)	From Division emanating the request
 Approved DTR (1 Original Copy 	
and 1 photocopy)	
Certified Box "A" Obligation Request	
Status (1 Original Copy and 1	2nd Floor Human Resource Unit,
photocopy)	PCSD Bldg
Certified Box "A" Disbursement	2nd Floor Human Resource Unit,
Voucher (1 Original Copy and 1	PCSD Bldg
photocopy)	
I. RATA	2nd Floor Human Resource Unit,
1. Copy of office order/appointment (1st	PCSD Bldg
payment) (1 Original Copy and 1	
photocopy)	LBP – PPC Branch Rizal Ave.
2. Certificate of assumption (1st payment)	LDI I I O DIGNON NIZAI AVG.

From Division emanating the request

(1 Original Copy and 1 photocopy)

3. Certification that official/employee did

not use government vehicle and is not



assigned any government vehicle (1
Original Copy and 1 photocopy)

4. Certificate or evidence of service rendered or approved DTR (1 Original Copy and 1 photocopy)

5. Certification of actual days rendered by HR (1 Original Copy and 1 photocopy)

- 6. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)
- 7. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)

J. Clothing Allowance

- 1. CTC of approved appointment/assumption (new and transferee) (1 Original Copy and 1 photocopy)
- 2. Certificate of non-payment from previous agency (transferee) (1 Original Copy and 1 photocopy)
- 3. Payroll and Register (1 Original Copy and 1 photocopy)
- 4. Letter to Bank to credit employees account (1 Original Copy and 1 photocopy)

5. Validated deposit slips (1 Original Copy 2nd Floor Human Resource Unit, and 1 photocopy)

- 6. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)
- 7. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)

K. Loyalty Pay

- 1. Service Record (1 Original Copy and 1 photocopy)
- 2. Certification issued by HR Officer that claimant has not incurred more than 50-days' authorized vacation leave without pay within 10-year period or aggregate of more than 25 days authorized vacation leave without pay with the 5-year period, as the case may be (1 Original Copy and 1 photocopy)
- 3. Certified Box "A" Obligation Request Status (1 Original Copy and 1

From Division emanating the request

2nd Floor Human Resource Unit, PCSD Blda

2nd Floor Human Resource Unit. PCSD Bldg

Certifying Physician

Certifying Physician

PCSD Bldg

2nd Floor Human Resource Unit, PCSD Bldg

From Division emanating the request

From Division emanating the request

2nd Floor Human Resource Unit, PCSD Bldg

2nd Floor Human Resource Unit, PCSD Bldg



			PCSD
	4	photocopy)	
	4.	Certified Box "A" Disbursement	
		Voucher (1 Original Copy and 1	From Division emanating the request
	N 41: -1 N 7	photocopy)	
L.		ear and Year-end Bonus	
	1.	Payroll and Register (1 Original Copy	
	2	and 1 photocopy)	
	۷.	Letter to Bank to credit employees	2nd Floor Human Resource Unit,
		account (1 Original Copy and 1	PCSD Bldg
	2	photocopy) Validated deposit clips (1 Original Copy	
	٥.	Validated deposit slips (1 Original Copy and 1 photocopy)	2nd Floor Human Resource Unit,
	1	Certified Box "A" Obligation Request	PCSD Bldg
	٦.	Status (1 Original Copy and 1	. 002 2.0g
		photocopy)	
	5.	Certified Box "A" Disbursement	From Division emanating the request
		Voucher (1 Original Copy and 1	Trom Biviolon emanating the request
		photocopy)	
M.	Termi	nal Leave	From Division emanating the request
	1.	Office clearance (1 Original Copy and 1	in form Division emanating the request
		photocopy)	
	2.	Certified photocopy of employees leave	
		card as at last date of service duly	and Floor Human Bosquiso Unit
		audited by Personnel Officer and	2nd Floor Human Resource Unit,
		COA/Certificate of leave credits issued	PCSD Bldg
		by Admin/HR Office (1 Original Copy	
		and 1 photocopy)	A
	3.	11 \	Accounting from previous office
	4	Copy and 1 photocopy)	
	4.	Complete service record (1 Original	
	5	Copy and 1 photocopy) SALN (1 Original Copy and 1	2nd Floor Human Resource Unit,
	٥.	photocopy)	PCSD Bldg
	6	Certified photocopy of	
	0.	appointment/NOSA (1 Original Copy	2nd Floor Human Resource Unit,
		and 1 photocopy)	PCSD Bldg
	7.	Computation of Terminal Leave	
		signed/certified by Accountant (1	
		Original Copy and 1 photocopy)	LBP PPC Branch Rizal Ave
	8.	Applicant authority (in affidavit form) to	
		deduct all financial obligations with	
		office (1 Original Copy and 1	From Division emanating the request
		photocopy)	- ·
	0	Affidavit of applicant that there is no	

From Division emanating the request

9. Affidavit of applicant that there is no pending criminal investigation or

prosecution against him/her (RA 3019) (1 Original Copy and 1 photocopy)



10. Resignation letter duly accepted by Head of Agency for resignation (1 Original Copy and 1 photocopy)

11. In case of death of claimant

- Death certificate authenticated by PSA (1 Original Copy and 1 photocopy)
- Marriage contract authenticated by PSA (1 Original Copy and 1 photocopy)
- Birth certificate of all surviving legal heirs authenticated by PSA (1 Original Copy and 1 photocopy)
- Designation of next of kin (1 Original Copy and 1 photocopy)
- Waiver of rights of children 18 years old and above (1 Original Copy and 1 photocopy)
- 12. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)
- 13. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)

N. Monetization

- Approved leave application (10 days) with leave credit balance certified by the HR Officer (1 Original Copy and 1 photocopy)
- Request for leave covering more than ten days duly approved by Head of Agency (1 Original Copy and 1 photocopy)
- 3. 50% or more
 - Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs (1 Original Copy and 1 photocopy)
 - Barangay certification in case of need for financial assistance brought about by calamities (1 Original Copy and 1 photocopy)
- 4. Certified Box "A" Obligation Request Status (1 Original Copy and 1

2nd Floor Human Resource Unit, PCSD Bldg

2nd Floor Human Resource Unit, PCSD Bldg

From Division emanating the request

From Division emanating the request

2nd Floor Human Resource Unit, PCSD Bldg

2nd Floor Human Resource Unit, PCSD Bldg

LBP PPC Branch Rizal Ave.

From Division emanating the request

From Division emanating the request

2nd Floor Human Resource Unit, PCSD Bldg

2nd Floor Human Resource Unit, PCSD Bldg



photocopy)

5. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)

O. Collective Negotiation Agreement

- Resolution signed by both parties incorporating the guidelines/criteria for granting of incentive (1 Original Copy and 1 photocopy)
- Comparative statement of DBM approved level of operating expenses and actual operating expense (1 Original Copy and 1 photocopy)
- 3. Copy of agreement (1 Original Copy and 1 photocopy)
- Certificate issued by Head of Agency on total amount of unencumbered savings generated from cost cutting measures identified in the agreement which resulted from the joint efforts of labor and management systems/productivity/income improvement (1 Original Copy and 1 photocopy)
- Proof that the planned programs/activities/projects have been implemented and completed in accordance with targets for the year. (1 Original Copy and 1 photocopy)
- Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)
- 7. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)

Local Daily Travel Expense (DTE)

A. Cash Advance

- Approved Travel Order (1 Original Copy and 1 photocopy)
- 2. Approved Itinerary of Travel (1 Original Copy and 1 photocopy)
- Invitation and Program for Seminar, Meeting and Workshops (1 Original Copy and 1 photocopy)
- Previous cash advance is liquidated (1 Original Copy and 1 photocopy)
- 5. Certified Box "A" Obligation Request

2nd Floor Human Resource Unit, PCSD Bldg

2nd Floor Human Resource Unit, PCSD Bldg 2nd Floor Human Resource Unit, PCSD Blda

2nd Floor Human Resource Unit, PCSD Bldg

Philippine Statistic Authority, Malvar Street

Philippine Statistic Authority, Malvar Street



	PCSD
Status (1 Original Copy and 1	Philippine Statistic Authority, Malvar
photocopy)	Street
Certified Box "A" Disbursement	
Voucher (1 Original Copy and 1	
photocopy)	
B. Payment/Reimbursement/Liquidation	
1. Approved Travel Order by Head of	N. 5.11
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	Tom Division of marriating the request
Original Copy and 1 photocopy)	
6. Certificate of Appearance (1 Original	
Copy and 1 photocopy)	2nd Floor Human Bassuras Unit
Certificate of Travel Completed (1	2nd Floor Human Resource Unit,
Original Copy and 1 photocopy)	PCSD Bldg
8. Reimbursement/Liquidation Report (1	
Original Copy and 1 photocopy)	
Hotel bill and OR for claim of	
accommodation (1 Original Copy and 1	2nd Floor Human Resource Unit,
photocopy)	PCSD Bldg
Approved Absolute Necessity of	
Expense by Head of Agency for related	
expenses incurred (including but not	
limited to accommodation) (1 Original	
Copy and 1 photocopy)	
11. Reimbursement Expense Receipt (1	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	
photocopy)	Residence's Barangay Hall
15. Revised Approved TO and IT for	
change in schedule (1 Original Copy	
and 1 photocopy)	
16. Certified Box "A" Obligation Request	From Division emanating the request
Status (1 Original Copy and 1	



		PCSD
	photocopy)	
17	. Certified Box "A" Disbursement	
	Voucher (1 Original Copy and 1	From Division emanating the request
	photocopy)	in term 2 meren ermaniaring and request
Foreign Daily Tr	avel Expense (DTE)	
A. Cash	Advance	
1.	Approved Authority to Travel by	
	Secretary or PCSD Chairperson (1	DOODO Faralavasa Association
	Original Copy and 1 photocopy)	PCSDS Employees Association
2.	Approved Itinerary of Travel (1 Original	
	Copy and 1 photocopy)	
3.	UNDP Index (1 Original Copy and 1	
	photocopy)	2 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
7.	Certified Box "A" Obligation Request	
	Status (1 Original Copy and 1	4 th Floor Office of Executive Director
	photocopy)	1 1001 Office of Executive Director
8.	Certified Box "A" Disbursement	
	Voucher (1 Original Copy and 1	
	photocopy)	
,	ent/Reimbursement/Liquidation	
1.	Approved Authority to Travel (1	
_	Original Copy and 1 photocopy)	
2.	Approved Itinerary of Travel (1 Original	
_	Copy and 1 photocopy)	
3.	Invitation, Program and Sponsorship (1	
_	Original Copy and 1 photocopy)	3 rd Floor ECAN Planning, Research
4.	Boarding pass, billing and tickets	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)	From Division amanating the reguest
7.	Certificate of Travel Completed (1	From Division emanating the request
0	Original Copy and 1 photocopy)	
8.	Reimbursement/Liquidation Report (1	
_	Original Copy and 1 photocopy)	From Division emanating the request
9.	Hotel bill and OR for claim of	
	accommodation (1 Original Copy and 1	
40	photocopy)	
10	. Approved Absolute Necessity of	



Expense by Head of Agency for related
expenses incurred (1 Original Copy
and 1 photocopy)

From staff emanating the request

11. Reimbursement Expense Receipt (1 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. Meeting and Workshop to be attended

13. Narrative Report/Report on Participation (1 Original Copy and 1 photocopy)

> 2nd Floor Accounting Unit PCSDS Blda.

14. Approved DTR (1 Original Copy and 1 photocopy)

From Division emanating the request

15. Revised Approved TO and IT for change in schedule (1 Original Copy and 1 photocopy)

From Division emanating the request

16. UNDP Index (1 Original Copy and 1 photocopy)

17. Foreign Exchange Rate (1 Original Copy and 1 photocopy)

From staff emanating the request

18. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)

From staff emanating the request

19. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)

> From Secretariat of Seminar. Meeting and Workshop to be attended

Utility Expense

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

3. Certified Box "A" Obligation Request Status (1

4. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)

Original Copy and 1 photocopy)

Original Copy and 1 photocopy)

Fuel, Oil and Lubricants

1. Statement of account/billing (1 Original Copy and 1 photocopy)

2. Invoice/Official Receipt or machine validated statement of account/bill (reimbursement) (1 Original Copy and 1 photocopy)

From Transportation Office used as mode of transportation

From Transportation Office used as

3. Approved Trip Tickets (1 Original Copy and 1 photocopy)

From Secretariat or Office of attended seminar, meeting, workshop and other offices per purpose of travel

- 4. Travel Order (1 Original Copy and 1 photocopy)
- 5. Certified Monthly Consumption Report (1



		PCSD
	Original Copy and 1 photocopy)	
6.	Certified Box "A" Obligation Request Status (1	From staff emanating the request
	Original Copy and 1 photocopy)	9 '
7.	Certified Box "A" Disbursement Voucher (1	From staff emanating the request
	Original Copy and 1 photocopy)	Trom stan smanating the request
Telephon	e/Internet/Communication Expenses	
1.	Statement of account/billing (1 Original Copy	Francostina at the heatel an
	and 1 photocopy)	From Office of the hotel or
2.	Invoice/Official Receipt or machine validated	accommodated place
	statement of account/bill (reimbursement) (1	
	Original Copy and 1 photocopy)	4 th floor Office of the Executive
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 amanating the request
	1 photocopy)	From Stair emanating the request
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 Cas		
	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)	. 001 1.ag
4.	Certified Box "A" Obligation Request Status (1	From staff emanating the request
	Original Copy and 1 photocopy)	i form stair ernamatting the request
5.	Certified Box "A" Disbursement Voucher (1	
	Original Copy and 1 photocopy)	Francisco con estima de a manuel
Cultural a	and Athletic Services	From Division emanating the request
1.	Budget estimates approved by Head of	
	Agency (1 Original Copy and 1 photocopy)	
2.	Same requirements under procurement	From Division emanating the request
	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 Conv. and 1 photoconv.)	οαριίοι, ιλιζαι Αν ε .

Original Copy and 1 photocopy) Human Resource and Development Training Program

1. Budget estimates approved by Head of



- Agency (1 Original Copy and 1 photocopy)
- 2. Schedule of training approved by the Head of Agency (1 Original Copy and 1 photocopy)
- 3. Same requirements under procurement depending on the nature of expense and mode of procurement adopted (1 Original Copy and 1 photocopy)
- Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)
- Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)

Extraordinary and Miscellaneous Expense

- 1. Receipts and other document evidencing disbursement, if there are available, or in lieu thereof, certification executed by the official concerned that the expense sought to be reimbursed have been incurred for any of the purposes contemplated under provisions of the GAA in relation to or by reasons of his position (1 Original Copy and 1 photocopy)
- Other supporting documents as are necessary depending on the nature of expense charged (1 Original Copy and 1 photocopy)
- Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)
- 4. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)

Vehicle Insurance (GSIS)/Registration (LTO)

- Statement of account/billing (1 Original Copy and 1 photocopy)
- Invoice/Official Receipt or machine validated statement of account/bill (reimbursement) (1 Original Copy and 1 photocopy)
- 3. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)
- 4. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)

Fidelity Bond Premiums

- Special Order (1 Original Copy and 1 photocopy)
- Filled-up Bureau of Treasury Application Form (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)

From staff emanating the request

Online at UNDP site

Online or national public newspaper

From Secretariat of Seminar, Meeting and Workshop to be attended

2nd Floor Accounting Unit PCSDS Bldg.

From Division emanating the request

From Division emanating the request

Office of the Chairman, Provincial Capitol, Rizal Ave.

From staff emanating the request

From Secretariat of Seminar, Meeting and Workshop to be attended

From Transportation Office used as mode of transportation

From Transportation Office used as mode of transportation

From Secretariat or Office of attended seminar, meeting, workshop and other offices per purpose of travel



From staff emanating the request
From staff emanating the request
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 From Division emanating the request From Division emanating the request From Division emanating the request



See procurement for reference
From Division emanating the request
Trom Emilian amanaming and request
Francisco and a state of the st
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 floo From l	Division emana	SDS Bldg. ting the request
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	G TIME	PERSON RESPONSIBL E
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 1.3 Obligate the transactions	None	30 Minutes 30 Minutes	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division 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



				PCSD
				Division
	1.6 Filing Clerk to	None	15 Minutes	Chief
	transmit approved			Administrative
	Voucher to Cashier			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	paid disbursement voucher			Administrative
Receipt, and sign	(DV)			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.

Office/Division:	Administrative and Finance Division – Accounting Office			
Classification:	Complex			
Type of Transaction:	G2P – Government to Citizen			
	G2B – Government to Business			
	G2G – Government to Go	overnment		
Who may avail:	 Employees of PCS 	BDS		
	 Government agend 	cies		
	 Non-government o 	rganizations		
	 Supplier of goods a 			
	 Academic institutio 	ns		
	- Researchers			
	 General public 			
CHECKLIST OF I	REQUIREMENTS	WHERE TO SECURE		
COA Documentary Requir	-			
transaction (COA Circular	2012-001 dated June 14,			
2012)				
Field Operating Activity				
A. Cash advance	lite Deniel (4 Oniminal Ocur)			
1. Copy of Fide	elity Bond (1 Original Copy	2 nd Floor Cashier, PCSDS Bldg.		
and 1 photoc	quest for cash advance (1			
• •	y and 1 photocopy)	From staff emanating the request		
	timated expenses to be			
• •	nature of expenses (1	From staff emanating the request		
•	y and 1 photocopy)			
	sh advance is liquidated			
(1 Original Copy and 1 photocopy)		2 nd Floor Accounting, PCSDS Bldg.		
	"A" Obligation Request			
,	ginal Copy and 1	From Division emanating the request		
photocopy)	"AU D II			
	"A" Disbursement	From Division emanating the request		
`	Original Copy and 1			
photocopy)	/Liquidation			
B. Reimbursement	timated expenses to be			
• •	nature of expenses (1	From Division emanating the request		
illoured per	Tiatare of expenses (1			



Original Copy and 1 photocopy)

2. Local Daily Travel Expense (DTE)

2.1. Approved Travel Order by Head of Agency (1 Original Copy and 1 photocopy) 2.2. Approved Itinerary of Travel (1 Original Copy and 1 photocopy)

2.3. Invitation for Seminar, Meetings and Workshops (1 Original Copy and 1 photocopy)

2.4. Boarding pass and tickets(plane, boat or bus) (1 OriginalCopy and 1 photocopy)

2.5. Official receipt (OR) for tickets (1 Original Copy and 1 photocopy)

2.6. Certificate of Appearance and Certificate of Travel Completed (1 Original Copy and 1 photocopy)

2.7.Reimbursement/Liquidation Report (1 Original Copy and 1 photocopy)

2.8. Hotel bill and OR for claim of accommodation (1 Original Copy and 1 photocopy)
2.9. Approved Absolute

Necessity of Expense by Head of Agency for related expenses incurred (including but not limited to accommodation) (1 Original Copy and 1 photocopy)

2.10. Reimbursement Expense Receipt (1 Original Copy and 1 photocopy)

Copy and 1 photocopy)
2.11. Certification of below Php
300.00 for expenses not
requiring receipt (1 Original
Copy and 1 photocopy)

2.12. Back to Office Report (1 Original Copy and 1 photocopy)

2.13. Approved DTR (1 Original Copy and 1 photocopy)

2.14. Revised Approved TO and IT for change in schedule

From staff emanating the request

From staff emanating the request

From Secretariat/Office of the seminar, meetings and workshop attended

From Office of the Transportation Company

From Office of the Transportation Company

From the Secretariat/Office of the attended activity per travel order

From staff emanating the request

From Hotel/Office of the accommodated place

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

From staff emanating the request

From staff emanating the request

From staff emanating the request

2nd Floor HR Unit, PCSDS Bldg.

From staff emanating the request



	1 00
(1 Original Copy and 1 photocopy) 2.15. Report of Disbursement (for liquidation purpose) (1 Original Copy and 1	From staff emanating the request
photocopy) 2.16. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)	From Division emanating the request
2.17. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)	From Division emanating the request
Utility Expense	
Statement of account/billing (1 Original Copy and 1 photocopy) Sinvoice/Official Receipt or machine	From Office of the service provider
validated statement of account/bill (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	From Division emanating the request
(1 Original Copy and 1 photocopy)	From Division emanating the request
Fuel Oil and Lubricanta	
Fuel, Oil and Lubricants 1. Statement of account/billing (1 Original Copy and 1 photocopy)	From Office of the gasoline provider
Invoice/Official Receipt or machine validated statement of account/bill (reimbursement) (1 Original Copy and 1 photocopy)	From Office of the gasoline provider
3. Approved Trip Tickets (1 Original Copy and 1 photocopy)	From Division emanating the request
4. Travel Order (1 Original Copy and 1 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 Bldg.
Status (1 Original Copy and 1 photocopy) 7. Certified Box "A" Disbursement Voucher (1	From Division emanating the request
Original Copy and 1 photocopy)	From Division emanating the request
Petty Cash Replenishment	
Petty cash voucher (1 Original Copy and 1 photocopy)	From Petty Cash Custodian
 Billing/Statement of account (1 Original Copy and 1 photocopy) Invoice/Official Receipt or machine 	From supplier/service provider
3. Invoice/ Chiciai Nobelpt of Indomine	



		PCS
	validated statement of account/bill (1	
	Original Copy and 1 photocopy)	From supplier/service provider
4.	Requisition and Issue Slip (supplies and	
	materials) (1 Original Copy and 1	
	photocopy)	2 nd Floor Procurement Unit, PCSDS
5.	Certification of below Php 300.00 for	Bldg.
	expenses not requiring receipt (1 Original	Blug.
	Copy and 1 photocopy)	
6.	Such other documents necessary based	From Petty Cash Custodian
	on expense incurred (1 Original Copy and	
	1 photocopy)	
7.	Certified Box "A" Obligation Request	From Petty Cash Custodian
	Status (1 Original Copy and 1 photocopy)	
8.	Certified Box "A" Disbursement Voucher	
	(1 Original Copy and 1 photocopy)	From Division emanating the request
Fund Trai		
1.	Copy of notarized MOA/Trust agreement	From Division emanating the request
	(1 Original Copy and 1 photocopy)	in rom 2 morem ormanianing and roquest
2.	Copy of approved program of work	From Division emanating the request
	(infrastructure project) (1 Original Copy	Tom Division emanating the request
	and 1 photocopy)	Francisco and an allowable and account
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	
	photocopy)	
4.	Certification by the Accountant that funds	
	previously transferred to Implementing	
	Agency (IA) has been liquidated, post	2 nd Floor Accounting, PCSDS Bldg.
	audited and accounted for in the books (1	
	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	From Implementing Unit/Agency
	Status (1 Original Copy and 1 photocopy)	
7.	Certified Box "A" Disbursement Voucher	Francisco and a sting of the constraint
	(1 Original Copy and 1 photocopy)	From Division emanating the request
Job Orde	r Services/Individual Contract of Service	
1.	Copy of notarized contract (1 Original	From Division emanating the request
	Copy and 1 photocopy)	
2.	Approved DTR/pass slip (1 Original Copy	2 nd Floor HR Unit, PCSDS Bldg.
	and 1 photocopy)	
3.	Certified Accomplishment Report (1	2 nd Floor HR Unit, PCSDS Bldg.
	Original Copy and 1 photocopy)	
4.	Copy of BIR Tax Identification Number	From JO/ICS
	annually registered (1 Original Copy and	
	1 photocopy)	

1 photocopy)



5. Payroll (1 Original Copy and 1 photocopy)

From JO/ICS

Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)

2nd Floor HR Unit, PCSDS Bldg.

7. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)

From Division emanating the request

From Division emanating the request

CLIENT STEPS	AGENCY ACTION	TO BE	PROCESSING TIME	PERSON RESPONSIBLE
I. Submit Obligation Request Status, Disbursement Voucher, and COA Documentary Requirements at 2 nd Floor	1.1 Review submitted documents 1.2 If documents are complete, record	None	1 Day	Chief Administrative Officer PCSD Main Office -
Accounting, PCSDS Bldg.	Logbook			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

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PCSD

	1.7 Process Approved Voucher	None	15 Minutes	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division
	1.8 Inform client of successful Advice to Debit Account (ADA)/Check	None	5 Minutes	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division
2. Receive payment, issue Official Receipt, and sign the Voucher at 2 nd Floor Accounting, PCSDS Bldg.	2.0 File original and duplicate paid disbursement voucher (DV)	None	5 Minutes	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division
	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 Division – Accounting Office	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
	G2B – Government to Business	
	G2G – Government to Government	
Who may avail:	- Employees of PCSDS	
	- Government agencies	
	- Non-government organizations	
	- Supplier of goods and services	
	- Academic institutions	



		PCSD		
- Researchers				
- General public				
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
COA Documentary Require	ments for the specific			
transaction (COA Circular 2	2012-001 dated June 14,			
2012)				
,				
Procurement Through	ıh Public Biddina			
A. Infrastructure	3			
1. Bids and A	Award Committee Process	Bids and Award Committee		
·	rements (see BAC Citizen			
, ,	I Original Copy and 1			
photocopy	•			
	uest from contractors for			
	rogress/final payment or for	Contractors		
	n in case of release of			
photocopy	noney (1 Original Copy and 1			
, , , ,	o progress/final payments			
Statemen				
	hed/progress billing (1			
-	opy and 1 photocopy)			
	report by the agency			
•	l engineer (1 Original Copy	Contractors		
and 1 pho		Contractors		
•	est analysis, if applicable (1			
	opy and 1 photocopy)			
Statement	of time elapsed (1 Original	Inspection and Evaluation		
Copy and	1 photocopy)	Committee, AFD 2 nd Floor PCSDS		
Monthly c	ertificate of payment (1	Bldg.		
Original C	opy and 1 photocopy)	blug.		
 Contracto 	's affidavit on payment of			
	nd materials (1 Original Copy	Technical Working Group/Experts		
and 1 pho				
	pefore, during and after			
	on of items of work especially	Contractors		
	Ided items (1 Original Copy	Contractors		
and 1 pho		and Floor Accounting DOCDS DIde		
	of vouchers of all previous	2 nd Floor Accounting, PCSDS Bldg.		
	(1 Original Copy and 1			
photocopy	of completion (1 Original	Contractors		
	1 photocopy)	Contractors		
	ans (1 Original Copy and 1			
photocopy				
	Security (1 Original Copy and			
vvairanty	Scounty (1 Original Copy and			



1 photocopy)

- Copy of turn over documents/transfer of Committee. AFD 2nd Floor PCSDS project and facilities such as motor vehicle, laptops, other equipment and furniture included in the contract to concerned government agency (1 Original Copy and 1 photocopy)
- 4. Advance payments
- Letter request from contractors for payment of amount not exceeding 15% of the total contract price (1 Original Copy and 1 photocopy)
- Irrevocable standby letter of credit/security bond/bank guarantee (1 Original Copy and 1 photocopy)
- Such other documents peculiar to the 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 Original Copy and 1 photocopy)
- 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 photocopy)
- Copy of approved detailed breakdown of contract cost for variation order (1 Original Copy and 1 photocopy)
- 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

Inspection and Evaluation Blda.

2nd Floor Accounting, PCSDS Bldg.

Inspection and Acceptance, AFD 2nd Floor PCSDS Blda.

AFD, 2nd Floor PCSDS Bldg.

Contractors

Contractors

Contractors

Contractors



	PCSD
order exceeds 10 percent of the original contract cost (1 Original Copy and 1 photocopy)	Contractors/AFD, 2 nd Floor PCSDS Bldg.
 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 	Contractors/AFD, 2nd Floor PCSDS Bldg.
 photocopy) Release of Retention Money Any security in the form of cash, bank guarantee, irrevocable standby letter of credit from a commercial bank, GSIS, 	AFD, 2nd Floor PCSDS Bldg.
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.
Original Copy and 1 photocopy) 7. 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
 B. Consulting Services 1. Bids and Award Committee Process and Requirements (see BAC Citizen Charter) (1 Original Copy and 1 photocopy) 	Residence Auditor, COA
Letter request for payment from the consultant (1 Original Copy and 1	
photocopy) 3. Approved consultancy progress/final reports and/or output required under contract (1 Original Copy and 1 photocopy)	Contractors
 Progress/final billing (1 Original Copy and 1 photocopy) 	
 Contract of infrastructure projects subject of project management consultancy services (1 Original Copy and 1 photocopy) 	
 6. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy) 7. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy) 	Contractors
C. Goods	

C1. Supplies and



- 1. Bids and Award Committee Process and Requirements (see BAC Citizen | Contractors Charter) (1 Original Copy and 1 photocopy)
- Original copy of dealers/suppliers' 2. 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)

3. Result of test analysis, if applicable (1 Original Copy and 1 photocopy)

- Tax receipts from Bureau of 4. 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)
- 5. Inspection and Acceptance Report (1 Original Copy and 1 photocopy)
- 6. Property Acknowledgment Report (for equipment) (1 Original Copy and 1 photocopy)
- 7. Warranty security for a minimum period of three months, in the case of expendable supplies or a minimum period of one year in the case of non-expandable supplies after acceptance by the procuring entity of the delivered supplies (1 Original Copy and 1 photocopy)
- Purchase Request duly approved by Consultant 8. proper authorities (1 Original Copy and 1 photocopy)
- Authority to Purchase from DBM (in 9. case of motor vehicles) (1 Original Copy and 1 photocopy)
- 10. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in audit review and

Inspection and Acceptance Report/AFD 2nd Floor PCSDS Bldg.

From Division emanating the request

From Division emanating the request

Bids and Award Committee

Consultant

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

AFD, 2nd Floor PCSDS Bldg.

From Division emanating the request



		PCSD
11.	technical evaluation thereof (1 Original Copy and 1 photocopy) Certified Box "A" Obligation Request Status (1 Original Copy and 1	From Division emanating the request
12.	photocopy)	
	. General Support Services Bids and Award Committee Process and Requirements (see BAC Citizen Charter) (1 Original Copy and 1 photocopy)	Bids and Awards Committee
	Accomplishment Report (1 Original Copy and 1 photocopy) Request for payment (1 Original Copy	Supplier
	and 1 photocopy) Contractor's bill (1 Original Copy and 1	
5.	photocopy) Certificate of Acceptance (1 Original Copy and 1 photocopy)	
	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	Technical Working Group/Experts
	procurement and considered necessary in audit review and technical evaluation thereof (1 Original Copy and 1 photocopy)	Supplier
9.	Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy)	
10.	Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)	
C3. Re	ental Contracts	
	Bids and Award Committee Process and Requirements (see BAC Citizen Charter) (1 Original Copy and 1	Procurement Unit, 2 nd Floor PCSDS
2.	photocopy) List of prevailing comparable property within vicinity (1 Original Copy and 1	Bldg.



photocop	71/
PHOLOCOL	ソVI

- 3. Vicinity map (1 Original Copy and 1 photocopy)
- 4. Request for payment (1 Original Copy and 1 photocopy)
- 5. Bill/invoices (1 Original Copy and 1 photocopy)
- Certificate of occupancy (space/building) (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)

C4. Repair and Maintenance

- Bids and Award Committee Process and Requirements (see BAC Citizen Charter) (1 Original Copy and 1 photocopy)
- 2. Post inspection report (1 Original Copy and 1 photocopy)
- 3. Warranty certificate (1 Original Copy and 1 photocopy)
- 4. Request for payment (1 Original Copy and 1 photocopy)
- Bill/invoices (1 Original Copy and 1 photocopy)
- 6. Certificate of acceptance (1 Original Copy and 1 photocopy)
- 7. Pre repair inspection reports (1 Original Copy and 1 photocopy)
- 8. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in audit review and technical evaluation thereof (1 Original Copy and 1 photocopy)
- 9. Certified Box "A" Obligation Request

Property, 2nd Floor PCSDS Bldg.

Supplier

From Division emanating the request

From Division emanating the request

Bids and Awards Committee

From Division emanating the request

From Division emanating the request



	PCS
Status (1 Original Copy and 1 photocopy) 10. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)	Bids and Awards Committee
and Requirements (see BAC Citizen Charter) (1 Original Copy and 1	From Service Provider From Service Provider
Copy and 1 photocopy) 3. Inspection and Acceptance Report (1 Original Copy and 1 photocopy) 4. Copy of newspaper clippings evidencing publication and/or CD in case of TV/Radio commercial (1 Original Copy and 1 photocopy) 5. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in audit review and technical evaluation thereof (1 Original Copy and 1 photocopy) 6. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy) 7. Certified Box "A" Disbursement	From Division emanating the request From Service Provider From Service Provider Bids and Awards Committee
Original Copy and 1 photocopy) 2. Billing/Statement of Account (1 Original Copy and 1 photocopy) 3. Attendance Sheet (1 Original Copy and 1 photocopy)	From Division emanating the request From Division emanating the request Bids and Awards Committee



	PCSD
Copy and 1 photocopy) 7. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy) 8. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)	From Division emanating the request
Procurement Through Alternative Modes 1. Bids and Award Committee Process and Requirements (see BAC Citizen Charter) (1 Original Copy and 1	Service Provider
photocopy) 2. Approved Procurement Plan (1 Original Copy and 1 photocopy)	Service Provider
 Purchase Request (1 Original Copy and 1 photocopy) 	Service Provider
Original copy of dealers/suppliers' invoices showing the quantity, description of articles, unit and total value duly signed by the dealer or his	Service Provider
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 and 1 photocopy)	From Division emanating the request
7. Statement of prospective bidder that it is not blacklisted or barred from bidding by the government or any of its agencies, offices, corporations or LGUs (1 Original Copy and 1 photocopy)	From Division emanating the request
8. Sworn affidavit of the bidder that it is not related to the HOPE by consanguinity or affinity up to the third civil degree (1 Original Copy and 1	Bids and Awards Committee
photocopy) Additional Requirements: 9. In case of 2 failed biddings • Agency's offer for negotiations with selected supplier,	AFD, 2 nd floor PCSDS Bldg.
contractors or consultants (1 Original Copy and 1 photocopy)	Service Provider

Certification of BAC on the



	PCSD
failure of competitive bidding for the second time (1 Original Copy and 1 photocopy)	Service Provider
 Evidence invitation of observers in all stages of the negotiation (1 	Service Provider
 Original Copy and 1 photocopy) Eligibility documents in case of infrastructure projects (1 Original 	Service Provider
Copy and 1 photocopy) 10. In emergency cases	AFD, 2 nd floor PCSDS Bldg.
 Justification as to necessity of purchase (1 Original Copy and 1 photocopy) 	Bids and Awards Committee
11. In case of take over contracts	
Copy of terminated contract (1 Crisical Copy and 1 photocopy)	
Original Copy and 1 photocopy)Reason for termination (1	
Original Copy and 1 photocopy)	
Negotiation documents with second lowest calculated bidder or the third lowest calculated	From Division emanating the request
bidder in case of failure of	
negotiation with the second lowest bidder. If negotiation still fails, invitation to at least three eligible contractors (1 Original	From Division emanating the request
Copy and 1 photocopy)Approval by the Head of the	
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
40.4 !!	

13. Adjacent or contagious projects

- Original contract and any document indicating that the same resulted from competitive bidding (1 Original Copy and 1 photocopy)
- Scope of work which should related or similar to the scope of work of the original contract (1 Original Copy and 1 photocopy)

AFD, 2nd floor PCSDS Bldg.

Service Provider



 Latest accomplishment report of the original contract showing that there was no negative slippage/delay (1 Original Copy and 1 photocopy)

Bids and Awards Committee

14. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in audit review and technical evaluation thereof (1 Original Copy and 1 photocopy)

From Division emanating the request

15. Certified Box "A" Obligation Request Status (1 Original Copy and 1 photocopy) From Division emanating the request

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



	PUSD
Bids and Awards Committee	
From Division emanating the 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	



Bids and Awards Committee Bids and Awards Committee
Bidder
Bidder
Bids and Awards Committee



		reques	Division emana	Ü
CLIENT STEPS	AGENCY ACTION	FEE S TO BE	PROCESSIN G TIME	PERSON RESPONSIBL E
		PAID		
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	4 Days	Chief Administrative Officer PCSD Main Office - Administrative and Finance
	1.3 Obligate the transactions	None	4 Days	Division
	1.4 Certify the Disbursement Voucher	None	4 Days	
	1.5 Filing Clerk to submit voucher to Office of the Executive Director for approval	None	4 Days	
	1.6 Filing Clerk to transmit Approved Voucher to Cashier	None	15 Minutes	
	1.7 Process Approved Voucher	None	2 Days	
	1.8 Inform client of successful Advice to Debit Account (ADA)/Check	None	5 Minutes	
2. Receive payment, issue Official Receipt, and sign the Voucher	2. File original and duplicate paid disbursement voucher (DV)	None	5 Minutes	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division
	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		ent				
Who may avail:	External suppliers/service	providers				
Che	cklist OF REQUIREMENTS		WHERE TO SECURE			
None				None		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Sign the MOA.	1.1 Enter into a Memorandum of Agreement (MOA) with the Servicing Agency	None	1 day	Head of the Procuring Entity (HOPE) PCSDS Main Office - Office of the Executive Director (OED)		
	1.2 Implement the MOA	None	1 day	Chief Administrative Officer PCSDS Main Office - AFD		
2. Perform the service required at the venue specified in the TOR and within the scheduled timeframe.	2.0 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	End-User Division Head PCSDS Main Office		
3. Issue Delivery Receipt/Progress Billing/Statement of Account/Billing	3.0 Inspect goods, services or project progress and/or final construction. Prepare inspection acceptance report (IAR)	None	1 day	Head of Inspection and Acceptance Committee PCSDS Main Office		



				PCSD
	Confirm compliance of procured items to			
	specifications/TOR			
	3.1. Submit complete copies of	None	3 days	Property and
	procurement documents and			Supply Unit
	Disbursement Voucher and			PCSDS Main
	Obligation Request to Accounting unit for payment			Office - AFD
	processing			
	3.2. Prepare Property	None	1 day	Property
	Acknowledgment Receipt	110110	. day	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.			Division Chief
	Dranava Cartificata of			PCSDS Main
	Prepare Certificate of Performance Evaluation (CPE)			Office - AFD
	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 Director (OED)
4. Issue Official	4.0 Receive Official Receipt	None	1 day	Chief
Receipt of	·		,	Administrative
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	
<u> </u>	ode Consulting Sorvices and Inf			

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 Con Administrative and Fig. 1		•		etariat, and	
Classification:		Highly Technical		, ,	
Type of Transaction:		G2C - Government to	Citizen		
		G2G - Government to	Governm	nent	
		G2B - Government to	Business	•	
Who may avail:		External suppliers/se	rvice provi	iders	
Check	list OF F	REQUIREMENTS	•		O SECURE
Philippine Contractors Accreditation Board (PCAB photocopy)			icense (1	Cont	tractor
Net Financial Contracting Capacity (NFCC) (1 copy)				Contractor	
CLIENTS STEPS	AC	GENCY 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	Contract the ong project (e.g., so of refer	gotiate with the ctor or Consultant for poing infrastructure or consulting services cope of work or terms ence, unit price and erms and conditions of tract)	None	7 days	PCSDS-BAC Chairperson PCSDS Main Office
	1.2. F	Recommend to the	None	7 days	PCSDS-BAC



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



6 Perform the service	6.1 Ensure that the service	None	1 day	End-User
required at the venue	provided is in accordance	NONE	i day	Division Head
specified in the TOR	with the specifications stated			PCSDS Main
and within the	in the TOR			Office
scheduled timeframe.		None	10 minutes	
scrieduled timerrame.		ivone	10 minutes	Head of BAC
	Order (PO) in favor of the			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.				Office – AFD
9. Issue Delivery	9.1 Inspect project progress	None	1 day	Head of
Receipt/Progress	and/or final construction.	NONE	i day	Inspection and
	and/or final construction.			•
Billing/Statement of	Dranara inanastian			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			Office – AFD
	9.4 Prepare Property	None	1 day	Property
	Acknowledgment Receipt	· · ·	- 3.5.7	Custodian
	(PAR) and issue procured			PCSDS Main
	item to End-User and			Office – AFD
	record/input to Property			
	Inventory			
	9.5 Evaluate	None	1 day	End User
	contractor/supplier/consultant	INOLIG	luay	Division Chief
	contractor/supplier/consultant			DIVISION CITIES



				PCSD
	performance/service.			PCSDS Main
	Prepare Certificate of			Office
	Performance Evaluation (CPE) Form and recommend the same to the HOPE			Chief Administrative Officer
				PCSDS Main Office – AFD
10. Receive Certificate of Performance Evaluation from the Property and Supply Unit at the PCSD Main Office	10.0 Sign and approve CPE	None	2 days	HOPE PCSDS Main Office - Office of the Executive Director (OED)
11. Issue Official Receipt of Delivered items/service & Receive Payment at the Accounting Office at the PCSD Main Office.	11.0 Receive Official Receipt & process payment	None	1 day	Accountant III PCSDS Main Office – AFD
	TOTAL:	None	32 days and 20 minutes	

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

34. Submission of Quotation for Procurement of Goods - Alternative Mode of Procurement: Direct Contracting of Goods

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

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

- a) Procurement of goods of proprietary nature which can be obtained only from the proprietary source, i.e., when patents, trade secrets, and copyrights prohibit others from manufacturing the same item:
- b) When the procurement of critical components from a specific supplier is a condition precedent to hold a contractor to guarantee its project performance, in accordance with the provisions of its contract; or



c) Those sold by an exclusive dealer or manufacturer which does not have subdealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government.

Office/Division:			Committee (BAC), ad Finance Division		at, and
Classification:		Highly Technical			
Type of Transaction	on:	G2C - Governme	nt to Client		
			ent to Government		
		G2B - Governme			
Who may avail:			s/service providers		
		OF REQUIREMEN	NTS		O SECURE
Business/Mayor's F				Supplier, Cons Contractor	
PHILGEPS Registr	ation N	lumber (1 copy)		Supplier, Cons Contractor	ultant or
Income / Business	Tax Re	turn (For ABCs at	oove P500K) (1	Supplier, Cons	ultant or
copy)				Contractor	
Certificate of Exclusion	sive Dis	stributorship for go	oods (1 copy)	Supplier, Cons	ultant or
				Contractor	
Expertise Certificat	ion (1 c	copy)		Supplier, Cons	ultant or
				Contractor	
Price Quotation/Pro	oforma	Invoice together v	vith the conditions	Supplier, Consultant or	
of sale (1 original)	4.01	THOW A OTHOR	FEEO TO DE	Contractor	DEDOON
CLIENTS STEPS	AGI	ENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Price	1 1 Co	enduct simplified	None		PCSDS-BAC
Quotation together		•	None	7 days	Chairperson
with applicable	_	and conditions of			PCSDS Main
Eligibility		ntract to ensure			Office
•		e supplier is			Onioc
BAC Meetings at		cally, legally and			
the PCSD Main		ally capable to			
Office.		the goods at the			
		advantageous			
		and contract for			
	the Go	overnment.			
	1.2 Re	commend to the	None	7 days	PCSDS-BAC
	HOPE	the award of			Chairperson
	contra	ct in favor of the			PCSDS Main
	supplie	er.			Office
	Prepai	re BAC			Head of BAC
	Resolu	ution			Secretariat
		mending award			PCSDS Main
		ave it signed by			Office
	the BA	C members			LIODE
					HOPE PCSDS Main
					Office - Office



	T		1	FUSD
				of the Executive
				Director (OED)
2. Sign the NOA	2.1 Issue and sign the	None	1 day	HOPE
and Receive one	Notice of Award (NOA),			PCSDS Main
copy of NOA	otherwise HOPE may			Office - Office
through the BAC	disapprove BAC			of the Executive
Secretariat at the	recommendation.			Director (OED)
PCSD Main Office				,
. COD Main Chilo				Head of BAC
				Secretariat
				PCSDS Main
	2.2 Dramara tha	Nana	40	Office
	2.2 Prepare the	None	10 minutes	Head of BAC
	contract in favor of the			Secretariat
	Supplier			PCSDS Main
				Office
3. Sign and	3.1 Approve and sign	None	1 day	HOPE
receive 3 copies of	the Contract of			PCSDS Main
COA through the	Agreement (COA)			Office - Office
BAC Secretariat at				of the Executive
the PCSD Main				Director (OED)
Office	3.2 Prepare the NTP in	None	10 minutes	Head of BAC
	favor of the Supplier			Secretariat
Notarize the COA.	lavor or the Cappiner			PCSDS Main
110101120 1110 007 11				Office
Return notarized				Office
COA to the BAC				
Secretariat at the				
PCSD Main Office.				
	4 Cian the Nation to	None	1 dov	HODE
4. Sign the Notice	4. Sign the Notice to	none	1 day	HOPE
to Proceed (NTP)	Proceed (NTP)			PCSDS Main
and receive one	together with a copy of			Office - Office
copy of NTP	the approved COA			of the Executive
through the BAC	within three CD from			Director (OED)
Secretariat at the	the date of the approval			
PCSD Main Office				Head of BAC
				Secretariat
				PCSDS Main
				Office
5. Perform the	5.1 Ensure that the	None	1 day	End-User
	service provided is in		,	Division Head
the venue	accordance with the			PCSDS Main
specified in the	specifications stated in			Office
TOR and within	the TOR			Onice
the scheduled		None	10 minutes	Head of BAC
	5.2 Prepare the	INOTIE	10 minutes	
timeframe.	Purchase Order (PO) in			Secretariat
	favor of the Supplier			PCSDS Main
0.01				Office
6. Sign the	6. 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
				Office
7. Issue Delivery	7.1 Inspect goods,	None	1 day	Head of
Receipt/Progress	services or project	140110	. day	Inspection and
Billing/Statement	progress and/or final			Acceptance
of Account/Billing	construction.			Committee
Statement/Delivery				PCSDS Main
Invoice	Prepare inspection			Office
11110100	acceptance report			Onioc
	(IAR)			
	(IAIX)			
	Confirm compliance of			
	procured items to			
	specifications/TOR			
	7.2. Submit complete	None	3 days	Property &
	copies of procurement	INOTIC	3 days	Supply Unit
	documents and			Head
	Disbursement Voucher			PCSDS Main
				Office - AFD
	and Obligation Request to Accounting unit for			Office - AFD
	payment processing			
	7.3. Attach property	None	2 days	Proporty and
	Number and enter	INOTIC	2 days	Property and Supply Unit
	details to Report of			PCSDS Main
	Physical Counts of			Office - AFD
	Property Plants and			Office - Al D
	Equipment			
	7.4 Prepare Property	None	1 day	Property
	Acknowledgment	None	i day	Custodian
	Receipt (PAR) and			PCSDS Main
	issue procured item to			Office - AFD
	End-User and			Office - Al D
	record/input to Property			
	Inventory			
	7.5 Evaluate bidders	None	1 day	End User
	performance/service.	None	i uay	Division Chief
	performance/service.			PCSDS Main
	Prepare Certificate of			Office - AFD
	Performance			OIIIOG - AI D
	Evaluation (CPE) Form			Chief
	and recommend the			Administrative
	same to the HOPE			Officer
	Same to the HOFL			PCSDS Main
				Office - AFD
				Onice - AFD



8. Receive	8. Sign and approve	None	2 days	HOPE
Certificate of	CPE			PCSDS Main
Performance				Office - Office
Evaluation from				of the Executive
the Property and				Director (OED)
Supply Unit at the				
PCSD Main Office				
9. Issue Official	9. Receive Official	None	1 day	Accountant III
Receipt of	Receipt and Process			PCSDS Main
Delivered	payment			Office - AFD
items/service and				
Receive Payment				
at the Accounting				
Office at the PCSD				
Main Office.				
	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 Government			
	G2B - Government to Business			
Who may avail:	External suppliers/service providers			



Che		WHERE T	O SECURE	
1. Business/Mayor'	s Permit (1 photocopy)	Supplier, C	onsultant or Co	ntractor
	actors Accreditation Board	Supplier, C	onsultant or Co	ntractor
(PCAB) License (1				
	ntracting Capacity (NFCC)	Supplier, C	onsultant or Co	ntractor
(For ABCs above P				
	s Tax (For ABCs above	Supplier, C	onsultant or Co	ntractor
P500K) (1 copy)	Otata	0		-11
5. Omnibus Sworn Statement (For ABCs above Supplier, Consultant or Contractor				ntractor
P500K) (1 original) CLIENTS STEPS	AGENCY ACTION	FFFS TO	PROCESSING	PERSON
02:2:1:0	7.02.1017.0110.1	BE PAID		RESPONSIBLE
1. Negotiate with	1.1 Conduct direct negotiation	None	1 day	PCSDS-BAC
the Bid and	with the supplier, contractor or			Chairperson
Awards Committee	consultant with technical, legal			PCSDS Main
during BAC	and financial capability to			Office
meetings at the	deliver the goods, execute the			
PCSD Main	works and perform the services	5		
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		luay	Chairperson
	contract to the Supplier,			PCSDS Main
	Contractor or Consultant.			Office
				000
				Head of BAC
				Secretariat
				PCSDS Main
				Office
_	2.1 Award the contract to the	None	1 day	HOPE
of Award (NOA)	Supplier, Contractor or			PCSDS Main
and Receive one	Consultant immediately upon			Office - Office
copy of NOA	confirmation and ascertainmen	Ţ		of the Executive
through the BAC Secretariat at the	of such capability to address			Director (OED)
PCSD Main Office	the emergency.			Head of BAC
1 COD Main Office	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
				Office
3. Sign and	3.1 Approve and sign the	None	1 day	HOPE
·	Contract of Agreement (COA)			PCSDS Main
COA through the				Office - Office
BAC Secretariat at				of the Executive



the PCSD Main				Director (OED)
Office.	3.2 Prepare the NTP in favor of	None	10 minutes	Head of BAC
Office.	•	None	10 minutes	
Return notarized	the Supplier, Contractor or			Secretariat
COA to the BAC	Consultant			
Secretariat at the				
PCSD Main Office.				
4. Sign the Notice	4. Issue and sign the Notice to	None	1 day	HOPE
to Proceed (NTP)	Proceed (NTP) together with a			PCSDS Main
and receive one	copy of the approved COA			Office - Office
copy of NTP	within three CD from the date			of the Executive
through the BAC	of the approval			Director (OED)
Secretariat at the				
PCSD Main Office				Head of BAC
				Secretariat
				PCSDS Main
				Office
5. Perform the	5.1 Ensure that the service	None	1 day	End-User
service required at	provided is in accordance with		·	PCSDS Main
the venue	the specifications stated in the			Office
specified in the	TOR			
TOR and within	5.2 Prepare the Purchase	None	10 minutes	Head of BAC
the scheduled	Order (PO) in favor of the			Secretariat
timeframe.	Contractor or Consultant			PCSDS Main
				Office
6. Sign the	6.1 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				Director (GLB)
PCSD Main Office				Head of BAC
I COD Main Office				Secretariat
				PCSDS Main
				Office
7. Issue Delivery	7.1 Inspect project progress	None	1 day	Head of
Receipt/Progress	and/or final construction.	None	1 day	Inspection and
Billing/Statement	and/or mar construction.			Acceptance
_	Dranara inapaction acceptance			Committee
of Account/Billing	Prepare inspection acceptance			PCSDS Main
Statement/Delivery	report (IAK)			Office
Invoice	Confirm compliance of			Office
	Confirm compliance of			
	procured items to			
	specifications/TOR	Nissa	0 dava	Duanantuanal
	7.2 Submit complete copies of	None	3 days	Property and
	procurement documents and			Supply Unit
	Disbursement Voucher and			PCSDS Main
	If the Long to the contract to		h .	/ \t+++00 \ \ \ \ \ \
	Obligation Request to			Office - AFD
	Accounting unit for payment processing			Office - AFD



	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 Committee (BAC), BAC Secretariat, and			
	Administrative and Finance Divisions (AFD)			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
	G2G - Government to Government			



				PCSD
G2B - Government to Business				
Who may avail:	External suppliers/service	providers		
Che	cklist OF REQUIREMENTS		WHERE T	O SECURE
1. Mayor's/ Busines	ss Permit (1 photocopy)		External suppliers/service providers/Consultants	
2. Curriculum Vitae	(Consulting Services)1 (original)	External suppli	
3. Professional Lice	ense if applicable (1 photocopy)		External suppli	
4. PhilGEPS Regist	tration Number (1 photocopy)		External suppli	ers/service
CLIENTS STEPS	AGENCY ACTION	FFFS TO	PROCESSING	
CLILIVIO OTLI O	AGENOT ACTION	BE PAID	TIME	RESPONSIBLE
with the	1.1 Receive PR with applicable attachments from End-Users. Initially review the accuracy of documents submitted and verify completeness of documents as to statutory/regulatory requirements. 1.2 Assign and stamp PR number, date received and	None	10 Minutes 20 minutes	Head of BAC Secretariat PCSDS Main Office Head of BAC Secretariat
the conditions set forth in the RIRR.	update Procurement database (PMR) 1.3 Evaluate PR with	None	5 daya	PCSDS Main Office
	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.		5 days	Head of BAC Secretariat PCSDS Main Office
2 Identify	1.4 Sign PR 2.1 Prepare and draft the letter	None None	1 day 15 minutes	Head of the Procuring Entity (HOPE) PCSDS Main Office - Office of the Executive Director (OED) Head of BAC
2. Identify	2.1 Prepare and draft the letter	INOHE	าว minutes	TEAU UI BAU



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



				PCSDS Main
				Office
	2.9 Sign the Notice to Proceed	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)
				Head of BAC
				Secretariat
				PCSDS Main
				Office
	2.10 Ensure that the service	None	1 day	End-User
	provided is in accordance with		. day	Division Head
	the specifications stated in the			PCSDS Main
	TOR			Office
	2.11 Inspect project progress	None	1 day	Head of
	and/or project output.		-	Inspection and
				Acceptance
	Prepare inspection acceptance			Committee
	report (IAR)			PCSDS Main
				Office
	Confirm compliance of			
	procured items to TOR			
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	20 dovo 1	
	IOTAL	None	30 days, 1 hour and 5	
			minutes	
			าาแานเธอ	

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:		Bids and Awards Committee (BAC), BAC Secretariat, and			
		Administrative and Finan	•	•	
Classification:		Highly Technical			
Type of Transaction	on:	G2C - Government to Cit	izen		
		G2G - Government to Go	vernment		
		G2B - Government to Bu	siness		
Who may avail:		External suppliers/service	e provider	S	
Chec	klist C	F REQUIREMENTS		WHERE 1	TO SECURE
1. Mayor's/ Busines	s Pern	nit (Except for gov't agen	cies as	Contractors, Su	uppliers
lessors) (1 photoco	ру)				
2. PhilGEPS Regist	tration	Number (Except for gov't	agencies	Contractors, Su	uppliers
as lessors) (1 photo	copy)				
3. Income/Business	Tax F	Return (Except for gov't aดู	gencies	Contractors, Suppliers	
as lessors) (1 photo					
4. Price Quotation/F	Proforn	na Invoice/Billing Stateme	ent (1	Contractors, Suppliers	
original)					• •
original) CLIENTS STEPS		AGENCY ACTION		PROCESSING	
	,	AGENCY ACTION	TO BE	PROCESSING TIME	PERSON RESPONSIBLE
CLIENTS STEPS			TO BE PAID	TIME	RESPONSIBLE
1. Drop Quotation	1.1 Cc	ollect sealed Quotation	TO BE		RESPONSIBLE Head of BAC
1. Drop Quotation Envelope	1.1 Co	ollect sealed Quotation ope (containing duly	TO BE PAID	TIME	RESPONSIBLE Head of BAC Secretariat
1. Drop Quotation Envelope (containing duly	1.1 Co Envelo	ollect sealed Quotation ope (containing duly up PQF and required	TO BE PAID	TIME	RESPONSIBLE Head of BAC Secretariat PCSDS Main
1. Drop Quotation Envelope (containing duly filled up PQF and	1.1 Co Envelo filled u eligibil	ollect sealed Quotation ope (containing duly up PQF and required lity documents) from the	TO BE PAID	TIME	RESPONSIBLE Head of BAC Secretariat
1. Drop Quotation Envelope (containing duly	1.1 Co Envelo	ollect sealed Quotation ope (containing duly up PQF and required lity documents) from the	TO BE PAID	TIME	Head of BAC Secretariat PCSDS Main



ala avvisa avata) iva tla a	4.0 Evaluate the Overtations	Nana	1 des	DOCDO DAO
documents) in the	1.2 Evaluate the Quotations	None	1 day	PCSDS-BAC
bid box located at	submitted.			Chairperson
the front desk,				PCSDS Main
PCSD Main Office.				Office
	1.3 Prepare Abstract of	None	1 day	Head of BAC
	Quotation (AOQ) and have it			Secretariat
	signed by the BAC Members			PCSDS Main
	who were present during the			Office
	evaluation			
	1.4 Recommend to the HoPE	None	1 day	PCSDS-BAC
	the award of contract		-	Chairperson
				PCSDS Main
	Prepare BAC Resolution			Office
	recommending award and			Omoc
	have it signed by the BAC			Head of BAC
	members and HOPE			
	members and HOPE			Secretariat
				PCSDS Main
				Office
2. Sign the NOA	2.1 Issue 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	recommendation.			the Executive
Secretariat at the				Director (OED)
PCSD Main Office				()
I GGD Main Gillog				Head of BAC
				Secretariat
				PCSDS Main
	O O Duomana tha a santua et in	NI	40	Office
	2.2 Prepare the contract in	None	10 minutes	Head of BAC
	favor of the Lessor			Secretariat
				PCSDS Main
				Office
3. Sign and	3.1 Approve and sign the	None	1 day	HOPE
receive 3 copies of	Contract of Agreement (COA)			PCSDS Main
COA through the				Office - Office of
BAC Secretariat at				the Executive
the PCSD Main				Director (OED)
Office				26616. (622)
Omoo	3.2 Prepare the NTP in favor	None	10 minutes	Head of BAC
Notarize the COA.	of the Lessor	INOTIC	10 111111111111111111111111111111111111	Secretariat
INUIANZE INE COA.	of the Lesson			
Datuma				PCSDS Main
Return notarized				Office
COA to the BAC				
Secretariat at the				
PCSD Main Office				_
4. Sign the Notice	4. Sign the Notice to Proceed	None	1 day	HOPE
to Proceed (NTP)	(NTP) together with a copy of			PCSDS Main
and receive one	the approved COA within			Office - Office of



copy of NTP	three CD from the date of the			the Executive
through the BAC	approval			Director (OED)
Secretariat at the	αρρισναι			Director (OLD)
PCSD Main Office				Head of BAC
PCSD Main Office				Secretariat
				PCSDS Main
- D (//				Office
5. Perform the	5.1 Ensure that the service	None	1 day	End-User
service required at	1 -			Division Head
the venue	the specifications stated in the			PCSDS Main
specified in the	TOR			Office
TOR and within	C.O.Duranana tha Durahasa	Mana	10	Head of DAC
the scheduled	5.2 Prepare the Purchase	None	10 minutes	Head of BAC
timeframe.	Order (PO) in favor of the			Secretariat
	Lessor			PCSDS Main
				Office
6. Sign the	6. Issue and sign the	None	1 day	HOPE
Purchase Order	Purchase Order (PO)			PCSDS Main
(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
7. Issue Delivery	7.1 Inspect project progress	None	1 day	Head of
Receipt/Progress	and/or project output.		-	Inspection and
Billing/Statement	. , .			Acceptance
of Account/Billing	Prepare inspection			Committee
Statement/Delivery				PCSDS Main
Invoice				Office
	Confirm compliance of			
	procured items to 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 /	None	1 day	Accountant III
Receipt of	Acknowledgement Receipt			PCSDS Main
Delivered	and Process payment			Office - AFD
items/service and				
Receive Payment				
at the Accounting				
Office at the PCSD				
Main Office.				
L	i .			1



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				
Type of Transaction:	G2C - Government to Citizen				
	G2G - Government to Government				
	G2B - Government to Business				
Who may avail:	External suppliers/service providers				
Checkli	st OF REQUIREMENTS	WHERE TO SECURE			
First Envelope:					
Registration Certificate 1	from SEC/DTI/CDA (1 original, Copy 1	Supplier, Consultant or			
and Copy 2)	, ,	Contractor			
Business/Mayor's Perm	it (1 original, Copy 1 and Copy 2)	Supplier, Consultant or			
-		Contractor			
Tax Clearance (1 original	al, Copy 1 and Copy 2)	Supplier, Consultant or			
	Contractor				
PHILGEPS Certificate o	f Registration and Membership	Supplier, Consultant or			
(Platinum Registration) (1 original, Copy 1 and Copy 2) Contractor					
Joint Venture Agreement (JVA) if applicable (1 original, Copy 1 Supplier, Consultant or					
and Copy 2)		Contractor			
Proof of Authority of the	Bidder's authorized representative/s (1	Supplier, Consultant or			



				PCSD	
original, Copy 1 and	d Copy 2)		Contractor		
Omnibus Sworn Statement (1 original, Copy 1 and Copy 2)			Supplier, Contractor	nsultant or	
List of Ongoing government and private contracts (if any) (1			Supplier, Cor Contractor	nsultant or	
Certificate of Perfor	mance Evaluation from SLCC (1 c	original,	Supplier, Co	nsultant or	
Compliance with the	·) e Schedule of Requirements (1 ori	ginal	Contractor Supplier, Cor	nsultant or	
Copy 1 and Copy 2		giriai,	Contractor	Toditarit of	
	echnical Specifications (1 original,	Copy 1	Supplier, Co	nsultant or	
and Copy 2)	inal Capy 1 and Capy 2)		Contractor	acultant or	
bid Security (1 orig	inal, Copy 1 and Copy 2)		Supplier, Con Contractor	isuitant of	
After Sales Stateme	ent (1 original, Copy 1 and Copy 2)	Supplier, Con	nsultant or	
Philippine Contract	ors Accreditation Board (PCAB) Li	cense if	Supplier, Cor	nsultant or	
· ·	al, Copy 1 and Copy 2)		Contractor		
	statements (1 original, Copy 1 and	Copy 2)	Supplier, Con Contractor	nsultant or	
Income Tax Return	(1 original, Copy 1 and Copy 2)			Supplier, Consultant or	
Net Financial Contrand Copy 2)	racting Capacity (NFCC) (1 origina	I, Copy 1	Supplier, Cor	Supplier, Consultant or Contractor	
	(1 original, Copy 1 and Copy 2)		Supplier, Cor Contractor	Supplier, Consultant or Contractor	
Bill of Quantities (1	original, Copy 1 and Copy 2)		Supplier, Cor Contractor	Supplier, Consultant or 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 PCSD Main	2.2 Post Bid Supplement, if any (within seven Calendar Days before the deadline of submission of bids) in the PhilGEPS website, PCSDS	None	20 minutes	Head of BAC Secretariat PCSDS Main Office	



	7			PUSD
Building	website and any conspicuous place within the premises of the			
	PCSDS			
3. Drop sealed Bid Envelope upon payment of prescribed bid amount in the bid box located at the front desk, PCSD Main Building before the deadline of submission of bid	3.1 Collect sealed Bid Envelope from the bid box.	None	10 minutes	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	 5a. Notify bidders who submitted a bid envelope of the Bid Opening/Bid Evaluation. b. Inform the LCB or SCB/HRB or SRB of post qualification. 	None	1 day	Head of BAC Secretariat PCSDS Main Office
6. Submit Post- Qualification documents to the BAC Secretariat	6.1 Receive Post-Qualification documents.	None	10 minutes	TWG/ Head of BAC Secretariat PCSDS Main Office
at 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	TWG/ Head of BAC Secretariat PCSDS Main Office
	6.3 Prepare Abstract of Bid (AOB) and have it signed by the BAC Members who were present during the evaluation	None	1 day	Head of BAC Secretariat PCSDS Main Office
	6.4 Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office



it signed by the BAC members and HOPE 7. Sign the NOA and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office 8. Submit Performance Security to the BAC Secretariat at the PCSD Main Office 9. Sign and Office 9. Sign and receive 3 copies of the winning bidder 9. Sign and 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) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office. 11. Perform the service required at the PCSD Main Office 11. Perform the service required at the PCSD Main Office 11. Perform the service required at provided is in accordance with the venue the service required at provided is in accordance with the venue the service required at provided is in accordance with the venue the service provided is in accordance with the venue the service provided is in accordance with the venue the service provided is in accordance with the venue the service provided is in accordance with the venue the service provided is in accordance with the venue the service provided is in accordance with the venue the service provided is in accordance with the venue the service provided is in accordance with the venue the service provided is in accordance with the venue the service provided is in accordance with the venue the service provided is in accordance with the provided is in accordance with the provided is in accordance with the provided is in the provided is in the provided is in the provided is in				T	PC3D
7. Sign the NOA and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office 8. Submit Performance Security to the BAC Secretariat at the PCSD Main Office 9. Sign and receive 3 copies of COA through the BAC SAC Secretariat at the PCSD Main Office 9. Sign and receive 3 copies of COA through the Winning bidder 9. Sign and receive 3 copies of COA through the Winning bidder 9. Sign and receive 3 copies of COA through the Winning bidder 9. Sign and receive 3 copies of COA through the Winning bidder 9. Sign and receive 3 copies of COA through the Winning bidder 9. Sign and receive 3 copies of COA through the Winning bidder 9. Sign and receive 3 copies of COA through the Winning bidder 9. Sign and receive 3 copies of COA through the Winning bidder 9. Sign and receive 3 copies of COA through the Winning bidder 9. Sign and receive 3 copies of COA through the Winning bidder 9. Sign and receive 3 copies of COA through the Winning bidder 9. Sign and receive 3 copies of COA through the Winning bidder 9. Sign and receive 3 copies of COA through the Winning bidder 9. Sign and receive 3 copies of COA through the Winning bidder 9. Sign and receive 3 copies of COA through the Winning bidder 9. Sign and receive 3 copies of COA through the Winning bidder 9. Sign and receive 3 copies of COA through the Winning bidder 9. Sign and receive 3 copies of COA through the Winning bidder 9. Sign and receive 3 copies of COA through the Winning bidder 9. Sign and Total the Winning bidder 9. Sign and Total the Winning bidder 10. Sign the Notice to Proceed the Winning bidder 10. Sign the Notice to Proceed to the Winning bidder 10. Sign the Notice to Proceed to the Winning bidder 11. Sign the Notice to Proceed to the Secretariat PCSDS Main Office 12. Perpare the NTP in favor of the Winning bidder 13. Perpare the NTP in favor of the Winning bidder 14. Perpare the NTP in favor of the Winning bidder 15. Perpare the NTP in favor of the Winning bidder 16. Total Total Head of BAC Secretariat at the PC		, ,			
7. Sign the NOA and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office 8. Submit Performance Security to the BAC Secretariat at the PCSD Main Office 9. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office 9. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office 9. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office 9. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office 9. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office 9. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office 9. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office 9. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office 9. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office 9. Sign and 9.1 Approve and sign the receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office 9. Sign and 9.1 Approve and sign the receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office 9. Sign and 9.1 Approve and sign the receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office 9. Sign and 9.1 Approve and sign the receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office 9. Sign and 9.1 Approve and sign the receive 3 copies of 4 co		and HOPE			
7. Issue and sign the Notice of Award (NOA), otherwise HOPE rocyp of NOA through the BAC Secretariat at the PCSD Main Office 8. Submit Performance Security to the BAC Secretariat at the PCSD Main Office 9. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office 9. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office 9. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office 9. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office 9. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office 9. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office of the winning bidder 9. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office of the winning bidder 9. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office of the Executive Director (OED) 9. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office of the Executive Director (OED) 9. Sign and receive 3 copies of COA to the BAC Secretariat at the PCSD Main Office of the Executive Director (OED) 9. Sign and receive 3 copies of COA to the BAC Secretariat at the PCSD Main Office of the Executive Director (OED) 9. Sign and receive 3 copies of COA to the BAC Secretariat at the PCSD Main Office of the Executive Director (OED) 9. Sign and Tothic of Agreement (COA)					PCSDS Main
7. Issue and sign the Notice of Award (NOA), otherwise HOPE rocyp of NOA through the BAC Secretariat at the PCSD Main Office 9. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office 9. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office 9. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office 9. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office 9. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office 9. 2 Prepare the NTP in favor of the winning bidder 9. 2 Prepare the NTP in favor of the winning bidder None 10 minutes of Head of BAC Secretariat at the PCSD Main Office of the Executive Director (OED) 9. 2 Prepare the NTP in favor of the winning bidder Notarize the COA. Return notarized COA to the BAC Secretariat at the PCSD Main Office 10. Sign the Notice to Proceed to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office 10. Sign the Notice 10. Sign the Notice to Proceed to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office 11. Perform the SCSD Main Office 11. Perform the service required at provided is in accordance with Division Head Division Head					Office
and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office 8. Submit Performance Security to the BAC Secretariat at the PCSD Main Office 9. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office 9. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office 9. 2 Prepare the NTP in favor of the winning bidder None 1 day HOPE PCSDS Main Office of the Executive Director (OED) None 1 day Hope PCSDS Main Office 9. 2 Prepare the contract in favor of the winning bidder 9. 2 Prepare the NTP in favor of the winning bidder None 1 day HOPE PCSDS Main Office of the Executive Director (OED) 9.2 Prepare the NTP in favor of the winning bidder Notarize the COA. Return notarized COA to the BAC Secretariat at the PCSD Main Office. 10. Sign the Notice 10. Sign the Notice to Proceed to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat the PCSD Main Office. 10. Sign the Notice 10. Sign the Notice to Proceed for Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office. 11. Perform the SCSD Main Office. 11. Perform the service required at provided is in accordance with Director (DIP) Division Head in accordance with Director (DIP) Division Head in accordance with Director (DIP) Division Head Division	7 Sign the NOA	7 Issue and sign the Notice of	None	1 day	
may disapprove BAC recommendation. Main Office Secretariat at the PCSD Main Office		_	140110	1 day	_
through the BAC Secretariat at the PCSD Main Office 8. Submit Performance Security to the BAC Secretariat at the PCSD Main Office 8. 1 Receive and evaluate Submitted Performance Security Secretariat The PCSD Main Office 8. 2 Prepare the contract in favor of the winning bidder 8. 2 Prepare the contract in favor of the winning bidder 8. 3 Prepare the contract in favor of the winning bidder 8. 4 Prepare the contract in favor of the winning bidder 8. 5 Prepare the contract in favor of the winning bidder 8. 6 Prepare the contract in favor of the winning bidder 8. 6 Prepare the contract in favor of the winning bidder 8. 7 Prepare the contract in favor of the winning bidder 8. 8 Prepare the contract in favor of the winning bidder 8. 9 Prepare the COA COA through the BAC Secretariat the PCSD Main Office 9. 2 Prepare the NTP in favor of the winning bidder 9. 2 Prepare the NTP in favor of the winning bidder 9. 2 Prepare the NTP in favor of the winning bidder 9. 2 Prepare the NTP in favor of the winning bidder 9. 3 Prepare the NTP in favor of the winning bidder 9. 4 POPE PCSDS Main Office 10. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat 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 11. Perform the PCSD Main Office 11. Perform the Secretariat the PCSDS Main Office 11. Perform the service required at provided is in accordance with					
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to Proceed (NTP) and receive one approved COA within three CD from the date of the approval Through the BAC Secretariat at the PCSD Main Office The proceed (NTP) together with a copy of the approval of the approval of the Executive Director (OED) The proceed (NTP) together with a copy of the approval of the Executive Director (OED) The proceed (NTP) together with a copy of the approval of the Executive Director (OED) The proceed (NTP) together with a copy of the approval of the Executive Director (OED) The proceed (NTP) together with a copy of the approval of the Executive Director (OED) The proceed (NTP) together with a copy of the approval of the Executive Director (OED) The proceed (NTP) together with a copy of the approval of the Executive Director (OED) The proceed (NTP) together with a copy of the approval of the Executive Director (OED) The proceed (NTP) together with a copy of the approval of the Executive Director (OED) The proceed (NTP) together with a copy of the approval of the Executive Director (OED) The proceed (NTP) together with a copy of the approval of the Executive Director (OED) The proceed (NTP) together with a copy of the approval of the Executive Director (OED) The proceed (NTP) together with a copy of the approval of the Executive Director (OED) The proceed (NTP) together with a copy of the approval of the Executive Director (OED) The proceed (NTP) together with a copy of the approval of the Executive Director (OED) The proceed (NTP) together with a copy of the Executive Director (OED) The proceed (NTP) together with a copy of the Executive Director (OED) The proceed (NTP) together with a copy of the Executive Director (OED) The proceed (NTP) together with a copy of the Executive Director (OED) The proceed (NTP) together with a copy of the Executive Director (OED) The proceed (NTP) together with a copy of the Executive Director (OED) The proceed (NTP) together with a copy of the Executive Director (OED) The proceed (NTP) together with a copy of the Executive Dire	10. Sign the Notice	10.Sign the Notice to Proceed	None	1 day	HOPE
and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office 11. Perform the service required at provided is in accordance with Approved COA within three CD from the approval Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office 11.1 Ensure that the service provided is in accordance with Office - Office of the Executive Director (OED) Approved COA within three CD from the service of the Executive Director (OED) 11. Perform the provided is in accordance with					
copy of NTP through the BAC Secretariat at the PCSD Main Office Head of BAC Secretariat PCSDS Main Office 11. Perform the service required at provided is in accordance with of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office 1 day End-User Division Head	` '				
through the BAC Secretariat at the PCSD Main Office Head of BAC Secretariat PCSDS Main Office 11. Perform the service required at provided is in accordance with Director (OED) Head of BAC Secretariat PCSDS Main Office 1 day End-User Division Head					
Secretariat at the PCSD Main Office Head of BAC Secretariat PCSDS Main Office 11. Perform the service required at provided is in accordance with Secretariat PCSDS Main Office	' '	from the date of the approval			
PCSD Main Office Head of BAC Secretariat PCSDS Main Office 11. Perform the service required at provided is in accordance with Head of BAC Secretariat PCSDS Main Office 1 day End-User Division Head					Director (OED)
Head of BAC Secretariat PCSDS Main Office 11. Perform the service required at provided is in accordance with Head of BAC Secretariat PCSDS Main Office 1 day End-User Division Head	Secretariat at the				
Secretariat PCSDS Main Office 11. Perform the service required at provided is in accordance with Secretariat PCSDS Main Office 1 day End-User Division Head	PCSD Main Office				
Secretariat PCSDS Main Office 11. Perform the service required at provided is in accordance with Secretariat PCSDS Main Office 1 day End-User Division Head					Head of BAC
PCSDS Main Office 11. Perform the service that the service None 1 day End-User provided is in accordance with Division Head					
11. Perform the service that the service None 1 day End-User provided is in accordance with Division Head					
11. Perform the service that the service None 1 day End-User Division Head					
service required at provided is in accordance with Division Head					
			None	1 day	
· ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' '	service required at	provided is in accordance with			Division Head
	the venue	the specifications stated in the			PCSDS Main



and a sift and the the a	TOD			O#:
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 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				Director (OED)
Secretariat at the				
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.				J
14. Issue Delivery	14.1 Inspect goods, services or	None	1 day	Head of
Receipt/Progress	project progress and/or final	110110	. day	Inspection and
Billing/Statement	construction.			Acceptance
of Account/Billing				Committee
	Prepare inspection acceptance			PCSDS Main
Invoice	report (IAR)			Office
IIIVOICC				Onicc
	Confirm compliance of procured			
	items to specifications/TOR			
	14.2 Submit complete copies of	None	3 days	Chief
	procurement documents and	None	5 days	Administrative
	Disbursement Voucher and			Officer
	Obligation Request to			PCSDS Main
	Accounting unit for payment			Office - AFD
	processing			Office - Al D
	14.3 Attach property Number	None	2 days	Chief
		None	2 days	Administrative
	and enter details to Report of			
	Physical Counts of Property			Officer
	Plants and Equipment, if			PCSDS Main
	applicable	N.I.	4 1	Office - AFD
	14.4 Prepare Property	None	1 day	Chief
	Acknowledgment Receipt (PAR)			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
				PCSDS Main



				PCSD
	Prepare Certificate of Performance Evaluation (CPE)			Office - AFD
	Form and recommend the same			Chief
	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 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	Nissa	44	
	TOTAL:	None	44 days and 1	
			hour and 30	
			minutes	

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

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

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

Refers to a method of procurement which is open to participation by any interested party and which consists of the following processes: advertisement, pre-bid conference, eligibility screening of prospective bidders, receipt and opening of bids, evaluation of bids, post-qualification, and award of contract.

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						
Who may avail:			providers	WHERE	O CECUPE	
	cklist OF REQU	IKEMEN 15		WHERE	O SECURE	
First Envelope:		TI/OD A /4 : :		0 " 0		
17 /				Supplier, Cons Contractor	ultant or	
Business/Mayor's Permit(1 original, Copy 1 and Copy 2)				Supplier, Cons Contractor	ultant or	
Tax Clearance(1 or	iginal, Copy 1 an	d Copy 2)		Supplier, Cons Contractor	ultant or	
PHILGEPS Certifica (Platinum Registrati	_			Supplier, Cons Contractor	ultant or	
Joint Venture Agree and Copy 2)				Supplier, Cons Contractor	ultant or	
Proof of Authority or representative/s(1 c				Supplier, Cons Contractor	ultant or	
Omnibus Sworn Sta			Copy 2)	Supplier, Cons Contractor	ultant or	
List of Ongoing gov original, Copy 1 and		rate contracts (i	f any) (1	Supplier, Cons Contractor	ultant or	
Certificate of Perfor Copy 1 and Copy 2	mance Evaluatio	n from SLCC(1	original,	Supplier, Consultant or Contractor		
Compliance with the Copy 1 and Copy 2	e Schedule of Re	equirements(1 c	riginal,	Supplier, Consultant or Contractor		
Compliance with Te and Copy 2)		ations(1 original	, Copy 1	Supplier, Cons Contractor	ultant or	
Bid Security(1 origin	nal, Copy 1 and 0	Сору 2)		Supplier, Cons Contractor	ultant or	
After Sales Stateme	ent(1 original, Co	py 1 and Copy	2)	Supplier, Cons Contractor	ultant or	
Philippine Contractor applicable (1 origina		, ,	License if	Supplier, Cons Contractor	ultant or	
Second Envelope:						
Audited Financial S	tatements(1 origi	inal, Copy 1 and	d Copy 2)	Supplier, Cons Contractor	ultant or	
Income Tax Return(1 original, Copy 1 and Copy 2)				Supplier, Cons Contractor	ultant or	
Net Financial Contracting Capacity (NFCC) (1 original, Copy 1 and Copy 2)		Supplier, Cons Contractor	ultant or			
Financial Bid Form(1 original, Copy 1 and Copy 2)			Supplier, Consultant or Contractor			
Bill of Quantities(1 of	original, Copy 1 a	and Copy 2)		Supplier, Consultant or Contractor		
CLIENTS STEPS	AGENCY	ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	



1. Attend Pre-Bid	1. Conduct Pre-Bid	None	10 days	PCSDS-BAC
Conference		INUITE	10 days	
	Conference (within 12			Chairperson
(attendance is not	Calendar Days before the			PCSDS Main
mandatory) during	Bid Opening but not earlier			Office
the scheduled	than seven Calendar Days			
BAC Meeting at	from the PhilGEPS posting			
the PCSD Main	of Invitation to Bid or			
Office	Bidding Document pursuant			
	to the threshold amount			
	provided in the RIRR)			
	,			
2. Submit	2.1 Draft Supplemental bid,	None	20 minutes	Head of BAC
clarifications and	if any BAC Chairperson for			Secretariat
or comments	signature			PCSDS Main
discussed during				Office
the pre-bid	2.2 Post Bid Supplement, if any	None	20 minutes	Head of BAC
meeting to the	(within seven Calendar Days			Secretariat
Bids and Awards	before the deadline of			PCSDS Main
Committee at the	submission of bids) in the			Office
PCSD Main	PhilGEPS website, PCSDS			
Building	website and any conspicuous			
2 4.1.4.1.19	place within the premises of the			
	PCSDS			
0.0		N 1	40	
•	3. Collect sealed Bid Envelope	None	10 minutes	Head of BAC
IEnvelone unon	ltram the hid hav			
Envelope upon	from the bid box.			Secretariat
payment of	from the bid box.			PCSDS Main
	ITOTT the bid box.			
payment of	from the bid box.			PCSDS Main
payment of prescribed bid	from the bld box.			PCSDS Main
payment of prescribed bid amount in the bid	ITOTT the bid box.			PCSDS Main
payment of prescribed bid amount in the bid box located at the front desk, PCSD	ITOM the bld box.			PCSDS Main
payment of prescribed bid amount in the bid box located at the front desk, PCSD Main Building	ITOM the bld box.			PCSDS Main
payment of prescribed bid amount in the bid box located at the front desk, PCSD Main Building before the	ITOM the bld box.			PCSDS Main
payment of prescribed bid amount in the bid box located at the front desk, PCSD Main Building before the deadline of	ITOTT THE DIG DOX.			PCSDS Main
payment of prescribed bid amount in the bid box located at the front desk, PCSD Main Building before the	ITOTT THE DIG DOX.			PCSDS Main
payment of prescribed bid amount in the bid box located at the front desk, PCSD Main Building before the deadline of		None	1 day	PCSDS Main
payment of prescribed bid 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 Main Office
payment of prescribed bid amount in the bid box located at the front desk, PCSD Main Building before the deadline of submission of bid 4. Attend Bid Opening		None	1 day	PCSDS Main Office PCSDS-BAC Chairperson
payment of prescribed bid amount in the bid box located at the front desk, PCSD Main Building before the deadline of submission of bid 4. Attend Bid Opening (attendance is not	4. Conduct Bid Opening/Bid	None	1 day	PCSDS Main Office PCSDS-BAC Chairperson PCSDS Main
payment of prescribed bid amount in the bid box located at the front desk, PCSD Main Building before the deadline of submission of bid 4. Attend Bid Opening (attendance is not mandatory) during	4. Conduct Bid Opening/Bid	None	1 day	PCSDS Main Office PCSDS-BAC Chairperson
payment of prescribed bid amount in the bid box located at the front desk, PCSD Main Building before the deadline of submission of bid 4. Attend Bid Opening (attendance is not mandatory) during the scheduled	4. Conduct Bid Opening/Bid	None	1 day	PCSDS Main Office PCSDS-BAC Chairperson PCSDS Main
payment of prescribed bid amount in the bid box located at the front desk, PCSD Main Building before the deadline of submission of bid 4. Attend Bid Opening (attendance is not mandatory) during the scheduled BAC meeting at	4. Conduct Bid Opening/Bid	None	1 day	PCSDS Main Office PCSDS-BAC Chairperson PCSDS Main
payment of prescribed bid amount in the bid box located at the front desk, PCSD Main Building before the deadline of submission of bid 4. Attend Bid Opening (attendance is not mandatory) during the scheduled BAC meeting at the PCSD Main	4. Conduct Bid Opening/Bid	None	1 day	PCSDS Main Office PCSDS-BAC Chairperson PCSDS Main
payment of prescribed bid amount in the bid box located at the front desk, PCSD Main Building before the deadline of submission of bid 4. Attend Bid Opening (attendance is not mandatory) during the scheduled BAC meeting at the PCSD Main Building	4. Conduct Bid Opening/Bid evaluation.		·	PCSDS Main Office PCSDS-BAC Chairperson PCSDS Main Office
payment of prescribed bid amount in the bid box located at the front desk, PCSD Main Building before the deadline of submission of bid 4. Attend Bid Opening (attendance is not mandatory) during the scheduled BAC meeting at the PCSD Main Building 5. Receive notice	4. Conduct Bid Opening/Bid evaluation. 5.1 a. Notify bidders who	None	1 day	PCSDS Main Office PCSDS-BAC Chairperson PCSDS Main Office Head of BAC
payment of prescribed bid amount in the bid box located at the front desk, PCSD Main Building before the deadline of submission of bid 4. Attend Bid Opening (attendance is not mandatory) during the scheduled BAC meeting at the PCSD Main Building 5. Receive notice to bidder from the	4. Conduct Bid Opening/Bid evaluation. 5.1 a. Notify bidders who submitted a bid envelope		·	PCSDS Main Office PCSDS-BAC Chairperson PCSDS Main Office Head of BAC Secretariat
payment of prescribed bid amount in the bid box located at the front desk, PCSD Main Building before the deadline of submission of bid 4. Attend Bid Opening (attendance is not mandatory) during the scheduled BAC meeting at the PCSD Main Building 5. Receive notice to bidder from the BAC Secretariat at	4. Conduct Bid Opening/Bid evaluation. 5.1 a. Notify bidders who submitted a bid envelope of the Bid Opening/Bid		·	PCSDS Main Office PCSDS-BAC Chairperson PCSDS Main Office Head of BAC Secretariat PCSDS Main
payment of prescribed bid amount in the bid box located at the front desk, PCSD Main Building before the deadline of submission of bid 4. Attend Bid Opening (attendance is not mandatory) during the scheduled BAC meeting at the PCSD Main Building 5. Receive notice to bidder from the	4. Conduct Bid Opening/Bid evaluation. 5.1 a. Notify bidders who submitted a bid envelope		·	PCSDS Main Office PCSDS-BAC Chairperson PCSDS Main Office Head of BAC Secretariat



	<u> </u>			
	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	TWG/ Head of BAC Secretariat PCSDS Main Office
	6.3 Prepare Abstract of Bid (AOB) and have it signed by the BAC Members who were present during the evaluation	None	1 day	Head of BAC Secretariat PCSDS Main Office
	6.4 Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office Head of BAC Secretariat PCSDS Main Office
7. Sign the NOA and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office	7. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
8. Submit Performance Security to the BAC Secretariat	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



			ı	
				Office
9. Sign and	9.1 Approve and sign the	None	1 day	HOPE
	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		,	PCSDS Main
and receive one	the approved COA within three			Office - Office
copy of NTP	CD from the date of the			of the Executive
through the BAC	approval			Director (OED)
Secretariat at the	approvai			Director (025)
PCSD Main Office				
1 OOD Main Onioc				
11. Perform the	11.1 Ensure that the service	None	1 day	End-User
service required	provided is in accordance with	110110	. day	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	None	10 minutes	Secretariat
timeframe.	Lessor			PCSDS Main
umename.	Lessoi			Office
12. Sign the	12. Issue and sign the	None	1 day	HOPE
Purchase Order	Purchase Order (PO)	None	luay	PCSDS Main
	Fulchase Order (FO)			Office - Office
(PO) and receive				of the Executive
one copy of PO				
through the BAC Secretariat at the				Director (OED)
PCSD Main Office				Head of BAC
PCSD Main Office				
				Secretariat
				PCSDS Main
12 Cubmit	12 Accept and varify Warrants	None	1 dov	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 delivery of goods	None	1 day	Head of
Receipt/Progress	and Prepare inspection			Inspection and
Billing/Statement	acceptance report (IAR)			Acceptance



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



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

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 Fina	`	, .	riat, 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	ce provider	S	
Chec	klist C	dist OF REQUIREMENTS WHERE TO SECURE			O SECURE
None				None	
CLIENTS STEPS		AGENCY ACTION	FEES TO	PROCESSING	PERSON
			BE PAID	TIME	RESPONSIBLE
1. Sign the NOA	1.1 lss	sue and sign the Notice	None	1 day	HOPE
and Receive one	of Awa	ard (NOA), otherwise			PCSDS Main
copy of NOA	HOPE	may disapprove BAC			Office - Office of
through the BAC	recom	mendation.			the Executive
Secretariat at the					Director (OED)



				PCSD
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



				Office
6. Issue Delivery Receipt/Progress Billing/Statement of Account/Billing Statement/Delivery Invoice	6.1 Inspect delivery of goods and Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR	None	1 day	Head of Inspection and Acceptance Committee PCSDS Main Office
	6.2. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	Property and Supply Unit PCSDS Main Office – AFD
	6.3. Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment, if applicable	None	2 days	Property and Supply Unit PCSDS Main Office – AFD
	6.4. Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and 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
	TOTAL:	None	13 days and 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 Divisions (AFD)			
Classification:		Highly Technical	C DIVISION	15 (AI D)	
Type of Transaction	on:	G2C - Government to Citi	zen		
,,,		G2G - Government to Go			
		G2B - Government to Bus	siness		
Who may avail:		External suppliers/service providers			
		OF REQUIREMENTS			O SECURE
Mayor's/ Business I				Consultant	
Professional Licens (1 original)	se /Cur	riculum Vitae (Consulting \$	Services)	Consultant	
		ımber (1 photocopy)		Consultant	
Income/Business T	ax Ret	, , , , , , , , , , , , , , , , , , , ,		Consultant	
CLIENTS STEPS		AGENCY ACTION	FEES	PROCESSING	
			TO BE PAID	TIME	RESPONSIBLE
1. Negotiate with the Bid and Awards Committee during BAC meetings at the PCSD Main Building	techr finan contr on th Spec or Te	Negotiate with a nically, legally and cially capable supplier, ractor or consultant based to Technical cifications, Scope of Work erms of Reference ared by the End-User.	None	7 days	PCSDS-BAC Chairperson PCSDS Main Office - AFD
	HoPl Prepa recon have	1.2. Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE		7 days	PCSDS-BAC Chairperson PCSDS Main Office - AFD Head of BAC Secretariat PCSDS Main Office - AFD
2. Sign the NOA and Receive one		sue and sign the Notice of (NOA), otherwise HOPE	None	1 day	HOPE PCSDS Main



conv. of NOA	may diagramaya DAC			Office Office of
copy of NOA	may disapprove BAC			Office - Office of
through the BAC	recommendation.			the Executive
Secretariat at the				Director (OED)
PCSD Main Office				
				Head of BAC
				Secretariat
				PCSDS Main
				Office - AFD
	2.2 Prepare the contract in	None	10 minutes	Head of BAC
	•	NOHE	10 111111111111111111111111111111111111	
	favor of the supplier			Secretariat
				PCSDS Main
				Office - AFD
3. Sign and	3.1 Approve and sign the	None	1 day	Head of BAC
receive 3 copies of	Contract of Agreement (COA)			Secretariat
COA through the				PCSDS Main
BAC Secretariat at				Office
the PCSD Main	3.2 Prepare the NTP in favor of	None	10 minutes	Head of BAC
	· ·	NOHE	10 111111111111111111111111111111111111	
Office	the winning bidder			Secretariat
				PCSDS Main
Notarize the COA.				Office
Return notarized				
COA to the BAC				
Secretariat at the				
IDCCD Main Office				
PCSD Main Office.				
4. Sign the Notice	4. Sign the Notice to Proceed	None	1 day	HOPE
		None	1 day	HOPE PCSDS Main
4. Sign the Notice to Proceed (NTP)	4. Sign the Notice to Proceed (NTP) together with a copy of	None	1 day	PCSDS Main
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 three	None	1 day	PCSDS Main Office - Office of
4. Sign the Notice to Proceed (NTP) and receive one copy of NTP	4. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the	None	1 day	PCSDS Main Office - Office of the Executive
4. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC	4. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three	None	1 day	PCSDS Main Office - Office of
4. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the	4. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the	None	1 day	PCSDS Main Office - Office of the Executive
4. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC	4. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the	None	1 day	PCSDS Main Office - Office of the Executive Director (OED)
4. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the	4. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the	None	1 day	PCSDS Main Office - Office of the Executive Director (OED)
4. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the	4. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the	None	1 day	PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat
4. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the	4. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the	None	1 day	PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main
4. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the	4. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the	None	1 day	PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat
4. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the	4. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the	None	1 day	PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main
4. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office 5. Perform the	4. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval 5.1 Ensure that the service			PCSDS Main Office - Office of the Executive Director (OED) 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 5. Perform the service required at	4. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval 5.1 Ensure that the service provided is in accordance with			PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office End-User Division Head
4. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office 5. Perform the service required at the venue	4. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval 5.1 Ensure that the service provided is in accordance with the specifications stated in the			PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office End-User Division Head PCSDS Main
4. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office 5. Perform the service required at the venue specified in the	4. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval 5.1 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office End-User Division Head 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 5. Perform the service required at the venue specified in the TOR and within	4. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval 5.1 Ensure that the service provided is in accordance with the specifications stated in the TOR 5.2 Prepare the Purchase			PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office End-User Division Head PCSDS Main Office Head of BAC
4. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office 5. Perform the service required at the venue specified in the TOR and within the scheduled	4. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval 5.1 Ensure that the service provided is in accordance with the specifications stated in the TOR 5.2 Prepare the Purchase Order (PO) in favor of the	None	1 day	PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office End-User Division Head PCSDS Main Office Head of BAC Secretariat
4. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office 5. Perform the service required at the venue specified in the TOR and within	4. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval 5.1 Ensure that the service provided is in accordance with the specifications stated in the TOR 5.2 Prepare the Purchase	None	1 day	PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office End-User Division Head PCSDS Main Office Head of BAC Secretariat PCSDS Main
4. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office 5. Perform the service required at the venue specified in the TOR and within the scheduled timeframe.	4. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval 5.1 Ensure that the service provided is in accordance with the specifications stated in the TOR 5.2 Prepare the Purchase Order (PO) in favor of the	None	1 day 10 minutes	PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office End-User Division Head PCSDS Main Office 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 5. Perform the service required at the venue specified in the TOR and within the scheduled timeframe. 6. Sign the	4. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval 5.1 Ensure that the service provided is in accordance with the specifications stated in the TOR 5.2 Prepare the Purchase Order (PO) in favor of the	None	1 day	PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office End-User Division Head PCSDS Main Office Head of BAC Secretariat PCSDS Main
4. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office 5. Perform the service required at the venue specified in the TOR and within the scheduled timeframe.	4. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval 5.1 Ensure that the service provided is in accordance with the specifications stated in the TOR 5.2 Prepare the Purchase Order (PO) in favor of the Lessor	None	1 day 10 minutes	PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office End-User Division Head PCSDS Main Office 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 5. Perform the service required at the venue specified in the TOR and within the scheduled timeframe. 6. Sign the Purchase Order	4. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval 5.1 Ensure that the service provided is in accordance with the specifications stated in the TOR 5.2 Prepare the Purchase Order (PO) in favor of the Lessor 6. Issue and sign the Purchase	None	1 day 10 minutes	PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office End-User Division Head PCSDS Main Office Head of BAC Secretariat PCSDS Main Office Head of BAC Secretariat PCSDS Main Office HOPE PCSDS Main
4. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office 5. Perform the service required at the venue specified in the TOR and within the scheduled timeframe. 6. Sign the Purchase Order (PO) and receive	4. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval 5.1 Ensure that the service provided is in accordance with the specifications stated in the TOR 5.2 Prepare the Purchase Order (PO) in favor of the Lessor 6. Issue and sign the Purchase	None	1 day 10 minutes	PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office End-User Division Head PCSDS Main Office Head of BAC Secretariat PCSDS Main Office HOPE PCSDS Main Office - Office of
4. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office 5. Perform the service required at the venue specified in the TOR and within the scheduled timeframe. 6. Sign the Purchase Order (PO) and receive one copy of PO	4. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval 5.1 Ensure that the service provided is in accordance with the specifications stated in the TOR 5.2 Prepare the Purchase Order (PO) in favor of the Lessor 6. Issue and sign the Purchase	None	1 day 10 minutes	PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office End-User Division Head PCSDS Main Office Head of BAC Secretariat PCSDS Main Office HOPE PCSDS Main Office - Office of the Executive
4. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office 5. Perform the service required at the venue specified in the TOR and within the scheduled timeframe. 6. Sign the Purchase Order (PO) and receive	4. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval 5.1 Ensure that the service provided is in accordance with the specifications stated in the TOR 5.2 Prepare the Purchase Order (PO) in favor of the Lessor 6. Issue and sign the Purchase	None	1 day 10 minutes	PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office End-User Division Head PCSDS Main Office Head of BAC Secretariat PCSDS Main Office HOPE PCSDS Main Office - Office of



			Head of BAC
			Secretariat
			PCSDS Main
			Office
pect good, project	None	1 day	Head of
s and/or final			Inspection and
ction. Prepare			Acceptance
on acceptance report			Committee
			PCSDS Main
m compliance of			Office
red items to			
ications/TOR			
mit complete copies of	None	3 days	Property and
ment documents and			Supply Unit
ement Voucher and			PCSDS Main
on Request to			Office - AFD
ting unit for payment			
sing			
eive Official Receipt and	None	1 day	Accountant III
s payment			PCSDS Main
			Office – AFD
TOTAL:	None	24 days and	
		30 minutes	
	s and/or final ction. Prepare on acceptance report m compliance of red items to ications/TOR mit complete copies of ment documents and ement Voucher and on Request to ting unit for payment sing sive Official Receipt and s payment	s and/or final ction. Prepare on acceptance report m compliance of red items to ications/TOR omit complete copies of ment documents and ement Voucher and on Request to ting unit for payment sing eive Official Receipt and spayment	s and/or final ction. Prepare on acceptance report m compliance of red items to ications/TOR mit complete copies of ment documents and ement Voucher and on Request to ting unit for payment sing vive Official Receipt and s payment TOTAL: None 24 days and

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).

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and
	Administrative and Finance Divisions (AFD)



					PCSD
Classification: Highly Technical					
Type of Transaction	on:	G2C - Government to Citi	zen		
		G2G - Government to Go	vernment		
		G2B - Government to Bus	siness		
Who may avail:		External suppliers/service			
	cklist (OF REQUIREMENTS	providere		O SECURE
Business/Mayor's F				Supplier, Cons	
Business/Mayor 5 1	Citine	(1 photocopy)		Contractor	altarit of
PHILGEPS Registr	ation N	lumbor (1 copy)		Supplier, Cons	ultant or
FI IILGEF 5 Negisti	allonin	idiliber (1 copy)		Contractor	ultarit oi
CLIENTS STEPS		AGENCY ACTION	FEES	PROCESSING	PERSON
CLIENTSSTEPS		AGENCT ACTION			
			TO BE	TIME	RESPONSIBLE
			PAID		
1. Sign the NOA		sue and sign the Notice of	None	1 day	HOPE
and Receive one		(NOA), otherwise HOPE			PCSDS Main
copy of NOA		isapprove BAC			Office - Office of
through the BAC	recom	mendation.			the Executive
Secretariat at the					Director (OED)
PCSD Main Office					
					Head of BAC
					Secretariat
					PCSDS Main
					Office
	1 2 Pr	epare the contract in favor	None	10 minutes	Head of BAC
	of the		1 10110	10 1111114166	Secretariat
		er/Contractor/Consultant			PCSDS Main
	Сарріі	ci/Contractor/Consultant			Office
2. Sign and	2 1 Ar	prove and sign the	None	1 day	HOPE
		act of Agreement (COA)	INOTIC	i day	PCSDS Main
	Contra	act of Agreement (COA)			Office - Office of
COA through the					
BAC Secretariat at					the Executive
the PCSD Main	0.0.0.	and the NTD in force of	Mana	40	Director (OED)
Office		epare the NTP in favor of	None	10 minutes	Head of BAC
Nataria da OOA	the				Secretariat
Notarize the COA.	Suppli	er/Contractor/Consultant			PCSDS Main
					Office
Return notarized					
COA to the BAC					
Secretariat at the					
PCSD Main Office.					
3.Sign the Notice	3. Sign the Notice to Proceed (NTP) together with a copy of		None	1 day	HOPE
to Proceed (NTP)					PCSDS Main
and receive one	the ap	proved COA within three			Office - Office of
copy of NTP	copy of NTP CD from the date of the				the Executive
through the BAC approval		/al			Director (OED)
Secretariat at the					'
PCSD Main Office					Head of BAC
					Secretariat
					PCSDS Main
					Office
	L				Cilice



				PCSD
4. Perform the	4.1 Ensure that the service	None	1 day	End-User
service required at	provided is in accordance with			Division Head
the venue	the specifications stated in the			PCSDS Main
specified in the	TOR			Office
TOR and within	4.2 Prepare the Purchase Order	None	10 minutes	Head of BAC
the scheduled	(PO) in favor of the			Secretariat
timeframe.	Supplier/Contractor/Consultant			PCSDS Main
				Office
5. Sign the	5. Issue and sign the Purchase	None	1 day	HOPE
Purchase Order	Order (PO)		,	PCSDS Main
(PO) and receive	()			Office - Office of
one copy of PO				the Executive
through the BAC				Director (OED)
Secretariat at the				265.6. (522)
PCSD Main Office				Head of BAC
1 OOD Main Onioc				Secretariat
				PCSDS Main
				Office
6 Janua Daliyany	6.1 Inapport goods	None	1 dov	Head of
6. Issue Delivery	6.1 Inspect goods.	none	1 day	
Receipt/Progress				Inspection and
Billing/Statement	Confirm compliance of procured			Acceptance
of Account/Billing	items to specifications.			Committee
Statement/Delivery				PCSDS Main
Invoice				Office - AFD
	6.2 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			
	6.3 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			
	6.4 Evaluate	None	1 day	End User
	Supplier/Contractor/Consultant		•	Division Chief
	performance/service.			PCSDS Main
				Office - AFD
	Prepare Certificate of			
	Performance Evaluation (CPE)			Chief
	Form and recommend the same			Administrative
	to the HOPE			Officer
				PCSDS Main
				Office - AFD
	6.5 Sign and approve CPE	None	2 days	HOPE
	o.o oigii and approve of L	INOLIC	2 uays	PCSDS Main
				Office - Office of
				the Executive
				Director (OED)



7. Issue Official Receipt of Delivered items/service and Receive Payment at the Accounting Office at the PCSD Main Office.	7. Receive Official Receipt and Process payment	None	1 day	Accountant III PCSDS Main Office - AFD
	TOTAL:	None	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 Finan	Administrative and Finance Divisions (AFD)					
Classification:		Highly Technical						
Type of Transaction	on:	G2C - Government to Citizen						
71		G2G - Government to Go	vernment					
		G2B - Government to Bu						
Who may avail:		External suppliers/service	providers					
Checklist OF REQUIREMENTS				WHERE TO SECURE				
Business/Mayor's F	Permit (1 photocopy)		Supplier, Consultant or				
	,			Contractor				
PHILGEPS Registr	ation N	umber (1 copy)		Supplier, Consultant or				
		, , , ,		Con	tractor			
CLIENTS STEPS		AGENCY ACTION	FEES	PROCESSING	PERSON			
			TO BE	TIME	RESPONSIBLE			
			PAID					
1. Sign the NOA	1.1 Issu	ue and sign the Notice of	None	1 day	HOPE			



and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office	Award (NOA), otherwise HOPE may disapprove BAC recommendation.			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	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	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	5. Issue and sign the Purchase Order (PO)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)



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



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 multistage 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	Highly Technical					
Type of Transaction	on: G2C - Government to Cit	G2C - Government to Citizen					
		G2G - Government to Government					
	G2B - Government to Bu	siness					
Who may avail:	External suppliers/service	e providers	,				
Chec	cklist OF REQUIREMENTS		WHERE T	O SECURE			
Mayor's/ Business I	Permit (1 photocopy)		Supplier, Cons	ultant,			
			Contractor				
Professional Licens	e /Curriculum Vitae (Consulting	Services)	Consultant				
(1 photocopy)							
PhilGEPS Registrat	tion Number (1 photocopy)		Supplier, Consultant,				
			Contractor				
Philippine Contractor photocopy)	ors Accreditation Board (PCAB)	License (1	Contractor				
Income/Business Ta	ax Return (For ABCs above P50	0K) (1	Supplier, Consultant,				
photocopy)			Contractor				
Omnibus Sworn Sta	atement (For ABCs above P500)	<) (1	Supplier, Consultant,				
original)			Contractor				
Technical and Final	ncial Proposals		Supplier, Consultant,				
·			Contractor				
CLIENTS STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON			
		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			



				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				Office
the front desk,	2.3 Conduct Evaluation of	None	1 day	PCSDS-BAC
PCSD Main	Quotations.			Chairperson
Building before the				PCSDS Main
deadline of				Office
submission of bid	2.4 Prepare Abstract of Bid	None	1 day	Head of BAC
	(AOB) and have it signed			Secretariat
	by the BAC Members who			PCSDS Main
	were present during the			Office
	evaluation			
	2.5 Recommend to the HoPE	None	1 day	PCSDS-BAC
	the award of contract			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	None	1 day	Head of the
and Receive one	of Award (NOA), otherwise			Procuring Entity
copy of NOA	HOPE may disapprove BAC			(HOPE)
through the BAC	recommendation.			PCSDS Main
Secretariat at the				Office - Office of
PCSD Main Office				the Executive
				Director (OED)
				Line of DAO
				Head of BAC
				Secretariat
				PCSDS Main
	2.2 Drangra the contract in	None	10 minutos	Office Head of BAC
	3.2 Prepare the contract in	None	10 minutes	
	favor of the winning bidder			Secretariat
				PCSDS Main
1 Sign and	4.1 Approve and sign the	None	1 dov	Office Head of the
4. Sign and	4.1 Approve and sign the	None	1 day	
· ·	Contract of Agreement (COA)			Procuring Entity
COA through the BAC Secretariat at				(HOPE) PCSDS Main
the PCSD Main				Office - Office of
Office				the Executive
Office				
				Director (OED)
	4.2 Prepare the NTP in favor of	None	10 minutes	Head of BAC
	the winning bidder	INOHE	10 111111111111111111111111111111111111	Secretariat
	uie wiiiiiig biddei			Secretarial



				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 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



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

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

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

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



- Take-over of contracts may be resorted to:
- i. The contract, previously awarded through Competitive Bidding, has been rescinded or terminated for causes provided for in the contract and existing laws; and
- ii. Where immediate action is necessary

- a. to prevent damage to or loss of life or property, or
- b. to restore vital public services, infrastructure facilities and other public utilities.

Office/Division:		Bids and Awards Committee (BAC), BAC Secretariat, and					
Office/Division.		Administrative and Finance Divisions (AFD)					
Classification:		Highly Technical					
Type of Transac	tion:	G2C - Governr					
31		G2G - Governr	ment to Governn	nent			
		G2B - Government to Business					
Who may avail:		External suppli	ers/service prov	iders			
		OF REQUIREM	MENTS		WHER	RE TO SECURE	
Business/Mayor's	Permit					er, Consultant or Contractor	
Professional Lice photocopy)	nse /Curri	culum Vitae (Co	onsulting Service	es) (1	(Consultant	
PhilGEPS Regist	ration Nun	nber (1 copy)				er, Consultant or Contractor	
Philippine Contra photocopy)	ctors Accr	editation Board	(PCAB) License	e (1	(Contractor	
Net Financial Cor	ntracting C	Capacity (NFCC	(1 copy)			er, Consultant or Contractor	
CLIENTS STEPS	AGEN	CY ACTION	FEES TO BE PAID		ESSING IME	PERSON RESPONSIBLE	
1. Submit Post-Qualification documents to the BAC Secretariat at the PCSD Main Building	negotiate second lo calculated bidder for under cor the said boriginal biapplicable remaining done. (Authority contracts under the exception be subject approval concerned respective	west d/highest rated the project nsideration at idder's own d price, to the works to be to negotiate for projects foregoing al cases shall t to prior by the HOPE d, within their	None	12	day!	PCSDS-BAC Chairperson PCSDS Main Office	



	 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 HoPE the award of contract	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
	Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE			
_	2. Issue and sign the Notice of Award (NOA),	None	1 day	HOPE PCSDS Main



() ! ()			T	PC3D
copy of NOA through the BAC Secretariat at the PCSD Main Office	otherwise HOPE may disapprove BAC recommendation.			Office - Office of the Executive Director (OED)
				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. Return notarized COA to the BAC Secretariat at the PCSD Main Office.	4.2 Prepare the NTP in favor of the winning bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
5. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office	5.1 Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
	5.2 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	End-User Division Head PCSDS Main Office



	5.3 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
6. Sign the Purchase Order (PO) and receive one copy of PO through the BAC Secretariat at the PCSD Main Office	6. Issue and sign the Purchase Order (PO)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
7. Submit warranty security to the Property and Supply Unit at the PCSD Main Office.	7. Accept and verify Warranty Security submitted	None	1 day	Chief Administrative Officer PCSDS Main Office - AFD
	8.1 Inspect goods, services or project progress and/or final construction. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR	None	1 day	Head of Inspection and Acceptance Committee PCSDS Main Office
	8.2 Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	Property and Supply Unit PCSDS Main Office - AFD
	8.3 Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment, if applicable	None	2 days	Property and Supply Unit PCSDS Main Office - AFD
_	8.4 Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and	None	1 day	Property Custodian PCSDS Main Office - AFD



				PCSD
	record/input to Property Inventory			
	8.5 Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	End User Division Chief PCSDS Main Office - AFD Chief Administrative Officer PCSDS Main Office - AFD
9. Receive Certificate of Performance Evaluation from the Property and Supply Unit at the PCSD Main Office	9. Sign and approve CPE	None	2 days	HOPE PCSDS Main Office - Office of the Executive Director (OED)
10. Issue Official Receipt of Delivered items/service Receive Payment at the Accounting Office at the PCSD Main Office.	10. Receive Official Receipt and Process payment	None	1 day	Accountant III PCSDS Main Office - AFD
	TOTAL:	None	31 days and 30 minutes	

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

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

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

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

- 1.6. No bids are received;
- 1.7. All prospective bidders are declared ineligible;



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

Office (Divisions	Dide and Assemble Committee (DA	0) DAO 0			
Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and				
Classification	Administrative and Finance Divisions (AFD)				
Classification:	Complex				
Type of Transaction:	G2C - Government to Citizen	m4			
	G2G - Government to Governme				
Who may avail	G2B - Government to Business	oro			
Who may avail:	External suppliers/service provide REQUIREMENTS				
First Envelope:	REQUIREMENTS	WHERE TO SECURE			
	SEC/DTI/CDA (1 original, Copy	Supplier, Consultant or			
1 and Copy 2)	SEC/DTI/CDA (1 oliginal, Copy	Contractor			
	original, Copy 1 and Copy 2)	Supplier, Consultant or			
Business/iviayors remitted re	onginal, copy i and copy 2)	Contractor			
Tax Clearance(1 original, Co	ony 1 and Copy 2)	Supplier, Consultant or			
l ax Ologianoo(1 oliginal, ol	opj . and oopj 2)	Contractor			
PHILGEPS Certificate of Re	gistration and Membership	Supplier, Consultant or			
(Platinum Registration) (1 or	•	Contractor			
	VA) if applicable(1 original, Copy	Supplier, Consultant or			
1 and Copy 2)	,	Contractor			
Proof of Authority of the Bid	der's authorized	Supplier, Consultant or			
representative/s(1 original, 0		Contractor			
	1 original, Copy 1 and Copy 2)	Supplier, Consultant or			
		Contractor			
List of Ongoing government	and private contracts (if any) (1	Supplier, Consultant or			
original, Copy 1 and Copy 2		Contractor			
	Evaluation from SLCC(1 original,	Supplier, Consultant or			
Copy 1 and Copy 2)		Contractor			
	ule of Requirements(1 original,	Supplier, Consultant or			
Copy 1 and Copy 2)		Contractor			
1	Specifications(1 original, Copy 1	Supplier, Consultant or			
and Copy 2)	. 1 and Cam. (2)	Contractor			
Bid Security(1 original, Copy	/ 1 and Copy 2)	Supplier, Consultant or			
After Sales Statement/1 original	ringl Copy 1 and Copy 2)	Contractor Supplier, Consultant or			
After Sales Statement(1 original)	jiriai, Copy i ariu Copy 2)	Contractor			
Philippine Contractors Accre	editation Board (PCAB) License if				
applicable(1 original, Copy	,	Contractor			
Second Envelope:					
-	ts(1 original, Copy 1 and Copy 2)	Supplier, Consultant or			
	(Contractor			
Income Tax Return(1 origina	al, Copy 1 and Copy 2)	Supplier, Consultant or			
	, , , ,	Contractor			
Net Financial Contracting C	apacity (NFCC) (1 original, Copy	Supplier, Consultant or			



				PCSD
1 and Copy 2)			Contractor	
Price Quotation Forn	n(1 original, Copy 1 and Copy 2)	Supplier, Cons Contractor	sultant or
			Supplier, Consultant or Contractor	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Negotiate with the Bid and Awards Committee during BAC meetings at the PCSD Main Building	1. Negotiate with suppliers, contractors or consultants and discuss the technical and financial requirements of the project to be able to submit a responsive quotation or proposal on a specified	None	7 day	PCSDS-BAC Chairperson PCSDS Main Office
2. Submit Best Offer/ Price Quotation during the scheduled BAC Meeting at the PCSD Main Office	2.1 Receive submitted price quotation and eligibility requirement Conduct evaluation of the best offer/proposal and the corresponding eligibility documents.	None	1 day	Head of BAC Secretariat PCSDS Main Office
	2.2 Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
3. Sign the NOA and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office	3.1. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
4. Submit Performance Security to the BAC Secretariat at the	4.1 Receive and evaluate submitted Performance Security	None	1 day	Head of BAC Secretariat PCSDS Main Office
PCSD Main Office	4.2 Prepare contract in favor of the winning bidder.	None	1 day	Head of BAC Secretariat PCSDS Main Office
5. Sign and receive3 copies of COA	5.1 Approve and sign the Contract	None	1 day	HOPE PCSDS Main



through the DAC				Office Office
through the BAC				Office - Office
Secretariat at the				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				Office
COA to the BAC				
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 Office	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)
7. Perform the	7.1 Ensure that the service	None	1 day	End-User
service required at the venue specified in the	provided is in accordance with the specifications stated in the TOR		,	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) Head of BAC Secretariat PCSDS Main Office
9. Submit warranty security to the Property and Supply Unit at the PCSD Main Office.	9.1. Accept and verify Warranty Security submitted	None	1 day	Chief 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)	None	1 day	Head of Inspection and Acceptance Committee PCSDS Main Office



				PCSD
	Confirm compliance of procured items to specifications/TOR 10.2 Submit complete copies	None	3 days	Property and
	of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing			Supply Unit 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 Office - AFD
11. Receive Certificate of Performance Evaluation from the Property and Supply Unit at the PCSD Main Office	11. Sign and approve CPE	None	2 days	HOPE PCSDS Main Office - Office of the Executive Director (OED)
12. Issue Official Receipt of Delivered items/service & Receive Payment at the Accounting Office at the PCSD Main Office.	12.1 Receive Official Receipt & process payment	None	1 day	Accountant III PCSDS Main Office – AFD
	TOTAL:	None	28 days, 20	
	s Consulting Services and Infra		minutes	<u> </u>

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.

ECAN Monitoring and Evaluation Division (EMED)

Office/Division:

Classification:

Simple

Classification:	Simple				
Type of	G2G -Government to Government				
Transaction:					
	Employees of PCSDS				
Checklist OF R	EQUIREMENTS WHERE TO SECURE			RE	
1. Office ID (1 original copy)			•		e ID issued by the
					rision or the Office
	of the Executive Director, PCSDS				
CLIENTS STEPS	AGENCY ACTIO	N		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. Inform the	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	3.0 Respond to clien	t	None	(The browsing	Division Chief
library materials.	query or provide			and researching	
Inquire from the	additional assistance) .		time depends	Office- ECAN
Library staff				on the client,	Monitoring and
additional				but the library	Evaluation
information or seek				opens from	Division
assistance. Return				8:00AM to	



library materials in			5:00PM from	
their respective			Monday to	
shelves.			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 – Government to Government		
Transaction:			
Who may avail:	Employees of PCSDS		
Checklist OF REC	QUIREMENTS WHERE TO SECURE		



Filled-up GIS Map Request Form (1		GIS Unit or Front Desk of PCSDS, PCSD Bldg., Sports Complex Rd., Brgy. Sta. Monica, Puerto Princesa City			
original copy on	• /				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Fill-up GIS	1.1 Receive the	None	5 Minutes	Division Chief	
Map Request	accomplished or			PCSDS Main	
Form at the	filled-up GIS Map			Office- ECAN	
PCSDS GIS	request form and			Monitoring and	
unit, providing	submit for approval of			Evaluation Division	
therein the	superior, while				
details of the	obtaining more				
map being	details from the				
requested such	requisitioner,				
as:	agreeing on the				
theme/subject,	contents of the map				
type of map,	being requested.				
resolution or	1.2 Approve map	None	2 minutes	Division Chief	
scale, etc.	request			PCSDS Main	
				Office- ECAN	
				_ Monitoring and	
				Evaluation Division	
				Planning Director	
				PCSDS Main Office	
				Executive Director	
				PCSDS Main Office -	
				Office of the	
				Executive Director	
	,	None	6 hours or less		
	maps or save and		(depending on	PCSDS Main	
	export map in digital		map	Office- ECAN	
	format.		complexity)	Monitoring and	
2. Claim the	2.1 Record and	None	2 minutes	Evaluation Division Division Chief	
	release the requested		<u> </u>	PCSDS Main	
sign the receipt	I =			Office- ECAN	
form or	map.			Monitoring and	
logbook, and				Evaluation Division	
accomplish the				_ : 3.33.3.7 5 7 7 7 7 7	
Client					
Feedback					
Form					
	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, Brgv. 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		EnviLab 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.	2. Obtain water samples from the site	None	1-2 days	Division Chief PCSDS Main Office- ECAN Monitoring and Evaluation Division Requisitioner	
•	3. Conduct laboratory analysis of water samples, recording of results, preparation of laboratory reports and approval of reports	None	Depends upon the parameter to be measured and number of samples submitted (minimum of 2 working days for simple analysis such as pH, nitrates, etc. and maximum of 7 days for complicated or	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.

	T -					
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	QUIREMENTS	WHERE TO SECURE				
1. Service Request For	Service Request Form (1 original)		EEED receiving desk- PCSD Main Building-			
		ECAN Education and Extension Division				
2. Approved copy of material/s for posting Client						
(1 printed copy and 1 e	1 printed copy and 1 electronic copy)					
CLIENTS STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON		
		BE PAID	TIME	RESPONSIBLE		
Fill up the service request form	1.1 Receive and forward the request to the EEED Division Head	None	10 minutes	Division Chief PCSDS Main Office- ECAN Education and Extension Division		
	1.2 Review request and approve request	None	1 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-		

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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			
Service Request Form (1 original)		EEED receiving desk- PCSD Main Building- ECAN Education and Extension Division			
2. Approved creative be layout/graphic design (copy and 1 electronic design)	(1 signed printed	Client			
CLIENTS STEPS	AGENCY ACTION	FEES TO PROCESSIN PERSON BE PAID G TIME RESPONSIBLE			



Fill out the service request form and	1.1 Receive and forward the	None	10 minutes	Division Chief
submit creative brief and other information brief/s	request to the Division Head			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 filledout 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 on	d Extension	Division (EEEF	1)	
Classification:	ECAN Education and Extension Division (EEED) Simple				
Type of	G2G- Government to Government				
Transaction:	020 Government to Government				
Who may avail:	PCSD Staff				
Checklist OF RE			WHERE TO S	SECURE	
Service Request For		EEED rece		D Main Building-	
	(2 3 2 7		cation and Exter		
2. Approved copy of ma	aterial/s for	Client			
production/reproduction	n (1 printed copy				
and 1 electronic copy)					
CLIENTS STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON	
		BE PAID	TIME	RESPONSIBLE	
1. Fill up the service	1.1 Receive and	None	10 minutes	Division Chief	
request form and	forward the request			PCSDS Main Office-	
submit to EEED	to the Division			ECAN Education and	
person-in-charge	Head		10 : 1	Extension Division	
	1.2 Review request	None	10 minutes	Division Chief	
	and approve			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	INOTIC	5 minutes	PCSDS Main Office-	
receiving area	client (duplicate			ECAN Education and	
Toodiving area	received copy)			Extension Division	
	2.2 Process	None	2 days	Division Chief	
	request		, -	PCSDS Main Office-	
	'			ECAN Education and	
				Extension Division	
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				Extension Division	
requests and fill out	3.2 Give produced	None	10 minutes	Division Chief	
the Client Feedback	material and			PCSDS Main Office-	
form.	receive the filled			ECAN Education and	
	out Client Feedback form.			Extension Division	
	TOTAL:	None	2 days		
	IOIAL:	INUITE	2 days, 50minutes		
			Johnnacos		



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/Division:	Office of the Executiv	e Director (C	DED)			
Classification:	Highly Technical		,			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government					
Who may avail:	All		·			
	EQUIREMENTS		WHERE TO	SECURE		
1. Signed intra-office	memo (1 original)	Requesting	party/ client			
2. Other pertinent doctrue copy)	cuments (1 certified	Requesting	party/ client			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
Submit written request and other pertinent documents	1.1 Receive and record the submitted written request and other documents	None	10 minutes	Chief Administrative Officer PCSDS Main Office- Administrative and Finance Division		
	1.2 Assess the request/ evaluate the facts and information contained in the request, review laws, statutes, rules, government circulars and memoranda, policies and guidelines subject for legal opinion/comment or position paper and Prepare legal opinion/ comment/ position paper and forward to OED	None	8 days ,15 minutes	Legal Services Section Chief PCSDS Main Office- Office of the Executive Director/ECAN Zones Management and Enforcement Division		
	1.3 Review the draft legal opinion/ comment/ position paper	None	2 days	Deputy Executive Director PCSDS Main Office - Office of the Executive Director		
	1.4 Approve/sign the letter incorporating PCSDS' legal	None	2 days	Executive Director PCSDS Main Office - Office of the Executive		

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	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 Citizen						
Transaction:	G2B – Government to Business						
	G2G – Government to Gove	ernment					
Who may avail:	All						
Checklist (OF REQUIREMENTS		WHERE TO	O SECURE			
1. Memo re Reque original-internal)	est for Investigation (1	Reques	ting party/ client				
	tinent documents (1 certified true Requesting party/ client						
CLIENTS STEPS	AGENCY ACTION	FFFS	PROCESSING	PERSON			
OZIZITI O OTZI O	AGENOT AGTION	TO BE	TIME	RESPONSIBLE			
		PAID					
1. Submit written	1.2 Receive and record the	None	10 minutes	Chief Administrative			
request and other	written request and other			Officer			
pertinent	documents			PCSDS Main Office-			
documents to the				Administrative and			
PCSD Main				Finance Division			
Office Front Desk	1.2 Review/ evaluate the	None	2 days	Division Chief			
	documents submitted by			PCSDS Main Office-			
	the requesting party/ client	N 1	0.1	EZMED			
	1.3 Conduct investigation,	None	6 days				
	including interview	None	E dovo				
	1.4 Consolidate all	None	5 days				
	gathered information and						
	evidence and prepare investigation report with						
	recommendations/						
1	procentifications/	l	i l				



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

Request for Investigation qualified for multi-stage processing.

55. Collection Service-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 - Governme	ent to Citizen				
Transaction:	G2G - Governme	ent to Government				
Who may avail:	PCSD staff					
CHECKLIST OF R	REQUIREMENTS WHERE TO SECURE					
Assessment slip (1	Original)	Accounting Unit				
CLIENT STEPS	AGENCY	FEES TO BE PAID PROCESSING PERSON				
	ACTION	TIME RESPONSIBL				
				E		
1. Submit	1.1 Collecting	None	5 minutes	Chief		



Assessment Slip to				Administrative
Collecting Officer in the Accounting	Assessment Slip in terms of			Officer PCSD Main
Office Window	completeness			Office-
	and accuracy			Administrative
				and Finance
				Division
2. Pay the fee	2.1 Receive	Refund per COA Audit	15 minutes	Chief
based on	payment	Observation		Administrative
assessment slip				Officer PCSD
	2.2 Issue Official	Amount based on Notices		Main Office-
	Receipt or OR	issued by		Administrative
	number	COA/Accounting		and Finance
				Division
	TOTAL:	Amount based on Notices	20 minutes	
		issued by		
		COA/Accounting		

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;
- 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: Hum (HRMD) Unit, Ad		•	and Development
Classification:	Complex	IIIIIISIIAIIVE	and i mance Di	Mision (ALD)
		ant to Cava	. wo no o no t	
Type of Transaction:	G2G – Governme	ent to Gove	ernment	
Who may avail:	PCSD Staff (Permanent and Contract of Service Workers)			
CHECKLIST OF REQUI	JIREMENTS WHERE TO SECURE			
Nomination form (1 original)		AFD Lobby	or HRMD Unit,	PCSDS Bldg.
		Sports Cor	nplex Road, Pu	erto Princesa City.
Letter of invitation (if available)		Learning a	nd Developmen	t Service
(1 original or photocopy)		Provider/O	rganizer	
Notice of training (original or pl	notocopy)	copy) Official website of the training organizer		ing organizer
CLIENT STEPS	AGENCY	FEES TO	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. Receive the	2. Disseminate	None	30 Minutes	PDC Chairperson
certification from	the result of the			PDC
PDC 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 Divisi	on (AFD)			
Classification:	Simple	Simple				
Type of Transaction:	G2G – Government	t to Governme	nt			
	G2C – Government	to Citizen				
Who may avail:	PCSD Staff (Permanent and Contract of Service Workers),					
	Resigned/Separated Staff, Retired personnel					
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE				
Accomplished HR Req	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		



	Requisition Slip Form			Finance Division
	1.2 Prepare and print the	None	10 Minutes	HRM Officer PCSD Main Office-
	certification			Administrative and
				Finance Division
	1.2 Sign the	None	5 Minutes	Chief
	certificate			Administrative
				Officer
				PCSD Main Office-
				Administrative and
				Finance Division
2. Receive the	2. Release and	None	5 Minutes	HRM Officer
requested	record the			PCSD Main Office-
documents	requested			Administrative and
	documents			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 Re	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 Personal 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 (Attachment to PDS) s	Proponent/Client		
(1 original copy or scanne	ed/photocopy)			
Performance Rating in th	e last rating period (if	Proponent/Client		
applicable) (1 original cor	oy 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 requirements prescribed in CS Form No. 9 to PCSDS Front Desk Officer or through email at oed@pcsd.gov.ph (Note: Applications can only be submitted (i) once the vacant position has been posted/published at CSC, and (ii) on or before the deadline of submission indicated in the CSC publication.)	1.1 Check and receive the documents (Note: Applications with incomplete documents shall not be entertained.) 1.2 Forward the application to the Central Registry for the appointing authority's notation	None	10 Minutes 10 Minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division Chief Administrative Officer PCSD Main Office- Administrative and Finance Division Executive Director PCSD Main Office-Office of the Executive Director
	1.3 Check and receive the applications 1.4 Prepare the applicant's folder and profile 1.5 Conduct initial assessment if the applicant is qualified	None	10 Days, 2 Hours	HRM Officer PCSD Main Office- Administrative and Finance Division



	I O I AL.	140110	Hours and 20 Minutes	
	TOTAL:	None	13 Days, 5	211131311
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
	1.11 Sign on the shortlisted assessment sheet 1.12 Forward to the Central Registry for the Appointing Authority/ Executive Director's approval/appointment		1 Hour	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
	1.8 Evaluate the written examinations1.9 Deliberate on the qualifications of applicants	None	1 Day	HRMPSB Chairperson HRMPSB PCSD Main Office- Administrative and Finance Division
	1.7 Administer Written Examination to qualified applicants	None	1 Day	HRM Officer PCSD Main Office- Administrative and Finance Division
	minimum requirements set by the CSC 1.6 Disseminate evaluation forms to applicants' immediate supervisors (if internal applicant)			
	based on the			



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.

Office/Division:	Human Resource Man	agement ar	nd Development ((HRMD) Unit,
	Administrative and Fina	ance Divisio	on (AFD)	
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	PCSDS Permanent Sta	aff		
CHECKLIST OF F	REQUIREMENTS		WHERE TO SEC	CURE
Grievance Letter (1 origi	nal)	HRMD Uni	t	
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
		BE PAID	TIME	RESPONSIBLE
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



					РСЗБ
	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	Executive Director PCSD Main Office - Office of the Executive Director
4.	If still not satisfied with the result/ decision from the Grievance Committee, the staff may appeal to the	4.1 Conduct an investigation and/or hearing Make a decision within 10 working	None	15 Days	Executive Director 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
of the grievance is the top management, the staff may appeal to the PCSD (Palawan Council for Sustainable Development) through submitting the grievance and its previous results/ decisions to the	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 Chairperson PCSD Chairperson PCSD Chairperson
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				



				РСЭБ
the PCSD.				
	TOTAL:	None	15 Days (if object of the grievance is the Grievance Committee)	
			38 Days (if object of the grievance is the immediate supervisor)	
			44 Days (if object of the grievance is top management)	
			48 Days (if other than above)	

Grievance Machinery Procedures qualified for multi-stage processing.

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.



PCSD				
Office/Division:	Human Resource Ma	anagement and [Development (HF	RMD) Unit,
	Administrative and Fi	inance Division (AFD)	
Classification:	Simple			
Type of	G2G- Government to	Government		
Transaction:				
Who may avail:	PCSD Staff			
CHECKLIST OF	REQUIREMENTS	1	WHERE TO SEC	CURE
Accomplished and	signed Leave Form	AFD Lobby or H	IRMD Unit, PCSI	DS Bldg. Sports
(1 original)		Complex Road,	Puerto Princesa	City
CLIENT STEPS	AGENCY ACTION	CTION FEES TO BE PROCESSING PERSON		
		PAID	TIME	RESPONSIBLE
1. For filing vacation, sick, LWOP, special, mandatory, paternity, and study leaves: Fill up and sign the Leave Form and submit to the HRM Officer		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 Manager	ment and F)evelonment (HF	PCSD PMD) Unit		
Office/Division.	Human Resource Management and Development (HRMD) Unit, Administrative and Finance Division (AFD)					
Classification:	Simple					
Type of	G2G- Government to Government					
Transaction:		CZG COVOTIMION TO COVOTIMION				
Who may avail:	PCSD Staff					
	OF REQUIREMENTS		WHERE TO S	SECURE		
	gned application forms (2	HRMD Un				
original copies)	3					
Letter of justification	(2 original copies)	Proponent	c/client			
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	None	5 Minutes	HRM Officer		
	completeness of the form			Administrative and		
				Finance Division		
	1.3 Certify the remaining	None	15 Minutes	Chief Administrative		
	leave credits available as			Officer		
	of the date of filing			PCSD Main Office-		
				Administrative and		
	1 4 Cian the application	None	30 Minutes	Finance Division Chief Administrative		
	1.4 Sign the application form and prepare	None	30 Milliutes	Officer		
	endorsement letter to be			Administrative and		
	signed by the Executive			Finance Division		
	Director for approval			I mance 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	2 Keep a duplicate copy	None	10 Minutes	HRM Officer		
the payment and	of files for recording			Administrative and		
details of his				Finance Division		
application						
	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	Simple					
Type of Transaction:	G2G – Government	to Governme	ent				
Who may avail:	All PCSD officials an	d employees	3				
Checklist OF RE	QUIREMENTS		WHERE TO S	ECURE			
Job Request Form (1	Original)	IT Unit, 2 ND	Floor, PCSDS C	entral Office			
CLIENT STEPS	AGENCY ACTION		PROCESSING				
		BE PAID	TIME	RESPONSIBLE			
1. Fill up Job Request Form and submit to IT Unit	1.1 Detect and analyze problem if it is a hardware or software-related and if it is repairable or not (Note: If not repairable, advise client to return equipment to Property and Supply Unit to check if it is covered by warranty.)	None	8 Minutes	IT Unit Head PCSD Main Office - Administrative and Finance Division			
	1.2 Perform troubleshooting and repair (Note: If equipment is still not repaired, advise client to return equipment to Property and Supply Unit for replacement, or for request for external service on specialized repair, or for other suitable	None	2 days	IT Unit Head 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	3			
Checklist OF RE	EQUIREMENTS		WHERE TO S	ECURE		
Job Request Form (1		IT Unit, 2 ND	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 whether the software or hardware to be installed is basic or specialized	None	8 Minutes	IT Unit Head PCSD Main Office - Administrative and Finance Division		
	1.2 Install the hardware or software	None	1 day	IT Unit Head PCSD Main Office - Administrative and Finance Division		
	TOTAL:	None	1 day, 8 Minutes			

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



Charlet OF DI	OUDEMENTS		WHERE TO C	ECURE	
Checklist OF REQUIREMENTS		WHERE TO SECURE			
Job Request Form (1	Original)		Floor, PCSDS C		
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON	
		BE PAID	TIME	RESPONSIBLE	
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.

Administrative and Finance Division – Information Technology (IT) Unit					
Simple					
G2G – Government	to Governme	ent			
	d employees	3			
EQUIREMENTS		WHERE TO S	ECURE		
nline Form and	IT Unit, 2 ND	Floor, PCSDS C	entral Office		
erial to be posted					
AGENCY ACTION	FEES TO	PROCESSING	PERSON		
	BE PAID	TIME	RESPONSIBLE		
1.1 Receive and print the clearance form.1.2 Forward the request to the Data Privacy officer for review1.3 Data privacy officer shall review	None	15 Minutes	IT Unit Head PSD Main Office - Administrative and Finance Division		
	Unit Simple G2G – Government All PCSD officials and QUIREMENTS Inline Form and erial to be posted AGENCY ACTION 1.1 Receive and print the clearance form. 1.2 Forward the request to the Data Privacy officer for review 1.3 Data privacy officer shall review	Unit Simple G2G – Government to Government All PCSD officials and employees QUIREMENTS Inline Form and erial to be posted AGENCY ACTION 1.1 Receive and print the clearance form. 1.2 Forward the request to the Data Privacy officer for review 1.3 Data privacy	Unit Simple G2G – Government to Government All PCSD officials and employees QUIREMENTS Inline Form and erial to be posted AGENCY ACTION AGENCY ACTION BE PAID 1.1 Receive and print the clearance form. 1.2 Forward the request to the Data Privacy officer for review 1.3 Data privacy officer shall review		



of the Executive Director or his authorized representative			
1.4 Notify client and post the material in the PCSD Website			
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 Finance Division – Property and Supply Unit				
Classification:	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	е	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Fill up Request & Issued Slip (RIS) and sign the form	Check inventory and availability of stocks	None	5 Minutes	Chief Administrative Officer PCSD Main Office Admin and Finance Division	
2. Submit RIS to Supply Officer or assigned staff	2. Receive the approved RIS and prepare the item/s	None	10 Minutes	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division	
3. Receive the item requested and sign the RIS form	3.1 Issue/release the item requested and sign the RIS form	None	5 Minutes	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division	
4.	3.2 File the RIS	None	5 Minute	Chief Administrative Officer 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
Property Acknowledge 1. Property Acknowl	•	Property &	Supply Office	
	(3 original copies)	Duananti (0	Complex Office	
2. Inventory Cust	,	Property &	Supply Office	
	nd equipment with			
copies)	o15,000) (3 original			
CLIENTS STEPS	AGENCY ACTION	FFFS TO	PROCESSING	PERSON
OLILINIO OI LI O	ACENOT ACTION	BE PAID	TIME	RESPONSIBLE
1. Submit the	1. Prepare the 3	None	15 Minutes	Chief Administrative
requirements	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			
2. Receive the	pesos) 2.1. Release/issue	None	10 Minutes	Chief Administrative
property/equipment	the property and	none	10 Minutes	Chief Administrative Officer
and sign the	sign the			PCSD Main Office -
acknowledgement	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.

Office/Division:	Administrative and Finance Division – Property and Supply Unit					
Classification:	Simple	i ii idi ioo Di	TIOPOITY	and Supply Sim		
Type of		G2G – Government to Government				
Transaction:	OZO GOVOITIMON	10 0000111	mont			
Who may avail:	All PCSD officials a	nd employe	ees			
Checklist OF RE		ina omproy	WHERE TO	SECURE		
Turn-in Slip (TIS) 2 or		Property &	Supply Office			
	AGENCY ACTION			PERSON		
		BE PAID	TIME	RESPONSIBLE		
Prepare Turn-in Slip (TIS) 2. Surrender the	Check/verify the item on the record 2.1 Check and	None None	10 Minutes 30 Minutes	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division Chief Administrative		
items to the Property and Supply Unit *if ICT Equipment, secure a report from IT unit for the current condition of the unit to be returned	receive the property	None	30 IVIII lates	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 and 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 Issue Slip (RIS)		Property & Supply Office		
for Petroleum Fue	I, Oil, and			



Lubricant (POL) Products (1 Original)							
Trip Ticket Form (1 Original)	Property &	Property & Supply Office				
Travel Order or Pa	ass Slip	All divisions	3				
CLIENTS STEPS	AGENCY ACTION	FEES TO PROCESSING PERSON BE PAID TIME RESPONSIBLE					
Prepare Trip Ticket Form and RIS	1.1 Record information 1.2 Approval of Division Head	None None	10 Minutes	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division Division Head Concerned			
2. Withdrawal of Fuel and Lubricants	concerned	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 Div	vision – General	Services Office			
Classification:	Simple						
Type of	G2G - Government	G2G – Government to Government					
Transaction:							
Who may avail:	All PCSD officials a	nd employe	ees				
Checklist OF RE	QUIREMENTS		WHERE TO	SECURE			
Vehicle Request Forn	n	General Se	ervices Office				
CLIENTS STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON			
		BE PAID	TIME	RESPONSIBLE			
. Fill-up the Vehicle	1.1 Receive the	None	5 Minutes	Chief Administrative			
Request Form	Vehicle Request			Officer			
	Form			PCSD Main Office -			
				Administrative and			
				Finance Division			
	1.2 Check	None	20 Minutes	Chief Administrative			
	availability of			Officer			
	vehicle and driver			PCSD Main Office -			
				Administrative and			
	1.3 Approve the			Finance Division			
	Vehicle Request						



Form and Dispatch the 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						
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			
Request Form for Sei	rvice of Messenger	General Se	ervices Office				
CLIENTS STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON			
		BE PAID	TIME	RESPONSIBLE			
 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.



Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and				
	Administrative and Finance Divisions (AFD)			
Classification:	Highly Technical	·			
Type of Transaction:	G2G – Government to Government				
Who may avail:	End-Users (respective PCSDS Division	ns)			
Checkli	st OF REQUIREMENTS	WHERE TO SECURE			
 Purchase Request 	Purchase Request (PR) (3 signed original copies)				
 Approved Annual highlight) (1 copy) 	Approved Annual Procurement Plan (subject item in				
Approved Project Procurement Management Plan (subject item in highlight) (1copy) End-Users					
	• /	End-Users			

bill of Quantities				J	
	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			Secretariat
	PR to the	from End-Users.			PCSDS Main
	BAC				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				
	with	1.2 . Assign and stamp PR	None	20 minutes	Head of BAC
	justification	number, date received and			Secretariat
	that resort	update Procurement			PCSDS Main
	to Agency	database (PMR)			Office
	to-Agency is				
	more	Include PR in next			
	efficient and	scheduled BAC Meeting	.	- 1	D00D0 D40
	economical	1.3. Evaluate PR with	None	5 days	PCSDS-BAC
	to the	attachments and verify mode			Chairperson
	government.	of procurement in relation to			PCSDS Main
	Coouro	the approved Annual			Office
-	Secure a certificate	Procurement Plan (APP)			
	from the	If in order recommend to			
	relevant	If in order, recommend to			
	officer of the	HOPE for PR approval.			
	officer of the	Otherwise, it shall be			



Servicing Agency that	returned to the End-User for the appropriate revision			
the latter	and/or amendment or			
complies	cancellation.			
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
	1.6. Ensure that the service	None	1 dov	Office - AFD End-User
	provided is in accordance with the specifications stated in the TOR		1 day	Division Head PCSDS Main Office
	 1.7. Inspect goods, services or project progress and/or final construction. Prepare inspection acceptance report (IAR) 	None	1 day	Head of Inspection and Acceptance Committee PCSDS Main Office
	Confirm compliance of procured items to specifications/TOR			
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	None	1 day	End User Division Chief PCSDS Main Office - AFD
	to the HOPE			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
	Process payment			PCSDS Main
				Office – AFD
4. Receive PAR	4.1. Prepare Property	None	30 days	Property
& items/service	Acknowledgment Receipt (PAR)			Custodian
requested	and issue procured item to End-			PCSDS Main
	User and record/input to Property			Office – AFD
	Inventory			
	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					



		PCSD						
Who may avail: End-Users (respective PCSDS Divisions)								
	Checklist OF REQUIREMENTS	WHERE TO SECURE						
(the Origi	e Request (PR) (3 signed original copies) inal Infrastructure or Consulting Contract is from a Competitive Bidding)	End-Users						
 Approved highlight) 	d Annual Procurement Plan (subject item in (1 copy)	End-Users						
• •	d Project Procurement Management Plan tem in highlight) (1 copy)	End-Users						
A. Infras 3. 4.	Scope of work Plans/Drawings and Technical Specifications; 2.1. Detailed engineering investigations 2.2. Surveys and 2.3. Designs;	End-Users						
3.	 For acquisition of right-of-way site or location: 3.1. Authority or permit to enter is issued by the property owner; or 3.2. Notarized deed of sale; or 3.3. Deed of donation is executed in favor of the government; or 3.4. Writ of possession issued by a court of competent jurisdiction 							

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



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



		December 2 Conday (DO)		<u> </u>	DOODO Maia
		Purchase Order (PO)			PCSDS Main
					Office - Office of
					the Executive
					Director (OED)
					Head of BAC
					Secretariat
					PCSDS Main
					Office
	1.11.	Accept and worify	None	1 dov	Chief
	1.11.	Accept and verify	None	1 day	
		Warranty Security			Administrative
		submitted			Officer
					PCSDS Main
					Office – AFD
	1.12.	Inspect project progress	None	1 day	Head of
		and/or final construction.			Inspection and
		Prepare inspection			Acceptance
		acceptance report (IAR)			Committee
		1 ()			PCSDS Main
		Confirm compliance of			Office
		procured items to			
		specifications/TOR			
2. Prepare		a. Submit complete	None	3 days	Property and
Disbursement		•	None	3 days	
		copies of procurement			Supply Unit
Voucher and		documents and			PCSDS Main
Obligation		Disbursement			Office – AFD
Request and		Voucher and			
submit to		Obligation Request to			
Property and		Accounting unit for			
Supply Unit		payment processing			
		b. Attach property	None	2 days	Property and
		Number and enter			Supply Unit
		details to Report of			PCSDS Main
		Physical Counts of			Office – AFD
		Property Plants and			
		Equipment			
11. Evaluate		a. Evaluate bidders	None	1 day	End User
bidders		performance/service.	140110	1 day	Division Chief
performance /		performance/service.			PCSDS Main
•		Dranava Cartificate of			
service.		Prepare Certificate of			Office - AFD
		Performance Evaluation			
		(CPE) Form and			Chief
		recommend the same to			Administrative
		the HOPE			Officer
					PCSDS Main
					Office – AFD
		b. Sign and approve	None	2 days	HOPE
		CPE			PCSDS Main
					Office - Office of
					the Executive
	<u> </u>			I .	= 1.0000110



					Director (OED)
	C.	Receive Official	None	1 day	Accountant III
		Receipt			PCSDS Main
					Office – AFD
	d.	Process payment			
12. Receive PAR and items/services requested	a.	Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to	None	30 day	Property Custodian PCSDS Main Office – AFD
		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 Divisions (AFD)			
Classification:	Highly Technical			
Type of Transaction:	Government to Government			
Who may avail:	End-Users (respective PCSDS Divisions)			



Checklis	WHERE T	O SECURE		
	WHERE TO SECURE End-Users			
 Purchase Request (PR) (3 signed original copies) Certificate of Availability of Fund (CAF) (3 signed original 			End-Users	
copies)			Budget Officer	
	Procurement Plan (subject iter	m in	End-Users	
highlight) (1 copy)	,			
l control of the cont	Approved Budget of the Contr	act	End-Users	
	Procurement Management Pla		End-Users	
(subject item in hig	hlight) (1 copy)			
 Attachments: (3 co 	ppies)		End-Users	
2. Goods:				
1. Specifica	•			
	_ayouts (for customized items));		
3. Scope of 4. Market S				
	Bid, Price Form, and List of G	onds or		
Bill of Qu		0003 01		
	tional in the absence of Certifi	cate of	End	d User
Exclusive Distribut				
CLIENTS STEPS	AGENCY ACTION	FEES	PROCESSING	PERSON
		TO BE	TIME	RESPONSIBLE
		PAID		
	1.1 Receive PR with	None	10 Minutes	Head of BAC
PR to the BAC	applicable attachments from			Secretariat
Secretariat at the PCSD Main	End-Osers.			PCSDS Main Office
Office with the	Initially review the			Office
attachments	accuracy of documents			
listed above, as	submitted and verify			
applicable	completeness of			
	documents as to			
Conduct a survey	statutory/regulatory			
of the industry and	requirements.			
determine the supply source;				
Supply Source,				
Justify as to the				
need and to the				
necessity to				
procure through				
the sMcting				
method				
Drove that there is				
Prove that there is no suitable				
substitute in the				
market that can be				
obtained at more				
advantageous				



_		1			PCSD
	terms to the				
	government.				
		1.2 Assign and stamp PR	None	20 minutes	Head of BAC
		number, date received			Secretariat
		and update Procurement			PCSDS Main
		database (PMR)			Office
		databass (Finit)			Onioo
		Include PR in next			
		scheduled BAC Meeting			
		1.3. Evaluate PR with	None	5 days	PCSDS-BAC
			INOHE	3 days	
		attachments and verify			Chairperson
		mode of procurement in			PCSDS Main
		relation to the approved			Office
		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.			
		1.4. Certification of PR	None	10 minutes	Head of BAC
			NOHE	10 minutes	Secretariat
		(reviewed/evaluated and			
		recommended for approval			PCSDS Main
		by BAC)		4 1	Office
		1.5 Sign PR	None	1 day	Head of the
					Procuring Entity
					(HOPE)
					PCSDS Main
					Office - Office
					of the Executive
					Director (OED)
		1.6 Prepare RFQ or pro-	None	1 day	Head of BAC
		forma invoice together		,	Secretariat
		with the terms and			PCSDS Main
		conditions of sale,			Office
		1.7 Send RFQ or pro-forma	None	1 dov	Chief
		ı ·	INOTIE	1 day	
		invoice to the identified			Administrative
		direct supplier.			Officer
					PCSDS Main
_					Office - AFD
2.	Submit Price	2.1 Conduct simplified	None	1 day	PCSDS-BAC
		negotiations on the terms			Chairperson
	with applicable	and conditions of the			PCSDS Main
	Eligibility	contract to ensure that the			Office
1	0 ,	1			1
	Documents	supplier is technically,			
	Documents	supplier is technically, legally and financially			
	Documents	legally and financially capable to deliver the goods			



at the most advantageous price and contract for the Government.			
2.2 Recommend to the HOPE the award of contract in favor of the supplier. Prepare BAC Resolution recommending award and have it signed by the BAC members	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office Head of BAC Secretariat PCSDS Main
			Office HOPE PCSDS Main Office - Office of the Executive Director (OED)
2.3. Sign BAC Resolution by BAC Members	None	1 hour	PCSDS-BAC Chairperson PCSDS Main Office
2.4. Sign BAC Resolution by HoPE	None	1 day	Head of the Procuring Entity (HOPE) PCSDS Main Office - Office of the Executive Director (OED)
2.5 Prepare 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
2.6. Review and counter sign Notice of Award by Legal Services Section, otherwise refer back to BAC Secretariat for revision.	None	10 minutes	Head, Legal Services Section PCSDS Main Office
2.7 Sign the Notice of Award (NOA) otherwise refer back to BAC Secretariat for revision.	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)



			PCSD
2.8 Prepare the Contract of	None	10 minutes	Head of BAC
Agreement in favor of the	· · •		Secretariat
Supplier, Contractor or			PCSDS Main
Consultant			Office
2.9. Review and counter	None	10 minutes	Head, Legal
sign Contract of Agreement			Services
by Legal Services Section,			Section
otherwise refer back to BAC			PCSDS Main
Secretariat for revision.			Office
2.10 Approve and sign the	None	1 day	HOPE
Contract of Agreement		·	PCSDS Main
(COA) otherwise refer back			Office - Office
to BAC Secretariat for			of the Executive
revision.			Director (OED)
 2.11 Prepare the NTP in	None	10 minutes	Head of BAC
favor of the Supplier,			Secretariat
Contractor or Consultant			PCSDS Main
			Office
2.12. Review and counter	None	10 minutes	Head, Legal
sign Notice to Proceed by			Services
Legal Services Section,			Section
otherwise refer back to BAC			PCSDS Main
Secretariat for revision.			Office
2.13 Sign the Notice to	None	1 day	HOPE
Proceed (NTP) together with			PCSDS Main
a copy of the approved COA			Office - Office
within three CD from the			of the Executive
date of the approval			Director (OED)
2.14 Ensure that the service	None	1 day	End-User
provided is in accordance			Division Head
with the specifications			PCSDS Main
stated in the TOR	NI	40	Office
2.15 Prepare the Purchase	None	10 minutes	Head of BAC
Order (PO) in favor of the			Secretariat
Contractor or Consultant			PCSDS Main
0.40 Davissos as december 1	NI	40	Office
2.16. Review and counter	None	10 minutes	Head, Legal
sign Purchase Order by			Services
Legal Services Section,			Section PCSDS Main
otherwise refer back to BAC			PCSDS Main Office
Secretariat for revision.	None	1 dov	HOPE
2.17 Sign the Purchase	None	1 day	PCSDS Main
Order (PO)			Office - Office
			of the Executive
2.18 Inspect goods, convices	None	1 dov	Director (OED) Head of
2.18 Inspect goods, services	None	1 day	
or project progress and/or			Inspection and



	final cons	struction.			Acceptance
					Committee
	Pı	repare inspection			PCSDS Main
		cceptance report			Office
		AR)			011100
	`	onfirm compliance			
		procured items to			
		pecifications/TOR			
2 Propers			None	2 days	Droporty 9
3. Prepare		mit complete copies	none	3 days	Property &
Disbursement Voucher		ement documents			Supply Unit
and Obligation		ursement Voucher			Head
Request and submit to		gation Request to			PCSDS Main
Property and Supply		ng unit for payment			Office - AFD
Unit	processir	3			
		ch property Number	None	2 days	Property and
		r details to Report			Supply Unit
		cal Counts of			PCSDS Main
		Plants and			Office - AFD
	Equipme	ent			
4. Receive PAR		repare Property	None	1 day	Property
	A	cknowledgment			Custodian
	R	eceipt (PAR) and			PCSDS Main
	is	sue procured item			Office - AFD
	to	End-User and			
	re	cord/input to			
		roperty Inventory			
5. Evaluate bidders	5.1.	Evaluate bidders	None	1 day	End User
performance /		performance/servi			Division Chief
service.		ce.			PCSDS Main
					Office - AFD
		Prepare			
		Certificate of			Chief
		Performance			Administrative
		Evaluation (CPE)			Officer
		Form and			PCSDS Main
		recommend the			Office - AFD
		same to the			
		HOPE			
	5.2.	Sign and approve	None	2 days	HOPE
		CPE			PCSDS Main
					Office - Office
					of the Executive
					Director (OED)
	5.3.	Receive Official	None	1 day	Accountant III
	3.0.	Receipt		,	PCSDS Main
					Office - AFD
	5.4.	Process payment			000 / (1 D
	<u>. 0.7.</u>	TOTAL	None	28 days and	2 hours and 50
		IOIAL	140116	_	nutes
				1111	iiutos



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

			<u> </u>			
Office/Division:		Bids and Awards Committee (BAC), BAC Secretariat, and				
		Administrative and Financ	e Divisions	(AFD)		
Classification:		Simple				
Type of Transac	tion:	Government to Business				
Who may avail:		End-Users (respective PC	SDS Division			
	necklis	st OF REQUIREMENTS		WHERE T	O SECURE	
Airline Tickets						
	quest f	orm (1 original)			nd-user/AFD	
CLIENTS		AGENCY ACTION		PROCESSING		
STEPS			BE PAID	TIME	RESPONSIBLE	
 Fill up ticket 	1.1.	Determine the supplier	None	1 day	The end-user	
request		or service provider			delegated to	
form or Trip		capable of delivering the			directly	
Ticket and		required airline tickets at			purchase airline	
file to		the most reasonable			tickets in	
delegated		retail price. They may			accordance with	
end-user		consider the following			Part IV (J) the	
		factors in deciding which			RIRR	
		commercial airline or air			PCSD Main	
		transport service			Office	
		provider to choose in the				
		purchase of airline				
		tickets:				
		a. flight availability a				
		the time of booking;				
		b. travel days;				
		c. preferred time of				
		arrival/departure of				
		the traveling staff;				
		d. stopovers;				
		e. routes;				
		f. additional visa				
		requirements;				
		g. promotional fares:				



						РСЭЛ
		h. i.	comparison of air ticket prices among commercial airlines; and other reasonable considerations as determined by the end-user			
purd airlii ticke any com airlii fairl	ets from nmercial ne at y sonable			None	1 day	End-User Division Head PCSD Main Office
mer Rec Obli Rec Disk nt R Trav Ord	mburse nt quest, igation quest, burseme Request,	determine a completene	documents, nd review the ss and forward to for processing	None	1 day	Accountant III PCSD Main Building - AFD
4. Rec	ceive mburse		lient that ent is already their account/s thru	None	1 day	Accountant III PCSD Main Building - AFD
		•	TOTAL	None	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.



					PCSD
Office/Divis	ion:	Bids and Awards Committee (BAC), BAC Secretariat, and			
		(AFD)			
Classification	on:	Simple			
Type of Tra	nsaction:	Government to Governme	nt		
Who may av		End-Users (respective PC	SDS Divisio		
		st OF REQUIREMENTS			O SECURE
Trip ticket (1					nd-user/AFD
		Slip for POL Products (1 original products)			Ind-user/AFD
		L Products (1 original copy)			nd-user/AFD
		t and back pages) 1 origina			nd-user/AFD
CLIENTS	_	AGENCY ACTION		PROCESSING	
STEPS			BE PAID	TIME	RESPONSIBLE
1. Directly		etermine the supplier or	None	1 day	End-User
purchas		e provider capable of			Division Head
POL		ring the required POL			PCSD Main
products	s produ	cts at retail pump price.			Building
and/or					
airline					
tickets a	and				
secure					
Official					
Receipt			.	4 1	A (() () ()
2. Prepare		eceive documents,	None	1 day	Accountant III
Reimbu		nine and review the			PCSD Main
ment		eteness and forward to			Building – AFD
Request		inting for processing			
Obligation					
Request Disburse					
nt Request, Travel					
Order (if	fout				
of town)					
Trip Tick					
3. Receive		otify Client that	None	1 day	Accountant III
Reimbu		ursement is already	INOLIC	i day	PCSD Main
ment		sited in their account/s thru			Building – AFD
IIIOII	ADA	accounts that			
	, , , , , ,	TOTAL	None	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:	Secretariat, and				
Classification:	Administrative and Finance Divisions (AFD) Highly Technical				
Type of	Government to Government				
Transaction:	Government to Government				
Who may avail:	End-Users (respective PCSDS Divisions))			
	list OF REQUIREMENTS	WHERE TO SECURE			
Purchase Reque	est (PR) (3 signed original copies)	End-Users			
 Approved Annua highlight) (1 cop 	al Procurement Plan (subject item in y)	End-Users			
• • • • • • • • • • • • • • • • • • • •	et Procurement Management Plan nighlight) (1 copy)	End-Users			
2. Scope 3. Form Bill of 4. Consulting: 1. Terms 2. Scope	ications of work; of Bid, Price Form, and List of Goods or Quantities; of Reference (Objectives, Methodology) of work dist of Criteria Qualifications	End-Users			
2. Plans/ 5.2.1. De 5.2.2. Su 5.2.3. De 3. For ac 5.3.1. Au pro 5.3.2. No 5.3.3. De	of work Drawings and Technical Specifications; tailed engineering investigations rveys and				



5.3.4. Writ of possession issued by a court of competent jurisdiction

6. Mixed Procurement

Combination of Goods, Consulting or Infrastructure

		_		_
CLIENTS	AGENCY ACTION		PROCESSING	
STEPS		BE PAID	TIME	RESPONSIBLE
1.Submit	1.1 Receive PR with applicable attachments from End-Users.	None	10 Minutes	Head of BAC
copies of PR to the BAC	attacriments from End-Osers.			Secretariat PCSDS Main
Secretariat at	Initially review the accuracy of			Office
the PCSD	documents submitted and			55
Main Office	verify completeness of			
with the	documents as to			
attachments	statutory/regulatory			
listed above,	requirements.			
as applicable				
accompanied by				
appropriate				
supporting				
documents				
identifying				
the				
emergency				
sought to be addressed				
	1.2 Assign and stamp PR number,	None	20 minutes	Head of BAC
	date received and	110110	20 11	Secretariat
	update Procurement			PCSDS Main
	database (PMR)			Office
	Include PR in next scheduled			
	BAC Meeting 1.3. Evaluate PR with attachments	None	5 days	PCSDS-BAC
	and verify mode of procurement	NOHE	3 days	Chairperson
	in relation to the approved			PCSDS Main
	Annual Procurement Plan			Office
	(APP)			
	Internation of the second of t			
	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
0 N	0.4	One Late Paret agent Caller	N.L.	4 1.	Director (OED)
2.Negotiate	2.1.	Conduct direct negotiation	None	1 day	PCSDS-BAC
with the BAC		with the supplier, contractor			Chairperson
		or consultant with technical,			PCSDS Main
		legal and financial capability			Office
		to deliver the goods, execute			
		the works and perform the			
		services to address the			
		emergency upon preparation			
		of the appropriate			
	0.0	procurement documents.	.	4 1	D00D0 D40
	2.2.	Recommend to the HoPE	None	1 day	PCSDS-BAC
		through a Resolution award			Chairperson
		the contract to the Supplier,			PCSDS Main
		Contractor or Consultant.			Office
					Llood of DAC
					Head of BAC
					Secretariat
					PCSDS Main
	0.0	A sold societies to the	N.I.	4 1.	Office
	2.3.	Award the contract to the	None	1 day	HOPE
		Supplier, Contractor or			Lload of DAC
		Consultant immediately			Head of BAC
		upon confirmation and			Secretariat
		ascertainment of such			PCSDS Main
		capability to address the			Office
		emergency.			
		lance and since the Nietica			
		Issue and sign the Notice			
		of Award (NOA), otherwise			
		HOPE may disapprove			
	2.4	BAC recommendation.	None	10 minutes	Hood of DAC
	2.4.	Prepare the contract in favor	None	10 minutes	Head of BAC
		of the Supplier, Contractor			Secretariat
		or Consultant			PCSDS Main
	0 E	Approve and sign the	None	1 do	Office
	2.5.	Approve and sign the	None	1 day	HOPE
		Contract of Agreement			PCSDS Main
		(COA)			Office - Office of
					the Executive
	2.0	Droposo the NTD in faces of	Mana -	40 maina : 4 = =	Director (OED)
	2.6.	Prepare the NTP in favor of	None	10 minutes	Head of BAC
		the Supplier, Contractor or			Secretariat
	0.7	Consultant	N	/ -l-:	LIODE
Ť.	2.7.	Issue and sign the Notice to	None	1 day	HOPE



Proceed (N1P) together with a copy of the approved COA within three CD from the date of the approval 2.8. Ensure that the service provided is in accordance with the specifications stated in the TOR 2.9. Prepare the Purchase Order (PO) in favor of the Contractor or Consultant 2.10. Issue and sign the Purchase Order (PO) 2.11. Inspect project progress and/or final construction. Prepare inspection acceptance of procured items to specifications/TOR 3. Prepare Disburse ment Voucher and Obligation Request and Submit to Property and Dispurse and Submit to Property and				Donata at (NITD) to settle an existe			DOODO Main
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and Accounting unit for payment Obligation Request and submit to Property				•			
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Request and submit to Property		Obligation		• • •			
and submit to Property		_					
submit to Property		•					
Property							
Supply							
Unit							
3.2. Attach property Number and None 2 days <i>Property and</i>			3.2.	Attach property Number and	None	2 days	Property and



Plants and Equipment 4. Receive PAR Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory 4.2. Receive Official Receipt None Property Custodian PCSDS Mai Office - AFD PCSDS Mai None 1 day Accountant PCSDS Mai		TOTAL	None	21 days a	and 1 hour
Plants and Equipment 4. Receive PAR Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory 4.2. Receive Official Receipt None Property Custodian PCSDS Mai Office - AFD PCSDS Mai None 1 day Accountant PCSDS Mai	4.3.	Process payment			
Plants and Equipment 4. Receive PAR Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Plants and Equipment None 1 day Property Custodian PCSDS Mai Office - AFI	4.2.	Receive Official Receipt	None	1 day	Accountant III PCSDS Main Office - AFD
		Physical Counts of Property Plants and Equipment Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory		·	Custodian PCSDS Main Office - AFD

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:	, , , , , , , , , , , , , , , , , , , ,				
	Administrative and Finance Divisions (A	AFD)			
Classification:	Highly Technical				
Type of Transaction:	Government to Government				
Who may avail:	End-Users (respective PCSDS Divisions	s)			
Checkl	ist OF REQUIREMENTS	WHERE TO SECURE			
 Purchase Reques 	st (PR) (3 signed original copies)	End-Users			
 Approved Annual 	Procurement Plan (subject item in	End-Users			
highlight) (1 copy)					
 Approved Project 	End-Users				
(subject item in highlight) (1 copy)					
Attachments: (3 c)	5 5 / 1 1 1 / 1	End-Users			



- Terms of Reference (Objectives, Methodology)
 Scope of work
 Checklist of Criteria Qualifications 2.
- 3.
- 4.
- 5. Timeline

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



						(HOPE) PCSDS Main Office - Office of the Executive Director (OED)
2.	Identify prospective consultant based on the provided Terms of Reference Submit the name, contact information and mailing address of the said prospective consultant		Prepare and draft the letter of invitation to the identified consultant Submit the same to the BAC Chairperson for signature	None	15 minutes	Head of BAC Secretariat PCSDS Main Office
		2.2.	Send letter of invitation to prospective consultant	None	1 day	Chief Administrative Officer PCSDS Main Office - AFD
		2.3.	Undertake negotiation with the individual consultant based on the Terms of Reference prepared by the End-User. Considering the nature of the consultancy work, it is enough that individual's legal, technical and financial capability to undertake and fulfill the consultancy work based on the Terms of Reference is validated.	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
		2.4.	Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office Head of BAC



	1			1	PGSD
		members and HOPE			Secretariat PCSDS Main Office
	2.5.	Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
	2.6.	Prepare the contract in favor of the Consultant	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
	2.7.	Approve and sign the Contract of Agreement (COA)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
	2.8.	Prepare the NTP in favor of the Consultant	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
	2.9.	Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
	2.10.	Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	End-User Division Head PCSDS Main Office
	2.11.	Inspect project progress and/or project output. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to TOR	None	1 day	Head of Inspection and Acceptance Committee PCSDS Main Office
 Prepare Disbursem ent Voucher and 	3.1.	Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting	None	3 days	Property and Supply Unit PCSDS Main Office - AFD



Obligation		unit for payment			
Request		processing			
and submit					
to Property					
and Supply					
Unit					
	3.2.	Receive Official Receipt /	None	1 day	Accountant III
		Acknowledgement Receipt			PCSDS Main
					Office - AFD
	3.3.	Process payment			
		TOTAL	None	18 days, 1 hou	r and 5 minutes

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



Approved Annual Procurement Plan (subject item in highlight) (1 copy) End-Users				
Approved Project Procurement Management Plan (subject item in highlight) (1 copy)	End-Users			
 Attachments: (3 copies) 6. Specifications 7. Scope of work; 8. Form of Bid, Price Form, and List of Goods or Bill of Quantities; 	End-Users			

CLIENTS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
STEPS	AGENOT AGENOR	BE PAID	TIME	RESPONSIBLE
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	10 Minutes	Head of BAC Secretariat PCSDS Main Office
	3.1. 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
	3.2. 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)



			P00D0 14 :
			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
prospective Lessors to		,	Secretariat
submit sealed price			PCSDS Main
quotations on a specified			Office
date, submitted			000
date, edemined			
Send RFQ to at least three			
(3) venues within the vicinity			
of the selected location.			
1.14. Collect sealed Quotation	None	10 minutes	Head of BAC
Envelope (containing duly	INOLIG	10 minutes	Secretariat
filled up PQF and required			PCSDS Main
· · · · · · · · · · · · · · · · · · ·			
eligibility documents) from			Office
the bid box.			
1.7. Evaluate the Quotations	None	1 day	PCSDS-BAC
submitted.	110110	, day	Chairperson
Submitted.			PCSDS Main
			Office
1.8. Prepare Abstract of	None	1 day	Head of BAC
Quotation (AOQ) and have it	None	lady	Secretariat
signed by the BAC Members			PCSDS Main
who were present during the			Office
evaluation			Onice
1.9. Recommend to the HoPE	None	1 day	PCSDS-BAC
the award of contract	none	1 day	
the award of contract			Chairperson
Droporo DAC Dasalutian			PCSDS Main
Prepare BAC Resolution			Office
recommending award and			11001000
have it signed by the BAC			Head of BAC
members and HOPE			Secretariat
			PCSDS Main
			Office
1.10. Issue and sign the Notice of	None	1 day	HOPE
Award (NOA), otherwise			PCSDS Main
HOPE may disapprove			Office - Office of
BAC recommendation.			the Executive
			Director (OED)
			Head of BAC
			Secretariat
			PCSDS Main



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



	procured items to TOR			
2. Prepare Disbursement Voucher (DV)	2.1. Submit complete copies of procurement documents and Disbursement Voucher and	None	3 days	Property and Supply Unit PCSDS Main
and Obligation (OR) Request and submit to Property and Supply Unit	Obligation Request to Accounting unit for payment			Office - AFD
	2.2. Receive Official Receipt / Acknowledgement Receipt	None	1 day	Accountant III PCSDS Main Office - AFD
	2.3. Process payment			
	TOTAL	None	21 days, 1 hou minutes	ir and 10

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.

	Bids and Awards Committee (BAC), BAC Secretariat, and		
	Administrative and Finance Divisions (AFD)		
Classification:	Complex		
Type of	Government to Government		
Transaction:			



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Who may a	Who may avail: End-Users (respective PCSDS Divisions)					
	Checklist OF REQUIREMENTS	WHERE TO SECURE				
 Purcha 	se Request (PR) (3 signed original copies)	End-Users				
	Approved Annual Procurement Plan (subject item in bighlight) (1 copy)					
 Approv 	 highlight) (1 copy) Approved Project Procurement Management Plan (subject item in highlight) (1 copy) End-Users					
• Attachr 7. God 1. 2. 3.	ments: (3 copies) ods: Specifications Scope of work; Form of Bid, Price Form, and List of Goods or Bill of Quantities;	End-Users				
8. Cor 1. 2. 3. 4.	nsulting: Terms of Reference (Objectives, Methodology) Scope of work Checklist of Criteria Qualifications Timeline					

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit copies of PR to the BAC Secretari at at the PCSD Main Office with the attachme nts listed above, as applicable		None	10 Minutes	Head of BAC Secretariat PCSDS Main Office
	3.3. 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
	3.4. 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. 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			
1.5. Prepare a list of pre-selected suppliers or consultants which shall be those appearing in a list that is maintained updated by the relevant government authority with expertise in the type of procurement concerned.	None	1 day	TWG/Head, BAC Secretariat 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			



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	by the procuring entity for the evaluation of the preselected suppliers or consultants			
1.6	6. Approve the pre-selected list and transmits the pre-selected list to the GPPB in compliance with Section 49.2 of the IRR of RA 9184 with a certification stating: a. Justifying the recourse to Limited Source Bidding; b. Verifying the compliance with the criteria previously set; c. Certifying that the pre-selected list is a list of known suppliers or consultants where resort to public bidding will not likely result in any additional d. suppliers or consultants participating in the bidding.	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
1.	.7. The GPPB-TSO shall acknowledge receipt of the pre-selected list and shall post the list in the GPPB or PhilGEPS website for the purpose of transparency	None	1 day	GPPB-TSO
1.	6. Prepare/draft Bidding Documents.	None	5 days	End-User PCSDS Main Office
				Head of BAC Secretariat Head of Technical Working Group (TWG) if created PCSDS Main Office
				PCSDS-BAC Chairperson PCSDS Main Office



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		1.8.	Post the procurement opportunity in the PhilGEPS website, agency website and conspicuous place within the premises od the agency upon receipt of said acknowledgment letter.	None	7 days	BAC Secretariat in coordination with IT unit PCSDS Main Office
		1.9.	Prepare an invitation for the pre-selected list of suppliers and consultants and have it signed by the BAC Chairperson	None	1 day	Head, BAC Secretariat PCSDS Main Office
		1.10.	Send Notice of Invitation to Pre-selected suppliers and Observers	None	1 day	Chief Administrative Officer PCSDS Main Office-AFD
2.	Attend Pre-Bid 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.	Draft Supplemental bid, if any BAC Chairperson for signature	None	20 minutes	Head of BAC Secretariat PCSDS Main Office
		2.3.	Post Bid Supplement, if any (within seven Calendar Days before the deadline of submission of bids) in the PhilGEPS website, PCSDS website and any conspicuous place within the premises of the PCSDS	None	20 minutes	Head of BAC Secretariat PCSDS Main Office
		2.4.	Collect sealed Bid Envelope from the bid box.	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
		2.5.	Conduct Bid Opening/Bid evaluation.	None	1 day	PCSDS-BAC Chairperson PCSDS Main



					Office
	2.6.	a. Notify bidders who submitted a bid envelope of the Bid Opening/Bid Evaluation.b. Inform the LCB or SCB/HRB or SRB of post qualification.	None	1 day	Head of BAC Secretariat PCSDS Main Office
	2.7.	Receive Post-Qualification documents.	None	10 minutes	TWG/ Head of BAC Secretariat PCSDS Main Office
	2.8.	a. Conduct Post Qualification b. Prepare Post-Qualification Report (PQR) recommending to the BAC the declaration of the LCRB or SCRB/HRRB or SRRB	None	12 days	TWG/ Head of BAC Secretariat PCSDS Main Office
	2.9.	Prepare Abstract of Bid (AOB) and have it signed by the BAC Members who were present during the evaluation	None	1 day	Head of BAC Secretariat PCSDS Main Office
	2.10.	Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office Head of BAC Secretariat PCSDS Main Office
	2.11.	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	2.12.	Receive and evaluate submitted Performance Security	None	1 day	Head of BAC Secretariat PCSDS Main Office



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



	2.21.	Inspect 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
Disbursement Voucher and Obligation Request and submit to Property and Supply Unit	3.1.	Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	Property and Supply Unit PCSDS Main Office - AFD
	3.2.	Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment, if applicable	None	2 days	Property and Supply Unit PCSDS Main Office - AFD
4. Receive PAR	4.1.	Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	1 day	Property Custodian PCSDS Main Office - AFD
5. Evaluate bidders 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	None	72 days a	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/Divisio	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and				
n:	Finance Divisions (AFD)				
	Highly Technical				
Type of	Government to Government				
Transaction:					
Who may	End-Users (respective PCSDS Division	ons)			
avail:					
Chec	klist OF REQUIREMENTS	WHERE TO SECURE			
 Purchase F copies) 	Request (PR) (3 signed original	End-Users			
 Certificate 	of Availability of Fund (CAF) (3	End-Users			
	inal copies)	Budget Officer			
	Annual Procurement Plan (subject nlight) (1 copy)	End-Users			
	of the Approved Budget of the	End-Users			
	Project Procurement Management ect item in highlight) (1 copy)	End-Users			
	ts: (3 copies)	End-Users			
9. Goods:	, ,				
1.	Specifications;				
2. [Design/Layouts (for customized				
j	tems);				
3.	Scope of work;				
4. N	Market Study;				
5. F	Form of Bid, Price Form, and List of				
	Goods or Bill of Quantities;				
10. Consult	ting:				
	Terms of Reference (Objectives,				
	Methodology)				
	Scope of work				
3. (Checklist of Criteria Qualifications				



4. Timeline

11. Infrastructure:

- 1. Scope of work
- 2. Manning Schedule
- 3. Copy of PERT/CPM Network Diagram and Detailed Computation of Contract
- 4. Plans/Drawings and Technical Specifications;
 - 11.4.1. Detailed engineering investigations
 - 11.4.2. Surveys and
 - 11.4.3. Designs;
- 5. For acquisition of right-of-way site or location:
 - 11.5.1. Authority or permit to enter is issued by the property owner; or
 - 11.5.2. Notarized deed of sale; or
 - 11.5.3. Deed of donation is executed in favor of the government; or
 - 11.5.4. Writ of possession issued by a court of competent jurisdiction

12. Mixed Procurement

 Combination of Goods, Consulting or Infrastructure

II	nirastructure			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1. Submit copies of PR to the BAC Secretariat with the attachment s listed above, as applicable	Initially review the	None	10 Minutes	Head of BAC Secretariat PCSDS Main Office
	1.2 Assign and stamp PR number, date received and update Procurement database Include PR in next scheduled BAC Meeting	None	20 minutes	Head of BAC Secretariat PCSDS Main Office



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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. Certification of PR (reviewed/evaluate d and recommended for approval by BAC)	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
1.5 Sign PR	None	1 day	Head of the Procuring Entity (HOPE) PCSDS Main Office - Office of the Executive Director (OED)
1.6 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 PCSDS Main Office
Confirm the readiness of procurement and approval of Bidding Documents, Invitation to Bid (ITB) or Request for Expression of Interest (REI), if consulting			



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service			
1.7 Prepare/draft Bidding Documents.	None	5 days	End-User PCSDS Main Office Head of BAC Secretariat Head of Technical Working Group (TWG) if created PCSDS Main Office
1.8. Prepare RFQs/RFPs, PQFs and Request for Authority to Post	None	1 hour and 30 minutes	Head of BAC Secretariat PCSDS Main Office
1.9. Sign Request for Authority to Post	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
	None	10 minutes	BAC Chairperson PCSDS Main Office
·	None	10 minutes	Data Privacy Officer Representative PCSDS Main Office
1.12. Sign Request for Authority to Post	None	10 minutes	Head of the Procuring Entity (HOPE) PCSDS Main Office - Office of the Executive Director (OED)
1.13 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
1.14 Draft Notice of Invitation to Observers and forward to BAC Chairperson for signature	None	20 minutes	Head of BAC Secretariat PCSDS Main Office
1.15 Sign Notice of Invitation	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
1.16 Send Notice of Invitation to Observers pursuant to Sec. 13 of the 2016 RIRR.	None	1 day	Chief Administrative Officer PCSDS Main Office



		1.17 Evaluate submitted eligibility documents (short listing / eligibility check for consulting	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
		services) 1.18. Notify shortlisted consultants (for	None	1 day	Head of BAC Secretariat PCSDS Main Office
2.	Bid	consulting services) 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	None	1 day	Head of BAC Secretariat



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who submitted a bid envelope of the Bid Opening/Bid Evaluation.			PCSDS Main Office
b. Inform the LCB or SCB/HRB or SRB of post qualification.			
2.7 Receive Post- Qualification documents	None	10 minutes	TWG/ Head of BAC Secretariat PCSDS Main Office
2.8 a. Conduct Post Qualification. b. Prepare Post-Qualification Report (PQR) recommending to the BAC the declaration of the LCRB or SCRB/HRRB or SRRB	None	12 days	TWG/ Head of BAC Secretariat PCSDS Main Office
2.9 Prepare Abstract of Bid (AOB) and have it signed by the BAC Members who were present during the evaluation	None	1 day	Head of BAC Secretariat PCSDS Main Office
2.10 Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office Head of BAC Secretariat PCSDS Main Office
2.11. Sign BAC Resolution by BAC Members	None	1 hour	PCSDS-BAC Chairperson PCSDS Main Office
2.12. Sign BAC Resolution by HoPE	None	1 day	Head of the Procuring Entity (HOPE) PCSDS Main Office - Office of the Executive Director (OED)
2.13 Prepare the	None	1 day	HOPE



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Notice of Av (NOA), othe HOPE may disapprove	erwise		PCSDS Main Office - Office of the Executive Director (OED)
recommend			Head of BAC Secretariat PCSDS Main Office
2.14. Review counter sign of Award by	Notice Legal	ne 10 minute:	s Head, Legal Services Section PCSDS Main Office
Services Se otherwise re to BAC Sec for revision.	efer back		
2.15 Sign th of Award (N otherwise H may disapp BAC recommend	OA), OPE rove	ne 1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
2.16 Receive valuate sul Performance Security	e and Nor	ne 1 day	Head of BAC Secretariat PCSDS Main Office
2.17 Prepar contract in f the winning	avor of	ne 10 minute	s Head of BAC Secretariat PCSDS Main Office
2.18. Review counter sign Contract of Agreement Services	w and None by Legal ection, efer back	10 minute	s Head, Legal Services Section PCSDS Main Office
2.19 Approving Sign the Con Agreement	ntract of	ne 1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
2.20 Prepar NTP in favo winning bide	r of the	ne 10 minute	s Head of BAC Secretariat PCSDS Main Office
2.21. Review counter sign	w and None	10 minute	s Head, Legal Services Section



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	to Proceed by Legal Services Section, otherwise refer back to BAC Secretariat for revision.			PCSDS Main Office
	2.22 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)
	2.23 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
	2.24 Prepare the Purchase Order (PO)	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
	2.25. Review and counter sign Purchase Order by Legal Services Section, otherwise refer back to BAC Secretariat for revision.	None	10 minutes	Head, Legal Services Section PCSDS Main Office
	2.26 Sign the Purchase Order (PO)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
	2.27 Accept and verify Warranty Security submitted	None	1 day	Chief Administrative Officer PCSDS Main Office-AFD
	2.28 Inspect delivery of goods and Prepare inspection acceptance report (IAR)	None	1 day	Head of Inspection and Acceptance Committee
	Confirm compliance of procured items to specifications/TOR			
3. Prepare Disbursement Voucher and Obligation	3.1. Submit complete copies of procurement documents and	None	3 days	Property and Supply Unit PCSDS Main Office - AFD



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Request and submit to Property and Supply Unit	Disbursement Voucher and Obligation Request to Accounting unit for payment processing			
	3.2. Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment, if applicable	None	2 days	Property and Supply Unit PCSDS Main Office - AFD
4. Receive PAR	Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	1 day	Property Custodian PCSDS Main Office - AFD
5. Evaluate bidders performanc e / service.	Evaluate bidders performance/service . Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	End User Division Chief PCSDS Main Office - AFD Chief Administrative Officer PCSDS Main Office - AFD
	Sign and approve CPE	None	2 days	HOPE PCSDS Main Office - Office of the Executive Director (OED)
	Receive Official Receipt	None	1 day	Accountant III PCSDS Main Office - AFD
7	Process payment	None	73 days, 6 hours and 20 minutes	

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 Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
Classification:	Classification: Highly Technical			
Type of Transaction:	Type of Transaction: Government to Government			
Who may avail:	End-Users (respective PCSDS Division	ns)		
Checkli	st OF REQUIREMENTS	WHERE TO SECURE		
 Purchase Reques 	End-Users			
Approved Annual Procurement Plan (subject item in highlight) (1 copy) End-Users				
Approved Project Procurement Management Plan (subject item in highlight) (1 copy) End-Users				
Attachments: (3 c)	End-Users			
2. Specific	cations			
3. Scope	of work;			
	f Bid, Price Form, and List of Goods or Quantities;			

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



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Determine	requirements.			
the need to replenish the goods earlier procured	1.2 . Assign and stamp PR number, date received and update Procurement database (PMR)	None	20 minutes	Head of BAC Secretariat PCSDS Main Office
through competitive	Include PR in next scheduled BAC Meeting			
bidding.1.	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)
	1.5 Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	PCSDS BAC Chairperson PCSDS Main Office Head of BAC Secretariat PCSDS Main Office
	1.6 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
	1.7 Prepare the contract in favor of the winning bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
	1.8 Approve and sign the Contract of Agreement (COA)	None	1 day	HOPE PCSDS Main

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	1.9 Prepare the NTP in favor of the winning bidder	None	10 minutes	Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main
	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	Office HOPE PCSDS Main Office - Office of the Executive Director (OED)
				Head of BAC Secretariat PCSDS Main Office
	1.11 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	End-User Division Head PCSDS Main Office
	1.12 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
	1.13 Issue and sign the Purchase Order (PO)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
				Head of BAC Secretariat PCSDS Main Office
	1.14 Inspect delivery of goods and Prepare inspection acceptance report (IAR) Confirm compliance of procured items to	None	1 day	Head of Inspection and Acceptance Committee PCSDS Main Office
2. Prepare Disbursement	specifications/TOR 2.1. Submit complete copies of	None	3 days	Property and
Voucher and Obligation Request and	procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment			Supply Unit PCSDS Main Office – AFD



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

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.

Offi	ce/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and			
		Administrative and Finance Divisions (AF	FD)		
Cla	ssification:	Highly Technical			
Тур	e of	G2G - Government to Government			
Tra	nsaction:				
Wh	o may avail:	End-Users (respective PCSDS Divisions)			
	Checl	dist OF REQUIREMENTS	WHERE TO SECURE		
•	Purchase Reque	est (PR) (3 signed original copies)	End-Users		
•	Approved Annua	al Procurement Plan (subject item in	End-Users		
	highlight) (1 cop	y)			
•	Approved Project	ct Procurement Management Plan	End-Users		
	(subject item in	highlight) (1 copy)			
•	Faddlana				
	5. Terms of Reference (Objectives, Methodology)				
	6. Scope	e of work			
	7. Check	dist of Criteria Qualifications			
	8. Timeli	ne			

o. Timeline				
CLIENTS	AGENCY ACTION		PROCESSING	
STEPS		BE PAID	TIME	RESPONSIBLE
1. Submit	1.2 Receive PR with applicable	None	10 Minutes	Head of BAC
copies of PR	attachments from End-Users.			Secretariat
to the BAC				PCSDS Main
Secretariat	Initially review the accuracy of			Office - AFD
with the	documents submitted and verify			011100 7 11 2
attachments	completeness of documents as to			
	statutory/regulatory requirements.			
as applicable	, , , ,			
as applicable		None	20 minutes	Head of BAC
	1.2 Assign and stamp PR number,	None	20 minutes	
	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
	11.4 Oigh FIX	INOLIG	i uay	
				Procuring Entity



<u> </u>			(1000)
			(HOPE) PCSDS Main Office - Office of the Executive Director (OED)
1.5 Identify prospective consultant based on the provided Terms of Reference	None	10 Minutes	End-User PCSDS Main Office - AFD
Submit the name, contact information and mailing address of the said prospective consultant			
1.6 Prepare and draft the letter of invitation to the identified consultant Submit the same to the BAC Chairperson for signature	None	15 minutes	Head of BAC Secretariat PCSDS Main Office - AFD
1.7 Send letter of invitation to prospective consultant	None	1 day	Chief Administrative Officer PCSDS Main Office - AFD
1.8 Negotiate with a technically, legally and financially capable supplier, contractor or consultant based on the Technical Specifications, Scope of Work or Terms of Reference prepared by the End-User.	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office - AFD
1.9 Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office - AFD Head of BAC Secretariat PCSDS Main Office - AFD
1.10 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office - AFD



1.11 Prepare the contract in favor of the winning bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main Office - AFD
1.12 Approve and sign the Contract of Agreement (COA)	None	1 day	Head of BAC Secretariat PCSDS Main Office
1.13 Prepare the NTP in favor of the winning bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
1.14 Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
1.15 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	End-User Division Head PCSDS Main Office
1.16 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
1.17 Issue and sign the Purchase Order (PO)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
1.18 Inspect good, project progress and/or final construction. 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	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 Accounting			Office - AFD
Request and	unit for payment processing			
submit to				
Property and				
Supply Unit				
	2.2 Process payment			
TOTAL		None		1 hour and 25
			mir	nutes

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 Division	Administrative and Finance Divisions (AFD)			
Classification:	Highly Technical				
Type of Transaction:	Government to Government				
Who may avail:	End-Users (respective PCSDS Divis	sions)			
Checklist (OF REQUIREMENTS	WHERE TO SECURE			
 Purchase Request (P 	PR) (3 signed original copies)	End-Users			
 Approved Annual Pro highlight) (1 copy) 	ocurement Plan (subject item in	End-Users			
Approved Project Procurement Management Plan (subject item in highlight) (1 copy) End-Users		End-Users			
Attachments:		End-Users			
13. Goods:					
1. Specification	ons				
2. Scope of w	vork;				
3. Form of Bio	d, Price Form, and List of Goods or				



Bill of Quantities;				
CLIENTS STEPS	AGENCY ACTION		PROCESSING	
		TO BE PAID	TIME	RESPONSIBLE
1. Submit copies of PR to the BAC Secretariat with the attachments listed above with an explanation as to the urgency of the item in	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
order to address an identified need of the Procuring Entity and the unforeseen	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
contingency that caused its necessity	3. Evaluate PR with attachments and verify mode of procurement in relation to the approved Annual Procurement Plan (APP) If in order, recommend to HOPE for PR approval. Otherwise, it shall be returned to the End-User for the appropriate revision and/or amendment or cancellation.	None	5 days	PCSDS-BAC Chairperson PCSDS Main Office
	4. Sign PR	None	1 day	Head of the Procuring Entity (HOPE)
	 Prepare RFQ indicating the specifications, quantity, ABC, and other terms and conditions of the contract. 		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
	Validate immediately the technical, legal and	None	1 day	PCSD-BAC Chairperson



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



			PCSDS Main Office
14. Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	End-User Division Head PCSDS Main Office
15. Prepare the Purchase Order (PO) in favor of the bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
16. Issue and sign the Purchase Order (PO)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat
4-1			PCSDS Main Office
17. Inspect goods. Confirm compliance of procured items to specifications.	None	1 day	Head of Inspection and Acceptance Committee PCSDS Main Office - AFD
2.1. 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
3.1. 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
4.1. 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 Officer
	provided is in accordance with the specifications stated in the TOR 15. Prepare the Purchase Order (PO) in favor of the bidder 16. Issue and sign the Purchase Order (PO) 17. Inspect goods. Confirm compliance of procured items to specifications. 2.1. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing 3.1. Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory 4.1. Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form	provided is in accordance with the specifications stated in the TOR 15. Prepare the Purchase Order (PO) in favor of the bidder 16. Issue and sign the Purchase Order (PO) 17. Inspect goods. Confirm compliance of procured items to specifications. 2.1. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing 3.1. Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory 4.1. Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the	provided is in accordance with the specifications stated in the TOR 15. Prepare the Purchase Order (PO) in favor of the bidder 16. Issue and sign the Purchase Order (PO) 17. Inspect goods. Confirm compliance of procured items to specifications. 2.1. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing 3.1. Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory 4.1. Evaluate bidders performance Evaluation (CPE) Form and recommend the



					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	None	1 day	Accountant III
		Receipt			PCSDS Main
					Office - AFD
	4.4.	Process payment		_	
TOTAL		None	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 Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
Classification:	Highly Technical			
Type of Transaction: Government to Government				
Who may avail: End-Users (respective PCSDS Divisions)				
Checklist	WHERE TO SECURE			
Purchase Request (PR) (3 signed original copies)	End-Users		
 Approved Annual P 	rocurement Plan (subject item in	End-Users		
highlight) (1 copy)	, ,			
Approved Project Procurement Management Plan		End-Users		
(subject item in highlight) (1 copy)				
Certificate of Non-A	vailability (3 copies)	End-Users		



Attachments: (3 copies)
14. Goods:
1. Specifications
2. Scope of work;
3. Form of Bid, Price Form, and List of Goods or Bill of Quantities

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



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.			
1.6 Send RFQs to at least three (3) suppliers of known qualifications, and at least three (3) price quotations must be obtained.This, notwithstanding, those who responded through any of the required postings shall be allowed to participate.	None	1 day	Chief Administrative Officer PCSDS Main Office
1.7 Prepare Abstract of Quotations (AOQ) setting forth the names of those who responded to the RFQ, their corresponding price quotations, and the lowest calculated quotation submitted upon receipt of at least three (3) quotations within the prescribed deadline	None	1 day	Head of BAC Secretariat PCSDS Main Office
1.8 Validate the technical, legal and financial capability of the supplier to supply and deliver the goods	None	1 day	PCSD-BAC Chairperson PCSDS Main Office
1.9 Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	PCSD-BAC Chairperson PCSDS Main Office Head, BAC Secretariat PCSDS Main Office
1.10 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)



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



		4.4.	Process payment			Office - AFD
		4.3.	Receive Official Receipt	None	1 day	Accountant III PCSDS Main
		4.2.	Sign and approve CPE	ivone	2 days	HOPE PCSDS Main Office - Office of the Executive Director (OED)
	bidders performance / service.	4.2	Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	2 days	Division Chief PCSDS Main Office - AFD Chief Administrative Officer PCSDS Main Office - AFD
		3.1. 4.1.	Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory Evaluate bidders	None	1 day	Property Custodian PCSDS Main Office - AFD End User
2	,	2.2.	Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment, if applicable	None None	2 days	Property and Supply Unit PCSDS Main Office - AFD
2.	Prepare Disbursement Voucher and Obligation 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
		Con prod	pare inspection acceptance of cured items to cifications/TOR			Committee PCSDS Main Office



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).

Offic	Office/Division: Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and				
	Finance Divisions (AFD)				
Clas	Classification: Highly Technical				
Тур	e of	Government to Government			
	nsaction:				
Who		End-Users (respective PCSDS Divisions)			
	Cł	necklist OF REQUIREMENTS	WHERE TO SECURE		
•	Purchase Re	equest (PR) (3 signed original copies)	End-Users		
•	Certificate of	f Availability of Fund (CAF) (3 signed original	End-Users		
	copies)	, , , , ,	Budget Officer		
•	Approved Ai highlight) (1	nnual Procurement Plan (subject item in copy)	End-Users		
•		of the Approved Budget of the Contract	End-Users		
•		roject Procurement Management Plan	End-Users		
		n in highlight) (1 copy)			
•	Attachments	s: (3 copies)	End-Users		
	15. Goods:	` '			
	1. S	oecifications;			
	2. De	esign/Layouts (for customized items);			
	3. So	cope of work;			
	4. M	arket Study;			
	5. Fo	orm of Bid, Price Form, and List of Goods or			
	Bi	ill of Quantities;			
	16. Consultir				
		erms of Reference (Objectives,			
		ethodology)			
		cope of work			
		hecklist of Criteria Qualifications			
	4. Ti	meline			
	17. Infrastruc	cture Project:			
	1. So	cope of Work;			
	2. M	anning Schedule;			



3.

4.

Plans and Drawings; Technical Specifications; Copy of PERT/CPM Network Diagram and 5

	 Copy of PERT/CPM Network Diagram and Detailed Computation of Contract 				
	CLIENTS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
	STEPS		BE PAID	TIME	RESPONSIBLE
1.	Submit copies of PR to the BAC Secretariat with the attachments listed above, as	1.1 Receive PR with applicable attachments from End-Users. Initially review the accuracy of documents submitted and verify completeness of documents as to statutory/regulatory requirements.	None	10 Minutes	Head of BAC Secretariat PCSDS Main Office
	applicable	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. Certification of PR (reviewed/evaluated and recommended for approval by BAC)	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
		1.5. Sign PR	None	1 day	Head of the Procuring Entity (HOPE) PCSDS Main Office - Office of the Executive Director (OED)
		1.6. Prepare RFQs/RFPs, PQFs and Request for Authority to Post	None	1 hour and 30 minutes	Head of BAC Secretariat PCSDS Main



			Office
1.7. Sign Request for Authority to Post	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
1.8. Sign Request for Authority to Post	None	10 minutes	BAC Chairperson PCSDS Main Office
1.9. Sign Request for Authority to Post	None	10 minutes	Data Privacy Officer Representative PCSDS Main Office
1.10. Sign Request for Authority to Post	None	10 minutes	Head of the Procuring Entity (HOPE) PCSDS Main Office - Office of the Executive Director (OED)
1.11. Post the procurement item in the PhilGEPS website, agency website and at any conspicuous place within the premises of the agency for procurement item with ABC above Fifty Thousand Pesos. For procurement item with ABCs equal to Fifty Thousand Pesos (₱ 50,000.00) and below, post in the agency website and at any conspicuous place within the premises of the agency for procurement item with ABC above Fifty Thousand Pesos.	None	3 days	Head of BAC Secretariat in coordination with the IT unit PCSDS Main Office
1.12. Send the RFQs/RFPs and PQFs to at least three (3) prospective suppliers, contractors or consultants of known qualifications.	None	1 day	Head of BAC Secretariat in coordination with Chief Administrative Officer PCSDS Main Office-AFD



2. Attend the Pre-bid Conference	2.1 Conduct Pre-bid conference (optional for ABC below one million).	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
	2.2 Receive Quotation from the prospective suppliers.	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
	2.3 Conduct Evaluation of Quotations.	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
	2.4 Prepare Abstract of Quotation (AOQ) and have it signed by the BAC Members who were present during the evaluation of quotation.	None	1 day	Head of BAC Secretariat PCSDS Main Office
	2.5 Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award except for procurement items with ABCs Fifty thousand pesos (50,000.00) and below.	None	1 day	Head of BAC Secretariat PCSDS Main Office
	2.6 Sign BAC Resolution by BAC Members	None	1 hour	PCSDS-BAC Chairperson PCSDS Main Office
	2.7 Sign BAC Resolution by HoPE	None	1 day	Head of the Procuring Entity (HOPE) PCSDS Main Office - Office of the Executive Director (OED)
	2.8. Prepare Notice of Award	None	20 minutes	Head of BAC Secretariat PCSDS Main Office
	2.9. Review and counter sign Notice of Award by Legal Services Section, otherwise refer back to BAC Secretariat for revision.	None	10 minutes	Head, Legal Services Section PCSDS Main Office



	1		
2.10. Sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	Head of the Procuring Entity (HOPE) PCSDS Main Office - Office of the Executive Director (OED)
2.11 Prepare the Contract of Agreement in favor of the winning bidder	None	20 minutes	Head of BAC Secretariat PCSDS Main Office
2.12. Review and counter sign Contract of Agreement by Legal Services Section, otherwise refer back to BAC Secretariat for revision.	None	10 minutes	Head, Legal Services Section PCSDS Main Office
2.13 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)
2.14 Prepare the NTP in favor of the winning bidder	None	20 minutes	Head of BAC Secretariat PCSDS Main Office
2.15. Review and counter sign Notice to Proceed by Legal Services Section, otherwise refer back to BAC Secretariat for revision.	None	10 minutes	Head, Legal Services Section 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	Head of the Procuring Entity (HOPE) PCSDS Main Office - Office of the Executive Director (OED)
2.17. Prepare the Purchase Order (PO)	None	20 minutes	Head of BAC Secretariat PCSDS Main Office
2.18. Review and counter sign	None	10 minutes	Head, Legal



	Purchase Order by Legal			Services
	Services Section, otherwise refer back to BAC Secretariat for revision.			Section PCSDS Main Office
	2.19 Sign the Purchase Order (PO)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
	2.20 Inspect goods, services or project progress and/or final construction. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR	None	1 day	Head of Inspection and Acceptance Committee PCSDS Main Office
3. Prepare Disbursement Voucher and Obligation Request and submit to Property and Supply Unit	3.1 Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	Property and Supply Unit PCSDS Main Office - AFD
	3.2 Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment, if applicable	None	2 days	Property and Supply Unit PCSDS Main Office - AFD
4.Receive PAR	4.1 Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End- User and record/input to Property Inventory	None	1 day	Property Custodian PCSDS Main Office - AFD
5. Evaluate bidders performance / service.	5.1 Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	End User Division Chief PCSDS Main Office - AFD Chief Administrative Officer PCSDS Main Office - AFD

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PC	SD	

TOTAL		None	30 days a	and 6 hours
5.4 Pro	ocess payment			
5.3 Red	ceive Official Receipt	None	1 day	Accountant III PCSDS Main Office – AFD
5.2 Sig	n and approve CPE	None	2 days	HOPE PCSDS Main Office - Office of the Executive Director (OED)

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 (AF	ED)			
Classification:	Highly Technical				
Type of	Government to Government				
Transaction:					
Who may avail:	End-Users (respective PCSDS Divisions)				
Check	dist OF REQUIREMENTS	WHERE TO SECURE			
 Previously approved Purchase Request (PR) (The contract, previously awarded through Competitive Bidding, has been rescinded or terminated for causes provided for in the contract and existing laws) (3 copies: use the copies on file 					
 Approved Annual Procurement Plan (subject item in highlight) (1 copy: use copy of file) Head, BAC Secretariat 					
Approved Project	t Procurement Management Plan	Head, BAC Secretariat			



		PCSD
(subject	t item in highlight) (1 copy: use copy of file)	
 Attachm 18. Goo 	nents: (3 copies: use copies of file) ds:	Head, BAC Secretariat
1.	Specifications	
2.	Scope of work;	
3.	Form of Bid, Price Form, and List of Goods or Bill of Quantities;	
19. Con:	sultina:	
1.	Terms of Reference (Objectives, Methodology)	
2.	Scope of work	
3.	Checklist of Criteria Qualifications	
4.	Timeline	
20. Infra	astructure:	
1.	Scope of work	
2.	Plans/Drawings and Technical Specifications;	
2	20.2.1. Detailed engineering investigations	
	20.2.2. Surveys and	
	20.2.3. Designs;	
3.	For acquisition of right-of-way site or location:	
2	20.3.1. Authority or permit to enter is issued by	
	the property owner; or	
	20.3.2. Notarized deed of sale; or	
2	20.3.3. Deed of donation is executed in favor of	
	the government; or 20.3.4. Writ of possession issued by a court of	
2	competent jurisdiction	
21. Mixe	ed 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



CLIENTS	AGENCY ACTION		PROCESSING	
STEPS		BE PAID	TIME	RESPONSIBLE
				PCSDS Main
				Office-AFD
	4. Post-qualify and negotiate with	None	1 day	PCSDS-BAC
	the second lowest			Chairperson
	calculated/highest rated bidder			PCSDS Main
	for the project under			Office
	consideration at the said			
	bidder's own original bid price,			
	applicable to the remaining works to be done.			
	works to be done.			
	(Authority to negotiate			
	contracts for projects under			
	the foregoing exceptional			
	cases shall be subject to prior			
	approval by the HOPE			
	concerned, within their			
	respective limits of approving			
	authority)			
	27			
	 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)			



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	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.			
	 Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE 	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
	6. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
	7. Receive and evaluate submitted Performance Security	None	1 day	Head of BAC Secretariat PCSDS Main Office
	8. Prepare the contract in favor of the next lowest calculated/highest rated bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
	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



CLIENTS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
STEPS		BE PAID	TIME	RESPONSIBLE
	11. Sign the Notice to Proceed	None	1 day	HOPE
	(NTP) together with a copy of			PCSDS Main
	the approved COA within three CD from the date of the			Office - Office of the Executive
	approval			Director (OED)
	approvai			
				Head of BAC
				Secretariat
				PCSDS Main
	10 5	NI	4 1.	Office
	12. Ensure that the service	None	1 day	End-User
	provided is in accordance with the specifications stated in the			Division Head PCSDS Main
	TOR			Office
	13. Prepare the Purchase Order	None	10 minutes	Head of BAC
	(PO) in favor of the Lessor			Secretariat
				PCSDS Main
				Office
	14. Issue and sign the Purchase	None	1 day	HOPE
	Order (PO)			PCSDS Main Office - Office of
				the Executive
				Director (OED)
				Head of BAC
				Secretariat
				PCSDS Main
	45 Assert and worth Morrowty	Mana	4 45.	Office
	15. Accept and verify Warranty Security submitted	None	1 day	Chief Administrative
	Security submitted			Officer
				PCSDS Main
				Office - AFD
	16. Inspect goods, services or	None	1 day	Head of
	project progress and/or final			Inspection and
	construction.			Acceptance
	Dranava inanastian			Committee PCSDS Main
	Prepare inspection			
	acceptance report (IAIX)			Jillog
	Confirm compliance of			
	procured items to			
	specifications/TOR			
		None	3 days	
	•			
				OHIGE - AFD
1. Prepare Disbursem ent Voucher and	acceptance report (IAR) Confirm compliance of procured items to	None	3 days	Property and Supply Unit PCSDS Main Office - AFD



CLIENTS	A	AGENCY ACTION	FEES TO	PROCESSING	PERSON
STEPS			BE PAID	TIME	RESPONSIBLE
Obligation Request and submit to Property and Supply Unit		to Accounting unit for payment processing			
	1.2.	Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment, if applicable	None	2 days	Property and Supply Unit PCSDS Main Office – AFD
2. Receive PAR	2.1.	Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End- User and record/input to Property Inventory	None	1 day	Property Custodian PCSDS Main Office – AFD
3. Evaluate bidders 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:	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	s)			
Checkli	ist OF REQUIREMENTS	WHERE TO SECURE			
Purchase Request (PF	R) (3 signed original copies)	End-Users			
Approved Annual Prod	urement Plan (subject item in highlight)	End-Users			
(1 copy)					
	eurement Management Plan (subject	End-Users			
item in highlight) (1 co					
Attachments: (3 c	opies)	End-Users			
22. Goods:					
1. Specific					
2. Scope of					
	Bid, Price Form, and List of Goods or				
Bill of C	Quantities;				
23. Consulting:					
_	of Reference (Objectives, Methodology)				
2. Scope of	of work				
3. Checkli	st of Criteria Qualifications				
4. Timelin	e				
24. Infrastructure:					
1. Scope of	of work				
2. Plans/D	Prawings and Technical Specifications;				



- 24.2.1. Detailed engineering investigations
- 24.2.2. Surveys and
- 24.2.3. Designs;
- 3. For acquisition of right-of-way site or location:
 - 24.3.1. Authority or permit to enter is issued by the property owner; or
 - 24.3.2. Notarized deed of sale; or
 - 24.3.3. Deed of donation is executed in favor of the government; or
 - 24.3.4. Writ of possession issued by a court of competent jurisdiction

25. Mixed Procurement

Combination of Goods, Consulting or Infrastructure

Combination of Goods, Consulting or Infrastructure				
CLIENTS	AGENCY ACTION	FEES TO	PROCESSING	
STEPS		BE PAID	TIME	RESPONSIBLE
1. Submit	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
listed above,				PCSDS Main
as applicable				Office
ao applicable				011100
				TWG/ Head of
				BAC Secretariat
				PCSDS Main
				Office
	2. Identify at least three (3)	None	1 day	End-User
	suppliers, contractors or			PCSDS Main Office
	consultants who may participate in the			Office
	procurement project			
	including those previously			
	disqualified.			
	Send company names and			
	contact information of the			
	same to BAC Secretariat.			
	3. Draft Invitation to	None	20 minutes	Head of BAC
	Bid/Request for			Secretariat PCSDS Main
	Expression of Interest and forward to BAC			Office
	Chairperson for signature			Office
	4. Sign Invitation to	None	1 day	PCSDS-BAC
	Bid/Request for		_	Chairperson
	Expression of Interest			PCSDS Main
				Office
	5. Send Invitation to	None	1 day	Chief



			1	PCSD
	Bid/Request for Expression of Interest			Administrative Officer PCSDS Main Office
	6. Post the Invitation to Bid/Request for Expression of Interest in the PhilGEPS Website, PCSD website, and any conspicuous place within the premises o the PCSD.	None	1 day	Head of BAC Secretariat PCSDS Main Office
	7. Negotiate with suppliers, contractors or consultants and discuss the technical and financial requirements of the project to be able to submit a responsive quotation or proposal on a specified	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
	8. Receive submitted price quotation and eligibility requirement Conduct evaluation of the best offer/proposal and the corresponding eligibility documents.	None	1 day	Head of BAC Secretariat PCSDS Main Office
	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
	12. Receive and evaluate	None	1 day	PCSDS Main Office Head of BAC
L				



 <u>, </u>			РСЭД
submitted Performance Security			Secretariat PCSDS Main
13. Prepare contract in favor	None	1 day	Office Head of BAC
of the winning bidder.	None	luay	Secretariat
of the withing blader.			PCSDS Main
			Office
14. Approve and sign the	None	1 day	HOPE
Contract		,	PCSDS Main
			Office - Office of
			the Executive
			Director (OED)
15. Prepare the NTP in favor	None	10 minutes	Head of BAC
of the winning bidder			Secretariat
			PCSDS Main
			Office
16. Sign the Notice to Proceed	None	1 day	HOPE
(NTP) together with a copy			PCSDS Main
of the approved COA			Office - Office of
within three CD from the			the Executive
date of the approval		4 1	Director (OED)
17. Ensure that the service	None	1 day	End-User
provided is in accordance			Division Head
with the specifications			PCSDS Main
stated in the TOR	None	10 minutes	Office Head of BAC
18. Prepare the Purchase Order (PO) in favor of the	None	10 minutes	Secretariat
Lessor			PCSDS Main
Le3301			Office
19. Issue and sign the	None	1 day	HOPE
Purchase Order (PO)	140110	lady	PCSDS Main
1 41611436 31461 (1 3)			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
			Office
21. Inspect goods, services	None	1 day	Head of
or project progress			Inspection and
and/or final construction.			Acceptance
Prepare inspection			Committee PCSDS Main
		1	



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 Certification		
Classification:	Complex		
Type of Transaction:	G2G - Government to Government		
	G2C - Government to	Citizen	
	G2B - Government to	Business	
Who may avail:	All stakeholders who intend to undertake project within the province of		
	Palawan		
Checklist OF RE	QUIREMENTS	WHERE TO SECURE	
1. If the client is not person	onally applying for a	Client	
notarized Special Power	of Attorney		
authorizing the represent	tative to apply for		
and process the EZC an	d/or SEP Clearance		
in behalf of the client is r	needed.		
If the client is a Corporat	ion / Cooperative, a		
Board Resolution/Secretary's Certificate			
authorizing the representative to apply for			
and process the EZC and/or SEP Clearance			
on behalf of the Corporation/Cooperative is			
needed.			
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			
rticles of Incorporation/Cooperation are			
needed.			
2. Location map with sca	ale of 1:50,000 and	Client	
technical description that	t: (1 copy)		



	FUOD
 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	Client/DENR-CENRO/Office of the Register of
 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 (Sample Form is downloadable from www.pcsdbrain.com)
5.Proof of payment of ECAN Zoning Certification Fee in the amount of PHP 200.00 (1 photocopy)	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/ Paynamics/ Any other PCSD-Authorized Online Payment Portals



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay permit fees at partner Money Remittance Centers/Pera Padala/Landbank Payment Porta/Gcash/ Paynamics/, PCSD Main Office-Cashier by showing the Payment Slip and conform with the terms and conditions (notarize) *Make sure to secure Official Receipt that will be issued upon	1.1 Receive payment and issues official receipt	ECAN Zoning Certification Fee PHP 200	15 minutes	Accountant III PCSD Main Office- Administrative and Finance Division
payment 2. Log-in at www.pcsdbrain.com	2.1 Check the completeness of the submitted documents, if found appropriate and complete, receive the documents	None	10 minutes	District Manager District Management Office (North, South, Calamian)
CERTIFICATION and open application form and complete required fields, upload requirements and	2.2 Review and process the technical description of the project location with the approved municipal ECAN map and prepare the ECAN zoning certification	None	1 hour	District Manager District Management Office (North, South, Calamian)
submit application.	2.3 Conduct field validation in case of fault in the technical description provided	None	3 days	District Manager District Management Office (North, South, Calamian)
	2.4 Review the documents and recommend approval/disapproval	None	10 minutes	District Manager District Management Office (North, South, Calamian)



	2.5 Final Review	None	3 days	Director for Operations Main Office – Office of the Executive Director
3. Check status of application. If approved, fill up feedback form to print approved ECAN Zoning Certification and conform with the terms and conditions.	3.1 Approve ECAN Zoning Certification	None	10 minutes	Records PCSD Main Office – Office of the Executive Director
	TOTAL:	Php 200.00	6 days, 1 hour, 45 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	Executive Director



	PCSD
critical areas that are pollutive and/or	
extractive	

Office/Division:	District Management	Office (DMO) North, South, Calamian	
Classification:	Highly technical		
Type of	G2G - Government to Government		
Transaction:	G2C - Government t		
	G2B - Government t	to Business	
Who may avail:	All stakeholders which intend to undertake project within the province of		
	Palawan	. ,	
Checklist OF R	EQUIREMENTS	WHERE TO SECURE	
Category "A"			
1. ECAN Zoning Cert	ification (1 original)	Client	
with attachments from	n application of		
ECAN Zoning Certific	ation		
2. Project Environme	ntal Assessment	Client	
Report (PEAR) (1 original	ginal)		
3. Copy of Resolution	of Endorsement	Barangay Council	
from Community/Bgy	endorsement	Sangguniang Bayan	
(mandatory) 1 origina	I or certified copy of	Sangguniang Panlalawigan	
the original And from	any two of the		
following:			
	an endorsement (1		
original or certified	d copy of the		
original)			
 Sangguniang Pan 	•		
endorsement (if o	•		
_	or certified copy of		
the original)		On a come of Marris in all FOAN Decod	
4. ECAN Board Endo		Concerned Municipal ECAN Board	
evaluation report and			
conditions (1 original)		DCCDC Cookies or Collecting Officer (Main Office)/	
1. Proof of payment	t of PHP 5,000.00 (1	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic	
photocopy)	101 FTIF 3,000.00 (1	Payment Portal/ Gcash/Any other PCSD-	
риотосору)		Authorized Online Payment Portals	
Category "B"		Additionzed Chillie Fayment Fortals	
1. ECAN Zoning Cert	ification (1 original)	Client	
with attachments from		Oliotik	
ECAN Zoning Certific			
2. Copy of Resolution		Barangay Council	
from Community/Bgy		Sangguniang Bayan	
(mandatory) 1 origina		Sangguniang Panlalawigan	
the original And from			
following:	•		
	an endorsement (1		
original or certified	d copy of the		
original)			



				PCSD
endorsement	g Panlalawigan t (if outside municipal ginal or certified copy of			
3. ECAN Board Endorsement with evaluation report and project terms and conditions (1 original)		Concerned Muni	cipal ECAN Boa	rd
Clearance	payment of SEP e Fee in the amount of 00.00 (1 photocopy)	PCSDS Cashier Money Remittan Payment Portal/ Authorized Onlin	ce Center/ Landl Gcash/Any othe	r PCSD-
Categories "D"				
	g Certification (1 original) s from application of ertification	Client		
2. Project Environment (PEAR) (1	onmental Assessment 1 original)	Client		
 3. Copy of Reso from Community (mandatory) 1 or the original And following: Sangguniang original or ce original) Sangguniang endorsement waters (1 original) 	lution of Endorsement //Bgy endorsement riginal or certified copy of from any two of the g Bayan endorsement (1 ertified copy of the g Panlalawigan t (if outside municipal ginal or certified copy of	Barangay Cound Sangguniang Ba Sangguniang Pa	iyan	
	Endorsement with t and project terms and ginal)	Concerned Muni	cipal ECAN Boa	rd
5. Proof of payment of SEP Clearance Fee in the amount of PHP 3,000.00 (1 photocopy)		PCSDS Cashier Money Remittan Payment Portal/ Authorized Onlin	ce Center/ Landle Gcash/Any other	r PCSD-
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	
1. Submit requirements to the front desk officer at the	1.1 Review the documents submitted, if found complete the documents is received.	None	1 hour	District Manager District Management Office (North,

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
South,	application.			Officer
Calamian)	1.2 Evaluate the project	None	7 days	PCSDS Main
	and prepare an			Office-



	evaluation report			Administrative
	1.3 Submit evaluation report to PCSDS Operations Director	None	5 days	and Finance Division
	1.4 Approve Category B and D Project Applications	None	1 day	Executive Director PCSDS Main Office - Office of the Executive Director
	1.5 Approve Category A Project Applications	None	5 days	PCSD Chairman PCSDS Main Office
	1.6 Prepare the SEP Clearance	None	30 minutes	Deputy Executive Director PCSDS Main Office - Office of the Executive Director
	1.7 Inform the proponent regarding the approval of the application	None	30 mins	District Manager District Management Office (North, South, Calamian)
2. Pay fees at partner Money Remittance Centers/ Landbank Payment Portal/ Gcash/ Any other PCSD-Authorized Online Payment Portals, PCSD Main Office-Cashier Window 2 by showing the Payment Slip	2.1. Receive Payment and issue receipt	Certification of No Pending Case PHP 50 Legal Research Fund PHP 10	10 mins	Accountant III PCSD Main Office- Administrative and Finance Division
*Make sure to secure Official Receipt that will be issued upon payment				
3. Proceed to	3.1 Explain the terms and	None	30 mins	Records



	conditions of the SEP Clearance			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:	Starts at PHP 2,060.00 depending on the Project Category	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	District Management Offices (DMD) North, South, Calamian			
Division:				
Classification:	Complex	Complex		
Type of Transaction:	G2B – Governme	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government		
Who may avail:	All individuals with	n legal sources of wildlife		
CHECKLIST OF F	REQUIREMENTS	WHERE TO SECURE		
Duly accomplished application form (1 original)		PCSDS Main office and District Management Offices – North, South, Calamian PCSDS Website		
2. List and Photogram Wildlife intended to original)	•	Client		
original) 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		



				PCSD
for an enclosure an tied, description or materials used to ti- which must not be wildlife (1 original c	picture of e the same, harmful to the			
Proof of financial capability (1 certified copy) -certificate of employment and		Employer Bank/ Accountant		
compensation -bank statement) 5. Accomplished assessment form		PCSDS Main office a	nd District Manag	nement Offices –
as proof of technical original copy)		North, South, Calami PCSDS Website	•	gement Offices –
6. Documents showing legal source (1 certified copy)		Concerned institution	/s, individual/s or	entity/ies
7. For museums and herbaria, only list of specimens being kept (1 certified copy of the list)		Client		
8.For other government of species including	i nstitutions , list			
corresponding num				
corresponding num		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
corresponding num	AGENCY	FEES TO BE PAID None		District Manager District Management Office (North, South,
corresponding number copy of the list) CLIENT STEPS 1. Pay fees at partner Money Remittance Centers/ Landbank Payment Portal/	AGENCY ACTION 1.1 Prepare		TIME	District Manager District Management Office (North,

flora species

PHP150/species, for threatened

4114
PCSD

	1			РСЭБ
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 onsite validation or inspection of the wildlife intended to be registered and the facility/ies for	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. None None	5 minutes 2 days	District Manager District Management Office (North, South, Calamian) District Manager District Management Office (North, South, Calamian)
	captivity; Prepare and submit validation report to Division Chief for review 2.3 Review and submit final	None	1 day	District Manager
	validation report to the Office of the Executive Director including recommendation for approval or denial			District Management Office (North, South, Calamian)



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	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		
	oto of Wildlife Deci	Exotic Flora – Php 210	lor DCCD Admin	

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.

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

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Fo	or Shows and Exhibitions:			
Duly accomplished application form with recent 2x2 photo of the applicant (1 original)		PCSDS Main office and District Management Offices – North, South, Calamian		
		PCSDS Website		
2.	Copy of SEC/CDA/DTI Registration, BIR Registration, TIN and Mayor's Permit (1 copy)	Concerned institution/entity		
3.	animal shows using wildlife fauna (1 copy)	Animal Welfare Division of the Bureau of Animal Industry pursuant to Republic Act 8485 (Animal Welfare Act)		
	Proof of deposit of a cash bond in an amount equal to the transport cost of the animals back to the country of origin, in case of imported animals (1 copy)	PCSDS – Accounting		
5.	Import/ Re-export Permit prior to and after the show/exhibition, in case of imported animals (1 copy)	PCSDS		
6.	Proof of Payment (copy of Official Receipt/Payment Slip/Official Receipt Number) (1 copy)	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD- Authorized Online Payment Portals		
	or Educational Purposes e.g.			
	ainings and Conventions:			
1.	Letter of intent by the applicant with a photocopy of any valid ID, with his photograph and specimen signature (1 original)	Client		
2.	Copy of the invitation from local or international organizers (1 copy)	Concerned local or international organizer		
3.	Inventory of specimens_to be used (1 copy)	Client		



4.	Affidavit of Undertaking that the	Client
	applicant shall submit the specimens	
	for inspection by the Fisheries	
	Quarantine Officer upon arrival from	
	the foreign country, in case of	
	international event (1 original)	
5	Proof of payment of E-ticket of plane	Travel agency or airline ticketing office
5.		Travel agency of allittle ticketting office
	fare and itinerary, for international	
	conference/workshop (1 photocopy)	D00D0 F (' D')
6.	Import/ Re-export Permit prior to and	PCSDS Executive Director
	after the activity (1 copy)	
7.	Proof of Payment (copy of Official	PCSDS Cashier or Collecting Officer (Main Office)/
	Receipt/Payment Slip/Official	Money Remittance Center/ Landbank Electronic
	Receipt Number) (1 photocopy)	Payment Portal/ Gcash/Any other PCSD-
		Authorized Online Payment Portals
Fc	or Documentation for Commercial	-
Pι	ırposes:	
1.	-	PCSDS Main office and District Management
	with recent 2x2 photo (1 original)	Offices – North, South, Calamian
	1 1 (1 3 1)	DMO
		PCSDS Website
2	Copy of SEC/CDA/DTI	Concerned entity/institution
-	Registration. BIR	Concomination of the symbol and the
	Registration, TIN and Mayor's	
	Permit (1 photocopy)	
2	, , , , , , , , , , , , , , , , , , , ,	Client
ე.	List of the species, quantity and	Client
	areas of collection or area subject of	
	documentation, as the case may be	
<u> </u>	(1 copy)	1
4.		Indigenous Peoples (IP), and/or prior clearance of
	communities: Free and Prior	the concerned Local Government Units (LGU) and
	informed Consent (FPIC) (1 original)	in the case of protected areas, clearance from the
		Protected Area Management
		Board (PAMB), consent of individuals or
		associations with valid tenurial or other private
		rights to the area concerned;
5	Proof of Payment (copy of Official	PCSDS Cashier or Collecting Officer (Main Office)/
.	Receipt/Payment Slip/Official	Money Remittance Center/ Landbank Electronic
	Receipt Number) (1 photocopy)	Payment Portal/ Gcash/Any other PCSD-
	(1 photocopy)	Authorized Online Payment Portals
	WSUP for other Purposes Fee	Addionzed Online Fayment Fortals
	PHP300	
	1111 300	
	Cartification of No Ponding Casa	
	Certification of No Pending Case	
	PHP 50	
	Level Decemb Front	
	Legal Research Fund	
	PHP 10	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIB LE
Submit application together	1.1 Receive the application and	None	30 minutes	District Manager
with the corresponding requirements to the front desk officer at the PCSDS Main Office, District	requirements, and check for completeness			District Management Office-DMD North/South/ Calamian
Management Office (North, South, Calamian)	1.2 Draft evaluation report, draft certificate of no pending case and prepare permit and submit for review and recommendation	None	1 day	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	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



the terms and conditions and receive WSUP.				Deputy Executive Director PCSDS Main Office – Office of the Executive Director
	TOTAL:	Starts at PHP 360.00 depending on the type of special use for wildlife	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 Management 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	QUIREMENTS	WHERE TO SECURE	
Duly accomplished application form with two (2) recent 2"x2" photo of applicant (1 Original Copy)		PCSDS Main office and District Management Offices – North, South, Calamian PCSDS Website	
2. In case of corporation, partnership, association or cooperative, certified true copies of the Certificate of Registration and its articles of incorporation and bylaws, whenever appropriate, or any other similar instruments showing that 60 % of their capital is owned by Filipinos (1 Certified True Copy)		Concerned Government Agencies - Cooperative Development Authority (CDA), Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), etc., as the case may be	
Certified true copy of BIR registration and Tax Identification Number (1 copy)		BIR	
4. Proof of scientific expertise (list and qualifications of human resources) and photocopy of any valid ID with photo and signature of the Sole		Client	



	FCSD
Proprietor or the President/Manager	
of the cooperative or small and	
medium enterprise (1 original)	
5. Business and Financial Plan showing	
financial capability to go into breeding	
(1 copy)	
6. Management and Breeding Plan (1	
original)	
7. Proposed facility design (1 copy)	
8. Certified copy of Land Title or Lease	Concerned Government Agency
Contract for the facility (1 copy)	0 10 10
9. Clearances from the affected	Concerned Government/Non-Government
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 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	Client
bio-ecology study of the proposed	Official
commercial breeding operations (1 copy)	
11. Original copy of permit (for	Client
application for renewal of permit) (1	
copy)	
12. Proof of Payment of the following	PCSDS Cashier or Collecting Officer (Main Office)/
Fees (1 copy):	Money Remittance Center/ Landbank Electronic
Small Scale Farming	Payment Portal/ Gcash/Any other PCSD-Authorized
Application Fee of Php 500.00	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	
1	
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, ,	
Research Fund Php10.00	
Large Scale Farming	
· ·	
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 1,680.00 Permit Fee of Php 2,000.00Certification of No Pending Case Php50Legal Research Fund Php10.00 Large Scale Farming Application Fee of Php 500.00 Inspection Fee of Php 2,400.00 Permit Fee of Php 2,500.00	



Legal Research Fund	Php10 00			PCSD
CLIENTS STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON
OLILITIO OTELO	ACTION	PAID	TIME	RESPONSIBLE
1. Submit application together with the corresponding requirements to the front desk officer at the PCSDS Main Office, District Management Office (North, South, Calamian)	1.0 Receive and check the documents for completeness and accuracy	None	3 Days	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division
2. Participate in the conduct of field validation	2.1 Conduct field validation, prepare the evaluation report and forward to Division Chief	None	3 days	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
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 WFP	3.1 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:	Starts at PHP 2300.00 depending on farm scale	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		
Classification:	Complex		
Type of Transaction:	G2C – Government		
	G2B – Government	to Business	
Who may avail:	All		
Checklist OF REC		WHERE TO SECURE	
Species under PCSD A			
1. If the applicant is a cor		Client	
partnership, cooperative	•		
corresponding document	`		
incorporation) showing th			
capital is owned by Filipin	nos must be		
submitted (1 photocopy)	5	OII .	
2. Brief Description of the	-	Client	
Type and purpose			
	olume to be traded		
Project Cost			
 Location/areas (sitio, barangay, 			
municipality) of or			
· ·	peration indicating		
the name of adjact and landmarks	cent water bodies		
	which chall include		
, .	which shall include FF to be traded		
()	d addresses of		
\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	catchers as source		
	es to be traded		
(iii) Trading facilities such as			
aquarium and holding tanks			
•	s of live fishes)		
•	stinations/outlets,		
` ,	ransshipment		
points	ı		
•	ansport to be used		



	PUOD
3.Original copy of Written commitment (1	Form from PCSD
original)	District Management Office
4. ECAN Board Endorsement (1 copy)	Municipal ECAN Board
5. In case of caging, Water Lease	Concerned LGU
Agreement or Other equivalent permit from	
LGU (PCSD Reso 19-688 p.4)	
6. Proof of payment -Official receipt (1	PCSDS Cashier or Collecting Officer (Main
photocopy)	Office)/ Money Remittance Center/ Landbank
	Electronic Payment Portal/ Gcash/ Paynamics
7. Certificate of No Pending Case	PCSDS to issue automatically
Species under PCSD Administrative Orde	
1. List of species to be collected indicating	Client
the quantity for each and methods of	
collection to be used, which must be with	
least or no detrimental effects to existing	
wildlife population and their habitats (1	
copy)	
2. For aquatic wildlife, in case of incidental	Client
catches that can no longer be returned to	
the wild, an affidavit of undertaking that the	
applicant shall submit an inventory of	
incidental catches within fifteen (15) days	
after collection (1 original)	
3.Clearances from the affected	IP Community, LGU, PAMB, BFARMC/MFARMC
communities: Free and Prior Informed	
Consent (FPIC) of the Indigenous Peoples	
(IP), and/or prior clearance of the concerned	
Local Government Units (LGU), and in the	
case of protected areas, clearance from the	
Protected Area Management Board	
(PAMB), consent of individuals or	
associations with valid tenurial or other	
private rights to the area concerned (1 copy)	
4. Names, addresses and photocopies of	Client
any valid ID with photo and signature of	
authorized collectors/trappers (1 copy)	D00D0 0 11 0 11 0 11 0 11
6. Proof of payment -Official receipt (1	PCSDS Cashier or Collecting Officer (Main
photocopy)	Office)/ Money Remittance Center/ Landbank
Permit Fee:	Electronic Payment Portal/ Gcash/ Paynamics/
RFF (AO 5) PHP 500	Any other PCSD-Authorized Online Payment Portals
Other Fisheries Products	
(AO 12) PHP 1,000	
Certification of	
No Pending Case Fee	
PHP 50	
Legal Research Fee	
PHP 10	



7. Certificate of No Pending Case		PCSDS to issue Automatically		lly
CLIENTS STEPS	AGENCY ACTION		PROCESSING	PERSON
		PAID	TIME	RESPONSIBLE
1. Log-in at www.pcsdbrain.com and register/sign-in. Go to the dashboard and apply here: click WILDLIFE SPECIAL USE PERMIT (RFF/AO5) or WILDLIFE SPECIAL USE PERMIT (AO12) and open application form and complete required fields, upload requirements and submit application	the submitted application. If found appropriate and complete, receive the application. For deficient submissions, reject application and inform client of deficiency/lacking information/requirement		30 minutes	District Manager District Management Office- DMD North/ South/Calamian
2. Participate in the field validation	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:	PHP560 for AO5; PHP1,060 for	5 days, 30 minutes	



	1 000
AO12	

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) for Single Batch Shipment

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 Po			
1. Inspection/verification		Main Office and District Management Office -	
concerned PCSDS Pe	•	North, South, Calamian	
Inspection Report Form			
2. Documents support	•	Client	
possession or acquisit			
RFF/Marine Products			
(i.e. WCP, WFP, WSU	•		
holders of WFP) (1 co		DEAD	
3. FIQS-Final Certification (in areas where		BFAR	
required) (1 copy)		Minin al Transcurar	
4. Auxiliary invoice (1 of 5. Proof of payment of		Municipal Treasurer	
5. Proof of payment of	rees and charges	PCSDS Cashier or Collecting Officer (Main Office)/	
Inspection Fee PHP 26	20	Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/ Paynamics/Any other	
inspection ree Fire 20	50	PCSD-Authorized Online Payment Portals	
Legal Research Fee P	HP 10	1 COD-Additionized Offiline Fayment Fortals	
Legaritesearchireer	111 10		
AO5 Species Per Piec	e		
•	PHP 30.00		
_	PHP 15.00		
Ornamental PHP 10.00			
For Species under PCSD Administrative		Order No. 12	
		Main Office and District Management Office -	
concerned PCSDS Pe	rsonnel using the	North, South, Calamian	
Inspection Report Form	m (1 original)		
2. Documents support		Client	
possession or acquisit	ion of wildlife		



	FCSD
involved (1 copy)	
3. For terrestrial wildlife:	
-phytosanitary certificate (for plants) (1	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, health/veterinary	Bureau of Fisheries and Aquatic Resources of DA
certificate (1 photocopy)	
4. Proof of Payment of Fees	PCSDS Cashier or Collecting Officer (Main Office)/
	Money Remittance Center/ Landbank Electronic
Inspection Fee PHP 200	Payment Portal/ Gcash/ Paynamics/Any other
	PCSD-Authorized Online Payment Portals
Legal Research Fee PHP 10	
Edible Dirde neet 10/ of the commercial	
Edible Birds nest – 1% of the commercial	
value of the product	
Farm Bred fauna PHP 200	
Other wildlife derivatives PHP 300	
Other wildlife by-products PHP10/pc for	
the 1st 10 pcs; PHP5/pc for each	
additional pc or PHP 50 for 1 kg or less	
and additional PHP 5 for each additional	
500gms	

ooogino				
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	None	15 minutes	District Manager District Management Office- DMD North/ South/Calamian
requirements and submit application	1.2 Conducts inspection for verification	None	1 day	District Manager District Management Office- DMD



				North/
	4.0.0	Nicol	41	South/Calamian
	1.3 Process	None	1 hour	District
	Application			Manager
				District
				Management
				Office- DMD
				North/
				South/Calamian
	1.4 Review and	None		District
	recommend			Manager
	application for			District
	approval.		1 hour	Management
				Office- DMD
				North/
				South/Calamian
Check status of	2.1. Approve LTP	None		Executive
application. If				Director
approved, fill up				PCSD Main
feedback form to				Office – Office of
print approved LTP			3 hours	the Executive
and conform with				Director
the terms and				
conditions.				
conditions.	TOTAL	Ctorto ct	1 day E bourg 40	
	TOTAL:	Starts at	1 day, 5 hours, 40	
		PHP 210.00	minutes	

Issuance of Local Transport Permit is covered under PCSD Admin. Orders No. 5 and 12 in relation to R.A. 9147.

96. Local Transport Permit (LTP) for Multiple Batch Shipment for RFF Species Only

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 Man	agement Office		
Classification:	Simple			
Type of	G2C – Government to Client			
Transaction:	G2B – Government to Business			
Who may avail:	All			
Checklist OF REQUIREMENTS WHERE TO SECURE				
For Species under PCSD Administrative Order No. 5 (RFF)				

^{*}Total fees to be paid depends on the quantity of species to be transported.



North, South, Calamian
140rtii, Oddiii, Oddiiiaii
2. Documents supporting the legal Client
possession or acquisition of the
RFF/Marine Products to be transported
(i.e. WCP, WFP, WSUP, receipt from
holders of WFP) (1 copy)
3. 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

Authorized Online Payment Portals				
CLIENTS STEPS AGENCY FEES TO			PROCESSING TIME	PERSON
	ACTION	BE PAID		RESPONSIBLE
Fill Up application form and pay prescribed fees	1.1 Give application form and payment slip to client	None	15 minutes	District Manager District Management Office- DMD North/ South/Calamian
	1.2 Issue Official Receipt to client	Inspection Fee PHP 200 (every shipment) Legal Research Fee PHP 10 (every shipment) AO5 Species Per Piece Live PHP 30 Fresh PHP 15	15 minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division
2. Submit required documents to the PCSDS District Management Office concerned (North, South, Calamian)	2.1 Receive, check for completeness and record documents with tracking/control number 2.2 Process Application	None None	15 minutes 1 hour	District Manager District Management Office- DMD North/ South/Calamian District Manager District Management
				Office- DMD North/



				South/Calamian
	2. Review and	None		District
	recommend			Manager
	application for			District
	approval.		1 hour	Management
				Office- DMD
				North/
				South/Calamian
	2.54. Approve	None		Executive
	LTP			Director
			1 day	PCSD Main
			r ddy	Office – Office of
				the Executive
	0.4 = 1.1.41			Director
3. Check status of	3.1. Explain the	None		Records
application. If	terms and			PCSDS Main
approved, fill up	conditions,			Office-Office of
feedback form to	record the LTP			the Executive
print approved LTP	for Multiple Batch			Director
and conform with	Shipment,			
the terms and	release the		30 minutes	District
conditions.	Permit			Manager
				District
				Management
				Office- DMD
				North/
				South/Calamian
	TOTAL:	Starts at	1 day, 3 hours, 15	
		PHP	minutes	
		210.00		

Issuance of Local Transport Permit is covered under PCSD Admin. Orders No. 5 and 12 in relation to R.A. 9147.

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

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

Office or Division:	District Management Offices - North, South, Calamian			
Classification:	Complex			
Type of	G2C – Government to Citizen			
Type of Transaction:	G2B – Government	t to Business		
Transaction.	G2G – Governmen	t to Government		
Who may avail:	All			
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE		
1. Proof of payment (1 photocopy)	PCSDS Cashier or Collecting Officer (Main Office)/		
		Money Remittance Center/ Landbank Electronic		

^{*}Total fees to be paid depends on the quantity of species to be transported.



Application Fee: Php 500 for terrestria Php 500 for Aquatic v		Payment Portal/ G PCSD-Authorized	•	-
Certification of No F				
Legal Research Fun	d PHP 10			
Collection Charges: Mammals: 500.00/he Reptiles: 400.00/head; Birds: 20.00/head; Amphibian: 20.00/head Butterfly: 70.00/head Orchids: 50.00/pc for Wildlings: 50.00/pc	d; ad; I			
Plant and all other de 25.00/pc/plant/sample				
Fauna parts and derive to blood and serum services 25.00/pc/plant/sample *Total fees to be pair auantity of species.	amples: e; id depends on the			
quantity of species2. List of species to b		Client		
collected indicating th		Chork		
and methods of collect				
which must be with le				
detrimental effects to	•			
population and their h	1 7	Client		
3. For aquatic wildlife incidental catches that		Client		
returned to the wild, a	•			
undertaking that the a				
submit an inventory of				
catches within fifteen				
collection (1 original of				
4. Clearances from the		IP group concerne	ed	
communities (1 origin	,			,, ,, ,
-Free and Prior Inform	ned	LGU concerned/ PAMB concerned/ individuals or		
Consent (FPIC); -and/or prior clearance	20	association		
5. Names, addresses		Client		
of any valid ID with pl		Ollotte		
signature_of authorize				
collectors/trappers (1				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in at	1.1 Check the	None	30 minutes	District
www.pcsdbrain.com	completeness of			Manager



				PCSD
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	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 evaluation report	None	1 day	District Management Office- DMD North/ South/ Calamian
	and recommend for approval			
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:	Starts at Php 560.00*	4 days and 30 minutes	

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

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

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

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

^{*}Total fees to be paid depends on the quantity of species to be collected.



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.

Office or	District Management Offices – North, South, Calamian				
Division:					
Classification:	Complex				
Type of	G2C – Government to Citizen				
Transaction:	All W				
	All citizens of interest	14/	LIEDE TO SECU	D.E.	
	F REQUIREMENTS		HERE TO SECU	KE	
	at the Applicant is a	BFARMC/CFARM	IC/MFARIMC		
Ŭ	erman (1 original)	DCCDC Coobier of	or Callacting Office	or (Main Office)/	
2. Proof of payment (1 photocopy)Permit Fee PHP 100Certification of No Pending Case PHP 50		PCSDS Cashier of Money Remittance Payment Portal/ G Authorized Online	e Center/ Landba Bcash/ Paynamics	nk Electronic s/Any other PCSD-	
Legal Research	Fund PHP 10				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Log-in at www.pcsdbrain.c om and register/sign-in. Go to the dashboard and apply here: click WILDLIFE COLLECTOR'S PERMIT (AO5) and open application form and complete required fields and upload	1.1. Check the completeness of the submitted application. If found appropriate and complete, receive the application. For deficient submissions, the application shall be rejected and inform the proponent of the deficiency/lacking information/requirement	None	30 minutes	District Manager District Management Office – DMD North/South/ Calamian	
requirements and submit application	1.2 Process application and submit evaluation report	None	1 day	District Manager District Management Office – DMD North/South/ Calamian	
	1.3 Review and recommend for	None	1 day	District Manager District	



				1 000
	approval			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:	Php 160.00	4 days and 30 minutes	

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

99. 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:	G2B – Government to Business	



	PUSD
Checklist OF REQUIREMENTS	WHERE TO SECURE
	differ from one category to another, which are
hereunder enumerated as follows:	
 Holder/s of Production Sharing Agreem 	ent, Co-Production Sharing Agreement, PLTP,
SPLTP, CBFMA, IFMA, SIFMA, PCA issu	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	Client/ DENR-CENRO/ Philippine Coconut
the applicant or an endorsement from the	Authority
PCA if the use is for coconut trees (1	
photocopy)	
3. Proof of payment of Permit Fee in the	PCSDS Cashier or Collecting Officer (Main
amount of 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	
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
	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)	
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	PCSD
6	Certification of No Pending Case	PCSDS to Issue Automatically
_	Industrial Tree Farmer	1 0000 to 10000 / totol nationing
	Duly accomplished application form (1	PCSD Main Office and District Management
1.	original)	Division – North, South, Calamian
		PCSDS Website
2.	Copy of Certificate of tree plantation or similar instrument or Tax Declaration (1 photocopy)	DENR-CENRO/ Municipal Assessor's Office
	tree farmer (1 original)	
	Copy of Original Certificate of title/transfer certificate of title or other documents that can prove ownership or legitimate possession of land (e.g. Tax Declaration with Bgy. Certification of Actual Occupancy/DENR Certification stating client is only claimant) (1 photocopy)	
to	Proof of Payment of Permit fee amounting Php 560.00 (1 photocopy of official receipt transaction receipt)	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals
-P	ermit to Purchase PHP 500.00	r des manenses diminer ayment i entale
-C	ertification of No Pending Case PHP 50.00	
-Le	egal Research Fund PHP 10.00	
6.	Certification of No Pending Case	PCSDS to Issue Automatically
•	Licensed Wood Processors	·
	Ouly accomplished application form (1 ginal)	PCSD Main Office and District Management Division – North, South, Calamian
		PCSDS Website
	Copy of Permit to Operate as wood ocessor	DENR
3.	Copy of Wood Processing Establishment ermit or similar business permits	Local Government Unit concerned
4. ra\ E.0	Notarized Certification of legal source of w materials and proof of compliance with O.23 (proof of sustainable use of legally t logs for a period of at least 5 years)	Client
5. to	Proof of Payment of Permit fee amounting	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals
	ermit to Purchase PHP 500.00 ertification of No Pending Case	



				PUSD
PHP 50.00				
-Legal Research Fund	d			
PHP 10.00				
6. Certification of No	Pending Case	PCSDS to Is	ssue Automatica	lly
 Agencies of the g 	government, such as b at use chainsaws in so			
1. Duly accomplished				ict Management
original)	application form (1		orth, South, Cala	O
Urigiriai)		PCSDS Web		annan
2. Certification that c	haineaw ie			icipal Disaster Risk
	by the office and used			ce/ DPWH/ Protected
			ement Office)	ce/ DI VVII/ I Totected
	specify) (1 original) of Permit fee amounting		hier or Collectin	a Officer (Main
	tocopy of official receipt			Center/ Landbank
or transaction receipt		,	•	Scash/Any other
or transaction receipt)		orized Online Pa	,
-Permit to Purchase		OOD-Addit		ymont i Ortais
PHP 500.00				
-Certification of No Pe	ending Case			
PHP 50.00	Sharing Gado			
-Legal Research Fund	d			
PHP 10.00	u			
4. Certification of No	Pending Case	PCSDS to Is	ssue Automatica	llv
	ntities that can show sa			•
-	s is for a legal purpose		μ.	
Duly accomplished	<u> </u>		rict Managemen	nt Division – North,
original)		South, Calar	•	,
,		,		
		PCSDS Web	osite	
2. Affidavit that the cl	hainsaw will be used for	Notary Publi	С	
personal and for a	legal purpose;			
	cuments showing the	Applicant/ D	ENR-CENRO/ N	/Junicipal Agriculture
_		Office/ PCA		, ,
character of the	use of chainsaw unit/s	,		
applied for				
4. Proof of Payment of	of Permit fee amounting	PCSDS Cas	hier or Collectin	g Officer (Main
to Php 560.00 (1 pho	tocopy of official receipt	Office)/ Mon	ey Remittance C	Center/ Landbank
or transaction receipt)	Electronic Pa	ayment Portal/ C	Gcash/Any other
		PCSD-Autho	orized Online Pa	yment Portals
-Permit to Purchase				
PHP 500.00				
-Certification of No Per PHP 50.00	ending Case			
-Legal Research Fund	Ч			
PHP 10.00	u			
5. Certification of No	Pending Case	PCSDS to Is	ssue Automatica	llv
CLIENTS STEPS	AGENCY ACTION		PROCESSING	
JEIEITI O OI EI O	AGENOT ACTION	BE PAID	TIME	RESPONSIBLE
1. Submit required	1.1 Receive, check for	None	15 minutes	District Manager
Jaziini roquirou	1 1.0000, 0.1001.101	1		2.00.100 Managor



	-			PUSD
documents to the PCSDS District Management Office concerned (North, South, Calamian)	completeness and record documents with tracking number			District Management Office- DMD North/ South/Calamian
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 Client Satisfaction Form, conform with the terms and conditions and receive the Permit to Purchase	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 District Management Office-DMD North/South/ Calamian
		Php 560.00	6 days, 3 hours and 45 minutes	

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



100. 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 D	ivisions (DMI	Ds)	
Classification:	Complex			
Type of	G2C – Government to Citizen			
Transaction:		G2G – Government to Government		
Who may avail:	Qualified person to who	Qualified person to whom a chainsaw unit is to be donated		
Checklist OF F	REQUIREMENTS		WHERE TO S	ECURE
1. Duly accomplished	Application Form (1			ict Management
original copy)	• • • • • • • • • • • • • • • • • • • •		orth, South, Cal	amian
		PCSDS Web	osite	
	requirements with the	Applicant/Pro	oponent	
	e (See Service No. 96)			
3. Certificate of Regi original copy)	stration of the Donor (1	Original chai	nsaw owner	
4. Proof of Payment of	f fees amounting to	PCSDS Cas	hier or Collectin	g Officer (Main
	opy of official receipt or	,	•	Center/ Landbank
transaction receipt)				Gcash/Any other
D :: . T	D (1)	PCSD-Autho	orized Online Pa	nyment Portals
-Permit to Transfer by	Donation			
PHP 500.00 -Certification of No Pe	anding Casa			
PHP 50.00	riuling Case			
-Legal Research Fund	1			
PHP 10.00	•			
5. Certification of No I	Pending Case	PCSDS to Is	sue Automatica	lly
CLIENTS STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
		BE PAID	TIME	RESPONSIBLE
Submit required	1.1 Receive, check for			
		None	30 minutes	District Manager
documents to the	completeness and	None	30 minutes	District Manager District Management
PCSDS District		None	30 minutes	District Manager District Management Office- DMD North/
PCSDS District Management	completeness and	None	30 minutes	District Manager District Management
PCSDS District Management Office concerned	completeness and	None	30 minutes	District Manager District Management Office- DMD North/
PCSDS District Management Office concerned (North, South,	completeness and	None	30 minutes	District Manager District Management Office- DMD North/
PCSDS District Management Office concerned	completeness and	None	30 minutes	District Manager District Management Office- DMD North/
PCSDS District Management Office concerned (North, South, Calamian)	completeness and	None		District Manager District Management Office- DMD North/ South/Calamian
PCSDS District Management Office concerned (North, South,	completeness and records documents		30 minutes 1 day	District Manager District Management Office- DMD North/
PCSDS District Management Office concerned (North, South, Calamian) 2. Participate in the	completeness and records documents 2.1 Conduct field validation	None	1 day	District Manager District Management Office- DMD North/ South/Calamian District Manager District Management Office- DMD North/
PCSDS District Management Office concerned (North, South, Calamian) 2. Participate in the	completeness and records documents 2.1 Conduct field validation 2.2 Prepare evaluation			District Manager District Management Office- DMD North/ South/Calamian District Manager District Management
PCSDS District Management Office concerned (North, South, Calamian) 2. Participate in the	completeness and records documents 2.1 Conduct field validation 2.2 Prepare evaluation report, Certificate of	None	1 day	District Manager District Management Office- DMD North/ South/Calamian District Manager District Management Office- DMD North/
PCSDS District Management Office concerned (North, South, Calamian) 2. Participate in the	completeness and records documents 2.1 Conduct field validation 2.2 Prepare evaluation report, Certificate of No Pending Case and	None	1 day	District Manager District Management Office- DMD North/ South/Calamian District Manager District Management Office- DMD North/
PCSDS District Management Office concerned (North, South, Calamian) 2. Participate in the	completeness and records documents 2.1 Conduct field validation 2.2 Prepare evaluation report, Certificate of	None	1 day	District Manager District Management Office- DMD North/ South/Calamian District Manager District Management Office- DMD North/
PCSDS District Management Office concerned (North, South, Calamian) 2. Participate in the	completeness and records documents 2.1 Conduct field validation 2.2 Prepare evaluation report, Certificate of No Pending Case and Permit to Transfer by	None	1 day	District Manager District Management Office- DMD North/ South/Calamian District Manager District Management Office- DMD North/



				PCSD
	approval the Permit to Transfer by Donation and			
	2.4 Forward the documents to OED	None	1 day	
	2.5 Approve the Permit to Transfer by Donation	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
		None	30 minutes	Records PCSD Main Office – Office of the Executive Director District Manager District Management Office- DMD North/ South/Calamian
-	 TOTAL:	Php 560.00	6 days and 4 hours	
L			Hours	

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

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

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

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



				PUSD
1. Duly accomplished	Application Form (1	PCSD Main	Office and Distr	ict Management
original)		Division – North, South, Calamian		
		PCSDS Website		
	2. Same qualification requirements with the		Requesting party/ proponent/ applicant	
	(See Service No. 96)		n	
3. Proof of death of the		Municipal civ	registry	
	Death Certificate (1			
photocopy)	stration of the Decedent	Original shai	noow owner	
(1 original)	tration of the Decedent	Original Chai	risaw owner	
5. Stencil of Engine	e Serial Number (1	PCSDS Dist	rict Managemen	nt Division – North,
original)	5 Ochai Mamber (1	South, Calar		it Division Troitin,
	n by the applicant, such			
	element or its equivalent			
(1 photocopy)				
\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	of Permit fee amounting	PCSDS Cas	hier or Collectin	g Officer (Main
	photocopy of official			
receipt or transaction	on receipt)			Gcash/Any other
	1		rized Online Pa	,
CLIENTS STEPS	AGENCY ACTION		PROCESSING	
4.0.1	4.4.0	BE PAID	TIME	RESPONSIBLE
1. Submit required	1.1 Receive, check for	None	30 minutes	District Manager
documents to the PCSDS District	completeness and record documents			District Management
Management	lecord documents			Office- DMD North/
Office concerned				South/Calamian
(North, South,				Codin Galarman
Calamian)				
2. Participate in the	2.1 Conduct field		1 day	District Manager
field validation	validation		-	District
		None		Management
				Office- DMD North/
	2.2 Propore evaluation		1 dov	South/Calamian
	2.2 Prepare evaluation report, Certificate of		1 day	
	No Pending Case and			
	Permit to Transfer			
	Certificate of			
	Registration by			
	Succession and			
	forward to Division			
	Head			
	2.3 Recommend for	None	3 hours	Division Chief
	approval the Permit to			District
	Transfer Certificate of			Management Office
	Registration and			(North, South,
	O A famous and the c	Nian-	A -1	Calamian)
	2.4 forward the	None	1 day	Division Chief
	documents to OED	1		District



_				PCSD
				Management Office (North, South, Calamian)
	2.5 Approve the Permit to Transfer Certificate of Registration	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	2 days	Deputy Executive Director PCSDS Main Office-Office of the Executive Director
PCSD Main Office or 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:	Php 560.00	7 days and 4 hours	

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

102. Issuance of Chainsaw Registration

The service may be availed by any qualified person who intends to secure Certificate of Registration (COR) for their chainsaw unit and be used in the province of Palawan. Provided, that only person who possess the qualifications enshrined in PCSD Admin Order No. 7 (Sec) 8.1.

The COR shall be valid for two (2) years upon issuance, renewable for the same period for those issued to individual or entities whose line of business or work are related to wood and/or timber production, processing and trade.

The COR shall be valid for five (5) years upon issuance, for those issued to non-commercial orchard and fruit tree farmers, and similar individuals or entities whose line of business or work are not related to wood and/or timber production, processing and trade. Renewal shall be of the same period, unless otherwise revoked by the issuing authority.



Provided further, that in cases where the qualification of registered owners is based upon any permit/instrument issued by other agencies (ex. CBFM, PLTP, etc.), the revocation/expiration of such permit/instrument shall automatically cause the revocation of the COR.

Office/Division:	District Management Divisions (DMDs)			
Classification:	Complex			
Type of	G2C – Government t	to Citizon		
Transaction:	G2B – Government t			
Transaction.				
Who may avail:	G2G – Government to Government			
willo illay avail.	Those who have secured Permit to Purchase and bought the A size and from a size and dealers or from a size and dealers o			
	chainsaw from authorized /registered dealer or from registered			
	l '	chainsaw owner (New)		
	 I hose who still have Certificate of Reg 	ave the qualification to possess/renew the		
	Receiver of dona			
Chapteliat OF DE		ent by succession		
Checklist OF RE	EQUIREMENTS	WHERE TO SECURE		
New Application	-1			
• For Pur		Degreeting party/preparaty/anti-act/ DOCDO		
Permit to Purchase	e (1 originai)	Requesting party/ proponent/ applicant/ PCSDS		
		District Management Division – North, South,		
		Calamian		
2 Official Descript of t	ha nurahaaad	PCSDS Website PCSD-authorized chainsaw dealer		
2. Official Receipt of t	authorized dealer or	PCSD-authorized chainsaw dealer		
Deed of Sale if bought from the private				
registered owner (1 photocopy) 3. Permit to Sell and Certificate of		Client		
	ght from registered-	Ollerit		
owner (1 original)	giit iioiii registereu-			
4. Stencil of serial nur	mber (1 original)	PCSDS District Management Division – North,		
		South, Calamian		
5. Proof of Payment o		PCSDS Cashier or Collecting Officer (Main Office)/		
Php 160.00 (1 photoc		Money Remittance Center/ Landbank Electronic		
or transaction receipt)		Payment Portal/ Gcash/ Paynamics/Any other		
Damait Fa		PCSD-Authorized Online Payment Portals		
-Permit Fee:	on on other time \			
PHP 100.00 (for r				
- Certification of No Po	ending Case			
PHP 50.00				
- Legal Research Fund PHP 10.00				
6. Certificate of No Pe	ending Case	PCSDS to Issue Automatically		
For Dor		i CCDC to 10000 / totomationity		
1.Permit to Transfer b		Client		
original)	y Donation (1			
2. Deed of Donation (1	copy)	Notary Public		
	r <i>J</i> /	,		



		PUSD
3.	Stencil of serial number (1 original)	PCSDS District Management Division – North,
L		South, Calamian
4.	Proof of Payment of Permit fee	PCSDS Cashier or Collecting Officer (Main Office)/
	amounting to Php 160.00 (1 photocopy	Money Remittance Center/ Landbank Electronic
	of official receipt or transaction receipt)	Payment Portal/ Gcash/ Paynamics/Any other
		PCSD-Authorized Online Payment Portals
5.	Certificate of No Pending Case	PCSDS to Issue Automatically
	For Succession	
	Permit to Transfer Certificate of	Client
Re	egistration by succession (1 original)	
2.	Stencil of serial number (1 original)	PCSDS District Management Division – North, South, Calamian
3.	Proof of Payment of Permit fee	PCSDS Cashier or Collecting Officer (Main Office)/
an	nounting to Php 560.00 (1 photocopy of	Money Remittance Center/ Landbank Electronic
off	ficial receipt or transaction receipt)	Payment Portal/ Gcash/ Paynamics/Any other
		PCSD-Authorized Online Payment Portals
4.	Certificate of No Pending Case	PCSDS to Issue Automatically
Re	enewal. The requirements for renewal	differ from one category to another, which are
he	reunder enumerated as follows:	
	• Holder/s of Production Sharing Agre	ement, Co-Production Sharing Agreement, PLTP,
	SPLTP, CBFMA, IFMA, SIFMA, PCA issue	ed permits, and other similar tenurial instruments
1.	Copy of the Certificate of Registration	Client
	(1 original)	
2.	Tenurial instrument in the name of the	Client/ DENR-CENRO/ Philippine Coconut
	applicant (1 photocopy)	Authority
3.	Stencil of serial number	PCSDS District Management Division - North,
		South, Calamian
4.	Proof of Payment of Renewal fee	PCSDS Cashier or Collecting Officer (Main
	amounting to Php 560.00 (1	Office)/ Money Remittance Center/ Landbank
	photocopy of official receipt or	Electronic Payment Portal/ Gcash/ Paynamics/
	transaction receipt)	Any other PCSD-Authorized Online Payment
	· · · · · · · · · · · · · · · · · · ·	Portals
5.	Certificate of No Pending Case	PCSDS to Issue Automatically
•		
1.	Certificate of Registration (1 original)	Client
	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	Danainga,
	orchard or tree farmer (1 original	
	copy)	
4	Copy of Original Certificate of Title	Requesting party/ proponent/ applicant / Office of
٦.	(OCT) / Transfer Certificate of Title	the Registry of Deeds
	(TCT) / other documents that can	The region y or Deeds
	` ,	
	prove ownership or legitimate	
	possession of a piece of agricultural	
	land (e.g. Tax Declaration with Bgy.	
	Certification of Actual Occupancy) (1	



		FUOD
	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/ Paynamics/Any other
	transaction receipt)	PCSD-Authorized Online Payment Portals
7.	Certificate of No Pending Case	PCSDS to Issue Automatically
	Industrial Tree Farmer	
	Copy of the Certificate of Registration	Client
1.	(1 original)	Chork
2		DENR-CENRO/ Municipal Assessor's Office
۷.	Certificate of tree plantation or similar	
	instrument or Tax Declaration (1	
_	Photocopy)	0
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)/
	amounting to Php 560.00 (1 photocopy	Money Remittance Center/ Landbank Electronic
	of official receipt or transaction receipt)	Payment Portal/ Gcash/ Paynamics/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
	original)	
_	Copy of Permit to Operate as wood	DENR
	ocessor	
ייק	5000001	
3.	Copy of Wood Processing	Local Government Unit concerned
	tablishment Permit or similar business	
ре	rmits	
	Notarized Certification of legal source of	DENR
	w materials and proof of compliance	_
	th E.O.23 (proof of sustainable use of	
	gally cut logs for a period of at least 5	
	ars)	
	Stencil of serial number	PCSDS District Management Division – North,
J.	Oterion of Serial Hullinel	South, Calamian
G	Droof of Doymont of Dormit foo	
О.	Proof of Payment of Permit fee	PCSDS Cashier or Collecting Officer (Main Office)/



					РСЗБ
an	nounting to Php 560	.00 (1 photocopy of	Money Remittance Center/ Landbank Electronic		
official receipt or transaction receipt)		Payment Portal/ Gcash/ Paynamics/Any other			
	·	. ,	PCSD-Authorized Online Payment Portals		
7.	Certificate of No Pe	nding Case	PCSDS to Issue Automatically		
		overnment, such as		•	ted Area
		CCs that use chain			
1.	Certificate of Regis		Client		
	Certification from H		Concerned Of	fice	
	his/her authorized i	representative that			
	chainsaws are own	•			
	the office and used				
	(specify) (1 original				
3.	Stencil of serial nur	mber	PCSDS Distric	ct Management Div	vision – North,
			South, Calami		
4.	Proof of Payment of	of Renewal fee		er or Collecting Off	
	amounting to (1 ph			ance Center/ Land	
	receipt or transaction	on receipt)		al/ GCash/ Paynam	
				zed Online Payme	nt Portals
5.	Certificate of No Pe			ue Automatically	
	Other persons/entities that can show satisfactory proof that the possession and/or				
	use of chainsaws is for a legal purpose				
1.		the Certificate of	Client		
_	Registration				
2.		chainsaw will be	Notary Public		
	•	I and for a legal			
	purpose		A 1: 1/ DE	ND OFNDO/Maria	in al. A sod a oltona
3.	Other legal docun		• •	NR-CENRO/ Munic	cipai Agriculture
		se and permanent	Office/ PCA		
		use of chainsaw			
1	unit/s applied for	orial number	DCSDS Dietri	at Management Div	vicion North
4.	Stencil of engine se	enai numbei	PCSDS District Management Division – North, South, Calamian		
5 1	Renewal fee (1 ph	notocony of official	PCSDS Cashier or Collecting Officer (Main Office)/		
J.1	receipt or transacti		Money Remittance Center/ Landbank Electronic		
	receipt of transacti	οπ τουσιμί <i>)</i>	Payment Portal/ GCash/ Paynamics/Any other		
			PCSD-Authorized Online Payment Portals		
6.	Certificate of No Pe	nding Case		ue Automatically	i Ortaio
	CLIENTS STEPS	AGENCY ACTION	FEES TO BE		PERSON
			PAID	TIME	RESPONSIBLE
1	. Log-in at	1.1 Check the	None	30 minutes	District
	ww.pcsdbrain.com	completeness of			Manager
	nd register/sign-in.	the submitted			District
	to to the	application. If			Management
d	ashboard and	found appropriate			Office- DMD
а	pply here: click	and complete,			North/ South/
	hainsaw	receive the			Calamian
R	egistration. Open	application. For			
	pplication form,	deficient			
	omplete required	submissions,			
		· · · · · · · · · · · · · · · · · · ·			



			PCSD
reject application and inform client of deficiency/ lacking information/ requirement			
submit evaluation report for review and recommendation (for New	None	1 day	
1.3 Review the evaluation report and recommend for approval (for New Application only)	None	1 day	
2.1. Conduct field validation (for renewal only)	None	1 day	District Manager 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	
3.1 Approve the application	None	2 days	Executive Director PCSD Main Office-Office of the Executive Director
TOTAL:	Starts at PHP 160.00	5 days and 30 minutes	
	Total fees to be paid depends upon the type of		
	and inform client of deficiency/ lacking information/ requirement 1.2 Prepare and submit evaluation report for review and recommendation (for New Application only) 1.3 Review the evaluation report and recommend for approval (for New Application only) 2.1. Conduct field validation (for renewal only) 2.2. Prepare evaluation report (for renewal only) 2.3. Review and recommend for approval the Certificate of Registration 3.1 Approve the application	and inform client of deficiency/ lacking information/ requirement 1.2 Prepare and submit evaluation report for review and recommendation (for New Application only) 1.3 Review the evaluation report and recommend for approval (for New Application only) 2.1. Conduct field validation (for renewal only) 2.2. Prepare evaluation report (for renewal only) 2.3. Review and recommend for approval the Certificate of Registration 3.1 Approve the application 3.1 Approve the application TOTAL: Starts at PHP 160.00 Total fees to be paid depends upon the	and inform client of deficiency/ lacking information/ requirement 1.2 Prepare and submit evaluation report for review and recommendation (for New Application only) 1.3 Review the evaluation report and recommend for approval (for New Application only) 2.1. Conduct field validation (for renewal only) 2.2. Prepare evaluation report (for renewal only) 2.3. Review and recommend for approval the Certificate of Registration 3.1 Approve the application 3.1 Approve the application Total fees to be paid depends upon the type of

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



103. Issuance of Permit to Sell

Office/Division:

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.

District Management Divisions (DMDs)

Classification:	Complex					
Type of	G2C – Government to Citizen					
Transaction:	G2B – Government to Business					
Who may avail: Chainsaw owner with valid PCSD Certificate of Registration						
Checklist OF I	REQUIREMENTS		WHERE TO SE	CURE		
original)			Office District Morth, South, Cala			
2 Certificate of Regis	stration (1 original)	Client	3310			
 2. Certificate of Registration (1 original) 3. Payment fee (1 photocopy of official receipt or transaction receipt) - Permit to Sell PHP 100 - Certification of No Pending Case PHP 50 - Legal Research Fund 						
PHP 10						
PHP 10 CLIENTS STEPS	AGENCY ACTION	FFFS TO	PROCESSING	PERSON		
CLIENTS STEPS	AGENCY ACTION	FEES TO	PROCESSING TIME			
-	1.1 Receive, check for completeness and record documents	FEES TO BE PAID None	PROCESSING TIME 30 minutes	RESPONSIBLE District Manager District Management Office- DMD North/		
1. Submit required documents to the PCSDS District Management	1.1 Receive, check for completeness and	BE PAID	TIME	RESPONSIBLE District Manager District Management		
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 Sell and forward to Division	None	TIME 30 minutes	RESPONSIBLE District Manager District Management Office- DMD North/ South/Calamian District Manager District Management Office- DMD North/		
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 Sell and forward to Division Head 1.3. Recommend for	None None	TIME 30 minutes 1 day	RESPONSIBLE District Manager District Management Office- DMD North/ South/Calamian District Manager District Management Office- DMD North/		



				PCSD
	Permit to Sell			PCSDS Main
				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 Office	and conditions, record			PCSDS Main
or concerned	the Permit to Sell,			Office-Office of the
District	release 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
Permit to Sell and				
conform with the				
terms and				
conditions				
	TOTAL:	Php 160.00	5 days and 4	
			hours	

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

104. Issuance of Special Use Permit

This service may be availed by any person who does not own a chainsaw unit but possesses any of the qualifications to purchase OR any person who is not qualified to purchase and own a chainsaw unit but has a valid purpose for the use thereof as determined by the PCSDS. The client may apply for the special use of another person's registered chainsaw unit and may be issued an SUP. The registered owner himself may also be the applicant for an SUP in cases where he has other valid/legal purpose for the use of a chainsaw unit but which purpose is not stated in his Certificate of Registration.

Office/Division:	District Management I	District Management Divisions (DMDs)				
Classification:	Complex					
Type of	G2C – Government to	Citizen				
Transaction:	G2B – Government to	Business				
	G2G – Government to	Government				
Who may avail:	 Person who does not have chainsaw but has valid purpose for the use of chainsaw Registered chainsaw owner who has valid purpose for the use of the chainsaw not specified in the Certificate of Registration 					
Checklist OF R	REQUIREMENTS WHERE TO SECURE					
	egistration of the					
chainsaw being ap						
Permit (1 photocopy	/)					



2. If trees to be cut are for commercial purposes, copy of the draft contract, Memorandum of Agreement, Special Power of Attorney or any similar instrument showing an agreement between the tree owner and the chainsaw owner (whoever is the applicant) (1 photocopy)	Client/ Notary Public
3. Proof that the use applied for is valid and legal (1 photocopy)	Permit to cut from DENR/PCA/OMA
4. Payment fee (1 photocopy of official receipt or transaction receipt) - Special Use Permit PHP 300	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Paynamics/Any other PCSD-Authorized Online Payment Portals
- Certification of No Pending Case PHP 50	

- Legal Research Fund PHP 10

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 Special Use Permit. Open application form, complete required fields and upload requirements and submit application	1.1 Check the completeness of the submitted application. If found appropriate and complete, receive the application. For deficient submissions, reject application and inform client of deficiency/lacking information/requirement	None	30 minutes	District Manager District Management Office- DMD North/ South/ Calamian
2. Participate in the field evaluation (for renewal only)	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	3.1 Approve the application	None	2 days	Executive Director PCSD Main Office-



approved, fill up				Office of the
feedback form to print				Executive Director
approved SUP and				
conform with the terms				
and conditions.				
	TOTAL:	Php 360.00	5 Days and 30	
			minutes	

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

105. 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 0	Citizen		
Transaction:	G2B – Government to E	Business		
	G2G – Government to 0	Government		
Who may avail:	 Special Use Permitte 	e with an expired / or near to expire permit (Sec		
	9.3 of PCSD Admin C	Order No. 7)		
	 Chainsaw owner who 	intends to transport the unit outside the		
	municipality of registration			
	mamorpanty or region			
Checklist OF I	REQUIREMENTS	WHERE TO SECURE		
Checklist OF I 1. Duly accomplished	REQUIREMENTS			
	REQUIREMENTS	WHERE TO SECURE		
1. Duly accomplished	REQUIREMENTS	WHERE TO SECURE PCSD Main Office and District Management Division - North, South, Calamian		
Duly accomplished original)	REQUIREMENTS Application Form (1	WHERE TO SECURE PCSD Main Office and District Management Division - North, South, Calamian PCSDS Website		
Duly accomplished original) Certificate of Regis	REQUIREMENTS Application Form (1 stration (1 photocopy)	WHERE TO SECURE PCSD Main Office and District Management Division - North, South, Calamian PCSDS Website Chainsaw owner		
Duly accomplished original) Certificate of Regis	REQUIREMENTS Application Form (1 stration (1 photocopy)	WHERE TO SECURE PCSD Main Office and District Management Division - North, South, Calamian PCSDS Website Chainsaw owner Requesting party/ proponent/ applicant /		
Duly accomplished original) Certificate of Regis	REQUIREMENTS d Application Form (1 stration (1 photocopy) Use Permit (For Special	WHERE TO SECURE PCSD Main Office and District Management Division - North, South, Calamian PCSDS Website Chainsaw owner		



4. Payment fee (1 photocopy of official PCSDS Cashier or Collecting Officer (Main receipt or transaction receipt)

Transport Permit PHP 100

Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals

Certification of No Pending Case PHP 50

Legal Research Fund PHP 10				
CLIENTS STEPS	AGENCY ACTION	FEES TO	PROCESSING	
		BE PAID	TIME	RESPONSIBLE
1. 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	District Manager 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 PCSD Main Office or concerned District Management Office (North, South, Calamian), fill up Client	2.1 Explain the terms and conditions, record the Transport Permit, releases the Permit	None	30 minutes	Records PCSDS Main Office-Office of the Executive Director District Manager District Management



Satisfaction Form,				Office- DMD North/
Receive the				South/Calamian
Transport Permit				
and conform with				
the terms and				
conditions				
	TOTAL:	Php 160.00	5 days and 4	
		Į.	hours	

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

106. 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 e	ngage in the bu	ying and selling
	chainsaw units and/or t	heir spare pa	arts.	
Checklist OF RE	EQUIREMENTS	WHERE TO SECURE		
1. Duly accomplished App	plication Form (1	PCSD Main Office and District Management		
original)		Division - No	orth, South, Calan	nian
		D00D014/	.,	
		PCSDS Web		
2. Business operation per	` ' ' ' '		al Government	Unit (Mayor's
		Permit)	O !! .:	000 (14)
, ,	opy of official receipt or	PCSDS Cashier or Collecting Officer (Main		
transaction receipt)		Office)/ Money Remittance Center/		
- Dealership Permit		Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online		
PHP 1,000		Payment Portals		nonzea Online
- Certification of No Pending Case		aymont ondio		
PHP 50	ing Case			
1111 30				
- Legal Research Fund				
PHP 10				
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	1.2 Prepare evaluation	None	1 day	Office- DMD



				PUSD
concerned (North, South, Calamian)	report, Certificate of No Pending Case and Dealership/Distribution Permit and forward to Division Head			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 Client Satisfaction Form, Receive the Dealership/ Distribution Permit and conform with the terms and conditions	2.1 Explain the terms and conditions, record the Dealership/Distribution Permit, release the Permit	None	30 minutes	Records PCSDS Main Office-Office of the Executive Director District Manager District Management Office- DMD North/ South/Calamian
	TOTAL:	Php 1,060.00	5 days and 4 hours	

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

107. 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:	S25 Covernment to Business				
Who may avail:	Person who intends to engage in the business of repairing chainsaw				
•	units	0 0	·	0	
Checklist OF F	REQUIREMENTS		WHERE TO SE	CURE	
Duly accomplished original)	Application Form (1		PCSD Main Office and District Management Division - North, South, Calamian		
		PCSDS Web			
2. Business operation		DTI and Local Government Unit (Mayor's Permit)			
3. Payment fee (1 receipt or transaction)-Permit to Operate Se	on receipt)	Office)/ Mon Electronic Pa	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals		
PHP 500		i COD-Autile	JIIZEU OIIIIIIE I 8	lyment i ortais	
-Certification of No Pe					
-Legal Research Fund PHP 10					
CLIENTS STEPS	AGENCY ACTION		PROCESSING		
		BE PAID	TIME	RESPONSIBLE	
Submit required documents to the PCSDS District	1.1 Receive, check for completeness and record documents	None	30 minutes	District Manager District Management	
Management Office concerned (North, South, Calamian)	1.2 Prepare evaluation report, Certificate of No Pending Case and Permit to Operate Service/Repair Shop and forward to Division Head	None	1 day	Office- DMD North/ South/Calamian	
	1.3 Recommend for approval the Permit to Operate Service/ Repair Shop	None	3 hours		
	1.4 Forward the documents to OED	None	1 day		
	1.5 Approve the Permit to Operate Service/ Repair Shop	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	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:	Php 560.00	5 days and 4	
	- - -		hours	

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

108. 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 0	G2C – Government to Citizen		
Transaction:	G2C – Government to E	Business		
	G2G - Government to 0	Government		
Who may avail:	Owner of registered cha	ainsaw		
Checklist OF F	REQUIREMENTS		WHERE TO SE	CURE
1. Letter of Intent	Letter of Intent Client			
2. An affidavit (attesting to the fact of any		Notary Publi	c	
change, alteration, de	facement or			
detachment/removal of the metal seal from				
the chainsaw unit, the reasons thereof and				
the fact that the same was without his				
(registered owner's) intervention)				
3. Temporary surrender of chainsaw unit		Client		
4. Certificate of Registration (1 original		Client		
copy)				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



				PCSD
Submit requirements to the PCSDS District	1.1 Receive, check for completeness, accept the chainsaw unit and record documents	None	30 minutes	District Manager District Management Office- DMD North/
Management Office concerned (North, South, Calamian)	1.2 Prepare report and transmittal for the reissuance of metal seal and forward to Division Head	None	1 days	South/Calamian
	1.3 Recommend for reissuance of metal seal	None	3 hours	
	1.4 Forward to OED	None	1 day	
	1.5 Approves the request and forwards to EZMED for Reissuance of metal seal	None	2 days	Executive Director PCSDS Main Office-Office of the Executive Director
	1.6 Issue metal seal and mark the COR and forward to Central Registry	None	30 minutes	Division Chief PCSDS Main Office-ECAN Zones Management and Enforcement Division
	1.6 Record and release, notify and transmit to concerned DMOs	None	1 day	District Manager District Management Office- DMD North/ South/Calamian
2. Proceed to the PCSD Main Office or concerned District Management Office (North, South, Calamian), fill up Client Satisfaction Form, receive the COR and chainsaw unit	2.1 Attach the metal seal, record the COR, and release both.	None	30 minutes	District Manager District Management Office- DMD North/ South/Calamian
	TOTAL:	None	5 days, 4 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 PCSDS Client Satisfaction Measurement 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 by the designated officer 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 PCSDS Client 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 complainedIncidentEvidence		
	For inquiries and follow-ups, clients may contact the following telephone number: (048) 434 4235.		
How complaints are processed	The Information Desk Officer/PACD designated officer will immediately refer all negative feedbacks/complaints to Divisions concerned for corrective action. Concerned division chief/s shall investigate and evaluate the received negative client feedbacks/complaints who shall call the attention of his/her staff identified in the complaints and do the corresponding corrective action.		
	If no particular staff is indicated in the		



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



VII. List of Offices

Office	Address	Contact Information
Main Office	PCSD Building Sports Complex Road, Santa Monica, Puerto Princesa City, Palawan	(048) 434 4235 oed@pcsd.gov.ph
District Management Offices		
District Management Division-Calamian	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	oea e posa.gov.pm