

CITIZEN'S CHARTER

2023 (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.



V. List of Service

Main Office	8
External Services	8
1. Geographic Information System, Mapping and Map Printing Services	9
2. Request for Environmental Laboratory (Water Quality Analysis) Services	12
3. Request for Environmental Library (Knowledge Center) Services	15
4. Request for Technical Assistance in the Preparation of Cave Management Plans	17
5. Request for Approval of Ten-Year Ecological Solid Waste Management Plans	20
6. Request for ECAN Map Updating	23
7. Request for PCSD Approval of ECAN Map	27
8. Request for Certified True Copy of Documents	30
9. Request for Issuance of Gratuitous Permit	32
10. Issuance of CITES Import Permit or Non-CITES Certification	35
11. Issuance of CITES Export or Re-Export Permit /Non-CITES Export or Re-Export Certification	37
12. Issuance of Wildlife Clearance	40
13. Issuance of Bioprospecting Undertaking (BU)	42
14. Issuance of Deputation Order	46
15. Issuance of Certification as to whether or not PCSD permit/s is/are issued to particul individual/s or entity/ies/ chainsaw unit is registered or covered by existing and valid PC Special Use Permit	CSD 48
16. Request for Enforcement-related Data/Information and Wildlife-related Data/Informat	tion49
17. Request for a Written Legal Opinion/Comment/ Position Paper	
18. Request for Case Evaluation	52
19. Request for Case build up/Filing of Cases	54
20. Request for Legal Assistance (inquest)	
21. Request for Request for brochures, booklets, pamphlets, modules, newsletters, post videos, photographs and/or IEC materials	-
22. Request for Orientation/Briefing/IEC/Resource Person	58
23. Request for Interviews	59
24. Request for Documentation (Photo/Video)	61
25. Request for the Use of Palawan Sustainable Development Training Institute (PSDTI) Barangay Irawan, Puerto Princesa City	
26. Request for Capability Building/Training/Workshop	64
27. Request for Assistance in the Design of Flagship Species and related materials and planning of community event/s or activity/ies	65
28. Collection Services External Service	66
29. Disbursement Services for Simple Transactions	78
30. Disbursement Services for Complex Transactions	02



	31. Disbursement Services for Highly Technical Transactions	98
	32. Procurement of Goods, Consulting Services, and Infrastructure Negotiated Procurement: Agency-to-Agency	. 108
	33. Negotiation on Procurement of Consulting Services, and Infrastructure Negotiated Procurement: Adjacent or Contiguous	. 110
	34. Submission of Quotation for Procurement of Goods - Alternative Mode of Procureme Direct Contracting of Goods	
	35. Negotiate for Procurement of Goods, Consulting Services, and Infrastructure Emergency Cases	. 118
	36. Submission of Bid for Procurement of Consulting Services Negotiated Procurement: Highly Technical Consultants	. 121
	37. Submission of Quotation for Procurement of Goods Negotiated Procurement - Lease Real Property and Venue	
	38. Submission of Bid for Procurement of Goods, Consulting Services, and Infrastructur Alternative Mode of Procurement: Limited Source Bidding	
	39. Submission of Bid for the Procurement of Goods, Consulting Services, and Infrastructure Competitive Bidding/Public Bidding	. 133
	40. Procurement of Goods Alternative Mode of Procurement: Repeat Order	. 138
	41. Procurement of Infrastructure, Goods and Consulting Services Negotiated Procurement: Scientific, scholarly or artistic work, exclusive technology and media services	. 140
	42. Procurement of Goods Alternative Modes of Procurement: Shopping under Section 52.1(a): Unforeseen Contingency	. 143
	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	. 146
	44. Submission of Quotation for Procurement of Goods, Consulting Services Negotiated Procurement: Small Value Procurement	
	45. Submission of Bid for Procurement of Goods, Consulting Services, and Infrastructur Negotiated Procurement: Take-Over of Contracts	
	46. Procurement of Goods, Consulting Services, and Infrastructure Negotiated Procurement: Two-Failed Biddings	. 157
Inte	rnal Services	. 162
	47. PCSD Environmental Library and Knowledge Center Services	. 163
	48. Geographic Information System, Mapping and Map Printing Services	. 164
	49. Environmental Laboratory and Water Quality Analysis Services	. 166
	50. Request for Posting to PCSDS Official Social Media Site/s	. 168
	51. Request for Layout, Graphic Designs (Print, Visual)	. 169
	52. Request for Production of print materials and Lamination Services	. 170
	53. Request for Comment or Position Paper or Legal Opinion	. 172
	54. Request for Investigation	. 173
	55. Collection Service- Internal Services	. 174
	56. Screening of Applicants to Learning and Development (L&D) Intervention	. 175



57. Issuance of Employee's Service Certifications and Other Human Resource- Related Documents	. 177
58. Application for Vacant Position	. 178
59. Grievance Machinery Procedures	. 181
60. Filing for Leave of Absence	. 184
61. Filing of Monetization of Leave Credits	. 185
62. Troubleshooting Issues on Hardware and Software	. 187
63. Software and Hardware Installation	. 188
64. Data Storage and Backup	. 189
65. Website Posting	. 189
66. Issuance of Supplies	. 190
67. Issuance of Property and Equipment	. 191
68. Turn-In of Property and Equipment	. 192
69. Request for Fuel of Motor Vehicles	. 193
70. Request for Motor Vehicle and Driver Service	. 193
71. Request for Service of Messenger	. 194
72. Procurement of Goods, Consulting Services, and Infrastructure Negotiated Procurement: Agency-to-Agency	. 195
73. Procurement of Consulting Services, and Infrastructure Negotiated Procurement: Adjacent or Contiguous	. 197
74. Procurement of Goods, Consulting Services, and Infrastructure Alternative Mode of Procurement: Direct Contracting of Goods	. 201
75. Procurement of Goods Direct retail purchase of airline tickets	. 207
76. Request Procurement of Goods Direct retail purchase of Petroleum fuel, Oil and Lubricant (POL) products Reimbursement of DRP POL	. 209
77. Procurement of Goods Consulting Services, and Infrastructure Emergency Cases	. 210
78. Procurement of Consulting Services Negotiated Procurement: Highly Technical Consultants	. 214
79. Procurement of Goods Negotiated Procurement - Lease of Real Property and Venue	. 218
80. Procurement of Goods, Consulting Services, and Infrastructure Alternative Mode of Procurement: Limited Source Bidding	. 222
81. Procurement of Goods, Consulting Services, and Infrastructure Competitive Bidding/Public Bidding	. 229
82. Procurement of Goods Alternative Mode of Procurement: Repeat Order	. 238
83. Procurement of Consulting Services Negotiated Procurement: Scientific, scholarly or artistic work, exclusive technology and media services	
84. Procurement of Goods Alternative Modes of Procurement: Shopping under Section 52.1(a): Unforeseen Contingency	. 245
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	. 249
86. Procurement of Goods, Consulting Services Negotiated Procurement: Small Value Procurement	. 254



87. Procurement of Goods, Consulting Services, and Infrastructure Negotiated Procurement: Take-Over of Contracts	
88. Procurement of Goods, Consulting Services, and Infrastructure Negotiated Procurement: Two-Failed Biddings	265
District Management Divisions	271
External Services	271
89. Issuance of ECAN Zoning Certification	272
90. Issuance of SEP Clearance	275
91. Issuance of Certificate of Wildlife Registration	285
92. Issuance of Wildlife Special Use Permit for Other Uses	288
93. Issuance of Wildlife Farm Permit	292
94. Issuance of Wildlife Special Use Permit	296
95. Local Transport Permit (LTP) for Single Batch Shipment	300
96. Local Transport Permit (LTP) for Multiple Batch Shipment for RFF Species Only.	302
97. Issuance of Wildlife Collector's Permit for Species under AO12	304
98. Issuance of Wildlife Collector's Permit for Species under AO5	306
99. Issuance of Permit to Purchase	308
100. Issuance of Permit to Transfer Certificate of Registration by Donation	313
101. Issuance of Permit to Transfer Certificate of Registration by Succession	315
102. Issuance of Chainsaw Registration	317
103. Issuance of Permit to Sell	322
104. Issuance of Special Use Permit	324
105. Issuance of Transport Permit	325
106. Issuance of Dealership /Distribution Permit	327
107. Issuance of Permit to Operate Service/Repair Shop	329
108. Re-Issuance of Metal Seal	330



Main Office

External Services



1. Geographic Information System, Mapping and Map Printing Services

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

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

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

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

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



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



				PCSD
payment.		PHP 400		
		<u>A3 & Tabloid</u> <u>size:</u> 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	<i>Division Chief</i> PCSDS Main Office- ECAN Monitoring and Evaluation Division
3. Return to the PCSD Main Office GIS Unit and claim the requested map, sign the receipt form or logbook, and accomplish the Client Feedback Form at the GIS Unit	3.0 Record and release the requested map.	None	2 minutes	Division Chief PCSDS Main Office- ECAN Monitoring and Evaluation Division
	TOTAL:	Total cost per printed map ranges from Php 250.00 (for A4 size) to Php 2,000.00 (for A0 size).	6 hours, 14 minutes	



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

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

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

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

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

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

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

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

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

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



Division

Division Chief

				PCSD
	- Protect authonation and s - Other	rities of governm nal parks, protecto imilar entities	ement Boards or Mana ent-designated, recogn ed areas, critical habita ncies or Government o	ized or declared ts, watersheds
Checklist OF R	EQUIREMENTS		WHERE TO SECUR	E
1. EnviLab Services original copy only)	Request Form (1	PCSD Bldg.,	-EMED or Front Desk o Sports Complex Road, rto Princesa City.	
2. Request letter (1 o optional	riginal copy only)	Client to prov	vide this	
3. Water samples in s EnviLab-approved pa		ner upon prior ar other hand, th sampling cor approval by t container sho such as: For determin samples sho glass contain must be cove For Fecal co concentratior 250 milliliters For all the oth (to sterilize, v	ttles may be obtained fr rangement or coordinat he client may also provi atainer however, it must he EnviLab staff since to buld satisfy the laborato ation of Oil & Grease of uld be put in a sterilized her with at least 1 liter (L ered with aluminum foil. liform and Total colifo n: sterile glass containe (mL) in volume her parameters: sterile p vash and rinse with min ters (L) volume.	ion. On the ide their own have prior the type of ry standards oncentration: I wide-mouth .) in volume and orm r with at least
CLIENTS STEPS	AGENCY	FEES TO BE	PROCESSING TIME	PERSON
	ACTION	PAID		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 Division Chief PCSDS Main Office- ECAN Monitoring and Evaluation Division

None

30 minutes

1.2 Inspect and



fees at the PCSDS Cashier – Window 2 by showing the payment slip. *Make sure to secure Official Receipt that will be issued upon payment.	Per water quality parameter: Temperature – PHP 110 Settleable solids PHP 150 Salinity and	3 minutes	PCSDS Main Office- ECAN Monitoring and Evaluation Division Accountant III PCSD Main Office- Administrative and Finance Division
fees at the PCSDS Cashier – Window 2 by showing the payment slip. *Make sure to secure Official Receipt that will be issued upon payment.	parameter: Temperature – PHP 110 Settleable solids PHP 150 Salinity and	3 minutes	PCSD Main Office- Administrative and Finance
	Turbidity - PHP 170 Dissolved Oxygen (DO), pH – PHP 220 Color –PHP 290 Alkalinity, Hardness (total), Nitrogen, nitrite, nitrates, Phosphorous, phosphates – PHP 370 Total suspended solids, Total dissolved solids, and Chromium hexavalent – PHP 510 Fecal coliform, and Total coliform – PHP 650 Biochemical oxygen demand (BOD5),		



	•			PCSD
		Chemical oxygen demand (COD), Cyanide, and Oil & Grease – PHP 980		
	2.2 Analyze the samples, record results, prepare laboratory reports and forward the approve reports	None	7 days	Division Chief PCSDS Main Office- ECAN Monitoring and Evaluation Division
3. Return to the ECAN Monitoring and Evaluation Division on prescribed date, fill- up the Client Feedback Form and receive the laboratory test results.	3. Release laboratory test report	None	5 minutes	Division Chief PCSDS Main Office- ECAN Monitoring and Evaluation Division
	TOTAL:	Total cost of analysis per parameter ranges from Php 110.00 (for temperature) to Php 980.00 (for oil & grease, BOD, COD, and cyanide).	7 days, 41 minutes	

3. Request for Environmental Library (Knowledge Center) Services

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

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



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

Office/Division:	ECAN Monitoring an	d Evaluation Di	vision (EMED)	
Classification:	Simple		x 2	
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 ge	neral public		
	 Visitors of PC 	SDS		
Checklist OF R	EQUIREMENTS		WHERE TO SE	CURE
1. For Non-Student C Issued or Agency Ide photo (1 original copy	ntification Card with	the following: ((Passport), LT (Voter's ID), Po (agency or con	GSIS/SSS (UMII O (Driver's Licer ost Office (Posta npany ID), Senio	nse), PRC, Comelec
2. For Student Clients	: School ID/Library	IBIG, PhilHealt Student-client		the school, college,
card/Enrollment or re- original copy only)	gistration Form (1	or university re currently enroll	•	an where they are
CLIENTS STEPS	AGENCY ACTION		PROCESSING	
1. De sister is the	4. Dues dels shart	PAID	TIME	RESPONSIBLE
1. Register in the	1. Provide short	None	5 Minutes	Division Chief PCSDS Main
library visitor/client	briefing on library			Office- ECAN
logbook	policy and			UNICE- FUAN
1	introduction to			
	introduction to			Monitoring and
	Library Information			
2 Inform the librarian	Library Information System.	None	5 minutes	Monitoring and Evaluation Division
2. Inform the librarian	Library Information System. 2. Assist the	None	5 minutes	Monitoring and Evaluation Division Division Chief
of the data or	Library Information System. 2. Assist the visitor/client and	None	5 minutes	Monitoring and Evaluation Division <i>Division Chief</i> PCSDS Main
of the data or information needs,	Library Information System. 2. Assist the visitor/client and Respond to client	None	5 minutes	Monitoring and Evaluation Division <i>Division Chief</i> PCSDS Main Office- ECAN
of the data or information needs, Browse library	Library Information System. 2. Assist the visitor/client and Respond to client query or provide	None	5 minutes	Monitoring and Evaluation Division <i>Division Chief</i> PCSDS Main Office- ECAN Monitoring and
of the data or information needs, Browse library materials and Return	Library Information System. 2. Assist the visitor/client and Respond to client query or provide additional	None	5 minutes	Monitoring and Evaluation Division <i>Division Chief</i> PCSDS Main Office- ECAN
of the data or information needs, Browse library materials and Return library materials in	Library Information System. 2. Assist the visitor/client and Respond to client query or provide	None	5 minutes	Monitoring and Evaluation Division <i>Division Chief</i> PCSDS Main Office- ECAN Monitoring and
of the data or information needs, Browse library materials and Return	Library Information System. 2. Assist the visitor/client and Respond to client query or provide additional assistance when	None	5 minutes	Monitoring and Evaluation Division <i>Division Chief</i> PCSDS Main Office- ECAN Monitoring and
of the data or information needs, Browse library materials and Return library materials in their respective	Library Information System. 2. Assist the visitor/client and Respond to client query or provide additional assistance when	None	5 minutes 2 minutes	Monitoring and Evaluation Division <i>Division Chief</i> PCSDS Main Office- ECAN Monitoring and
of the data or information needs, Browse library materials and Return library materials in their respective shelves. 4. Sign out from the visitor logbook;	Library Information System. 2. Assist the visitor/client and Respond to client query or provide additional assistance when needed. 4. Assist client in logging out of the			Monitoring and Evaluation Division <i>Division Chief</i> PCSDS Main Office- ECAN Monitoring and Evaluation Division <i>Division Chief</i> PCSDS Main
of the data or information needs, Browse library materials and Return library materials in their respective shelves. 4. Sign out from the visitor logbook; accomplish Client	Library Information System. 2. Assist the visitor/client and Respond to client query or provide additional assistance when needed. 4. Assist client in logging out of the logbook. Retrieve			Monitoring and Evaluation Division Division Chief PCSDS Main Office- ECAN Monitoring and Evaluation Division Division Chief PCSDS Main Office- ECAN
of the data or information needs, Browse library materials and Return library materials in their respective shelves. 4. Sign out from the visitor logbook;	Library Information System. 2. Assist the visitor/client and Respond to client query or provide additional assistance when needed. 4. Assist client in logging out of the logbook. Retrieve Client Feedback			Monitoring and Evaluation Division Division Chief PCSDS Main Office- ECAN Monitoring and Evaluation Division Division Chief PCSDS Main Office- ECAN Monitoring and
of the data or information needs, Browse library materials and Return library materials in their respective shelves. 4. Sign out from the visitor logbook; accomplish Client	Library Information System. 2. Assist the visitor/client and Respond to client query or provide additional assistance when needed. 4. Assist client in logging out of the logbook. Retrieve			Monitoring and Evaluation Division Division Chief PCSDS Main Office- ECAN Monitoring and Evaluation Division Division Chief PCSDS Main Office- ECAN
of the data or information needs, Browse library materials and Return library materials in their respective shelves. 4. Sign out from the visitor logbook; accomplish Client	Library Information System. 2. Assist the visitor/client and Respond to client query or provide additional assistance when needed. 4. Assist client in logging out of the logbook. Retrieve Client Feedback			Monitoring and Evaluation Division Division Chief PCSDS Main Office- ECAN Monitoring and Evaluation Division Division Chief PCSDS Main Office- ECAN Monitoring and



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

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

Office/Division:	ECAN ZONES MANAGEMENT AND ENFORCEMENT DIVISION (EZMED)				
Classification:	Highly Technical	Highly Technical			
Type of Transaction:	G2G – Governme	nt to			
	Government G2C	-			
	Government to Ci	tizen			
Who may avail:	Civil Society Orga	inizations (CS	SOs), People's Org	ganizations	
	(POs), Municipal (or Barangay L			
Checklist OF RE			WHERE TO SE	CURE	
1. Request Letter (1 or	• • • • •		pplicant/Client		
2. Cave Classification	and		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	<i>Division Chief</i> PCSDS Main Office – EZMED
	4.3 Forward the draft plan for comments of technical staff and LGU staff	None	7 Hours and 20 minutes/1 Day, 3 Hours, and 20 Minutes (waiting time: 4 hours – travel time in case the plan cannot be send online)	Division Chief PCSDS Main Office – EZMED District Manager District Management Office (North, South, Calamian)



				PC3D
	4.4 Finalize the plan	None	2 Days	Division Chief PCSDS Main Office – EZMED
5. Return to the PCSD Main Office ECAN Planning and Policy Research Division and receive the cave management plan upon filling-up the Client Feedback Form	5. Release cave management plan	None	15 minutes/2 Hours and 15 Minutes (waiting time – 2 Hours: to include printing of documents and binding)	Executive Director PCSDS Main Office - Office of the Executive Director
	TOTAL:	None	20 days/23 Days, 1 Hour, and 50 Minutes (2 days, 9 hours, 50 mins)	

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

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



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

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

Office/Division:	ECAN Policy Resea	rch and Plan	ning Division (Ef	PRPD)
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	 All Local Government Units (LGUs); and All Provincial/City/Municipal Solid Waste Management Boards (P/C/MSWMBs) 			
Checklist OF RE	QUIREMENTS		WHERE TO SI	ECURE
1. Request letter (1 co	py original)	Office of the ESWMP ap	•	SU requesting for
2. Ten-Year Ecologica Management Plan (2 c hardcopies, 1 softcopy	original bound		lid Waste Manag le LGU requestin	
CLIENT'S STEPS	AGENCY ACTION	N FEES TO PROCESSING PERSON BE PAID TIME RESPONSIB E		
1. Submit complete set of requirements to District Management Office concerned (DMO) (North, South, or Calamian) or	1.1 Receive letter of request and copies of ESWMP from the LGU	None	10 Minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division
PCSD Main Office	1.2. Forward the copies of ESWMP to the Front Desk Officer if submitted to the DMO.	None	1 day	<i>District Manager</i> <i>District</i> Management Office concerned (DMO) (North, South, or Calamian)



				PCSD
	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)



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



				FC3D
				(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)			the Mayor of the ng for ECAN map	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERS ON RESPON SIBLE
1. Submit complete set of requirements to the District Management Office concerned (North, South, or Calamian) or PCSD Main Office	1.1 Receive documents from the LGU	None	10 Minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division District Manager District Management Office concerned (North, South, or Calamian)
	1.2 Forward the documents to the Front Desk Officer if submitted to the DMO.If not, proceed to step 1.3	None	1 day	<i>District Manager</i> District Management Office concerned (North, South, or Calamian)
	1.3 Forward the documents to Central Registry	None	30 Minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division



	1	1 1		PCSD
	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) District Manager District Management Office concerned (North, South, or



	1			PCSD
				Calamian)
3. Designated LGU technical staff to join in the actual field validation activities and LGU to provide logistics support during field work	3.1. Conduct actual field validation to 'ground/sea truth' the proposed changes in the ECAN Map from the results of stakeholder consultation and technical reviews	None	14 Days	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)



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 TOTAL:	None	1 day	District Manager District Management Office concerned (North, South, or Calamian)
	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 Re	ECAN Policy Research and Planning Division (EPRPD)				
Classification:	Highly Technica	Ι				
Type of Transaction:	G2G – Governm	G2G – Government to Government				
Who may avail:	All Local Govern	ment Units ((LGUs)			
Checklist OF RE	QUIREMENTS		WHERE TO SEC	CURE		
1. Request and endors original copy)	ement letter (1	Concerned	Sangguniang Bay	an / Panlungsod		
2. Sangguniang Bayar (SB/SP) Resolution ap endorsing the draft EC original copy)	proving and	Concerned	Sangguniang Bay	an / Panlungsod		
3. ECAN Board Resolution and endorsing the draft (1 photocopy)		Concerned	ECAN Board			
3. SB/SP-approved EC printed copy, 1 digital f		Concerned	Sangguniang Bay	an / Panlungsod		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBL E		
1. Submit requirements to the District Management Office (DMO) concerned (North, South, Calamian) or PCSD Main Office Front Desk	1.1 Receive documents from the LGU	None	10 Minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division <i>District</i> <i>Manager</i> District Management Office concerned (North, South, or Calamian)		
	1.2. Forward the documents to the Front Desk Officer if submitted to the DMO.	None	1 day	District Manager District Management Office concerned (North, South, or Calamian)		



	1			PCSD
	If not, proceed to step 1.3.			
	1.3. Forward the documents to Central Registry	None	30 Minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division
	1.4 Transmit the documents to 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.

** Schedule applies if there is no external intervening factors

8. Request for Certified True Copy of Documents

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

Office/Division:	Office of the Exe	ecutive Direc	tor (OED)		
Classification:	Simple	Simple			
Type of Transaction:	G2C – Governme	ent to Citizer	1		
	G2B – Governme	ent to Busine	SS		
	G2G – Governm	ent to Gove	rnment		
Who may avail:	All permittees, holders of SEP Clearances and ECAN Zoning Certifications, other authorized person				
Checklist OF RE	Checklist OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter (1 orig	1. Request letter (1 original copy)		Client		
2. Original Copy of Peri Clearance / ECAN Zon Certification		Client			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	



				PCSD
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 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	<i>District Manager</i> 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	<i>Executive Director</i> PCSDS Main Office
	1.5 Issues Payment Slip	None	5 Minutes	- Office of the Executive Director
	1.6 Process the request	None	10 minutes	
2. Pay the required fees at-partner Money Remittance Centers/ Palawan Pawnshop Pera Padala/Landbank Payment Portal/ GCash, PCSD Main	2.1 Receive the payment and issue Official Receipt	Fees: First Page Php 50.00 Succeeding pages	15 Minutes	Accountant III PCSD Main Office- Administrative and Finance Division



Office- Cashier Window 2 by showing the Payment Slip *Make sure to secure Official Receipt that will be issued upon payment		Php 10.00		
3. Proceed to the PCSD Main Office Records Sections or the concerned District	3.1 Checks Official Receipt/ Payment proof	None	5 Minutes	<i>Executive</i> <i>Director</i> PCSD Main Office- Office of the
Management Office (North, South, Calamian) and receive the	3.2 Signing of the certified copies of the documents	None	5 Minutes	Executive Director
certification upon filling-up the Client Feedback Form	3.3 Issue the Certificate to the client	None	5 Minutes	
	TOTAL:	starts at 50.00	1 Day 1Hr & 40 Minutes	

9. Request for Issuance of Gratuitous Permit

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

Office/Division:	ECAN ZONES MANAGEMENT AND ENFORCEMENT DIVISION			
	(EZMED)			
Classification:	Highly Technical			
Type of	G2C – Government to C	itizen		
Transaction:	G2B – Government to Bu	usiness		
	G2G – Government to Government			
Who may avail:	All			
Checklist OF	REQUIREMENTS WHERE TO SECURE			
1. Letter of Intent/Ap	Application (1 original) Requesting party/ proponent/ applicant			
2. Proof of Payment	t of Application Fee (1 PCSDS Cashier or Collecting Officer (Main			
original Official Receipt) Office)/ Money Remitta		Office)/ Money Remittance Center/ Landbank		
	Electronic Payment Portal/ Gcash/Any other			
Gratuitous Permit Fe	e PHP 100	PCSD-Authorized Online Payment Portals		



Certification of No Pending Case PHP 50		
Legal Research Fu PHP 10	und	
3. Personal Profile	e/Resume (1 original)	Requesting party/ proponent/ applicant
	ct proposal (1 original)	Requesting party/ proponent/ applicant
5. Endorsement le		Head of institution where the proponent/ applicant is affiliated
		OR
		In the case of an individual researcher- from a recognized expert of a research or academic institution or conservation organization
1.1. Free an (FPIC) (1 origir 1.2. and/or p concerr	on of wildlife is necessary: ad Prior Informed Consent of Indigenous Peoples (IP) hal or certified true copy) prior clearance of the ned Local Government -GU) 1 original or certified by)	Institution/ entity/ office/ agency concerned
And in the case of	protected areas:	
Area Ma	ce from the Protected anagement Board (PAMB) al or certified true copy)	
associa other pr	t of individuals or ations with valid tenurial or rivate rights to the area ned (1 original or certified	
1.5. and/or o relevan where t	clearance form other t agencies or institutions he collection shall be original or certified true	
	ertaking (AU) by an nt	Requesting party/ proponent/ applicant
or		
Memorandum of Agreement (MOA) between the PCSD and a proponent-institution (1 original)		applicant
8. For or a foreign	person/entity with/without	Head of local institution identified as the
foreign affiliation o	r a Filipino citizen affiliated	research



				PCSD
with a foreign institut	with a foreign institution:		ounterpart	
In addition to requirements 1 to 6, a <u>Letter of Consent</u> of the Head of local institution identified as the research collaborator/counterpart (1 original)				
9. For scientific reservation breedin activities and other v projects initiated by r institutions:	ng or propagation vildlife conservation	Requesting pa	arty/ proponent/ ap	plicant
Habitat Rehabilit Management Plan for reintrodu captive/propagat certified true cop	y)			
10. For purposes of of students affiliated institutions:	thesis and dissertation with local academic	Requesting pa	arty/ proponent/ ap	plicant
сору)	proposal (1 certified true			
11. For other government initiated or implemented research or scientific projects, regardless of funding:			vernment agency/	
Requirements 1,	, 3, 5 and the following:			
1.2. Grant or c covering t	work and financial plan other agreement the funding for the			
research 1.3. Memorandum of Agreement as may be deemed necessary by the PCSD				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
and register/sign-in. Go to the dashboard and apply here: click WILDLIFE GRATUITOUS	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	(160Php)	15 minutes	Chief – ECAN Zones Management and Enforcement Division



				FC3D
and complete required fields and	information/ requirement			
upload requirements and submit application	1.2 Process application. Technically Evaluate the submitted documents and prepare report with recommendations	None	7 days	Permitting Section Chief PCSDS Main Office-EZMED
	1.3 Review and recommend application for approval.	None	1 day	
2. Check status of application. If approved, fill up feedback form to print approved GP and conform with the terms and conditions.	2.1 Approve the Gratuitous Permit	None	1 day	<i>Executive</i> <i>Director</i> PCSDS Main Office – Office of the Executive Director
	TOTAL:	160 php	9 days and 15 minutes	

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

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

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

Office/Division:	ECAN ZONES MANAGEMENT AND ENFORCEMENT DIVISION (EZMED)		
Classification:	Complex		
Type of	G2C – Government to (Citizen	
Transaction:	G2B – Government to E	Business	
	G2G – Government to (Government	
Who may avail:	All		
Checklist OF	REQUIREMENTS	WHERE TO SECURE	
1. Duly accomplish	ned application form (1	PCSD Main Office – EZMED	
original copy)			
2. Proof of Payment (1 original)		PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic	
Import certificate/permit Php 350.00		Payment Portal/ Gcash/Any other PCSD-	
		Authorized Online Payment Portals	
Certification of No Pending Case PHP50		-	
Legal Research Fee PHP10			
3. CITES/Non-CIT	ES Export	Institution/ entity/ office/ agency concerned	



Permit/Certification exporting country (1 4. For terrestrial wild certificate (for plants quarantine certificat certified true copy)	1 certified true copy) dlife, phytosanitary s), veterinary	Concerned gover	mment office of	the country of			
4. For terrestrial wild certificate (for plants quarantine certificat	dlife, phytosanitary s), veterinary	-	mment office of	the country of			
certificate (for plants quarantine certificat	s), veterinary	-	mment office of	the country of			
quarantine certificat		oriain		Concerned government office of the country of			
	te (for animals) - (1						
		0					
		Concerned gover	ment office of	the country of			
For aquatic wildlife,	boolth	origin		the country of			
•		ongin					
certificate (1 certifie			DDOOLOOINO	DEDCON			
CLIENTS STEPS	AGENCY ACTION		PROCESSING	PERSON			
		PAID	TIME	RESPONSIBLE			
	1.1 Receive and check	(410 php)	5 minutes	Permitting Section			
	the completeness of	application fee		Chief			
application form t	the submitted	to secure OR or		PCSD Main			
together with	documents	proof of		Office-EZMED			
other		, payment- see					
documentary		checklist of					
requirements		requirements					
	1.2 Verify from the	None	3 days	Permitting Section			
		NONE	5 uays	Chief			
	CITES Management						
	Authority the veracity			PCSD Main			
	of the submitted Export			Office-EZMED			
l k	permit						
				Division Chief			
1	1.3 Prepare report with	None	1 day	PCSD Main			
r	recommendations and		-	Office-EZMED			
f	forward to the						
	Executive Director						
	1.4 Approve the	None	2 days	Executive Director			
	CITES/Non-CITES	None	2 0033	PCSD Main			
				Office- Officer of			
1	Import Permit						
				the Executive			
		N 1		Director			
	2.1 Record and	None	5 minutes	Records			
	release CITES/Non-			PCSD Main			
Office Records 0	CITES Import Permit			Office- Officer of			
Section and				the Executive			
receive the				Director			
approved							
CITES/Non-							
CITES Import							
Permit upon							
filling-up the							
•							
Client Feedback							
Form			0.1				
	TOTAL:	Php 410.00	6 days and 10				
	Import Permit or Non-C		minutes				

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



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

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

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

Office/Division:	ECAN ZONES MANA	AGEMENT AND ENFORCEMENT DIVISION (EZMED)			
Classification:	Complex				
Type of	G2C – Government to Citizen				
Transaction:	G2B – Government to Business				
	G2G – Government to Government				
	Who may avail: All				
	REQUIREMENTS	WHERE TO SECURE			
1. Duly accomplish (1 original)	ned application form	PCSD Main Office-EZMED			
2. Proof of Payme	nt (1 copy of Official	PCSDS Cashier or Collecting Officer (Main Office)/			
	Receipt Number or	Money Remittance Center/ Landbank Electronic			
Bank Payment Slip	o)	Payment Portal/ Gcash/Any other PCSD-Authorized			
		Online Payment Portals			
Certificate of No P	ending Case –				
PHP 50					
Legal Research Fe	ee- PHP 10				
Reissuance fee for	r CITES Permit –				
PHP 250					
Reissuance fee for	r Non-CITES				
PHP 150					
Commercial					
I. Fauna, its by-pr	oducts and				
derivatives:					
Inspection fee-					
PHP 300					
Permit Fee-					
3% of export value	;				
II.Flora (propagate	d)				
Inspection fee-	u)				



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	
PHP 300 for 1st 50 pcs plus PHP 2 for each additional pc. Non-commercial I. CITES Species Inspection fee- PHP 150 Permit Fee-	
I. CITES Species Inspection fee- PHP 150 Permit 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	
4. Documents supporting legal Institution/ entity/ office/ agency concerned	
possession or acquisition of wildlife intended to be exported (1 certified true copy)	
5. Bank export declaration, if for Any affiliated Bank	
commercial purposes (1 certified true	
copy)	
6. Local Transport Permit, where Institution/ entity/ office/ agency concerned	
applicable (1 certified true copy)	
7. For terrestrial wildlife:	
Phytosanitary certificate (for plants) Department of Agriculture-Bureau of Plant Indus	
or Veterinary Quarantine Certificate Department of Agriculture-Bureau of Animal Ind	lustry
(for animals) (1 certified true copy);	
For aquatic wildlife: health/veterinary certificate issued Department of Agriculture-Bureau of Animal Ind	luctry
by the Fish Health Section (1	iustry
certified true copy)	
CLIENTS STEPS AGENCY ACTION FEES TO BE PAID PROCESSING PERS	ON
	SIBLE
Image: Image is a start of the start of	tting
	•



				PCSD
together with	submitted	of payment- see		Office – EZMED
other	documents	checklist of		
requirements		requirements		
	1.2 Evaluate the	None	25 minutes	Permitting
	submitted			Section Chief
	documents			PCSD Main
				Office – EZMED
2. Bring wildlife	2.1 Inspect and	None	1 day	Permitting
specimens at the	verify the wildlife		1 day	Section Chief
PCSD Office	specimens			PCSD Main
Permitting	opeoimeno			Office – EZMED
Section for	2.2 Prepare report	None	1 hour	Permitting
inspection and	with	NOTE	THOUT	Section Chief
verification	recommendations			PCSD Main
Vermcation		Nana	1 dov	
	2.3 Forward the	None	1 day	Office - EZMED
	report to EZMED			Division Chief
	Chief for review and			Division Chief
	comments			PCSD Main
				Office – EZMED
	2.4 Review, approve	None	2 days	Executive
	and sign CITES/			Director
	Non-CITES Export			PCSD Main
	Permit			Office- Officer of
				the Executive
				Director
3. Proceed to the	3.1 Record and	None	10 minutes	Records
PCSD Main	release the CITES/			PCSD Main
Office Record	Non-CITES Export			Office- Officer of
Section and	Permit			the Executive
receive the				Director
approved CITES/				
Non-CITES				
Export Permit				
upon filling-up the				
Client Feedback				
Form				
	TOTAL:	Starts at Php 150.00	4 davs. 1 hour	
			and 40 minutes	
		Total amount of fees		
		to be paid will vary		
		depending on the		
		species to be		
		exported pursuant		
		to PCSD AO No. 12		
	S Export or Re-Export			

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



12. Issuance of Wildlife Clearance

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

Office/Division:	ECAN ZONES MANAGEMENT AND ENFORCEMENT DIVISION				
	(EZMED)				
Classification:	Highly Technical				
Type of	GŽC				
Transaction:	G2B				
	G2G				
Who may avail:	All				
	EQUIREMENTS	WHERE TO SECURE			
For Endemic or Ind					
1. Letter of Application	<u>×</u> ·	Requesting party/ proponent/ applicant			
that the purpose of th					
population enhancen					
species (1 original)	·····, ···				
2. Proof of Payment	(1 photocopy of	PCSDS Cashier or Collecting Officer (Main Office)/			
		Money Remittance Center/ Landbank Electronic			
or Bank Payment Sli		Payment Portal/ Gcash/Any other PCSD-Authorized			
		Online Payment Portals			
Wildlife Clearance					
PHP 300					
Certificate of No Pen	ding Case				
PHP50					
Legal Research Fund	d				
PHP 10	-				
3. Feasibility study a	nd background	Requesting party/ proponent/ applicant			
research (1 certified	0				
, , , , , , , , , , , , , , , , , , ,	137				
Scientific Study/Back	ground research with				
focus on bio-ecology	0				
of the species to be r					
natural history of the	-				
status and suitability	•				
release/planting site,	· ·				
re-introductions, if an	•				
management, and ot	<u> </u>				
may be necessary (1					
		Requesting party/ proponent/ applicant			
5. Public consultation		Institution/ entity/ office/ agency concerned			
individuals or entities	such as the LGU,				
IPs, NGOs, POs, me	,				
academe and other s					



Proof(s) of public co	nsultation conducted,			
	inutes of the meeting,			
resolutions, endorse				
publication etc, shall				
support hereof (1 cer				
For Exotic Species				
	on, which must show	Requesting p	arty/ proponent/	applicant
that the purpose of the				
	nent and recovery of			
species (1 original)				
2. Proof of Payment	(1 photocopy of	PCSDS Cash	nier or Collecting	Officer (Main Office)/
Official Receipt or Of	fficial Receipt Number	Money Remit	tance Center/ La	andbank Electronic
or Bank Payment Sli	p)	Payment Port	tal/ Gcash/Any c	other PCSD-Authorized
		Online Payme	ent Portals	
Wildlife Clearance				
PHP 300				
Certificate of No Per	nding Case			
PHP50				
Legal Research Fun	d			
PHP 10	··· ·	-		
3. Scientific Study ar	5	Requesting party/ proponent/ applicant		
research (1 certified	true copy)			
that shall include but	not limited to:			
as may be necessar	nd other relevant data			
assessment of the e				
introduced.	Nulle species to be			
	(1 certified true copy)	Requesting n	arty/ proponent/	applicant
5. Prior Informed Co				
	noon	From local stakeholders (LGU, IPs)		
Proof(s) of public co	nsultation conducted,			
	inutes of the meeting,			
resolutions, endorse	0,			
publication etc, shall				
support hereof (1 ce				
CLIENTS STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
		BE PAID	TIME	RESPONSIBLE
1. Submit	1.1 Receive, record	360 php	15 minutes	Permitting Section
application and	and check the	application		Chief
requirements	completeness of the	fee to secure		PCSD Main Office –
	submitted	OR or proof		EZMED
	documents	of payment-		
		see checklist		
		of		
		requirements		
	1.2 Evaluate the	None	1 hour	Permitting Section
				0



			PCSD
submitted documents			Chief PCSD Main Office – EZMED
1.3 Conduct field evaluation	None	3 days	Permitting Section Chief PCSD Main Office – EZMED
1.4 Prepare evaluation (technical) report with recommendations	None	5 hours	Permitting Section Chief PCSD Main Office – EZMED
1.5 Review and deliberate on the evaluation report and the recommendations	None	10 days	Permitting Section Chief PCSD Main Office – EZMED
			Division Chief PCSD Main Office – EZMED
1.6 Approve and sign Wildlife Clearance	None	2 days	Executive Director PCSDS Main Office – 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	
	documents 1.3 Conduct field 1.3 Conduct field evaluation 1.4 Prepare evaluation (technical) report with recommendations 1.5 Review and deliberate on the evaluation report and the recommendations 1.6 Approve and sign Wildlife Clearance 2.1 Record and release Wildlife Clearance	documents1.3 Conduct field evaluationNone1.4 Prepare evaluation (technical) report with recommendationsNone1.5 Review and deliberate on the evaluation report and the recommendationsNone1.5 Review and duliberate on the evaluation report and the recommendationsNone1.6 Approve and sign Wildlife ClearanceNone2.1 Record and release WildlifeNone	documentsNone3 days1.3 Conduct field evaluationNone3 days1.4 Prepare evaluation (technical) report with recommendationsNone5 hours1.5 Review and deliberate on the evaluation report and the recommendationsNone10 days1.6 Approve and sign Wildlife ClearanceNone2 days2.1 Record and release Wildlife ClearanceNone10 minutesTOTAL:Php 360.0015 days, 6

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



				PCSD		
Type of	G2C – Governme					
Transaction:		G2B – Government to Business				
	G2G – Governme					
Who may avail: All resource users						
CHECKLIST OF RE		WH	HERE TO SECUR	E		
 Proof of payment of application and filing fee (1 original) Bioprospecting Undertaking Fee 		PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD- Authorized Online Payment Portals				
PHP 500 2. Duly accomplished a (1 original)	application form	PCSD Website; P officer or EZMED		e thru front desk		
3. A letter of intent indi s/he intends to underta bioprospecting (1 origin	ake	Resource user or				
4. Research/Project Pr	oposal	Resource user or	applicant			
5. Prior Informed Cons Certificate (1 original o copy)	()	or IP group, private special jurisdiction	individuals or othe over the subject/co , if applicable (step	s e.g. LGU concerned and PAMB ndividuals or other agencies having ver the subject/collection areas if applicable (step by step		
6. Certification of Compliance to Proper Procurement of PIC (1 original or certified true copy)		Resource user or applicant and, Resource providers e.g. LGU concerned and PAMB or IP group, private individuals or other agencies having special jurisdiction over the subject/collection areas under existing laws, if applicable Form from PCSDS-EZMED (downloadable from www.pcsd.gov.ph)				
7. Summary of the agr benefit-sharing with re- (1 original or certified t	source providers	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						
9. Proof of Payment of Fee (1 original)	Bioprospecting	Resource user or applicant				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBL E		
1. Submit the application including all the requirements	1.1 Receive the application, check the completeness of all the submitted requirements, transmit all	Starts at 500 php proof of application fee to secure OR or proof of payment- see	30 minutes	Permitting Section Chief PCSDS Main Office – EZMED		



				PCSD
	documents received to the Central Registry	checklist of requirements		
	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 to the PCSD, including the BU	None	1 day	Permitting Section Chief PCSDS Main Office – EZMED
	signed by resource-user and providers, for approval			Division Chief PCSDS Main Office – EZMED
	1.4 Approve and sign the BU	None	5 days	PCSD Chairman PCSDS Main Office
	1.5 Dry-seal, record, release and notify applicant of the approval	None	1 day	Deputy Executive Director PCSDS Main Office – Office of the Executive Director
2. Pay the Bioprospecting Fee and submit proof of posting of performance and rehabilitation bond, in the form of surety bond (25% of project cost) at the PCSDS Cashier	2.1 Receive payment and proof of posting of performance and rehabilitation bond, and issue OR	 US\$3,000-9000 % of the assessed amount, for Filipino resource users with no foreign collaborators (90% shall be paid upon entering into agreements or 	15 minutes	Accountant III PCSD Main Office- Administrative and Finance Division



				PCSD
		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		
		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		
Issuance of Bioprospo	l			I

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



14. Issuance of Deputation Order

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

Office or Division:	ECAN Zones Manag	ement and	d Enforcement Div	vision (EZMED)	
Classification:	Highly Technical				
Type of Transaction:	G2C – Government				
	G2G – Government to Government				
Who may avail:	All				
CHECKLIST OF R		WHERE TO S	ECURE		
1. Request Letter (1 orig	ginal)	Applicant			
2. Biodata (1 original)		Applicant	t		
3. Endorsement of office		Concerne	ed institution/entity	у	
cooperative to which the	e prospective WEO				
belongs, duly signed by	the concerned				
head/president (1 origin					
4. Police Clearance/Juc	lge Clearance (1	PNP and	RTC		
original)					
5. Recent passport size		Applicant			
6. Recent Medical Certi	ficate (1 original)	Medical c	doctor from gover	nment institution	
7. Certificate of good m		Barangay	/ Office concerne	d	
issued by the Chairman					
where the prospective V	VEO resides (1				
original)					
8. Sworn Statement exe		Notary Public			
prospective WEO to the					
willing to undertake the					
responsibilities of WEO					
9. Certificate of WEO T	raining (1	PCSDS/accredited training institution			
photocopy)					
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE	
		PAID			
1. Submit request	1.1 Receive the	None	10 minutes	Chief	
letter and all the	request letter and			Administrative	
requirements to the	check the			Officer	
receiving clerk/front	completeness of			PCSDS Main	
desk.	the requirements			Office -	
			Administrative and		
				Finance Division	
				Permitting Section	
				Chief	
				PCSDS Main	



				PCSD
				Office – EZMED
	1.2 Verify and evaluate the	None	5 days	Permitting Section Chief
	submitted			PCSDS Main
	documents			Office – EZMED
	1.3 Prepare and	None	7 days	Permitting Section
	submit evaluation	NONC	r ddy5	Chief
	report for			PCSDS Main
	recommendation to			Office – EZMED
	the Executive			
	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	Nono	1 dov	Doputy Executive
	1.6 Dry-seal, record, release and	None	1 day	Deputy Executive Director
	notify applicant of			PCSDS Main
	the approval			Office – Office of
				the Executive
				Director
2. Proceed to the	2.1 Issue the	None	5 minutes	Permitting Section
PCSD Main Office	approved	-		Chief
Permitting Section	Deputation Order			PCSDS Main
and receive the	and the			Office – EZMED
approved Deputation	Identification Card			
Order together with	(ID)			
the corresponding				
Identification Card (ID)				
upon filling-up the				
Client Feedback Form	TOTAL:	None	17 dava 15	
	IUIAL.	NOLIG	17 days, 15 minutes	
Issuance of Deputation (

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		2	
	G2G – Government to Government			
Who may avail:	All			
Checklist OF R			WHERE TO S	SECURE
signed intra-office me stating therein the cor addresses and other	1. Signed written request (1 original) OR signed intra-office memo (1 original) stating therein the complete names, addresses and other pertinent information		party/ client	
about the individual/s	AGENCY ACTION			PERSON
CLIENTS STEPS	AGENCT ACTION	FEES TO BE PAID	PROCESSING 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	None	10 minutes	Permitting Chief PCSDS Main Office- EZMED



			Minutes	
	TOTAL:	PHP 60	1 Hour and 10	
filling-up the Client Feedback Form				
Certification upon				
receive the signed				
Records Section and	Certification			Office of the Executive
PCSD Main Office	release the signed			PCSDS Main Office-
3. Proceed to the	3.1 Record and	None	10 minutes	Records
payment		Fund PHP 10		
that will be issued upon		Research		
secure Official Receipt		Legal		
*Make sure to	Receipt			Finance Division
0.16	issue Official	PHP 50		Administrative and
Slip	payment and	Fee	To minutes	PCSDS Main Office-
showing the Payment		Certification	10 minutes	Accountant III
Cashier Window 2 by	payment slip			EZMED
2. Pay permit fees at PCSD Main Office-			5 minutes	Permitting Chief PCSDS Main Office-
	certification			PCSDS Main Office- EZMED
	1.6 Sign the	None	10 minutes	Permitting Chief
	certification			EZMED
	prepared			PCSDS Main Office-
	1.5 Review the	None	5 minutes	Division Chief
	certification			
	requested			
	in the request and prepare the			

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

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

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



				PCSD		
Signed written reques signed intra-office me		Requesting party/ client (thesis adviser) or requesting agency				
If the data is for resea	rch/thesis proposal:					
a. Notarized Affidavit of undertaking/ Affidavit of Non-Disclosure (1 original)		Requesting	Requesting party/ client			
Affidavit of Undertakir	ng template	PCSDS-EZN	/IED Legal Sect	ion		
b. For students - An endorsement letter from the concerned University/College Dean, aside from the thesis adviser's written request (1 original)		Institution/ u	Institution/ university/ college concerned			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Submit written request and other pertinent documents at the PCSD Main Officer Front Desk	 1.1 Receive and record the submitted written request and pertinent documents 1.2 Assess the request and Prepare the requested data and draft letter-reply 1.3 Review the prepared data and the draft letter-reply 1.4 Approve/sign the letter-reply 	None None None	10 minutes 3 days, 3 hours 2 hours 30 minutes	Chief Administrative Officer PCSDS Main Office- Administrative and Finance Division Division Chief PCSDS Main Office- EZMED Executive Director PCSDS Main Office- Office of the Executive		
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	Director 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 EX	ECUTIVE DI	RECTOR (OED)
Classification:	Highly Technical			/
Type of	G2C – Government to	o Citizen		
Transaction:	G2B – Government to		entitv	
	G2G – Government to		•	
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,		Requesting	party/ client	
	pertinent documents			
(1 certified true copy)				
Request form			nt Desk Office	
CLIENTS STEPS	AGENCY ACTION		PROCESSING	
		BE PAID	TIME	RESPONSIBLE
1. Submit written request and other	1.1 Receive and record the submitted	None	10 minutes	Chief Administrative Officer
pertinent documents at the PCSDS Main	written request and other documents			PCSD Main Office
Office Front Desk				Deputy Executive
				Director
				PCSDS Main Office-
	1.2 Assess the	None	0 days	
	request/ evaluate	None	9 days	Logal Sarviana
	the facts and			Legal Services Section Chief
	information			OED/EZMED
	contained in the			
	request, Review			
	laws, statutes, rules,			
	government circulars			
	and memoranda,			
	policies and			
	guidelines subject			
	for legal			
	opinion/comment or			
	position paper and			
	prepare written legal			
	opinion/ comment/			
	position paper and			
	forward to OED			
	1.3 Review the draft	None	2 days	Deputy Executive
	legal opinion/			Director



				1
	comment/ position paper			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 Citize	en			
Transaction:	G2B – Government to Busir	ness ent	ity		
	G2G – Government to Gove	ernment	-		
Who may avail:	All				
Checklist C	OF REQUIREMENTS		WHERE TO	D SECURE	
1. Signed written r	equest for case evaluation	Requesting party/ client			
(1 original)					
2. Other pertinent	documents (1 certified true	Reques	ting party/ client		
copy, each)					
CLIENTS STEPS	AGENCY ACTION	FEES	PROCESSING	PERSON	
		TO BE	TIME	RESPONSIBLE	
		PAID			
1. Submit written	1.1. Receive and record	None	10 minutes	Chief Administrative	
request and other	the written request and				
pertinent	other documents	PCSD Main Office			
documents to the					
PCSD Main					
Office Front Desk				Deputy Executive	



				PCSD
				Director PCSDS Main Office-
	1.2. Review/ evaluate the documents submitted by the requesting party/ client	None	2 days	Legal Services Section Chief PCSDS Main Office- OED/EZMED
	1.3. Conduct investigation, including interview	None	5 days	Legal Services Section Staff PCSDS Main Office-
	1.4. Consolidate all gathered information and evidence and prepare investigation report with recommendations/ proposed actions	None	3 days	OED/EZMED
	1.5. Review the Investigator's Case Evaluation Report with recommendations/ proposed actions	None	2 days	Legal Services Section Chief PCSDS Main Office- OED/EZMED Deputy Executive Director PCSDS Main Office- Office of the Executive Director
	1.6. Approve the Case Evaluation Report with 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	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				
Transaction:	G2G – Government to Government				
Who may avail:					
	REQUIREMENTS		WHERE TO		
Signed written reque			g party/ client/ a		
-	supporting and/or other	Requestin	g party/ client/ a	igency	
necessary documer					
CLIENTS STEPS	AGENCY ACTION		PROCESSING	PERSON	
		BE PAID	TIME	RESPONSIBLE	
1. Submit written	1.1 Receive, record and	None	15 minutes	Chief Administrative	
request including	check the completeness			Officer,	
the necessary	of the submitted request			PCSDS Main Office	
documentary	and its supporting				
requirements at	documents				
PCSD Main Office					
Front Desk	1.2 Forward to the Office	None	5 minutes	Deputy Executive	
	of the Executive Director			Director	
				PCSDS Main Office-	
				Office of the	
				Executive Director	
	1.3 Endorse to	None	5 minutes	Deputy Executive	
	OED/EZMED-Legal			Director	
	Services Section Staff			PCSDS Main Office-	
				Office of the	
				Executive Director	
	1.4 Consolidate and	None	13 days	Legal Services	
	study all the necessary			Section Chief	
	documents submitted			PCSDS Main Office-	
	1.5 Draft the necessary	None	4 days, 7	OED/EZMED	
	complaint and attached		hours		
	documentary evidence				
	1.4 Prepare letter of	None	1 day	Legal Services	
	response regarding the			Section Chief	
	approval/disapproval of			PCSDS Main Office-	
	the request and forward to OED			OED/EZMED	
	1.5 Approve and sign	None	1 day	Executive Director	



	response letter with			PCSDS Main Office-
	attached complaint and			Office of the
	documentary evidence			Executive Director
2. Proceed to the	2.1 Record, Release and	None	30 minutes	Deputy Executive
PCSDS Main	notify client			Director
Office-EZMED and				PCSDS Main Office-
Receive Response				Office of the
Letter upon filling-				Executive Director
up the Client				
Feedback Form or				
Receive the				
Response Letter				
via email.				
	TOTAL:	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.

MANAGEMENT AND ENFORCEMENT DIVISION (EZMED)				
Simple				
G2C – Government to Cit	tizen			
G2G – Government to Go	overnment			
All				
REQUIREMENTS		WHERE TO	SECURE	
est (1 original)	Requestin	g party/ client/ a	igency	
AGENCY ACTION				
	BE PAID	TIME	RESPONSIBLE	
1.1 Receive, record and	None	15 minutes	Chief Administrative	
check the completeness			Officer,	
of the submitted request			PCSDS Main Office	
and its supporting				
documents			Deputy Executive	
			Director	
			PCSDS Main Office-	
			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	
			Executive Director	
	MANAGEMENT AND EN Simple G2C – Government to Cit G2G – Government to Go All REQUIREMENTS est (1 original) AGENCY ACTION 1.1 Receive, record and check the completeness of the submitted request and its supporting documents 1.2 Forward to the OED/EZMED Legal	MANAGEMENT AND ENFORCEMINE Simple G2C – Government to Citizen G2G – Government to Government All Requirements est (1 original) Requestin AGENCY ACTION FEES TO BE PAID 1.1 Receive, record and check the completeness of the submitted request and its supporting documents 1.2 Forward to the OED/EZMED Legal	G2C – Government to Citizen G2G – Government to Government All WHERE TO est (1 original) Requesting party/ client/ a AGENCY ACTION FEES TO PROCESSING BE PAID TIME 1.1 Receive, record and check the completeness of the submitted request and its supporting documents None 15 minutes 1.2 Forward to the OED/EZMED Legal None 15 minutes	



				FC3D
	1.3 Collect all the available documentary evidence	None	5 minutes	Legal Services Section Chief PCSDS Main Office- Office of the Executive Director
	1.4 Prepare criminal and/or administrative complaint with necessary documentary evidence	None	10 hours	Legal Services Section Chief PCSDS Main Office- EZMED
	1.5 File the complaint to the Prosecutor's Office	None	1 day	Legal Services Section Chief PCSDS Main Office- EZMED
2. Proceed to the PCSDS Main Office-EZMED and file the documents (Resolution, Information, other pertinent documents)	2.1 Record, Release and notify client	None	25 minutes	Deputy Executive Director PCSDS Main Office- Office of the Executive Director
	TOTAL:	None	2 days and 3 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 Extension Division (EEED)
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
	G2B- Business Sector
	G2G- Government to other Government agency and/or employee
Who may avail:	All



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Service request form (1 original)		EEED Frontline Staff, PCSD Main Building- ECAN Education and Extension Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1.Submit service request form at the PCSD Main Office	1.1 Receive service request form	None	5 Minutes	
ECAN Education and Extension Division Frontline Staff	1.2 Check and collate available brochures, booklets, pamphlets, modules, newsletters, posters, videos and photographs or other Information Education and Communication (IEC) materials.	None	1 hour	Division Chief
2. Fill out logbook, Client Feedback form and receive materials	2.1 Give logbook and client feedback form to the client	None	15 Minutes	PCSD Main Building- ECAN Education and
	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	Extension Division
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 SEC	CURE
1. Request letter (1 Orig	jinal)	Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1. Submit request letter to PCSDS Main Officer Front Desk	1.1 Receive request letter	None	5 Minutes	Chief Administrative Officer
Officer or email at oed@pcsd.gov.ph eeedpcsd@gmail.com/	1.2 Prepare reply letter and forward to Division Head	None	45 minutes	PCSDS Main Office - Administrative
eeed@pcsd.gov.ph or thru PCSDS Official Facebook page facebook.com/pcsd76	1.3 Review request and reply letter and forward to Executive Director	None	45 minutes	and Finance Division
11				Division Chief
				PCSD Main Building- ECAN Education and Extension Division
	1.2 Approve request	None	2 days	Executive Director
	and sign letter of reply			PCSD Main Building- Office



				PCSD
				of the Executive Director
2.Receive notification and/or approval of request via letter or email and fill out the Client Feedback form.	2.1 Record and release reply letter, notify client, and receive the filled out Client Feedback form.	None	1 hour	Deputy Executive Director 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 a	ECAN Education and Extension Division (EEED)			
Classification:	Simple				
Type of Transaction:	G2C- Government to Citizens G2G- Government to Government				
Who may avail:	Media, Academe and other Researchers				
Checklist OF REQUIREMENTS		WHERE TO SECURE			
1. For Academe and oth	er Researchers:	Client			
Request letter (1 Origina	al)				
2. For Media:		Client			



Request thru text messa	aging or phone call			FCSD
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
Academe & other Res	earchers			
1. Submit letter of request to PCSDS Front Desk Officer or email at oed@pcsd.gov.ph eeedpcsd@gmail.com/	1.1 Receive letter of request and forward to the Office of the Executive Director	None	10 minutes	Chief Administrative Officer PCSDS Main Office - Administrative and Finance Division
eeed@pcsd.gov.ph or thru PCSDS Official Facebook page facebook.com/pcsd76 11				Division Chief PCSD Main Building- ECAN Education and Extension Division
Clients should indicate	1.2 Approve	None	2 days	Executive Director
their contact details for immediate feedback.	request and	NOTE	z uays	PCSD Main
(Indicate the name of the interviewer, agency, designation, contact details)	forward request to concerned Division/person- in-charge			Building- ECAN Education and Extension Division
2. Receive notification of interview schedule through letter or via email and fill out the Client Feedback form.	2.1 Notify client of interview schedule and receive the filled out Client Feedback form.	None	1 hour	Division Chief PCSD Main Building- ECAN Education and Extension Division
	TOTAL:	None	2 days, 1 hour and 10 minutes	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
MEDIA				
1. Submit request via call or text messages to Designated PCSDS	1.1 Receive request thru call or text message	None	15 minutes	Division Chief PCSD Main Building- ECAN Education and



				FC3D
Spokesperson	1.2 Notify OED of request for approval	None	1 day	Extension Division
	1.3 Approve request and notify spokesperson or person-in-charge	None	1 day	Executive Director- PCSD Main Building- ECAN Education and Extension Division
2. Receive reply and notification of schedule of interview via email or SMS and fill out the Client Feedback form.	2.1 Schedule the interview and notify client and receive the filled out Client Feedback form.	None	30 minutes	Division Chief PCSD Main Building- ECAN Education and Extension Division
	TOTAL:	None	2 days and 45 minutes	

24. Request for Documentation (Photo/Video)

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

Office/Division:	ECAN Education and Extension Division (EEED)				
Classification:	Simple				
Type of Transaction:		G2C- Government to Citizens G2G- Government to Government			
Who may avail:	Media, Academe	and other R	esearchers, oth	er partners	
Checklist OF REQ	UIREMENTS WHERE TO SECURE			SECURE	
1. Request letter (1 Orig	inal)	al) Client			
CLIENTS STEPS	AGENCY ACTION	FEES	PROCESSIN	PERSON	
	ACTION	TO BE G TIME PAID 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	



eeedpcsd@gmail.com/ eeed@pcsd.gov.ph or				Finance Division
thru PCSDS Official Facebook page				Division Chief
facebook.com/pcsd76 11				PCSD Main Building- ECAN Education
Clients should indicate their contact details for immediate feedback.				and Extension Division
	1.2 Review and	None	2 days	Executive Director
	approve request and forward to			PCSD Main Building-
	Division In-			ECAN Education
	charge			and Extension
	5			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 10 minutes	

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

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

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



	G2G- Government to Government			
Who may avail:	All			
Checklist OF REQ	UIREMENTS		WHERE TO	SECURE
1. Request letter (1 Orig	inal)	Client		
CLIENTS STEPS	AGENCY ACTION	FEES	PROCESSIN G TIME	PERSON
	ACTION	TO BE PAID	GTIME	RESPONSIBLE
1. Submit request letter to PCSDS Main Officer Front Desk	1.1 Receive request letter and PSDTI Use-	None	30 minutes	Chief Administrative Officer
Officer or email at oed@pcsd.gov.ph	Request Form and forward to the Office of the			PCSDS Main Office- Administrative and Finance Division
eeedpcsd@gmail.com /eeed@pcsd.gov.ph or thru PCSDS Official	Executive Director			Division Chief
Facebook page facebook.com/ pcsd7611				PCSD Main Building- ECAN Education and Extension
				Division
Clients should indicate	1.2 Review and	None	2 days	Executive Director
their contact details for immediate feedback.	approve request and forward to Division In- charge			PCSD Main Building- ECAN Education and Extension Division
2. Receive notification	2.1 Receive	None	1 hour	Division Chief
and/or approval of request via letter or email and fill out the Client Feedback form.	approved request and logbook schedule (if approved), notify client, and receive the filled out Client Feedback form.			PCSD Main Building- ECAN Education and Extension Division
	TOTAL:	None	2 days, 1 hour and 30 minutes	



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 Transaction:	G2C- Government	G2C- Government to Citizens				
	G2B- Business					
	G2G- Governmen	G2G- Government to Government				
Who may avail:	Public, Media, Stu	dents, NGA				
Checklist OF REQ	UIREMENTS		WHERE TO	SECUR		
1. Request letter (1 Orig	jinal)	Client				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE	PROCESSIN G TIME	PERSON		
		PAID		RESPONSIBLE		
1. Submit letter of request to PCSDS	1.1 Receive letter and	None	15 minutes	Chief Administrative Officer		
Front Desk Officer or thru email at oed@pcsd.gov.ph	forward the Office of the Executive	ce of the		PCSDS Main Office- Administrative and Finance Division		
eeedpcsd@gmail.com/ eeed@pcsd.gov.ph or	Director			Division Chief		
thru PCSDS Official Facebook page facebook.com/pcsd76				PCSD Main Building- ECAN Education and Extension Division		
	1.2 Review and	None	2 days	Executive Director		
Clients should indicate their contact details for immediate feedback.	approve request and forward to Division In- charge			PCSD Main Building- ECAN Education and Extension Division		
	1.3 Receive		15 minutes	Division Chief		
	Approved request and			PCSD Main Building-		



	calendar schedule (if approved)			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	3		
	G2G- Government	to Govern	ment		
Who may avail:	Academe, NGA, LC	GU, other o	concerned stake	holders	
				0501105	
Checklist OF REG	QUIREMIENTS		WHERE TO	SECURE	
1. Request letter (1 Original)		Client			
CLIENTS STEPS	AGENCY	FEES	PROCESSIN	PERSON	
	ACTION	TO BE G TIME RESPONSIBLE			
1. Submit letter of	1.1 Receive letter	Division Chief			
request to PCSDS Front Desk Officer or thru email at oed@pcsd.gov.ph	and forward to the Office of the Executive Director	None	15 minutes	PCSD Main Building- ECAN Education and Extension Division	



				FC3D
eeedpcsd@gmail.com/ eeed@pcsd.gov.ph or thru PCSDS Official Facebook page facebook.com/pcsd76 11	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 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	

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 – Cashier Section		
Classification:	Simple		
Type of	G2C – Government to Citizen		
Transaction:	G2B – Government to Business		
	G2G – Government to Government		
Who may avail:	Payors, which may include any of the following:		
	 Employees of the government or private sector 		
	- Government agencies		
	- Non-government organizations		
	- Academic institutions		
	- Researchers		
	- General public		
	- Project proponents whether applying for permit/clearance or being		
	penalized		
	- Permittees whether applying for permit or being penalized		
CHECKLIS	T OF WHERE TO SECURE		
REQUIREN	IENTS		
Assessment slip (1	Original) District Management Divisions (DMDs), or		



ECAN Zones Management and Enforcement Division (EZMED), or ECAN Monitoring and Evaluation Division (EMED), or PCSDS Front Desk, or Office of the Executive Director – PCSD Secretariat (for SEP Clearance payments), or Office of the Executive Director – Records Office (for SEF Clearance payments), or Office of the Executive Director – PAB (PCSD Adjudication Board) Secretariat (for payment of penalties)				ent Division (EMED), or ecretariat (for Office (for SEP CSD Adjudication
CLIENT STEPS	AGENCY	FEES TO BE PAID	PROCESSING	PERSON
	ACTION		TIME	RESPONSIBLE
1. Submit Assessment Slip to Collecting Officer in the Cashier's Section Window or send copy of assessment slip via online	validate Assessment	None	1 minute	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division District Manager District Management Office concerned DMO (North, South, or Calamian)
2. Pay the fee	2.1 Receive	ISSUANCE OF ECAN	15 minutes	Chief
based on	payment	ZONING		Administrative
assessment slip				Officer
*Make sure to	2.2 Issue Official	ECAN Zoning Certification – PHP 200		PCSD Main Office-
secure Official	Receipt or	Certification – PHP 200		Administrative
Receipt that will be		Printing of map (optional		and Finance
issued upon	Receipt	upon request) PHP 250		Division
payment	number			Division
	TOTAL	PHP 200, additional	16 minutes	
		PHP per map printing		
2. Pay the fee	2.1 Receive	ISSUANCE OF SEP		Chief
based on	payment	CLEARANCE FOR		Administrative
assessment slip		CATEGORY A-D	10 minutes	Officer PCSD
	2.2 Issue	PROEJCTS		Main Office-
	Official	SEP Clearance Fee		Administrative
	Receipt	Category A – PHP 5,000 Category B – PHP 2,000 Category D – PHP 3,000		and Finance Division
		Certification of No		



				PCSD
		Pending Case PHP 50		
		Legal Research Fund PHP 10		
	TOTAL	PHP 5060 (Category A) PHP 2060 (Category B) PHP 3060 (Category D)	<u>11 minutes</u>	
2. Pay the fee based on assessment slip	2.1 Receive payment	Request for Issuance of Gratuitous Permit	15 minutes	Chief Administrative Officer
	2.2 Issue Official Receipt	Gratuitous Permit Fee PHP 100		PCSD Main Office- Administrative
		Certification of No Pending Case PHP 50		and Finance Division
		Legal Research Fund PHP 10		
	TOTAL	<u>PHP160</u>	<u>16 minutes</u>	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	Issuance of CITES Import Permit or Non- CITES Certification Import certificate/ permit: Php350.00	15 minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance
		Certification of No Pending Case PHP50		Division
		Legal Research Fee PHP 10		
	TOTAL	<u>PHP410</u>	<u>16 minutes</u>	
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	15 minutes	Chief Administrative Officer PCSD Main Office- Administrative
		i. Commercial I.Fauna, its by-products and derivatives:		and Finance Division
		ii. Inspection fee: PHP 300 iii. Permit Fee: 3% of export value		



	PCSD
iv. Certificate of No Pending Case PHP 50 v. Legal Research Fee: PHP 10	
II.Flora (propagated) vi. Inspection fee: PHP 300 vii. Permit Fee: PHP 300 for 1st 50 pcs plus PHP 2 for each additional pc. Certificate of No Pending Case PHP 50 viii. Legal Research Fee: PHP 10	
ix. Non-commercial	
I. CITES Species x. Inspection fee: PHP 150 xi. Permit Fee: PHP 250 xii. Certificate of No Pending Case PHP 50 xiii. Legal Research Fee: PHP 10	
II.Non-CITES Species xiv. Inspection fee: PHP 150 xv. Permit Fee: PHP 150 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	



				PCSD
		<i>be paid will vary depending on the species to be exported pursuant to PCSD AO No. 12</i>		
	TOTAL	Starts at PHP 150 depending on the type	<u>16 minutes</u>	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	of Permit or Certification Issuance of Wildlife Clearance Wildlife Clearance PHP 300 Certificate of No Pending Case PHP50 Legal Research Fund	15 minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division
	TOTAL	PHP 10 PHP 360.00		
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	Issuance of Certificate of Wildlife Registration Certificate of No Pending Case Php50 Legal Research Fund PHP 10 PhP 350/head, for threatened terrestrial and aquatic fauna PhP150/species, for threatened flora species PhP 200/head, for exotic fauna w/c are kept in houses/by private individuals PhP 350/head of fauna; 150/species of flora, for exotic flora and fauna w/c are used for	<u>16 minutes</u> 5 minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division
		educational purposes and/or commercial- related activities e.g. display in restaurants,		



				FC3D
	TOTAL	etc. Starts at PHP60 plus	<u>6 minutes</u>	
		total number of heads of		
		wildlife/species		
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	Issuance of Wildlife Special Use Permit for Other Uses WSUP for other Purposes Fee PHP300 Certificate of No Pending Case PHP50 Legal Research Fund PHP 10 PhP 300 for all wildlife for shows/exhibition	30 Minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division
		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	<u>31 minutes</u>	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	Issuance of Bioprospecting Undertaking (BU) Bioprospecting Undertaking Fee PHP 500 •US\$3,000-9000 10 % of the assessed amt, for Filipino resource users with no foreign collaborators (90% shall be paid upon entering into agreements or collaborations with commercial investors)	15 minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division



P				PCSD
		3% of the assessed amt,		
		for resource user who is		
		a Filipino student whose		
		bioprospecting research		
		is in fulfillment of		
		academic requirement in		
		a local institution and is		
		undertaking the		
		research with no foreign		
		collaborator or investors		
		(97% shall be paid upon		
		• entering into		
		collaborations or		
		agreements with		
		persons with		
		commercial interests for		
		the use of the		
		specimens or findings of		
		the research) 15 minutes		
	TOTAL	Starts at PHP500	16 minutes	
2. Pay the fee	2.1 Receive	Issuance of Wildlife	15 minutes	Chief
based on	payment	Farm Permit		Administrative
assessment slip	paymon			Officer
	2.2 Issue	Permit Fee:		PCSD Main
	Official	Small Scale PHP 2,300		Office-
	Receipt			Administrative
	Receipt	Medium Scale		and Finance
		PHP 4,240		Division
		1111 4,240		DIVISION
		Large Scale PHP 5,460		
	TOTAL	PHP2300 (Small Scale)	<u>16 minutes</u>	
		PHP4240 (Medium		
		<u>Scale)</u>		
		PHP5460 (Large Scale)		
2. Pay the fee	2.1 Receive	Issuance of Wildlife	15 minutes	Chief
based on	payment	Special Use Permit		Administrative
assessment slip		-		Officer
	2.2 Issue	Permit Fee:		PCSD Main
	Official	RFF (AO 5) PHP 500		Office-
	Receipt			Administrative
		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	PCSD
		RFF <u>)</u> PHP1060 (WSUP for AO12)		
2. Pay the fee based on assessment slip	2.1 Receive payment	Local Transport Permit (LTP)- Single Batch	30 minutes	Chief Administrative Officer
assessment silp	2.2 Issue Official Receipt	Species under PCSD Administrative Order No. 5 (RFF) Shipment		PCSD Main Office- Administrative and Finance
		LTP Inspection Fee PHP 200 Legal Research Fee PHP 10.00		Division
		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		



Image: search additional 500gms *Total fees to be paid depends on the quantity of species to be transported. 31 minutes Image: search additional solution of species to be transported. 15 minutes Chief 2. Pay the fee based on payment assessment slip 2.1 Receive Issuance of Wildlife Collector's Permit for Species under AO12 15 minutes 2.1 Starts at PHP210.00 31 minutes Administrative Officer Officer 2.2 Issue Official Receipt Application Fee: PhP 500 for terrestrial wildlife Administrative and Finance Division Official Receipt Collector's POSD of Aquatic wildlife PhP 500 for Aquatic wildlife Administrative and Finance Division Wildlife PhP 500 for Aquatic wildlife Collection Charges: Mammals: 500.00/head; Birds: 20.00/head; Division Birds: 20.00/head; Birds: 20.00/head; Birds: 50.00/pc Butterfly: 70.00/head; Division Feant and all other derivatives: 25.00/pc/plant/sample; Fauna parts and derivatives: 25.00/pc/plant/sample; Fauna parts and derivatives in the derivatives on thimited to blood and serum		-			PCSD
*Total fees to be paid depends on the quantity of species to be transported. 31 minutes 2. Pay the fee based on assessment slip 2.1 Receive official Receipt Issuance of Wildlife Collector's Permit for Species under A012 15 minutes 2.1 Suge Official Receipt 2.1 suge Official Receipt 15 minutes Administrative Office-PhP 500 for terrestrial wildlife 15 minutes Application Fee: PhP 500 for Aquatic wildlife Application Charges: Mammals: 500.00/head; Administrative Office-PhP 500 for Aquatic wildlife Administrative and Finance Division Birds: 20.00/head; Birds: 20.00/head; Birds: 20.00/head; Birds: 20.00/head; Butterfly: 70.000/head; Dutterfly: 50.00/pc for common; Viddings: 50.00/pc Plant and all other derivatives: 25.00/pc/plant/sample; Fauna parts and derivatives not limited to blood and serum Fauna parts and derivatives not limited to blood and serum Fauna parts and derivatives not limited to blood and serum					
Image: constraint of the quantity of species to be transported. 31 minutes 2. Pay the fee based on assessment slip 2.1 Receive payment Issuance of Wildlife 15 minutes 2. Pay the fee based on assessment slip 2.1 Receive payment Issuance of Wildlife 15 minutes 2.2 Issue Official Receipt Collector's Permit for Species under A012 15 minutes Administrative Office- PhP 500 for terrestrial wildlife Application Fee: PhP 500 for Aquatic wildlife PhP 500 for Aquatic Administrative and Finance Division PhP 500 for Aquatic Wildlife Collection Charges: Mammals: 500.00/head; Birds: 20.00/head; Birds: 20.00/head; Butterfly: 70.00/head; Butterfly: 70.00/head; Butterfly: 70.00/head; Corchids: 50.00/pc for common; Wildlings: 50.00/pc Villdlings: 50.00/pc Plant and all other derivatives; 25.00/pc/plant/sample; Fauna parts and derivatives not limited to blood and serum			500gms		
Image: constraint of the quantity of species to be transported. 31 minutes 2. Pay the fee based on assessment slip 2.1 Receive payment Issuance of Wildlife 15 minutes 2. Pay the fee based on assessment slip 2.1 Receive payment Issuance of Wildlife 15 minutes 2.2 Issue Official Receipt Collector's Permit for Species under A012 15 minutes Administrative Office- PhP 500 for terrestrial wildlife Application Fee: PhP 500 for Aquatic wildlife PhP 500 for Aquatic Administrative and Finance Division PhP 500 for Aquatic Wildlife Collection Charges: Mammals: 500.00/head; Birds: 20.00/head; Birds: 20.00/head; Butterfly: 70.00/head; Butterfly: 70.00/head; Butterfly: 70.00/head; Corchids: 50.00/pc for common; Wildlings: 50.00/pc Villdlings: 50.00/pc Plant and all other derivatives; 25.00/pc/plant/sample; Fauna parts and derivatives not limited to blood and serum					
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Plant and all other derivatives: 25.00/pc/plant/sample; Fauna parts and derivatives not limited to blood and serum			5		
derivatives: 25.00/pc/plant/sample; Fauna parts and derivatives not limited to blood and serum					
25.00/pc/plant/sample; Fauna parts and derivatives not limited to blood and serum			Plant and all other		
Fauna parts and derivatives not limited to blood and serum			derivatives:		
Fauna parts and derivatives not limited to blood and serum			25.00/pc/plant/sample;		
derivatives not limited to blood and serum					
blood and serum					
			derivatives not limited to		
			blood and serum		
samples:			samples:		
25.00/pc/plant/sample;			25.00/pc/plant/sample;		



				PCSD
		Certification of No Pending Case PHP 50		
		Legal Research Fund PHP 10		
	TOTAL	Starts at Php 560.00	16 minutes	
2. Pay the fee	2.1 Receive	Issuance of Wildlife	15 minutes	Chief
based on assessment slip	payment 2.2 Issue	Collector's Permit for Species under AO5		<i>Administrative</i> <i>Officer</i> PCSD Main
	Official Receipt	Permit Fee: PHP 100 Certification of No Pending Case PHP 50		Office- Administrative and Finance Division
		Legal Research Fund PHP 10		
	TOTAL	PHP 160.00	<u>16 minutes</u>	
2. Pay the fee based on assessment slip	2.1 Receive payment	Issuance of Permit to Purchase	30 minutes	Chief 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>	<u>31 minutes</u>	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official	Issuance of Permit to Transfer Certificate of Registration by Donation	30 minutes	Chief Administrative Officer PCSD Main Office-
	Receipt	Permit to Transfer by Donation PHP 500		Administrative and Finance Division
		Certification of No Pending Case PHP 50		
		Legal Research Fund PHP 10		
	TOTAL	PHP560	<u>31 minutes</u>	



			PCSD
2.1 Receive payment 2.2 Issue Official Receipt	Transfer Certificate of Registration by Succession Permit to Transfer PHP 500 Certification of No Pending Case 50.00	30 minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division
	PHP 10		
TOTAL	PHP560	31 minutes	
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	30 minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division
TOTAL		31 minutes	
2.1 Receive payment 2.2 Issue Official Receipt	Issuance of Permit to Sell Permit to Sell PHP 500 Certification of No Pending Case PHP 50	30 Minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division
	PHP 10		
TOTAL	PHP 560	<u>31 minutes</u>	
2.1 Receive payment 2.2 Issue Official Receipt	Issuance of Special Use Permit Special Use Permit PHP 300	30 Minutes	Chief Administrative Officer PCSD Main Office- Administrative
	2.2 Issue Official Receipt 2.1 Receive payment 2.2 Issue Official Receipt 2.1 Receive payment 2.2 Issue Official Receipt 2.1 Receive payment 2.2 Issue Official Receipt	paymentTransfer Certificate of Registration by Succession2.2 Issue Official ReceiptPermit to Transfer PHP 5002.2 Issue DaymentCertification of No Pending Case 50.002.1 Receive paymentIssuance of Chainsaw Registration2.2 Issue Official ReceiptCertificate of Registration PHP 100 (for New Applications) PHP 500 (for Renewal)2.1 Receive paymentCertificate of Registration PHP 100 (for New Applications) PHP 500 (for Renewal)2.1 Receive paymentCertification of No Pending Case PHP 502.1 Receive paymentLegal Research Fund PHP 102.1 Receive paymentIssuance of Permit to Sell2.1 Receive paymentPermit to Sell PHP 502.1 Receive paymentPermit to Sell PHP 502.1 Receive paymentPermit to Sell PHP 502.2 Issue Official ReceiptPermit to Sell PHP 502.1 Receive paymentPermit to Sell PHP 502.2 Issue Official PHP 50Legal Research Fund PHP 502.1 Receive paymentIssuance of Special PHP 502.2 Issue paymentSpecial Use Permit PHP 502.2 Issue paymentSpecial Use Permit PHP 300	paymentTransfer Certificate of Registration by Succession2.2 Issue Official ReceiptPermit to Transfer PHP 500PHP 500Certification of No Pending Case 50.00Legal Research Fund PHP 1031 minutes2.1 Receive paymentIssuance of Chainsaw Registration30 minutes2.2 Issue Official ReceiptCertificate of Registration30 minutes2.2 Issue Official ReceiptCertificate of Registration PHP 100 (for New Applications) PHP 500 (for Renewal)31 minutes2.1 Receive paymentCertification of No Pending Case PHP 5031 minutes2.1 Receive paymentSuance of Permit to Sell30 Minutes2.1 Receive paymentIssuance of Permit to Sell30 Minutes2.2 Issue Official ReceiptPermit to Sell PHP 50031 minutes2.1 Receive paymentIssuance of Special Sell30 Minutes2.2 Issue Official ReceiptPermit to Sell PHP 50031 minutes2.1 Receive paymentIssuance of Special Sell30 Minutes2.2 Issue Official ReceiptPHP 50031 minutes2.1 Receive paymentIssuance of Special Secial Use Permit30 Minutes



				PCSD
		Certification of No		and Finance
		Pending Case PHP 50		Division
		Legal Research Fund		
		PHP 10		
	<u>TOTAL</u>	PHP 360	<u>31 minutes</u>	
2. Pay the fee	2.1 Receive	Issuance of Transport	30 Minutes	Chief
based on	payment	Permit		Administrative
assessment slip	2.2 Issue	Transport Permit		<i>Officer</i> PCSD Main
	Official	PHP 100		Office-
	Receipt			Administrative
		Certification of No		and Finance
		Pending Case		Division
		PHP 50		
		Legal Research Fund		
		PHP 10		
	TOTAL	PHP 160	31 minutes	
2. Pay the fee	2.1 Receive	Issuance of Permit to	30 Minutes	Chief
based on	payment	Manufacture		Administrative
assessment slip				Officer
	2.2 Issue	Permit to Manufacture		PCSD Main
	Official	PHP 1,000		Office- Administrative
	Receipt	Certification of No		and Finance
		Pending Case		Division
		PHP 50		
		Legal Research Fund		
	TOTAL	PHP 10		
2. Pay the fee	2.1 Receive	PHP 1060 Issuance of Dealership	31 minutes 30 Minutes	Chief
based on	payment	/Distribution Permit	30 Minutes	Administrative
assessment slip	paymon			Officer
	2.2 Issue	Dealership Permit		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	<u>31 minutes</u>	
2. Pay the fee	2.1 Receive	Issuance of Permit to	30 Minutes	Chief
based on	payment	Operate		Administrative
assessment slip	2.2 Issue	Service/Repair Shop		Officer PCSD Main
	2.2 133UU			



		1		PCSD
	Official Receipt	Permit to Operate Service /Repair Shop PHP 500		Office- Administrative and Finance Division
		Certification of No Pending Case PHP 50		
		Legal Research Fund PHP 10		
	TOTAL	PHP 560	31 minutes	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue	Issuance of Certification as to Wildlife Conservation Status	15 minutes	Chief Administrative Officer PCSD Main
	Official Receipt	Certification of No Pending Case PHP 50		Office- Administrative and Finance Division
		Legal Research Fund PHP 10		
	TOTAL	<u>PHP 60</u>	<u>16 minutes</u>	
2. Pay the fee based on assessment slip	2.1 Receive payment 2.2 Issue Official Receipt	Issuance of Certification as to whether or not PCSD permit/s is/are issued to particular individual/s or entity/ies/ chainsaw unit is registered or covered by existing and valid PCSD Special Use Permit Certification Fee PHP 50 Legal Research Fund PHP 10	15 minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division
	TOTAL	PHP 60	16 minutes	
				1

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 Di	ivision – Accounting Office	
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
	G2B – Government to Busines	SS	
	G2G – Government to Government		
Who may avail:	- Employees of PCSDS		
	- Government agencies		
	 Non-government organ 		
	 Supplier of goods and s 	services	
	- Academic institutions		
	- Researchers		
	- General public		
	REQUIREMENTS	WHERE TO SECURE	
COA Documentary Require	-		
transaction (COA Circular 2	012-001 dated June 14, 2012		
Salary and PERA A. Individual Claim			
	oved Appointment (1 Original		
Copy, 1 ph			
	it Order, if applicable (1		
0	ppy and 1 photocopy)		
3. Certified Tr	rue Copy of Oath of Office (1		
	ppy and 1 photocopy)	2 nd Floor Human Resource Unit,	
	of Assumption (1 Original	PCSD Bldg	
.,	1 photocopy)		
	of Assets, Liability and Net		
	riginal Copy and 1 photocopy) DTR (1 Original Copy and 1		
photocopy)			
	Iding certificates (Forms 1902	BIR Office, Rizal Ave., Puerto	
and 2305) (1 Original Copy and		Princesa City	
photocopy)			
8. Payroll Information on New Employee (1		2nd Floor Human Resource Unit,	
Original Copy and 1 photocopy)		PCSD Bldg	
	om the claimant and		
	on documents, if claim by er than payee from the	Notary Public	
	fice (1 Original Copy and 1		
photocopy			
	ox "A" Obligation Request		
		From Division emanating the request	



	PCSD
photocopy) 11. Certified Box "A" Disbursement Voucher	From Division emanating the request
(1 Original Copy and 1 photocopy)	
B. Transferee	
 Clearance from money, property and 	2nd Floor Human Resource Unit,
legal accountabilities (1 Original Copy	PCSD Bldg
and 1 photocopy)	
2. Certified True Copy of pre-audited	From Accounting of previous office
disbursement of last salary from the	
previous office (1 Original Copy and 1	
photocopy)	From Accounting of previous office
3. BIR Form 2316(1 Original Copy and 1	r tom Accounting of previous onice
photocopy)	
4. Certificate of Available Leave Credits (1	From HR of previous office
Original Copy and 1 photocopy) 5. Service Records (1 Original Copy and 1	From LID of provinue office
photocopy)	From HR of previous office
6. Certified Box "A" Obligation Request	
Status (1 Original Copy and 1	From Division emanating the request
photocopy)	
7. Certified Box "A" Disbursement Voucher	
(1 Original Copy and 1 photocopy)	From Division emanating the request
C. Salary (if deleted from payroll)	
1. Approved DTR (1 Original Copy and 1	
photocopy)	
2. Notice of Assumption (1 Original Copy	
and 1 photocopy)	
3. Approved application for leave,	2nd Floor Human Resource Unit,
clearances and medical certificate (5	PCSD Bldg
days sick leave or more) (1 Original	
Copy and 1 photocopy)	
 Certified Box "A" Obligation Request Status (1 Original Copy and 1 	From Division emanating the request
photocopy)	
5. Certified Box "A" Disbursement Voucher	
(1 Original Copy and 1 photocopy)	From Division emanating the request
D. Salary Differential due to promotion or step	
increment	
1. CTC of approved appointment for	
promotion or NOSA for step	2nd Floor Human Resource Unit,
increment/salary increase (1 Original	PCSD Bldg
Copy and 1 photocopy)	
2. Certificate of assumption (1 Original	
Copy and 1 photocopy)	
3. Approved DTR or certification that	2nd Floor Human Resource Unit,
employee has not incurred leave without	PCSD Bldg
pay (1 Original Copy and 1 photocopy)	



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



		PCSD
	account (1 Original Copy and 1	
	photocopy)	
4.	Validated deposited slip (1 Original	LBP – PPC Branch Rizal Ave.
	Copy and 1 photocopy)	
5.	Certified Box "A" Obligation Request	
	Status (1 Original Copy and 1	From Division emanating the request
	photocopy)	i tom Division emanating the request
6.	Certified Box "A" Disbursement Voucher	From Division emanating the request
	(1 Original Copy and 1 photocopy)	
H. Materi	nity Leave	
1.	CTC of approved application for leave (1	2nd Floor Human Resource Unit,
	Original Copy and 1 photocopy)	PCSD Bldg
2.	CTC maternity leave clearance (1	1 000 Diag
	Original Copy and 1 photocopy)	
3.	Medical certificate for maternity leave (1	Certifying Physician
	Original Copy and 1 photocopy)	
4.	Additional requirement for unused	
	maternity leave (upon assumption before	
	the expiration of the 60-day maternity	
	leave)	
	 Medical certificate that the 	
	employee is physically fit to work	Certifying Physician
	(1 Original Copy and 1	
	photocopy)	
	 Certificate of assumption (1 	
	Original Copy and 1 photocopy)	2nd Floor Human Resource Unit,
	 Approved DTR (1 Original Copy 	PCSD Bldg
	and 1 photocopy)	5
5.	Certified Box "A" Obligation Request	From Division emanating the request
	Status (1 Original Copy and 1	
	photocopy)	
6.	Certified Box "A" Disbursement Voucher	From Division emanating the request
	(1 Original Copy and 1 photocopy)	From Division emanating the request
I. RATA		
1.	Copy of office order/appointment (1 st	
	payment) (1 Original Copy and 1	
	photocopy)	2nd Floor Human Resource Unit,
2.	Certificate of assumption (1 st payment)	PCSD Bldg
	(1 Original Copy and 1 photocopy)	
3.	Certification that official/employee did	From Division emanating the request
	not use government vehicle and is not	
	assigned any government vehicle (1	
	Original Copy and 1 photocopy)	2nd Floor Human Resource Unit,
4.	Certificate or evidence of service	PCSD Bldg
	rendered or approved DTR (1 Original	
F	Copy and 1 photocopy)	2nd Floor Human Resource Unit
Э.	Certification of actual days rendered by	



			PCSD
	6.	HR (1 Original Copy and 1 photocopy) Certified Box "A" Obligation Request	From Division emanating the request
		Status (1 Original Copy and 1	
	_	photocopy)	
	7.	Certified Box "A" Disbursement Voucher	From Division emanating the request
		(1 Original Copy and 1 photocopy)	
J.		ng Allowance	
	1.	CTC of approved appointment/assumption (new and	
		transferee) (1 Original Copy and 1	2nd Floor Human Resource Unit,
		photocopy)	PCSD Bldg
	2.	Certificate of non-payment from previous	
		agency (transferee) (1 Original Copy and	Accounting from previous office
		1 photocopy)	
	3.	Payroll and Register (1 Original Copy	2nd Floor Human Resource Unit,
		and 1 photocopy)	PCSD Bldg
	4.	Letter to Bank to credit employees	2nd Floor Human Resource Unit,
		account (1 Original Copy and 1	PCSD Bldg
	F	photocopy)	
	э.	Validated deposit slips (1 Original Copy and 1 photocopy)	LBP PPC Branch Rizal Ave
	6	Certified Box "A" Obligation Request	
	0.	Status (1 Original Copy and 1	From Division emanating the request
		photocopy)	
	7.	Certified Box "A" Disbursement Voucher	From Division emanating the request
		(1 Original Copy and 1 photocopy)	
K.	Loyalt	y Pay	
	1.	Service Record (1 Original Copy and 1	
	•	photocopy)	2nd Floor Human Resource Unit,
	2.		PCSD Bldg
		claimant has not incurred more than 50-	
		days' authorized vacation leave without pay within 10-year period or aggregate	2nd Floor Human Resource Unit,
		of more than 25 days authorized	PCSD Bldg
		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	From Division emanating the request
		Status (1 Original Copy and 1	
		photocopy)	
	4.		From Division emanating the request
		(1 Original Copy and 1 photocopy)	
L.		ear and Year-end Bonus	
	Т.	Payroll and Register (1 Original Copy	
	2	and 1 photocopy) Letter to Bank to credit employees	2nd Floor Human Resource Unit,
	۷.	account (1 Original Copy and 1	PCSD Bldg



		PCSD
	photocopy)	
3.	Validated deposit slips (1 Original Copy	LBP PPC Branch Rizal Ave.
	and 1 photocopy)	
4.	Certified Box "A" Obligation Request	From Division emanating the request
	Status (1 Original Copy and 1	r tom Ernstern ernandting the request
	photocopy)	
5	Certified Box "A" Disbursement Voucher	
0.	(1 Original Copy and 1 photocopy)	From Division emanating the request
M. Termiı		
	Office clearance (1 Original Copy and 1	
1.		
0	photocopy)	
Ζ.	Certified photocopy of employees leave	
	card as at last date of service duly	
	audited by Personnel Officer and	
	COA/Certificate of leave credits issued	
	by Admin/HR Office (1 Original Copy	
	and 1 photocopy)	
3.	Approved leave application (1 Original	
	Copy and 1 photocopy)	
4.	Complete service record (1 Original	
	Copy and 1 photocopy)	
5.	SALN (1 Original Copy and 1 photocopy)	2nd Floor Human Resource Unit,
6.	Certified photocopy of	
	appointment/NOSA (1 Original Copy and	PCSD Bldg
	1 photocopy)	
7.	Computation of Terminal Leave	
	signed/certified by Accountant (1	
	Original Copy and 1 photocopy)	
8.	Applicant authority (in affidavit form) to	
	deduct all financial obligations with office	
	(1 Original Copy and 1 photocopy)	
9.	Affidavit of applicant that there is no	
•	pending criminal investigation or	
	prosecution against him/her (RA 3019)	
	(1 Original Copy and 1 photocopy)	
10	Resignation letter duly accepted by	
10	Head of Agency for resignation (1	
	Original Copy and 1 photocopy)	
11	In case of death of claimant	
11.		
	Death certificate authenticated by	
	PSA (1 Original Copy and 1	
	photocopy)	Dhilipping Otatistic Authority Males
	Marriage contract authenticated	Philippine Statistic Authority, Malvar
	by PSA (1 Original Copy and 1	Street
	photocopy)	
	 Birth certificate of all surviving 	
	legal heirs authenticated by PSA	



	PCSD
(1 Original Copy and 1 photocopy)	
 Designation of next of kin (1 Original Copy and 1 photocopy) 	Notary Public
 Waiver of rights of children 18 years old and above (1 Original Copy and 1 photocopy) 	Notary Public
12. Certified Box "A" Obligation Request Status (1 Original Copy and 1	From Division emanating the request
photocopy) 13. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)	From Division emanating the request
N. Monetization	
 Approved leave application (10 days) with leave credit balance certified by the HR Officer (1 Original Copy and 1 photocopy) 	2nd Floor Human Resource Unit, PCSD Bldg
 Request for leave covering more than ten days duly approved by Head of Agency (1 Original Copy and 1 photocopy) 	2nd Floor Human Resource Unit, PCSD Bldg
 3. 50% or more Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs (1 Original Copy 	Certifying Physician
 and 1 photocopy) Barangay certification in case of need for financial assistance brought about by calamities (1 Original Copy and 1 photocopy) 	Residence's Barangay Hall
Original Copy and 1 photocopy) 4. 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) 	From Division emanating the request
 O. Collective Negotiation Agreement 1. Resolution signed by both parties incorporating the guidelines/criteria for granting of incentive (1 Original Copy and 1 photocopy) 	PCSDS Employees Association
 Comparative statement of DBM approved level of operating expenses and actual operating expense (1 Original Copy and 1 photocopy) 	2 nd Floor Administrative and Finance Division
 Copy of agreement (1 Original Copy and 1 photocopy) 	PCSDS Employees Association



		PCSD
4.	Certificate issued by Head of Agency on	4 th Floor Office of Executive Director
	total amount of unencumbered savings	
	-	
	generated from cost cutting measures	
	identified in the agreement which	
	resulted from the joint efforts of labor	
	and management	
	5	
	systems/productivity/income	
	improvement (1 Original Copy and 1	
	photocopy)	
5	Proof that the planned	
0.		3 rd Floor ECAN Planning, Research
	programs/activities/projects have been	_
	implemented and completed in	and Policy Division
	accordance with targets for the year. (1	
	Original Copy and 1 photocopy)	
e		From Division amonating the request
0.	Certified Box "A" Obligation Request	From Division emanating the request
	Status (1 Original Copy and 1	
	photocopy)	
7.	Certified Box "A" Disbursement Voucher	From Division emanating the request
	(1 Original Copy and 1 photocopy)	From Division emanaling the request
	el Expense (DTE)	
A. Cash		
1.	Approved Travel Order (1 Original Copy	
	and 1 photocopy)	
2	Approved Itinerary of Travel (1 Original	From staff emanating the request
2.		
	Copy and 1 photocopy)	
3.	Invitation and Program for Seminar,	
	Meeting and Workshops (1 Original	From Secretariat of Seminar, Meeting
	Copy and 1 photocopy)	and Workshop to be attended
1	Previous cash advance is liquidated (1	2 nd Floor Accounting Unit PCSDS
т.	•	_
	Original Copy and 1 photocopy)	Bldg.
5.	Certified Box "A" Obligation Request	From Division emanating the request
	Status (1 Original Copy and 1	5 ,
	photocopy)	
6	Certified Box "A" Disbursement Voucher	From Division emanating the request
0.		
_	(1 Original Copy and 1 photocopy)	
	ent/Reimbursement/Liquidation	
1.	Approved Travel Order by Head of	
	Agency (1 Original Copy and 1	From staff emanating the request
	photocopy)	
_	1 137	From staff amonating the request
2.	Approved Itinerary of Travel (1 Original	From staff emanating the request
	Copy and 1 photocopy)	
3.	Invitation for Seminar, Meetings and	From Secretariat of Seminar, Meeting
	Workshops (1 Original Copy and 1	and Workshop to be attended
	photocopy)	
4.	Boarding pass, billing and tickets (plane,	From Transportation Office used as
	boat or bus) (1 Original Copy and 1	mode of transportation
	photocopy)	
L		



	PCSD
5. Official receipt (OR) for tickets (1	From Transportation Office used as
Original Copy and 1 photocopy)	mode of transportation
6. Certificate of Appearance (1 Original	From Secretariat or Office of attended
Copy and 1 photocopy)	seminar, meeting, workshop and
	other offices per purpose of travel
7 Cartificate of Traval Completed (1	
 Certificate of Travel Completed (1 Original Copy and 1 photocopy) 	
8. Reimbursement/Liquidation Report (1	From staff emanating the request
Original Copy and 1 photocopy)	
9. Hotel bill and OR for claim of	
accommodation (1 Original Copy and 1	From Office of the hotel or
photocopy)	accommodated place
10. Approved Absolute Necessity of	4 th floor Office of the Executive
Expense by Head of Agency for related	Director
expenses incurred (including but not	
limited to accommodation) (1 Original	
Copy and 1 photocopy)	
11. Reimbursement Expense Receipt (1	From staff emanating the request
Original Copy and 1 photocopy)	
12. Certification of below Php 300.00 for	From staff emanating the request
expenses not requiring receipt (1	
Original Copy and 1 photocopy)	From staff emanating the request
13.Back to Office Report (1 Original Copy and 1 photocopy)	
14. Approved DTR (1 Original Copy and 1	2nd Floor Human Resource Unit,
photocopy)	PCSD Bldg
15. Revised Approved TO and IT for change	5
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	
photocopy)	
17. Certified Box "A" Disbursement Voucher	From Division emanating the request
(1 Original Copy and 1 photocopy)	
Foreign Daily Travel Expense (DTE)	
A. Cash Advance	
1. Approved Authority to Travel by	Office of the Chairman, Provincial
Secretary or PCSD Chairperson (1 Original Copy and 1 photocopy)	Capitol, Rizal Ave.
2. Approved Itinerary of Travel (1 Original	From staff emanating the request
Copy and 1 photocopy)	
3. UNDP Index (1 Original Copy and 1	Online at UNDP site
photocopy)	Simile at UNDE Sile
4. Foreign Exchange Rate (1 Original Copy	Online or notional public newspaper
and 1 photocopy)	Omme of national public newspaper
	1



	PCSD
5. Invitation, Program and Sponsorship (1	From Secretariat of Seminar, Meeting
Original Copy and 1 photocopy)	and Workshop to be attended
	'
6. Previous cash advance is liquidated (1	2nd Floor Accounting Unit PCSDS
Original Copy and 1 photocopy)	Bldg.
7. Certified Box "A" Obligation Request	0
Status (1 Original Copy and 1	From Division emanating the request
photocopy)	
8. Certified Box "A" Disbursement Voucher	
(1 Original Copy and 1 photocopy)	From Division emanating the request
B. Payment/Reimbursement/Liquidation	
1. Approved Authority to Travel (1 Original	Office of the Chairman, Provincial
Copy and 1 photocopy)	Capitol, Rizal Ave.
2. Approved Itinerary of Travel (1 Original	From staff emanating the request
Copy and 1 photocopy)	
3. Invitation, Program and Sponsorship (1	From Secretariat of Seminar, Meeting
Original Copy and 1 photocopy)	and Workshop to be attended
4. Boarding pass, billing and tickets (plane,	From Transportation Office used as
boat or bus) (1 Original Copy and 1	mode of transportation
photocopy)	
5. Official receipt (OR) for tickets (1	From Transportation Office used as
Original Copy and 1 photocopy)	mode of transportation
6. Certificate of Appearance (1 Original	From Secretariat or Office of attended
Copy and 1 photocopy)	seminar, meeting, workshop and
	other offices per purpose of travel
7 Opertificante ef Trevel Operativitad (4	From staff amonating the request
7. Certificate of Travel Completed (1	From staff emanating the request
Original Copy and 1 photocopy)	
8. Reimbursement/Liquidation Report (1	From staff emanating the request
Original Copy and 1 photocopy) 9. Hotel bill and OR for claim of	
	From Office of the hotel or
accommodation (1 Original Copy and 1 photocopy)	accommodated place
10. Approved Absolute Necessity of	
Expense by Head of Agency for related	4th floor Office of the Executive
expenses incurred (1 Original Copy and	Director
1 photocopy)	
11. Reimbursement Expense Receipt (1	From staff emanating the request
Original Copy and 1 photocopy)	
12. Certification of below Php 300.00 for	From staff emanating the request
expenses not requiring receipt (1	3 1
Original Copy and 1 photocopy)	
13. Narrative Report/Report on Participation	From staff emanating the request
(1 Original Copy and 1 photocopy)	i tom stan smanating the request
14. Approved DTR (1 Original Copy and 1	2nd Floor Human Resource Unit
photocopy)	
1 - 1 //	



	PCSD
15. Revised Approved TO and IT for change	From staff emanating the request
in schedule (1 Original Copy and 1	
photocopy)	
16. UNDP Index (1 Original Copy and 1	Online at UNDP site
photocopy)	
17. Foreign Exchange Rate (1 Original Copy	Online or national public newspaper
and 1 photocopy)	- · · · · · · · · · · · · · · · · · · ·
18. Certified Box "A" Obligation Request	
Status (1 Original Copy and 1	From Division emanating the request
photocopy)	
19. Certified Box "A" Disbursement Voucher	From Division emanating the request
	5 1
(1 Original Copy and 1 photocopy)	
Utility Expense	
 Statement of account/billing (1 Original Copy 	
and 1 photocopy)	
2. Invoice/Official Receipt or machine validated	From Office of the Utility Service
statement of account/bill (reimbursement) (1	Provider
Original Copy and 1 photocopy)	Flovider
3. Certified Box "A" Obligation Request Status (1	From Division emanating the request
Original Copy and 1 photocopy)	
4. Certified Box "A" Disbursement Voucher (1	From Division emanating the request
Original Copy and 1 photocopy)	I TOTT DIVISION EMANALING THE TEQUEST
Fuel, Oil and Lubricants	
1. Statement of account/billing (1 Original Copy	
and 1 photocopy)	From Office of the Gasoline Provider
2. Invoice/Official Receipt or machine validated	From Office of the Gasoline Provider
statement of account/bill (reimbursement) (1	
Original Copy and 1 photocopy)	
3. Approved Trip Tickets (1 Original Copy and 1	From Division emanating the request
photocopy)	
4. Travel Order (1 Original Copy and 1 photocopy)	From Division emanating the request
5. Certified Monthly Consumption Report (1	
Original Copy and 1 photocopy)	2 nd Floor Procurement Unit, PCSDS
6. Certified Box "A" Obligation Request Status (1	
č 1 (From Division emanating the request
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
Telephone/Internet/Communication Expenses	
1. Statement of account/billing (1 Original Copy	
and 1 photocopy)	From Office of the Service Provider
2. Invoice/Official Receipt or machine validated	
statement of account/bill (reimbursement) (1	From Office of the Convice Drovider
	From Office of the Service Provider
Original Copy and 1 photocopy)	
3. Authorization from Head of Agency for claim of	4 th Floor Office of the Executive
communication allowance/expense (1 Original	Director, PCSDS Bldg.
Copy and 1 photocopy)	
4. Certification by Agency Head or authorized	
, , ,	



		PCSD
	representatives that all National Direct Dial	
	(NDD), National and international operator	4 th Floor Office of the Executive
	assisted calls are official. (1 Original Copy and	Director, PCSDS Bldg.
	1 photocopy)	
5	Certified Box "A" Obligation Request Status (1	
0.	Original Copy and 1 photocopy)	From Division emanating the request
6		
0.	Certified Box "A" Disbursement Voucher (1	From Division emanating the request
	Original Copy and 1 photocopy)	
Petty Cas	•	
1.	Bonding of Accountable Officer (1 Original	and Floor Coopier DCCDC Dida
	Copy and 1 photocopy)	2 nd Floor Cashier, PCSDS Bldg.
2.	Approved request for petty cash (1 Original	4 th Floor Office of the Executive
	Copy and 1 photocopy)	Director, PCSDS Bldg.
3.	Estimate of routinely expenses to be incurred	From Division emanating the request
	(1 Original Copy and 1 photocopy)	
4	Certified Box "A" Obligation Request Status (1	From Division emanating the request
	Original Copy and 1 photocopy)	
5	Certified Box "A" Disbursement Voucher (1	
5.	Υ. Υ.	From Division emanating the request
	Original Copy and 1 photocopy)	
	nd Athletic Services	
1.	Budget estimates approved by Head of Agency	From Division emanating the request
	(1 Original Copy and 1 photocopy)	
2.	Same requirements under procurement	Sag producement for reference
	depending on the nature of expense and mode	See procurement for reference
	of procurement adopted (1 Original Copy and 1	
	photocopy)	
3.	Certified Box "A" Obligation Request Status (1	From Division emanating the request
	Original Copy and 1 photocopy)	
4.	Certified Box "A" Disbursement Voucher (1	From Division emanating the request
	Original Copy and 1 photocopy)	· · · · · · · · · · · · · · · · · · ·
Human R	esource and Development Training Program	
	Budget estimates approved by Head of Agency	
	(1 Original Copy and 1 photocopy)	From Division emanating the request
2	Schedule of training approved by the Head of	
۷.	Agency (1 Original Copy and 1 photocopy)	From Division emanating the request
2		
э.	Same requirements under procurement	See procurement for reference
	depending on the nature of expense and mode	
	of procurement adopted (1 Original Copy and 1	
	photocopy)	
4.	Certified Box "A" Obligation Request Status (1	From Division emanating the request
	Original Copy and 1 photocopy)	
5.	Certified Box "A" Disbursement Voucher (1	From Division emanating the request
	Original Copy and 1 photocopy)	
Extraordi	nary and Miscellaneous Expense	
	Receipts and other document evidencing	
	disbursement, if there are available, or in lieu	4 th Floor Office of the Executive
	thereof, certification executed by the official	Director, PCSDS Bldg.
	and our of the official of the official	



					PCSD Main
					Officer
		transactions			Administrative
		1.3 Obligate the	None	30 Minutes	Chief
		and Logbook			Division
	requirements	Voucher Tracking and Logbook			Administrative and Finance
	COA documentary	voucher in Online			Office -
	Voucher, and	complete, record			PCSD Main
	Disbursement	1.2 If documents are			Officer
	Request Status,	documents			Administrative
1. 3	Submit Obligation	1.1 Review submitted	None	30 Minutes	Chief
			BE PAID		
			TO	TIME	RESPONSIBLE
CL	ENT STEPS	AGENCY ACTION		PROCESSING	
	Original Copy and	· ·			
4.	• • • •	Disbursement Voucher (1	From	Division emanat	ting the request
J.	Original Copy and	• • •		Division emanat	ing the request
2	(1 Original Copy a	nd 1 photocopy) Obligation Request Status (1		or Cashier, PCS	U
2.	•	of Treasury Application Form	and 4-	or Cochiar DOC	
	photocopy)		∠'' ^u flO	or HR Unit, PCS	nag.
1.	Special Order (1 C	Driginal Copy and 1	and the		
-	ond Premiums				
	Original Copy and	•	+ rom ∣	Division emanat	ing the request
4.	•	Disbursement Voucher (1			in a disc second
5.	Original Copy and	• • •	From	Division emanat	ting the request
3	• • • •	Dbligation Request Status (1			la da c
	Original Copy and				
2.		ceipt or machine validated unt/bill (reimbursement) (1	From	Office of the Ser	rvice Provider
	and 1 photocopy)	coint or machine validated			
1.		ount/billing (1 Original Copy	From	Office of the Ser	rvice Provider
	nsurance (GSIS)/Re	•			
	Original Copy and	, i i i i i i i i i i i i i i i i i i i	From	Division emanat	ting the request
4.	•	Disbursement Voucher (1			
3.	Original Copy and	e	From	Division emanat	ting the request
2	• • • •	Dbligation Request Status (1			
	depending on the nature of expense charged (1 Original Copy and 1 photocopy)			or, PCSDS Bldg].
2.		documents as are necessary	4 th Flo	or Office of the	Executive
	(1 Original Copy a				
	GAA in relation to or by reasons of his position				
	purposes contemplated under provisions of the				
	reimbursed have been incurred for any of the				
	concerned that the	e expense sought to be			PCSD



			PCSD
			Office -
			Administrative
			and Finance
			Division
1.4 Certify the	None	30 Minutes	Chief
Disbursement			Administrative
Voucher			Officer
			PCSD Main
			Office -
			Administrative
			and Finance
 			Division
1.5 Filing Clerk to	None	1 Day	Chief
submit voucher to			Administrative
Office of the			Officer
Executive Director			PCSD Main
for approval			Office -
			Administrative
			and Finance
			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



				FUSD
ayment, 2. File	original and duplicate	None	5 Minutes	Chief
al paid di	isbursement voucher			Administrative
nd sign (DV)				Officer
r				PCSD Main
				Office -
				Administrative
				and Finance
				Division
	TOTAL	: None	1 Day, 2	
			Hours, 10	
			Minutes	
i	ial paid d	nd sign (DV) er	ial paid disbursement voucher nd sign (DV) er	ial paid disbursement voucher nd sign (DV) er TOTAL: None 1 Day, 2 Hours, 10

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 Cit	izen		
	G2B – Government to Bu	siness		
	G2G – Government to Go	vernment		
Who may avail:	 Employees of PCS 	DS		
	- Government agence	cies		
	- Non-government o	rganizations		
	- Supplier of goods a	and services		
	- Academic institutio	ns		
	- Researchers			
	- General public			
CHECKLIST OF I	REQUIREMENTS	WHERE TO SECURE		
COA Documentary Requir	ements for the specific			
transaction (COA Circular	2012-001 dated June 14,			
2012)				
Field Operating Activity				
A. Cash advance				
1. Copy of Fide and 1 photod	lity Bond (1 Original Copy copy)	2 nd Floor Cashier, PCSDS Bldg.		
2. Approved re-	quest for cash advance (1	From staff emanating the request		



			PCSD
	3.	Original Copy and 1 photocopy) Approved estimated expenses to be incurred per nature of expenses (1 Original Copy and 1 photocopy)	From staff emanating the request
	4.	Previous cash advance is liquidated (1 Original Copy and 1 photocopy)	2 nd Floor Accounting, PCSDS Bldg.
	5.	Certified Box "A" Obligation Request Status (1 Original Copy and 1	From Division emanating the request
	6.	photocopy) Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)	From Division emanating the request
В.	Re	imbursement/Liquidation	
	1.	Approved estimated expenses to be incurred per nature of expenses (1	From Division emanating the request
	2.	Original Copy and 1 photocopy) Local Daily Travel Expense (DTE) 2.1. Approved Travel Order by Head of Agency (1 Original	From staff emanating the request
		Copy and 1 photocopy) 2.2. Approved Itinerary of Travel (1 Original Copy and 1	From staff emanating the request
		photocopy) 2.3. Invitation for Seminar, Meetings and Workshops (1 Original Copy and 1 photocopy)	From Secretariat/Office of the seminar, meetings and workshop attended
		 2.4. Boarding pass and tickets (plane, boat or bus) (1 Original Copy and 1 photocopy) 2.5. Official receipt (OR) for tickets (1 Original Copy and 1 	From Office of the Transportation Company From Office of the Transportation Company
		photocopy) 2.6. Certificate of Appearance and Certificate of Travel Completed (1 Original Copy	From the Secretariat/Office of the attended activity per travel order
		Report (1 Original Copy and 1 photocopy)	From staff emanating the request
		2.8. Hotel bill and OR for claim of accommodation (1 Original Copy and 1 photocopy)2.9. Approved Absolute	From Hotel/Office of the accommodated place
		Necessity of Expense by Head of Agency for related expenses incurred (including	4 th Floor Office of the Executive Director, PCSDS Bldg.
		but not limited to accommodation) (1 Original	



	PCSE
Copy and 1 photocopy) 2.10. Reimbursement Expense Receipt (1 Original	From staff emanating the request
Copy and 1 photocopy) 2.11. Certification of below Php 300.00 for expenses not requiring receipt (1 Original	From staff emanating the request
Copy and 1 photocopy) 2.12. Back to Office Report (1 Original Copy and 1	From staff emanating the request
photocopy) 2.13. Approved DTR (1 Original Copy and 1 photocopy)	2 nd Floor HR Unit, PCSDS Bldg.
2.14. Revised Approved TO and IT for change in schedule (1 Original Copy and 1	From staff emanating the request
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	
1. Statement of account/billing (1 Original	From Office of the service provider
Copy and 1 photocopy) 2.Invoice/Official Receipt or machine validated statement of account/bill (reimbursement) (1 Original Copy and 1	From Office of the service provider
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)	From Division emanating the request
Fuel, Oil and Lubricants	
1. Statement of account/billing (1 Original Copy and 1 photocopy)	From Office of the gasoline provider
2. Invoice/Official Receipt or machine validated statement of account/bill (reimbursement) (1 Original Copy and 1	From Office of the gasoline provider
photocopy) 3. Approved Trip Tickets (1 Original Copy	From Division emanating the request



		PCSD
	and 1 photocopy)	
	4. Travel Order (1 Original Copy and 1	From Division emanating the request
	photocopy)	
	5. Certified Monthly Consumption Report (1	2 nd Floor Procurement Unit, PCSDS
	Original Copy and 1 photocopy)	Bldg.
	6. Certified Box "A" Obligation Request	From Division emanating the request
	Status (1 Original Copy and 1 photocopy)	
	7. Certified Box "A" Disbursement Voucher (1	From Division emanating the request
	Original Copy and 1 photocopy)	
Petty	Cash Replenishment	
. ouy	1. Petty cash voucher (1 Original Copy and	From Petty Cash Custodian
	1 photocopy)	,
	2. Billing/Statement of account (1 Original	From supplier/service provider
	Copy and 1 photocopy)	
	3. Invoice/Official Receipt or machine	
	validated statement of account/bill (1	From supplier/service provider
	Original Copy and 1 photocopy)	
	4. Requisition and Issue Slip (supplies and	
	materials) (1 Original Copy and 1	2 nd Floor Procurement Unit, PCSDS
	photocopy)	Bldg.
	5. Certification of below Php 300.00 for	
	•	From Petty Cash Custodian
	expenses not requiring receipt (1 Original	, ,
	Copy and 1 photocopy)	
	6. Such other documents necessary based	From Datty Cash Custodian
	on expense incurred (1 Original Copy and	
	1 photocopy)	
	7. Certified Box "A" Obligation Request	From Division emanating the request
	Status (1 Original Copy and 1 photocopy)	
	8. Certified Box "A" Disbursement Voucher	From Division emanating the request
	(1 Original Copy and 1 photocopy)	
Fund	Transfers	
	1. Copy of notarized MOA/Trust agreement	From Division emanating the request
	(1 Original Copy and 1 photocopy)	
	2. Copy of approved program of work	From Division emanating the request
	(infrastructure project) (1 Original Copy	
	and 1 photocopy)	From Division exception the result
	3. Approved project expenditures or	From Division emanating the request
	estimated expenses indicating the project	
	objective and expected output (for other	
	projects) (1 Original Copy and 1	
	photocopy)	
	4. Certification by the Accountant that funds	2 nd Floor Accounting, PCSDS Bldg.
	previously transferred to Implementing	<u> </u>
	Agency (IA) has been liquidated, post	
	audited and accounted for in the books (1	
	Original Copy and 1 photocopy)	



				PCSD
	Receipt issued by the IA / and 1 photocopy)	From I	mplementing Ur	nit/Agency
6. Certified Box "A" Obligation Request		From Division emanating the request		
Status (1 Original Copy and 1 photocopy) 7. Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy) Job Order Services/Individual Contract of Service		From D	From Division emanating the request	
	ed contract (1 Original	2 nd Flo	2 nd Floor HR Unit, PCSDS Bldg.	
	pass slip (1 Original Copy	2 nd Flo	or HR Unit, PCS	SDS Bldg.
Original Copy a	1 137	From J	IO/ICS	
	k Identification Number red (1 Original Copy and	From J	IO/ICS	
5. Payroll (1 Origir photocopy)	al Copy and 1	2 nd Flo	or HR Unit, PCS	SDS Bldg.
6. Certified Box "A	" Obligation Request al Copy and 1 photocopy)	From D	Division emanati	ing the request
7 Contified Day "A" Dishuman and Maysham		From Division emanating the request		
CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING	PERSON
		то	TIME	RESPONSIBLE
		BE		
		BE PAID	TIME	RESPONSIBLE
1. Submit Obligation	1.1 Review submitted	BE		RESPONSIBLE Chief
Request Status,	1.1 Review submitted documents	BE PAID	TIME	RESPONSIBLE Chief Administrative Officer
Request Status, Disbursement Voucher,	documents 1.2 If documents are	BE PAID	TIME	RESPONSIBLE Chief Administrative Officer PCSD Main
Request Status, Disbursement Voucher, and COA Documentary	documents 1.2 If documents are complete, record	BE PAID	TIME	RESPONSIBLE Chief Administrative Officer PCSD Main Office -
Request Status, Disbursement Voucher,	documents 1.2 If documents are complete, record voucher in Online	BE PAID	TIME	RESPONSIBLE Chief Administrative Officer PCSD Main Office - Administrative
Request Status, Disbursement Voucher, and COA Documentary Requirements at 2 nd Floor	documents 1.2 If documents are complete, record youcher in Online	BE PAID	TIME	RESPONSIBLE Chief Administrative Officer PCSD Main Office -
Request Status, Disbursement Voucher, and COA Documentary Requirements at 2 nd Floor	documents 1.2 If documents are complete, record voucher in Online Voucher Tracking and Logbook 1.3 Obligate the	BE PAID	TIME	RESPONSIBLE Chief Administrative Officer PCSD Main Office - Administrative and Finance Division Chief
Request Status, Disbursement Voucher, and COA Documentary Requirements at 2 nd Floor	documents 1.2 If documents are complete, record voucher in Online Voucher Tracking and Logbook	BE PAID None	TIME 1 Day	RESPONSIBLE Chief Administrative Officer PCSD Main Office - Administrative and Finance Division Chief Administrative
Request Status, Disbursement Voucher, and COA Documentary Requirements at 2 nd Floor	documents 1.2 If documents are complete, record voucher in Online Voucher Tracking and Logbook 1.3 Obligate the	BE PAID None	TIME 1 Day	RESPONSIBLE Chief Administrative Officer PCSD Main Office - Administrative and Finance Division Chief Administrative Officer
Request Status, Disbursement Voucher, and COA Documentary Requirements at 2 nd Floor	documents 1.2 If documents are complete, record voucher in Online Voucher Tracking and Logbook 1.3 Obligate the	BE PAID None	TIME 1 Day	RESPONSIBLE Chief Administrative Officer PCSD Main Office - Administrative and Finance Division Chief Administrative
Request Status, Disbursement Voucher, and COA Documentary Requirements at 2 nd Floor	documents 1.2 If documents are complete, record voucher in Online Voucher Tracking and Logbook 1.3 Obligate the	BE PAID None	TIME 1 Day	RESPONSIBLE Chief Administrative Officer PCSD Main Office - Administrative and Finance Division Chief Administrative Officer PCSD Main Office - Administrative
Request Status, Disbursement Voucher, and COA Documentary Requirements at 2 nd Floor	documents 1.2 If documents are complete, record voucher in Online Voucher Tracking and Logbook 1.3 Obligate the	BE PAID None	TIME 1 Day	RESPONSIBLE Chief Administrative Officer PCSD Main Office - Administrative and Finance Division Chief Administrative Officer PCSD Main Office - Administrative and Finance
Request Status, Disbursement Voucher, and COA Documentary Requirements at 2 nd Floor	documents 1.2 If documents are complete, record voucher in Online Voucher Tracking and Logbook 1.3 Obligate the transactions	BE PAID None	TIME 1 Day 1 Day	RESPONSIBLE Chief Administrative Officer PCSD Main Office - Administrative and Finance Division Chief Administrative Officer PCSD Main Office - Administrative and Finance Division
Request Status, Disbursement Voucher, and COA Documentary Requirements at 2 nd Floor	documents 1.2 If documents are complete, record voucher in Online Voucher Tracking and Logbook 1.3 Obligate the	BE PAID None	TIME 1 Day	RESPONSIBLE Chief Administrative Officer PCSD Main Office - Administrative and Finance Division Chief Administrative Officer PCSD Main Office - Administrative and Finance
Request Status, Disbursement Voucher, and COA Documentary Requirements at 2 nd Floor	documents 1.2 If documents are complete, record voucher in Online Voucher Tracking and Logbook 1.3 Obligate the transactions 1.4 Certify the	BE PAID None	TIME 1 Day 1 Day	RESPONSIBLE Chief Administrative Officer PCSD Main Office - Administrative and Finance Division Chief Administrative Officer PCSD Main Office - Administrative and Finance Division Chief Administrative Officer
Request Status, Disbursement Voucher, and COA Documentary Requirements at 2 nd Floor	documents 1.2 If documents are complete, record voucher in Online Voucher Tracking and Logbook 1.3 Obligate the transactions 1.4 Certify the	BE PAID None	TIME 1 Day 1 Day	RESPONSIBLE Chief Administrative Officer PCSD Main Office - Administrative and Finance Division Chief Administrative Officer PCSD Main Office - Administrative and Finance Division Chief Administrative



		-		PCSD
				Administrative and Finance Division
	1.5 Filing Clerk to submit voucher to Office of the Executive Director for approval	None	1 Day	Chief Administrative Officer Office of
				Executive Director
	1.6 Filing Clerk to transmit Approved Voucher to Cashier	None	15 Minutes	Chief Administrative Officer Administrative and Finance Division
	1.7 Process Approved Voucher	None	15 Minutes	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division
	1.8 Inform client of successful Advice to Debit Account (ADA)/Check	None	5 Minutes	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division
 Receive payment, issue Official Receipt, and sign the Voucher at 2nd 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	Division Accounting Office	
	G2C – Government to Citiz	on	
Type of Transaction:	G2C – Government to Busi		
	G2G – Government to Government		
Who may avail:	- Employees of PCSD		
	- Government agencie		
	- Non-government org		
	- Supplier of goods an		
	- Academic institutions	S	
	- Researchers		
	- General public		
CHECKLIST OF R		WHERE TO SECURE	
COA Documentary Requirement	-		
transaction (COA Circular 2012	-001 dated June 14, 2012)		
Procurement Through P A. Infrastructure	ublic Bidding		
	rd Committee Process and		
	(see BAC Citizen Charter)		
•	py and 1 photocopy)	Bids and Award Committee	
	from contractors for		
-	ress/final payment or for	Contractors	
substitution in	case of release of retention		
money (1 Orig	inal Copy and 1 photocopy)		
3. Common to pr	ogress/final payments		
 Statement of v 	work accomplished/progress		
billing (1 Origi	nal Copy and 1 photocopy)	Contractors	
	ort by the agency		
	gineer (1 Original Copy and	Inspection and Evaluation Committee,	
1 photocopy)		AFD 2 nd Floor PCSDS Bldg.	
	analysis, if applicable (1	Technical Working Group/Experts	
0 17	and 1 photocopy)		
	ime elapsed (1 Original	Contractors	
Copy and 1 ph	/		
	cate of payment (1 Original	2 nd Floor Accounting, PCSDS Bldg.	
Copy and 1 pl	137		
	ffidavit on payment of		
and 1 photocc	naterials (1 Original Copy	Contractors	
-	re, during and after		
	f items of work especially	Inspection and Evaluation Committee,	
	l items (1 Original Copy and	AFD 2nd Floor PCSDS Bldg.	
1 photocopy)			
	vouchers of all previous	2nd Floor Accounting, PCSDS Bldg.	



	PCSD
payments (1 Original Copy and 1 photocopy)	
 Certificate of completion (1 Original Copy and 1 photocopy) 	Inspection and Acceptance, AFD 2 nd Floor PCSDS Bldg.
 As built plans (1 Original Copy and 1 photocopy) 	AFD, 2nd Floor PCSDS Bldg.
 Warranty Security (1 Original Copy and 1 photocopy) 	Contractors
 Copy of turn over documents/transfer of project and facilities such as motor vehicle, laptops, other equipment and furniture included in the contract to concerned government agency (1 Original Copy and 1 photocopy) 	AFD, 2nd Floor PCSDS Bldg.
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) 	Contractors
 Irrevocable standby letter of credit/security bond/bank guarantee (1 Original Copy and 1 photocopy) 	Contractors
 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) Variation order/change order/extra work 	Contractors
 order Copy of approved change order/extra work order (1 Original Copy and 1 photocopy) 	Contractors/AFD, 2 nd Floor PCSDS Bldg.
 Copy of approved original plans (1 Original Copy and 1 photocopy) 	Contractors/AFD, 2nd Floor PCSDS Bldg.
 Copy of agency report establishing the necessity/justification (1 Original Copy and 1 photocopy) 	AFD, 2nd Floor PCSDS Bldg.
 Copy of approved/revised PERT/CPM network diagram (1 Original Copy and 1 photocopy) 	AFD, 2nd Floor PCSDS Bldg.
 Copy of approved detailed breakdown of contract cost for variation order (1 Original Copy and 1 photocopy) 	AFD, 2nd Floor PCSDS Bldg.
 Copy of COA technical evaluation report for the original contract (1 Original Copy and 1 photocopy) 	Residence Auditor, COA



	PCSD
 Previously reviewed variation order or 	
copy of COA technical evaluation repo	ort
for previously approved variation orde	r (1 Residence Auditor, COA
Original Copy and 1 photocopy)	
 Additional performance security in the 	
prescribed form and amount if variation	
order exceeds 10 percent of the origin	00111001013
contract cost (1 Original Copy and 1	
photocopy)	
 Such other documents peculiar to the 	
contract and/or to the mode of	
	nyin
procurement and considered necessa audit review and technical evaluation	Contractors
thereof (1 Original Copy and 1 photoc	opy)
6. Release of Retention Money	
 Any security in the form of cash, bank 	
guarantee, irrevocable standby letter	of Contractors
credit from a commercial bank, GSIS,	
surety bond callable on demand (1	
Original Copy and 1 photocopy)	
 Certification from the end user that the 	9
project is completed and inspected (1	Inspection and Acceptance
Original Copy and 1 photocopy)	Report/AFD 2 nd Floor PCSDS Bldg.
Certified Box "A" Obligation Request	From Division emanating the request
Status (1 Original Copy and 1 photoco	ppy)
Certified Box "A" Disbursement Vouch	From Division emanating the request
(1 Original Copy and 1 photocopy)	I Tom Division emanating the request
B. Consulting Services	
1. Bids and Award Committee Process and	Bids and Award Committee
Requirements (see BAC Citizen Charter)	(1
Original Copy and 1 photocopy)	
2. Letter request for payment from the	Consultant
consultant (1 Original Copy and 1 photoc	
Approved consultancy progress/final report	4 th Floor Office of the Executive
and/or output required under contract (1	Director, PCSDS Bldg.
Original Copy and 1 photocopy)	3
Progress/final billing (1 Original Copy and	Consultant
photocopy)	
Contract of infrastructure projects subject	
project management consultancy service	s (1 AFD, 2 nd Floor PCSDS Bldg.
Original Copy and 1 photocopy)	
Certified Box "A" Obligation Request Stat	us From Division emanating the request
(1 Original Copy and 1 photocopy)	
7. Certified Box "A" Disbursement Voucher	1 From Division emanating the request
Original Copy and 1 photocopy)	



		PCSD
C. Goods		
C1. Si	upplies and Materials/Equipment/Motor	
Vehicl	es	
1.	Bids and Award Committee Process	
	and Requirements (see BAC Citizen	Dida and Assenda Osmanitta a
	Charter) (1 Original Copy and 1	Bids and Awards Committee
	photocopy)	
2.	Original copy of dealers/suppliers'	
۷.	invoices showing the quantity,	
	description of articles, unit and total	Supplier
		Coppilor
	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	Technical Working Group/Experts
	Original Copy and 1 photocopy)	5 1 1
4.	Tax receipts from Bureau of Customs	
	or the BIR indicating the exact	Our a line
	specifications and/or serial number of	Supplier
	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	Producement Lipit 2nd Floor PCSDS
J.	Original Copy and 1 photocopy)	Procurement Unit, 2 nd Floor PCSDS
6.		Bldg.
0.	Property Acknowledgment Report (for	Property, 2 nd Floor PCSDS Bldg.
	equipment) (1 Original Copy and 1	
_	photocopy)	
7.	Warranty security for a minimum	
	period of three months, in the case of	Supplier
	expendable supplies or a minimum	Coppilor
	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)	
8.	Purchase Request duly approved by	
	proper authorities (1 Original Copy and	From Division emanating the request
	1 photocopy)	
9.	Authority to Purchase from DBM (in	From Division amongting the request
0.	case of motor vehicles) (1 Original	From Division emanating the request
	Copy and 1 photocopy)	
10.	Such other documents peculiar to the	
10.	•	Bids and Awards Committee
	contract and/or to the mode of	



	PUSD
procurement and co necessary in audit re technical evaluation Copy and 1 photoco 11. Certified Box "A" Ob Status (1 Original Co	view and thereof (1 Original by) igation Request From Division emanating the request
photocopy) 12. Certified Box "A" Dis Voucher (1 Original photocopy)	From Division emanating the request
C2. General Support Servic 1. Bids and Award Commi Requirements (see BAC (1 Original Copy and 1)	tee Process and Citizen Charter) Bids and Awards Committee
2. Accomplishment Report	
and 1 photocopy) 3. Request for payment (1 1 photocopy)	Original Copy and From Service Provider
 Contractor's bill (1 Origi photocopy) 	The form Division emanating the request
 Certificate of Acceptance and 1 photocopy) 	From Service Provider
 Record of attendance/second company 	From Service Provider
 Proof of remittance to constrained agency and Original Copy and 1 photon 	/or GOCCs (1 Bids and Awards Committee
 Such other documents p contract and/or to the m procurement and consid audit review and technic 	eculiar to the ode of ered necessary in al evaluation
thereof (1 Original Copy 9. Certified Box "A" Obliga Status (1 Original Copy 10.Certified Box "A" Disbur (1 Original Copy and 1	ion Request and 1 photocopy) sement Voucher
C3. Rental Contracts 1. Bids and Award Commi Requirements (see BAC	Citizen Charter)
 (1 Original Copy and 1) 2. List of prevailing compa within vicinity (1 Origina 	able property From Division emanating the request
photocopy) 3. Vicinity map (1 Original photocopy)	Copy and 1 Service Provider



		PCSD
4.	Request for payment (1 Original Copy and 1 photocopy)	Service Provider
5.	Bill/invoices (1 Original Copy and 1 photocopy)	Service Provider
6.	Certificate of occupancy (space/building) (1 Original Copy and 1 photocopy)	Service Provider
7.	Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in audit review and technical evaluation	Bids and Awards Committee
8.	Continue Box / Cobligation requeet	From Division emanating the request
9.	Status (1 Original Copy and 1 photocopy) Certified Box "A" Disbursement Voucher (1 Original Copy and 1 photocopy)	From Division emanating the request
	epair and Maintenance Bids and Award Committee Process and Requirements (see BAC Citizen Charter) (1 Original Copy and 1 photocopy)	Bids and Awards Committee
2.	Post inspection report (1 Original Copy	AFD, 2 nd floor PCSDS Bldg.
	Warranty certificate (1 Original Copy and 1 photocopy)	Service Provider
4.	Request for payment (1 Original Copy and 1 photocopy)	Service Provider
5.	Bill/invoices (1 Original Copy and 1 photocopy)	Service Provider
6.	Certificate of acceptance (1 Original Copy and 1 photocopy)	Service Provider
7.	Pre repair inspection reports (1 Original Copy and 1 photocopy)	AFD, 2 nd floor PCSDS Bldg.
8.	Such other documents peculiar to the contract and/or to the mode of	Bids and Awards Committee
q	procurement and considered necessary in audit review and technical evaluation thereof (1 Original Copy and 1 photocopy) Certified Box "A" Obligation Request	From Division emanating the request
	Status (1 Original Copy and 1 photocopy) Certified Box "A" Disbursement Voucher	
10	-	From Division emanating the request
1.	dvertising/Printing Expense Bids and Award Committee Process and Requirements (see BAC Citizen Charter) (1 Original Copy and 1 photocopy)	Bids and Awards Committee
2.	Billing/Statement of Account (1 Original	Service Provider



	PUSD
Copy and 1 photocopy)	
 Inspection and Acceptance Report (1 Original Copy and 1 photocopy) 	AFD, 2 nd floor PCSDS Bldg.
4. Copy of newspaper clippings evidencing	
publication and/or CD in case of TV/Radio	Service Provider
commercial (1 Original Copy and 1	
photocopy)	
5. Such other documents peculiar to the	
contract and/or to the mode of	Bids and Awards Committee
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)	From Division emanating the request
7. Certified Box "A" Disbursement Voucher	
(1 Original Copy and 1 photocopy)	From Division emanating the request
C6. Catering Service	
1. Bids and Award Committee Process and	
Requirements (see BAC Citizen Charter) (1 Original Copy and 1 photocopy)	Bids and Awards Committee
2. Billing/Statement of Account (1 Original	Service Provider
Copy and 1 photocopy)	
3. Attendance Sheet (1 Original Copy and 1	From Division emanating the request
photocopy)	
4. Coordinator's Report (1 Original Copy and 1 photocopy)	From Division emanating the request
5. Contract of Service (1 Original Copy and 1	Service Provider
photocopy)	
6. Such other documents peculiar to the	Bids and Awards Committee
contract and/or to the mode of procurement	
and considered necessary in audit review	
and technical evaluation thereof (1 Original Copy and 1 photocopy)	
7. Certified Box "A" Obligation Request	
Status (1 Original Copy and 1 photocopy)	From Division emanating the request
8. Certified Box "A" Disbursement Voucher (1	From Division emanating the request
Original Copy and 1 photocopy)	
Procurement Through Alternative Modes	
1. Bids and Award Committee Process and	
Requirements (see BAC Citizen Charter)	Bids and Awards Committee
(1 Original Copy and 1 photocopy)	
2. Approved Procurement Plan (1 Original	From Division emanating the request
Copy and 1 photocopy)	
3. Purchase Request (1 Original Copy and 1	From Division emanating the request
photocopy) 4. Original copy of dealers/suppliers'	
	Supplier



			PCSD
	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) Inspection and Acceptance Report (1 Original Copy and 1 photocopy)	AFD, 2 nd Floor PCSDS Bldg.	
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)	4 th Floor, OED, PCSDS Bldg	
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)	Bids and Awards Committee	
	Sworn affidavit of the bidder that it is not related to the HOPE by consanguinity or affinity up to the third civil degree (1 Original Copy and 1 photocopy) Additional Requirements: In case of 2 failed biddings	Bidder	
	Agency's offer for negotiations with selected supplier, contractors or	Bids and Awards Committee	
	of competitive bidding for the second time (1 Original Copy and 1 photocopy)	Bids and Awards Committee	
	 Evidence invitation of observers in all stages of the negotiation (1 Original Copy and 1 photocopy) Eligibility documents in case of 	Bids and Awards Committee	
	infrastructure projects (1 Original Copy and 1 photocopy)	Bids and Awards Committee	
	 In emergency cases Justification as to necessity of purchase (1 Original Copy and 1 photocopy) 	From Division emanating the	request
11	 In case of take over contracts Copy of terminated contract (1 Original Copy and 1 photocopy) Reason for termination (1 Original Copy and 1 photocopy) 	Bids and Awards Committee	



second I	owest calculated bidder or			
	lowest calculated bidder in			
	ailure of negotiation with			
	nd lowest bidder. If			
-	on still fails, invitation to at			
least three	ee eligible contractors (1			
Original	Copy and 1 photocopy)			
Approva	I by the Head of the			
Procurin	g Entity to negotiate			
contracts	s for projects under			
	nal cases (1 Original Copy	Bids a	nd Awards Com	nmittee
•	notocopy)			
-	Il Value Procurement			
	vitation to submit proposal			
		Rids a	nd Awards Com	nmittee
13. Adjacent or cor		Dias a		initiee
-	• • •			
9	contract and any	.		•
	0	Bids and Awards Committee		
	from competitive bidding			
	al 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) Latest accomplishment report of 				
		Bidder		
		Bidder		
the origin	nal contract showing that	Diddei		
there wa	s no negative			
slippage/delay (1 Original Copy				
and 1 photocopy)				
14. Such other documents peculiar to the				
	uments peculiar to the	Bids a	nd Awards Corr	nmittee
contract and/or		Bids a	nd Awards Com	nmittee
contract and/or	to the mode of	Bids a	nd Awards Corr	nmittee
contract and/or procurement ar		Bids a	nd Awards Corr	nmittee
contract and/or procurement ar audit review an	to the mode of nd considered necessary in d technical evaluation	Bids a	nd Awards Corr	nmittee
contract and/or procurement ar audit review an thereof (1 Origi	to the mode of nd considered necessary in d technical evaluation nal Copy and 1 photocopy)			
contract and/or procurement ar audit review an thereof (1 Origi 15. Certified Box "A	to the mode of nd considered necessary in d technical evaluation nal Copy and 1 photocopy) A" Obligation Request			nmittee ting the request
contract and/or procurement ar audit review an thereof (1 Origi 15. Certified Box "A Status (1 Origin	to the mode of nd considered necessary in d technical evaluation nal Copy and 1 photocopy) A" Obligation Request nal Copy and 1 photocopy)	From I	Division emanat	ting the request
contract and/or procurement ar audit review an thereof (1 Origi 15. Certified Box "A Status (1 Origin 16. Certified Box "A	to the mode of nd considered necessary in d technical evaluation nal Copy and 1 photocopy) A" Obligation Request nal Copy and 1 photocopy) A" Disbursement Voucher	From I	Division emanat	
contract and/or procurement ar audit review an thereof (1 Origi 15. Certified Box "A Status (1 Origin 16. Certified Box "A (1 Original Cop	to the mode of nd considered necessary in d technical evaluation nal Copy and 1 photocopy) A" Obligation Request nal Copy and 1 photocopy) A" Disbursement Voucher y and 1 photocopy)	From I From I	Division emanat Division emanat	ting the request
contract and/or procurement ar audit review an thereof (1 Origi 15. Certified Box "A Status (1 Origin 16. Certified Box "A	to the mode of nd considered necessary in d technical evaluation nal Copy and 1 photocopy) A" Obligation Request nal Copy and 1 photocopy) A" Disbursement Voucher y and 1 photocopy)	From I From I FEES	Division emanat Division emanat PROCESSING	ting the request ting the request PERSON
contract and/or procurement ar audit review an thereof (1 Origi 15. Certified Box "A Status (1 Origin 16. Certified Box "A (1 Original Cop	to the mode of nd considered necessary in d technical evaluation nal Copy and 1 photocopy) A" Obligation Request nal Copy and 1 photocopy) A" Disbursement Voucher y and 1 photocopy)	From I From I FEES TO	Division emanat Division emanat PROCESSING	ting the request
contract and/or procurement ar audit review an thereof (1 Origi 15. Certified Box "A Status (1 Origin 16. Certified Box "A (1 Original Cop	to the mode of nd considered necessary in d technical evaluation nal Copy and 1 photocopy) A" Obligation Request nal Copy and 1 photocopy) A" Disbursement Voucher y and 1 photocopy) AGENCY ACTION	From I From I FEES TO BE	Division emanat Division emanat PROCESSING	ting the request ting the request PERSON
contract and/or procurement ar audit review an thereof (1 Origi 15. Certified Box "A Status (1 Origin 16. Certified Box "A (1 Original Cop CLIENT STEPS	to the mode of nd considered necessary in d technical evaluation nal Copy and 1 photocopy) A" Obligation Request nal Copy and 1 photocopy) A" Disbursement Voucher y and 1 photocopy) AGENCY ACTION	From I From I FEES TO BE PAID	Division emanat Division emanat PROCESSING TIME	ting the request ting the request PERSON RESPONSIBLE
contract and/or procurement ar audit review an thereof (1 Origi 15. Certified Box "A Status (1 Origin 16. Certified Box "A (1 Original Cop CLIENT STEPS 1. Submit Obligation Request	to the mode of nd considered necessary in d technical evaluation nal Copy and 1 photocopy) A" Obligation Request nal Copy and 1 photocopy) A" Disbursement Voucher y and 1 photocopy) AGENCY ACTION	From I From I FEES TO BE	Division emanat Division emanat PROCESSING	ting the request ting the request PERSON RESPONSIBLE <i>Chief</i>
contract and/or procurement ar audit review an thereof (1 Origi 15. Certified Box "A Status (1 Origin 16. Certified Box "A (1 Original Cop CLIENT STEPS	to the mode of nd considered necessary in d technical evaluation nal Copy and 1 photocopy) A" Obligation Request nal Copy and 1 photocopy) A" Disbursement Voucher y and 1 photocopy) AGENCY ACTION	From I From I FEES TO BE PAID	Division emanat Division emanat PROCESSING TIME	ting the request ting the request PERSON RESPONSIBLE



		,		PCSD
Requirements	1.2 If documents are complete, record voucher in Online Voucher			PCSD Main Office - Administrative
	Tracking and Logbook			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	2

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:	Government to Government
Who may avail:	External suppliers/service providers



Checklist OF REQUIREMENTS		WHERE T	O 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
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
Receipt/Progress Billing/Statement of Account/Billing Statement/Delivery Invoice	 3.0 Inspect goods, services or project progress and/or final construction. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR 	None	1 day	Head of Inspection and Acceptance Committee PCSDS Main Office
	3.1. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	Property and Supply Unit PCSDS Main Office - AFD
	3.2. Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	1 day	Property Custodian PCSDS Main Office - AFD
	3.3 Evaluate supplier performance/service. Prepare Certificate of	None	1 day	End User Division Chief PCSDS Main Office - AFD
	Performance Evaluation (CPE) Form and recommend the			Chief



				PC3D
	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 Receipt of Delivered items/service	4.0 Receive Official Receipt	None	1 day	Chief Administrative Officer PCSDS Main Office - AFD
5. Receive Payment at the Accounting Office at the PCSD Main Office.	5.0 Process payment			
	TOTAL:	None	12 days	

Procurement of Goods, Consulting Services, and Infrastructure

Negotiated Procurement: Agency-to-Agency is qualified for multi-stage processing.

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

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

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

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

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



Office/Division:		Bids and Awards Committee (BAC), BAC Secretariat, and					
				nance Divisions (AFD)			
Classification:	Highly Technical						
Type of Transaction:	G2C - Government G2G - Government		vont				
	G2B - Government						
Who may avail:	External suppliers/s						
				O SECURE			
	Accreditation Board (PCAB)	License (1		tractor			
• • • /	ing Capacity (NFCC) (1 copy)	Con	tractor			
CLIENTS STEPS	AGENCY ACTION		PROCESSING				
		TO BE PAID	TIME	RESPONSIBLE			
1. Negotiate with the Bid and Awards Committee during BAC meetings at the PCSD Main Building	1.1 Negotiate with the Contractor or Consultant for the ongoing infrastructure project or consulting services (e.g., scope of work or terms of reference, unit price and other terms and conditions of	;	7 days	PCSDS-BAC Chairperson PCSDS Main Office			
	the contract) 1.2. Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	7 days	PCSDS-BAC Chairperson PCSDS Main Office HOPE PCSDS Main Office - Office of the Executive Director (OED)			
2. Sign the NOA and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office			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	3.0 Approve and sign the Contract of Agreement	None	1 day	HOPE PCSDS Main			



				PCSD
through the BAC Secretariat at the	(COA)			Office - Office of the Executive
PCSD Main Office				Director (OED)
Notarize the COA.				
Return notarized				
COA to the BAC				
Secretariat at the				
PCSD Main Office.				
4. Submit	4.0 Accept and verify	None	1 day	Head of BAC
Performance Security	Performance Security			Secretariat
to the BAC	submitted			PCSDS Main
Secretariat at the				Office
PCSD Main Office	5 O losses and size the Nation	Nama	4	
5. Sign the Notice to	5.0 Issue and sign the Notice	None	1 day	HOPE PCSDS Main
Proceed (NTP) and	to Proceed (NTP) together			Office - Office of
receive one copy of NTP through the BAC	with a copy of the approved COA within three CD from			the Executive
Secretariat at the	the date of the approval			Director (OED)
PCSD Main Office	the date of the approval			
				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		-	Division Head
specified in the TOR	with the specifications stated			PCSDS Main
and within the	in the TOR			Office
scheduled timeframe.		None	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 Secretariat at the				the Executive
PCSD Main Office				Director (OED)
				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.			Inspection and
Billing/Statement of				Acceptance



			1	PCSD
Account/Billing Statement/Delivery	Prepare inspection acceptance report (IAR)			Committee PCSDS Main
Invoice	Confirm compliance of procured items to specifications/TOR			Office
	9.2 Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	Property and Supply Unit PCSDS Main Office – AFD
	9.3 Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment	None	2 days	Property and Supply Unit PCSDS Main Office – AFD
	9.4 Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	1 day	Property Custodian PCSDS Main Office – AFD
	9.5 Evaluate contractor/supplier/consultant performance/service.	None	1 day	End User Division Chief PCSDS Main Office
	Prepare Certificate of 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	
	amont of Consulting Sonvious		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:		Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
Classification:	Highly Technical				
Type of Transaction	0 7	nt to Client			
	G2G - Governme	G2G - Government to Government			
	G2B - Governme	nt to Business			
Who may avail:	External suppliers	s/service providers			
Check	list OF REQUIREMEN	NTS	WHERE T	O SECURE	
Business/Mayor's Per	mit (1 photocopy)		Supplier, Consultant or Contractor		
PHILGEPS Registration	on Number (1 copy)		Supplier, Consultant or Contractor		
Income / Business Ta copy)	x Return (For ABCs al	oove P500K) (1	Supplier, Consultant or Contractor		
	e Distributorship for go	oods (1 copy)	Supplier, Consultant or Contractor		
Expertise Certification (1 copy)			Supplier, Consultant or Contractor		
Price Quotation/Proforma Invoice together with the conditions		Supplier, Cons	ultant or		
of sale (1 original)	-		Contractor		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	



				PCSD
1. Submit Price Quotation together with applicable Eligibility Documents during BAC Meetings at the PCSD Main Office.	terms and conditions of the contract to ensure that the supplier is technically, legally and financially capable to deliver the goods at the most advantageous price and contract for the Government.	None	7 days	PCSDS-BAC Chairperson PCSDS Main Office
	 1.2 Recommend to the HOPE the award of contract in favor of the supplier. Prepare BAC Resolution recommending award and have it signed by the BAC members 	None	7 days	PCSDS-BAC Chairperson PCSDS Main Office Head of BAC Secretariat PCSDS Main Office HOPE PCSDS Main Office - Office of the Executive Director (OED)
2. Sign the NOA and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office	2.1 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
	2.2 Prepare the contract in favor of the Supplier	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	Agreement (COA)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
Office Notarize the COA. Return notarized	3.2 Prepare the NTP in favor of the Supplier	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
L				



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



payment processing Property and Number and enter details to Report of Property Plants and Equipment None 2 days Property and Supply Unit PCSDS Main Office - AFD 7.3. Attach property details to Report of Property Plants and Equipment None 1 day Property PCSDS Main Office - AFD 7.4. Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory None 1 day Property Custodian PCSDS Main Office - AFD 7.5 Evaluate bidders performance/service. None 1 day End User Division Chief PCSDS Main Office - AFD Prepare Certificate of Performance Prepare Certificate of Performance None 1 day End User Division Chief PCSDS Main Office - AFD 8. Receive Certificate of Performance 8. Sign and approve CPE None 2 days HOPE PCSD SMain Office - OFD 8. Receive Certificate of Performance 9. Receive Official Receipt and Process payment None 1 day Accountant III PCSD SMain Office - AFD 9. Issue Official PCSD Main Office 9. Receive Official Receipt and Process payment None 1 day Accountant III PCSDS Main Office - AFD 9. Issue Official Main Office. 9. Receive Official Receipt and Process payment None 30 days, 30					PCSD
Number and enter Supply Unit details to Report of Physical Counts of Property Plants and Equipment PCSDS Main Office - AFD 7.4 Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory None 1 day Property Custodian 7.5 Evaluate bidders performance None 1 day End User Division Chief Property Inventory 7.5 Evaluate bidders performance None 1 day End User Division Chief Prepare Certificate of Performance Prepare Certificate of Performance None 1 day End User Division Chief 8. Receive Certificate of Performance 8. Sign and approve None 2 days HOPE 8. Issue Official Receipt of Delivered items/service and Receipt and Process payment 9. Receive Official Receipt and Process payment None 1 day Accountant III PCSDS Main Office - AFD 9. Issue Official Receipt of Delivered 9. Receive Official Receipt and Process payment None 1 day Accountant III PCSDS Main Office - AFD 9. Issue Official Receipt and Process payment 9. None 1 day Accountant III PCSDS Main Office - AFD		payment processing			
7.4 Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory None 1 day Property Custadian 7.5 Evaluate bidders performance/service. None 1 day End User Division Chief Prepare Certificate of Performance Prepare Certificate of Evaluation (CPE) Form and recommend the same to the HOPE None 1 day End User Division Chief 8. Receive Certificate of Performance 8. Sign and approve CPE None 2 days HOPE PCSD Main Office - AFD 8. Receive Certificate of Performance 8. Sign and approve CPE None 2 days HOPE PCSD Main Office - Office 9. Issue Official Receipt of Delivered tetmex/service and Receive Payment at the Accounting Office. 9. Receive Official Receipt and Process payment None 1 day Accountant III PCSD Main Office - AFD 9. Issue Official Main Office. 9. Receive Official PCSD Main Office at the PCSD Main Office at the PCSD None 1 day Accountant III PCSD Main Office - AFD		Number and enter details to Report of Physical Counts of Property Plants and	None	2 days	Supply Unit PCSDS Main
7.5 Evaluate bidders performance/service.None1 dayEnd User Division Chief PCSDS Main Office - AFDPrepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPEChief Administrative Officer PCSDS Main Office - AFD8. Receive Certificate of Performance Evaluation from the Property and Supply Unit at the PCSD Main Office8. Sign and approve CPENone2 daysHOPE PCSDS Main Office - AFD9. Issue Official Receipt of Delivered items/service and Receipt at the Accounting Office.9. Receive Official Receipt and Process paymentNone1 dayAccountant III PCSD Main Office - AFDTOTALNone30 days, 30		7.4 Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property	None	1 day	Custodian PCSDS Main
Certificate of Performance Evaluation from the Property and Supply Unit at the PCSD Main OfficeCPEPCSDS Main Office - Office of the Executive Director (OED)9. Issue Official Receipt of Delivered items/service and Receive Payment9. Receive Official Receipt and Process paymentNone1 dayAccountant III PCSDS Main Office - AFD00 <t< td=""><td></td><td>7.5 Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the</td><td>None</td><td>1 day</td><td>Division Chief PCSDS Main Office - AFD Chief Administrative Officer PCSDS Main</td></t<>		7.5 Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the	None	1 day	Division Chief PCSDS Main Office - AFD Chief Administrative Officer PCSDS Main
Receipt of Delivered items/service and Receive PaymentReceipt and Process paymentPCSDS Main Office - AFDReceive Payment at the Accounting Office at the PCSD Main Office.PCSDS Main Office - AFDTOTALNone30 days, 30	Certificate of Performance Evaluation from the Property and Supply Unit at the		None	2 days	PCSDS Main Office - Office of the Executive
	Receipt of Delivered items/service and Receive Payment at the Accounting Office at the PCSD	Receipt and Process payment	None	1 day	PCSDS Main
		TOTAL	None		

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 Comm			at, and
	Administrative and Finar	nce Divisions	s (AFD)	
Classification:	Highly Technical			
Type of Transaction				
	G2G - Government to G			
	G2B - Government to Bu			
Who may avail:	External suppliers/servic	e providers		
	cklist OF REQUIREMENTS			O SECURE
	s Permit (1 photocopy)		onsultant or Cor	
	actors Accreditation Board	Supplier, Co	onsultant or Co	ntractor
(PCAB) License (1				
	ntracting Capacity (NFCC)	Supplier, Co	onsultant or Co	ntractor
(For ABCs above P				
	Supplier, Consultant or Contractor			ntractor
P500K) (1 copy)	Statement (For ABCs above	Supplier C	oncultant or Co	otrootor
P500K) (1 original)	Statement (FOI ABCS above	Suppliel, Co	onsultant or Cor	IIIacioi
CLIENTS STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
CEIENTS STELS		BE PAID	TIME	RESPONSIBLE
1. Negotiate with	1.1 Conduct direct negotiation	None	1 day	PCSDS-BAC
the Bid and	with the supplier, contractor or			Chairperson
	consultant with technical, legal			PCSDS Main
during BAC				Office
meetings at the	deliver the goods, execute the			
PCSD Main	works and perform the services	S		
Building	to address the emergency			
	upon preparation of the			
	appropriate procurement			
	documents.			



				PCSD
	1.2 Recommend to the HoPE through a Resolution award the contract to the Supplier, Contractor or Consultant.	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
				Head of BAC Secretariat PCSDS Main Office
2. Sign the Notice of Award (NOA) and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office	 2.1 Award the contract to the Supplier, Contractor or Consultant immediately upon confirmation and ascertainment of such capability to address the emergency. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation. 	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
	2.2 Prepare the contract in favor of the Supplier, Contractor or Consultant	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
3. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main	3.1 Approve and sign the Contract of Agreement (COA)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
Office. Return notarized COA to the BAC Secretariat at the PCSD Main Office.	3.2 Prepare the NTP in favor of the Supplier, Contractor or Consultant	None	10 minutes	Head of BAC Secretariat
4. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office	4. Issue and sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
5. Perform the service required at the venue specified in the	5.1 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	End-User PCSDS Main Office
TOR and within	5.2 Prepare the Purchase	None	10 minutes	Head of BAC



	1		1	PCSD
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				
PCSD Main Office				Head of BAC
				Secretariat
				PCSDS Main
7	7.4.1	N.L	4 1	Office
7. Issue Delivery	7.1 Inspect project progress	None	1 day	Head of
Receipt/Progress	and/or final construction.			Inspection and
Billing/Statement				Acceptance
of Account/Billing	Prepare inspection acceptance			Committee
Statement/Delivery	report (IAR)			PCSDS Main
Invoice				Office
	Confirm compliance of			
	procured items to			
	specifications/TOR			
	7.2 Submit complete copies of	None	3 days	Property and
	procurement documents and			Supply Unit
	Disbursement Voucher and			PCSDS Main
	Obligation Request to			Office - AFD
	Accounting unit for payment			
	processing			
	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	iterie	, ady	PCSDS Main
Delivered				Office - AFD
items/service and				
Receive Payment				
at the Accounting				
Office at the PCSD				
Main Office.				
	TOTAL	None	15 days and	
	ISTAL		30 minutes	
Negatista for Drea	rement of Goods, Consulting Se			

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 Commi	Bids and Awards Committee (BAC), BAC Secretariat, and				
	Administrative and Finan	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 Go	G2G - Government to Government				
	G2B - Government to Bu	G2B - Government to Business				
Who may avail:	External suppliers/service	e providers				
Che	cklist OF REQUIREMENTS		WHERE T	O SECURE		
1. Mayor's/ Busines	ss Permit (1 photocopy)		External suppli	ers/service		
			providers/Cons	sultants		
2. Curriculum Vitae	(Consulting Services)1 (original)	External suppli	ers/service		
			providers/Consultants			
3. Professional Lice	ense if applicable (1 photocopy)		External suppliers/service			
			providers/Consultants			
4. PhilGEPS Regist	tration Number (1 photocopy)					
			providers/Cons			
CLIENTS STEPS	AGENCY ACTION		PROCESSING			
		BE PAID	TIME	RESPONSIBLE		
1.Submit copies	1.1 Receive PR with applicable	None	10 Minutes	Head of BAC		
of PR to the BAC	attachments from End-Users.			Secretariat		
Secretariat at the				PCSDS Main		
	Initially review the accuracy of			Office		
with the	documents submitted and					
	verify completeness of					
above, as	documents as to					
applicable with	statutory/regulatory					
justification that	requirements.					



				PCSD
the engagement				
	1.2 Assign and stamp PR	None	20 minutes	Head of BAC
accordance with	number, date received and			Secretariat
the conditions set	update Procurement database			PCSDS Main
forth in the RIRR.	(PMR)			Office
	1.3 Evaluate PR with	None	5 days	Head of BAC
	attachments and verify mode			Secretariat
	of procurement in relation to			PCSDS Main
	the approved Annual			Office
				Onice
	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 Sign PR	None	1 day	Head of the
				Procuring Entity
				(HOPE)
				PCSDS Main
				Office - Office
				of the Executive
				Director (OED)
				· · · ·
2. Identify	2.1 Prepare and draft the letter	None	15 minutes	Head of BAC
prospective	of invitation to the identified			Secretariat
consultant based	consultant			PCSDS Main
on the provided				Office
Terms of	Submit the same to the BAC			••
Reference	Chairperson for signature			
	2.2 Send letter of invitation to	None	1 day	Chief
Submit the name,	prospective consultant	None	Tudy	Administrative
contact information				Officer
and mailing				PCSDS Main
address of the said				Office – AFD
prospective	2.3 Undertake negotiation with	None	7 days	PCSDS-BAC
consultant	the individual consultant based			Chairperson
	on the Terms of Reference			PCSDS Main
	prepared by the End-User.			Office
	Considering the nature of the			
	consultancy work, it is enough			
	that individual's legal, technical			
	and financial capability to			
	undertake and fulfill the			
	consultancy work based on the			
	Terms of Reference is			
	validated.			
	2.4 Recommend to the HoPE	None	7 day	PCSDS-BAC
			i uay	



			1	PCSD
	the award of contract			Chairperson PCSDS Main
	Prepare BAC Resolution recommending award and			Office
	have it signed by the BAC			Head of BAC
	members and HOPE			Secretariat
				PCSDS Main
	2.5 Issue and sign the Notice	None	1 day	Office HOPE
	of Award (NOA), otherwise	None	1 day	PCSDS Main
	HOPE may disapprove BAC			Office - Office
	recommendation.			of the Executive
				Director (OED)
	2.6 Prepare the contract in	None	10 minutes	Head of BAC
	favor of the Consultant			Secretariat PCSDS Main
				Office
	2.7 Approve and sign the	None	1 day	HOPE
	Contract of Agreement (COA)			PCSDS Main
				Office - Office
				of the Executive
	2.8 Prepare the NTP in favor of	None	10 minutes	Director (OED) Head of BAC
	the Consultant	NONE	10 minutes	Secretariat
				PCSDS Main
				Office
	2.9 Sign the Notice to Proceed	None	1 day	HOPE
	(NTP) together with a copy of the approved COA within three			PCSDS Main 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		,	Division Head
	the specifications stated in the			PCSDS Main
	TOR	None	1 40	Office
	2.11 Inspect project progress and/or project output.	None	1 day	Head of 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
j	,			, ,



Billing/Statement of Account/Billing Statement/Delivery	procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing			<i>Supply Unit</i> PCSDS Main Office - AFD
Receipt of	4. Receive Official Receipt / Acknowledgement Receipt & Process payment	None	1 day	Accountant III PCSDS Main Office - AFD
	TOTAL:	None	30 days, 1 hour and 5 minutes	

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

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

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

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

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

	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/servic		S	
Checklist OF REQUIREMENTS				TO SECURE
-	1. Mayor's/ Business Permit (Except for gov't agencies as lessors) (1 photocopy)		Contractors, Suppliers	
2. PhilGEPS Regis as lessors) (1 photo	tration Number (Except for gov't	agencies	Contractors, Su	uppliers
3. Income/Business as lessors) (1 photo	s Tax Return (Except for gov't ag	gencies	Contractors, Su	uppliers
	Proforma Invoice/Billing Stateme	ent (1	Contractors, Su	uppliers
CLIENTS STEPS	AGENCY ACTION	FEES	PROCESSING	PERSON
		TO BE PAID	TIME	RESPONSIBLE
1. Drop Quotation Envelope (containing duly filled up PQF and required eligibility documents) in the	1.1 Collect sealed Quotation Envelope (containing duly filled up PQF and required eligibility documents) from the bid box.	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
bid box located at the front desk, PCSD Main Office.	1.2 Evaluate the Quotations submitted.	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
	1.3 Prepare Abstract of Quotation (AOQ) and have it signed by the BAC Members who were present during the evaluation	None	1 day	Head of BAC Secretariat PCSDS Main Office
	1.4 Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office Head of BAC Secretariat PCSDS Main Office
2. Sign the NOA and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office	2.1 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main



				Office
	2.2 Prepare the contract in favor of the Lessor	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
3. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main	3.1 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	3.2 Prepare the NTP in favor of the Lessor	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
4. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office	4. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
5. Perform the service required at the venue specified in the TOR and within	5.1 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	End-User Division Head PCSDS Main Office
the scheduled timeframe.	5.2 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
6. Sign the Purchase Order (PO) and receive one copy of PO through the BAC Secretariat at the PCSD Main Office	6. Issue and sign the Purchase Order (PO)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
7. Issue Delivery Receipt/Progress Billing/Statement	7.1 Inspect project progress and/or project output.	None	1 day	Head of Inspection and Acceptance



				PCSD
•	Prepare inspection acceptance report (IAR) Confirm compliance of procured items to TOR			Committee PCSDS Main Office
	7.2. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	<i>Property and Supply Unit</i> PCSDS Main Office - AFD
8. Issue Official Receipt of Delivered items/service and Receive Payment at the Accounting Office at the PCSD Main Office.	8. Receive Official Receipt / Acknowledgement Receipt and Process payment	None	1 day	<i>Accountant III</i> PCSDS Main Office - AFD
	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.



	Dida and Amenda Osmanitta a (DAO) DA	PCSD			
	Bids and Awards Committee (BAC), BAC Secretariat, and				
	Administrative and Finance Divisions (A	IFD)			
	Highly Technical				
	G2C - Government to Citizen				
	G2G - Government to Government				
	G2B - Government to Business				
	External suppliers/service providers				
	st OF REQUIREMENTS	WHERE TO SECURE			
First Envelope:	rom OFO/DTI/ODA (4 original Corry 4	Cuppling Consultant or			
-	rom SEC/DTI/CDA (1 original, Copy 1	Supplier, Consultant or			
and Copy 2)					
Business/iviayor's Permi	t (1 original, Copy 1 and Copy 2)	Supplier, Consultant or			
		Contractor			
Tax Clearance (1 origina	al, Copy 1 and Copy 2)	Supplier, Consultant or			
	f Degistration and Mamharshin	Contractor			
	f Registration and Membership	Supplier, Consultant or Contractor			
	(1 original, Copy 1 and Copy 2)				
_	t (JVA) if applicable (1 original, Copy 1	Supplier, Consultant or			
and Copy 2)	Piddor's outborized representative/s (1	Contractor			
_	Bidder's authorized representative/s (1	Supplier, Consultant or Contractor			
original, Copy 1 and Cop	ent (1 original, Copy 1 and Copy 2)	4			
Official Sworth Stateme	ent (1 onginal, Copy 1 and Copy 2)	Supplier, Consultant or Contractor			
List of Opgoing governm	nent and private contracts (if any) (1	Supplier, Consultant or			
original, Copy 1 and Cop	• • • • • • •	Contractor			
	ce Evaluation from SLCC (1 original,	Supplier, Consultant or			
Copy 1 and Copy 2)		Contractor			
	nedule of Requirements (1 original,	Supplier, Consultant or			
Copy 1 and Copy 2)	leade of Requirements (1 original,	Contractor			
	cal Specifications (1 original, Copy 1	Supplier, Consultant or			
and Copy 2)		Contractor			
Bid Security (1 original, 0	Conv 1 and Conv 2)	Supplier, Consultant or			
		Contractor			
After Sales Statement (1	original, Copy 1 and Copy 2)	Supplier, Consultant or			
Philippine Contractors A	ccreditation Board (PCAB) License if				
	nents (1 original, Copy 1 and Copy 2)	Supplier, Consultant or			
	(3 , 1 , - , - ,)	Contractor			
Income Tax Return (1 or	riginal, Copy 1 and Copy 2)				
		Contractor			
Net Financial Contractin	g Capacity (NFCC) (1 original, Copy 1				
and Copy 2)		Contractor			
	iginal, Copy 1 and Copy 2)	Supplier, Consultant or			
, , , , , , , , , , , , , , , , , , ,		Contractor			
Bill of Quantities (1 origi	nal, Copy 1 and Copy 2)	Supplier, Consultant or			
, J		Contractor			
Philippine Contractors A applicable(1 original, Co Second Envelope: Audited Financial Staten Income Tax Return (1 or Net Financial Contractin and Copy 2) Financial Bid Form (1 or	ccreditation Board (PCAB) License if py 1 and Copy 2) nents (1 original, Copy 1 and Copy 2) riginal, Copy 1 and Copy 2) g Capacity (NFCC) (1 original, Copy 1 iginal, Copy 1 and Copy 2)	Contractor Supplier, Consultant or Contractor Supplier, Consultant or Contractor Supplier, Consultant or Contractor Supplier, Consultant or Contractor Supplier, Consultant or Contractor Supplier, Consultant or Contractor			



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



		1		PCSD
	or SRB of post qualification.			
6. Submit Post- Qualification documents to the BAC Secretariat	6.1 Receive Post-Qualification documents.	None	10 minutes	<i>TWG/ Head of</i> <i>BAC Secretariat</i> 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	<i>TWG/ Head of BAC Secretariat</i> PCSDS Main Office
	6.3 Prepare Abstract of Bid (AOB) and have it signed by the BAC Members who were present during the evaluation	None	1 day	Head of BAC Secretariat PCSDS Main Office
	6.4 Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
	it signed by the BAC members and HOPE			Head of BAC Secretariat PCSDS Main Office
7. Sign the NOA and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office	7. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
				Head of BAC Secretariat PCSDS Main Office
8. Submit Performance Security to the BAC Secretariat at	8.1 Receive and evaluate submitted Performance Security	None	1 day	Head of BAC Secretariat PCSDS Main Office
the PCSD Main Office	8.2 Prepare the contract in favor of the winning bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
9. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main	9.1 Approve and sign the Contract of Agreement (COA)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
Office	9.2 Prepare the NTP in favor of	None	10 minutes	Head of BAC



				PCSD
Notarize the COA.	the winning bidder			Secretariat PCSDS Main Office
Return notarized COA to the BAC Secretariat at the PCSD Main Office.				
to Proceed (NTP) and receive one	10.Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
				Head of BAC Secretariat PCSDS Main Office
the venue specified in the	11.1 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	End-User Division Head PCSDS Main Office
TOR and within the scheduled timeframe.	11.2 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
12. Sign the Purchase Order (PO) and receive one copy of PO through the BAC Secretariat at the PCSD Main Office	12. Issue and sign the Purchase Order (PO)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC
				Secretariat PCSDS Main Office
13. Submit warranty security to the Property and Supply Unit at the PCSD Main Office.	13. Accept and verify Warranty Security submitted	None	1 day	Chief Administrative Officer PCSDS Main Office-AFD
	14.1 Inspect goods, services or project progress and/or final construction. Prepare inspection acceptance	None	1 day	Head of Inspection and Acceptance Committee PCSDS Main
Invoice	report (IAR)			Office



				PCSD		
	Confirm compliance of 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. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	End User Division Chief PCSDS Main Office - AFD Chief Administrative Officer PCSDS Main Office - AFD		
15. Receive Certificate of Performance Evaluation from the Property and Supply Unit at the PCSD Main Office	15. Sign and approve CPE	None	2 days	HOPE PCSDS Main Office - Office of the Executive Director (OED)		
16. Issue Official Receipt of Delivered items/service and Receive Payment at the Accounting Office at the PCSD Main Office.		None	1 day	Accountant III PCSDS Main Office - AFD		
	TOTAL:	None	44 days and 1 hour and 30 minutes			
Submission of Bid for Procurement of Goods, Consulting Services, and Infrastructure						

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



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

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

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

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				
	External suppliers/service providers				
Checklist	OF REQUIREMENTS	WHERE TO SECURE			
First Envelope:					
and Copy 2)		Supplier, Consultant or Contractor			
Business/Mayor's Permit(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor			
Tax Clearance(1 original,	Copy 1 and Copy 2)	Supplier, Consultant or Contractor			
	Registration and Membership original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor			
	(JVA) if applicable(1 original, Copy 1	Supplier, Consultant or Contractor			
Proof of Authority of the B representative/s(1 original		Supplier, Consultant or Contractor			
	nt(1 original, Copy 1 and Copy 2)	Supplier, Consultant or Contractor			
List of Ongoing governme original, Copy 1 and Copy	nt and private contracts (if any) (1	Supplier, Consultant or Contractor			
	e Évaluation from SLCC(1 original,	Supplier, Consultant or Contractor			
	edule of Requirements(1 original,	Supplier, Consultant or Contractor			
	al Specifications(1 original, Copy 1	Supplier, Consultant or Contractor			
Bid Security(1 original, Co	ppy 1 and Copy 2)	Supplier, Consultant or Contractor			
After Sales Statement(1 o	riginal, Copy 1 and Copy 2)	Supplier, Consultant or Contractor			
Philippine Contractors Acc	creditation Board (PCAB) License if	Supplier, Consultant or			



				PCSD
applicable(1 origina	al, Copy 1 and Copy 2)		Contractor	
Second Envelope				
		Supplier, Consultant or Contractor		
		Supplier, Cons Contractor	ultant or	
Net Financial Contr and Copy 2)	acting Capacity (NFCC) (1 origin	nal, Copy 1	Supplier, Cons Contractor	ultant or
Financial Bid Form	(1 original, Copy 1 and Copy 2)		Supplier, Cons Contractor	ultant or
Bill of Quantities(1	original, Copy 1 and Copy 2)		Supplier, Cons Contractor	ultant or
CLIENTS STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
		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 Building	2.2 Post Bid Supplement, if any (within seven Calendar Days before the deadline of submission of bids) in the PhilGEPS website, PCSDS website and any conspicuous place within the premises of the PCSDS		20 minutes	Head of BAC Secretariat PCSDS Main Office
3. Drop sealed Bid Envelope upon payment of prescribed bid amount in the bid box located at the front desk, PCSD Main Building before the deadline of submission of bid	3. Collect sealed Bid Envelope from the bid box.	None	10 minutes	Head of BAC Secretariat PCSDS Main Office



				PCSD
4. Attend Bid Opening (attendance is not mandatory) during the scheduled BAC meeting at the PCSD Main Building	4. Conduct Bid Opening/Bid evaluation.	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
5. Receive notice to bidder from the BAC Secretariat at the PCSD Main Building	 5.1 a. Notify bidders who submitted a bid envelope of the Bid Opening/Bid Evaluation. b. Inform the LCB or SCB/HRB or SRB of post qualification. 	None	1 day	Head of BAC Secretariat PCSDS Main Office
6. Submit Post- Qualification documents to the BAC Secretariat at	6.1 Receive Post-Qualification documents	None	10 minutes	<i>TWG/ Head of</i> <i>BAC Secretariat</i> 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



				PCSD
				PCSDS Main Office
8. Submit Performance Security to the	8.1 Receive and evaluate submitted Performance Security	None	1 day	Head of BAC Secretariat PCSDS Main
BAC Secretariat at the PCSD Main Office	8.2 Prepare the contract in favor of the winning bidder	None	10 minutes	Office Head of BAC Secretariat PCSDS Main
9. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main	9.1 Approve and sign the Contract of Agreement (COA)	None	1 day	Office 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.	9.2 Prepare the NTP in favor of the winning bidder.	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
10. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office	10. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
11. Perform the service required at the venue specified in the	11.1 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	End-User Division Head PCSDS Main Office
TOR and within the scheduled timeframe.	11.2 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
12. Sign the Purchase Order (PO) and receive one copy of PO through the BAC Secretariat at the PCSD Main Office	12. Issue and sign the Purchase Order (PO)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
13. Submit warranty security	13. Accept and verify Warranty Security submitted	None	1 day	Chief Administrative



	1			PCSD
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			Committee
	Confirm compliance of			
Invoice	procured items to			
	specifications/TOR			
	14.2. Submit complete copies	None	3 days	Chief
	of procurement documents and			Administrative
	Disbursement Voucher and			Officer
	Obligation Request to			PCSDS Main
	Accounting unit for payment			Office - AFD
	processing			
	14.3 Attach property Number	None	2 days	Chief
	and enter details to Report of	itterite	2 4490	Administrative
	Physical Counts of Property			Officer
	, , , , , , , , , , , , , , , , , , , ,			PCSDS Main
	Plants and Equipment, if			
	applicable			Office - AFD
	14.4 Prepare Property	None	1 day	Chief
	Acknowledgment Receipt			Administrative
	(PAR) and issue procured item			Officer
	to End-User and record/input to			PCSDS Main
	Property Inventory			Office - AFD
	14.5 Evaluate bidders	None	1 day	End User
	performance/service.		-	Division Chief
				PCSDS Main
	14.6 Prepare Certificate of			Office - AFD
	Performance Evaluation (CPE)			
	Form and recommend the			Chief
	same to the HOPE			Administrative
				Officer
				PCSDS Main
				Office - AFD
15. Receive	15. Sign and approve CPE	None	2 days	HOPE
Certificate of				PCSDS Main
Performance				Office - Office
Evaluation from				of the Executive
the Property and				Director (OED)
Supply Unit at the				
PCSD Main Office				
16. Issue Official	16.Receive Official Receipt	None	1 day	Accountant III
Receipt of			, ady	PCSDS Main
Delivered				Office - AFD
items/service				
	17 Droopoo novmont			
17. Receive Payment at the	17. Process payment			
I HOW MONT OF THO				



Accounting Office at the PCSD Main Office.				
	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	Bids and Awards Committee (BAC), BAC Secretariat, and			
		Administrative and Finance Divisions (AFD)				
Classification:		Highly Technical				
Type of Transaction	on:	G2C - Government to Citizen				
		G2G - Government to Government				
		G2B - Government to Business				
Who may avail:		External suppliers/service	ce provider	S		
Chec	klist C	FREQUIREMENTS		WHERE T	O SECURE	
None		None			one	
CLIENTS STEPS		AGENCY ACTION	FEES TO	PROCESSING	PERSON	
			BE PAID	TIME	RESPONSIBLE	



				PCSD
1. Sign the NOA and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office	1.1 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
	1.2 Prepare the contract in favor of the Supplier	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
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	5. Issue and sign the Purchase Order (PO)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)



Secretariat at the PCSD Main Office				Head of BAC Secretariat PCSDS Main Office
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					
Type of Transaction:		G2C - Government to Citizen					
Type of Transaction.		G2G - Government to Government					
		G2B - Government to Business					
Who may avail:		External suppliers/service providers					
	cklist (OF REQUIREMENTS		WHERE TO SECURE			
Mayor's/ Business F	Permit	(1 photocopy)		Consultant			
Professional Licens	e /Curi	riculum Vitae (Consulting Services)		Consultant			
(1 original)			-				
PhilGEPS Registrat	ion Nu	mber (1 photocopy)		Consultant			
Income/Business Ta					Consultant		
CLIENTS STEPS		AGENCY ACTION	FEES	PROCESSING			
			TO BE	TIME	RESPONSIBLE		
			PAID	_			
1. Negotiate with	1.1. Negotiate with a		None	7 days	PCSDS-BAC		
the Bid and		nically, legally and			Chairperson PCSDS Main		
		cially capable supplier, actor or consultant based			Office - AFD		
during BAC meetings at the		e Technical			Office - AFD		
PCSD Main		ifications, Scope of Work					
Building		rms of Reference					
Dunung		ared by the End-User.					
	<u> </u>	Recommend to the	None	7 days	PCSDS-BAC		
	HoPE	E the award of contract			Chairperson		
					PCSDS Main		
	Prepa	are BAC Resolution			Office - AFD		
	recor	nmending award and					
		it signed by the BAC			Head of BAC		
	mem	bers and HOPE			Secretariat		
					PCSDS Main		
					Office - AFD		



				PCSD
2. Sign the NOA and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office	2.1 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office - AFD
	2.2 Prepare the contract in favor of the supplier	None	10 minutes	Head of BAC Secretariat PCSDS Main Office - AFD
 3. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office Notarize the COA. Return notarized COA to the BAC Secretariat at the PCSD Main Office. 		None	1 day	Head of BAC Secretariat PCSDS Main Office
	3.2 Prepare the NTP in favor of the winning bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
4. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office	4. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
5. Perform the service required at the venue specified in the TOR and within the scheduled timeframe.	5.1 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	End-User Division Head PCSDS Main Office
	5.2 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
6. Sign the Purchase Order (PO) and receive one copy of PO through the BAC	6. Issue and sign the Purchase Order (PO)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)



Secretariat at the PCSD Main Office				Head of BAC Secretariat PCSDS Main Office
7. Issue Delivery Receipt/Progress Billing/Statement of Account/Billing Statement/Delivery Invoice	 7.1 Inspect good, project progress and/or final construction. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR 	None	1 day	Head of Inspection and Acceptance Committee PCSDS Main Office
	7.2 Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	Property and Supply Unit PCSDS Main Office - AFD
8. Issue Official Receipt of Delivered items/service and receive payment	8. Receive Official Receipt and process payment	None	1 day	Accountant III PCSDS Main Office – AFD
	TOTAL:	None	24 days and 30 minutes	

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

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

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

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

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



Office/Division:		Bids and Awards Commit	tee (BAC)	BAC Secretari	at and	
Classification:		Administrative and Finance Divisions (AFD) Highly Technical				
Type of Transaction	on:	G2C - Government to Citi				
		G2G - Government to Go				
		G2B - Government to Bus				
Who may avail:		External suppliers/service	providers			
Business/Mayor's F				Supplier, Cons Contractor		
PHILGEPS Registr	ation N	umber (1 copy)		Supplier, Cons Contractor	ultant or	
CLIENTS STEPS		AGENCY ACTION	FEES	PROCESSING	PERSON	
			TO BE PAID	TIME	RESPONSIBLE	
1. Sign the NOA and Receive one copy of NOA through the BAC Secretariat at the PCSD Main Office	1.1 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.		None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office	
	of the	epare the contract in favor er/Contractor/Consultant	None	10 minutes	Head of BAC Secretariat PCSDS Main Office	
		prove and sign the ct 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 Supplier/Contractor/Consultant		None	10 minutes	Head of BAC Secretariat PCSDS Main Office	
3.Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office	(NTP) the app	the Notice to Proceed together with a copy of proved COA within three m the date of the al	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat	



				PCSD
				PCSDS Main Office
4. Perform the service required at the venue specified in the	4.1 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	End-User Division Head PCSDS Main Office
TOR and within the scheduled timeframe.	4.2 Prepare the Purchase Order (PO) in favor of the Supplier/Contractor/Consultant	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
5. Sign the Purchase Order (PO) and receive one copy of PO through the BAC Secretariat at the PCSD Main Office	5. Issue and sign the Purchase Order (PO)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
6. Issue Delivery Receipt/Progress Billing/Statement of Account/Billing Statement/Delivery Invoice	 6.1 Inspect goods. Confirm compliance of procured items to specifications. 	None	1 day	Head of Inspection and Acceptance Committee PCSDS Main Office - AFD
	6.2 Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	<i>Property and Supply Unit</i> PCSDS Main Office - AFD
	6.3 Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End- User and record/input to Property Inventory	None	1 day	Property Custodian PCSDS Main Office - AFD
	6.4 Evaluate Supplier/Contractor/Consultant performance/service. Prepare Certificate of	None	1 day	End User Division Chief PCSDS Main Office - AFD
	Performance Evaluation (CPE) Form and recommend the same to the HOPE			Chief Administrative Officer PCSDS Main Office - AFD
	6.5 Sign and approve CPE	None	2 days	HOPE PCSDS Main Office - Office of



				the Executive Director (OED)
7. Issue Official Receipt of Delivered items/service and Receive Payment at the Accounting Office at the PCSD Main Office.	7. Receive Official Receipt and Process payment	None	1 day	Accountant III PCSDS Main Office - AFD
	TOTAL:	None	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),	Bids and Awards Committee (BAC), BAC Secretariat, and			
	Administrative and Finance Division	Administrative and Finance Divisions (AFD)			
Classification:	Highly Technical				
Type of Transaction:	G2C - Government to Citizen				
	G2G - Government to Government				
	G2B - Government to Business				
Who may avail:	External suppliers/service providers				
Checklist (OF REQUIREMENTS	WHERE TO SECURE			
Business/Mayor's Permit ((1 photocopy)	Supplier, Consultant or			
	Contractor				
PHILGEPS Registration N	Supplier, Consultant or				
		Contractor			



CLIENTS STEPS	AGENCY ACTION	FEES	PROCESSING	
		TO BE	TIME	RESPONSIBLE
1. Sign the NOA and Receive one copy of NOA	1.1 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC	PAID None	1 day	HOPE PCSDS Main Office - Office
through the BAC Secretariat at the PCSD Main Office	recommendation.			of the Executive Director (OED)
				Head of BAC Secretariat PCSDS Main Office
	1.2 Prepare the contract in favor of the Supplier	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
2. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main Office	2.1 Approve and sign the Contract of Agreement (COA)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
Notarize the COA. Return notarized COA to the BAC Secretariat at the PCSD Main Office.	2.2 Prepare the NTP in favor of the winning Supplier	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
3. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office	3. Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
4. Perform the service required at the venue specified in the	4.1 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	<i>End-User</i> <i>Division Head</i> PCSDS Main Office
TOR and within the scheduled timeframe.	4.2 Prepare the Purchase Order (PO) in favor of the Supplier	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
5. Sign the Purchase Order	5. Issue and sign the Purchase Order (PO)	None	1 day	HOPE PCSDS Main



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



				1000
Delivered				Office - AFD
items/service and				
Receive Payment				
at the Accounting				
Office at the				
PCSD Main				
Office.				
	TOTAL:	None	16 days and	
			30 minutes	

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

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

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

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

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



		PCSD		
CLIENTS STEPS	AGENCY ACTION		PROCESSING	
		BE PAID	TIME	RESPONSIBLE
1. Attend the Pre-	1.1Conduct Pre-bid conference	None	1 day	PCSDS-BAC
bid Conference	(at the discretion of the BAC).			Chairperson
				PCSDS Main
				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	0.00 and the function of	Niewe	4	Office
the front desk,	2.3Conduct Evaluation of	None	1 day	PCSDS-BAC
PCSD Main	Quotations.			Chairperson
Building before the deadline of				PCSDS Main
submission of bid	2.4 Droporo Abotroot of Did	None	1 dov	Office
	2.4 Prepare Abstract of Bid	None	1 day	Head of BAC
	(AOB) and have it signed			<i>Secretariat</i> PCSDS Main
	by the BAC Members who			Office
	were present during the evaluation			Office
	2.5 Recommend to the HoPE	None	1 day	PCSDS-BAC
	the award of contract	none	Tuay	Chairperson
				PCSDS Main
	Prepare BAC Resolution			Office
	recommending award			Onice
	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)
				Head of BAC
				Secretariat
				PCSDS Main
				Office
	3.2 Prepare the contract in	None	10 minutes	Head of BAC
	favor of the winning bidder			Secretariat
				PCSDS Main
				Office
4. Sign and	4.1 Approve and sign the	None	1 day	Head of the
	Contract of Agreement (COA)			Procuring Entity
COA through the				(HOPE)
BAC Secretariat at				PCSDS Main
the PCSD Main				Office - Office of
Office				the Executive



	1			PCSD
				Director (OED)
	4.2 Prepare the NTP in favor of the winning bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
5. Sign the Notice to Proceed (NTP) and receive one copy of NTP through the BAC Secretariat at the PCSD Main Office	2.6 Sign the Notice to Proceed (NTP) together with a copy of the approved COA within three CD from the date of the approval	None	1 day	Head of the Procuring Entity (HOPE) PCSDS Main Office - Office of the Executive Director (OED) Head of BAC
				Secretariat PCSDS Main Office
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
8. Issue Delivery Receipt/Progress Billing/Statement of Account/Billing Statement/Delivery Invoice	8.1 Inspect goods, services or project progress and/or final construction. Prepare inspection acceptance report (IAR)	None	1 day	Office Head of Inspection and Acceptance Committee PCSDS Main Office
	Confirm compliance of procured items to specifications/TOR			
	8.2 Submit complete copies of procurement documents and Disbursement Voucher and	None	3 days	Property and Supply Unit PCSDS Main



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

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



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

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

Take-over of contracts may be resorted to:

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

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



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



	1			PCSD
	Resolution recommending award and have it signed by the BAC members and HOPE			
0	2. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
3. Submit Performance Security to the BAC Secretariat	3.1 Receive and evaluate submitted Performance Security	None	1 day	Head of BAC Secretariat PCSDS Main Office
at the PCSD Main Office	3.2 Prepare the contract in favor of the next lowest calculated/highest rated bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
4. Sign and receive 3 copies of COA through the BAC Secretariat at the PCSD Main	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	4.2 Prepare the NTP in favor of the winning bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
the PCSD 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



				PCSD
	5.2 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	<i>End-User Division Head</i> PCSDS Main Office
	5.3 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
Receipt/Progres s Billing/Statement of Account/Billing	 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	None	1 day	Property



	<u>. </u>			PCSD
	Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory			<i>Custodian</i> PCSDS Main Office - AFD
	8.5 Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	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. 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/Division:	Bids and Awards Committee (BA	C), BAC Secretariat, and	
	Administrative and Finance Divis		
Classification:	Highly Technical		
Type of Transaction:	G2C - Government to Citizen		
	G2G - Government to Governme	nt	
	G2B - Government to Business		
Who may avail:	External suppliers/service provide	ers	
Checklist OF	REQUIREMENTS	WHERE TO SECURE	
First Envelope:			
Registration Certificate from 1 and Copy 2)	SEC/DTI/CDA (1 original, Copy	Supplier, Consultant or Contractor	
	original, Copy 1 and Copy 2)	Supplier, Consultant or	
		Contractor	
Tax Clearance(1 original, Co	opy 1 and Copy 2)	Supplier, Consultant or	
		Contractor	
PHILGEPS Certificate of Re	gistration and Membership	Supplier, Consultant or	
(Platinum Registration) (1 o		Contractor	
	VA) if applicable(1 original, Copy	Supplier, Consultant or	
1 and Copy 2)		Contractor	
Proof of Authority of the Bid		Supplier, Consultant or	
representative/s(1 original, 0		Contractor	
Omnibus Sworn Statement(1 original, Copy 1 and Copy 2)	Supplier, Consultant or	
		Contractor	
0 00	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)	Charitiana (1 arisinal Carry 1	Contractor	
Compliance with Technical	Supplier, Consultant or		
and Copy 2) Bid Security(1 original, Copy	Contractor Supplier, Consultant or		
	y i and Copy z_j	Contractor	
After Sales Statement(1 orig	ninal Copy 1 and Copy 2)	Supplier, Consultant or	
	z_{i}	Contractor	
Philippine Contractors Accre	editation Board (PCAB) License if		
applicable(1 original, Copy	· · · · · ·	Contractor	
Second Envelope:			
		l	



Income Tax Return(1 c Net Financial Contracti 1 and Copy 2)	ements(1 original, Copy 1 and original, Copy 1 and Copy 2) ting Capacity (NFCC) (1 origina	Copy 2)	Supplier, Cons Contractor Supplier, Cons	
Net Financial Contracti 1 and Copy 2)			Supplier, Cons	ultant or
1 and Copy 2)	ting Capacity (NFCC) (1 origination		Contractor	
		al, Copy	Supplier, Cons Contractor	ultant or
	1 original, Copy 1 and Copy 2))	Supplier, Cons Contractor	ultant or
Bill of Quantities(1 orig	ginal, Copy 1 and Copy 2)		Supplier, Cons Contractor	ultant or
CLIENTS STEPS	AGENCY ACTION	FEES	PROCESSING	PERSON
		TO BE PAID		RESPONSIBLE
the Bid and Awards co Committee during di BAC meetings at fir the PCSD Main pr Building re	. Negotiate with suppliers, contractors or consultants and liscuss the technical and mancial requirements of the project to be able to submit a esponsive quotation or proposal on a specified	None	7 day	PCSDS-BAC Chairperson PCSDS Main Office
2. Submit Best2.Offer/ PricequQuotation during therescheduled BACMeeting at thePCSD Main Officeofcolorcolor	2.1 Receive submitted price puotation and eligibility	None	1 day	Head of BAC Secretariat PCSDS Main Office
2. th P re ha	2.2 Recommend to the HoPE he award of contract Prepare BAC Resolution ecommending award and have it signed by the BAC nembers and HOPE	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
3. Sign the NOA3.and Receive oneofcopy of NOAH	8.1. Issue and sign the Notice of Award (NOA), otherwise IOPE may disapprove BAC ecommendation.	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
Performance su	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	None	1 day	Head of BAC



				PCSD
	of the winning bidder.			Secretariat PCSDS Main
3 copies of COA through the BAC Secretariat at the	5.1 Approve and sign the Contract	None	1 day	Office HOPE PCSDS Main Office - Office of the Executive
PCSD Main Office Notarize the COA.	5.2 Prepare the NTP in favor of the winning bidder	None	10 minutes	Director (OED) Head of BAC Secretariat PCSDS Main
Return notarized COA to the BAC Secretariat at the PCSD Main Office.				Office
Proceed (NTP) and receive one copy of NTP through the	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 service required at the venue specified in the	7.1 Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	End-User Division Head PCSDS Main Office
TOR and within the scheduled timeframe.	7.2 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
8. Sign the Purchase Order (PO) and receive one copy of PO through the BAC Secretariat at the PCSD Main Office	8.1 Issue and sign the Purchase Order (PO)	None	1 day	HOPE PCSDS Main Office - (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 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
	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	
	Consulting Sorvices and Infr		minutes	

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



Internal Services



47. PCSD Environmental Library and Knowledge Center Services

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

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

Office/Division:	ECAN Monitoring an	d Fv	aluation Divisi	on (EMED)	
Classification:	Simple				
Type of		G2G -Government to Government			
Transaction:					
Who may avail:	Employees of PCSD	S			
	EQUIREMENTS		W	HERE TO SECUR	RE
1. Office ID (1 origin	nal copy)	The	client shall pre	esent his/her offic	e ID issued by the
					vision or the Office
		of th	e Executive D	irector, PCSDS	
CLIENTS STEPS	AGENCY ACTIO	N	FEES TO BE	PROCESSING	PERSON
			PAID	TIME	RESPONSIBLE
1. Register in the	1.0 Provide short		None	5 Minutes	Division Chief
	briefing on library po	licy			PCSDS Main
logbook.	and introduction to				Office- ECAN
	Library Information				Monitoring and
	System.				Evaluation
					Division
	2.0 Assist the client.		None	5 minutes	Division Chief
librarian of the data					PCSDS Main
or information he					Office- ECAN
needs.					Monitoring and
					Evaluation
				(T) 1 .	Division
3. Browse the	3.0 Respond to clien	nt	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	



librarian.Sign out from the visitor logbook; accomplish Client Feedback Form5.0 Assist client in logging out of the logbook.None2 minutesDivision Chief PCSDS Main Office- ECAN Monitoring and Evaluation Division	library materials in their respective shelves. 4. If borrowing a book for overnight, sign the "Library Borrowers Logbook", and leave the ID to the	4.0 Collect the Office ID of the client/borrower; indicate on the borrower's logbook the details of the ID.	None	5:00PM from Monday to Friday.) 5 minutes	<i>Division Chief</i> PCSDS Main Office- ECAN Monitoring and Evaluation Division
TOTAL: None 17 minutes	5. Sign out from the visitor logbook; accomplish Client	logging out of the	None	2 minutes	PCSDS Main Office- ECAN Monitoring and Evaluation

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	



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



49. Environmental Laboratory and Water Quality Analysis Services

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

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

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

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

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

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

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

Office/Division:	ECAN Monitoring and Evaluation Division (EMED)			
Classification:	Highly Technical	Highly Technical		
Type of	G2G – Governm	ent to Government		
Transaction:				
	Divisions and operating units of PCSDS			
Checklist OF REC	QUIREMENTS WHERE TO SECURE			
Filled-up EnviLab Ser	vices Request EnviLab Unit-EMED or Front Desk of PCSDS			
Form				



Travel order			ctive supervisors, duly ecutive Director	/ approved by the
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		Depends upon the parameter to be measured and number of samples submitted (minimum of 2 working days for simple analysis such as pH, nitrates, etc. and maximum of 7 days for complicated or	<i>Division Chief</i> PCSDS Main Office- ECAN Monitoring and Evaluation Division



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

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

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

Office/Division:	ECAN Education an	d Extension	Division (EEED))
Classification:	Simple			
Type of	G2C- Government t	o Citizen		
Transaction:	G2G- Government t		ent	
Who may avail:	PCSD Staff			
Checklist OF RE			WHERE TO S	SECURE
1. Service Request For				D Main Building-
2. Approved copy of ma (1 printed copy and 1 e	lectronic copy)	Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the service request form	1.1 Receive and forward the request to the EEED Division Head 1.2 Review request		10 minutes	Division Chief PCSDS Main Office- ECAN Education and Extension Division Division Chief
	and approve request		,	PCSDS Main Office- ECAN Education and Extension Division
2. Sign in the Client logbook at the EEED receiving area and received approved request	2.1 Give approved request slip to client (duplicate received copy)	None	10 minutes	Division Chief PCSDS Main Office- ECAN Education and Extension Division



	2.2 Process request	None	4 Hours	Division Chief PCSDS Main Office- ECAN Education and Extension Division
that request has been uploaded to PCSD official social media site/s and fill out the	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 Governm	ent	
Who may avail:	PCSD Staff			
Checklist OF RE	QUIREMENTS		WHERE TO S	SECURE
1. Service Request Fo	rm (1 original)	EEED receiving desk- PCSD Main Building- ECAN Education and Extension Division		
2. Approved creative b layout/graphic design copy and 1 electronic	(1 signed printed	Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1. Fill out the service request form and submit creative brief and other information brief/s	1.1 Receive and forward the request to the Division Head	None	10 minutes	Division Chief PCSDS Main Office- ECAN Education and Extension Division



			1	PCSD
	1.2 Review and approve request and forward to Person-in-charge	None	1 day	Division Chief PCSDS Main Office- ECAN Education and Extension Division
2. Sign in the Client logbook at the EEED receiving area	2.1 Give approved request slip with tentative date of completion to client (duplicate received copy)	None	5 minutes	Division Chief PCSDS Main Office- ECAN Education and Extension Division
	2.2 Process request	None	15 days	Division Chief PCSDS Main Office- ECAN Education and Extension Division
3. Receive draft layout/graphic designs and sign at the logbook for received requests	3.1 Notify Client of finished material	None	1 hour	Division Chief PCSDS Main Office- ECAN Education and Extension Division
and fill out the Client Feedback form.	3.2 Give material/s to client draft layout/graphic design and receive the filled- out Client Feedback form.	None	10 minutes	Division Chief PCSDS Main Office- ECAN Education and Extension Division
	TOTAL:	None	16 days, 1 hour and 25 minutes	

52. Request for Production of print materials and Lamination Services

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

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



Who may avail:	Who may avail: PCSD Staff			
Checklist OF RE	QUIREMENTS	WHERE TO SECURE		
1. Service Request For	m (1 original)	EEED receiving desk- PCSD Main Building- ECAN Education and Extension Division		
2. Approved copy of material/s for production/reproduction (1 printed copy and 1 electronic copy)		Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the service request form and submit to EEED person-in-charge	1.1 Receive and forward the request to the Division Head	None	10 minutes	Division Chief PCSDS Main Office- ECAN Education and Extension Division
	1.2 Review request and approve request	None	10 minutes	Division Chief PCSDS Main Office- ECAN Education and Extension Division
2. Sign in the Client logbook at the EEED receiving area	2.1 Give approved request slip to client (duplicate received copy)	None	5 minutes	Division Chief PCSDS Main Office- ECAN Education and Extension Division
	2.2 Process request	None	2 days	Division Chief PCSDS Main Office- ECAN Education and Extension Division
3. Receive draft layout/graphic designs and sign at the logbook for received requests and fill out the Client Feedback	3.1 Notify client	None	15 minutes	Division Chief PCSDS Main Office- ECAN Education and Extension Division
form.	3.2 Give produced material and receive the filled out Client Feedback form.	None	10 minutes	Division Chief PCSDS Main Office- ECAN Education and Extension Division
	TOTAL:	None	2 days, 50minutes	



53. Request for Comment or Position Paper or Legal Opinion

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

Office/Division	Office of the Executiv	o Director (C]
Office/Division: Classification:	Office of the Executive Director (OED) Highly Technical			
	G2C – Government to Citizen			
Type of Transaction:	G2B – Government to Business			
	G2G – Government to		nt	
Who may avail:	All	0 Governine	111	
	EQUIREMENTS		WHERE TO S	SECURE
1. Signed intra-office		Requesting	party/ client	
2. Other pertinent doc	· · · ·		party/ client	
true copy)		requesting	party/ client	
CLIENTS STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
		BE PAID	TIME	RESPONSIBLE
1. Submit written	1.1 Receive and	None	10 minutes	Chief Administrative
request and other	record the submitted			Officer
•	written request and			PCSDS Main Office-
	other documents			Administrative and
				Finance Division
	1.2 Assess the	None	8 days ,15	Legal Services
	request/ evaluate		minutes	Section Chief
	the facts and			PCSDS Main Office-
	information			Office of the Executive
	contained in the			Director/ECAN Zones
	request, review			Management and
	laws, statutes, rules,			Enforcement Division
	government circulars			
	and memoranda,			
	policies and			
	guidelines subject			
	for legal			
	opinion/comment or			
	position paper and			
	Prepare legal opinion/ comment/			
	position paper and			
	forward to OED			
	1.3 Review the draft	None	2 days	Deputy Executive
	legal opinion/			Director
	comment/ position			PCSDS Main Office -
	paper			Office of the Executive
				Director
	1.4 Approve/sign the	None	2 days	Executive Director
	letter incorporating			PCSDS Main Office -
	PCSDS' legal			Office of the Executive



	opinion/ comment/ position			Director
2. Receive the requested legal opinion/ comment/ position paper	2.0 Record and release the finalized and approved legal opinion/ comment/ position paper	None	10 minutes	Deputy Executive Director PCSDS Main Office - Office of the Executive Director/Records Section
	TOTAL:	None	12 Days, 35 minutes	
			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 Enf	orcoment Divisio		
Classification:	ECAN Zones Management and Enforcement Division (EZMED) Highly Technical				
Type of	G2C – Government to Citize	n			
Transaction:					
	G2B – Government to Business G2G – Government to Government				
Who may avail:	All				
	OF REQUIREMENTS		WHERE TO		
	est for Investigation (1	Poquos	ting party/ client		
original-internal)	est for investigation (1	Reques	ung party/ chem		
<u> </u>	dooumonto (1 portified true	Paguaa	ting porty/ alignt		
copy, each)	documents (1 certified true	reques	ting party/ client		
CLIENTS STEPS	AGENCY ACTION		PROCESSING	PERSON	
CLIENTS STEPS	AGENCT ACTION	TO BE	TIME	RESPONSIBLE	
		PAID		RESPONSIBLE	
1 Submit written	1.2 Receive and record the	None	10 minutes	Chief Administrative	
	written request and other	None	TO MINUCO	Officer	
pertinent	documents			PCSDS Main Office-	
documents to the				Administrative and	
PCSD Main				Finance Division	
	1.2 Review/ evaluate the	None	2 days	Division Chief	
	documents submitted by	Home	2 00,0	PCSDS Main Office-	
	the requesting party/ client			EZMED	
	1.3 Conduct investigation,	None	6 days		
	including interview		e daye		
	1.4 Consolidate all	None	5 days		
	gathered information and				
	evidence and prepare				
	nvestigation report with				
	recommendations/				
	proposed actions				
	1.5 Review the	None	3 days	Division Chief	



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

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	Simple			
Type of	G2C – Governme	ent to Citizen			
Transaction:	G2G – Governme	ent to Government			
Who may avail:	PCSD staff				
CHECKLIST OF R	EQUIREMENTS	WHERE	TO SECURE		
Order of Payment (OP) (1 Original)	Accounting Unit			
Copy of Audit obser	vation Memo or				
Notice of Disallowar	nce, if applicable				
CLIENT STEPS	AGENCY	FEES TO BE PAID	PROCESSING	PERSON	
	ACTION		TIME	RESPONSIBL	
		E			
1. Submit Order of	1.1 Collecting	None	5 minutes	Chief	
Payment to	Officer validate	5			
Collecting Officer	Assessment Slip			Officer	



in the Cashier's Window	in terms of completeness			PCSD Main Office-
	and accuracy			Administrative
				and Finance
				Division
2. Pay the amount	2.1 Receive	Refund per COA Audit	15 minutes	Chief
based on Order of	payment	Observation		Administrative
Payment				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;
- c. Authorize the availment of services of other training institutions or agencies, private or governmental, in the conduct of in-house learning and development programs; and
- d. Select, nominate, and authorize employees, whether permanent or non-permanent for training and scholarship grants, both local and foreign.

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

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



Office/Division:	Personnel Development Committee				
	Secretariat: Human Resource Management and Development				
	(HRMD) Unit, Administrative and Finance Division (AFD)				
Classification:	Complex				
Type of Transaction:	G2G – Governme	ent to Gove	ernment		
Who may avail:	PCSD Staff (Perr	manent and	Contract of Ser	vice Workers)	
CHECKLIST OF REQUI	REMENTS		WHERE TO S	ECURE	
Nomination form (1 original)		AFD Lobby	y or HRMD Unit,	PCSDS Bldg.	
		Sports Cor	mplex Road, Pue	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)	Official we	bsite of the train	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	NL.			
	1.4 Prepare	None	1 Hour	PDC Chairperson	
	Assessment			PDC	
	Evaluation				
	Summary for				
	signature of				
	PDC members				
	and for approval				
	of the Executive				
2. Pagaina tha	Director	None	20 Minutes	DDC Chairmanas	
2. Receive the certification from	2. Disseminate the result of the	None	30 Minutes	PDC Chairperson PDC	
				FUG	



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 Management and Development (HRMD) Unit,				
	Administrative and Finance Division (AFD)				
Classification:	Simple				
Type of Transaction:	G2G – Government	to Governme	nt		
	G2C – Government	to Citizen			
Who may avail:	PCSD Staff (Perma			Norkers),	
	Resigned/Separate	d Staff, Retired	d personnel		
CHECKLIST OF R	EQUIREMENTS		WHERE TO SE	CURE	
Accomplished HR Req	uisition Slip Form (1	AFD Lobby or	HRMD Unit, PC	CSDS Bldg. Sports	
original)		Complex Roa	d, Puerto Prince	sa 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			Finance Division	
	Form				
	1.2 Prepare and	None	10 Minutes	HRM Officer	
	print the			PCSD Main Office-	
	certification			Administrative and	
				Finance Division	



				FUSD
	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 R	esource Management and Development		
	(HRMD) Unit, Adminis	strative and Finance Division (AFD)		
Classification:	Highly Technical			
Type of Transaction:	G2G- Government to	Government		
	G2C- Government to	Citizen		
Who may avail:	All interested applican	its		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Letter (1 origi	nal)	Proponent/Client		
Fully accomplished Perso	onal Data Sheet	PDS and Work Experience Sheet can be		
(PDS) with recent passpo	ort-sized picture (CS	downloaded at <u>www.csc.gov.ph</u>		
Form No. 212, Revised 2	017) (1 original copy			
or scanned/photocopy)				
Work Experience Sheet (Attachment to PDS) s	Proponent/Client		
(1 original copy or scanned/photocopy)				
Performance Rating in the last rating period (if		Proponent/Client		
applicable) (1 original copy or				
scanned/photocopy)				
Certificate of Eligibility/Ra	ating/License (1	Proponent/Client		



nh ata annu ar agannad)				PCSD	
photocopy or scanned)	Drep en ent/Olient				
Certificates of training rel	Proponent/Client				
(1 photocopy or scanned)					
Transcript of Records (1 photocopy or		Proponent/Client			
scanned)					
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON	
		PAID	TIME	RESPONSIBLE	
 Submit the requirements prescribed in CS Form No. 9 to PCSDS Front Desk Officer or through email at <u>oed@pcsd.gov.ph</u> (Note: Applications can only be submitted (i) 	 1.1 Check and receive the documents (Note: Applications with incomplete documents shall not be entertained.) 1.2 Forward the 	None	10 Minutes 10 Minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division Chief	
once the vacant position has been posted/published at CSC, and (ii) on or before the deadline of submission indicated in the CSC publication.)	application to the Central Registry for the appointing authority's notation	None	TO WINDLES	Administrative Officer PCSD Main Office- Administrative and Finance Division Executive Director PCSD Main Office-Office of the Executive Director	
	 1.3 Check and receive the applications 1.4 Prepare the applicant's folder and profile 1.5 Conduct initial assessment if the applicant is qualified based on the minimum requirements set by the CSC 1.6 Disseminate 	None	10 Days, 2 Hours	HRM Officer PCSD Main Office- Administrative and Finance Division	



			<u>.</u>	PCSD
	evaluation forms to applicants' immediate supervisors (if internal applicant) 1.7 Administer	None	1 Dov	HRM Officer
	Written Examination to qualified applicants	inone	1 Day	PCSD Main Office- Administrative and Finance Division
	1.8 Evaluate the written examinations1.9 Deliberate on the qualifications of applicants	None	1 Day	HRMPSB Chairperson HRMPSB PCSD Main Office- Administrative and Finance Division
	1. 10 Prepare/Fill up the assessment sheet	None	3 Hours	HRM Officer PCSD Main Office- Administrative and Finance Division
	 1.11 Sign on the shortlisted assessment sheet 1.12 Forward to the Central Registry for the Appointing Authority/ Executive Director's approval/appointment 	None	1 Hour	HRMPSB Chairperson HRMPSB PCSD Main Office- Administrative and Finance Division
2. Receive notice of acceptance or letter of regret	2.1 Release of Notice of acceptance or letter of regret	None	1 Day	HRMPSB secretariat PCSD Main Office- Administrative and Finance Division
	TOTAL:	None	13 Days, 5 Hours and 20 Minutes	



59. Grievance Machinery Procedures

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

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

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

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



		1			PCSD
	grievance to the next higher supervisor				
2.	May appeal and submit the grievance in writing to the Higher Supervisor/ Division Head within 5 days upon the receipt of the	2. The next Higher Supervisor/Division Head shall address the grievance within 5 working days upon the receipt of the grievance and shall give a response letter	None	10 Days	Next Higher Supervisor/ Division Head
3.	If still not satisfied with the result/ decision, the staff may appeal to the Grievance Committee through submitting the grievance and the results/decisions from the previous actions within 5 working days upon the receipt of the response letter from the next higher supervisor/division head	 3.1 Conduct investigation and/or hearing within 10 working days from the receipt of the grievance Render a decision through a response letter within 5 days after the investigation/hearing 	None	20 Days	Grievance Committee Chairperson Grievance Committee
	If in case the object of the grievance is the Grievance Committee, the staff may bring the grievance to the top management	 3.2 Conduct an investigation and/or hearing Make a decision within 10 working days upon the receipt of the grievance. (Note: The result of the investigation and/or hearing should be reflected in writing or a response letter.) 	None	15 Days	<i>Executive</i> <i>Director</i> PCSD Main Office - Office of the Executive Director
4.	If still not satisfied with the result/ decision from the Grievance Committee, the staff may appeal to the	4.1 Conduct an investigation and/or hearing Make a decision within 10 working	None	15 Days	Executive Director PCSD Main Office - Office of the Executive



				PCSD
top management by submitting the grievance and the	days upon the receipt of the grievance.			Director
previous results/	(Note: The result of			
decisions within 5	the investigation			
working days upon	and/or hearing should			
the receipt of the	be reflected in writing			
response letter from	or a response letter.)			
the Grievance				
Committee If in case the object	4.2 Include the	None	44 Days	Executive
of the grievance is	grievance to the	NONE	HT Days	Director
the top	monthly PCSD			PCSD Main
management, the	meeting agenda			
staff may appeal to				Office - Office of
the PCSD (Palawan	Conduct an			the Executive
Council for	investigation and/or			Director
Sustainable	hearing to solve the			PCSD
Development)	grievance			Chairperson
through submitting	Announce the results			PCSD
previous results/	of the investigation			
decisions to the	and make the decision			PCSD
PCSD Secretariat 5	in the next PCSD			Chairperson
working days upon	meeting.			PCSD
the receipt of the				
response letter from	Send response letter			PCSD
the Grievance	containing results			Chairperson
Committee	from the investigation			PCSD
	and/or hearing to the			
Note: If the staff is	grievant staff.			
not satisfied with the				
result/decision made				
by the PCSD, he/she				
may elevate his/her				
grievance to the Civil				
Service Commission				
5 working days upon				
the receipt of the				
response letter from the PCSD.				
	TOTAL:	None	15 Days (if	
		i tonto	object of the	
			grievance is the	
			Grievance	
			Committee)	
			38 Days (if	
			object of the	



	1000
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.

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



		AFD Lobby or HRMD Unit, PCSDS Bldg. Sports			
(1 original)		Complex Road, Puerto Princesa City			
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING	PERSON	
		PAID	TIME	RESPONSIBLE	
 For filing vacation, sick, LWOP, special, mandatory, paternity, and study leaves: Fill up and sign the Leave Form and submit to the HRM Officer 		None	5 Minutes	HRM Officer PCSD Main Office- Administrative and Finance Division	
	1.2 Certify the remaining leave credits available as of the date of filing	None	5 Minutes	Chief Administrative Officer PCSD Main Office- Administrative and Finance Division	
2. File the accomplished and signed leave form to the Payroll Officer for recording	2. Record and deduct the filed leave credits to the Leave Ledger	None	5 Minutes	HRM Officer PCSD Main Office- Administrative and Finance Division	
~	TOTAL:	None	15 Minutes		

61. Filing of Monetization of Leave Credits

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

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



	CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Accomplished and si	igned application forms (2	HRMD Un	it			
original copies)						
Letter of justification	(2 original copies)	Proponent	t/client			
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON		
		BE PAID	TIME	RESPONSIBLE		
1. Submit 2 copies	1.1 Receive the	None	5 Minutes	HRM Officer		
of accomplished	accomplished and signed			Administrative and		
and signed	application form and letter			Finance Division		
application form	of justification					
and letter of						
justification						
	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		
	-			Finance Division		
	1.4 Sign the application	None	30 Minutes	Chief Administrative		
	form and prepare			Officer		
	endorsement letter to be			Administrative and Finance Division		
	signed by the Executive Director for approval			Finance Division		
	1.5 Submit the signed	None	10 Minutes	Chief Administrative		
	endorsement letter,			Officer		
	application form, and			Administrative and		
	letter of justification to the			Finance Division		
	Accounting Unit for					
	processing of payment					
2 Staff to receive	2 Koon a dunligate const	None	10 Minutes			
2. Staff to receive the payment and	2 Keep a duplicate copy of files for recording	none	10 Minutes	HRM Officer Administrative and		
details of his	or mes for recording			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				
Type of Transaction:	G2G – Government	to Governme	ent		
Who may avail:	All PCSD officials an	d employees	3		
Checklist OF R			WHERE TO S		
Job Request Form (1			Floor, PCSDS C		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Fill up Job Request Form and submit feedback form 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	6 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	1 day	IT Unit Head PCSD Main Office - Administrative and Finance Division	



action.)			
Facilitate the request using AnyDesk Application and/or Messenger Application in case of remote troubleshooting			
TOTAL:	None	1 day, 6	
		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 Transaction:	G2G – Government	to Governme	ent			
Who may avail:	All PCSD officials an	d employees	3			
Checklist OF RI			WHERE TO S	ECURE		
Job Request Form (1	Original)	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 feedback form to IT unit	1.1 Detect and analyze whether the software or hardware to be installed is basic or specialized	None	6 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, 6 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 an	nd employees	S		
Checklist OF R	EQUIREMENTS		WHERE TO S	ECURE	
Job Request Form (1	Original)	IT Unit, 2 ND	Floor, PCSDS C	entral Office	
CLIENT STEPS	AGENCY ACTION	I FEES TO PROCESSING PERSO			
		BE PAID	TIME	RESPONSIBLE	
1. Fill up Job Request Form and submit feedback form to IT unit	1.1 Detect and inspect the laptop or desktop files to be backed up	None	6 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, 6 Minutes		

65. Website Posting

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

Office/Division:	Administrative and F	inance Divis	ion – Informatior	n Technology (IT)	
	Unit				
Classification:	Simple				
Type of	G2G – Government to Government				
Transaction:					
Who may avail:	All PCSD officials and employees				
Checklist OF RE	EQUIREMENTS		WHERE TO S	ECURE	
Duly Accomplished O	nline Form and	IT Unit, 2 ND Floor, PCSDS Central Office			
electronic copy of mat	terial to be posted				
CLIENT STEPS	AGENCY ACTION	I FEES TO PROCESSING PERSON			
		BE PAID	TIME	RESPONSIBLE	
1. Fill up the online	1.1 Receive and	None	15 Minutes	IT Unit Head	



				PCSD
•	print the clearance			PSD Main Office -
final copy of the	form.			Administrative and
material for posting in				Finance Division
the PCSD Website.	1.2 Forward the			
	request to the Data			
	Privacy officer for			
	review			
	1.3 Data privacy			
	officer shall review			
	and endorse the			
	request for approval			
	of the Executive			
	Director or his			
	authorized			
	representative			
	1 4 Notify alignst and			
	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 e	employe	es		
Checklist OF	REQUIREMENTS		WHERE	TO SECURE	
Request & Issued	Slip (RIS) (1 Original)	Property	y & Supply Offic	e	
CLIENTS STEPS	AGENCY ACTION	FEES	PROCESSING	PERSON	
		TO BE TIME RESPONSIBLE			
		PAID			
1. Fill up	1. Check inventory	None	5 Minutes	Chief Administrative Officer	
Request & Issued	and availability of			PCSD Main Office Admin	
Slip (RIS) and	stocks			and Finance Division	
sign the form					
2. Submit RIS to	2. Receive the	None	10 Minutes	Chief Administrative Officer	
Supply Officer or	approved RIS and			PCSD Main Office -	
assigned staff	prepare the item/s			Administrative and Finance	
_				Division	



3. Receive the item requested and sign the RIS	3.1 Issue/release the item requested and sign	None	5 Minutes	<i>Chief Administrative Officer</i> PCSD Main Office - Administrative and Finance
form	the RIS form			Division
4.	3.2 File the RIS	None	5 Minute	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division
	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 Di	vision – Property	and Supply Unit
Classification:	Simple			
Type of	G2G – Government	t to Govern	ment	
Transaction:				
Who may avail:	All PCSD officials a	nd employ	ees	
Checklist OF RE	QUIREMENTS		WHERE TO) SECURE
1. Property Ackn Receipt (PAR)	owledgement (3 original copies)	Property &	Supply Office	
2. Inventory Cust (for property a	odian Slip (ICS) nd equipment with p15,000) (3 original		Supply Office	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	 Prepare the 3 copies of Acknowledgement Receipt *PAR, for items above 15,000.00 pesos and *ICS (for items below 15,000 pesos) 	None	15 Minutes	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division
2. Receive the property/equipment and sign the acknowledgement receipt (PAR/ICS)	2.1. Release/issue the property and sign the acknowledgement receipt (PAR/ICS)	None	10 Minutes	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division
	2.2 File the	None	5 Minutes	Chief Administrative Officer PCSD Main Office -



acknowledgement receipt (PAR/ICS) and update the records		Administrative and Finance Division
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			
Type of	G2G – Government	to Govern	ment	
Transaction:				
Who may avail:	All PCSD officials a	nd employe	ees	
Checklist OF RE				
Turn-in Slip (TIS) 2 or	original copies Property & Supply Office			
CLIENTS STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
		BE PAID	TIME	RESPONSIBLE
1. Prepare Turn-in Slip (TIS)	 Check/verify the item on the record 	None	10 Minutes	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division
2. Surrender the items to the Property and Supply Unit *if ICT Equipment, secure a report from IT unit for the current condition of the unit to be returned	property	None	30 Minutes	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division
	2.2 File the TIS and update the records	None	5 Minutes	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division
	TOTAL:	None	45 Minutes	



69. Request for Fuel of Motor Vehicles

This service pertains to requisition for fuel of the Motor Vehicles

Office/Division:	Administrative and Finance Division – General Services Office					
Classification:	Simple					
Type of	G2G – Governm	ent to Gove	rnment			
Transaction:						
Who may avail:		s and emplo	byees			
Checklist OF RE	QUIREMENTS		WHERE TO	SECURE		
Requisition and Is		Property &	Supply Office			
for Petroleum Fue	I, Oil, and					
Lubricant (POL) P	roducts (1					
Original)						
Trip Ticket Form (1 Original)	Property &	Supply Office			
Travel Order or Pa		All divisions				
CLIENTS STEPS		FEES TO PROCESSING PERSON				
	ACTION	BE PAID	TIME	RESPONSIBLE		
1. Prepare Trip	1.1 Record	None	10 Minutes	Chief Administrative		
Ticket Form and	information			Officer		
RIS				PCSD Main Office -		
				Administrative and		
				Finance Division		
	1.2 Approval of	None		Division Head Concerned		
	Division Head					
	concerned					
2. Withdrawal of		None	25 Minutes	Chief Administrative		
Fuel and				Officer		
Lubricants				PCSD Main Office -		
				Administrative and		
				Finance Division		
	TOTAL:	None	35 Minutes			

70. Request for Motor Vehicle and Driver Service

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

Office/Division:	Administrative and Finance Division – General Services Office			
Classification:	Simple			
Type of	G2G – Government to Government			
Transaction:				
Who may avail:	All PCSD officials and employees			
Cheaklist OF PE	EQUIREMENTS WHERE TO SECURE			
	QUIKEIVIENIS			JSECURE
Vehicle Request Form		General S	ervices Office	JSECURE
	ົ		ervices Office	PERSON
Vehicle Request Form	ົ		ervices Office PROCESSING	



Request Form	Vehicle Request Form			Officer PCSD Main Office - Administrative and Finance Division
	 1.2 Check availability of vehicle and driver 1.3 Approve the Vehicle Request Form and Dispatch the vehicle and the driver 	None	20 Minutes	Chief Administrative Officer PCSD Main Office - Administrative and Finance Division
	TOTAL:	None	25 Minutes	

71. Request for Service of Messenger

This service pertains to requisition of messenger service

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



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

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

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

Offi	ffice/Division: Bids and Awards Committee (BAC), E				and		
				Administrative and Finance Divisions (AFD)			
			Highly Technical				
			G2G – Government to Gov				
vvn	o may avail:		End-Users (respective PC	SDS DIVISIO			
				• •		O SECURE	
•			(PR) (3 signed original cop			Users	
•	Approved Ar highlight) (1		Procurement Plan (subject i	tem in	End	Users	
•		13/	Procurement Management I	Plan	End	Users	
		-	hlight) (1copy)				
•	Attachments	2			End	Users	
		pecifica	. ,				
	•		Bid, Price Form, and List of	Goods or			
	-		lantities				
	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		Assign and stamp PR	None	20 minutes	Head of BAC	
	justification		mber, date received and			Secretariat	
	that resort	•	odate Procurement			PCSDS Main	
	to Agency	da	atabase (PMR)			Office	
	to-Agency is	-					
	more		clude PR in next				
	efficient and		heduled BAC Meeting				
	economical	1.3. Ev	aluate PR with	None	5 days	PCSDS-BAC	



				PCSD
to the government. - Secure a certificate	attachments and verify mode of procurement in relation to the approved Annual Procurement Plan (APP)			Chairperson PCSDS Main Office
from the relevant officer of the	If in order, recommend to HOPE for PR approval. Otherwise, it shall be			
Servicing Agency that the latter complies	returned to the End-User for the appropriate revision and/or amendment or 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 Office - AFD
	1.6. Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	End-User Division Head PCSDS Main Office
	1.7. Inspect goods, services or project progress and/or final construction.	None	1 day	Head of Inspection and Acceptance Committee PCSDS Main
	Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR			Office
2. Prepare Disbursement Voucher (DV) and Obligation (OR) Request and submit to Property and Supply Unit	2.1. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	Property and Supply Unit PCSDS Main Office - AFD
3. Evaluate bidders performance	3.1 Evaluate bidders performance/service.	None	1 day	End User Division Chief PCSDS Main



				PCSD
/service.	Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE			Office - AFD Chief Administrative Officer PCSDS Main Office - AFD
	3.2 Sign and approve CPE	None	2 days	HOPE PCSDS Main Office - Office of the Executive Director (OED)
	3.3 Receive Official Receipt Process payment	None	1 day	Accountant III PCSDS Main Office – AFD
4. Receive PAR & items/service requested	4.1. Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End- User and record/input to Property Inventory	None	30 days	Property Custodian PCSDS Main Office – AFD
	TOTAL:	None	44 days, 20 minutes	

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

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:	Dial	and Awarda Committe			hand
Unice/Division:		s and Awards Committe			l, and
Classification:		Administrative and Finance Divisions (AFD) Highly Technical			
Type of Transaction		vernment to Governme	nt		
			i it		
Who may avail:		I-Users (respective PC	SDS Divisi		
Chee	cklist OF	REQUIREMENTS			O SECURE
•	· · ·	(3 signed original copi	,	End	Users
		re or Consulting Contra	act is		
resulting from a					
		rement Plan (subject ite	em in	End	-Users
highlight) (1 co					11
		rement Management P	lan	End	-Users
(subject item ir		:) (1 copy)		E. J	11
Attachments: (End-	-Users
A. Infrastructu 3. Scor		,			
	be of work	s and Technical Speci	fications		
4. Flair 2.1.		d engineering investiga			
2.1.					
2.3.	2				
	0	n of right-of-way site or	location:		
3.1.		ty or permit to enter is			
		perty owner; or	,		
3.2.	Notariz	ed deed of sale; or			
3.3.	Deed o	f donation is executed	in favor of		
	•	ernment; or			
3.4.		it of possession issued by a court of			
		tent jurisdiction			DEDOON
CLIENTS STEPS	AG	ENCY ACTION	BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Negotiate 1	.1 Neg	otiate with the	None	1 day	PCSDS-BAC
with the	0	tractor or Consultant		. aay	Chairperson
Contractor or		ne ongoing			PCSDS Main
Consultant		structure project or			Office
(Winning		ulting services			
bidder for an					
ongoing (e.g., scope of work or					
Infrastructure terms of reference, unit					
or Consulting		e and other terms and			
Service) at	con	ditions of the contract)			
the					
designated					
meeting					
venue					



				PCSD
1.3	 Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and 	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
	have it signed by the BAC members and HOPE			Head of BAC Secretariat PCSDS Main Office
				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	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



					PCSD
	1.8.	Ensure that the service provided is in accordance with the specifications stated in the TOR	None	1 day	End-User Division Head PCSDS Main Office
	1.9.	Prepare the Purchase Order (PO) in favor of the Contractor or Consultant	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
	1.10.	Issue and sign the Purchase Order (PO)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
	1.11.	Accept and verify Warranty Security submitted	None	1 day	Chief Administrative Officer PCSDS Main Office – AFD
	1.12.	Inspect project progress and/or final construction. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR	None	1 day	Head of Inspection and Acceptance Committee PCSDS Main Office
2. Prepare Disbursement Voucher and Obligation Request and submit to Property and Supply Unit		 a. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing 	None	3 days	Property and Supply Unit PCSDS Main Office – AFD
		 b. Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment 	None	2 days	Property and Supply Unit PCSDS Main Office – AFD
11.Evaluate bidders performance / service.		 a. Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation 	None	1 day	End User Division Chief PCSDS Main Office - AFD



				PCSD
	(CPE) Form and recommend the same to			Chief Administrative
	the HOPE			Officer
				PCSDS Main
				Office – AFD
	b. Sign and approve	None	2 days	HOPE
	CPE			PCSDS Main
				Office - Office of
				the Executive
				Director (OED)
	c. Receive Official	None	1 day	Accountant III
	Receipt			PCSDS Main
				Office – AFD
	d. Process payment			
12. Receive PAR	a. Prepare Property	None	30 day	Property
and	Acknowledgment			Custodian
items/services	Receipt (PAR) and			PCSDS Main
requested	issue procured item to			Office – AFD
	End-User and			
	record/input to			
	Property Inventory			
	TOTAL	None	49 day, 20	
			minutes	

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

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

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

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

a) Procurement of goods of proprietary nature which can be obtained only from the proprietary source, i.e., when patents, trade secrets, and copyrights prohibit others from manufacturing the same item;

b) When the procurement of critical components from a specific supplier is a condition precedent to hold a contractor to guarantee its project performance, in accordance with the provisions of its contract; or



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

		Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
Classification:	Hi	ghly Technical		, , , , , , , , , , , , , , , , , , ,	
Type of Transaction: Government to Government					
Who may avail:		nd-Users (respective	PCSDS	Divisions)	
Checklis	t OF REC	QUIREMENTS			O SECURE
Purchase Request	(PR) (3 si	igned original copie	s)		-Users
 Certificate of Availa copies) 	ability of F	und (CAF) (3 signed	d original	-	-Users et Officer
 Approved Annual F highlight) (1 copy) 	Procureme	ent Plan (subject ite	m in	End	-Users
Breakdown of the A	Approved	Budget of the Contr	act	End	-Users
Approved Project F (subject item in high	rocureme	ent Management Pla		End	-Users
 Attachments: (3 copies) 2. Goods: Specifications; Design/Layouts (for customized items); Scope of work; Market Study; Form of Bid, Price Form, and List of Goods or 					-Users
	antities:				
Market Survey (opt		e absence of Certif		End	I User
	ional in th orship)	e absence of Certif	icate of	PROCESSING	



				PCSD
procure through the sMcting method				
Prove that there is no suitable substitute in the market that can be obtained at more advantageous terms to the				
government.	1.2 Assign and stamp PR number, date received and update Procurement	None	20 minutes	Head of BAC Secretariat PCSDS Main
	database (PMR)			Office
	scheduled BAC Meeting			
	1.3. Evaluate PR with attachments and verify mode of procurement in relation to the approved Annual Procurement Plan (APP)	None	5 days	PCSDS-BAC Chairperson PCSDS Main Office
	If in order, recommend to HOPE for PR approval. Otherwise, it shall be returned to the End-User for the appropriate revision and/or amendment or cancellation.			
	1.4. 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 RFQ or pro- forma invoice together with the terms and conditions of sale,	None	1 day	Head of BAC Secretariat PCSDS Main Office
	1.7 Send RFQ or pro-forma invoice to the identified	None	1 day	Chief Administrative



				PCSD
	direct supplier.			Officer PCSDS Main Office - AFD
2. Submit Price Quotation together with applicable Eligibility Documents	2.1 Conduct simplified negotiations on the terms and conditions of the contract to ensure that the supplier is technically, legally and financially capable to deliver the goods at the most advantageous price and contract for the Government.	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
	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



 			PCSD
2.6. Review and counter sign Notice of Award by	None	10 minutes	Head, Legal Services
Legal Services Section, otherwise refer back to BAC			Section PCSDS Main
Secretariat for revision.			Office
2.7 Sign the Notice of Award	None	1 day	HOPE
(NOA) otherwise refer back	None	Tudy	PCSDS Main
to BAC Secretariat for			Office - Office
revision.			of the Executive
			Director (OED)
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
		40 1 4	Office
2.12. Review and counter	None	10 minutes	Head, Legal
sign Notice to Proceed by			Services
Legal Services Section,			Section PCSDS Main
otherwise refer back to BAC Secretariat for revision.			Office
2.13 Sign the Notice to	None	1 day	HOPE
Proceed (NTP) together with		i uay	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			Office
2.15 Prepare the Purchase	None	10 minutes	Head of BAC
Order (PO) in favor of the			Secretariat
Contractor or Consultant			PCSDS Main
			Office
2.16. Review and counter	None	10 minutes	Head, Legal
sign Purchase Order by			Services
Legal Services Section,			Section
otherwise refer back to BAC			PCSDS Main



	1			PCSD
	Secretariat for revision.			Office
	2.17 Sign the Purchase	None	1 day	HOPE
	Order (PO)			PCSDS Main
				Office - Office
				of the Executive
				Director (OED)
	2.18 Inspect goods, services	None	1 day	Head of
	or project progress and/or		rady	Inspection and
	final construction.			
				Acceptance
	Dren ere inen estien			Committee
	Prepare inspection			PCSDS Main
	acceptance report			Office
	(IAR)			
	Confirm compliance			
	of procured items to			
	specifications/TOR			
3. Prepare	3.1. Submit complete copies	None	3 days	Property &
Disbursement Voucher	of procurement documents			Supply Unit
and Obligation	and Disbursement Voucher			Head
Request and submit to	and Obligation Request to			PCSDS Main
Property and Supply	Accounting unit for payment			Office - AFD
Unit	processing			
	3.2. Attach property Number	None	2 days	Property and
	and enter details to Report			Supply Unit
	of Physical Counts of			PCSDS Main
	Property Plants and			Office - AFD
	Equipment			
4. Receive PAR	4.1. Prepare Property	None	1 day	Property
4. Receive I AR	Acknowledgment	NONE	ruay	Custodian
				PCSDS Main
	Receipt (PAR) and			
	issue procured item			Office - AFD
	to End-User and			
	record/input to			
	Property 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		z uays	PCSDS Main
				Office - Office
				of the Executive



	TOTAL	None	28 days and 2 hours and 50 minutes	
5.4.	Process payment			
5.3.	Receive Official Receipt	None	1 day	Accountant III PCSDS Main Office - AFD
				Director (OED)

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

Office/Division: Classification: Type of Transact Who may avail: Ch Airline Tickets		Bids and Awards Committe Administrative and Finance Complex Government to Business End-Users (respective PC t OF REQUIREMENTS	e Divisions ((AFD) ns) WHERE TO SECURE		
	quest f	orm (1 original)		· · · · · ·	Ind-user/AFD	
CLIENTS STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Fill up ticket request form or Trip Ticket and file to delegated end-user	1.1.	Determine the supplier or service provider capable of delivering the required airline tickets at the most reasonable retail price. They may consider the following factors in deciding which commercial airline or air transport service provider to choose in the purchase of airline tickets: a. flight availability a the time of booking; b. travel days;	None	1 day	The end-user delegated to directly purchase airline tickets in accordance with Part IV (J) the RIRR PCSD Main Office	



		c. preferred time of			PCSD
		c. preferred time of arrival/departure of	of		
		the traveling staff;			
		d. stopovers;			
		e. routes;			
		f. additional visa			
		requirements;			
		g. promotional fares h. comparison of air			
		ticket prices amor	a		
		commercial airline	-		
		and	- ,		
		i. other reasonable			
		considerations as			
		determined by the	1		
2	Make direct	end-user	None	1 day	End-User
۷.	purchase of		None	Tuay	Division Head
	airline				PCSD Main
	tickets from				Office
	any				
	commercial				
	airline at				
	fairly reasonable				
	rates.				
3.	Prepare	3.1 Receive documents,	None	1 day	Accountant III
	Reimburse	determine and review the			PCSD Main
	ment	completeness and forward to			Building - AFD
	Request,	Accounting for processing			
	Obligation				
	Request, Disburseme				
	nt Request,				
	Travel				
	Order (if out				
	of town)				
4.	Receive	4.1 Notify Client that	None	1 day	Accountant III
	Reimburse	reimbursement is already			PCSD Main
	ment	deposited in their account/s thr ADA	u		Building - AFD
		TOT	AL None	4 days	
L		1017		- uyo	



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

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

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

Office/Division:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)					
Classification:	Simple					
Type of Transaction: Government to Government						
Who may avail: End-Users (respective PCSDS Divisions)						
Check	list OF REQUIREMENTS			O SECURE		
Trip ticket (1 original of				End-user/AFD		
	Slip for POL Products (1 orig			End-user/AFD		
	OL Products (1 original copy)		0	End-user/AFD		
	ont and back pages) 1 origina			Ind-user/AFD		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
purchase POL products and/or airline tickets and secure Official Receipt	2.1 Determine the supplier or service provider capable of delivering the required POL products at retail pump price.	None	1 day	End-User Division Head PCSD Main Building		
Reimbursement Request, Obligation Request, Disbursement Request, Travel Order (if out of town) and Trip Ticket	3.1 Receive documents, determine and review the completeness and forward to Accounting for processing	None	1 day	Accountant III PCSD Main Building – AFD		
Reimbursement	4.1 Notify Client that reimbursement is already deposited in their account/s thru ADA	None	1 day	<i>Accountant III</i> PCSD Main Building – AFD		
	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:	Bids and Awards Committee (BAC), BAC	Secretariat. and				
	Administrative and Finance Divisions (AF					
Classification:						
Type of	Government to Government					
Transaction:						
	End-Users (respective PCSDS Divisions)					
Check	list OF REQUIREMENTS	WHERE TO SECURE				
Purchase Reque	st (PR) (3 signed original copies)	End-Users				
 Approved Annua highlight) (1 copy 	I Procurement Plan (subject item in /)	End-Users				
	t Procurement Management Plan highlight) (1 copy)	End-Users				
2. Scope 3. Form of	copies) ications of work; of Bid, Price Form, and List of Goods or Quantities;	End-Users				
2. Scope	of Reference (Objectives, Methodology) of work list of Criteria Qualifications ne					
2. Plans/	of work Drawings and Technical Specifications; tailed engineering investigations					



			1	PCSD
5.2 3. 5.3 5.3 5.3 5.3 6. Mixed 1.				
CLIENTS	AGENCY ACTION		PROCESSING	
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 accompanied by appropriate supporting documents identifying the emergency sought to be addressed	1.1 Receive PR with applicable attachments from End-Users. Initially review the accuracy of documents submitted and verify completeness of documents as to statutory/regulatory requirements.	None	10 Minutes	Head of BAC Secretariat PCSDS Main Office
	1.2 Assign and stamp PR number, date received and update Procurement database (PMR) Include PR in next scheduled	None	20 minutes	Head of BAC Secretariat PCSDS Main Office
	BAC Meeting			
	1.3. Evaluate PR with attachments and verify mode of procurement in relation to the approved Annual Procurement Plan (APP)	None	5 days	PCSDS-BAC Chairperson PCSDS Main Office
1	If in order, recommend to			



	1				PCSD
		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)
2.Negotiate with the BAC	2.1.	Conduct direct negotiation with the supplier, contractor or consultant with technical, legal and financial capability to deliver the goods, execute the works and perform the services to address the emergency upon preparation of the appropriate procurement documents.	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
	2.2.	Recommend to the HoPE through a Resolution award the contract to the Supplier, Contractor or Consultant.	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office Head of BAC Secretariat PCSDS Main Office
	2.3.	Award the contract to the Supplier, Contractor or Consultant immediately upon confirmation and ascertainment of such capability to address the emergency. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	HOPE Head of BAC Secretariat PCSDS Main Office
	2.4.	Prepare the contract in favor of the Supplier, Contractor or Consultant	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
	2.5.	Approve and sign the Contract of Agreement	None	1 day	HOPE PCSDS Main



		T			1	PCSD
			(COA)			Office - Office of
						the Executive
		0.0		Nama	10	Director (OED)
		2.6.	Prepare the NTP in favor of	None	10 minutes	Head of BAC
			the Supplier, Contractor or Consultant			Secretariat
		2.7.	Issue and sign the Notice to	None	1 day	HOPE
			Proceed (NTP) together with			PCSDS Main
			a copy of the approved COA			Office - Office of
			within three CD from the date of the approval			the Executive Director (OED)
			date of the approval			
						Head of BAC
						Secretariat
						PCSDS Main
			F			Office
		2.8.	Ensure that the service	None	1 day	End-User
			provided is in accordance with the specifications stated			PCSDS Main Office
			in the TOR			Onice
		2.9.	Prepare the Purchase Order	None	10 minutes	Head of BAC
			(PO) in favor of the			Secretariat
			Contractor or Consultant			PCSDS Main
		0.40	Is a second action that Durach as a	Nama	1 days	Office
		2.10.	Issue and sign the Purchase Order (PO)	None	1 day	HOPE PCSDS Main
						Office - Office of
						the Executive
						Director (OED)
						Head of BAC
						Secretariat
						PCSDS Main Office
		2.11.	Inspect project progress	None	1 day	Head of
		2.11.	and/or final construction.	None	T ddy	Inspection and
						Acceptance
			Prepare inspection			Committee
			acceptance report (IAR)			PCSDS Main
			Confirm compliance of			Office
			procured items to			
			specifications/TOR			
3.	Prepare	3.1.	Submit complete copies of	None	3 days	Property and
	Disburse		procurement documents and			Supply Unit
	ment		Disbursement Voucher and			PCSDS Main
	Voucher		Obligation Request to			Office - AFD
	and		Accounting unit for payment			
	Obligation Request		processing			
	ivednesi	L				



1	1				1
and submit to Property and Supply Unit					
	3.2.	Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment	None	2 days	Property and Supply Unit PCSDS Main Office - AFD
4. Receive PAR	4.1.	Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	1 day	Property Custodian PCSDS Main Office - AFD
	4.2.	Receive Official Receipt	None	1 day	Accountant III PCSDS Main Office - AFD
	4.3.	Process payment			
		TOTAL	None	21 days	and 1 hour

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.

	Bids and Awards Committee (BAC), BAC Secretariat, and		
	Administrative and Finance Divisions (A	(FD)	
Classification:	Highly Technical		
Type of Transaction:	Government to Government		
Who may avail:	End-Users (respective PCSDS Division	s)	
Checklist OF REQUIREMENTS WHERE TO SECURE			



				PCSD
Purchase F	Request (PR) (3 signed original cop	End-Users		
Approved A	Annual Procurement Plan (subject	End	-Users	
highlight) (*	1 сору)			
 Approved I 	Project Procurement Management	End-Users		
(subject ite	m in highlight) (1 copy)			
 Attachment 	ts: (3 copies)		End	-Users
	Ferms of Reference (Objectives, M	ethodology)		
	Scope of work			
	Checklist of Criteria Qualifications			
	Limeline	-		
CLIENTS	AGENCY ACTION		PROCESSING	
STEPS		BE PAID	TIME	RESPONSIBLE
1.Submit	1.3. Receive PR with applicable	None	10 Minutes	Head of BAC
copies of PR	attachments from End-			Secretariat
to the BAC	Users.			PCSDS Main
Secretariat at				Office
the PCSD	Initially review the accuracy			
Main Office	of documents submitted and			
with the	verify completeness of			
attachments	documents as to			
listed above,	statutory/regulatory			
as applicable	requirements.			
with				
justification that the				
engagement of the				
individual in				
accordance				
with the				
conditions set				
forth in the				
RIRR.				
	1.4. Assign and stamp PR	None	20 minutes	Head of BAC
	number, date received and		20 11110100	Secretariat
	update Procurement			PCSDS Main
	database (PMR)			Office
	Include PR in next			
	scheduled BAC Meeting			
	1.5. Evaluate PR with	None	5 days	PCSDS-BAC
	attachments and verify	_	y -	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.			
1	Otherwise, it shall be			



			· · · · · · · · · · · · · · · · · · ·			PCSD
			returned to the End-User for the appropriate revision and/or amendment or cancellation.			
		1.6.	Sign PR	None	1 day	Head of the Procuring Entity (HOPE) PCSDS Main Office - Office of the Executive Director (OED)
2.	Identify prospective consultant based on the provided Terms of Reference Submit the name, contact information and mailing address of the said prospective consultant	2.1.	Prepare and draft the letter of invitation to the identified consultant Submit the same to the BAC Chairperson for signature	None	15 minutes	Head of BAC Secretariat PCSDS Main Office
		2.2.	Send letter of invitation to prospective consultant	None	1 day	Chief Administrative Officer PCSDS Main Office - AFD
		2.3.	Undertake negotiation with the individual consultant based on the Terms of Reference prepared by the End-User. 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	None	1 day	PCSDS-BAC



the award of contractChairpersonPrepare BAC Resolution recommending award and have it signed by the BAC members and HOPEHead of BA Secretariat PCSDS Mail Office2.5.Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.None1 dayHOPE BAC recommendation.OfficeOffice
Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE Office 2.5. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove None 1 day HOPE PCSDS Mail Office
recommending award and have it signed by the BAC members and HOPE Head of BA 2.5. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove None 1 day HOPE PCSDS Mail Office Office Office Office Office
have it signed by the BAC members and HOPE Head of BA 2.5. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove None 1 day HOPE PCSDS Mail Office Office Office Office
members and HOPE Secretarial PCSDS Mail PCSDS Mail Office Office 2.5. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove None 1 day HOPE Office Office Office Office Office
members and HOPE Secretarial PCSDS Mail PCSDS Mail Office Office 2.5. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove None 1 day HOPE Office Office Office Office Office
2.5. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove None 1 day HOPE Office Office Office Office Office
2.5. Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove None 1 day HOPE Office Office Office Office Office
2.5.Issue and sign the NoticeNone1 dayHOPEof Award (NOA), otherwiseHOPE may disapproveOffice - Office
of Award (NOA), otherwise HOPE may disapprove
HOPE may disapprove Office - Office
Director (OE
Director (OE
2.6. Prepare the contract in None 10 minutes Head of BA
favor of the Consultant Secretaria
PCSDS Mai
Office
2.7. Approve and sign the None 1 day HOPE
Contract of Agreement PCSDS Mai
(COA) Office - Office
the Executiv
Director (OE
2.8. Prepare the NTP in favor of None 10 minutes Head of BA
the Consultant
PCSDS Mai
Office
of the approved COA within Office - Office
three CD from the date of the Executiv
the approval Director (OE
Head of BA
Secretaria
PCSDS Mai
Office
2.10. Ensure that the service None 1 day <i>End-User</i>
provided is in accordance Division Hea
with the specifications PCSDS Mai
stated in the TOR Office
2.11. Inspect project progress None 1 day <i>Head of</i>
and/or project output. Inspection a
Acceptance
Prepare inspection Committee
acceptance report (IAR) PCSDS Mai
Office
Confirm compliance of
procured items to TOR
3. Prepare 3.1. Submit complete copies of None 3 days Property and



	3.3.	Process payment TOTAL	None		ir and 5 minutes
	3.2.	Receive Official Receipt / Acknowledgement Receipt	None	1 day	Accountant III PCSDS Main Office - AFD
Disbursem ent Voucher and Obligation Request and submit to Property and Supply Unit		procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing			Supply Unit PCSDS Main Office - AFD

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:			



Who may avail: End-Users (respective PCSDS Divisions)						
,	Checklist OF REQUIREMENTS		1	O SECURE		
Purchase	Request (PR) (3 signed original cor	oies)	End-Users			
	 Approved Annual Procurement Plan (subject item in highlight) (1 copy) 			End-Users		
	Project Procurement Management tem in highlight) (1 copy)	Plan	End-	Users		
	nts: (3 copies)		End-	Users		
6.	Specifications					
7. 8.	Scope of work; Form of Bid, Price Form, and List o	f Goods or				
0.	Bill of Quantities;					
CLIENTS	AGENCY ACTION	FEES TO	PROCESSING	PERSON		
STEPS		BE PAID	TIME	RESPONSIBLE		
1. Submit copies of PR to the BAC Secretariat	· · · · · · · · · · · · · · · · · · ·	None	10 Minutes	Head of BAC Secretariat PCSDS Main Office		
at the PCSD Main Office with the attachmen ts listed above, as applicable	of documents submitted and verify completeness of documents as to statutory/regulatory requirements.					
	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	None	5 days	PCSDS-BAC Chairperson PCSDS Main Office		
	amendment or cancellation. 1.4. Sign PR	None	1 day	Head of the Procuring Entity		



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



1			PCSD
			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) 	None	1 day	Head of Inspection and Acceptance Committee PCSDS Main Office



	TOTAL	None	21 days, 1 hour and 10 minutes	
	2.3. Process payment			
	2.2. Receive Official Receipt / Acknowledgement Receipt	None	1 day	Accountant III PCSDS Main Office - AFD
2. Prepare Disbursement Voucher (DV) and Obligation (OR) Request and submit to Property and Supply Unit	Disbursement Voucher and Obligation Request to Accounting unit for payment	None	3 days	Property and Supply Unit PCSDS Main Office - AFD

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

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

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

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

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



Transaction:				PCSD
Who may ava	il: End-Users (respective PCSD	S Divisions	.)	
	Checklist OF REQUIREMENTS			O SECURE
Purchase	Request (PR) (3 signed original cop	End-Users		
	Annual Procurement Plan (subject i		End-	Users
highlight)	(1 copy)			
	Project Procurement Management I	Plan	End-	Users
· · · ·	em in highlight) (1 copy)			
	nts: (3 copies)		End-	Users
7. Goods				
1. 2.	Specifications Scope of work;			
3.	Form of Bid, Price Form, and List of	Goods or		
0.	Bill of Quantities;	00003 01		
	,			
8. Consu	Ilting:			
1.	Terms of Reference (Objectives, Me	ethodology)		
2.	Scope of work			
3. 4.	Checklist of Criteria Qualifications Timeline			
		FFFS TO	PROCESSING	PERSON
STEPS	ACENCIACTION	BE PAID	TIME	RESPONSIBLE
1. Submit	2.2. Receive PR with applicable	None	10 Minutes	Head of BAC
copies of	attachments from End-			Secretariat
PR to the	Users.			PCSDS Main
BAC				Office
Secretari	Initially review the accuracy			
at at the PCSD	of documents submitted			
Main	and verify completeness of documents as to			
Office	statutory/regulatory			
with the	requirements.			
attachme				
nts listed				
above, as				
applicable				
	3.3. Assign and stamp PR number,	None	20 minutes	Head of BAC
	date received and update			Secretariat
	Procurement database (PMR)			PCSDS Main
				Office
	Include PR in next scheduled BAC Meeting			
	3.4. Evaluate PR with attachments	None	5 days	PCSDS-BAC
	and verify mode of procurement		U duy5	Chairperson
	in relation to the approved			PCSDS Main
	Annual Procurement Plan			Office
	(APP)			
	If in order, recommend to			
	HOPE for PR approval.			



 			PCSD
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	<i>TWG/Head, BAC Secretariat</i> PCSDS Main Office
Submit pre-selected list to HOPE for approval which includes: a. Technical specifications/terms of reference of the project, and b. Specific criteria used by the procuring entity for the evaluation of the preselected suppliers or consultants			



				PCSD
1.6	 Approve the pre-selected list and transmits the pre- selected list to the GPPB in compliance with Section 49.2 of the IRR of RA 9184 with a certification stating: a. Justifying the recourse to Limited Source Bidding; b. Verifying the compliance with the criteria previously set; c. Certifying that the pre- selected list is a list of known suppliers or consultants where resort to public bidding will not likely result in any additional d. suppliers or consultants participating in the bidding. 	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
1.	0	None	1 day	GPPB-TSO
	6. Prepare/draft Bidding Documents.	None	5 days	End-User PCSDS Main Office Head of BAC Secretariat Head of Technical Working Group (TWG) if created PCSDS Main Office PCSDS Main PCSDS Main Office
1.	 Post the procurement opportunity in the PhilGEPS website, agency website and conspicuous place within the premises od the 	None	7 days	BAC Secretariat in coordination with IT unit PCSDS Main Office



	1				PCSD
		agency upon receipt of said acknowledgment letter.			
	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
 Attend Pre-Bid Conference 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.	None	1 day	Head of BAC Secretariat PCSDS Main Office
		b. Inform the LCB or SCB/HRB or SRB of post			



				PCSD
	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	<i>TWG/ Head of</i> <i>BAC Secretariat</i> PCSDS Main Office
2.9.	Prepare Abstract of Bid (AOB) and have it signed by the BAC Members who were present during the evaluation	None	1 day	Head of BAC Secretariat PCSDS Main Office
2.10.	Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office Head of BAC Secretariat PCSDS Main Office
2.11.	Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation.	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
2.12.	Receive and evaluate submitted Performance Security	None	1 day	Head of BAC Secretariat PCSDS Main Office
2.13.	Prepare the contract in favor of the winning bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
2.14.	Approve and sign the Contract of Agreement (COA)	None	1 day	HOPE PCSDS Main Office - Office of the Executive



					PCSD
					Director (OED)
	2.15.	Prepare the NTP in favor of	None	10 minutes	Head of BAC
		the winning bidder			Secretariat
		-			PCSDS Main
					Office
	2.16.	Sign the Notice to Proceed	None	1 day	HOPE
	_	(NTP) together with a copy			PCSDS Main
		of the approved COA within			Office - Office of
		three CD from the date of			the Executive
		the approval			Director (OED)
		the approval			
					Head of BAC
					Secretariat
					PCSDS Main
					Office
	2.17.	Ensure that the service	None	1 day	End-User
	2.17.	provided is in accordance	None	ruay	Division Head
		with the specifications stated			PCSDS Main
		in the TOR			Office
	2.18.		None	10 minutes	Head of BAC
	2.10.	(PO) in favor of the Lessor	None	TO Initiates	Secretariat
					PCSDS Main
					Office
	2 10	leave and sign the Durchase	None	1 day	HOPE
	2.19.	5	None	1 day	PCSDS Main
		Order (PO)			
					Office - Office of
					the Executive
					Director (OED)
					Lload of DAC
					Head of BAC
					Secretariat PCSDS Main
	2.20	Accept and youth Managet	None	1 40.4	Office
	2.20.		None	1 day	Chief
		Security submitted			Administrative
					Officer
					PCSDS Main
					Office-AFD
	0.04		Nerre	4 4	
	2.21.	Inspect goods, services or	None	1 day	Head of
		project progress and/or final			Inspection and
		construction.			Acceptance
					Committee
		Prepare inspection			PCSDS Main
		acceptance report (IAR)			Office
		Operations and the second			
		Confirm compliance of			
		procured items to			
	0.1	specifications/TOR		0.1	
3. Prepare	3.1.	Submit complete copies of	None	3 days	Property and



		TOTAL	None	72 days	and 2 hours
	5.4.	Process payment			
	5.3.	Receive Official Receipt	None	1 day	Accountant III PCSDS Main Office - AFD
	5.2.	Sign and approve CPE	None	2 days	HOPE PCSDS Main Office - Office of the Executive Director (OED)
5. Evaluate bidders performan ce / service.		performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE			Division Chief PCSDS Main Office - AFD Chief Administrative Officer PCSDS Main Office - AFD
 Receive PAR 5. Evaluate 	4.1. 5.1.	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
	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
Disbursement Voucher and Obligation Request and submit to Property and Supply Unit		procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing			Supply Unit PCSDS Main Office - AFD

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), E	BAC Secretariat, and Administrative and			
n:	Finance Divisions (AFD)				
Classification:	Highly Technical				
Type of	Government to Government				
Transaction:					
Who may	End-Users (respective PCSDS Divisions)				
avail:					
	klist OF REQUIREMENTS	WHERE TO SECURE			
	Request (PR) (3 signed original	End-Users			
copies)		End Llaara			
	of Availability of Fund (CAF) (3	End-Users			
	inal copies)	Budget Officer			
	Annual Procurement Plan (subject	End-Users			
	nlight) (1 copy)	F ad Upara			
	of the Approved Budget of the	End-Users			
Contract		End Llooro			
	Project Procurement Management	End-Users			
	ct item in highlight) (1 copy)	End Llooro			
 Attachment 9. Goods: 	ts: (3 copies)	End-Users			
	an addition of				
	Specifications;				
	Design/Layouts (for customized tems);				
	Scope of work;				
	Aarket Study;				
	Form of Bid, Price Form, and List of				
	Goods or Bill of Quantities;				
10. Consult	ing:				
1. T	erms of Reference (Objectives,				
N	/lethodology)				
	Scope of work				
	Checklist of Criteria Qualifications				
4. T	imeline				
11. Infrastru					
	Scope of work				
	Anning Schedule				
	Copy of PERT/CPM Network Diagram and Detailed Computation of Contract				
	Plans/Drawings and Technical				
	Specifications;				
	.1. Detailed engineering				
	investigations				
	invooligationo				



			1	PCSD
	.2. Surveys and			
	.3. Designs;	* •		
	or acquisition of right	-of-way site or		
	ocation:			
11.5.1. Authority or permit to enter is				
	issued by the prope	-		
	.2. Notarized deed o			
11.5	.3. Deed of donation			
	favor of the govern			
11.5	.4. Writ of possessio			
	court of competent	jurisdiction		
	Procurement	•		
	Combination of Goods	, Consulting or		
	nfrastructure			
CLIENTS	AGENCY ACTION	FEES TO BE	PROCESSIN	PERSON
STEPS		PAID	G TIME	RESPONSIBLE
1. Submit	1.1 Receive PR with	None	10 Minutes	Head of BAC Secretariat
copies of	applicable			PCSDS Main Office
PR to the	attachments from			
BAC	End-Users.			
Secretariat				
with the	Initially review the			
attachment	,			
s listed	documents			
above, as	submitted and			
applicable	verify			
	completeness of			
	documents as to			
	statutory/regulatory			
	requirements.			
	1.2 Assign and	None	20 minutes	Head of BAC Secretariat
	stamp PR number,			PCSDS Main Office
	date received and			
	update Procurement			
	database			
	Include PR in next			
	scheduled BAC			
	Meeting			
	1.3 Evaluate PR	None	5 days	PCSDS-BAC
	with attachments			Chairperson
	and verify mode of			PCSDS Main Office
	procurement in			
	relation to the			
	approved Annual			
	Procurement Plan			
	(APP)			
	If in order,			
	recommend to			



r			1	PCSD
	HOPE for PR approval. Otherwise, it shall be returned to the End-User for the appropriate revision and/or amendment or <u>cancellation.</u> 1.4. Certification of PR (reviewed/evaluate	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
	d and recommended for approval by BAC)			
	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 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	None	1 hour and 30 minutes	Head of BAC Secretariat PCSDS Main Office



 Authority to Post			
1.9. Sign Request	None	10 minutes	Head of BAC Secretariat
 for Authority to Post			PCSDS Main Office
1.10. Sign Request	None	10 minutes	BAC Chairperson
for Authority to Post			PCSDS Main Office
1.11. Sign Request	None	10 minutes	Data Privacy Officer
for Authority to Post			Representative
			PCSDS Main Office
1.12. Sign Request	None	10 minutes	Head of the Procuring
for Authority to Post			Entity (HOPE)
			PCSDS Main Office -
			Office of the Executive
			Director (OED)
1.13 Post ITB or REI	None	7 days	BAC Secretariat in
in PhilGEPS			coordination with IT unit
Website, PCSD			PCSDS Main Office
Website and in any			
conspicuous place			
within PCSDS			
premises			
1.14 Draft Notice of	None	20 minutes	Head of BAC Secretariat
Invitation to			PCSDS Main Office
Observers and			
forward to BAC			
Chairperson for			
signature			
1.15 Sign Notice of	None	1 day	PCSDS-BAC
Invitation			Chairperson
			PCSDS Main Office
1.16 Send Notice of	None	1 day	Chief Administrative
Invitation to			Officer
Observers pursuant			PCSDS Main Office
to Sec. 13 of the			
2016 RIRR.			
1.17 Evaluate	None	1 day	PCSDS-BAC
submitted eligibility			Chairperson
documents (short			PCSDS Main Office
listing / eligibility			
check for consulting			
services)			
1.18. Notify	None	1 day	Head of BAC Secretariat
shortlisted			PCSDS Main Office
consultants (for			
consulting services)			



				1	PCSD
2.	Bid	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



			PCSD
 2.8 a. Conduct Post Qualification. b. Prepare Post- Qualification Report (PQR) recommending to the BAC the declaration of the LCRB or SCRB/HRRB or SRRB 	None	12 days	<i>TWG/ Head of BAC Secretariat</i> PCSDS Main Office
2.9 Prepare Abstract of Bid (AOB) and have it signed by the BAC Members who were present during the evaluation	None	1 day	Head of BAC Secretariat PCSDS Main Office
2.10 Recommend to the HoPE the award of contract	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE			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 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
	Qualification.b. Prepare Post- Qualification Report (PQR) recommending to the BAC the declaration of the LCRB or SCRB/HRRB or SRRB2.9 Prepare Abstract of Bid (AOB) and have it signed by the BAC Members who were present during the evaluation2.10 Recommend to the HoPE the award of contractPrepare BAC Resolution recommending award and have it signed by the BAC members and HOPE2.11. Sign BAC Resolution by BAC Members2.12. Sign BAC Resolution by HoPE2.13 Prepare the Notice of Award (NOA), otherwise HOPE may disapprove BAC	Qualification.b. Prepare Post- Qualification Report (PQR) recommending to the BAC the declaration of the LCRB or SCRB/HRRB or SRRB2.9 Prepare Abstract of Bid (AOB) and have it signed by the BAC Members who were present during the evaluation2.10 Recommend to the HoPE the award of contractNonePrepare BAC Resolution recommending award and have it signed by the BAC members and HOPENone2.11. Sign BAC Resolution by BAC MembersNone2.12. Sign BAC Resolution by HoPENone2.13 Prepare the Notice of Award (NOA), otherwise HOPE may disapprove BACNone	Qualification.Jb. Prepare Post- Qualification Report (PQR) recommending to the BAC the declaration of the LCRB or SCRB/HRRB or SRRB2.9 Prepare Abstract of Bid (AOB) and have it signed by the BAC Members who were present during the evaluationNone1 day2.10 Recommend to the HoPE the award of contractNone1 dayPrepare BAC Resolution recommending award and have it signed by the BAC members and HOPENone1 day2.11. Sign BAC Resolution by BAC MembersNone1 hour2.12. Sign BAC Resolution by HoPENone1 day2.13 Prepare the Notice of Award (NOA), otherwise HOPE may disapprove BACNone1 day



 			PCSD
2.14. 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
2.15 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)
2.16 Receive and evaluate submitted Performance Security	None	1 day	Head of BAC Secretariat PCSDS Main Office
2.17 Prepare the contract in favor of the winning bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
2.18. 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
2.19 Approve and sign the Contract of Agreement (COA)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED)
2.20 Prepare the NTP in favor of the winning bidder.	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
2.21. 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
2.22 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	None	1 day	End-User Division Head



				PCSD
	service provided is			PCSDS Main Office
	in accordance with			
	the specifications			
	stated in the TOR			
	2.24 Prepare the	None	10 minutes	Head of BAC Secretariat
	Purchase Order			PCSDS Main Office
	(PO)			
	2.25. Review and	None	10 minutes	Head, Legal Services
	counter sign		10 minutes	Section
	Purchase Order by			PCSDS Main Office
	Legal Services			1 CODO Main Onice
	Section, otherwise			
	refer back to BAC			
	Secretariat for			
	revision.			
	2.26 Sign the	None	1 day	HOPE
	Purchase Order			PCSDS Main Office -
	(PO)			Office of the Executive
				Director (OED)
	2.27 Accept and	None	1 day	Chief Administrative
	verify Warranty			Officer
	Security submitted			PCSDS Main Office-AFD
	2.28 Inspect delivery	None	1 day	Head of Inspection and
	of goods and			Acceptance Committee
	Prepare inspection			
	acceptance report			
	(IAR)			
	Confirm compliance			
	of procured items to			
	specifications/TOR			
3. Prepare	3.1. Submit	None	3 days	Property and Supply Unit
Disbursement	complete copies of			PCSDS Main Office -
Voucher and	procurement			AFD
Obligation	documents and			
Request and	Disbursement			
submit to	Voucher and			
Property and	Obligation Request			
Supply Unit	to Accounting unit			
	for payment			
	processing			
	3.2. Attach property	None	2 days	Property and Supply Unit
	Number and enter		2 00,0	PCSDS Main Office -
	details to Report of			AFD
	Physical Counts of			
	-			
	Property Plants and			
	Equipment, if			
	applicable	Nono	1 400	Droporty Overadion
4. Receive	Prepare Property	None	1 day	Property Custodian
PAR	Acknowledgment			PCSDS Main Office -



		Receipt (PAR) and issue procured item to End-User and record/input to			AFD
		Property Inventory			
5.	Evaluate bidders performanc e / service.	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 PCSDS Main Office - AFD
		same to the HOPE 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 Main Office- AFD
		Process payment			
		OTAL	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 Committe	• •		and
		Administrative and Finance	e Divisions	(AFD)	
Classification:		Highly Technical			
Type of Transa		Government to Governme			
Who may avail:		End-Users (respective PC	SDS Divisio		
		st OF REQUIREMENTS			O SECURE
		t (PR) (3 signed original co			-Users
highlight) (1	l copy)				-Users
	-	Procurement Management ghlight) (1 copy)	Plan	End	-Users
Attachment				End	-Users
		cations			
		of work;			
		Bid, Price Form, and List	of Goods or		
	Bill of C	luantities;			
CLIENTS STEPS		AGENCY ACTION	BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit	1 1 P	eceive PR with applicable	None	10 Minutes	Head of BAC
copies of		hments from End-Users.	NONE	TO MINULES	Secretariat
PR to the	anao				PCSDS Main
BAC	Initia	lly review the accuracy of			Office
Secretariat	docu	ments submitted and			
with the	verify	completeness of			
attachments	docu	ments as to			
listed above		tory/regulatory			
		rements.			
Determine		Assign and stamp PR	None	20 minutes	Head of BAC
the need to		per, date received and			Secretariat
replenish		te Procurement database			PCSDS Main
the goods earlier	(PMF	()			Office
procured	Inclu	de PR in next scheduled			
through		Meeting			
competitive		Evaluate PR with	None	5 days	PCSDS-BAC
bidding.1.	-	hments and verify mode of		,-	Chairperson
Ŭ Î		urement in relation to the			PCSDS Main
		oved Annual Procurement			Office
Plan		(APP)			
If in a		order recommend to			
		order, recommend to E for PR approval.			
		rwise, it shall be returned			
		e End-User for the			



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



	TOTAL	None	20 days and1 hour	
	2.6. Process payment			
	2.5. Receive Official Receipt	None	1 day	Accountant III 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
	2.3. 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. Prepare Disbursement Voucher and Obligation Request and submit to Property and Supply Unit	2.1. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request to Accounting unit for payment processing	None	3 days	Property and Supply Unit PCSDS Main Office – AFD
	1.14 Inspect delivery of goods and Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR	None	1 day	Office Head of Inspection and Acceptance Committee PCSDS Main Office
	1.13 Issue and sign the Purchase Order (PO)	None	1 day	PCSDS Main Office HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main
	1.12 Prepare the Purchase Order (PO) in favor of the	None	10 minutes	PCSD Head of BAC Secretariat



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

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

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

The requirement is for:

- Work of art; commissioned work or services of an artist for specific artistic skills (e.g., singer, performer, poet, writer, painter sculptor, etc.)
- Scientific, academic, scholarly work or research, or legal services;
 Highly-specialized life-saving medical equipment, as certified by the Department of Health;
- Scientific, technical, economic, business, trade or legal journal, magazine, paper, subscription, or other exclusive statistical publications and references; or Media documentation, advertisement, or announcement through television, radio, newspaper, internet, and other communication media.
- The construction or installation of an infrastructure facility where the material, equipment, or technology under a proprietary right can only be obtained from the same contractor.

Office/Division	n: B	Bids and Awards Committee (BAC), BAC Secretariat, and					
	A	dministrative and Finance I	Divisions (Al	FD)			
Classification	: Н	ighly Technical					
Type of	G	2G - Government to Gover	nment				
Transaction:							
Who may avai	il: E	nd-Users (respective PCSI	DS Divisions	5)			
	Checklis	st OF REQUIREMENTS		WHERE T	O SECURE		
Purchase	Request	: (PR) (3 signed original cop	oies)	End-	Users		
Approved	Annual I	Procurement Plan (subject	item in	End-	End-Users		
highlight) ((1 copy)						
Approved	Project I	Procurement Management	Plan	End-Users			
(subject ite	em in hig	hlight) (1 copy)					
Attachmer	nts: (3 co	opies)		End-Users			
5.	Terms o	f Reference (Objectives, M	ethodology)				
6.	Scope o	f work					
7.	Checklis	t of Criteria Qualifications					
8.	8. Timeline						
CLIENTS		AGENCY ACTION	FEES TO	PROCESSING	PERSON		
STEPS			BE PAID	TIME	RESPONSIBLE		
1. Submit	1.2 Rece	eive PR with applicable	None	10 Minutes	Head of BAC		



				PCSD
to the BAC Secretariat with the attachments listed above,	attachments from End-Users. Initially review the accuracy of documents submitted and verify completeness of documents as to statutory/regulatory requirements.			Secretariat PCSDS Main Office - AFD
as 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 - AFD
	 1.3 Evaluate PR with attachments and verify mode of procurement in relation to the approved Annual Procurement Plan (APP) If in order, recommend to HOPE for PR approval. Otherwise, it shall be returned to the End-User for the appropriate revision and/or amendment or cancellation. 	None	5 days	PCSDS-BAC Chairperson PCSDS Main Office - AFD
	1.4 Sign PR	None	1 day	Head of the Procuring Entity (HOPE) PCSDS Main Office - Office of the Executive Director (OED)
	 1.5 Identify prospective consultant based on the provided Terms of Reference Submit the name, contact information and mailing address of the said prospective consultant 	None	10 Minutes	End-User PCSDS Main Office - AFD
	1.6 Prepare and draft the letter of invitation to the identified consultant Submit the same to the BAC Chairperson for signature	None	15 minutes	Head of BAC Secretariat PCSDS Main Office - AFD
	1.7 Send letter of invitation to prospective consultant	None	1 day	Chief Administrative Officer PCSDS Main Office - AFD
	1.8 Negotiate with a technically, legally and financially capable supplier, contractor or consultant	None	1 day	PCSDS-BAC Chairperson PCSDS Main



				PCSD
SI Te	ased on the Technical pecifications, Scope of Work or erms of Reference prepared by e End-User.			Office - AFD
av Pr re	9 Recommend to the HoPE the ward of contract repare BAC Resolution commending award and have it	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office - AFD
	gned by the BAC members and OPE			Head of BAC Secretariat PCSDS Main Office - AFD
Av m	10 Issue and sign the Notice of ward (NOA), otherwise HOPE ay disapprove BAC ecommendation.	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office - AFD
	11 Prepare the contract in favor the winning bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main Office - AFD
	12 Approve and sign the ontract of Agreement (COA)	None	1 day	Head of BAC Secretariat PCSDS Main Office
	13 Prepare the NTP in favor of e winning bidder	None	10 minutes	Head of BAC Secretariat PCSDS Main Office
(N ar fro	14 Sign the Notice to Proceed ITP) together with a copy of the oproved COA within three CD om 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
pr	15 Ensure that the service rovided is in accordance with the pecifications stated in the TOR	None	1 day	End-User Division Head PCSDS Main Office



	TOTAL	None	•	1 hour and 25 nutes
	2.2 Process payment			
Request and submit to Property and Supply Unit	unit for payment processing			
2. Prepare Disbursement Voucher and Obligation	2.1 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
	 1.18 Inspect good, project progress and/or final construction. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR 	None	1 day	Head of Inspection and Acceptance Committee PCSDS Main Office
	1.17 Issue and sign the Purchase Order (PO)	None	1 day	PCSDS Main Office HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
	1.16 Prepare the Purchase Order (PO) in favor of the Lessor	None	10 minutes	Head of BAC Secretariat

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			
Classification:		Administrative and Finance	e Divisior	IS (AFD)	
Type of Transactio	n .	Highly Technical Government to Governme	nt		
	n.		III		
Who may avail:		End-Users (respective PC	SDS Divi		
Chec	klist C	OF REQUIREMENTS			O SECURE
		R) (3 signed original copies			-Users
 Approved Annu highlight) (1 cor 		curement Plan (subject iten	n in	End	-Users
 Approved Proje (subject item in 		curement Management Pla ght) (1 copy)	n	End	-Users
Attachments: 13.Goods:	0 0	, , , , , , , , , , , , , , , , , , ,		End	-Users
1. Spec 2. Scop 3. Form	ificatio e of wo of Bid f Quan	ork; I, Price Form, and List of Go	oods or		
CLIENTS STEPS	Quan	AGENCY ACTION	FEES	PROCESSING	PERSON
			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 order to address an identified need of the Procuring	a L Ir o a s re 2. A n u d	Receive PR with applicable attachments from End- Jsers. Initially review the accuracy of documents submitted and verify completeness of locuments as to tatutory/regulatory equirements. Assign and stamp PR number, date received and update Procurement latabase (PMR)	None	10 Minutes 20 minutes	Head of BAC Secretariat PCSDS Main Office Head of BAC Secretariat PCSDS Main Office
Entity and the unforeseen contingency that caused its necessity	3. [a re A (/	cheduled BAC Meeting Evaluate PR with attachments and verify node of procurement in elation to the approved annual Procurement Plan APP)	None	5 days	PCSDS-BAC Chairperson PCSDS Main Office



			PCSD
HOPE for PR approval. Otherwise, it shall be returned to the End-User for the appropriate revision and/or amendment or cancellation.			
4. Sign PR	None	1 day	Head of the Procuring Entity (HOPE)
 Prepare RFQ indicating the specifications, quantity, ABC, and other terms and conditions of the contract. 	None	1 day	Head of BAC Secretariat PCSDS Main Office
 Send RFQ directly to the supplier of known technical, legal and financial qualifications. 	None	3 days	Chief Administrative Officer PCSDS Main Office - AFD
7. Validate immediately the technical, legal and financial capability of the supplier to supply and deliver the goods by requiring the submission of relevant documents or through other verifiable means to prove the capability of the Supplier upon receipt of quotation/proposal, the Committee	None	1 day	PCSD-BAC Chairperson PCSDS Main Office
 Recommend to the HoPE the award of contract Prepare BAC Resolution recommending award and have it signed by the BAC members and HOPE 	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
 Issue and sign the Notice of Award (NOA), otherwise HOPE may disapprove BAC recommendation. 	None	1 day	HOPE PCSDS Main Office - Office of the Executive 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



				PCSD
				PCSDS Main
		Nama	4	Office
	11. Approve and sign the Contract of Agreement	None	1 day	HOPE PCSDS Main
	(COA)			Office - Office
	(667)			of the Executive
				Director (OED)
-	12. Prepare the NTP in favor of	None	10 minutes	Head of BAC
	the bidder			Secretariat
				PCSDS Main
				Office
	13. Sign the Notice to Proceed	None	1 day	HOPE
	(NTP) together with a copy			PCSDS Main
	of the approved COA within			Office - Office
	three CD from the date of			of the Executive
	the approval			Director (OED)
				Head of BAC
				Secretariat
				PCSDS Main
				Office
	14. Ensure that the service	None	1 day	End-User
	provided is in accordance			Division Head
	with the specifications			PCSDS Main
-	stated in the TOR			Office
	15. Prepare the Purchase	None	10 minutes	Head of BAC
	Order (PO) in favor of the			Secretariat
	bidder			PCSDS Main Office
-	16. Issue and sign the	None	1 day	HOPE
	Purchase Order (PO)	None	T ddy	PCSDS Main
				Office - Office
				of the Executive
				Director (OED)
				Head of BAC
				Secretariat
				PCSDS Main
				Office
	17. Inspect goods.	None	1 day	Head of
				Inspection and
	Confirm compliance of			Acceptance
	procured items to			Committee PCSDS Main
	specifications.			Office - AFD
1		NI	3 days	Property and
2. Prepare	2.1. Submit complete	None		
2. Prepare Disbursement	2.1. Submit complete copies of procurement	None	5 days	
2. Prepare Disbursement Voucher and	2.1. Submit complete copies of procurement documents and	None	5 days	Supply Unit PCSDS Main
Disbursement	copies of procurement	None	5 uays	Supply Unit
Disbursement Voucher and	copies of procurement documents and	None	5 uays	Supply Unit PCSDS Main



submit to		to Accounting unit for			
Property and		payment processing			
Supply Unit		payment processing			
3. Receive PAR	3.1.	Prepare Property	None	1 day	Property
J. Receive I AR	5.1.	Acknowledgment	NONE	T day	Custodian
		Receipt (PAR) and			PCSDS Main
		issue procured item to			Office - AFD
		End-User and			
		record/input to Property			
		Inventory			
4. Evaluate	4.1.	Evaluate bidders	None	1 day	End User
bidders		performance/service.		,	Division Chief
performance /					PCSDS Main
service.		Prepare Certificate of			Office - AFD
		Performance			
		Evaluation (CPE) Form			Chief
		and recommend the			Administrative
		same to the HOPE			Officer
					PCSDS Main
		0			Office - AFD
	4.2.	Sign and approve CPE	None	2 days	HOPE
					PCSDS Main
					Office - Office
					of the Executive
	4.3.	Dessive Official	None	1 404	Director (OED)
	4.3.	Receive Official	None	1 day	Accountant III PCSDS Main
		Receipt			Office - AFD
	4.4.	Process payment			Office - AFD
	 	Process payment	None	26 dave	and 1 hour
L	101/		None	ZU udys (

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							
Classification:		Administrative and Finance Divisions (AFD) Highly Technical							
Type of Transaction:		Government to Government							
Who may avail:									
Che	ecklist	OF REQUIREMENTS		WHERE TO SECURE					
		PR) (3 signed original copies)		End-Users					
Approved Ani highlight) (1 c	ocurement Plan (subject it	em in	End-Users						
	ocurement Management P light) (1 copy)	lan	End-Users						
Certificate of Non-Availability (3 copies)				End-Users					
Attachments:	(3 cop	ies)		End-Users					
14.Goods:									
	ecificat								
	ppe of		. .						
		id, Price Form, and List of	Goods or						
		ADDEDITION	PERSON						
CLIENTS STEPS		AGENCIACION	BE PAID	PROCESSING TIME	RESPONSIBLE				
1. Submit	1.1 R	eceive PR with applicable	None	10 Minutes	Head of BAC				
copies of PR		hments from End-Users.	Tionio		Secretariat				
to the BAC					PCSDS Main				
Secretariat	Initia	lly review the accuracy of			Office				
with the		ments submitted and							
attachments		completeness of							
listed above,		ments as to							
as applicable		tory/regulatory							
		rements.	None	20 minutes	Head of BAC				
		ssign and stamp PR per, date received and	none	20 minutes	Secretariat				
		te Procurement database			PCSDS Main				
	(PMF				Office				
	(1.1011	.,			Childe				
	Inclu	de PR in next scheduled							
	BAC	Meeting							
		valuate PR with	None	5 days	PCSDS-BAC				
		hments and verify mode			Chairperson				
		ocurement in relation to			PCSDS Main				
		pproved Annual			Office				
	Proc	urement Plan (APP)							
	If in c	order, recommend to							
		E for PR approval.							
		rwise, it shall be returned							
	Uthe	iwise, it shall be returned							



			PCSD
to the End-User for the			
appropriate revision and/or			
amendment or cancellation.			
1.4 Sign PR	None	1 day	Head of the Procuring Entity (HOPE)
			PCSDS Main Office - Office of the Executive Director (OED)
 1.5 Prepare of RFQ indicating the specifications, quantity, ABC, and other terms and conditions of the contract. Except for those with ABCs equal to Fifty Thousand Pesos (₱50,000.00) and below, RFQs shall be posted for a period of at least three (3) calendar days on PhilGEPS website, PCC website, if available, and at any conspicuous place reserved for this purpose in the premises of the Procuring 	None	1 day	Head of BAC Secretariat PCSDS Main Office
Entity. 1.6 Send RFQs to at least	None	1 day	Chief Administrative
three (3) suppliers of known qualifications, and at least three (3) price quotations must be obtained.			Officer PCSDS Main Office
This, notwithstanding, those who responded through any of the required postings shall be allowed to participate.			
1.7 Prepare Abstract of Quotations (AOQ) setting forth the names of those who 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



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



				PCSD
	1.17 Issue and sign the Purchase Order (PO)	None	1 day	HOPE PCSDS Main Office - Office of the Executive Director (OED) Head of BAC Secretariat PCSDS Main Office
	 1.18 Inspect goods, services or project progress and/or final construction. Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR 	None	1 day	Head of Inspection and Acceptance Committee PCSDS Main Office
2. Prepare Disbursement Voucher and Obligation Request and submit to Property and	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
Supply Unit	2.2. Attach property Number and enter details to Report of Physical Counts of Property Plants and Equipment, if applicable	None	2 days	Property and Supply Unit PCSDS Main Office - AFD
3. Receive PAR	3.1. Prepare Property Acknowledgment Receipt (PAR) and issue procured item to End-User and record/input to Property Inventory	None	1 day	Property Custodian PCSDS Main Office - AFD
 4. Evaluate bidders performance / service. 	 Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE 	None	1 day	End User Division Chief PCSDS Main Office - AFD Chief Administrative Officer PCSDS Main Office - AFD
	4.2. Sign and approve CPE	None	2 days	HOPE PCSDS Main



	TOTAL	None	27 days a	and 1 hour
4.4.	Process payment			
				Office - AFD
				PCSDS Main
4.3.	Receive Official Receipt	None	1 day	Accountant III
				Director (OED)
				the Executive
				Office - Office of

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

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

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

Office/Division	Bids and Awards Committee (BAC), BAC See	cretariat and Administrative and
	Finance Divisions (AFD)	
Classification:	Highly Technical	
Type of	Government to Government	
Transaction:		
Who may avail:	End-Users (respective PCSDS Divisions)	
С	hecklist OF REQUIREMENTS	WHERE TO SECURE
Purchase R	equest (PR) (3 signed original copies)	End-Users
Certificate c	f Availability of Fund (CAF) (3 signed original	End-Users
copies)		Budget Officer
Approved A	nnual Procurement Plan (subject item in	End-Users
highlight) (1	сору)	
Breakdown	of the Approved Budget of the Contract	End-Users
Approved P	roject Procurement Management Plan	End-Users
(subject iter	n in highlight) (1 copy)	
	s: (3 copies)	End-Users
15.Goods:		
	pecifications;	
	esign/Layouts (for customized items);	
	cope of work;	
	larket Study;	
	orm of Bid, Price Form, and List of Goods or	
B	ill of Quantities;	



	16.Consulti	ng:			
	1. To	erms of Reference (Objectives, ethodology)			
		cope of work			
		hecklist of Criteria Qualifications			
		meline			
		cture Project:			
		cope of Work;			
		anning Schedule;			
		lans and Drawings; echnical Specifications;			
		opy of PERT/CPM Network Diagr	am and		
		etailed Computation of Contract			
	CLIENTS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
	STEPS		BE PAID	TIME	RESPONSIBLE
1.	Submit	1.1 Receive PR with applicable	None	10 Minutes	Head of BAC
	copies of	attachments from End-Users.			Secretariat
	PR to the	Initially review the enduropy of			PCSDS Main
	BAC Secretariat	Initially review the accuracy of documents submitted and verify			Office
	with the	completeness of documents as			
		to statutory/regulatory			
	listed	requirements.			
	above, as	1.2 Assign and stamp PR	None	20 minutes	Head of BAC
	applicable	number, date received and			Secretariat
		update Procurement database			PCSDS Main
		(PMR)			Office
		Include PR in next scheduled			
		BAC Meeting			
		1.3 Evaluate PR with	None	5 days	PCSDS-BAC
		attachments and verify mode of			Chairperson
		procurement in relation to the			PCSDS Main
		approved Annual Procurement			Office
		Plan (APP)			
		If in order, recommand to HODE			
		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
		(reviewed/evaluated and			Secretariat
		recommended for approval by			PCSDS Main
		BAC)	Nana	1 40	Office
		1.5. Sign PR	None	1 day	Head of the
					Procuring Entity



·			- <u>.</u>	PCSD
				(HOPE)
				PCSDS Main
				Office - Office of
				the Executive
				Director (OED)
	1.6. Prepare RFQs/RFPs, PQFs	None	1 hour and 30	Head of BAC
	and Request for Authority to		minutes	Secretariat
	Post			PCSDS Main
				Office
	1.7. Sign Request for Authority	None	10 minutes	Head of BAC
	to Post			Secretariat
				PCSDS Main
	1.9 Cian Deguest for Authority	Nene		Office
	1.8. Sign Request for Authority to Post	None	10 minutes	BAC
	IO POSI			Chairperson PCSDS Main
				Office
	1.0 Sign Poquest for Authority	None	10 minutes	Data Privacy
	1.9. Sign Request for Authority to Post	NOTE	10 minutes	Officer
	IO F OSI			Representative
				PCSDS Main
				Office
	1.10. Sign Request for Authority	None	10 minutes	Head of the
	to Post			Procuring Entity
				(HOPE)
				PCSDS Main
				Office - Office of
				the Executive
				Director (OED)
	1.11. Post the procurement item	None	3 days	Head of BAC
	in the PhilGEPS website,			Secretariat in
	agency website and at any			coordination
	conspicuous place within the			with the IT unit
	premises of the agency for			PCSDS Main
	procurement item with ABC			Office
	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.			
	1.12. Send the RFQs/RFPs and	None	1 day	Head of BAC
	PQFs to at least three (3)	NOLIE	ruay	Secretariat in
	prospective suppliers,			coordination
	contractors or consultants of			with Chief
	known qualifications.			Administrative
				Administrative



				PCSD
				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



 			PCSD
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 Purchase Order by Legal Services Section, otherwise refer back to BAC Secretariat	None	10 minutes	Head, Legal Services Section PCSDS Main



			1	PCSD
	for revision.			Office
	2.19 Sign the Purchase Order	None	1 day	HOPE
	(PO)			PCSDS Main
				Office - Office of
				the Executive
				Director (OED)
	2.20 Inspect goods, services or	None	1 day	Head of
	project progress and/or final	None	T ddy	Inspection and
	construction.			•
	construction.			Acceptance
	Decentry in an estimation of the second second			Committee
	Prepare inspection acceptance			PCSDS Main
	report (IAR)			Office
	Confirm compliance of procured			
	items to specifications/TOR			
3. Prepare	3.1 Submit complete copies of	None	3 days	Property and
Disbursement	procurement documents and			Supply Unit
Voucher and	Disbursement Voucher and			PCSDS Main
Obligation	Obligation Request to			Office - AFD
Request and	Accounting unit for payment			
submit to	processing			
	processing			
Property and				
Supply Unit				
	3.2 Attach property Number and	None	2 days	Property and
	enter details to Report of			Supply Unit
	Physical Counts of Property			PCSDS Main
	Plants and Equipment, if			Office - AFD
	applicable			
4.Receive PAR	4.1 Prepare Property	None	1 day	Property
	Acknowledgment Receipt (PAR)		-	Custodian
	and issue procured item to End-			PCSDS Main
	User and record/input to			Office - AFD
	Property Inventory			
5. Evaluate	5.1 Evaluate bidders	None	1 day	End User
bidders			ruay	Division Chief
performance /	performance/service.			PCSDS Main
•	Duran and Contificate of			
service.	Prepare Certificate of			Office - AFD
	Performance Evaluation (CPE)			
	Form and recommend the same			Chief
	to the HOPE			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 Resaint	None	1 day	Accountant III
	5.3 Receive Official Receipt	NULLE	1 day	
				PCSDS Main



TOTAL	None	30 davs a	nd 6 hours
5.4 Process payment			
			Office – AFD

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	
	Administrative and Finance Divisions (AF	D)
Classification:	Highly Technical	
Type of	Government to Government	
Transaction:		
Who may avail:	End-Users (respective PCSDS Divisions)	
Check	list OF REQUIREMENTS	WHERE TO SECURE
(The contract, pi Bidding, has bee	oved Purchase Request (PR) reviously awarded through Competitive en rescinded or terminated for causes ne contract and existing laws) (3 copies: on file	Head, BAC Secretariat
	al Procurement Plan (subject item in y: use copy of file)	Head, BAC Secretariat
Approved Project	t Procurement Management Plan highlight) (1 copy: use copy of file)	Head, BAC Secretariat
 Attachments: (3 18. Goods: 1. Specif 2. Scope 3. Form 	copies: use copies of file) Fications of work; of Bid, Price Form, and List of Goods or Quantities;	Head, BAC Secretariat
	of Reference (Objectives, Methodology) of work	



	PCSD
3. Checklist of Criteria Qualifications	
4. Timeline	
20. Infrastructure:	
1. Scope of work	
2. Plans/Drawings and Technical Specifications;	
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:	
20.3.1. Authority or permit to enter is issued by	
the property owner; or	
20.3.2. Notarized deed of sale; or	
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	
competent jurisdiction	
21. Mixed Procurement	
1. Combination of Goods, Consulting or	
Infrastructure	

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



CLIENTS	AGENCY ACTION	FEES TO	DDOCESSING	
	AGENCT ACTION			
SIEFS	access shall be subject to prior			RESPUNSIBLE
STEPS	 cases shall be subject to prior approval by the HOPE concerned, within their respective limits of approving authority) If negotiation fails, then the BAC shall post-qualify and negotiate with the next lowest calculated/highest rated bidder at the said bidder's own original bid price. If the negotiation fails another time, the process is repeated until all the bidders from the previous 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/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 			RESPONSIBLE
	followed.			
	5. Recommend to the HoPE the	None	1 day	PCSDS-BAC
	award of contract			Chairperson PCSDS Main



	AGENCY ACTION	FEES TO	DDOCESSINC	PCSD
CLIENTS STEPS	AGENCTACTION	BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SILFS	Propara BAC Recolution			Office
	Prepare BAC Resolution recommending award and			Onice
	have it signed by the BAC members and HOPE			
		None	1 dov	HOPE
	6. Issue and sign the Notice of	None	1 day	PCSDS Main
	Award (NOA), otherwise			Office - Office of
	HOPE may disapprove BAC recommendation.			the Executive
	recommendation.			Director (OED)
				Head of BAC
				Secretariat
				PCSDS Main
				Office
	7. Receive and evaluate	None	1 day	Head of BAC
	submitted Performance	None	1 day	Secretariat
	Security			PCSDS Main
				Office
	8. Prepare the contract in favor	None	10 minutes	Head of BAC
	of the next lowest			Secretariat
	calculated/highest rated bidder			PCSDS Main
	5			Office
	9. Approve and sign the Contract	None	1 day	HOPE
	of Agreement (COA)			PCSDS Main
				Office - Office of
				the Executive
				Director (OED)
	10. Prepare the NTP in favor of	None	10 minutes	Head of BAC
	the winning bidder			Secretariat
				PCSDS Main
				Office
	11 Sign the Nation to Drassed	None	1 40	
	11. Sign the Notice to Proceed	None	1 day	HOPE PCSDS Main
	(NTP) together with a copy of			Office - Office of
	the approved COA within three CD from the date of the			the Executive
				Director (OED)
	approval			
				Head of BAC
				Secretariat
				PCSDS Main
				Office
	12. Ensure that the service	None	1 day	End-User
	provided is in accordance with			Division Head
	the specifications stated in the			PCSDS Main
	TOR			Office
	13. Prepare the Purchase Order	None	10 minutes	Head of BAC
L]



CLEARS Addred FACTION FEESTO PROCESSING PERSON STEPS (PO) in favor of the Lessor BE PAID TIME RESPONSIBLE Version (PO) in favor of the Lessor None 1 day PCSDS Main Office 14. Issue and sign the Purchase Order (PO) None 1 day PCSDS Main Office 15. Accept and verify Warranty Security submitted None 1 day Chief Administrative Office 15. Accept and verify Warranty Security submitted None 1 day Chief Administrative Office 16. Inspect goods, services or project progress and/or final construction. None 1 day Head of Inspection and Acceptance Prepare inspection acceptance report (IAR) Confirm compliance of procured items to specifications/TOR None 3 days Property and Supply Unit PCSDS Main Office - AFD 1. Prepare Disbursem ent Voucher and and Obligation Request papily 1.1. Submit complete copies of procureent documents and Disbursement voucher and and Obligation Request Obligation Request papily None 3 days Property and Supply Unit PCSDS Main Office - AFD 1.1. 2. Attach property Number and submit to Property Plants and Equipment, if applicable None 1 day Property and Supply Unit	CLIENTS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
(PO) in favor of the Lessor Sceretariat PCSDS Main Office 14. Issue and sign the Purchase Order (PO) None 1 day HOPE PCSDS Main Office - Office of the Executive Director (OED) 15. Accept and verify Warranty Security submitted None 1 day Head of BAC Sceretariat PCSDS Main Office 15. Accept and verify Warranty Security submitted None 1 day Chief Administrative Office 16. Inspect goods, services or project progress and/or final construction. None 1 day Head of Inspection and Acceptance 2 Prepare inspection acceptance report (IAR) None 3 days Property and Supply Unit PCSDS Main Office 1. Prepare Disbursem ent Voucher and Supply Unit 1.1. Submit complete copies of procurred items to specification Request to Accounting unit for payment processing and submit to Property and Supply None 3 days Property and Supply Unit PCSDS Main Office - AFD 1. Prepare Disbursem ent Voucher and Supply 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 2.1. Prepare Property None 1 day Property and Supply Unit PCSDS Main Office - AFD		AGENCTACTION			
Image: Section of the sectin of the section of the section	51213	(PO) in favor of the Lessor			
Image: Content (PO) Office Office 14. Issue and sign the Purchase Order (PO) None 1 day HOPE PCSDS Main Office - Office of the Executive Director (OED) 15. Accept and verify Warranty Security submitted None 1 day Head of BAC Secretariat PCSDS Main Office 15. Accept and verify Warranty Security submitted None 1 day Chief Administrative Office 16. Inspect goods, services or project progress and/or final construction. None 1 day Head of Inspection and Acceptance Committee Prepare inspection acceptance report (IAR) None 1 day Head of Inspection and Acceptance Committee 1. Prepare Disbursem ent voucher and submit to Property and Supply Unit 1.1. Submit complete copies of procurement documents and Disbursement voucher and submit to Accounting unit for payment processing and submit to Property and Supply Unit None 3 days Property and Supply Unit PCSDS Main Office - AFD 1.1.2. Attach property Number and Supply Unit None 2 days Property and Supply Unit PCSDS Main Office - AFD 1.1.2. 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 2.1. Prepare Property					
14. Issue and sign the Purchase Order (PO) None 1 day HOPE PCSDS Main Office - Office of the Executive Director (OED) 15. Accept and verify Warranty Security submitted None 1 day Head of BAC Secretariat PCSDS Main Office 15. Accept and verify Warranty Security submitted None 1 day Chief 16. Inspect goods, services or project progress and/or final construction. None 1 day Head of Inspection and Acceptance 16. Inspect goods, services or project progress and/or final construction. None 1 day Head of Inspection and Acceptance 2. Optimized for the second procured items to specifications/TOR None 3 days Property and Supply Unit PCSDS Main Office - AFD 1. Prepare Disbursem ent Voucher and Supply Unit 1.1. Submit complete copies of procurement documents and Disbursement Voucher and Obligation Request payment processing and Supply Unit None 3 days Property and Supply Unit PCSDS Main Office - AFD 1.2. Attach property Number and Supply Unit 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 2.1. Property Number and enter details to Report of Physical Counts of Property Plants					
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2. Receive 2.1. Prepare Property None 1 day Property					
PAR Acknowledgment Custodian	2. Receive		None	1 day	Property
	PAR			-	



CLIENTS		AGENCY ACTION	FEES TO	PROCESSING	PERSON
STEPS	· · · · · · · · · · · · · · · · · · ·	AGENCI ACTION	BE PAID	TIME	RESPONSIBLE
		Receipt (PAR) and issue procured item to End- User and record/input to Property Inventory	<u>BL FAID</u>		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.



				<u> </u>	
Office/Division	:	Bids and Awards Committee (BAC), BAC Secretariat, and Administrative and Finance Divisions (AFD)			
Classification:		Highly Technical	DIVISIONS (A	AFD)	
	ction	Government to Governmen	+		
			l.		
Who may avail	•	End-Users (respective PCS	DS Division	s)	
		ist OF REQUIREMENTS			O SECURE
Purchase Requ	est (PF	R) (3 signed original copies)			-Users
		urement Plan (subject item	in highlight)	End	·Users
(1 copy)					
		urement Management Plan	(subject	End	Users
item in highlight					
Attachment	ts: (3 c	opies)		End	-Users
22. Goods:					
	Specific				
	•	of work; [•] Bid, Price Form, and List o	f Goode or		
		uantities;	I GOOUS OI		
-					
23. Consult	ina:				
	-	of Reference (Objectives, M	ethodology)		
		of work			
		st of Criteria Qualifications			
4. T	imelin	e			
O.4. Instrumentury	1				
24. Infrastru 1. S		ofwork			
	•	of work Prawings and Technical Spe	cifications:		
		etailed engineering investiga			
		urveys and			
		esigns;			
		uisition of right-of-way site of	or location:		
24.3		uthority or permit to enter is	issued by		
		property owner; or			
		otarized deed of sale; or			
24.3		eed of donation is executed	in favor of		
24.2		government; or rit of pageagien issued by a	o oourt of		
24.3		rit of possession issued by a petent jurisdiction			
25. Mixed Procurement					
	Combination of Goods, Consulting or Infrastructure				
CLIENTS		AGENCY ACTION	FEES TO	PROCESSING	
STEPS			BE PAID	TIME	RESPONSIBLE
1. Submit	1.	Conduct mandatory review	None	1 day	PCSDS-BAC
copies of PR		of the terms, conditions,			Chairperson
to the BAC		specifications, and cost estimates.			PCSDS Main Office
Secretariat with the		ESIIIIdles.			Unice
					1



F					PCSD
attachments listed above, as applicable					<i>End-User</i> PCSDS Main Office
					<i>TWG/ Head of BAC Secretariat</i> PCSDS Main Office
	sı ca pi in di S ca	lentify at least three (3) uppliers, contractors or onsultants who may articipate in the rocurement project icluding those previously isqualified. end company names and ontact information of the ame to BAC Secretariat.	None	1 day	<i>End-User</i> PCSDS Main Office
	3. D B E fc	raft Invitation to id/Request for xpression of Interest and orward to BAC hairperson for signature	None	20 minutes	Head of BAC Secretariat PCSDS Main Office
	В	ign Invitation to id/Request for xpression of Interest	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
	В	end Invitation to id/Request for xpression of Interest	None	1 day	Chief Administrative Officer PCSDS Main Office
	B E th P co	ost the Invitation to id/Request for xpression of Interest in the PhilGEPS Website, CSD website, and any conspicuous place within the premises o the PCSD.	None	1 day	Head of BAC Secretariat PCSDS Main Office
	7. N c(a a o s(s) q	egotiate with suppliers, ontractors or consultants nd discuss the technical nd financial requirements f the project to be able to ubmit a responsive uotation or proposal on a pecified	None	1 day	PCSDS-BAC Chairperson PCSDS Main Office
		eceive submitted price uotation and eligibility	None	1 day	Head of BAC Secretariat



· · · · · · · · · · · · · · · · · · ·			1	PCSD
	requirement			PCSDS Main
				Office
	Conduct evaluation of the			
	best offer/proposal and the			
	corresponding eligibility			
	documents.	None	1 dov	TWC/Hood of
	9. Conduct post-qualification.	none	1 day	TWG/Head of BAC Secretariat
	Prepare Post-Qualification			PCSDS Main
	Report.			Office
	10. Recommend to the HoPE	None	1 day	PCSDS-BAC
	the award of contract	None	Tudy	Chairperson
				PCSDS Main
	Prepare BAC Resolution			Office
	recommending award and			Childo
	have it signed by the BAC			
	members and HOPE			
	11. Issue and sign the Notice	None	1 day	HOPE
	of Award (NOA), otherwise			PCSDS Main
	HOPE may disapprove			Office - Office of
	BAC recommendation.			the Executive
				Director (OED)
				Head of BAC
				Secretariat
				PCSDS Main
				Office
	12. Receive and evaluate	None	1 day	Head of BAC
	submitted Performance			Secretariat
	Security			PCSDS Main
	12 Droporo contract in favor	Nono		Office
	13. Prepare contract in favor of the winning bidder.	None	1 day	Head of BAC Secretariat
	or the winning bidder.			PCSDS Main
				Office
	14. Approve and sign the	None	1 day	HOPE
	Contract		, duy	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
	č			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 17.Ensure that the service	None		Director (OED) End-User



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



		1	1	
	User and record/input to Property Inventory			
4. Evaluate bidders performance / service.	4.1 Evaluate bidders performance/service. Prepare Certificate of Performance Evaluation (CPE) Form and recommend the same to the HOPE	None	1 day	End User Division Chief PCSDS Main Office - AFD Chief Administrative Officer PCSDS Main Office - AFD
	4.2 Sign and approve CPE	None	2 days	HOPE PCSDS Main Office - Office of the Executive Director (OED)
	4.3Receive Official Receipt	None	1 day	Accountant III PCSDS Main Office - AFD
	4.4 Process payment			
	TOTAL		28 days and 40 minutes	

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



District Management Divisions

External Services



89. Issuance of ECAN Zoning Certification

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

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

The Interconnectivity Infrastructure Development Projects such as the installation and operations of telecommunication, broadcast towers, facilities, equipment, and service in Palawan pursuant to R.A. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 are reclassified as Category C pursuant to PCSD Res. 20-717.

Office/Division:	District Management	Office (DMO) North, South, Calamian		
Name of Service	ECAN Zoning Certification			
Classification:	Complex			
Type of Transaction:	G2G - Government to	o Government		
	G2C - Government to Citizen			
	G2B - Government to			
Who may avail:		intend to undertake project within the province of		
	Palawan			
Checklist OF RE	,	WHERE TO SECURE		
1. If the client is not perso		Client		
notarized Special Power	•			
authorizing the represen				
and process the EZC an				
in behalf of the client is r	needed.			
If the client is a Corporation / Cooperative, a Board Resolution/Secretary's Certificate authorizing the representative to apply for and process the EZC and/or SEP Clearance on behalf of the Corporation/Cooperative is needed.				
If the client is a Corporation/Cooperative, a copy of their Securities and Exchange Commission Registration/Certificate or Cooperative Development Authority Registration/Certification, AND a copy of their Articles of Incorporation/Cooperation are needed.				
2. Location map with sca technical description that	,	Client		



	PCSD
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 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)	Client
Type of Development	(Sample Form is downloadable from
Project Location	www.pcsdbrain.com)
Total Project Area	1 /
Facilities	
Floor Area per Unit/facility	
Breakdown of Project Cost	
5.Proof of payment of ECAN Zoning	PCSDS Cashier or Collecting Officer (Main
Certification Fee in the amount of PHP	Office)/ Money Remittance Center/ Landbank
200.00 (1 photocopy)	Electronic Payment Portal/ Gcash/ Any other
	PCSD-Authorized Online Payment Portals



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Pay permit fees at partner Money Remittance Centers/Pera Padala/Landbank Payment Porta/Gcash/, 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 payment 	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
2. Log-in at www.pcsdbrain.com and register/sign-in. Go to the dashboard and apply here: click ECAN ZONING	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)



				PCSD
	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

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	Executive Director
C	Project determined to have minimal environmental impact considered as non- pollutive and/or non-extractive	District Manager
D	Project located outside of environmentally	Executive Director



critical areas that are pollutive and/or	
extractive	

Category A, B, and D Projects

	District Management	Division (DMD) North Courth Colomian	
Office/Division:	District Management Division (DMD) North, South, Calamian Office of the Executive Director		
Classification:			
	Highly technical G2G - Government to Government		
Type of Transaction:			
Transaction:	G2C - Government to Citizen		
	G2B – Government to Business		
Who may avail:	All stakeholders which intend to undertake project within the province		
	Palawan		
	EQUIREMENTS	WHERE TO SECURE	
Category "A"	anala of 1.50 000	Client	
1. Location map with		Client	
and technical dea	scription that: (1		
copy)			
Specifies only			
	t the entire property;		
	ude and Longitude		
format or			
Provides at least one			
Latitude and Longitud			
Description uses the	Distance and		
Bearing Format			
2. Project proposal/description (1		Client	
original)			
T			
Type of Devel	-		
Project Location			
Total Project A	Area		
 Facilities 			
Floor Area per			
Breakdown of Projec			
3. Project Environme		Client	
Report (PEAR) (1 ori			
4. Copy of Resolution		Barangay Council	
from Community/Bgy		Sangguniang Bayan	
(mandatory) 1 origina		Sangguniang Panlalawigan	
the original and from	any two of the		
following:			
	an endorsement (1		
original or certified	d copy of the		
original)			
 Sangguniang Par 			
endorsement (if o	utside municipal		



	FC3D
waters (1 original or certified copy of the original)	
5. ECAN Board Endorsement with	Concerned Municipal ECAN Board
evaluation report and project terms and	
conditions (1 original)	DOODO Coshier or Collection Officer (Main Office)/
6. Proof of payment of SEP Clearance Fee in the amount of PHP 5,000.00 (1	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic
photocopy)	Payment Portal/ Gcash/Any other PCSD-
photocopy)	Authorized Online Payment Portals
7. If the client is not personally applying	Client
for, a notarized Special Power of Attorney	
authorizing the representative to apply for	
and process the EZC and/or SEP	
Clearance in behalf of the client is	
needed.	
If the alignst is a Comparation (
If the client is a Corporation / Cooperative, a Board	
Resolution/Secretary's Certificate	
authorizing the representative to apply for	
and process the EZC and/or SEP	
Clearance on behalf of the	
Corporation/Cooperative is needed.	
If the client is a Corporation/Cooperative,	
a copy of their Securities and Exchange	
Commission Registration/Certificate or	
Cooperative Development Authority	
Registration/Certification, AND a copy of	
their Articles of Incorporation/Cooperation	
are needed. Category "B"	
1. Location map with scale of 1:50,000	Client
and technical description that: (1	
copy)	
 Specifies only the area to be 	
developed, not the entire property;	
Uses the Latitude and Longitude format or	
Provides at least one coordinate in	
Latitude and Longitude if the Technical	
Description uses the Distance and	
Bearing Format	
2. Project proposal/description (1	Client
original)	
Type of Development	
Type of DevelopmentProject Location	



Total Project Area Facilities Floor Area per Unit/facility Breakdown of Project Cost 3. Copy of Resolution of Endorsement from Community/Bgy e		PCSD
Floor Area per Unit/facility Breakdown of Project Cost 3. Copy of Resolution of Endorsement from Community/Bgy endorsement (mandatory) 1 original or certified copy of the original and from any two of the following: Sangguniang Bayan endorsement (1 original or certified copy of the original) Sangguniang Panlalawigan endorsement (if outside municipal waters (1 original) Fec N Board Endorsement with evaluation report and project terms and conditions (1 original) For of of payment of SEP Clearance Fee in the amount of PHP 2,000.00 (1 photocopy) Corporation / Cooperative, a Board Resolution/Sccretary's Certificate authorizing the representative to apply for and process the EZC and/or SEP Clearance on behalf of the Corporation/Cooperative, a copy of their Securities and Exchange Commission Registration/Certificate or Cooperative Development Authority Registration/Certification AND a copy of their Articles of Incorporation/Cooperation are needed. Categories "D" Client	•	
Breakdown of Project Cost 3. Copy of Resolution of Endorsement (mandatory) 1 original or certified copy of the original and from any two of the following: Barangay Council • Sangguniang Bayan endorsement (1 original or certified copy of the original) Sangguniang Panlalawigan • Sangguniang Panlalawigan endorsement (if outside municipal waters (1 original or certified copy of the original) Concerned Municipal ECAN Board • Sangguniang Panlalawigan endorsement (if outside municipal waters (1 original) Concerned Municipal ECAN Board • Song David Endorsement with evaluation report and project terms and conditions (1 original) Concerned Municipal ECAN Board 5. Proof of payment of SEP Clearance Pee in the amount of PHP 2,000.00 (1 photocopy) PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD- Authorized Online Payment Portals 6. If the client is not personally applying for, a notarized Special Power of Attorney authorizing the representative to apply for and process the EZC and/or SEP Clearance in behalf of the client is needed. Client If the client is a Corporation / Cooperative, a Board Resolution/Secretary's Certificate authorizing the representative to apply for and process the EZC and/or SEP Clearance on behalf of the Corporation/Cooperative, a copy of their Securities and Exchange Cormision Registration/Certificate or Cooperative Development Authority Registration/Certification AND a copy of their Articles of Incorporation/Cooperation are needed. Ither client is a Corporation/Cooperation are needed.		
from Community/Bgy endorsement (mandatory) 1 virginal or certified copy of the original and from any two of the following: • Sangguniang Bayan endorsement (1 original or certified copy of the original) • Sangguniang Panlaawigan endorsement (if outside municipal waters (1 original or certified copy of the original) • ECAN Board Endorsement with evaluation report and project terms and conditions (1 original) 5. Proof of payment of SEP Clearance Fee in the amount of PHP 2,000.00 (1 photocopy) 6. If the client is not personally applying for, a notarized Special Power of Attorney authorized Online Payment Portals 6. If the client is not personally applying for, a notarized Special Power of Attorney authorized online Payment Portals Client 6. If the client is a Corporation / Cooperative, a Board Resolution/Secretary's Certificate authorizing the representative to apply for and process the EZC and/or SEP Clearance on behalf of the Corporation/Cooperative is needed. If the client is a Corporation / Cooperative, a Goard 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 / Cooperative Development Authority Registration/Certification / Cooperation / Cooperation / Cooperation/Cooperation/ Cooperation/Cooperation/ Cooperation/Cooperation/ Cooperation/Certification / Cooperation/Certification / Cooperation/Certification/ Cooperation/ Cooperation/Cooperation/ Cooperation/ Cooperation/Certification/ Cooperation		
following: • Sangguniang Bayan endorsement (1 original or certified copy of the original) • Sangguniang Panlalawigan endorsement (if outside municipal waters (1 original or certified copy of the original) 4. ECAN Board Endorsement with evaluation report and project terms and conditions (1 original) Concerned Municipal ECAN Board 5. Proof of payment of SEP Clearance Fee in the amount of PHP 2,000.00 (1 photocopy) PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD- Authorized Online Payment Portals 6. If the client is not personally applying for, a notarized Special Power of Attorney authorizing the representative to apply for and process the EZC and/or SEP Clearance in behalf of the client is needed. Client If the client is a Corporation / Cooperative, a Board Resolution/Secretary's Certificate authorizing the representative to apply for and process the EZC and/or SEP Clearance on behalf of the Corporation/Cooperative, a copy of their Securities and Exchange Commission Registration/Certificate or Cooperative Development Authority Registration/Certification, AND a copy of their Articles of Incorporation/Cooperation are needed. Client 1. Location map with scale of 1:50,000 Client	from Community/Bgy endorsement (mandatory) 1 original or certified copy of	Sangguniang Bayan
original or certified copy of the original) Sangguniang Panlalawigan endorsement (if outside municipal waters (1 original) Concerned Municipal ECAN Board Valuation report and project terms and conditions (1 original) Concerned Municipal ECAN Board S. Proof of payment of SEP Clearance Fee in the amount of PHP 2,000.00 (1 photocopy) PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD- Authorized Online Payment Portals 6. If the client is not personally applying for, a notarized Special Power of Attorney authorizing the representative to apply for and process the EZC and/or SEP Clearance in behalf of the client is needed. Client If the client is a Corporation / Cooperative, a Board Resolution/Secretary's Certificate authorizing the representative to apply for and process the EZC and/or SEP Clearance on behalf of the Corporation/Cooperative, a copy of their Securities and Exchange Commission Registration/Certificate or Cooperative Development Authority Registration/Certification, AND a copy of their Articles of Incorporation/Cooperation are needed. Client 1. Location map with scale of 1:50,000 Client		
endorsement (if outside municipal waters (1 original or certified copy of the original) 4. ECAN Board Endorsement with evaluation report and project terms and conditions (1 original) 5. Proof of payment of SEP Clearance Fee in the amount of PHP 2,000.00 (1 photocopy) 6. If the client is not personally applying for, a notarized Special Power of Attorney authorizing the representative to apply for and process the EZC and/or SEP Clearance in behalf of the client is needed. If the client is a Corporation / Cooperative, a Board Resolution/Secretary's Certificate authorizing the representative to apply for and process the EZC and/or SEP Clearance on behalf of the Corporation/Cooperative, a copy of their Securities and Exchange Commission Registration/Certificate or Cooperative Development Authority Registration/Certification, AND a copy of their Articles of Incorporation/Cooperation are needed. Categories "D" 1. Location map with scale of 1:50,000 Client	original or certified copy of the	
evaluation report and project terms and conditions (1 original) Proof of payment of SEP Clearance Fee in the amount of PHP 2,000.00 (1 photocopy) PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD- Authorized Online Payment Portals 6. If the client is not personally applying for, a notarized Special Power of Attorney authorizing the representative to apply for and process the EZC and/or SEP Clearance in behalf of the client is needed. Client If the client is a Corporation / Cooperative, a Board Resolution/Secretary's Certificate authorizing the representative to apply for and process the EZC and/or SEP Clearance on behalf of the Corporation/Cooperative, is needed. If the client is a 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 Articles of Incorporation/Cooperation are needed. Client 1. Location map with scale of 1:50,000 Client	endorsement (if outside municipal waters (1 original or certified copy of	
Fee in the amount of PHP 2,000.00 (1 photocopy) Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD- Authorized Online Payment Portals 6. If the client is not personally applying for, a notarized Special Power of Attorney authorizing the representative to apply for and process the EZC and/or SEP Clearance in behalf of the client is needed. Client If the client is a Corporation / Cooperative, a Board Resolution/Secretary's Certificate authorizing the representative to apply for and process the EZC and/or SEP Clearance on behalf of the Corporation/Cooperative, is needed. Client If the client is a Corporation / Cooperative, a Board Resolution/Secretary's Certificate authorizing the representative to apply for and process the EZC and/or SEP Clearance on behalf of the Corporation/Cooperative, is needed. If the client is a Corporation/Cooperative, a copy of their Securities and Exchange Commission Registration/Certificate or Cooperative Development Authority Registration/Certification, AND a copy of their Articles of Incorporation/Cooperation are needed. Client Categories "D" Client	evaluation report and project terms and	Concerned Municipal ECAN Board
 6. If the client is not personally applying for, a notarized Special Power of Attorney authorizing the representative to apply for and process the EZC and/or SEP Clearance in behalf of the client is needed. If the client is a Corporation / Cooperative, a Board Resolution/Secretary's Certificate authorizing the representative to apply for and process the EZC and/or SEP Clearance on behalf of the Corporation/Cooperative is needed. If the client is a Corporation/Cooperative, a copy of their Securities and Exchange Commission Registration/Certificate or Cooperative Development Authority Registration/Certification, AND a copy of their Articles of Incorporation/Cooperation are needed. Categories "D" Location map with scale of 1:50,000 	Fee in the amount of PHP 2,000.00 (1	Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-
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 Articles of Incorporation/Cooperation are needed. Categories "D" 1. Location map with scale of 1:50,000 Client	for, a notarized Special Power of Attorney authorizing the representative to apply for and process the EZC and/or SEP Clearance in behalf of the client is	
a copy of their Securities and Exchange Commission Registration/Certificate or Cooperative Development Authority Registration/Certification, AND a copy of their Articles of Incorporation/Cooperation are needed. Categories "D" 1. Location map with scale of 1:50,000 Client	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	
1. Location map with scale of 1:50,000 Client	a copy of their Securities and Exchange Commission Registration/Certificate or Cooperative Development Authority Registration/Certification, AND a copy of their Articles of Incorporation/Cooperation are needed.	



	PCSD
copy)	
Specifies only the area to be	
developed, not the entire property;	
Uses the Latitude and Longitude	
format or	
Provides at least one coordinate in	
Latitude and Longitude if the Technical	
Description uses the Distance and	
Bearing Format	
2. Project proposal/description (1	Client
original)	
Type of Development	
 Project Location 	
Total Project Area	
Facilities	
 Floor Area per Unit/facility 	
Breakdown of Project Cost	
3. Project Environmental Assessment	Client
report (PEAR) (1 original)	
4. Copy of Resolution of Endorsement	Barangay Council
from Community/Bgy endorsement	Sangguniang Bayan
(mandatory) 1 original or certified copy of the original and from any two of the	Sangguniang Panlalawigan
following:	
 Sangguniang Bayan endorsement (1 	
original or certified copy of the	
• original)	
Sangguniang Panlalawigan	
endorsement (if outside municipal	
waters (1 original or certified copy of	
the original)	
5. ECAN Board Endorsement with	Concerned Municipal ECAN Board
evaluation report and project terms and conditions (1 original)	
6. Proof of payment of SEP Clearance	PCSDS Cashier or Collecting Officer (Main Office)/
Fee in the amount of PHP 3,000.00 (1	Money Remittance Center/ Landbank Electronic
photocopy)	Payment Portal/ Gcash/Any other PCSD-
	Authorized Online Payment Portals
7. If the client is not personally applying	Client
for, a notarized Special Power of Attorney	
authorizing the representative to apply for	
and process the EZC and/or SEP	
Clearance in behalf of the client is	
needed.	
If the client is a Corporation /	
If the client is a Corporation / Cooperative, a Board	
ouperative, a Duaru	



r				PCSD
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 Articles of Incorporation/Cooperation are needed.				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay fees at partner Money Remittance Centers/ Landbank Payment Portal/ Gcash/ Any other PCSD- Authorized Online Payment Portals, PCSD Main Office- Cashier Window 2 by showing the Payment Slip *Make sure to secure Official Receipt that will be issued upon payment	1.0 Receive Payment and issue receipt			Accountant III PCSD Main Office- Administrative and Finance Division
2. Log-in at www.pcsdbrain .com and register/sign-in. Go to the dashboard and apply here:	2.1 Review the documents submitted, if found complete the documents is received. Ensure that the applicant has no pending case before the PCSD. If with pending case, reject the application.	None	1 hour	Clearance and Permitting Section Head District Management Division- DMD North/ South/Calamian



	1			PCSD
	2.2 Review and process the technical description of the project location with the approved municipal ECAN map and prepare the ECAN zoning certification and/or Conduct field validation in case of fault in the technical description provided	None	3 days	
	2.3 Evaluate the project and prepare an evaluation report	None	4 days	
	2.4 Review evaluation report and recommend for approval/disapproval	None	3 days	<i>District Manager</i> District Management Division (North, South, Calamian)
	2.5 Approve Category B and D Project Applications	None	7 days	Executive Director PCSDS Main Office - Office of the Executive Director
	2.6 Approve Category A Project Applications	None	7days	PCSD Chairman PCSDS Main Office
	2.7 Prepare the SEP Clearance	None	30 minutes	Executive Director PCSDS Main
	2.8 Upload approved SEP Clearance in BRAIN System and inform client of status of application for Category B & D	None	30 mins	Office - Office of the Executive Director
3. For Category A Projects,	3.1 Inform the proponent regarding the approval of the application	None	10 mins	
Proceed to the PCSD Main	3.2 Explain the terms and conditions of the SEP	None	30 mins	<i>Records</i> PCSDS Main Office - Office of the Executive
Receive SEP Clearance and conform with the terms and conditions	3.3 Record the date, time and person claiming and release the same	None	1 Day	Director
	TOTAL:	Starts at PHP 2,060.00 depending on	25 days, 2 hours and 50 minutes	



	the Project Category	excluding transmittal and travel time	
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Issuance of SEP Clearance for Category A, B, & D Projects is covered under PCSD Admin. Order 06, as amended in relation to RA 7611.

Category C Projects

Office/Division:	District Management Division (DMD) North, South, Calamian		
Name of Service	ECAN Zoning Certification for Category C Projects		
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. Location map with s	cale of 1:50,000 and	Client	
technical description	hthat: (1 copy)		
 Specifies only the 			
developed, not the			
 Uses the Latitude 	and Longitude		
format or			
 Provides at least 			
	itude if the Technical		
Description uses	the Distance and		
Bearing Format			
2. Project proposal/description (1 original)		Client	
Turne of Development			
Type of Developr Project Leastion	nem		
Project Location Total Project Area	-		
 Total Project Area Facilities 	4		
	sit/fooility/		
Floor Area per Ur Broakdown of Dr			
Breakdown of Pro 3. Proof of payment of B			
1, 2	0	PCSDS Cashier or Collecting Officer (Main	
Certification Fee in t		Office)/ Money Remittance Center/ Landbank	
200.00 (1 photocopy	()	Electronic Payment Portal/ Gcash/Any other	
		PCSD-Authorized Online Payment Portals	
4. If the client is not personally applying for a		Client	
4. If the client is not personally applying for, a notarized Special Power of Attorney			
authorizing the representative to apply for			
and process the EZC and/or SEP Clearance in behalf of the client is needed.			
If the client is a Corporat	ion / Cooperative		
	ion / Cooperative, a		



application formwith the approvedand completemunicipal ECAN maprequired fields,and prepare the ECANuploadzoning certification				PCSD
copy of their Securities and Exchange Commission Registration/Certificate or Cooperative Development Authority Registration/Certification, AND a copy of their Articles of Incorporation/Cooperation are needed.FEES TO BE PAIDPROCESSING TIMEPERSON RESPONSIBLE1. Pay permit fees at partner Money Remittance Centers/Pera Padala/Landbank Padala/Landbank Payment Secure Official receiptI.1 Receive payment and issues official receiptECAN Zoning Certification Fee PHP 20015 minutes PCSD Main Office- Administrative and Finance DivisionPCSD Main Office- Cashier by showing the Payment Slip and conform with the terms and conditions (notarize)1.1 Check the completeness of the submitted documents, if found appropriate and complete, receive the daphyphere: click CCAN ZonING CEATIFICATION1.1 Check the completeness of the submitted documents, if found appropriate and complete, receive the daphyphere: click CCAN ZONING CEATIFICATION and oopen and open and open and open and open and open and open and open and open and prepare the ECAN ZONING CEATIFICATION the technical description of the project location with the approved municipal ECAN map and prepare the ECAN Zoning certificationNone the technical description and prepare the ECAN zoning certification1 hourClearance and Permitting Section Head District Management District Management DistrictClearance and District Management District Management District	authorizing the representative to apply for and process the EZC and/or SEP Clearance on behalf of the Corporation/Cooperative is			
CLENTS STEPSAGENCY ACTIONPAIDTIMERESPONSIBLE1. Pay permit fees at partner Money Remittance Centers/Pera Padala/Landbank Payment Porta/Gcash/ 	copy of their Securities and Exchange Commission Registration/Certificate or Cooperative Development Authority Registration/Certification, AND a copy of their Articles of Incorporation/Cooperation are			
1. Pay permit fees at partner Money Remittance 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 Padala/Landbank Payment Porta/Gcash/ PCSD Main Office- Cashier by showing the Payment Slip and conform with the terms and conditions (notarize) 11 minutes Accountant III PCSD Main Office- Division *Make sure to secure Official Receipt that will be issued upon payment 1.1 Check the completeness of the and register/sign-in. Go to the dashboard and apply here: click ECAN ZONING CERTIFICATION and open and complete required fields, upload 1.1 Check the completeness of the and propriate and complete, receive the documents None 10 minutes Clearance and Permitting South, Calamian Clearance and Permitting Section Head District	CLIENTS STEPS	AGENCY ACTION		
www.pcsdbrain.com and register/sign-in. Go to the dashboard and apply here: clickcompleteness of the submitted documents, if found appropriate and complete, receive the documentsclearance and Permitting Section Head DistrictECAN ZONING CERTIFICATION and open and complete required fields, upload1.2 Review and process the technical description of the project location municipal ECAN map required fields, uploadNone1 hourClearance and Permitting Section Head District	at partner Money Remittance Centers/Pera Padala/Landbank Payment Porta/Gcash/ 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	and issues official	ECAN Zoning Certification Fee	Accountant III PCSD Main Office- Administrative and Finance
CERTIFICATION and open application form and complete required fields, uploadthe technical description description of the project location with the approved and prepare the ECAN zoning certificationManagement Division (North, South, Calamian	2. Log-in at www.pcsdbrain.com and register/sign-in. Go to the dashboard and apply here: click	completeness of the submitted documents, if found appropriate and complete, receive the documents		Permitting Section Head
requirements and 1.3 Conduct field None 3 days	CERTIFICATION and open application form and complete required fields,	the technical description of the project location with the approved municipal ECAN map and prepare the ECAN		Management



submit application	validation in case of fault in the technical description provided			
	1.4 Review the documents and	None	3 days and 10 minutes	District Manager District
	approves application			Management
fill-up the Client				Division (North,
Feedback Form and				South, Calamian)
receive the ECAN				
Zoning Certification				
if approved				
	TOTAL:	200 Php	6 days, 1 hour,	
			35 minutes	

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



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:	Office of the Executive Director			
Classification:	Complex			
	G2C – Government	to Citizen		
Type of	G2B – Government	to Business		
Transaction:	G2G – Government	to Government		
Who may	All individuals with legal sources of wildlife			
avail:				
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE		
1. Duly accompli	ished application	PCSDS Main Office and District Management Division		
form (1 original)		– North, South, Calamian		
		PCSDS Website		
2. List and Photo	ograph/picture of	Client		
Wildlife intended to be registered (1				
original)				
3. If there is a need for an enclosure,		Client		
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),				



				PCSD
swimming (for dungons or duyons and turtles), etc. If there is no need for an enclosure and the wildlife is tied, description or picture of materials used to tie the same, which must not be harmful to the wildlife (1 original copy)				
4. Proof of finance		Employer		
-certificate of employment and compensation -bank statement)		Bank/ Accountant		
5. Accomplished assessment form as proof of technical capability (1 original copy)		PCSDS Main office and District Management Division – North, South, Calamian PCSDS Website		
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 Client		
8.For other government and private agencies/institutions, list of species including their corresponding number (1 certified copy of the list)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay fees at partner Money Remittance Centers/ Landbank Payment Portal/ Gcash/ Any other	1.1 Prepare payment slip	None	15 minutes	Clearance and Permitting Section Head District Management Division (North, South, Calamian)
PCSD- Authorized Online Payment Portals, PCSD Main Office- Cashier Window 2 by showing the Payment Slip *Make sure to	1.2 Receives payment and issue Official Receipt or O.R. #	Certificate of No Pending Case Php50 Legal Research Fund PHP 10 PHP 350/head, for threatened terrestrial and aquatic fauna	5 minutes	Accountant III PCSD Main Office- Administrative and Finance Division



				PCSD
secure Official Receipt that will be issued		PHP150/species, for threatened flora species		
upon payment		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		
2. Submit the	2.1 Receive the	restaurants, etc.	5 minutes	
2. Submit the duly accomplished application form together with the	2.1 Receive the application and check for completeness of the requirements submitted	None		Clearance and
corresponding requirements to concerned District Management Division (North, South, Calamian)	2.2 conduct on-site validation or inspection of the wildlife intended to be registered and the facility/ies for captivity; Prepare and submit validation report to Division Chief for review	None	2 days	Permitting Section Head District Management Division (North, South, Calamian)
	2.3 Review and submit final validation report to the Office of the Executive Director including recommendation for approval or denial	None	1 day	<i>District</i> <i>Manager</i> District Management Division (North, South, Calamian)
	2.4 Approve the	None	2 days	Executive



r		r	1	FC3D
	application			Director
	2.5 Dry-seal,	None	1 day	PCSDS Main
	record, release and		-	Office – Office
	notify applicant of			of the Executive
	the approval			Director
3. Proceed to	3.1 Explain terms	None	30 minutes	Records
the PCSD	and conditions and			PCSD Main
Main Office or	Issue/release the			Office – Office
concerned	approved CWR			of the Executive
District				Director
Management	3.2 Attach tag to	None	15 mins	Regulation and
Division	wildlife if applicable			Enforcement
concerned				Section Head
(North, South,				District
Calamian), Fill				Management
up the Client				Division (North,
Feedback				South,
form, conform				Calamian)
with the terms				
and conditions				
and receive				
the approved				
CWR				
		Threatened fauna-	6 days, 1 hour,	
	TOTAL	Php 410/head	10 minutes	
		Threatened flora –		
		Php 210/head		
		Exotic Fauna –		
		Php 260/head		
		r np 200/neau		
		Exotic Flora –		
		Php 210		

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 Divisions – North, South and Calamian Office of the Executive Director	
Classification:	Complex	
Type of	G2C – Government to Citizen	
Transaction:	G2B – Government to Business	



	G2G – Government to Government			
W	Who may avail: All			
	CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE	
Fc	or Shows and Exhi	bitions:		
1.	Duly accomplished form with recent 2 applicant (1 origina	x2 photo of the	PCSDS Main Office and District Management Divisions – North, South, Calamian	
			PCSDS Website	
2.	Copy of SEC/CDA BIR Registration, Permit (1 copy)	-	Concerned institution/entity	
3.	animal shows usin copy)	ng wildlife fauna (1	Animal Welfare Division of the Bureau of Animal Industry pursuant to Republic Act 8485 (Animal Welfare Act)	
4.	the animals back t	ne transport cost of	PCSDS – Accounting	
5.	Import/ Re-export after the show/exh imported animals	ibition, in case of	PCSDS	
6.	Proof of Payment Receipt/Payment Receipt Number) (Slip/Official	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD- Authorized Online Payment Portals	
	or Educational Pur			
	ainings and Conve			
1.	Letter of intent by t photocopy of any v photograph and sp (1 original)	alid ID, with his	Client	
2.	Copy of the invitati international organ	izers (1 copy)	Concerned local or international organizer	
3.	Inventory of specin copy)	nens <u>t</u> o be used (1	Client	
	Affidavit of Underta applicant shall sub for inspection by th Quarantine Officer the foreign country international event	mit the specimens he Fisheries upon arrival from r, in case of (1 original)	Client	
5.	Proof of payment of fare and itinerary, f conference/worksh	for international	Travel agency or airline ticketing office	
6.	Import/ Re-export I	Permit prior to and	PCSDS Executive Director	



after the activity (1 copy)				PGSD
 7. Proof of Payment (copy of Official Receipt/Payment Slip/Official Receipt Number) (1 photocopy) 		PCSDS Cashier of Money Remittanc Payment Portal/ of Authorized Online	e Center/ Landba Gcash/Any other F	nk Electronic PCSD-
For Documentation	for Commercial			
Purposes: 1. Dulv accomplishe	ed application form	PCSDS Main Offi	ce and District Ma	anagement
with recent 2×2 p		Divisions – North,		•
		PCSDS Website		
 Copy of SEC/CD/ Registration. BIR Registration, TIN Permit (1 photocom) 	and Mayor's	Concerned entity/	<i>'institution</i>	
 List of the species areas of collection documentation, a (1 copy) 	s, quantity and n or area subject of s the case may be	Client		
 Clearances from the affected communities: Free and Prior informed Consent (FPIC) (1 original) 		Indigenous Peopl the concerned Lo in the case of pro Protected Area M Board (PAMB), co associations with rights to the area	cal Government L tected areas, clea anagement onsent of individua valid tenurial or o	Jnits (LGU) and trance from the als or
 5. Proof of Payment (copy of Official Receipt/Payment Slip/Official Receipt Number) (1 photocopy) WSUP for other Purposes Fee PHP300 		PCSDS Cashier of Money Remittanc Payment Portal/ of Authorized Online	or Collecting Office e Center/ Landba Gcash/Any other F	nk Electronic PCSD-
Certification of No PHP 50	Pending Case			
Legal Research Fund PHP 10				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBL E
1. Pay fees at partner Money Remittance Centers/ Landbank Payment Portal/ Gcash/ Any other PCSD- Authorized Online Payment Portals,	1.1 Prepare payment slip	None	15 minutes	Clearance and Permitting Section Head District Management Division (North, South, Calamian)



				PCSD
PCSD Main Office- Cashier Window 2 by showing the Payment Slip	1.2 Receives payment and Issue Official receipt or O.R. #	WSUP for other Purposes Fee PHP300	30 minutes	Accountant III PCSD Main Office- Administrative and Finance
*Make sure to		Certification		Division
secure Official		of No		
Receipt that will be issued upon		Pending Case		
payment		PHP 50		
		Legal Research Fund PHP 10		
2. Submit	2.1 Receive the	None	30	
application together with the	application and requirements,		minutes	
corresponding requirements to the	and check for completeness			Clearance and Permitting Section Head
front desk officer at the PCSDS Main Office, District Management Division (North, South, Calamian)	2.2 Draft evaluation report, draft certificate of no pending case and prepare permit and submit for review and recommendation	None	1 day	District Management Division (North, South, Calamian)
	2.3 Review and Submit final evaluation report, including Certificate of No Pending Case, for approval	None	1 day	District Manager District Management Division-DMD North/South/ Calamian
	2.4 Approve the application	None	2 days	Executive Director PCSDS Main
	2.5 Dry seal, record and release, notify and transmit to concerned DMDs	None	2 days	Office – Office of the Executive Director
3. Proceed to the PCSD Main Office or concerned District Management	3.1 Explain terms and conditions, record and Issue/ release the approved and	None	45 mins	Records PCSD Main Office – Office of the Executive
Division (North,	signed WSUP			Director



				1000
South, Calamian), fill up Client Satisfaction Form, conform with the terms and conditions and receive WSUP.				Clearance and Permitting Section Head District Management Division (North, South, Calamian)
	TOTAL:	Starts at PHP 360.00 depending on the type of special use for wildlife	6 days, 2 hours	

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:	District Management Divisions (North, South, Calamian) Office of the Executive Director			
Classification:	Highly Technical			
Type of	G2C – Governme	ent to Client		
Transaction:	G2B – Governme	ent to Business		
	G2G- Governmer	nt to Government		
Who may avail:	All			
Checklist OF RE	QUIREMENTS	WHERE TO SECURE		
1. Duly accomplishe		PCSDS Main office and District Management Division –		
form with two (2) rec		North, South, Calamian		
of applicant (1 Origin	nal Copy)			
		PCSDS Website		
2. In case of corpora		Concerned Government Agencies		
association or cooperative, certified		- Cooperative Development Authority (CDA),		
true copies of the Certificate of		Securities and Exchange Commission (SEC),		
Registration and its articles of		Department of Trade and Industry (DTI), etc., as		
incorporation and by		the case may be		
appropriate, or any o				
instruments showing	•			
their capital is owned by Filipinos (1 Certified True Copy)				
		BIR		
15				
registration and Tax Identification Number (1 copy)				
4. Proof of scientific		Client		
	erheinse (list			



	FC3D
and qualifications of human resources) and photocopy of any	
valid ID with photo and signature	
of the Sole Proprietor or the	
President/Manager of the	
cooperative or small and medium	
enterprise (1 original)	
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)	Concerned Covernment Agency
8. Certified copy of Land Title or	Concerned Government Agency
Lease Contract for the facility (1	
copy)	Concerned Covernment/Nen Covernment
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	Client
and/or bio-ecology study of the	
proposed commercial breeding	
operations (1 copy)	
11. Original copy of permit (for	Client
application for renewal of permit) (1	
сору)	
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	
Medium Scale Farming	
Application Fee of Php 500.00	
Inspection Fee of Php 1,680.00	
Permit Fee of Php	



2,000.00Certificatio Case Php50Legal F Php10.00				
Php10.00	Research Fund			
Large Scale Farmin	a			
Application Fee of F				
Inspection Fee of P	•			
Permit Fee of Php 2	•			
Certification of No F	rending Case			
Php50				
Legal Research Fu				
CLIENTS STEPS	AGENCY	FEES TO BE PAID	PROCESSING	
	ACTION		TIME	RESPONSIBLE
1. Pay fees at	1.1 Prepare	None	15 minutes	Clearance and
partner Money	payment slip			Permitting
Remittance				Section Head
Centers/				District
Landbank				Management
				•
Payment Portal/				Division
Gcash/ Any other				(North, South,
PCSD-Authorized				Calamian)
Online Payment				
Portals, PCSD				
Main Office-				
Cashier Window 2				
by showing the				
Payment Slip				
r ayment onp				
*Make sure to				
secure Official				
be issued upon				
payment				
	1.2 Receives	Small Scale Farming	15 minutes	Accountant III
	payment and			PCSD Main
	Receipt	•		
		•		
				Division
		-		
		Certification of No		
		Pending Case Php50		
		J		
		•		
		Madium Saala		
1				
		LApplication Epp of	1	1
		Php 500.00 Inspection Fee of		
Receipt that will be issued upon payment	1.2 Receives payment and Issue Official Receipt	Application Fee of Php 500.00 Inspection Fee of Php 540.00 Permit Fee of 1,200.00 Certification of No	15 minutes	Accountant II PCSD Main Office- Administrative and Finance Division



				PCSD
		Php 1,680.00 Permit Fee of Php 2,000.00Certification of No Pending Case Php50Legal Research Fund Php10.00 <u>Large Scale Farming</u> Application Fee of Php 500.00 Inspection Fee of Php 2,400.00 Permit Fee of Php 2,500.00 Certification of No Pending Case Php50 Legal Research Fund Php10.00		
2. Submit application together with the corresponding requirements to the	documents for completeness and accuracy	None	1 day	Clearance and Permitting Section Head District
front desk officer at the PCSDS Main Office, District Management Division (North, South, Calamian)	2.2 Conduct field validation, prepare the evaluation report and forward to Division Chief	None	3 days	Management Division (North, South, Calamian)
	2.3 Review and Submit final evaluation report, including Certificate of No Pending Case, for approval	None	1 day	<i>District Manager</i> District Management Division-DMD North/South/ Calamian
	2.4 Deliberates and approves the permit and Sign and Issue Permit	None	10 Days	PCSD Chairman PCSD Main Office
	2.5 Dry seal, record and release, notify and transmit to concerned DMDs	None	2 Days	Executive Director PCSD Main Office- Office of the Executive Director



3. Proceed to the PCSD Main Office	3.1 Records and	None	1 Day	<i>Records</i> PCSD Main
or concerned	Releases			Office – Office
District Management	Permits direct to or			of the Executive Director
Management Division (North,	thru DMDs			Director
South, Calamian), fill up Client Satisfaction Form, conform with the terms and conditions and receive the WFP				Clearance and Permitting Section Head District Management Division (North, South,
	TOTAL:	Starts at PHP 2300.00	18 Days and	Calamian)
	101/12	depending on farm	30 minutes	
		scale	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:	District Managemer	nt Division (DMD) North, South, Calamian		
	Office of the Executive Director			
Classification:	Complex			
Type of Transaction:	G2C – Government	t to Citizen		
	G2B – Government to Business			
	G2G – Government to Government			
Who may avail:	All			
Checklist OF REQUIREMENTS		WHERE TO SECURE		
Species under PCSD Administrative Order No. 5 (RFF)				
1. If the applicant is a corporation,		Client		
partnership, cooperative	or association, the			



P	PCSD
corresponding document (i.e. articles of	
incorporation) showing that 60 % of their	
capital is owned by Filipinos must be	
submitted (1 photocopy)	
2. Brief Description of the Project to include:	Client
Type and purpose of project	
Target Monthly volume to be traded	
Project Cost	
 Location/areas (sitio, barangay, 	
municipality) of operation, location	
map of area of operation indicating	
the name of adjacent water bodies	
and landmarks	
Project Operation which shall include	
(i) Type of RFF to be traded	
(ii) Names and addresses of	
accredited catchers as source	
of reef-fishes to be traded	
(iii) Trading facilities such as	
aquarium and holding tanks	
(for traders of live fishes)	
(iv) Market destinations/outlets,	
including transshipment	
points	
(v) Mode of transport to be used	
3.Original copy of Written commitment (1	Form from PCSD Office
original)	
	District Management Division
	PCSD Website
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
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	
applicant shall submit an inventory of	



incidental catches within fifteen (15) days	PCSD
incidental catches within fifteen (15) days	
after collection (1 original)	
3.Clearances from the affected IP Community, LGU, PAMB, BFARMC/M	FARMC
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)	
6. Proof of payment -Official receipt (1 PCSDS Cashier or Collecting Officer (Ma	in
photocopy) Office)/ Money Remittance Center/ Land	
Permit Fee: Electronic Payment Portal/ Gcash/ Any o	
RFF (AO 5) PHP 500 PCSD-Authorized Online Payment Portal	5
Other Fishering Draduate	
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	
CLIENTS STEPS AGENCY ACTION FEES TO BE PROCESSING PERSO	
PAID TIME RESPONS	
1. Pay fees at1.1. ReceivePHP500 for15 minsAccountance	
partner Money Payment and AO5; PCSD Main	
Remittanceissue receiptPHP1,000 forAdministrat	ve and
Centers/ Landbank AO12 Finance D	vision
Payment Portal/	
Gcash/ Any other Certification of	
PCSD-Authorized No Pending	
Online Payment Case	
Portals, PCSD Main PHP 50	
Office- Cashier	
showing the Fund	
Payment Slip PHP 10	
*Make sure to	
secure Official	



payment				
2. Log-in at	2.1 Check the	None	15 minutes	
www.pcsdbrain.com				
and register/sign-in.	the submitted			
Go to the	application. If			
dashboard and	found appropriate			
apply here: click	and complete,			
WILDLIFE	receive the			
SPECIAL USE	application. For			
PERMIT	deficient			Clearance and
(AO5/AO12) and	submissions, reject			Permitting Section
open application	application and			Head
form and complete	inform client of			District
required fields and	deficiency/lacking			Management
upload	information/			Division (North,
requirements and	requirement	Nega	1 day	South, Calamian)
submit application	2.2 Process the	None	1 day	,
	application and			
	Conduct validation			
	2.3 Prepare	None	1 day	
	evaluation report			
	2.4 Review and	None	1 day	District Manager
	recommend for			District
	approval of ED			Management Office-
				DMD North/
				South/Calamian
3. Check status of	3.1 Approve	None	2 days	Executive Director
application. If	WSUP			PCSDS Main Office
approved, fill up				– Office of the
feedback form to				Executive Director
print approved				
WSUP and conform				
with the terms and				
conditions.				
	IOTAL:	PHP560 for	5 days, 30	
		AO5;	minutes	
		PHP1,060 for AO12		
	Createl Les Dermit			

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

Classification: Simple Type of G2C – Government to Client Transaction: G2B – Government to Business G2G – Government to Government Who may avail: All Minit Checklist OF REQUIREMENTS Who may avail: All Main Office and District Management Division - North, South, Calamian Inspection/verification of Wildlife by the concerned PCSDS Personnel using the Inspection Report Form (1 original) 2. Documents supporting the legal possession or acquisition of the RFF/Marine Products to be transported (i.e., WCP, WFP, WSUP, receipt from holders of WFP) (1 copy) 3. FIQS-Final Certification (in areas where required) (1 copy) BFAR 4. Auxiliary invoice (1 copy) Municipal Treasurer 5. Proof of payment of fees and charges PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals Legal Research Fee PHP 10 AO5 Species Per Piece Live PHP 30.00 Live PHP 15.00 Order No. 12 1. Inspection/verification of Wildlife by the Main Office and District Management Office -	Office/Division:	District Management	Division (DMD) North, South, Calamian			
Type of Transaction: G2C Government to Client G2B Transaction: G2C Government to Business G2G Who may avail: All Checklist OF REQUIREMENTS WHERE TO SECURE For Species under PCSD Administrative Order No. 5 (RFF) Main Office and District Management Division - North, South, Calamian 1. Inspection/verification of Wildlife by the concerned PCSDS Personnel using the Inspection Report Form (1 original) Main Office and District Management Division - North, South, Calamian 2. Documents supporting the legal possession or acquisition of the RFF/Marine Products to be transported (i.e. WCP, WFP, WSUP, receipt from holders of WFP) (1 copy) Client 3. FIQS-Final Certification (in areas where required) (1 copy) BFAR 4. Auxiliary invoice (1 copy) Municipal Treasurer 5. Proof of payment of fees and charges PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals Legal Research Fee PHP 10 Acusting PHP 15.00 Ornamental PHP 10.00 Pres D Administrative Order No. 12		v				
Transaction:G2B – Government to Business G2G – Government to GovernmentWho may avail:AllChecklist OF REQUIREMENTSWHERE TO SECUREFor Species under PCSD Administrative oncerned PCSDS Personnel using the Inspection Report Form (1 original)Main Office and District Management Division - North, South, Calamian2. Documents supporting the legal possession or acquisition of the RFF/Marine Products to be transported (i.e. WCP, WFP, WSUP, receipt from holders of WFP) (1 copy)Client3. FIQS-Final Certification (in areas where required) (1 copy)BFAR7. Proof of payment of fees and charges Inspection Fee PHP 200Municipal Treasurer PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment PortalsAO5 Species Per Piece Live PHP 30.00 Fresh PHP 15.00 OrnamentalPCSD Administrative Order No. 12	Type of					
Who may avail: All Checklist OF REQUIREMENTS WHERE TO SECURE For Species under PCSD Administrative Order No. 5 (RFF) 1. Inspection/verification of Wildlife by the concerned PCSDS Personnel using the Inspection Report Form (1 original) Main Office and District Management Division - North, South, Calamian 2. Documents supporting the legal possession or acquisition of the RFF/Marine Products to be transported (i.e. WCP, WFP, WSUP, receipt from holders of WFP) (1 copy) Client 3. FIQS-Final Certification (in areas where required) (1 copy) BFAR 4. Auxiliary invoice (1 copy) Municipal Treasurer 5. Proof of payment of fees and charges Legal Research Fee PHP 10 PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment Portals AO5 Species Per Piece Live PHP 30.00 Fresh PHP 15.00 Ornamental PHP 10.00 For Species under PCSD Administrative Order No. 12						
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Checklist OF REQUIREMENTSWHERE TO SECUREFor Species under PCSD Administrative Order No. 5 (RFF)1. Inspection/verification of Wildlife by the concerned PCSDS Personnel using the Inspection Report Form (1 original)Main Office and District Management Division - North, South, Calamian2. Documents supporting the legal possession or acquisition of the RFF/Marine Products to be transported (i.e. WCP, WFP, WSUP, receipt from holders of WFP) (1 copy)Client3. FIQS-Final Certification (in areas where required) (1 copy)BFAR4. Auxiliary invoice (1 copy)Municipal Treasurer5. Proof of payment of fees and charges Inspection Fee PHP 200PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment PortalsAO5 Species Per Piece Live PHP 30.00 Fresh OrnamentalPHP 10.00For Species under PCSD Administrative Order No. 12Order No. 12	Who may avail:					
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possession or acquisition of the RFF/Marine Products to be transported (i.e. WCP, WFP, WSUP, receipt from holders of WFP) (1 copy)BFAR3. FIQS-Final Certification (in areas where required) (1 copy)BFAR4. Auxiliary invoice (1 copy)Municipal Treasurer5. Proof of payment of fees and charges Inspection Fee PHP 200PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized Online Payment PortalsLegal Research Fee PHP 10AO5 Species Per Piece Live PHP 30.00 Fresh Ornamental PHP 10.00For Species under PCSD Administrative Order No. 12						
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Inspection Fee PHP 200 Legal Research Fee PHP 10 AO5 Species Per Piece Live PHP 30.00 Fresh PHP 15.00 Ornamental PHP 10.00 For Species under PCSD Administrative Order No. 12	5. Proof of payment of	fees and charges				
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Fresh PHP 15.00 Ornamental PHP 10.00 For Species under PCSD Administrative Order No. 12	•					
Ornamental PHP 10.00 For Species under PCSD Administrative Order No. 12						
For Species under PCSD Administrative Order No. 12						
			Order No. 12			
concerned PCSDS Personnel using the North, South, Calamian			5			
Inspection Report Form (1 original)		-				
2. Documents supporting the legal Client			Client			
possession or acquisition of wildlife						
involved (1 copy)						
3. For terrestrial wildlife:		e:				
-phytosanitary certificate (for plants) (1 Bureau of Plant Industry of Department of			Bureau of Plant Industry of Department of			
photocopy); Agriculture			· ·			
-veterinary quarantine certificate (for Bureau of Animal Industry of Department of		certificate (for	•			



animala) (1 photocor	<u></u>		Agricultu	FO	PCSD
animals) (1 photocop))		Agricultu	le	
For aquatic wildlife, h	nealth/veterinarv		Bureau o	f Fisheries and Aquatic	Resources of DA
certificate (1 photoco					
4. Proof of Payment	1.1.1		PCSDS (Cashier or Collecting Off	icer (Main
	000			Ioney Remittance Cente	
Inspection Fee PHP	200			c Payment Portal/ Gcasl uthorized Online Payme	
Legal Research Fee	PHP 10				
Edible Birds nest – 1 value of the product	% of the commerc	ial			
Farm Bred fauna PH	P 200				
Other wildlife derivat	ives PHP 300				
Other wildlife by-prod 1st 10 pcs; PHP5/pc or PHP 50 for 1 kg o PHP 5 for each addit	for each additiona r less and addition	l pc			
CLIENTS STEPS	AGENCY		ES TO	PROCESSING TIME	PERSON
	ACTION		E PAID		RESPONSIBLE
1. Log-in at www.pcsdbrain.com and register/sign-in. Go to the dashboard and apply here: click LOCAL TRANSPORT PERMIT (RFF/AO5) or LOCAL TRANSPORT PERMIT (AO12) and open application form and complete required fields and upload requirements and submit application	the submitted application. If found appropriate and complete, receive the application. For deficient submissions, reject application and inform client of	fee 2 app fee 0 O O C O C P see requ	olication starts at 10.00 olication to secure or proof oayment- checklist of uirements	15 minutes	<i>Clearance and</i> <i>Permitting</i> <i>Section Head</i> District Management Division (North, South, Calamian)
	verification 1.3 Process		None	1 hour	
	Application		NOTE	i noui	
	1.4 Review and		None		1
	recommend		-	1 60.00	
	application for			1 hour	
	approval.				



2. Check status of application. If approved, fill up feedback form to print approved LTP and conform with the terms and conditions.	2.1. Approve LTP	None	3 hours	District Manager District Management Division- DMD North/ South/Calamian
	TOTAL:	Starts at PHP 210.00	1 day, 5 hours, 15 minutes	

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

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

96. 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:	District Management Division (DMD) North, South, Calamian						
Classification:	Simple	Simple					
Type of	G2C – Governm	nent to	o Client	t i i i i i i i i i i i i i i i i i i i			
Transaction:	G2B – Governm	ent to	o Busin	ess			
	G2G – Governm	nent to	o Gove	rnment			
Who may avail:	All						
Checklist OF R	EQUIREMENTS			WHERE TO SECUR	RE		
For Species under F	PCSD Administra	ative (Order	No. 5 (RFF)			
1. Application Form (1 original)	Ν	Main Of	fice and District Manageme	ent Office -		
North, South, Calamian							
2. Documents suppor	ting the legal	C	Client				
possession or acquis							
RFF/Marine Products	to be transported	k					
(i.e. WCP, WFP, WS	JP, receipt from						
holders of WFP) (1 co	ору)						
3. Proof of payment of	of fees and charge	es F	PCSDS	Cashier or Collecting Offic	er (Main Office)/		
(1 photocopy)		Ν	Noney	Remittance Center/ Landba	ank Electronic		
Payment Portal/ Gcash/Any other PCSD-				PCSD-			
	Authorized Online Payment Portals				S		
CLIENTS STEPS	AGENCY	FEE	FEES TO PROCESSING TIME PERSO		PERSON		
	ACTION	BE	PAID		RESPONSIBLE		
1. Fill Up application	1.1 Give	N	one	15 minutes	Clearance and		



				PCSD
form and pay prescribed fees	application form and payment slip to client			Permitting Section Head District Management Division (North, South, Calamian)
	1.2 Issue Official Receipt to client	Inspection Fee PHP 200 (every shipment)	15 minutes	
		Legal Research Fee PHP 10 (every shipment)		Accountant III PCSD Main Office- Administrative and Finance
		AO5 Species Per Piece Live PHP 30 Fresh PHP 15		Division
2. Submit required documents to the PCSDS District Management Division concerned (North, South, Calamian)	2.1 Receive, check for completeness and record documents with tracking/control number	None	15 minutes	Clearance and Permitting Section Head District Management
	2.2 Process	None	1 hour	Division (North,
	Application 2.3 Review and recommend application for approval.	None	1 hour	South, Calamian) <i>District</i>
	2.4. Approve LTP	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 LTP	3.1. Explain the terms and conditions, record the LTP for Multiple Batch	None	30 minutes	Clearance and Permitting Section Head District Management



and conform with	Shipment,			Division (North,
the terms and	release the			South,
conditions.	Permit			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.

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

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 Division (DMD) North, South, Calamian Office of the Executive Director					
Classification:	Complex					
Type of Transaction:	G2C – Governmen G2B – Governmen G2G – Governmen	t to Business				
Who may avail:	All					
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE				
1. Proof of payment (Application Fee:	1 photocopy)	PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authorized				
Php 500 for terrestria	l wildlife	Online Payment Portals				
Php 500 for Aquatic v						
Certification of No F	ending Case					
Legal Research Fun	d PHP 10					
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 de 25.00/pc/plant/sample						
Fauna parts and derive to blood and serum s 25.00/pc/plant/sample	amples:					



		•		PCSD			
*Total fees to be paid quantity of species	-						
2. List of species to b		Client					
collected indicating th		Chent					
and methods of colle							
which must be with le	,						
detrimental effects to	existing wildlife						
population and their h	nabitats (1 copy)						
3. For aquatic wildlife	e, in case of	Client					
incidental catches that	0						
returned to the wild, a							
undertaking that the	• •						
submit an inventory of							
catches within fifteen							
collection (1 original of							
4. Clearances from the		IP group concerne	eu				
communities (1 origin -Free and Prior Inforr		LGU concerned/ F	DAMR concerned	individuals or			
Consent (FPIC);	neu	association					
-and/or prior clearand	סי	association					
5. Names, addresses		Client					
of any valid ID with p		Chorn					
signature_of authorize							
collectors/trappers (1							
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON			
	ACTION	PAID	TIME	RESPONSIBLE			
1. Pay fees at	1.1. Receive	Application	15 mins	Accountant III			
partner Money	Payment and	Fee:		PCSD Main			
Remittance	issue receipt	Php 500 for		Office-			
Centers/ Landbank		terrestrial wildlife		Administrative			
Payment Portal/		Php 500 for		and Finance Division			
Gcash/ Any other PCSD-Authorized		Aquatic wildlife		DIVISION			
Online Payment							
Portals, PCSD Main		Certification of					
Office- Cashier		No Pending					
Window 2 by		Case					
showing the		PHP 50					
Payment Slip							
		Legal Research					
*Make sure to		Fund					
secure Official		гина	PHP 10				
Receipt that will be							
issued upon							
issued upon	2.1 Check the		15 minutes	Clearance and			
issued upon payment	completeness of	PHP 10	15 minutes	Permitting			
issued upon payment 2. Log-in at www.pcsdbrain.com and register/sign-in.	completeness of the submitted	PHP 10	15 minutes				
issued upon payment 2. Log-in at www.pcsdbrain.com and register/sign-in. Go to the	completeness of the submitted application. If	PHP 10	15 minutes	Permitting Section Head District			
issued upon payment 2. Log-in at www.pcsdbrain.com and register/sign-in.	completeness of the submitted	PHP 10	15 minutes	Permitting Section Head			



				PCSD
apply here: click WILDLIFE COLLECTORS PERMIT (AO12) and open application form and complete required fields and upload requirements and submit application	and complete, receive the application. For deficient submissions, reject application and inform client of deficiency/lacking information/ requirement 2.2 Prepare and submit evaluation report for review and	None	1 day	Division (North, South, Calamian) <i>District</i>
	recommendation			
	2.3 Review the evaluation report and recommend for approval	None	1 day	District Manager District Management Division (North, South, Calamian) District
3. Check status of application fill up feedback form to print approved WCP and conform with the terms and conditions.	3.1 Approve the application	None	2 days	Executive Director PCSD Main Office-Office of the Executive Director
	TOTAL:	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.

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

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-fishfor-food (RFF) from the wild, categorized as non-threatened but have economic importance as



stipulated under RA 9147 (Wildlife Act) and its implementing rules within PCSD Administrative Order No. 12.

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

Office or	District Management	Division (DMD) No	rth, South, Calam	ian	
Division:		District Management Division (DMD) North, South, Calamian Office of the Executive Director			
Classification:	Complex				
Type of	G2C – Government to Citizen				
Transaction:					
Who may avail:	All citizens of interest				
	F REQUIREMENTS		HERE TO SECU	RE	
1. Certification the	at the Applicant is a	BFARMC/CFARM	IC/MFARMC		
registered fishe	erman (1 original)				
2. Proof of payme	nt (1 photocopy)	PCSDS Cashier of	or Collecting Office	er (Main Office)/	
Permit Fee PHP Certification of N PHP 50		PCSDS Cashier or Collecting Officer (Main Office Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other PCSD-Authoriz Online Payment Portals			
Legal Research	Fund PHP 10				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Pay fees at partner Money Remittance Centers/ Landbank Payment Portal/ Gcash/ Any other PCSD- Authorized Online Payment Portals, PCSD Main Office- Cashier Window 2 by showing the Payment Slip *Make sure to secure Official Receipt that will be issued upon payment	1.1. Receive Payment and issue receipt	PHP100 for AO5; Certification of No Pending Case PHP 50 Legal Research Fund PHP 10	15 mins	Accountant III PCSD Main Office- Administrative and Finance Division	
2. Log-in at	2.1 Check the	None	15 minutes	Clearance and	



www.pcsdbrain. com and register/sign-in. Go to the dashboard and apply here: click WILDLIFE COLLECTORS PERMIT (AO5) and open application form and complete required fields and upload requirements and submit application	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	1 day	Permitting Section Head District Management Division (North, South, Calamian) District
	report for review and recommendation			
	2.3 Review the evaluation report and recommend for approval	None	1 day	District Manager District Management Office – DMD North/South/ Calamian
3. Check status of application fill up feedback form to print approved WCP and conform with the terms and conditions	3.1 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 Division (DMD) North, South, Calamian
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	Office of the Executiv	a Director		
Classification:	Complex			
	G2C – Government to	Citizen		
	G2B – Government to			
	G2G – Government to			
	 Holder/s of Production Sharing Agreement, Co-Production Sharing Agreement, Private Land Timber Permit (PLTP), Special Private Land Timber Permit (SPLTP), Community-Based Forest Management Agreement (CBFMA), Integrated Forest Management Agreement (IFMA), Socialized Industrial Forest Management Agreement (SIFMA), Philippine Coconut Authority (PCA) issued permits, and other similar tenurial instruments; Orchard or Fruit Tree Farmer Industrial Tree Farmer Licensed Wood Processors i.e. Furniture makers, lumber dealers Agencies of the government, such as but not limited to LGU, 			
	aspects of their fu	fices (PAO), GOCCs that use chainsaws in some		
		ities that can show satisfactory proof that the use of chainsaws is for a legal purpose		
Checklist OF RI		WHERE TO SECURE		
		e differ from one category to another, which are		
hereunder enumerate		and non one eategory to another, which are		
PLTP, SPLTP, CB instruments	FMA, IFMA, ŠIFMA, I	ment, Co-Production Sharing Agreement, PCA issued permits, and other similar tenurial		
		Client/ DENR-CENRO/ Philippine Coconut		
	an endorsement from	Authority		
	is for coconut trees			
(1 photocopy)	Demoit Deelin the	DCCDC Cookies of Collecting Officer (Main		
2. Proof of payment of amount of PHP 560.00		PCSDS Cashier or Collecting Officer (Main		
official receipt or trans		Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other		
		PCSD-Authorized Online Payment Portals		
-Permit to Purchase				
PHP 500.00				
-Certification of No Pe	ending Case			
PHP 50.00	0			
-Legal Research Fund	1			
PHP 10.00				
3. Certification of No F	Pending Case	PCSDS to Issue Automatically		
 Orchard or Fruit T 	ree Farmer			
1. Certificate of tree p		Municipal Agriculture Office or tax declaration		
or similar tenurial ir		from Municipal Assessor's Office		
photocopy) 2. Certification that ap	nstrument (1			
photocopy)	oplicant is an orchard	from Municipal Assessor's Office		



	PCSD
(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)	
4. Proof of Payment of Permit fee	PCSDS Cashier or Collecting Officer (Main
amounting to Php 560.00 (1 photocopy	Office)/ Money Remittance Center/ Landbank
of 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	
5. Certification of No Pending Case	PCSDS to Issue Automatically
Industrial Tree Farmer	
1. Copy of Certificate of tree plantation or	DENR-CENRO/ Municipal Assessor's Office
similar instrument or Tax Declaration (1	,
photocopy)	
2. Certification that applicant is an	Concerned Barangay
industrial tree farmer (1 original)	
3. Copy of Original Certificate of	Client
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)	
4. 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	
5. Certification of No Pending Case	PCSDS to Issue Automatically
Licensed Wood Processors	
1. Copy of Permit to Operate as wood	DENR
processor	
2. Copy of Wood Processing Establishment	Local Government Unit concerned
Permit or similar business permits	
3. Notarized Certification of legal source of	Client
raw materials and proof of compliance with	
E.O.23 (proof of sustainable use of legally	
cut logs for a period of at least 5 years)	



		PAID	TIME	RESPONSIBLE
CLIENTS STEPS	AGENCY ACTION		PROCESSING	PERSON
4. Certification of No	Pending Case	PCSDS to Issue	e Automatically	
-Legal Research Fund PHP 10.00	u			
PHP 50.00	d			
-Certification of No Pe	ending Case			
PHP 500.00				
-Permit to Purchase				
			ed Online Payme	
amounting to Php 560 official receipt or trans		,	Remittance Cent nent Portal/ Gcas	
3. Proof of Payment of			r or Collecting O	
applied for			0	
	ise of chainsaw unit/s			
	ose and permanent		_ /	
	uments showing the	Applicant/ DENI	R-CENRO/ Muni	icipal Agriculture
for personal and fo		Notary Public		
1. Affidavit that the cl	s is for a legal purpos			
	tities that can show		oof that the pos	session and/or
3. Certification of No		PCSDS to Issue		
PHP 10.00				
-Legal Research Fund	d			
PHP 50.00				
-Certification of No Pe	ending Case			
-Permit to Purchase PHP 500.00				
		PCSD-Authorize	ed Online Payme	ent Portals
official receipt or trans		Electronic Payr	nent Portal/ Gcas	sh/Any other
amounting to Php 560	0.00 (1 photocopy of	Office)/ Money I	Remittance Cent	ter/ Landbank
2. Proof of Payment of	of Permit fee	PCSDS Cashie	r or Collecting O	fficer (Main
original)				
used for legal purp	-	Area Managem		2
owned/possessed				DPWH/ Protected
1. Certification that c	<u>at use chainsaws in s</u> hainsaw is		ce (e.g. Municipa	
	jovernment, such as		-	
5. Certification of No		PCSDS to Issue	1	
PHP 10.00				
PHP 50.00 -Legal Research Fund	d			
-Certification of No Pe	ending Case			
PHP 500.00				
-Permit to Purchase		PCSD-Authorize	ed Online Payme	ent Portais
official receipt or trans	saction receipt)		nent Portal/ Gcas	•
amounting to Php 560	0.00 (1 photocopy of		Remittance Cent	
and a continue to Dian EC(· • · • • • • • · · · · g •	fficer (Main



				PCSD
1. Pay fees at partner Money	1.1. Receive Payment and issue	Permit Fee PHP500	30 mins	Accountant III PCSD Main
Remittance Centers/ Landbank Payment Portal/ Gcash/ Any other PCSD- Authorized Online	receipt	Certification of No Pending Case PHP 50		Office- Administrative and Finance Division
Payment Portals,				
PCSD Main Office- Cashier Window 2 by showing the		Legal Research Fund PHP 10		
Payment Slip				
*Make sure to secure Official Receipt that will be issued upon payment				
2. Log-in at www.pcsdbrain.com and register/sign-in. Go to the dashboard and apply here: click	and complete,	None	15 minutes	Clearance and Permitting Section Head District Management
PERMIT TO PURCHASE and open application form and complete	receive the application. For deficient submissions, reject			Division (North, South, Calamian) District
required fields and upload requirements and submit application	application and inform client of deficiency/lacking information/ requirement			
3. Participate in the field validation	3.1. Conduct field validation	None	2 days	Clearance and Permitting Section Head District Management Division (North, South, Calamian) District
	3.2 Prepare and submit evaluation report for review and recommendation	None	1 day	
	3.3 Review the evaluation report and recommend for approval	None	1 day	District Manager District Management Division – DMD North/South/



				Calamian
4. Check status of	4.1 Approve the	None	2 days	Executive
application fill up	application			Director
feedback form to				PCSDS Main
print approved				Office-Office of
permit and conform				the Executive
with the terms and				Director
conditions				
	TOTAL:	Php 560.00	6 days 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 Division (DMD) North, South, Calamian			
	Office of the Executive Director			
Classification:	Complex			
Type of	G2C – Government to	Citizen		
Transaction:	G2G – Government to			
Who may avail:	Qualified person to who	om a chainsav		
Checklist OF F	REQUIREMENTS		WHERE TO SE	CURE
 Duly accomplished original copy) 	Application Form (1		Office and Distric rth, South, Cala	
		PCSDS Web	site	
	requirements with the (See Service No. 96)	Applicant/Pro	ponent	
 Certificate of Regist original copy) 	stration of the Donor (1	Original chair	nsaw owner	
4. Proof of Payment c	of fees amounting to	PCSDS Cash	nier or Collecting	Officer (Main
Php 560.00 (1 photoc		Office)/ Money Remittance Center/ Landbank		
or transaction receipt)			yment Portal/ Gerized Online Pay	
-Permit to Transfer by	Donation			
PHP 500.00				
-Certification of No Pe	ending Case			
PHP 50.00				
0	Legal Research Fund			
PHP 10.00				
5. Certification of No I			sue Automaticall	•
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required	1.1 Receive, check for	Application	30 minutes	Clearance and



				PCSD
documents to the PCSDS District	completeness and records documents	fee 560.00		Permitting Section Head
Management		application		District Management
Division		fee to secure		Division (North,
concerned (North,		OR or proof		South, Calamian)
South, Calamian)		of payment-		District
		see checklist		
		of		
		requirements		
2. Participate in the	2.1 Conduct field	None	1 day	Clearance and
field evaluation	validation			Permitting Section
	2.2 Prepare evaluation	None	1 day	Head
	report, Certificate of	None	rudy	District Management
	No Pending Case and			Division (North,
	Permit to Transfer by			South, Calamian)
	Donation and submit			District
	to Division Head			
	2.3 Recommend for	None	3 hours	District Manager
	approval the Permit to			District Management
	Transfer by Donation			Division - DMD
	and			North/
	2.4 Forward the	None	1 day	South/Calamian
	documents to OED		-	
	2.5 Approve the	None	2 days	Executive Director
	Permit to Transfer by			PCSDS Main Office-
	Donation			Office of the
	2.6 Dry seal, record	None	1 day	Executive Director
	and release, notify			
	and transmit to			
	concerned DMOs			
3. Proceed to the	3.1 Explain the terms	None	30 minutes	Records
PCSD Main	and conditions,			PCSD Main Office –
Office or	records the Permit to			Office of the
concerned	Transfer by Donation,			Executive Director
District	release the Permit			
Management				Clearance and
Division (North,				Permitting Section
South,				Head
Calamian), fill up				District Management
Client Satisfaction				Division (North,
				South, Calamian) District
Form, conform with the terms				DISUICI
and conditions				
and receive the				
Permit to				
Transfer by				
Donation.				
	ΤΟΤΔΙ ·	Php 560.00	6 days and 4	
	IUTAL.	1 110 300.00	0 uays anu 4	



		hours	
Issuance of Permit to Transfer Certificate of F	Registration by	/ Donation is co	vered 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 Division (DMD) North, South, Calamian Office of the Executive Director			
Classification:	Complex			
Type of	G2C – Government to	Citizen		
Transaction:				
Who may avail:	An heir to the decedent	t who is qualifi	ed to own/poss	ess a chainsaw
Checklist OF R	REQUIREMENTS		WHERE TO SE	CURE
1. Duly accomplished original)	Application Form (1		Office and Distric rth, South, Cala	5
		PCSDS Webs		
	requirements with the (See Service No. 96)	Requesting p	arty/ proponent/	′ applicant
3. Proof of death of the registered owner or the decent, such as Death Certificate (1 photocopy)				
(1 original)	tration of the Decedent	_		
5. Stencil of Engine original)		PCSDS District Management Division – North, South, Calamian		
	h by the applicant, such lement or its equivalent			
7. Proof of Payment of Permit fee amounting PCSDS Cashier or Collecting Officer (Main to Php 560.00 (1 photocopy of official Office)/ Money Remittance Center/ Landba receipt or transaction receipt) Electronic Payment Portal/ Gcash/Any oth PCSD-Authorized Online Payment Portals			enter/ Landbank cash/Any other	
CLIENTS STEPS	AGENCY ACTION		PROCESSING	
		BE PAID	TIME	RESPONSIBLE
1. Submit required documents to the PCSDS District Management Division	1.1 Receive, check for completeness and record documents	Application fee 560.00 application fee to secure	30 minutes	Clearance and Permitting Section Head District Management
concerned (North,		OR or proof		Division (North,
South, Calamian)		of payment-		South, Calamian)



		see checklist		District
		of		
		requirements		
2. Participate in the 2.1 Con	duct field		1 day	
field validation validation	on		·	
		None		
				Clearance and
				Permitting Section
2.2 Pret	pare evaluation		1 day	Head
	Certificate of			District
• •	ding Case and			
	o Transfer			Management
Certifica				Division (North,
				South, Calamian)
Registra	•			District
	sion and			
	to Division			
Head				
2.3 Rec	ommend for	None	3 hours	District Manager
approva	al the Permit to			District
Transfe	r Certificate of			Management
Registra	ation and			Division - DMD
2.4 forw		None	1 day	North/
	ents to OED		i day	South/Calamian
accume				Couri, Calaman
2.5 App	rove the	None	2 days	
	o Transfer		2 00,0	
Certifica				Executive Director
Registra				PCSDS Main
		Nono		Office-Office of the
	seal, record	None	2 days	Executive Director
	ease, notify			
and trar				
	ed DMDs			
	lain the terms		30 minutes	Records
	ditions, record			PCSD Main Office
Office or the Perr	mit to Transfer			 Office of the
concerned District Certifica	ate of			Executive Director
Management Registra	ation by			
	sion, release			Clearance and
South, Calamian), the Perr	•			Permitting Section
fill up Client	-			Head
Satisfaction Form,				District
conform with the				Management
terms and				Division (North,
conditions and				•
				South, Calamian)
receive the Permit				District
to Transfer				
Certificate of				
Registration				
rogioradiori		1		
	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 Division (DMD) North, South, Calamian			
	Office of the Executive Director			
Classification:	Complex			
Type of	G2C – Governmen	it to Citizen		
Transaction:	G2B – Governmen	t to Business		
	G2G – Governmer	nt to Government		
Who may avail:	 Those who have secured Permit to Purchase and bought the chainsaw from authorized /registered dealer or from registered chainsaw owner (New) 			
		have the qualification to possess/renew the		
	Certificate of Re	•		
	 Receiver of dor 			
	Heir to the decedent by succession			
Checklist OF RE	ist OF REQUIREMENTS WHERE TO SECURE			
New Application				
For Pur	For Purchase			
1. Permit to Purchase	e (1 original)	Requesting party/ proponent/ applicant/ PCSDS District Management Division – North, South, Calamian PCSDS Website		
 Official Receipt of the chainsaw from the or Deed of Sale if the private registered of the chainsaw from the private registered of the chainsaw from the chainsaw	authorized dealer ought from the	PCSD-authorized chainsaw dealer		



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



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



	PCSD
6. Proof of Payment of Permit fee	PCSDS Cashier or Collecting Officer (Main Office)/
amounting to Php 560.00 (1	Money Remittance Center/ Landbank Electronic
photocopy of official receipt or	Payment Portal/ Gcash/Any other PCSD-Authorized
transaction receipt)	Online Payment Portals
7. Certificate of No Pending Case	PCSDS to Issue Automatically
Licensed Wood Processors	
1. Copy of the Certificate of Registration	Client
(1 original)	
2. Copy of Permit to Operate as wood	DENR
processor	
3. Copy of Wood Processing	Local Government Unit concerned
Establishment Permit or similar business	
permits	
4. Notarized Certification of legal source	DENR
of raw materials and proof of compliance	
with E.O.23 (proof of sustainable use of	
legally cut logs for a period of at least 5	
years)	
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/Any other PCSD-Authorized
	Online Payment Portals
7. Certificate of No Pending Case	PCSDS to Issue Automatically
	as but not limited to LGU, Protected Area insaws in some aspects of their functions
1. Certificate of Registration (1	Client
original)	
2. Certification from Head of Office or	Concerned Office
his/her authorized representative	
that chainsaws are	
owned/possessed by the office and	
used for legal purpose (specify) (1	
original)	
3. Stencil of serial number	PCSDS District Management Division – North,
4. Droof of Doumant of Danawal fac	South, Calamian
4. Proof of Payment of Renewal fee	PCSDS Cashier or Collecting Officer (Main Office)/
amounting to (1 photocopy of	Money Remittance Center/ Landbank Electronic
official receipt or transaction receipt)	Payment Portal/ Gcash Any other PCSD-Authorized Online Payment Portals
5. Certificate of No Pending Case	PCSDS to Issue Automatically
	by satisfactory proof that the possession and/or
use of chainsaws is for a legal pur	
	Client
Registration	
2. Affidavit that the chainsaw will be	Notary Public
used for personal and for a legal	-
purpose	



 Other legal documents showing the legality of purpose and permanent character of the use of chainsaw unit/s applied for 		Applicant/ DENR-CENRO/ Municipal Agriculture Office/ PCA			
4. Stencil of engine serial number		PCSDS District Management Division – North,			
5.Renewal fee (1 photocopy of official receipt or transaction receipt)		South, Calamian PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash Any other PCSD-Authorized Online Payment Portals			
6. Certificate of No Pe	ending Case		e Automatically		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Log-in at www.pcsdbrain.com and register/sign-in. Go to the dashboard and apply here: click Chainsaw Registration. Open application form, complete required fields and upload requirements and submit application	1.1 Check the completeness of the submitted application. If found appropriate and complete, receive the application. For deficient submissions, reject application and inform client of deficiency/ lacking information/ requirement	Application fee starts at 160.00 application fee to secure OR or proof of payment- see checklist of requirements	30 minutes	RESPONSIBLE Clearance and Permitting Section Head District Management Division (North, South, Calamian) District	
	1.2 Prepare and submit evaluation report for review and recommendation (for New Application only)	None	1 day		
	1.3 Review the evaluation report and recommend for approval (for New Application only)	None	1 day	District Manager District Management Division - DMD North/ South/Calamian	
2. Participate in the field evaluation (for renewal only)	2.1. Conduct field validation (for renewal only)	None	1 day	Clearance and Permitting Section Head District Management	
	2.2. Prepare evaluation report (for renewal only)	None	1 day	Division (North, South, Calamian) <i>District</i>	



	1		n	
	2.3. Review and recommend for approval the Certificate of Registration	None	1 day	District Manager District Management Division - DMD North/ South/Calamian
3. Check status of application online. If approved, fill up feedback form to print approved COR and conform with the terms and conditions.	3.1 Approve the application	None	2 days	Executive Director PCSD Main Office-Office of the Executive Director
	TOTAL:	Starts at PHP 160.00 Total fees to be paid depends upon the type of application.	7 days and 30 minutes	

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

103. Issuance of Permit to Sell

This service may be availed by person with valid PCSD Certificate of Registration who intends to sell or re-sell a chainsaw unit to a person who has a valid Permit to Purchase. In addition, chainsaw units sought to be sold by a PCSD authorized Manufacturer and Dealer that are legally possessed/used for purposes other than the business of manufacturing and dealership shall still secure Permit to Sell.

Office/Division:	District Management Division (DMD) North, South, Calamian			
	Office of the Executive Director			
Classification:	Complex			
Type of	G2C – Government to	Citizen		
Transaction:	G2B – Government to	Business		
Who may avail:	Chainsaw owner with v	alid PCSD Certificate of Registration		
Checklist OF F	REQUIREMENTS	WHERE TO SECURE		
1. Duly accomplished	Application Form (1	PCSD Main Office; District Management Divisior		
original)		 North, South, Calamian 		
PCSDS Website		PCSDS Website		
2. Certificate of Registration (1 original) Client		Client		
3. Payment fee (1 photocopy of official PCSDS Cashier or Collecting Officer (Main				
receipt or transaction receipt) Office)/ Money Remittance Center/ Landbank				
Permit to Sell Electronic Payment Portal/ Gcash/Any other				
PHP 100 PCSD-Authorized Online Payment Portals				



				1
- Certification of No Pending Case PHP 50				
- Legal Research Fund PHP 10				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
 Submit required documents to the PCSDS District Management Division concerned (North, South, Calamian) 	1.1 Receive, check for completeness and record documents	Application fee 160.00 application fee to secure OR or proof of payment- see checklist of requirements		Clearance and Permitting Section Head District Management
	1.2. Prepare evaluation report, Certificate of No Pending Case and Permit to Sell and forward to Division Head	None	1 day	Division (North, South, Calamian) <i>District</i>
	1.3. Recommend for approval	None	3 hours	District Manager District
	1.4 Forward the documents to OED	None	1 day	Management Division (North, South, Calamian)
	1.5. Approve the Permit to Sell	None	2 days	Executive Director
	1.6. Dry seal, record and release, notify and transmit to concerned DMDs	None	1 day	PCSDS Main Office-Office of the Executive Director
2. Proceed to the PCSD Main Office or concerned District Management Division (North, South, Calamian), fill up Client Satisfaction Form, Receive the Permit to Sell and conform with the terms and conditions	2.1 Explain the terms and conditions, record the Permit to Sell, release the Permit	None	30 minutes	Records PCSDS Main Office-Office of the Executive Director Clearance and Permitting Section Head District Management Division (North, South, Calamian) District



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	Division (DM	District Management Division (DMD) North, South, Calamian				
Classification:	Complex						
Type of Transaction:							
	G2B – Government t						
	G2G – Government	to Governmer	nt				
Who may avail:	 Person who does r use of chainsaw 	not have chai	nsaw but has valid	I purpose for the			
	Registered chains	aw owner who	o has valid purpos	e for the use of			
	the chainsaw not s						
Checklist OF R			WHERE TO SEC				
1. Certificate of R	egistration of the	Client					
	olied for Special Use						
Permit (1 photocopy							
2. If trees to be cut are	for commercial	Client/ Notary	y Public				
purposes, copy of th	ne draft contract,						
Memorandum of Ag							
Power of Attorney o	r any similar						
instrument showing	-						
between the tree ow							
chainsaw owner (wł	noever is the						
applicant) (1 photoc	opy)						
3. Proof that the use a		Permit to cut	from DENR/PCA/	OMA			
legal (1 photocopy)							
4. Payment fee (1 p	photocopy of official	PCSDS Cash	nier or Collecting C	Officer (Main			
receipt or transactio			ey Remittance Cer				
- Special Use Permit	1 /	,	yment Portal/ Gca				
PHP 300			rized Online Paym				
			··J ··				
- Certification of No Pe	ending Case						
PHP 50	5						
- Legal Research Fund	d						
PHP 10							
CLIENTS STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON			



		BE PAID	TIME	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	Application fee 360.00 application fee to secure OR or proof of payment- see checklist of requirements		Clearance and Permitting Section Head District Management Division (North, South, Calamian) District
2. Participate in the field evaluation (for renewal only)	2.1. Conduct field validation	None	1 day	Clearance and Permitting Section Head District
	2.2. Prepare evaluation report	None	1 day	Management Division (North,
	2.3. Review and recommend for approval the Special Use Permit	None	1 day	South, Calamian) District
3. Check status of application online. If approved, fill up feedback form to print approved SUP and conform with the terms and conditions.	3.1 Approve the application	None	2 days	District Manager District Management Division (North, South, Calamian) District
	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 Division (DMD) North, South, Calamian Office of the Executive Director					
Classification:	Complex					
Type of Transaction:	G2C – Government to	o Citizen				
	G2B – Government to	o Business				
	G2G – Government t	o Government				
Who may avail:	 Special Use Permittee with an expired / or near to expire permit (Sec 9.3 of PCSD Admin Order No. 7) 					
	Chainsaw owner who intends to transport the unit outside the					
	municipality of regis		•			
Checklist OF RE			HERE TO SEC	CURE		
 Duly accomplished A original) 		PCSD Main Offi Division - North, PCSDS Website	ce and Distric	t Management		
2. Certificate of Registr						
	Jse Permit (For Special Requesting party/ proponent/ applicant / PCS					
Use Permittee) (1 ph	· ·	District Management Division - North, South, Calamian				
4. Payment fee (1 p receipt or transaction		al PCSDS Cashier or Collecting Officer (Main Office)/ Money Remittance Center/ Landbank Electronic Payment Portal/ Gcash/Any other				
Transport Permit PHP 2	100	PCSD-Authorized Online Payment Portals				
Certification of No Pend	ling Case PHP 50					
Legal Research Fund I	PHP 10					
CLIENTS STEPS	AGENCY ACTION	FEES TO BE	PROCESSIN	PERSON		
		PAID	G TIME	RESPONSIBLE		
1. Log-in at www.pcsdbrain.com and register/sign-in.	and record	Application fee 160.00	30 minutes	Clearance and Permitting Section Head		
Go to the dashboard		application fee		District		
and apply here: click		to secure OR		Management		
Chainsaw Special		or proof of		Division (North,		
Use Permit and		payment- see		South, Calamian)		
open application		checklist of		District		
form and complete		requirements				
required fields and	1.2 Prepare	None	1 day			



upload requirements and submit application	evaluation report and forward to Division Head			
	2.1 Approve the application	None	2 days	District Manager District Management Division (North, South, Calamian) District
	TOTAL:	Php 160.00	3 days and 30 minutes	

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 Division (DMD) North, South, Calamian			
	Office of the Executive	Director		
Classification:	Complex			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Person who is engaged	l/intends to en	gage in the buy	ing and selling
	chainsaw units and/or t	heir spare par	ts.	
Checklist OF RI	EQUIREMENTS	v	VHERE TO SEC	URE
1. Duly accomplished Ap	oplication Form (1	PCSD Main C	Office and Distric	ct Management
original)		Division - Nor	th, South, Calami	an
		PCSDS Website		
2. Business operation pe	ermit (1 photocopy)	DTI and Local Government Unit (Mayor's		
		Permit)		
		PCSDS Cashier or Collecting Officer (Main		
or transaction receipt)		Office)/ Money Remittance Center/ Landbank		
- Dealership Permit		Electronic Payment Portal/ Gcash/Any other		
PHP 1,000		PCSD-Authorized Online Payment Portals		
- Certification of No Pending Case				
PHP 50				
- Legal Research Fund				
PHP 10				DEDOON
CLIENTS STEPS	AGENCY ACTION		PROCESSING	
		BE PAID	TIME	RESPONSIBLE



				PCSD	
1. Submit required documents to the PCSDS District Management Division concerned (North, South, Calamian)	1.1 Receive, check for completeness and record documents	Application fee 1060.00 application fee to secure OR or proof of payment- see checklist of requirements	30 minutes	Clearance and Permitting Section Head District Management Division (North, South, Calamian)	
	1.2 Prepare evaluation report, Certificate of No Pending Case and Dealership/Distribution Permit and forward to Division Head	None	1 day		
	1.3 Recommend for approval the Dealership/Distribution Permit	None	3 hours	<i>District Manager</i> District Management Division (North,	
	1.4 Forward the documents to OED	None	1 day	South, Calamian)	
	1.5 Approve the Dealership/Distribution Permit	None	2 days	Executive Director PCSDS Main	
	1.6 Dry seal, record and release, notify and transmit to concerned DMOs	None	1 day	Office-Office of the Executive Director	
2. Proceed to the PCSD Main Office or concerned District Management Office (North, South,	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	
Calamian), fill up Client Satisfaction Form, Receive the Dealership/ Distribution Permit and conform with				Clearance and Permitting Section Head District Management Division (North,	
the terms and conditions				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					

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 Division (DMD) North, South, Calamian			
	Office of the Execut	tive Director		
Classification:	Complex			
Type of	G2B – Government	to Business		
Transaction:				
Who may avail:	Person who intends to engage in the business of repairing chainsaw units			
Checklist OF RE	QUIREMENTS		WHERE TO S	ECURE
1. Duly accomplished (1 original)	Application Form		Office and Distric h, South, Calami	0
		PCSDS Webs	site	
2. Business operat photocopy)	tion permit (1	DTI and Loca	I Government L	Init (Mayor's Permit)
 3. Payment fee (1 pl receipt or transaction -Permit to Operate Se PHP 500 	on receipt)	Money Remit	tance Center/ La al/ Gcash/Any d	9 Officer (Main Office)/ andbank Electronic other PCSD-Authorized
-Certification of No Pe PHP 50	ending Case			
-Legal Research Fund PHP 10	ł			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents to the PCSDS District Management Office concerned (North, South, Calamian)	1.1 Receive, check for completeness and record documents	fee 560.00 application fee to secure OR or proof of payment- see checklist of requirements	30 minutes	Clearance and Permitting Section Head District Management Division (North, South, Calamian)
	1.2 Prepare evaluation report, Certificate of No Pending Case and Permit to Operate Service/Repair Shop and forward	None	1 day	



	to Division Head			
	1.3 Recommend for approval the Permit to Operate Service/ Repair Shop	None	3 hours	<i>District Manager</i> District Management Division- DMD North/
	1.4 Forward the documents to OED	None	1 day	South/Calamian
	1.5 Approve the Permit to Operate Service/ Repair Shop	None	2 days	Executive Director PCSDS Main Office-
	1.6 Dry seal, record and release, notify and transmit to concerned DMOs	None	1 day	Office of the Executive Director
2. Proceed to the PCSD Main Office or concerned District	2.1 Explain the terms and conditions, record the Permit to Operate	None	30 minutes	<i>Records</i> PCSDS Main Office- Office of the Executive Director
Management Division (North, South,	Service/Repair Shop, release the Permit			Clearance and Permitting Section Head
Calamian), fill up Client Satisfaction Form, Receive				District Management Division (North, South, Calamian)
the Permit to Operate Service/ Repair Shop and				
conform with the terms and conditions				
		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 Division (DMD) North, South, Calamian
	Office of the Executive Director



Classification:	Complex			PCSD
Type of	G2C – Government	to Citizon		
Transaction:	G2C – Government		-	
	G2G – Government			
Who may avail:	Owner of registered		liont	
Checklist OF RE			WHERE T	O SECURE
1. Letter of Intent		Client		
2. An affidavit (attesting to the fact of		Notary Pub	lic	
any change, alteration, defacement or detachment/removal of the metal seal				
from the chainsaw un				
thereof and the fact th				
without his (registered				
intervention)	,			
3. Temporary surrend	ler of chainsaw	Client		
unit				
4. Certificate of Regis	tration (1 original	Client		
copy)				
CLIENTS STEPS	AGENCY ACTION		PROCESSING	
		BE PAID	TIME	RESPONSIBLE
1. Submit	1.1 Receive, check	None	30 minutes	
requirements to	for completeness,			
the PCSDS	accept the			
District	chainsaw unit and			Clearance and Permitting
Management	record documents	News	4	Section Head
Division	1.2 Prepare report	None	1 days	District Management
concerned (North,	and transmittal for			Division (North, South,
South, Calamian)	the re-issuance of metal seal and			Calamian)
	forward to Division			
	Head			
	1.3 Recommend	None	3 hours	
	for re-issuance of	None	0 110013	District Manager
	metal seal			District Management
	1.4 Forward to	None	1 day	Division- DMD North/
	OED			South/Calamian
	1.5 Approves the	None	2 days	Executive Director
	request and		,	PCSDS Main Division-Office
	forwards to			of the Executive Director
	EZMED for Re-			
	issuance of metal			
	seal			
	1.6 Issue metal	None	30 minutes	Division Chief
	seal and mark the			PCSDS Main Office-ECAN
	COR and forward			Zones Management and
	to Central Registry			Enforcement Division
	1.7 Record and	None	1 day	
	release, notify and			
	transmit to			



	concerned DMDs			
2. Proceed to the	2.1 Attach the	None	30 minutes	
PCSD Main	metal seal, record			
Office or	the COR, and			
concerned	release both.			
District				Clearance and Permitting
Management				Section Head
Division (North,				District Management
South,				Division (North, South,
Calamian), fill up				Calamian)
Client				Calamian)
Satisfaction				
Form, receive the				
COR and				
chainsaw unit				
	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 the filled-out form to the designated drop-box of the process owner/ division/office concerned or return the filled- out form to the assigned staff per service. You may also send your filled-out form to our official email address: oed@pcsd.gov.ph			
How feedbacks are processed	All forms 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 contact details: Telephone No.: (048) 434 4235 Email Address: oed@pcsd.gov.ph			
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 complained position Incident Evidence For inquiries and follow-ups, clients may contact the following contact details: Telephone No.: (048) 434 4235 Email Address: oed@pcsd.gov.ph 			
How complaints are processed	The Information Desk Officer/PACD designated officer will immediately refer all feedbacks/ complaints to Divisions concerned for corrective			



P		
	action. Concerned division chief/s shall investigate and evaluate the received 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 contact details:	
	Telephone No.: (048) 434 4235 Email Address: oed@pcsd.gov.ph	
Contact Information		
Anti-Red Tape Authority (ARTA)	ARTA Email: <u>complaints@arta.gov.ph</u> or info@arta.gov.ph Telephone No.: 1-ARTA (12782) or (02) 8246-7940	
Presidential Complaint Center (PCC)	PCC Email Address: 8888complaint@op.gov.ph Telephone No.: 8888	
Contact Center ng Bayan (CCB)	CCB Email Address: email@contactcenterngbayan.gov.ph Mobile No.: 0908-881-6565 (SMS)	
Office of the Ombudsman (OMB)	OMB Email Address: <u>pab@ombudsman.gov.ph</u> Telephone No.: 5317-8300	



VII. List of Offices

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