



DEPARTMENT OF SCIENCE AND TECHNOLOGY  
**PHILIPPINE COUNCIL FOR INDUSTRY,  
ENERGY AND EMERGING TECHNOLOGY  
RESEARCH AND DEVELOPMENT (PCIEERD)**

**CITIZEN'S CHARTER**  
2019 (1<sup>st</sup> Edition)



DEPARTMENT OF SCIENCE AND TECHNOLOGY  
**PHILIPPINE COUNCIL FOR INDUSTRY,  
ENERGY AND EMERGING TECHNOLOGY  
RESEARCH AND DEVELOPMENT (DOST-  
PCIEERD)**

**CITIZEN'S CHARTER**  
2019 (1<sup>st</sup> Edition)



## **I. Mandate**

DOST-PCIEERD is tasked to perform the following functions for the development of national competence in research and development strategic areas of industry, energy and emerging technology sectors in the country:

- Formulate national policies, plans, programs and strategies.
- Program and allocate government and other external funds for research and development in industry, energy and emerging technologies.
- Provide mechanism of assessment, evaluation and monitoring of programs and updating of national R&D plans.
- Develop and implement resource generating strategies to support the programs for the sectors.
- Support the development of institutions and R&D human resource pool.
- Establish, develop and maintain local and international technical cooperation linkages.
- Develop and implement programs for the optimal utilization, transfer and commercialization of technologies and other research outputs.
- Establish, develop and maintain an effective system for the acquisition and dissemination of research information.

## **II. Vision**

A recognized leader and preferred partner in Science, Technology, and Innovation on industry, energy, and emerging technologies contributing to the nation's productivity and competitiveness.

## **III. Mission**

Provide strategic leadership in enabling innovations in industry, energy, and emerging technology sectors.

## **IV. Service Pledge**

We, the officials and employees of DOST-PCIEERD, do hereby pledge to commit to:

- comply with statutory and regulatory requirements pertaining to the ease of doing business and efficient delivery of government service;
- serve clients promptly with utmost courtesy including those with special needs such as physical disability, pregnant women, and senior citizens; and
- provide public with 24/7 access to information on our programs, activities and services through our website: [www. http://pcieerd.dost.gov.ph/](http://pcieerd.dost.gov.ph/).



## V. List of Services

<b>External Services</b> .....	5
<b>Research and Development Division</b> .....	5
Support to research and development (R&D) .....	6
<b>Research Information and Technology Transfer Division</b> .....	11
Support to technology transfer and commercialization.....	12
<b>Human Resource and Institution Development Division</b> .....	17
Human resource development.....	18
Visiting expert program.....	18
Faculty immersion for research and development (R&D).....	21
Research attachment.....	24
Attendance in conferences, seminars, trainings, fora and workshops .....	27
Support for conduct of seminars, conferences and trainings.....	30
Institution development (ID).....	33
<b>Finance and Administrative Division</b> .....	37
Processing of application for available positions.....	38
Processing of bid proposal .....	40
Public bidding of goods and services.....	40
Public bidding of consulting services .....	43
Negotiated procurement through agency to agency agreement.....	46
Alternative mode of procurement through shopping.....	48
<b>Internal Services</b> .....	50
<b>Finance and Administrative Division</b> .....	50
Processing of application for Non-Degree Programs (Training, Seminar, Conference, Convention, etc.) .....	51
Processing of application for PCIEERD Degree Programs (Undergraduate and Graduate Studies) .....	54
Processing of hiring request .....	57
Processing of purchase request .....	59
Public bidding of goods and services.....	59
Public bidding of consulting services .....	63
Negotiated procurement through agency to agency agreement.....	67
Alternative mode of procurement through shopping.....	70
Processing of payment request .....	72
<b>Policy Coordination and Monitoring Division</b> .....	77
Processing of IT support request.....	78
Printer problem and network support.....	78
Software Enhancement, System Features and Software Development .....	82
<b>Feedback Mechanism</b> .....	84
Feedback and Complaints .....	85





**External Services  
Research and Development Division**



## Support to research and development (R&D)

The Research and Development (R&D) Support Program provides financial support to research projects consistent with the priorities identified in the national research agenda for industry, energy, and emerging technology sectors. Research grants may be availed of by government research and academic institutions as well as companies. The process has three (3) stages namely: (1) Call for Proposal, Receiving, Recording and Evaluation of Project Proposal; (2) Preparation and Signing of Memorandum of Agreement (MOA); and Preparation, Processing and Releasing of Project Fund. It starts upon the conduct of evaluation of project proposal.

Divisions Involved	Records Section, Finance and Administrative Division (FAD) Emerging Technology Development Division (ETDD) Industrial Technology Development Division Energy, Utilities & System Technology Development Division (EUSTDD) Policy Coordination and Monitoring Division (PCMD) Information Group (IG)		
Classification	Highly Technical		
Type of Transaction	Government to Business (G2B) Government to Government (G2G)		
Who may avail?	PCIEERD Clients also known as Proponent or Implementing Agency such as government research and academic institutions as well as companies		
Availability of Service	Business working day from Monday to Friday, except regular and non-working holidays or declared work suspension 8:00AM - 5:00PM, No Noonbreak		
Fees to be Paid	None		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Detailed Program Proposal using 2019 Revised DOST-GIA Form 2A or Detailed R&amp;D Project Proposal using 2019 Revised DOST-GIA Form 2B or Detailed Non-R&amp;D Project Proposal using 2019 Revised DOST-GIA Form 3;</li> <li>Project Line-Item-Budget using 2019 Revised DOST-GIA Form A;</li> <li>Project Workplan using 2019 Revised DOST-GIA Form B;</li> <li>Endorsement letter from the head of agency; and</li> <li>Curriculum Vitae of Program / Project Leader</li> </ul>		PCIEERD Website: <a href="http://pcieerd.dost.gov.ph/library/e-forms/call-for-proposal-forms">http://pcieerd.dost.gov.ph/library/e-forms/call-for-proposal-forms</a>  PCIEERD Online Project Proposal (eProposal) Submission Facility: <a href="http://apps.pcieerd.dost.gov.ph/eProposals/">http://apps.pcieerd.dost.gov.ph/eProposals/</a>	
<b>CLIENT'S ACTION</b>	<b>PCIEERD'S ACTION</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Stage 1. Call for Proposal, Receiving, Recording and Evaluation of Project Proposal			
Call for Proposal, Receiving and Recording of Project Proposal			
1. Visit PCIEERD website or follow PCIEERD social media channel or	Post call for proposal in the PCIEERD website or PCIEERD social media channel	None	PCMD and IG Personnel



Call or visit PCIEERD	Provide details about the call for proposal		Concerned Personnel
2. Submit project proposal through Online Project Proposal (eProposal) Submission Facility. A system-generated acknowledgment receipt is provided in the facility.	<p>Access eProposal Submission Facility; print email and first page of the proposal; record in the TRACE; and forward to PCMD for screening.</p> <p>Screen proposal, record details in the PMIS and forward to concerned division</p>		<p>Records Officer</p> <p>PCMD Division Chief and Secretary</p>
<b>Evaluation of Project Proposal</b>			
<b>Division Level</b>			
3. Receive notice of status/result of evaluation of proposal	<p>Conduct eligibility check on the project proposal</p> <ul style="list-style-type: none"> <li>If eligible, proceed to PCIEERD Management Team (PMT) deliberation</li> <li>If not eligible, disapprove proposal</li> </ul> <p>Inform Client on the status/result of evaluation of proposal</p>	4 WDs	Concerned Project Manager and Division Chief
<b>PCIEERD Management Team Level</b>			
4. Receive notice of status/result of evaluation of proposal	<p>Conduct deliberation of the project proposal</p> <ul style="list-style-type: none"> <li>If qualified, proceed to Technical Panel Evaluation</li> <li>If not qualified, disapprove proposal</li> </ul> <p>Inform Client on the status/result of evaluation of proposal.</p>	5 WDs	Concerned Project Manager and Division Chief, PCIEERD Management Team
<b>Technical Panel Level</b>			
	<p>Conduct evaluation of proposal</p> <ul style="list-style-type: none"> <li>If recommended, proceed to Governing Council (GC) deliberation</li> <li>If recommended with minor revision, notify Client on the necessary revision</li> </ul>	10 WDs	Concerned Project Manager and Division Chief, Concerned PCMD Personnel, TP Experts





<p>5. Receive notice of status of evaluation of proposal</p> <p>6. Submit revised proposal, if applicable</p>	<ul style="list-style-type: none"> <li>If not recommended, disapprove proposal</li> </ul> <p>Inform Client on the status/result of evaluation of proposal.</p> <p>Accept, acknowledge and check response against necessary revision</p>	<p>Client to submit revised proposal within 7 WDs. Failure to submit said revised proposal in the prescribed time will result to disapproval</p>	
<p><b>Governing Council Level</b></p>			
<p>7. Receive notice of status/result of evaluation of proposal</p>	<p>Conduct deliberation project proposal</p> <ul style="list-style-type: none"> <li>If approved under PCIEERD GIA, proceed to Stage 2. Preparation and Signing of Memorandum of Agreement (MOA)</li> <li>If approved under DOST GIA, endorse said proposal to Office of Undersecretary for R&amp;D through Special Projects Division (SPD) for DOST-EXECOM deliberation</li> <li>If disapproved, notify Client that the project proposal is not considered for funding</li> </ul> <p>Inform Client on the status of evaluation of proposal.</p>	<p>7 WDs</p>	<p>Concerned Project Manager and Division Chief, Deputy Executive Director, Executive Director, Governing Council</p>
<p><b>DOST Executive Committee Level</b></p>			
	<p>Conduct deliberation of project proposal</p> <ul style="list-style-type: none"> <li>If approved, notify Client that the</li> </ul>	<p>7 WDs</p>	<p>Concerned Project Manager and Division Chief, Executive Director, DOST-EXECOM</p>



8. Receive notice of status/result of evaluation of proposal	<p>proposal is considered for funding</p> <p>The SPD prepares MOA while PCIEERD facilitates signing with its Clients</p> <ul style="list-style-type: none"> <li>If disapproved, notify Client that the project proposal is not considered for funding.</li> </ul>		
<b>TOTAL</b>		<b>40WDs</b>	
<b>Stage 2. Preparation and Signing of Memorandum of Agreement (MOA)</b>			
9. Receive MOA and affix the signature of the Project Leader as witness and the head of institution. Return signed MOA to PCIEERD	<p>Prepare MOA with complete attachments and send to Client for signature.</p>	<p>5 WDs</p> <p>20 WDs Waiting time to return signed MOA to PCIEERD</p>	<p>Concerned Project Manager, Records Personnel</p> <p>Concerned Project Manager, Records Personnel</p>
10. Receive notarized MOA	<p>Receive signed MOA and affix the signature of concerned Division Chief as witness and the Executive Director.</p> <p>Facilitate notarization and send notarized MOA to Client</p>	<p>13 WDs</p> <p>2 WD</p>	<p>Concerned Project Manager and Division Chief, Deputy Executive Director, Executive Director, Records Personnel</p> <p>Concerned Project Manager, Records Personnel</p>
<b>TOTAL</b>		<b>40 WDs</b>	
<b>Stage 3. Preparation, Processing and Releasing of Project Fund</b>			
	<p>Prepare documents and input details of transaction in the eVoucher Information System</p>	<p>0.5 WD</p>	<p>Concerned Project Manager</p>



11. Receive notice of release of project fund	Print request for payment, facilitate signing and forward to Accounting Section, FAD for processing	0.5 WD	
	Process transaction until the project fund is deposited in the account of the Implementing Agency	5 WDs	Accounting Personnel
	Notify Project Manager if payment has been deposited in the account of Implementing Agency	1 WD	Cashier
	Prepare notice of release of project fund and send to Implementing Agency	1 WD	Concerned PM
TOTAL		8 WDs	



**External Services**  
**Research Information and Technology Transfer Division**



## Support to technology transfer and commercialization

The program provides support for accelerating transfer and commercialization of technologies generated from PCIEERD/DOST supported projects and/or developed network institutions, partners and/or stakeholders. The process has three (3) stages namely: (1) Receiving, Recording and Evaluation of Project Proposal; (2) Preparation and Signing of Memorandum of Agreement (MOA); and Preparation, Processing and Releasing of Project Fund. It starts upon the conduct of evaluation of project proposal

Divisions Involved	Records Section, Finance and Administrative Division (FAD) Research Information and Technology Transfer Division (RITTD)		
Classification	Highly Technical		
Type of Transaction	Government to Business (G2B) Government to Government (G2G)		
Who may avail?	PCIEERD Clients also known as Proponent or Implementing Agency such as network institutions, partners and/or stakeholders		
Availability of Service	Business working day from Monday to Friday, except regular and non-working holidays or declared work suspension 8:00AM - 5:00PM, No Noonbreak		
Fees to be Paid	None		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Detailed Program Proposal using 2019 Revised DOST-GIA Form 2A or Detailed R&amp;D Project Proposal using 2019 Revised DOST-GIA Form 2B or Detailed Non-R&amp;D Project Proposal using 2019 Revised DOST-GIA Form 3;</li> <li>Project Line-Item-Budget using 2019 Revised DOST-GIA Form A;</li> <li>Project Workplan using 2019 Revised DOST-GIA Form B;</li> <li>Endorsement letter from the head of agency; and</li> <li>Curriculum Vitae of Program / Project Leader</li> </ul>		PCIEERD Website: <a href="http://pcieerd.dost.gov.ph/library/e-forms/call-for-proposal-forms">http://pcieerd.dost.gov.ph/library/e-forms/call-for-proposal-forms</a>	
<b>CLIENT'S ACTION</b>	<b>PCIEERD'S ACTION</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Stage 1. Receiving, Recording and Evaluation of Project Proposal			
Receiving and Recording of Project Proposal			
1. Submit project proposal through Online Project Proposal (eProposal) Submission Facility. A system-generated acknowledgment receipt is provided in the facility.	Access eProposal Submission Facility; print email and first page of the proposal; record in the TRACE; and forward to PCMD for screening.  Screen proposal, record details in the PMIS and forward to concerned division	4 WDs	Records Officer  PCMD Division Chief and Secretary
Evaluation of Project Proposal			
Division Level			



<p>4. Receive notice of status/result of evaluation of proposal</p>	<p>Conduct eligibility check on the project proposal</p> <ul style="list-style-type: none"> <li>• If eligible, proceed to PCIEERD Management Team (PMT) deliberation</li> <li>• If not eligible, disapprove proposal</li> </ul> <p>Inform Client on the status/result of evaluation of proposal</p>		<p>Concerned Project, Manager and Division Chief</p>
<p>PCIEERD Management Team Level</p>			
<p>8. Receive notice of status/result of evaluation of proposal</p>	<p>Conduct deliberation of the project proposal</p> <ul style="list-style-type: none"> <li>• If qualified, proceed to Technical Panel Evaluation</li> <li>• If not qualified, disapprove proposal</li> </ul> <p>Inform Client on the status/result of evaluation of proposal.</p>	<p>5 WDs</p>	<p>Concerned Project, Manager and Division Chief, PCIEERD Management Team</p>
<p>Technical Panel Level</p>			
<p>9. Receive notice of status of evaluation of proposal</p> <p>10. Submit revised proposal, if applicable</p>	<p>Conduct evaluation of proposal</p> <ul style="list-style-type: none"> <li>• If recommended, proceed to Governing Council (GC) deliberation</li> <li>• If recommended with minor revision, notify Client on the necessary revision</li> <li>• If not recommended, disapprove proposal</li> </ul> <p>Inform Client on the status/result of evaluation of proposal.</p> <p>Accept, acknowledge and check response against necessary revision</p>	<p>10 WDs</p> <p>Client to submit revised proposal in 7 WDs. Failure to submit said revised proposal in the prescribed</p>	<p>Concerned Project Manager and Division Chief, Concerned PCMD Personnel, TP Experts</p>



		time will result to disapproval	
<b>Governing Council Level</b>			
11. Receive notice of status/result of evaluation of proposal	<p>Conduct deliberation project proposal</p> <ul style="list-style-type: none"> <li>If approved under PCIEERD GIA, proceed to Stage 2. Preparation and Signing of Memorandum of Agreement (MOA)</li> <li>If approved under DOST GIA, endorse said proposal to Office of Undersecretary for R&amp;D through Special Projects Division (SPD) for DOST-EXECOM deliberation</li> <li>If disapproved, notify Client that the project proposal is not considered for funding</li> </ul> <p>Inform Client on the status of evaluation of proposal.</p>	7 WDs	Concerned Project Manager and Division Chief, Deputy Executive Director, Executive Director, Governing Council
<b>DOST Executive Committee Level</b>			
12. Receive notice of status/result of evaluation of proposal	<p>Conduct deliberation of project proposal</p> <ul style="list-style-type: none"> <li>If approved, notify Client that the proposal is considered for funding</li> </ul> <p>SPD prepares MOA while PCIEERD facilitates signing with its Clients</p> <ul style="list-style-type: none"> <li>If disapproved, notify Client that the project proposal is not considered for funding.</li> </ul>	7 WDs	Concerned Project Manager and Division Chief, Executive Director, DOST-EXECOM



TOTAL		40WDs	
<b>Stage 2. Preparation and Signing of Memorandum of Agreement (MOA)</b>			
13. Receive MOA and affix the signature of the Project Leader as witness and the head of institution. Return signed MOA to PCIEERD	Prepare MOA with complete attachments and send to Client for signature.	5 WDs	Concerned Project Manager, Records Personnel
		20 WDs Waiting time to return signed MOA to PCIEERD	Concerned Project Manager, Records Personnel
	Receive signed MOA and affix the signature of concerned Division Chief as witness and the Executive Director.	13 WDs	Concerned Project Manager and Division Chief, Deputy Executive Director, Executive Director, Records Personnel
14. Receive notarized MOA	Facilitate notarization and send notarized MOA to Client	2 WD	Concerned Project Manager, Records Personnel
TOTAL		40 WDs	
<b>Stage 3. Preparation, Processing and Releasing of Project Fund</b>			
	Prepare documents and input details of transaction in the eVoucher Information System	0.5 WD	Concerned Project Manager
	Print request for payment, facilitate signing and forward to Accounting Section, FAD for processing	0.5 WD	
	Process transaction until the project fund is deposited in the account of the Implementing Agency	5 WDs	Accounting Personnel
	Notify Project Manager if payment has been deposited in the account of Implementing Agency	1 WD	Cashier
	Prepare notice of release of project fund	1 WD	Concerned PM





15. Receive notice of release of project fund	and send to Implementing Agency		
TOTAL		8 WDs	



**External Services**  
**Human Resource and Institution Development Division**



## Human resource development

To encourage Filipino researchers to be more productive researchers by providing support for disseminating their research outputs in the industry, energy and emerging technology sectors in local and international conferences, and similar events.

### Visiting expert program

The program is open to institutions needing faculty/experts from another institution which possesses the required expertise. The field of expertise of the visiting professor/expert should fall within the PCIEERD sectoral priority areas / HRDA and must not be available in the requesting institution. The program may also be extended to foreign visiting professors/experts in meritorious cases where the expertise is not available locally. The program can be conducted for a minimum of two (2) weeks to a maximum of one (1) term.

Application should be received at least two (2) months before the activity. Result of evaluation should be released one (1) month before the activity regardless of date of receipt of application.

Divisions Involved	Records Section, Finance and Administrative Division (FAD) Human Resource and Institution Development Division (HRIDD)		
Classification	Highly Technical		
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B) Government to Government (G2G)		
Who may avail?	PCIEERD Partners also known as Proponent or Implementing Agency such as Private and Public Institutions		
Availability of Service	Business working day from Monday to Friday, except regular and non-working holidays or declared work suspension 8:00AM - 5:00PM, No Noonbreak		
Fees to be Paid	None		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Letter of request (with complete documentary requirements)</li> <li>Application form</li> <li>Curriculum vitae (CV) of the visiting expert</li> <li>Endorsement from the key official of the institution</li> <li>Scheduled Plan of activities</li> <li>Terms of reference (TOR)</li> <li>Budget requirements</li> </ul>		PCIEERD website: <a href="http://pcieerd.dost.gov.ph/supported-programs-projects/strategic-thrusts-and-programs/239-human-resource-development-2#i-visiting-expert-program">http://pcieerd.dost.gov.ph/supported-programs-projects/strategic-thrusts-and-programs/239-human-resource-development-2#i-visiting-expert-program</a>	
<b>CLIENT'S ACTION</b>	<b>PCIEERD'S ACTION</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Stage 1. Receiving, Recording and Evaluation of Application			
Receiving and Recording of Application			
1. Submit application	Receive and record application in the TRACE. Forward application to HRIDD for evaluation	1 WD	Records Officer and HRIDD Secretary



	Prepare acknowledgement letter and send to the Applicant	1 WD	Concerned Project Manager
<b>Checking Eligibility of Application</b>			
1. Receive notice of initial evaluation	<p>Conduct eligibility check on the application</p> <ul style="list-style-type: none"> <li>• If qualified, proceed to evaluation.</li> <li>• If qualified with incomplete requirements, notify applicant on the lacking requirements.</li> <li>• If not qualified application, notify applicant on disapproval</li> </ul>	2 WDs	Concerned Project Manager
2. Submit lacking documents	Accept and acknowledge documents. If complete, proceed to evaluation	5 WDs Waiting time to submit lacking documents	
<b>Evaluation of Application</b>			
3. Receive notice of evaluation	<p>Conduct evaluation of application</p> <ul style="list-style-type: none"> <li>• If recommended, proceed to preparation of Approval Documents and Signing of Contract of Award</li> <li>• If not recommended, notify Applicant of disapproval</li> </ul>	2 WDs	Concerned Project Manager
<b>Stage 2. Preparation of Approval Documents and Signing of Contract of Award</b>			
4. Receive approval documents, affix signature and return signed Contract of Award	<p>Prepare approval letter with LIB and Contract of Award and send to Applicant for signature</p>	5 WDs	Concerned Project Manager
	Receive signed Contract of Award, facilitate signing and notarization. Provide copy of notarized Contract of Award to grantee	5 WDs Waiting time to return the signed Contract of Award	
		3 WDs	



5. Receive signed notarized Contract of Award			
Orientation of Grantee			
6. Receive notice and attend orientation	Schedule orientation and notify Grantee	1 WD  3 WDs Waiting timer until the day of orientation	
Stage 3. Preparation, Processing and Releasing of Project Fund			
16. Receive notice of release of project fund	Prepare documents and input details of transaction in the eVoucher Information System	0.5 WD	Concerned Project Manager
	Print request for payment, facilitate signing and forward to Accounting Section, FAD for processing	0.5 WD	
	Process transaction until the project fund is deposited in the account of the Implementing Agency	5 WDs	Accounting Personnel
	Notify Project Manager if payment has been deposited in the account of Implementing Agency	1 WD	Cashier
	Prepare notice of release of project fund and send to Implementing Agency	1 WD	Concerned PM
TOTAL		36 WDs	



## Faculty immersion for research and development (R&D)

The program is open to faculty who wish to gain research experience by engaging in a research activity under a mentor in a PCIEERD delivering institution or recognized industry/organization. The research area must be within the PCIEERD sectoral priority areas / HRDA. The research may be conducted for at least two months to a maximum of one year.

Application should be received at least two (2) months before the activity. Result of evaluation should be released one (1) month before the activity regardless of date of receipt of application.

Divisions Involved	Records Section, Finance and Administrative Division (FAD) Human Resource and Institution Development Division (HRIDD)		
Classification	Highly Technical		
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B) Government to Government (G2G)		
Who may avail?	PCIEERD Clients also known as Proponent or Implementing Agency such as Private and Public Institutions		
Availability of Service	Business working day from Monday to Friday, except regular and non-working holidays or declared work suspension 8:00AM - 5:00PM, No Noonbreak		
Fees to be Paid	None		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Letter of request (with complete documentary requirements)</li> <li>Application form</li> <li>Curriculum vitae (CV)</li> <li>Endorsement from sending institution guaranteeing to employ the grantee 6 - 12 months (depending on the required return service) after the end of the activity to serve the service obligation</li> <li>Detailed research proposal with description of proposed scope of work including plan of activities</li> <li>Acceptance from the host institution (at least Department Chair or equivalent)</li> <li>Budgetary requirements certified by the mentor</li> </ul>		PCIEERD website: <a href="http://pcieerd.dost.gov.ph/supported-programs-projects/strategic-thrusts-and-programs/239-human-resource-development-2#application-requirements">http://pcieerd.dost.gov.ph/supported-programs-projects/strategic-thrusts-and-programs/239-human-resource-development-2#application-requirements</a>	
<b>CLIENT'S ACTION</b>	<b>PCIEERD'S ACTION</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Stage 1. Receiving, Recording and Evaluation of Application			
Receiving and Recording of Application			
1. Submit application	Receive and record application in the TRACE. Forward application to HRIDD for evaluation	1 WD	Records Officer and HRIDD Secretary
	Prepare acknowledgement letter and send to the Applicant	1 WD	Concerned Project Manager



Checking Eligibility of Application			
2. Receive notice of initial evaluation	Conduct eligibility check on the application <ul style="list-style-type: none"> <li>• If qualified, proceed to evaluation.</li> <li>• If qualified with incomplete requirements, notify applicant on the lacking requirements.</li> <li>• If not qualified application, notify applicant on disapproval</li> </ul>	2 WDs	Concerned Project Manager
3. Submit lacking documents	Accept and acknowledge documents. If complete, proceed to evaluation	5 WDs Waiting time to submit lacking documents	
Evaluation of Application			
4. Receive notice of evaluation	Conduct evaluation of application <ul style="list-style-type: none"> <li>• If recommended, proceed to preparation of Approval Documents and Signing of Contract of Award</li> <li>• If not recommended, notify Applicant that the application is not considered for funding</li> </ul>	2 WDs	Concerned Project Manager
Stage 2. Preparation of Approval Documents and Signing of Contract of Award			
5. Receive approval documents, affix signature and return signed Contract of Award	Prepare approval letter with LIB and Contract of Award and send to Applicant for signature  Receive signed Contract of Award, facilitate signing and notarization. Provide copy of notarized Contract of Award to grantee	5 WDs  5 WDs Waiting time to return the signed Contract of Award  3 WDs	Concerned Project Manager



6. Receive signed notarized Contract of Award			
Orientation of Grantee			
7. Receive notice and attend orientation	Schedule orientation and notify Grantee	1 WD  3 WDs Waiting timer until the day of orientation	Concerned Project Manager
Stage 3. Preparation, Processing and Releasing of Project Fund			
8. Receive notice of release of project fund	Prepare documents and input details of transaction in the eVoucher Information System	0.5 WD	Concerned Project Manager
	Print request for payment, facilitate signing and forward to Accounting Section, FAD for processing	0.5 WD	
	Process transaction until the project fund is deposited in the account of the Implementing Agency	5 WDs	Accounting Personnel
	Notify Project Manager if payment has been deposited in the account of Implementing Agency	1 WD	Cashier
	Prepare notice of release of project fund and send to Implementing Agency	1 WD	Concerned PM
TOTAL		36 WDs	





## Research attachment

This component is open to MS and PhD students, researchers and project staff of a PCIEERD- or DOST-funded project, in the science and engineering sectors, who need to conduct their research in a host institution, including foreign universities and research institutions to avail of the host institution's facilities and research expertise. The foreign host institution may be identified by PCIEERD or the grantee, and in the latter case, should be acceptable to PCIEERD. The research work must be aligned with the PCIEERD sectoral priority areas / HRDA. The duration of the research attachment must be for a minimum of 3 months to a maximum of 1 year.

Application should be received at least two (2) months before the activity. Result of evaluation should be released one (1) month before the activity regardless of date of receipt of application

Divisions Involved	Records Section, Finance and Administrative Division (FAD) Human Resource and Institution Development Division (HRIDD)		
Classification	Highly Technical		
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B) Government to Government (G2G)		
Who may avail?	PCIEERD Clients also known as Proponent or Implementing Agency such as Researchers, Scientists and Engineers (RSEs) and Private and Public Institutions		
Availability of Service	Business working day from Monday to Friday, except regular and non-working holidays or declared work suspension 8:00AM - 5:00PM, No Noonbreak		
Fees to be Paid	None		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Letter of request</li> <li>• Application form</li> <li>• Curriculum vitae (CV)</li> <li>• Endorsement from sending institution (at least Dean or equivalent) guaranteeing to employ the grantee from 6 months to 2 years (depending on the required return service) after the end of the activity to serve the service obligation</li> <li>• Detailed research proposal with plan of activities</li> <li>• Acceptance from host institution (at least Dean or equivalent)</li> <li>• Budget requirement, as quoted/certified by the host researcher</li> </ul>		PCIEERD website: <a href="http://pcieerd.dost.gov.ph/supported-programs-projects/strategic-thrusts-and-programs/239-human-resource-development-2#application-requirements-2">http://pcieerd.dost.gov.ph/supported-programs-projects/strategic-thrusts-and-programs/239-human-resource-development-2#application-requirements-2</a>	
<b>CLIENT'S ACTION</b>	<b>PCIEERD'S ACTION</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Stage 1. Receiving, Recording and Evaluation of Application			
Receiving and Recording of Application			
1. Submit application	Receive and record application in the TRACE. Forward application to HRIDD for evaluation	1 WD	Records Officer and HRIDD Secretary



	Prepare acknowledgement letter and send to the Applicant	1 WD	Concerned Project Manager
<b>Checking Eligibility of Application</b>			
	Conduct eligibility check on the application <ul style="list-style-type: none"> <li>If qualified, proceed to evaluation.</li> <li>If qualified with incomplete requirements, notify applicant on the lacking requirements.</li> <li>If not qualified application, notify Applicant that the application is not considered for funding</li> </ul>	2 WDs	Concerned Project Manager
2. Receive notice of initial evaluation			
3. Submit lacking documents	Accept and acknowledge documents. If complete, proceed to evaluation	5 WDs Waiting time to submit lacking documents	
<b>Evaluation of Application</b>			
4. Receive notice of evaluation	Conduct evaluation of application <ul style="list-style-type: none"> <li>If recommended, proceed to preparation of Approval Documents and Signing of Contract of Award</li> <li>If not recommended, notify Applicant that the application is not considered for funding</li> </ul>	2 WDs	Concerned Project Manager
<b>Stage 2. Preparation of Approval Documents and Signing of Contract of Award</b>			
	Prepare approval letter with LIB and Contract of Award and send to Applicant for signature	5 WDs	Concerned Project Manager
5. Receive approval documents, affix signature and return signed Contract of Award		5 WDs Waiting time to return the signed Contract of Award	
	Receive signed Contract of Award, facilitate signing and notarization.	3 WDs	



6. Receive signed notarized Contract of Award	Provide copy of notarized Contract of Award to grantee		
Orientation of Grantee			
7. Receive notice and attend orientation	Schedule orientation and notify Grantee	1 WD 3 WDs Waiting timer until the day of orientation	Concerned Project Manager
Stage 3. Preparation, Processing and Releasing of Project Fund			
8. Receive notice of release of project fund	Prepare documents and input details of transaction in the eVoucher Information System	0.5 WD	Concerned Project Manager
	Print request for payment, facilitate signing and forward to Accounting Section, FAD for processing	0.5 WD	
	Process transaction until the project fund is deposited in the account of the Implementing Agency	5 WDs	Accounting Personnel
	Notify Project Manager if payment has been deposited in the account of Implementing Agency	1 WD	Cashier
	Prepare notice of release of project fund and send to Implementing Agency	1 WD	Concerned PM
TOTAL		36 WDs	



Attendance in conferences, seminars, trainings, fora and workshops

This component covers support to researchers, faculty and other S&T personnel of academic and research institutions for presentation of research results in referred scientific/technical conferences, fora, seminars, workshops, and trainings, etc. The program is aimed at seeking recognition for Filipino researchers; soliciting peer review; developing professional growth; and acquiring specialized skills and new knowledge in support of the HRDA and the PCIEERD sectoral priority areas.

Divisions Involved	Records Section, Finance and Administrative Division (FAD) Human Resource and Institution Development Division (HRIDD)		
Classification	Highly Technical		
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B) Government to Government (G2G)		
Who may avail?	PCIEERD Clients also known as Proponent or Implementing Agency such as Researchers, Scientists and Engineers (RSEs) and Private and Public Institutions		
Availability of Service	Business working day from Monday to Friday, except regular and non-working holidays or declared work suspension 8:00AM - 5:00PM, No Noonbreak		
Fees to be Paid	None		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Letter of request</li> <li>• Application form</li> <li>• Curriculum vitae (CV)</li> <li>• Endorsement from sending institution</li> <li>• Formal acceptance and/or invitation from the host institution (at least Department Chair) or the organizer as the case may be</li> <li>• Full paper subject to quality review of technical division (for both paper and poster presentations) and e-copy of poster (for poster presentations)</li> <li>• Copy of conference / seminar / trainings / workshops program</li> <li>• Budget requirements /line-item-budget (LIB)</li> </ul>		PCIEERD website: <a href="http://pcieerd.dost.gov.ph/supported-programs-projects/strategic-thrusts-and-programs/239-human-resource-development-2#iv-attendance-in-conferences-seminars-trainings-fora-workshops">http://pcieerd.dost.gov.ph/supported-programs-projects/strategic-thrusts-and-programs/239-human-resource-development-2#iv-attendance-in-conferences-seminars-trainings-fora-workshops</a>	
<b>CLIENT'S ACTION</b>	<b>PCIEERD'S ACTION</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Stage 1. Receiving, Recording and Evaluation of Application			
Receiving and Recording of Application			
1. Submit application	Receive and record application in the TRACE. Forward application to HRIDD for evaluation	1 WD	Records Officer and HRIDD Secretary
	Prepare acknowledgement letter and send to the Applicant	1 WD	Concerned Project Manager
Checking Eligibility of Application			
	Conduct eligibility check on the application	2 WDs	Concerned Project Manager



<p>2. Receive notice of initial evaluation</p> <p>3. Submit lacking documents</p>	<ul style="list-style-type: none"> <li>• If qualified, proceed to evaluation.</li> <li>• If qualified with incomplete requirements, notify applicant on the lacking requirements.</li> <li>• If not qualified application, notify Applicant that the application is not considered for funding</li> </ul> <p>Accept and acknowledge documents. If complete, proceed to evaluation</p>	<p>5 WDs Waiting time to submit lacking documents</p>	
<p><b>Evaluation of Application</b></p>			
<p>4. Receive notice of evaluation</p>	<p>Conduct evaluation of application</p> <ul style="list-style-type: none"> <li>• If recommended, proceed to preparation of Approval Documents and Signing of Contract of Award</li> <li>• If not recommended, notify Applicant that the application is not considered for funding</li> </ul>	<p>2 WDs</p>	<p>Concerned Project Manager</p>
<p><b>Stage 2. Preparation of Approval Documents and Signing of Contract of Award</b></p>			
<p>5. Receive approval documents, affix signature and return signed Contract of Award</p>	<p>Prepare approval letter with LIB and Contract of Award and send to Applicant for signature</p>	<p>5 WDs</p> <p>5 WDs Waiting time to return the signed Contract of Award</p>	<p>Concerned Project Manager</p>
<p>6. Receive signed notarized Contract of Award</p>	<p>Receive signed Contract of Award, facilitate signing and notarization. Provide copy of notarized Contract of Award to grantee</p>	<p>3 WDs</p>	<p>Concerned Project Manager</p>
<p><b>Orientation of Grantee</b></p>			



7. Receive notice and attend orientation	Schedule orientation and notify Grantee	1 WD  3 WDs Waiting timer until the day of orientation	
Stage 3. Preparation, Processing and Releasing of Project Fund			
8. Receive notice of release of project fund	Prepare documents and input details of transaction in the eVoucher Information System	0.5 WD	Concerned Project Manager
	Print request for payment, facilitate signing and forward to Accounting Section, FAD for processing	0.5 WD	
	Process transaction until the project fund is deposited in the account of the Implementing Agency	5 WDs	Accounting Personnel
	Notify Project Manager if payment has been deposited in the account of Implementing Agency	1 WD	Cashier
	Prepare notice of release of project fund and send to Implementing Agency	1 WD	Concerned PM
TOTAL		36 WDs	



## Support for conduct of seminars, conferences and trainings

This grant will cover technical conferences, seminars, trainings, scientific presentations aimed at developing professional growth and acquiring specialized skills and new knowledge in PCIEERD's identified R&D priority areas of concern.

Application should be received at least two (2) months before the activity. Result of evaluation should be released one (1) month before the activity regardless of date of receipt of application.

Divisions Involved	Records Section, Finance and Administrative Division (FAD) Human Resource and Institution Development Division (HRIDD)		
Classification	Highly Technical		
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B) Government to Government (G2G)		
Who may avail?	PCIEERD Clients also known as Proponent or Implementing Agency such as Researchers, Scientists and Engineers (RSEs) and Private and Public Institutions		
Availability of Service	Business working day from Monday to Friday, except regular and non-working holidays or declared work suspension 8:00AM - 5:00PM, No Noonbreak		
Fees to be Paid	None		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Letter of request</li> <li>Proposed using the prescribed format</li> <li>Terms of Reference (TOR) for speakers, support staff and organizing committee</li> <li>Tentative Programs of Activities</li> <li>Budgetary Requirements/Line-Item-Budget reflecting the counterpart funding</li> <li>Letter of endorsement from the Head of the organization</li> <li>SEC-registration (for Scientific/Professional organizations)</li> </ul>		PCIEERD website: <a href="http://pcieerd.dost.gov.ph/supported-programs-projects/strategic-thrusts-and-programs/239-human-resource-development-2#screening-and-evaluation">http://pcieerd.dost.gov.ph/supported-programs-projects/strategic-thrusts-and-programs/239-human-resource-development-2#screening-and-evaluation</a>	
<b>CLIENT'S ACTION</b>	<b>PCIEERD'S ACTION</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Stage 1. Receiving, Recording and Evaluation of Application			
Receiving and Recording of Application			
1. Submit application	Receive and record application in the TRACE. Forward application to HRIDD for evaluation	1 WD	Records Officer and HRIDD Secretary
	Prepare acknowledgement letter and send to the Applicant	1 WD	Concerned Project Manager
Checking Eligibility of Application			
	Conduct eligibility check on the application <ul style="list-style-type: none"> <li>If qualified, proceed to evaluation.</li> </ul>	2 WDs	Concerned Project Manager



<p>2. Receive notice of initial evaluation</p> <p>3. Submit lacking documents</p>	<ul style="list-style-type: none"> <li>• If qualified with incomplete requirements, notify applicant on the lacking requirements.</li> <li>• If not qualified application, notify Applicant that the application is not considered for funding</li> </ul> <p>Accept and acknowledge documents. If complete, proceed to evaluation</p>	<p>5 WDs Waiting time to submit lacking documents</p>	<p>Concerned Project Manager</p>
<p><b>Evaluation of Application</b></p>			
<p>4. Receive notice of evaluation</p>	<p>Conduct evaluation of application</p> <ul style="list-style-type: none"> <li>• If recommended, proceed to preparation of Approval Documents and Signing of Contract of Award</li> <li>• If not recommended, notify Applicant that the application is not considered for funding</li> </ul>	<p>2 WDs</p>	<p>Concerned Project Manager</p>
<p><b>Stage 2. Preparation of Approval Documents and Signing of Contract of Award</b></p>			
<p>5. Receive approval documents, affix signature and return signed Contract of Award</p> <p>6. Receive signed notarized Contract of Award</p>	<p>Prepare approval letter with LIB and Contract of Award and send to Applicant for signature</p> <p>Receive signed Contract of Award, facilitate signing and notarization. Provide copy of notarized Contract of Award to grantee</p>	<p>5 WDs</p> <p>5 WDs Waiting time to return the signed Contract of Award</p> <p>3 WDs</p>	<p>Concerned Project Manager</p>
<p><b>Orientation of Grantee</b></p>			
	<p>Schedule orientation and notify Grantee</p>	<p>1 WD</p>	<p>Concerned Project Manager</p>





7. Receive notice and attend orientation		3 WDs Waiting timer until the day of orientation	
Stage 3. Preparation, Processing and Releasing of Project Fund			
8. Receive notice of release of project fund	Prepare documents and input details of transaction in the eVoucher Information System	0.5 WD	Concerned Project Manager
	Print request for payment, facilitate signing and forward to Accounting Section, FAD for processing	0.5 WD	
	Process transaction until the project fund is deposited in the account of the Implementing Agency	5 WDs	Accounting Personnel
	Notify Project Manager if payment has been deposited in the account of Implementing Agency	1 WD	Cashier
	Prepare notice of release of project fund and send to Implementing Agency	1 WD	Concerned PM
TOTAL		36 WDs	



## Institution development (ID)

The program aims to strengthen the capability of institutions to undertake research in S&T fields included in PCIEERD priority areas. It also provides support for equipment acquisition and upgrading of laboratory resources. The service has three (3) stages to complete the process namely: (1) Receiving, Recording and Evaluation of Project Proposal; (2) Preparation and Signing of Memorandum of Agreement (MOA); and Preparation, Processing and Releasing of Project Fund

Divisions Involved	Records Section, Finance and Administrative Division (FAD) Human Resource and Institution Development Division (HRIDD)		
Classification	Highly Technical		
Type of Transaction	Government to Business (G2B) Government to Government (G2G)		
Who may avail?	PCIEERD Clients also known as Proponent or Implementing Agency such as Public and Private Academic Institutions		
Availability of Service	Business working day from Monday to Friday, except regular and non-working holidays or declared work suspension 8:00AM - 5:00PM, No Noonbreak		
Fees to be Paid	None		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Letter of request</li> <li>• Proposal, using PCIEERD format, and Line-Item Budget</li> <li>• Curriculum vitae of the proponent</li> <li>• Endorsement from the head of institution (Chancellor/President)</li> <li>• Five-year research agenda/strategic plan or equivalent</li> <li>• List of existing laboratory personnel/faculty and their specialization)</li> <li>• List of projects (on-going and/or completed) for the last five years)</li> </ul>		PCIEERD website: <a href="http://pcieerd.dost.gov.ph/supported-programs-projects/strategic-thrusts-and-programs/240-institution-development#iv-documentary-requirements/">http://pcieerd.dost.gov.ph/supported-programs-projects/strategic-thrusts-and-programs/240-institution-development#iv-documentary-requirements /</a>	
<b>CLIENT'S ACTION</b>	<b>PCIEERD'S ACTION</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Stage 1. Receiving, Recording and Evaluation of Project Proposal			
Receiving and Recording of Project Proposal			
1. Submit project proposal	Receive, record project proposal in the TRACE and forward to HRIDD for evaluation  Prepare acknowledgement letter and send to Client	4 WDs	Records Officer and HRIDD Secretary  Concerned Project Manager
Evaluation of Project Proposal			
Division Level			
	Conduct eligibility check on the project proposal <ul style="list-style-type: none"> <li>• If eligible, proceed to PCIEERD Management Team (PMT) deliberation</li> <li>• If not eligible, disapprove proposal</li> </ul>		Concerned Project Manager and Division Chief



2. Receive notice of status/result of evaluation of proposal	Inform Client on the status/result of evaluation of proposal		
<b>PCIEERD Management Team Level</b>			
3. Receive notice of status/result of evaluation of proposal	Conduct deliberation of the project proposal <ul style="list-style-type: none"> <li>• If qualified, refer to Referee, if necessary</li> <li>• If not qualified, disapprove proposal</li> </ul> Inform Client on the status/result of evaluation of proposal.	5 WDs	Concerned Project Manager and Division Chief, PCIEERD Management Team
<b>Referee Level, if necessary</b>			
4. Receive notice of status of evaluation of proposal  5. Submit revised proposal, if applicable	Conduct evaluation of proposal <ul style="list-style-type: none"> <li>• If recommended, proceed to Governing Council (GC) deliberation</li> <li>• If recommended with minor revision, notify Client on the necessary revision</li> <li>• If not recommended, disapprove proposal</li> </ul> Inform Client on the status/result of evaluation of proposal.  Accept, acknowledge and check response against necessary revision	10 WDs  Client to submit revised proposal within 7 WDs. Failure to submit said revised proposal in the prescribed time will result to disapproval	Concerned Project Manager and Division Chief, Referee (Expert)
<b>Governing Council Level</b>			
	Conduct deliberation project proposal <ul style="list-style-type: none"> <li>• If approved, proceed to Stage 2. Preparation and Signing of</li> </ul>	7 WDs	Concerned Project Manager and Division Chief, Deputy Executive Director, Executive Director, Governing Council



6. Receive notice of status/result of evaluation of proposal	<p>Memorandum of Agreement (MOA)</p> <ul style="list-style-type: none"> <li>If disapproved, notify Client that the project proposal is not considered for funding</li> </ul> <p>Inform Client on the status of evaluation of proposal.</p>		
TOTAL		33 WDs	
<b>Stage 2. Preparation and Signing of Memorandum of Agreement (MOA)</b>			
17. Receive MOA and affix the signature of the Project Leader as witness and the head of institution. Return signed MOA to PCIEERD	<p>Prepare MOA with complete attachments and send to Client for signature.</p>	5 WDs	Concerned Project Manager, Records Personnel
		20 WDs Waiting time to return signed MOA to PCIEERD	Concerned Project Manager, Records Personnel
	<p>Receive signed MOA and affix the signature of concerned Division Chief as witness and the Executive Director.</p>	13 WDs	Concerned Project Manager and Division Chief, Deputy Executive Director, Executive Director, Records Personnel
7. Receive notarized MOA	<p>Facilitate notarization and send notarized MOA to Client</p>	2 WD	Concerned Project Manager, Records Personnel
TOTAL		40 WDs	
<b>Stage 3. Preparation, Processing and Releasing of Project Fund</b>			
	<p>Prepare documents and input details of transaction in the eVoucher Information System</p>	0.5 WD	Concerned Project Manager
	<p>Print request for payment, facilitate signing and forward to Accounting Section, FAD for processing</p>	0.5 WD	



<p>8. Receive notice of release of project fund</p>	<p>Process transaction until the project fund is deposited in the account of the Implementing Agency</p> <p>Notify Project Manager if payment has been deposited in the account of Implementing Agency</p> <p>Prepare notice of release of project fund and send to Implementing Agency</p>	<p>5 WDs</p> <p>1 WD</p> <p>1 WD</p>	<p>Accounting Personnel</p> <p>Cashier</p> <p>Concerned PM</p>
<p>TOTAL</p>		<p>8 WDs</p>	



**External Services  
Finance and Administrative Division**



## Processing of application for available positions

Divisions Involved	Human Resource (HR), Finance and Administrative Division (FAD)		
Classification	Highly Technical		
Type of Transaction	Government to Citizen (G2C)		
Who may avail?	All qualified candidates regardless of gender, age, civil status, political affiliation, religion, national origin, ethnicity, physical disability, pregnant women and senior citizens		
Availability of Service	Business working day from Monday to Friday, except regular and non-working holidays or declared work suspension 8:00AM - 5:00PM, No Noonbreak		
Fees to be Paid	None		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Application Letter</li> <li>• Personal Data Sheet Form</li> <li>• Resume</li> <li>• Career Service Eligibility for Permanent Position</li> </ul>		PCIEERD website: <a href="http://pcieerd.dost.gov.ph/e-forms/jobs">http://pcieerd.dost.gov.ph/e-forms/jobs</a>	
<b>CLIENT'S ACTION</b>	<b>PCIEERD'S ACTION</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	Post job vacancy in 3 or more conspicuous places	10 CDs	HR Officer
1. Submit application with requirements	Receive application, prepare acknowledgment receipt and send to Applicants	1 WD	HR Officer
2. Receive acknowledgment letter	Conduct initial screening of application and forward screened application to concerned Division for shortlisting.	2 WDs	HR Officer
	Conduct shortlisting of application and forward shortlisted application to HR	3 WDs	Concerned Division
	Schedule examination and interview and notify Applicants on the schedule	1 WD	HR Officer
3. Confirm attendance to the schedule		5 WDs Waiting time until the conduct of examination and interview	
4. Take examination and interview	Administer examination (skills and general knowledge exams) and conduct interview	1 WD	HR Officer, PCIEERD Selection Board (PSB)
	Check examination prepare matrix and get	3 WDs	



<p>5. Receive result of selection process</p> <p>6. Receive notice to undergo Psychological Examination</p>	<p>approval. Once approved, notify all applicants on the result of selection process</p> <p>For permanent position, schedule Psychological Examination and notify Applicants</p>	<p>1 WD</p> <p>2 WDs Waiting time until Psychological Examination was undertaken</p>	<p>HR Officer, Chairperson of PSB, Executive Director</p> <p>HR Officer</p>
<p>7. Sign appointment paper/contract</p> <p>8. Attend onboarding orientation</p>	<p>Prepare appointment paper/contract and facilitate signing</p> <p>Notarize appointment paper/contract and provide notarized appointment paper/contract to Applicant</p> <p>Conduct onboarding orientation during reporting date</p>	<p>3 WDs</p> <p>2 WDs</p> <p>1 WD</p>	<p>HR Officer, Chairperson of PSB, Executive Director</p> <p>HR Officer</p> <p>HR Officer</p>
TOTAL		24 WDs	





## Processing of bid proposal

### Public bidding of goods and services

The process starts upon receipt of sealed bid proposal from Bidder

Divisions Involved	Procurement, Finance and Administrative Division (FAD)		
Classification	Highly Technical		
Type of Transaction	Government to Business (G2B)		
Who may avail?	All eligible bidders compliant with RA 9184		
Availability of Service	Business working day from Monday to Friday, except regular and non-working holidays or declared work suspension 8:00AM - 5:00PM, No Noonbreak		
Fees to be Paid (The cost of bidding documents shall correspond to the ABC range as indicated herein. This shall be the maximum amount of fee that procuring entities can set for the acquisition of bidding documents)	Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)	
	500,000 and below	500.00	
	More than 500,000 up to 1 Million	1,000.00	
	More than 1 Million up to 5 Million	5,000.00	
	More than 5 Million up to 10 Million	10,000.00	
	More than 10 Million up to 50 Million	25,000.00	
	More than 50 Million up to 500 Million	50,000.00	
More than 500 Million	75,000.00		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Registration Certificate;</li> <li>• Mayor's/Business Permit or its Equivalent Document;</li> <li>• Tax Clearance;</li> <li>• Philippine Contractors Accreditation Board (PCAB) license and registration; and</li> <li>• Audited Financial Statements</li> <li>• Other necessary requirements are listed in the Bid Documents</li> </ul>		PCIEERD Website: <a href="http://pcieerd.dost.gov.ph/">http://pcieerd.dost.gov.ph/</a>	
<b>BIDDER'S ACTION</b>	<b>PCIEERD'S ACTION</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Visit PhilGEPS, Transparency Seal or Conspicuous Places	Prepare purchase request and bid documents	2 WDs	BAC Members, End-user Representative, BAC Secretariat
	Advertise/Post Invitation to Bid to PhilGEPS, PCIEERD Website and Conspicuous Places	5 WDs	BAC Secretariat
	2. Attend pre-bid conference, if interested	Schedule pre-bid conference and post in the PCIEERD Website Conduct pre-bid conference. If changes	1 WD



	occur, issue bid bulletin within 5 calendar days		BAC Members, End-user Representative, BAC Secretariat
3. Buy Bid Document	Issue Bid Document	1 WD Bid Documents are available only on a prescribed time	BAC Secretariat
4. Submit sealed bid proposal	Receive sealed bid proposal and inform Bidder on the schedule of opening of bid proposals	1 WD Submission of sealed bid proposal is open with a prescribed time	BAC Chairperson, BAC Secretariat
5. Attend opening of bid proposals, if interested	Open bid proposals and conduct eligibility check of requirements  <ul style="list-style-type: none"> <li>• If eligible, proceed to evaluation of bid proposals</li> <li>• If ineligible, return bid proposal to Bidder</li> </ul>	2 WDs	BAC Members, End-user Representative, BAC Secretariat, Technical Working Group (TWG)
6. Receive result of eligibility check	Evaluate bid proposals	2 WDs	BAC Members, End-user Representative, BAC Secretariat, Technical Working Group (TWG)
	Prepare evaluation report and comparative matrix	1 WD	End-user Representative, TWG
7. Receive notice of post-qualification inspection	Issue notice of post-qualification inspection to qualified Bidders	1 WD	BAC Secretariat
8. Provide necessary documents as submitted	Conduct post-qualification inspection	1 WD	BAC Members, End-user Representative, BAC Secretariat, Technical Working Group (TWG)
	Prepare post-qualification inspection report	1 WD	BAC Secretariat
	Prepare resolution, seek approval and post in the Transparency Seal	5 WDs	HoPE, BAC Members, BAC Secretariat
	Prepare and issue Notice of Award and send to selected Bidder	3 WDs	HoPE, BAC Secretariat



	for signature in the Conforme		
9. Receive Notice of Award, affix signature in the Conforme and provide copy of signed Notice of Award	Receive copy of signed Notice of Award	1 WD	BAC Secretariat
10. Submit Performance Security/Bond within 10 CD upon signing of Conforme	Receive Performance Security/Bond	1 WD	BAC Secretariat, Cashier
11. Receive contract / purchase order / work order, affix signature and return to PCIEERD	Prepare contract / purchase order / work order and send to selected Bidder for signature	8 WDs	BAC Secretariat
	Receive signed contract / purchase order / work order	1 WD	BAC Secretariat
12. Receive Notice to Proceed, affix signature and return to PCIEERD	Prepare and issue Notice to Proceed and sent to selected Bidder for signature in the Conforme	3 WDs	HoPE, BAC Secretariat
	Receive signed Notice to Proceed	1 WD	BAC Secretariat
13. Deliver goods and/or services	Receive, inspect and accept the goods and/or services		Property Officer
	Issue Inspection and Acceptance Report		Procurement Officer
TOTAL		32 WDs	



## Public bidding of consulting services

The process starts upon receipt sealed bid proposal from Bidder

Divisions Involved	Procurement, Finance and Administrative Division (FAD)		
Classification	Highly Technical		
Type of Transaction	Government to Business (G2B)		
Who may avail?	All eligible bidders compliant with RA 9184		
Availability of Service	Business working day from Monday to Friday, except regular and non-working holidays or declared work suspension 8:00AM - 5:00PM, No Noonbreak		
Fees to be Paid (The cost of bidding documents shall correspond to the ABC range as indicated herein. This shall be the maximum amount of fee that procuring entities can set for the acquisition of bidding documents)	Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)	
	500,000 and below	500.00	
	More than 500,000 up to 1 Million	1,000.00	
	More than 1 Million up to 5 Million	5,000.00	
	More than 5 Million up to 10 Million	10,000.00	
	More than 10 Million up to 50 Million	25,000.00	
	More than 50 Million up to 500 Million	50,000.00	
More than 500 Million	75,000.00		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Registration Certificate;</li> <li>• Mayor's/Business Permit or its Equivalent Document;</li> <li>• Tax Clearance;</li> <li>• Philippine Contractors Accreditation Board (PCAB) license and registration; and</li> <li>• Audited Financial Statements</li> <li>• Other necessary requirements are listed in the Bid Documents</li> </ul>		PCIEERD Website: <a href="http://pcieerd.dost.gov.ph/">http://pcieerd.dost.gov.ph/</a>	
<b>BIDDER'S ACTION</b>	<b>PCIEERD'S ACTION</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Visit PhilGEPS, Transparency Seal or Conspicuous Places	Prepare purchase request and bid documents	2 WDs	BAC Members, End-user Representative, BAC Secretariat
	Advertise/Post Invitation to Bid to PhilGEPS, PCIEERD Website and Conspicuous Places	5 WDs	BAC Secretariat
2. Submit sealed bid and attend eligibility checking	Receive sealed bid and conduct eligibility checking for shortlisting of Bidders	1 WDs	BAC Members, End-user Representative, BAC Secretariat



	Schedule pre-bid conference and post in the PCIEERD Website	1 WD	BAC Secretariat
3. Attend pre-bid conference, if interested	Conduct pre-bid conference. If changes occur, issue bid bulletin within 5 calendar days	1 WD	BAC Members, End-user Representative, BAC Secretariat
4. Buy Bid Document	Issue Bid Document	1 WD Bid Documents are available only on a prescribed time	BAC Secretariat
5. Submit sealed bid proposal	Receive sealed bid proposal and inform Bidder on the schedule of opening of bid proposals	1 WD Submission of sealed bid proposal is open with a prescribed time	BAC Chairperson, BAC Secretariat
6. Attend opening of bid proposals, if interested	Open bid proposals and conduct eligibility check of requirements <ul style="list-style-type: none"> <li>• If eligible, proceed to evaluation of bid proposals</li> <li>• If ineligible, return bid proposal to Bidder</li> </ul>	2 WDs	BAC Members, End-user Representative, BAC Secretariat, Technical Working Group (TWG)
7. Receive result of eligibility check	Evaluate bid proposals	2 WDs	BAC Members, End-user Representative, BAC Secretariat, Technical Working Group (TWG)
	Prepare evaluation report and comparative matrix	1 WD	End-user Representative, TWG
8. Receive notice of post-qualification inspection	Issue notice of post-qualification inspection to qualified Bidders	1 WD	BAC Secretariat
9. Provide necessary documents as submitted	Conduct post-qualification inspection	1 WD	BAC Members, End-user Representative, BAC Secretariat, Technical Working Group (TWG)
	Prepare post-qualification inspection report	1 WD	BAC Secretariat



	Prepare resolution, seek approval and post in the Transparency Seal	5 WDs	HoPE, BAC Members, BAC Secretariat
	Prepare and issue Notice of Award and send to selected Bidder for signature in the Conforme	3 WDs	HoPE, BAC Secretariat
10. Receive Notice of Award, affix signature in the Conforme and provide copy of signed Notice of Award	Receive copy of signed Notice of Award	1 WD	BAC Secretariat
11. Submit Performance Security/Bond within 10 CD upon signing of Conforme	Receive Performance Security/Bond	1 WD	BAC Secretariat, Cashier
12. Receive contract / purchase order / work order, affix signature and return to PCIEERD	Prepare contract / purchase order / work order and send to selected Bidder for signature	8 WDs	BAC Secretariat
	Receive signed contract / purchase order / work order	1 WD	BAC Secretariat
	Prepare and issue Notice to Proceed and sent to selected Bidder for signature in the Conforme	2 WDs	HoPE, BAC Secretariat
13. Receive Notice to Proceed, affix signature and return to PCIEERD	Receive signed Notice to Proceed	1 WD	BAC Secretariat
14. Deliver goods and/or services	Receive, inspect and accept the goods and/or services		Property Officer
	Issue Inspection and Acceptance Report		Procurement Officer
TOTAL		30 WDs	



Negotiated procurement through agency to agency agreement

The process starts upon the receipt of certification from Servicing Agency

Divisions Involved	Procurement, Finance and Administrative Division (FAD)		
Classification	Highly Technical		
Type of Transaction	Government to Government (G2G)		
Who may avail?	Any government agency that has the mandate to deliver goods and services needed by PCIEERD		
Availability of Service	Business working day from Monday to Friday, except regular and non-working holidays or declared work suspension 8:00AM - 5:00PM, No Noonbreak		
Fees to be Paid	None		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Certification               <ul style="list-style-type: none"> <li>○ has the mandate to deliver goods and services required to be procured or consultancy required</li> <li>○ owns or has access to the necessary tools and equipment required for the project</li> <li>○ track record of having completed, or supervised a project, by administration or by contract, similar to and with a cost of at least fifty percent (50%) of the project at hand</li> <li>○ not directly or indirectly engage private contractors to undertake the project</li> </ul> </li> <li>• Performance Security</li> </ul>		Implementing Guidelines on Agency-to-Agency Agreements (Negotiated Procurement under Section 53 (e) of IRR-A is posted in the PCIEERD website: <a href="http://pcieerd.dost.gov.ph/">http://pcieerd.dost.gov.ph/</a>	
<b>SERVICING AGENCY'S ACTION</b>	<b>PCIEERD'S ACTION</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit certification	Prepare purchase request and cost-benefit analysis	5 WDs	Concerned Division
	Secure certification from Servicing Agency that it complies with the requirements listed above compliant with all the conditions prescribed under Section 5 (a) and (b) of the attached Guidelines for Agency-to-Agency Agreements	5 WDs	Concerned Division
	Receive and evaluate certification <ul style="list-style-type: none"> <li>• If qualified, forward certification to BAC for the preparation of resolution</li> </ul>	1 WD	Concerned Division



	<ul style="list-style-type: none"> <li>If not qualified, inform Servicing Agency on the result of evaluation</li> </ul>		
	Prepare, approve and post BAC Resolution recommending the use of Agency-to-Agency agreement	3 WDs	HoPE, BAC Members, BAC Secretariat
	Prepare and send the Contract of Services (COS) / Memorandum of Agreement (MOA) to Servicing Agency	3 WDs	Concerned Division
2. Receive COS/MOA, affix signature and return signed COS/MOA to PCIEERD	Receive signed COS/MOA, have it notarized and send copy to Servicing Agency	8 WDs Waiting time until the return of signed COS/MOA to PCIEERD	Concerned Division
3. Receive notarized COS/MOA			
4. Submit Performance Security/Bond within 10 CD upon receipt of copy of notarized COS/MOA	Receive Performance Security/Bond	1 WD	BAC Secretariat, Cashier
	Post notarized COS/MOA in PhilGEPS	1 WD	BAC Secretariat
5. Deliver goods and services based on Service Level Agreement (SLA)	Receive, inspect and accept the goods and/or services		Property Officer
	Issue Inspection and Acceptance Report		Procurement Officer
TOTAL		17 WDs	





### Alternative mode of procurement through shopping

Divisions Involved	Procurement, Finance and Administrative Division (FAD)		
Classification	Highly Technical		
Type of Transaction	Government to Business (G2B)		
Who may avail?	All eligible bidders compliant with RA 9184		
Availability of Service	Business working day from Monday to Friday, except regular and non-working holidays or declared work suspension 8:00AM - 5:00PM, No Noonbreak		
Fees to be Paid	None		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>PhilGEPS Registration with at least Red membership for requirements above Php 50,000.00</li> <li>DTI/SEC Registration Certificate</li> <li>Current Mayor's/Municipal/Business Permit</li> <li>BIR Certificate of Registration</li> <li>Updated Tax Clearance Certificate</li> </ul>		PCIEERD website: <a href="http://pcieerd.dost.gov.ph/">http://pcieerd.dost.gov.ph/</a>	
<b>BIDDER'S ACTION</b>	<b>PCIEERD'S ACTION</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit sealed quotation	Prepare purchase request and terms of reference (TOR)	1 WD	Concerned Division, Procurement Officer
	If approved budget contract is below Php 50,000.00, request quotations directly from prospective Bidders	1 WD	Concerned Division
	If approved budget contract is Php 50,000.00 and above, post requirements in the PhilGEPS	5 WDs	Procurement Officer
	Receive consolidate and evaluate quotations. A minimum of three (3) quotations shall be received to proceed with the evaluation. Otherwise, extend posting in PhilGEPS	2 WDs	Concerned Division, Procurement Officer, Technical Working Group
	Prepare Abstract of Canvass	1 WD	Concerned Division, Procurement Officer
	Prepare, approve and send contract / purchase order / work order to selected Bidder for signature	5 WDs Waiting time until the return of signed contract / purchase order / work order	Procurement Officer, BAC Chairperson, Executive Director



2. Receive contract / purchase order / work order, affix signature and return to PCIEERD	Receive signed contract / purchase order / work order	1 WD	Procurement Officer
3. Deliver the goods and/or render the services required based on Service Level Agreement (SLA)	Receive, inspect and accept the goods and/or services	1 WD	Property Officer
	Issue Inspection and Acceptance Report		Property Officer
TOTAL		10 WDs	



**Internal Services**  
**Finance and Administrative Division**



Processing of application for Non-Degree Programs (Training, Seminar, Conference, Convention, etc.)

Divisions Involved	Human Resource, Finance and Administrative Division		
Classification	Highly Technical		
Type of Transaction	Government to Government (G2G)		
Who may avail?	All PCIEERD Personnel		
Availability of Service	Business working day from Monday to Friday, except regular and non-working holidays or declared work suspension 8:00AM - 5:00PM, No Noonbreak		
Fees to be Paid	None		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Signed endorsement form		PCIEERD Intranet Site: <a href="http://intranet.pcieerd.dost.gov.ph/forms">http://intranet.pcieerd.dost.gov.ph/forms</a>	
<b>CLIENT'S ACTION</b>	<b>HUMAN RESOURCE SECTION'S ACTION</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Endorsement and Recommendation			
1. Submit signed Endorsement Form to HR for processing along with complete set of attachments /requirements (estimated travel expenses, barcoded and disseminated invitation and program)  If it is a training program, include Action Plan	Receive signed Endorsement Form and its attachments and evaluate whether the program is listed in the approved Individual Development Plan (IDP) or not	0.5 WD	HR Officer
	Fill-in PCIEERD Personnel Development Committee (PDC) Action Slip and seek endorsement from PDC Chairperson	1.5 WD	HR Officer, PDC Chairperson and Members
	<ul style="list-style-type: none"> <li>• If the program is listed in the approved IDP, it is only for information purposes only</li> <li>• If it is not listed in the approved IDP, seek recommendation to the PDC members within 24 hours <ul style="list-style-type: none"> <li>○ If recommended, proceed to preparation of office order and other travel documents</li> </ul> </li> </ul>	1 WD	HR Officer, PDC Chairperson and Members
	Notify the concerned personnel on the result of PDC action either it is approved or not.	0.5 WD	HR Officer, Concerned Division Chief
Preparation of Training Documents			



<p>2. Submit Confirmation Slip to the authorized signatory and forward the slip to the Program Organizer/s</p> <p>3. Prepare request for registration payment</p> <p>4. Attend training, conference, seminar or convention</p> <p>5. Submit all required post-activity submission to HR within 30 days after the program</p>	<p>If the program will be held in Manila, prepare Special Order to attend training, conference, seminar or convention and seek approval</p> <p>In case the program will be held outside the 50km radius, Travel Order will be prepared</p> <p>In case the program will be held outside the country, a request for travel authority is necessary along with other foreign travel requirements and certification will be prepared.</p> <p>Receive payment details with complete attachments as prescribed by the accounting section and preparation, processing and releasing of registration fee</p> <p>Receive training/ travel report and certificate of completion</p> <ul style="list-style-type: none"> <li>• If the program is a training, check the Learning Application Plan;</li> <li>• If it is a non-training program, check the post activity evaluation.</li> </ul>	<p>3 WDs</p> <p>4 WDs</p> <p>0.5 WD</p> <p>1 WD</p> <p>0.5 WD</p>	<p>HR Officer, Concerned Division Chief, Executive Director</p> <p>HR Officer, Concerned Division Chief, Executive Director</p> <p>Concerned Employee, Division Chief/ PDC Chairperson/ Executive Director</p> <p>HR Officer</p> <p>HR Officer, Concerned Division Chief, Executive Director</p>
--	---	---	--



6. Schedule the conduct of echo seminar	Assist personnel in the conduct of echo seminar, if necessary;	0.5 WD	HR Officer
7. Implement action plan as defined in the Learning Application Plan	Conduct impact assessment within two (2) to six (6) months after the date of training and submit to the HR		Concerned Division Chief, HR Officer
Preparation, Processing and Releasing of Registration Fee			
8. Prepare documents and input details of transaction in the eVoucher Information System		0.5 WD	
9. Print request for payment, facilitate signing and forward to FAD for processing		0.5 WD	
	Process transaction until the project fund is deposited in the account of the organizing institution	5 WDs	Concerned FAD Personnel
	Notify personnel if payment has been deposited in the account of Implementing Agency	1 WD	Cashier
10. Receive notice of release of registration fee		1 WD	
11. Submit Official Receipt of the registration payment and other liquidation/post-activity expenses		1 WD	
TOTAL		22 WDs	



## Processing of application for PCIEERD Degree Programs (Undergraduate and Graduate Studies)

Divisions Involved	Human Resource, Finance and Administrative Division		
Classification	Complex		
Type of Transaction	Government to Government (G2G)		
Who may avail?	All PCIEERD Personnel		
Availability of Service	Business working day from Monday to Friday, except regular and non-working holidays or declared work suspension 8:00AM - 5:00PM, No Noonbreak		
Fees to be Paid	None		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Signed endorsement form		PCIEERD Intranet Site: <a href="http://intranet.pcieerd.dost.gov.ph/forms">http://intranet.pcieerd.dost.gov.ph/forms</a>	
<b>CLIENT'S ACTION</b>	<b>HUMAN RESOURCE SECTION'S ACTION</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Endorsement and Recommendation			
1. Submit letter to HR for processing	Receive letter and check whether the program is in accordance with the approved PCIEERD Degree Plan	0.5 WD	HR Officer
	<ul style="list-style-type: none"> <li>If the program is not included in the plan, seek endorsement from the PDC Chairperson and recommendation of the PDC members before the approval of the Executive Director</li> <li>Inform the employee whether the application is approved or not</li> </ul>	2 WD	HR Officer, PDC Chairperson and Members
	Prepare the Endorsement letter addressed to the interested employee approved by Executive Director		HR Officer, Concerned Division Chief, PDC Chairperson and Executive Director
Preparation of Approval Documents			
2. Submit notice of acceptance from the university/ institution, program of study and billing statement	Prepare Acknowledgment Letter, Scholarship Contract and other documents needed by the scholar	3 WD	HR Officer, Deputy Executive Director, Executive Director
	Proceed to Preparation, Processing and Releasing of	5.5 WD	HR Officer



<p>3. Undergo full-time/ part-time study</p> <p>4. Submit semestral grades and billing statement for the enrollment for next semester</p> <p>5. Submit approved thesis/ dissertation proposal, Line-Item Budget, Proof of thesis enrollment</p> <p>6. Submit Transcript of Records and Copy of Diploma</p> <p>7. Report back to the office upon completion of the program and submit Re-Entry Action Plan to the HR and render the required service obligation</p>	<p>Scholarship Privileges/ Entitlements</p> <p>Proceed to Preparation, Processing and Releasing of Scholarship Privileges/ Entitlements</p> <p>Proceed to Preparation, Processing and Releasing of Thesis/ Dissertation allowance</p> <ul style="list-style-type: none"> <li>If the request exceeds to the prescribed grant limit, endorse the request under the Student Research Support Fund (SRSF) subject to PDC endorsement and approval of Executive Director</li> </ul> <p>Acknowledge receipt of Transcript of Records and Copy of Diploma. Inform the scholar of his/her outstanding service obligation.</p> <p>Receive re-entry action plan and schedule a reorientation between HR head and the returning scholar.</p> <p>Monitor the completion of the required service obligation</p>	<p>1 WD</p> <p>1 WD</p> <p>2 WD</p> <p>1 WD</p> <p>1 WD</p>	<p>HR Officer</p> <p>HR Officer, Concerned Division Chief, Executive Director</p> <p>HR Officer, PDC Chairperson, PDC Members and Executive Director</p> <p>HR Officer</p> <p>HR Officer</p> <p>HR Officer</p>
<p>Preparation, Processing and Releasing of Registration Fee</p>			
<p>8. Prepare documents and input details of transaction in the eVoucher Information System</p> <p>9. Print request for payment,</p>		<p>0.5 WD</p> <p>0.5 WD</p>	





<p>facilitate signing and forward to FAD for processing</p> <p>10. Receive notice of release of registration fee</p> <p>Submit Official Receipt of the registration payment and other liquidation/post-activity expenses</p>	<p>Process transaction until the project fund is deposited in the account of the organizing institution</p> <p>Notify personnel if payment has been deposited in the account of Implementing Agency</p>	<p>5 WDs</p> <p>1 WD</p> <p>1 WD</p> <p>1 WD</p>	<p>Concerned FAD Personnel</p> <p>Cashier</p>
TOTAL		26 WDs	



## Processing of hiring request

Divisions Involved	Human Resource (HR), Finance and Administrative Division (FAD)		
Classification	Highly Technical		
Type of Transaction	Government to Citizen (G2C)		
Who may avail?	All Divisions/Offices who has an approved request to hire		
Availability of Service	Business working day from Monday to Friday, except regular and non-working holidays or declared work suspension 8:00AM - 5:00PM, No Noonbreak		
Fees to be Paid	None		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Approved request to hire		PCIEERD website: <a href="http://intranet.pcieerd.dost.gov.ph/forms">http://intranet.pcieerd.dost.gov.ph/forms</a>	
<b>CLIENT'S ACTION</b>	<b>HUMAN RESOURCE SECTION'S ACTION</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-in Request to Hire form, seek approval from Executive Director and submit to Human Resource Section for processing	Receive and process request to hire	1 WD	HR Officer
	Post job vacancy in 3 or more conspicuous places	10 CDs	HR Officer
	Receive application, prepare acknowledgment receipt and send to Applicants	1 WD	HR Officer
	Conduct initial screening of application and forward screened application to concerned Division for shortlisting.	2 WDs	HR Officer
2. Conduct shortlisting of application and forward shortlisted application to HR		3 WDs Waiting time for shortlisted applicants	
	Schedule examination and interview and notify Applicants on the schedule	6 WDs Waiting time until the conduct of examination and interview	HR Officer
3. Receive notice of result of selection process	Administer examination (skills and general knowledge exams) and conduct interview	1 WD	HR Officer, PCIEERD Selection Board (PSB)
	Check examination prepare matrix and get approval. Once approved, notify all Applicants and Clients on the result of selection process	3 WDs	HR Officer, Chairperson of PSB, Executive Director  HR Officer



<p>4. Affix signature on the Appointment Paper/Contract of Service</p>	<p>For permanent position, schedule Psychological Examination and notify Applicants</p> <p>Prepare appointment paper/contract and facilitate signing</p> <p>Notarize appointment paper/contract and provide notarized Appointment Paper/Contract of Service to Applicant</p>	<p>3 WDs Waiting time until Psychological Examination was undertaken</p> <p>3 WDs</p> <p>2 WDs</p>	<p>HR Officer, Chairperson of PSB, Executive Director</p> <p>HR Officer</p>
	<p>TOTAL</p>	<p>35 WDs</p>	



## Processing of purchase request

### Public bidding of goods and services

The process starts upon receipt of approved purchase request (PR)

Divisions Involved	Procurement Section, Finance and Administrative Division (FAD)		
Classification	Highly Technical		
Type of Transaction	Government to Government (G2G)		
Who may avail?	All PCIEERD Personnel		
Availability of Service	Business working day from Monday to Friday, except regular and non-working holidays or declared work suspension 8:00AM - 5:00PM, No Noonbreak		
Fees to be Paid	None		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Approved Purchase Request		PCIEERD Intranet Site: <a href="http://10.10.113.7/pis/">http://10.10.113.7/pis/</a>	
<b>CLIENT'S ACTION</b>	<b>PROCUREMENT SECTION'S ACTION</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Access Procurement and Inventory System (PIS), input details of request and click "Save Changes"	Receive notice, accept request, check details of request, check if listed in the Annual Procurement Plan (APP), print purchase request (PR) and forward to concerned Division for signature and for facilitating approval. Update PIS on the action taken	1 WD	Procurement Officer
2. Provide input to bid documents	Prepare bid documents	1 WD	BAC Members, BAC Secretariat
3. Receive PR, affix signature in the "Requested by" portion and forward to Approving Authority			Chief Administrative Officer
<ul style="list-style-type: none"> <li>For PR amounting to Php 100,000.00 and below, seek approval</li> </ul>			



<p>from Chief Administrative Officer and return to Procurement Section</p> <ul style="list-style-type: none"> <li>For PR amounting to Php 100,000.00 up to Php 4,999,999.99, seek approval from Deputy Executive Director and return to Procurement Section</li> <li>For PR amounting to Php 5,000,000.00 and above, seek approval from Executive Director and return to Procurement Section</li> </ul>			<p>Chief Administrative Officer, Deputy Executive Director</p> <p>Chief Administrative Officer, Deputy Executive Director, Executive Director</p>
<p>Update PIS on the action taken</p>	<p>Receive approved PR and advertise/post invitation to bid to PhilGEPS, PCIEERD website and conspicuous places</p>	<p>5 WDs</p>	<p>BAC Secretariat</p>
<p>4. Attend pre-bid conference</p>	<p>Schedule pre-bid conference and post in the PCIEERD Website</p> <p>Conduct pre-bid conference. If changes occur, issue bid bulletin within 5 calendar days</p> <p>Issue Bid Document to Bidder</p> <p>Receive sealed bid proposal from Bidder</p>	<p>1 WD</p> <p>1 WD</p> <p>1 WD Bid Documents are available only on a prescribed time</p> <p>1 WD</p>	<p>BAC Secretariat</p> <p>BAC Members, BAC Secretariat</p> <p>BAC Secretariat</p> <p>BAC Chairperson,</p>



	and schedule of opening of bid proposals	Submission of sealed bid proposal is open with a prescribed time	BAC Secretariat
5. Attend opening of bid proposals	<p>Open bid proposals and conduct eligibility check of requirements</p> <ul style="list-style-type: none"> <li>• If eligible, proceed to evaluation of bid proposals.</li> <li>• If ineligible, return bid proposal to Bidder</li> </ul>	2 WDs	BAC Members, BAC Secretariat, Technical Working Group (TWG)
6. Receive bid proposals and conduct evaluation	<p>Forward bid proposals to Clients for evaluation</p>	2 WDs	BAC Members, BAC Secretariat, Technical Working Group (TWG)
7. Prepare evaluation report and forward to Procurement Section	<p>Receive evaluation report and prepare comparative matrix</p>	1 WD	BAC Secretariat
	<p>Issue notice of post-qualification inspection to qualified Bidders. Inform Client on the schedule of inspection</p>	1 WD	BAC Secretariat
8. Join post-qualification inspection	<p>Conduct post-qualification inspection</p>	1 WD	BAC Members, BAC Secretariat, Technical Working Group (TWG)
	<p>Prepare post-qualification inspection report</p>	1 WD	BAC Secretariat
	<p>Prepare, approve and post BAC resolution</p>	5 WDs	HoPE, BAC Members, BAC Secretariat
	<p>Prepare and issue Notice of Award and send to selected Bidder for signature in the Conforme. Selected Bidder shall provide copy of signed Notice of Award to PCIEERD</p>	3 WDs	HoPE, BAC Secretariat
	<p>Receive copy of signed Notice of Award. Selected Bidder shall</p>	1 WD	BAC Secretariat



	issue Performance Security/Bond		
	Receive Performance Security/Bond	1 WD	BAC Secretariat, Cashier
	Prepare contract / purchase order / work order and send to selected Bidder for signature. Selected Bidder shall return signed contract / purchase order / work order to PCIEERD	8 WDs	BAC Secretariat
	Receive signed contract / purchase order / work order	1 WD	BAC Secretariat
	Prepare and issue Notice to Proceed and sent to selected Bidder for signature in the Conforme. Selected Bidder shall return signed Notice to Proceed	3 WDs	HoPE, BAC Secretariat
	Receive signed Notice to Proceed	1 WD	BAC Secretariat
	Selected Bidder shall deliver goods and services based on Service Level Agreement (SLA)		
	Receive, inspect and accept the goods and/or services		
	Issue Inspection and Acceptance Report		
	TOTAL	40 WDs	



## Public bidding of consulting services

The process starts upon receipt of approved purchase request (PR)

Divisions Involved	Procurement, Finance and Administrative Division (FAD)		
Classification	Highly Technical		
Type of Transaction	Government to Government (G2G)		
Who may avail?	All PCIEERD Personnel		
Availability of Service	Business working day from Monday to Friday, except regular and non-working holidays or declared work suspension 8:00AM - 5:00PM, No Noonbreak		
Fees to be Paid	None		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Approved Purchase Request		PCIEERD Website: <a href="http://pcieerd.dost.gov.ph/">http://pcieerd.dost.gov.ph/</a>	
<b>CLIENT'S ACTION</b>	<b>PROCUREMENT SECTION'S ACTION</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Access Procurement and Inventory System (PIS), input details of request and click "Save Changes"	Receive notice, accept request, check details of request, check if listed in the Annual Procurement Plan (APP), print purchase request (PR) and forward to concerned Division for signature and for facilitating approval. Update PIS on the action taken	1 WD	BAC Secretariat
2. Provide input to bids documents	Prepare bid documents	1 WD	BAC Members, BAC Secretariat
3. Receive PR, affix signature in the "Requested by" portion and forward to Approving Authority			Chief Administrative Officer
<ul style="list-style-type: none"> <li>For PR amounting to Php 100,000.00 and below, seek approval from Chief Administrative Officer and return to Procurement Section</li> <li>For PR amounting to Php</li> </ul>			Chief Administrative Office, Deputy Executive Director





<p>100,000.00 up to Php 4,999,999.99, seek approval from Deputy Executive Director and return to Procurement Section</p> <ul style="list-style-type: none"> <li>For PR amounting to Php 5,000,000.00 and above, seek approval from Executive Director and return to Procurement Section</li> </ul> <p>Update PIS on the action taken</p>			<p>Chief Administrative Office, Deputy Executive Director, Executive Director</p>
	<p>Receive approved PR and advertise/post invitation to bid to PhilGEPS, PCIEERD website and conspicuous places. Bidder submits sealed bid proposal</p>	<p>5 WDs</p>	<p>BAC Secretariat</p>
<p>4. Attend meeting to conduct eligibility checking for shortlisting of Bidders</p>	<p>Receive sealed bid and conduct eligibility checking for shortlisting of Bidders</p>	<p>1 WD</p>	<p>BAC Members, BAC Secretariat</p>
	<p>Schedule pre-bid conference and post in the PCIEERD Website</p>	<p>1 WD</p>	<p>BAC Secretariat</p>
<p>5. Attend pre-bid conference</p>	<p>Conduct pre-bid conference. If changes occur, issue bid bulletin within 5 calendar days</p>	<p>1 WD</p>	<p>BAC Members, End-user Representative, BAC Secretariat</p>
	<p>Issue Bid Document</p>	<p>1 WD Bid Documents are available only on a prescribed time</p>	<p>BAC Secretariat</p>
	<p>Receive sealed bid proposal from Bidder and schedule of opening of bid proposals</p>	<p>1 WD Submission of sealed bid proposal is open</p>	<p>BAC Chairperson, BAC Secretariat</p>



<p>6. Attend opening of bid proposals</p>	<p>Open bid proposals and conduct eligibility check of requirements</p> <ul style="list-style-type: none"> <li>• If eligible, proceed to evaluation of bid proposals</li> <li>• If ineligible, return bid proposal to Bidder</li> </ul> <p>Forward bid proposals to Clients for evaluation</p>	<p>with a prescribed time</p> <p>2 WDs</p>	<p>BAC Members, BAC Secretariat, Technical Working Group (TWG)</p>
<p>7. Receive bid proposals and conduct evaluation</p>		<p>2 WDs</p>	<p>BAC Members, BAC Secretariat, Technical Working Group (TWG)</p>
<p>8. Prepare evaluation report and forward to Procurement Section</p>	<p>Receive evaluation report and prepare comparative matrix</p>	<p>1 WD</p>	<p>BAC Secretariat</p>
	<p>Issue notice of post-qualification inspection to qualified Bidders</p>	<p>1 WD</p>	<p>BAC Secretariat</p>
<p>9. Join post-qualification inspection</p>	<p>Conduct post-qualification inspection</p>	<p>1 WD</p>	<p>BAC Members, BAC Secretariat, Technical Working Group (TWG)</p>
	<p>Prepare post-qualification inspection report</p>	<p>1 WD</p>	<p>BAC Secretariat</p>
	<p>Prepare, approve and post BAC resolution</p>	<p>5 WDs</p>	<p>HoPE, BAC Members, BAC Secretariat</p>
	<p>Prepare and issue Notice of Award and send to selected Bidder for signature in the Conforme. Selected Bidder shall provide copy of signed Notice of Award to PCIEERD</p>	<p>3 WDs</p>	<p>HoPE, BAC Secretariat</p>
	<p>Receive copy of signed Notice of Award. Selected Bidder shall issue Performance Security/Bond</p>	<p>1 WD</p>	<p>BAC Secretariat</p>



	Receive Performance Security/Bond	1 WD	BAC Secretariat, Cashier
	Prepare contract / purchase order / work order and send to selected Bidder for signature. Selected Bidder shall return signed contract / purchase order / work order to PCIEERD	8 WDs	BAC Secretariat
	Receive signed contract / purchase order / work order	1 WD	BAC Secretariat
	Prepare and issue Notice to Proceed and sent to selected Bidder for signature in the Conforme. Selected Bidder shall return signed Notice to Proceed	2 WDs	HoPE, BAC Secretariat
	Receive signed Notice to Proceed	1 WD	BAC Secretariat
	Selected Bidder shall deliver consultancy services based on Service Level Agreement (SLA)		
	Receive, inspect and accept the goods and/or services		
	Issue Inspection and Acceptance Report		
	TOTAL	40 WDs	



Negotiated procurement through agency to agency agreement

The process starts upon receipt of approved purchase request (PR)

Divisions Involved	Procurement Section, Finance and Administrative Division (FAD)		
Classification	Highly Technical		
Type of Transaction	Government to Government (G2G)		
Who may avail?	All PCIEERD Personnel		
Availability of Service	Business working day from Monday to Friday, except regular and non-working holidays or declared work suspension 8:00AM - 5:00PM, No Noonbreak		
Fees to be Paid	None		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Approved Purchase Request		PCIEERD Intranet Site: <a href="http://10.10.113.7/pis/">http://10.10.113.7/pis/</a>	
<b>CLIENT'S ACTION</b>	<b>PROCUREMENT SECTION'S ACTION</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Access Procurement and Inventory System (PIS), input details of request and click "Save Changes"	Receive notice, accept request, check details of request, check if listed in the Annual Procurement Plan (APP), print purchase request (PR) and forward to concerned Division for signature and for facilitating approval. Update PIS on the action taken	1 WD	Procurement Officer
2. Receive PR, affix signature in the "Requested by" portion and forward to Approving Authority  • For PR amounting to Php 100,000.00 and below, seek approval from Chief Administrative Officer and return to Procurement Section			Chief Administrative Officer



<ul style="list-style-type: none"> <li>• For PR amounting to Php 100,000.00 up to Php 4,999,999.99, seek approval from Deputy Executive Director and return to Procurement Section</li> <li>• For PR amounting to Php 5,000,000.00 and above, seek approval from Executive Director and return to Procurement Section</li> </ul> <p>Update PIS on the action taken</p> <p>3. Undertake cost-benefit analysis</p> <p>4. Secure certification from Servicing Agency that it complies with the requirements listed above compliant with all the conditions prescribed under Section 5 (a) and (b) of the attached Guidelines for Agency-to-Agency Agreements</p> <p>5. Receive and evaluate certification</p> <ul style="list-style-type: none"> <li>• If qualified, forward certification to BAC for the preparation of resolution</li> </ul>	<p>Receive certification and result of evaluation</p> <p>Prepare, approve and post BAC Resolution recommending the use</p>	<p>1 WD</p> <p>3 WDs</p>	<p>Chief Administrative Office, Deputy Executive Director</p> <p>Chief Administrative Office, Deputy Executive Director, Executive Director</p> <p>BAC Secretariat</p> <p>HoPE, BAC Members, BAC Secretariat</p>
---	--	--------------------------	--



<ul style="list-style-type: none"> <li>• If not qualified, inform Servicing Agency on the result of evaluation</li> </ul> <p>6. Prepare and send the Contract of Services (COS) / Memorandum of Agreement (MOA) to Servicing Agency. Servicing Agency shall return signed COS/MOA to PCIEERD</p> <p>7. Receive signed COS/MOA, notarize and send copy to Servicing Agency</p> <p>8. Provide copy of notarized COS/MOA to Procurement Section</p>	<p>of Agency-to-Agency agreement</p> <p>Receive notarized COS/MOA and post in PhilGEPS</p> <p>Secure Performance Security/Bond</p> <p>Selected Bidder shall deliver goods and/or services based on Service Level Agreement (SLA)</p> <p>Receive, inspect and accept the goods and/or services</p> <p>Issue Inspection and Acceptance Report</p>	<p>3 WDs</p> <p>8 WDs Waiting time until the return of signed COS/MOA to PCIEERD</p> <p>1 WD</p> <p>1 WD</p>	<p>BAC Secretariat</p> <p>BAC Secretariat</p> <p>BAC Secretariat, Cashier</p>
TOTAL		17 WDs	



## Alternative mode of procurement through shopping

Divisions Involved	Procurement, Finance and Administrative Division (FAD)		
Classification	Highly Technical		
Type of Transaction	Government to Government (G2G)		
Who may avail?	All PCIEERD Personnel		
Availability of Service	Business working day from Monday to Friday, except regular and non-working holidays or declared work suspension 8:00AM - 5:00PM, No Noonbreak		
Fees to be Paid	None		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Approved Purchase Request		PCIEERD website: <a href="http://pcieerd.dost.gov.ph/">http://pcieerd.dost.gov.ph/</a>	
<b>CLIENT'S ACTION</b>	<b>PROCUREMENT SECTION'S ACTION</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Access Procurement and Inventory System (PIS), input details of request and click "Save Changes"	Receive notice, accept request, check details of request, check if listed in the Annual Procurement Plan (APP), print purchase request (PR) and forward to concerned Division for signature and for facilitating approval. Update PIS on the action taken	1 WD	Procurement Officer
2. Prepare Terms of Reference		1 WD	
3. Receive PR, affix signature in the "Requested by" portion and forward to Approving Authority		1 WD	Procurement Officer
<ul style="list-style-type: none"> <li>For PR amounting to Php 100,000.00 and below, seek approval from Chief Administrative Officer and return to Procurement Section</li> <li>For PR amounting to Php 100,000.00 up to Php 4,999,999.99, seek approval from Deputy</li> </ul>			Chief Administrative Officer
			Chief Administrative Officer, Deputy Executive Director, Executive Director



Executive Director and return to Procurement Section	Receive approved PR		
	<ul style="list-style-type: none"> <li>If approved budget contract is below Php 50,000.00, request quotations directly from prospective Bidders</li> <li>If approved budget contract is Php 50,000.00 and above, post requirements in the PhilGEPS</li> </ul>	2 WDs	Procurement Officer
		5 WDs Waiting time until the return of signed contract / purchase order / work order	Procurement Officer
	Receive sealed quotation, consolidate and evaluate. A minimum of three (3) quotations shall be received to proceed with the evaluation. Otherwise, extend posting in PhilGEPS	2 WDs	Procurement Officer
	Prepare Abstract of Canvass	1 WD	Procurement Officer
	Prepare, approve and send contract / purchase order / work order to selected Bidder for signature. Selected Bidder shall return signed contract / purchase order / work order to PCIEERD	5 WDs Waiting time until the return of signed contract / purchase order / work order	Procurement Officer, BAC Chairperson, Executive Director
	Receive signed contract / purchase order / work order. Selected Bidder shall deliver the goods and services	1 WD	Procurement Officer
	Receive, inspect and accept the goods and/or services		Property Officer
Issue Inspection and Acceptance Report		Procurement Officer	
TOTAL		16 WDs	





## Processing of payment request

Cut-off time of receiving transaction is at 4:00PM every working day except for declared work suspension. Transaction received beyond cut-off time shall be processed in the next working day

Divisions Involved	Accounting, Budget and Cashier, Finance and Administrative Division		
Classification	Complex		
Type of Transaction	Government to Government (G2G)		
Who may avail?	All PCIEERD Personnel		
Availability of Service	Business working day from Monday to Friday, except regular and non-working holidays or declared work suspension 8:00AM - 5:00PM, No Noonbreak		
Fees to be Paid	None		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Signed request for payment		PCIEERD Intranet Site: <a href="http://10.10.113.7/evoucher/">http://10.10.113.7/evoucher/</a>	
<b>CLIENT'S ACTION</b>	<b>ACCOUNTING, BUDGET AND CASH SECTIONS' ACTION</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Receiving of Transaction			
1. Prepare documents and input details of transaction in the eVoucher Information System			
2. Print request for payment, facilitate signing and forward transaction to FAD for processing. Update eVoucher Information System	Receive transaction, check supporting documents based on checklist and review such documents according to prescribed accounting and auditing rules and regulations.  If complete, forward transaction to the Budget Section for preparation of Obligation Request.  If incomplete, return transaction to the requesting personnel	2 Hours	Accounting Personnel
3. Receive transaction indicating lacking documents. Update eVoucher Information System	Update eVoucher Information System		
Obligation Request			



	<p>Receive, review, prepare Obligation Request and Status (ORS)/Budget Utilization Request Status (BURS) and affix signature. Update Registry of Allotment, Obligation and Disbursement. Forward transaction with printed ORS/BURS to Accounting Section for preparation of Disbursement Voucher. Update eVoucher Information System</p>	2 Hours	Budget and Accounting Personnel
<b>Disbursement Voucher (DV)</b>			
<p>3. Receive transaction and affix signature to DV and ORS/BURS certifying expenses / cash advance necessary, lawful and incurred under direct supervision. Signatory may vary based on PCIEERD Administrative Order No. 2019-011, Series of 2019. Once signed, forward transaction to Accounting Section for signature. Update eVoucher Information System</p>	<p>Receive transaction and prepare DV including Tax Certificate, if applicable. Forward transaction with printed DV and Tax Certificate, ORS/BURS to</p>	1 Hour	Accounting Personnel
	<p>Requesting Personnel to facilitate signing of DV by authorized signatory. Update eVoucher Information System</p>	2 Hours	
		1 WD	



	Receive transaction and affix signature to DV certifying cash available or subject to Authority/Debit/Account, when applicable or supporting documents complete and amount claimed proper. Once signed, forward transaction to Requesting Personnel to facilitate approval of DV by authorized signatory. Update eVoucher Information System	1 Hour	Accountant
4. Receive transaction and affix signature to DV approving the payment. Signatory may vary based on PCIEERD Administrative Order No. 2019-011, Series of 2019. Once signed, forward to Cash Section for preparation of List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA)/Check. Update eVoucher Information System		4 Hours	
List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA)/Check			
	Receive transaction with approved DV and prepare LDDAP-ADA/Check. Forward transaction with printed LDDAP-ADA to Accounting Section for signature. Update eVoucher Information System	1 Hour	Accountant
LDDAP-ADA			
	Receive transaction and affix signature on LDDAP portion certifying that it was prepared in accordance with existing budgeting, accounting and auditing rules and	1 Hour	Accountant



5. Receive transaction and affix signature on ACIC and ADA portion to debit account by the Bank. Only Agency Authorized Signatories are allowed to approve. Update eVoucher Information System	<p>regulations. Once signed, forward transaction to Requesting Personnel to facilitate signing of LDDAP. Update eVoucher Information System</p> <p>Receive transaction and affix signature on LDDAP portion for approval. Signatory may vary based on PCIEERD Administrative Order No. 2019-011, Series of 2019. Once signed, forward to Cash Section for preparation of Advice of Checks Issued and Cancelled (ACIC). Update eVoucher Information System</p>	0.5 Hour	Cashier
	<p>Receive transaction, prepare and print ACIC and forward to authorized signatory for approval. Update eVoucher Information System</p>	0.5 Hour	Cashier
<b>Check</b>			
	<p>Receive transaction, prepare and print Check together with ACIC. Affix signature on Check and ACIC. Only Agency Authorized Signatories are allowed to sign. Update eVoucher Information System</p>	0.5 Hour	Cashier and Authorized Signatory
	<p>Forward LDDAP-ADA, copy of Check and ACIC</p>	2 WDs	Cashier



6. Receive notice and access Intranet Site to check LDDAP or Check issued	to Land Bank of the Philippines (LBP). LBP to stamp received on LDDAP-ADA and ACIC.  Prepare and post Report of Checks and LDDAP Issued in the Intranet Site and notify personnel through eLiham. Update eVoucher Information System	1 Hour	Cashier
TOTAL		5 WDs	



**Internal Services**  
**Policy Coordination and Monitoring Division**



## Processing of IT support request

### Printer problem and network support

Divisions Involved	Information Technology Management Unit, Policy Coordination and Monitoring Division		
Classification	Simple		
Type of Transaction	Government to Government (G2G)		
Who may avail?	All PCIEERD Personnel		
Availability of Service	Business working day from Monday to Friday, except regular and non-working holidays or declared work suspension 8:00AM - 5:00PM, No Noonbreak		
Fees to be Paid	None		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Filled-in IT Service Request		PCIEERD Intranet Site: <a href="http://10.10.112.21/ihelp/">http://10.10.112.21/ihelp/</a>	
<b>CLIENT'S ACTION</b>	<b>ITMU'S ACTION</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Access IT Service Request (iHelp) Information System, input details of request and click submit for ITMU processing	<p>Receive request upon notification from iHelp Information System</p> <p>Access iHelp Information System, set priority level, correct service type and assign the request to concerned IT support staff</p> <p>Accept and set estimated service delivery period</p> <p>Act on the request</p> <ul style="list-style-type: none"> <li>• If request has been addressed, notify Requesting Party on the action taken. Update request in iHelp</li> <li>• If request has not been addressed due severe problem and requires action from External Party, notify Requesting Party on the action taken.</li> </ul>	1 WD	<p>iHelp Administrator</p> <p>iHelp Administrator</p> <p>Concerned IT Support Staff</p> <p>Concerned IT Support Staff</p>



2. Rate and close the service request	Prepare Inspection Report and submit to Procurement Section for action. Update request in iHelp Information System		
TOTAL		1 WD	





## Workstation Breakdown and Data Retrieval

Divisions Involved	Information Technology Management Unit, Policy Coordination and Monitoring Division		
Classification	Simple		
Type of Transaction	Government to Government (G2G)		
Who may avail?	All PCIEERD Personnel		
Availability of Service	Business working day from Monday to Friday, except regular and non-working holidays or declared work suspension 8:00AM - 5:00PM, No Noonbreak		
Fees to be Paid	None		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Filled-in IT Service Request		PCIEERD Intranet Site: <a href="http://10.10.112.21/ihelp/">http://10.10.112.21/ihelp/</a>	
<b>CLIENT'S ACTION</b>	<b>ITMU'S ACTION</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Access IT Service Request (iHelp) Information System, input details of request and click submit for ITMU processing	<p>Receive request upon notification from iHelp Information System</p> <p>Access iHelp Information System, set priority level, correct service type and assign the request to concerned IT support staff</p> <p>Accept and set estimated service delivery period</p> <p>Act on the request</p> <ul style="list-style-type: none"> <li>If request has been addressed, notify Requesting Party on the action taken. Update request in iHelp</li> <li>If request has not been addressed due severe problem and requires action from External Party, notify Requesting Party on the action taken. Prepare Inspection Report and submit to Procurement Section</li> </ul>	3 WDs	<p>iHelp Administrator</p> <p>iHelp Administrator</p> <p>Concerned IT Support Staff</p> <p>Concerned IT Support Staff</p>



2. Rate and close the service request	for action. Update request in iHelp Information System		
TOTAL		3 WDs	



## Software Enhancement, System Features and Software Development

Divisions Involved	Information Technology Management Unit, Policy Coordination and Monitoring Division		
Classification	Highly Technical		
Type of Transaction	Government to Government (G2G)		
Who may avail?	All PCIEERD Personnel		
Availability of Service	Business working day from Monday to Friday, except regular and non-working holidays or declared work suspension 8:00AM - 5:00PM, No Noonbreak		
Fees to be Paid	None		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Filled-in IT Service Request		PCIEERD Intranet Site: <a href="http://10.10.112.21/ihelp/">http://10.10.112.21/ihelp/</a>	
<b>CLIENT'S ACTION</b>	<b>ITMU'S ACTION</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. Access IT Service Request (iHelp) Information System, input details of request and click submit for ITMU processing	<p>Receive request upon notification from iHelp Information System</p> <p>Access iHelp Information System, set priority level, correct service type and assign the request to concerned IT support staff</p> <p>Accept and set estimated service delivery period</p> <p>Act on the request</p> <ul style="list-style-type: none"> <li>If request has been addressed, notify Requesting Party on the action taken. Update request in iHelp</li> <li>If request has not been addressed due severe problem and requires action from External Party, notify Requesting Party on the action taken. Prepare Inspection Report and submit to Procurement Section</li> </ul>	<p>15 WDs</p> <p>A maximum of six (6) months is needed to finish the request for Software Development, if any</p>	<p>iHelp Administrator</p> <p>iHelp Administrator</p> <p>Concerned IT Support Staff</p> <p>Concerned IT Support Staff</p>



4. Rate and close the service request	for action. Update request in iHelp Information System		
TOTAL		15 WDs	



## **Feedback Mechanism**



## Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send feedback	<ul style="list-style-type: none"> <li>• Fill-in Client Satisfaction Feedback (CSF) Form and drop it at the designated drop box; or</li> <li>• Go to Kiosk; or</li> <li>• Access Customer Relation Management Information System at <a href="http://111.125.126.138/crmis/">http://111.125.126.138/crmis/</a>; or</li> <li>• Send email at <a href="mailto:pcieerd@pcieerd.dost.gov.ph">pcieerd@pcieerd.dost.gov.ph</a>; or</li> <li>• Call 8377516/8372071 local 2120</li> </ul>
How feedback is processed	<ul style="list-style-type: none"> <li>• Feedback are gathered every week</li> <li>• Feedback requiring response will be forwarded to the concerned division. For feedback classified as simple will be responded in 3 working days while feedback classified as complex will be responded in 7 working days. Feedback categorized as highly technical will be responded in 20 working days</li> <li>• Client may follow-up feedback at tel. nos. 8377516/8372071 local 2120 or email <a href="mailto:pcieerd@pcieerd.dost.gov.ph">pcieerd@pcieerd.dost.gov.ph</a></li> </ul>
How to file a complaint	<ul style="list-style-type: none"> <li>• Access Customer Relation Management Information System at <a href="http://111.125.126.138/crmis/">http://111.125.126.138/crmis/</a>; or</li> <li>• Send email at <a href="mailto:pcieerd@pcieerd.dost.gov.ph">pcieerd@pcieerd.dost.gov.ph</a>; or</li> <li>• Call 8377516/8372071 local 2120</li> </ul>
How complaint is processed	<ul style="list-style-type: none"> <li>• Complaints are gathered every week</li> <li>• Complaints requiring response will be forwarded to the concerned division. For complaints classified as simple will be responded in 3 working days while complaints classified as complex will be responded in 7 working days. Complaints categorized as highly technical will be responded in 20 working days</li> <li>• Client may follow-up complaint at tel. nos. 8377516/8372071 local 2120 or email <a href="mailto:pcieerd@pcieerd.dost.gov.ph">pcieerd@pcieerd.dost.gov.ph</a></li> </ul>
Contact Information	PCIEERD – 8377516 / 8372071 local 2120 ARTA – <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a> Presidential Complaint Center – 8888 CSC's Contact Center ng Bayan – 0908-8816565 (SMS)