



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

CITIZEN'S CHARTER
2019 (1st Edition)



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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 differently-abled persons, 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/).



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PCI EERD Office External Services



1. Support to research and development

This program provides financial support to research projects consistent with the priorities identified in the Harmonized National Research and Development Agenda (HNRDA) for industry, energy, and emerging technology sectors. Research grants may be availed of by government research and academic institutions as well as private 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. The process starts upon the end of call of proposal.

Divisions Involved	Records Section, Finance and Administrative Division (FAD) Emerging Technology Development Division (ETDD) Industrial Technology Development Division (ITDD) 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			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. One (1) copy of Detailed Program Proposal using 2019 Revised DOST-GIA Form 2A or One (1) copy of Detailed R&D Project Proposal using 2019 Revised DOST-GIA Form 2B or One (1) copy of Detailed Non-R&D Project using 2019 Revised DOST-GIA Form 3 with the following attachment; <ol style="list-style-type: none"> 1.1. One (1) copy of Project Line-Item-Budget using 2019 Revised DOST-GIA Form A; 1.2. One (1) copy of Project Workplan using 2019 Revised DOST-GIA Form B; 2. One (1) copy of endorsement letter from the head of agency in pdf format; and 3. One (1) copy of Curriculum Vitae of Program / Project Leader in pdf format 4. All details will be inputted and uploaded in the DOST Project Management Information System through: https://dpmis.dost.gov.ph/ 		PCIEERD – Policy Coordination and Monitoring Division (PCMD) Forms are available at the PCIEERD Website: http://pcieerd.dost.gov.ph/library/e-forms/call-for-proposal-forms and DOST Project Management Information System: https://dpmis.dost.gov.ph/		
CLIENT'S STEP	PCIEERD'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Stage 1. Call for Proposal, Receiving, Recording and Evaluation of Project Proposal				
Call for Proposal, Receiving and Recording of Project Proposal				
1. Submit project proposal to	1. Access Project Management	None	None	Records Officer



PCIEERD through Online DOST Project Management Information System. A system-generated acknowledgment receipt is provided in the facility.	Information System; print email and first page of the proposal; record in the Tracking, Retrieval, Archiving of Communications for Efficiency (TRACE); and forward to PCMD for screening.			
None	2. Screen proposal, record details in the Project Management Information System (PMIS) and forward to concerned division	None	None	Division Chief and Secretary of PCMD
Evaluation of Project Proposal				
Division Level				
None	3. Conduct eligibility check on the project proposal 3.1. If eligible, proceed to PCIEERD Management Team (PMT) deliberation 3.2. If not eligible, disapprove proposal	None	4 working days	Concerned Project Manager and Division Chief of EUSTDD, ETDD, ITDD, IG and PCMD
2. Receive notice of status/result of evaluation of proposal from PCIEERD	4. Inform Client on the status/result of evaluation of proposal	None		Concerned Project Manager of EUSTDD, ETDD, ITDD, IG and PCMD
PCIEERD Management Team Level				
None	5. Conduct deliberation of the project proposal 5.1. If qualified, proceed to Technical Panel Evaluation 5.2. If not qualified, disapprove proposal	None	5 working days	Concerned Project Manager and Division Chief of EUSTDD, ETDD, ITDD, IG and PCMD; PCIEERD Management Team
6. Receive notice of status/result of evaluation of proposal from PCIEERD	6. Inform Client on the status/result of evaluation of proposal	None		Concerned Project Manager of EUSTDD, ETDD, ITDD, IG and PCMD
Technical Panel Level				
None	7. Conduct evaluation of proposal 7.1. If recommended, proceed to	None	10 working days	Concerned Project Manager and Division Chief of EUSTDD,



	<p>Governing Council (GC) deliberation</p> <p>7.2. If recommended with minor revision, notify Client on the necessary revision</p> <p>7.3. If not recommended, disapprove proposal</p>			<p>ETDD, ITDD, IG and PCMD; PCIEERD Management Team; Concerned PCMD Personnel; TP Experts</p>
7. Receive notice of status of evaluation of proposal from PCIEERD	8. Inform Client on the status/result of evaluation of proposal.	None	Client to submit revised proposal within 7 working days. Failure to submit said revised proposal in the prescribed time will result to disapproval	Concerned Project Manager of EUSTDD, ETDD, ITDD, IG and PCMD
8. Submit revised proposal to PCIEERD, if applicable	9. Accept, acknowledge, and check response against necessary revision	None		Concerned Project Manager and Division Chief of EUSTDD, ETDD, ITDD, IG and PCMD
Governing Council Level				
None	<p>10. Conduct deliberation project proposal</p> <p>10.1. If approved under PCIEERD GIA, proceed to Stage 2. Preparation and Signing of Memorandum of Agreement (MOA)</p> <p>10.2. If approved under DOST GIA, endorse said proposal to Office of Undersecretary for R&D through Special Projects Division (SPD) for DOST-EXECOM deliberation</p> <p>10.3. If disapproved, notify Client that the project proposal is not considered for funding</p>	None	7 working days	Concerned Project Manager and Division Chief of EUSTDD, ETDD, ITDD, IG and PCMD; Deputy Executive Director; Executive Director; Governing Council Members



11. Receive notice of status/result of evaluation of proposal from PCIEERD	11. Inform Client on the status of evaluation of proposal	None		Concerned Project Manager of EUSTDD, ETDD, ITDD, IG and PCMD
DOST Executive Committee Level				
None	12. Conduct deliberation of project proposal 12.1. If approved, notify Client that the proposal is considered for funding	None	7 working days	Concerned Project Manager and Division Chief of EUSTDD, ETDD, ITDD, IG and PCMD; Executive Director; DOST-EXECOM Members
None	13. The DOST SPD prepares MOA while PCIEERD facilitates signing with its Clients	None		Concerned Project Manager of EUSTDD, ETDD, ITDD, IG and PCMD
14. Receive notice of status/result of evaluation of proposal from PCIEERD	14. If disapproved, notify Client that the project proposal is not considered for funding	None		Concerned Project Manager of EUSTDD, ETDD, ITDD, IG and PCMD
TOTAL			40 working days	
Stage 2. Preparation and Signing of Memorandum of Agreement (MOA)				
None	1. Prepare MOA with complete attachments and send to Client for signature	None	5 working days	Concerned Project Manager of EUSTDD, ETDD, ITDD, HRIDD, PCMD; Records Personnel
1. Receive MOA from PCIEERD and affix the signature of the Project Leader as witness and the head of institution. Return signed MOA to PCIEERD	None	None	20 working days (Waiting time to return signed MOA to PCIEERD)	None
None	2. Receive signed MOA and affix the signature of concerned Division Chief as witness and the Executive Director	None	13 working days	Concerned Project Manager and Division Chief of EUSTDD, ETDD, ITDD,



				HRIDD, PCMD; Deputy Executive Director; Executive Director
None	3. Facilitate notarization and send notarized MOA to Client	None	2 working days	Concerned Project Manager of EUSTDD, ETDD, ITDD, HRIDD, PCMD; Records Personnel
2. Receive notarized MOA from PCIEERD	None	None		None
TOTAL			40 working days	
Stage 3. Preparation, Processing and Releasing of Project Fund				
None	4. Prepare documents and input details of transaction in the eVoucher Information System	None	4 hours	Concerned Project Manager of EUSTDD, ETDD, ITDD, HRIDD, PCMD
None	5. Print request for payment, facilitate signing and forward to Accounting Section, FAD for processing	None	4 hours	Concerned Personnel of FAD
None	6. Process transaction until the project fund is deposited in the account of the Implementing Agency	None	5 working days	Accounting Personnel
None	7. Notify Project Manager if payment has been deposited in the account of Implementing Agency	None	1 working day	Cashier
None	8. Prepare notice of release of project fund and send to Implementing Agency	None	1 working day	Concerned Project Manager of EUSTDD, ETDD, ITDD, HRIDD, PCMD
3. Receive notice of release of project fund from PCIEERD	None	None		None
TOTAL			8 working days	



2. Support to technology transfer and commercialization

This 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 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			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> One (1) copy of Detailed Program Proposal using 2019 Revised DOST-GIA Form 2A or One (1) copy of Detailed R&D Project Proposal using 2019 Revised DOST-GIA Form 2B or One (1) copy of Detailed Non-R&D Project using 2019 Revised DOST-GIA Form 3 with the following attachment; <ol style="list-style-type: none"> One (1) copy of Project Line-Item-Budget using 2019 Revised DOST-GIA Form A; One (1) copy of Project Workplan using 2019 Revised DOST-GIA Form B; One (1) copy of endorsement letter from the head of agency in pdf format; and One (1) copy of Curriculum Vitae of Program / Project Leader in pdf format All details will be inputted and uploaded in the DOST Project Management Information System through: https://dpmis.dost.gov.ph/ 		PCIEERD – Policy Coordination and Monitoring Division (PCMD) Forms are available at the PCIEERD Website: http://pcieerd.dost.gov.ph/library/e-forms/call-for-proposal-forms and DOST Project Management Information System: https://dpmis.dost.gov.ph/		
CLIENT'S STEP	PCIEERD'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Stage 1. Call for Proposal, Receiving, Recording and Evaluation of Project Proposal				
Call for Proposal, Receiving and Recording of Project Proposal				
1. Submit project proposal to PCIEERD through Online DOST Project Management Information	1. Access Project Management Information System; print email and first page of the proposal; record in the Tracking, Retrieval, Archiving of Communications for Efficiency (TRACE);	None	None	Records Officer



System. A system-generated acknowledgment receipt is provided in the facility.	and forward to PCMD for screening.			
None	2. Screen proposal, record details in the Project Management Information System (PMIS) and forward to concerned division	None	None	Division Chief and Secretary of PCMD
Evaluation of Project Proposal				
Division Level				
None	3. Conduct eligibility check on the project proposal 3.1. If eligible, proceed to PCIEERD Management Team (PMT) deliberation 3.2. If not eligible, disapprove proposal	None	4 working days	Concerned Project Manager and Division Chief of RITTD
2. Receive notice of status/result of evaluation of proposal from PCIEERD	4. Inform Client on the status/result of evaluation of proposal	None		Concerned Project Manager of RITTD
PCIEERD Management Team Level				
None	5. Conduct deliberation of the project proposal 5.1. If qualified, proceed to Technical Panel Evaluation 5.2. If not qualified, disapprove proposal	None	5 working days	Concerned Project Manager and Division Chief of RITTD, PCIEERD Management Team
3. Receive notice of status/result of evaluation of proposal from PCIEERD	6. Inform Client on the status/result of evaluation of proposal	None		Concerned Project Manager of RITTD
Technical Panel Level				
None	7. Conduct evaluation of proposal 7.1. If recommended, proceed to Governing	None	10 working days	Concerned Project Manager and Division Chief of RITTD, PCIEERD



	<p>Council (GC) deliberation</p> <p>7.2. If recommended with minor revision, notify Client on the necessary revision</p> <p>7.3. If not recommended, disapprove proposal</p>			<p>Management Team, Concerned PCMD Personnel, TP Experts</p>
4. Receive notice of status of evaluation of proposal from PCIEERD	8. Inform Client on the status/result of evaluation of proposal.	None	Client to submit revised proposal within 7 working days. Failure to submit said revised proposal in the prescribed time will result to disapproval	Concerned Project Manager of RITTD
5. Submit revised proposal to PCIEERD, if applicable	9. Accept, acknowledge, and check response against necessary revision	None		Concerned Project Manager and Division Chief of RITTD
Governing Council Level				
None	<p>10. Conduct deliberation project proposal</p> <p>10.1. If approved under PCIEERD GIA, proceed to Stage 2. Preparation and Signing of Memorandum of Agreement (MOA)</p> <p>10.2. If approved under DOST GIA, endorse said proposal to Office of Undersecretary for R&D through Special Projects Division (SPD) for DOST-EXECOM deliberation</p> <p>10.3. If disapproved, notify Client that the project proposal is not considered for funding</p>	None	7 working days	<p>Concerned Project Manager and Division Chief of RITTD, Deputy Executive Director, Executive Director, Governing Council Members</p>
6. Receive notice of status/result	11. Inform Client on the status of evaluation of proposal	None		Concerned Project Manager of RITTD



of evaluation of proposal from PCIEERD				
DOST Executive Committee Level				
None	12. Conduct deliberation of project proposal 12.1. If approved, notify Client that the proposal is considered for funding	None	7 working days	Concerned Project Manager and Division Chief of RITTD, Executive Director, DOST-EXECOM Members
None	13. The DOST SPD prepares MOA while PCIEERD facilitates signing with its Clients	None		Concerned Project Manager of RITTD
7. Receive notice of status/result of evaluation of proposal from PCIEERD	14. If disapproved, notify Client that the project proposal is not considered for funding	None		Concerned Project Manager of RITTD
TOTAL			40 working days	
Stage 2. Preparation and Signing of Memorandum of Agreement (MOA)				
None	1. Prepare MOA with complete attachments and send to Client for signature	None	5 working days	Concerned Project Manager RITTD, Records Personnel
1. Receive MOA from PCIEERD and affix the signature of the Project Leader as witness and the head of institution. Return signed MOA to PCIEERD	None	None	20 working days (Waiting time to return signed MOA to PCIEERD)	None
None	2. Receive signed MOA and affix the signature of concerned Division Chief as witness and the Executive Director	None	13 working days	Concerned Project Manager and Division Chief of RITTD, Deputy Executive Director, Executive Director



None	3. Facilitate notarization and send notarized MOA to Client	None	2 working days	Concerned Project Manager of RITTD, Records Personnel
2. Receive notarized MOA from PCIEERD	None	None		None
TOTAL			40 working days	
Stage 3. Preparation, Processing and Releasing of Project Fund				
None	4. Prepare documents and input details of transaction in the eVoucher Information System	None	4 hours	Concerned Project Manager of RITTD
None	5. Print request for payment, facilitate signing and forward to Accounting Section, FAD for processing	None	4 hours	Concerned Personnel of FAD
None	6. Process transaction until the project fund is deposited in the account of the Implementing Agency	None	5 working days	Accounting Personnel
None	7. Notify Project Manager if payment has been deposited in the account of Implementing Agency	None	1 working day	Cashier
None	8. Prepare notice of release of project fund and send to Implementing Agency	None	1 working day	Concerned Project Manager of RITTD
3. Receive notice of release of project fund from PCIEERD	None	None		None
TOTAL			8 working days	



3. Support to human resource development

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

3.1. Visiting expert program

This program is open to institutions needing faculty/experts from another institution which possesses the required expertise. The expertise must not be in the requesting institution. The field of expertise of the visiting professor/expert should fall within the PCIEERD sectoral priority areas / HNRDA. 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			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> One (1) copy of letter of request, in hard copy One (1) copy of filled-in application form, in hard copy One (1) copy of curriculum vitae (CV) of the visiting expert, in hard copy One (1) copy of endorsement from the key official of the institution, in hard copy One (1) copy of scheduled plan of activities, in hard copy One (1) copy of terms of reference, in hard copy One (1) copy of budget requirements, in hard copy 		PCIEERD – Human Resource and Institution Development Division (HRIDD) Forms are available at the PCIEERD website: http://pcieerd.dost.gov.ph/supported-programs-projects/strategic-thrusts-and-programs/239-human-resource-development-2#i-visiting-expert-program		
CLIENT'S STEP	PCIEERD'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Stage 1. Receiving, Recording and Evaluation of Application				
Receiving and Recording of Application				
1. Submit application to PCIEERD	1. Receive and record application in the Tracking, Retrieval,	None	1 working day	Records Officer and HRIDD Secretary



	Archiving of Communications for Efficiency (TRACE). Forward application to HRIDD for evaluation			
None	2. Prepare acknowledgement letter and send to the Applicant	None	1 working day	Concerned Project Manager of HRIDD
Checking Eligibility of Application				
None	3. Conduct eligibility check on the application 3.1. If qualified, proceed to evaluation. 3.2. If qualified with incomplete requirements, notify applicant on the lacking requirements. 3.3. If not qualified application, notify applicant on disapproval	None	2 working days	Concerned Project Manager of HRIDD
2. Receive notice of initial evaluation from PCIEERD	None	None		Concerned Project Manager of HRIDD
3. Submit lacking documents to PCIEERD, if any	4. Accept and acknowledge documents. If complete, proceed to evaluation	None	5 working days Waiting time to submit lacking documents	Concerned Project Manager of HRIDD
Evaluation of Application				
4. Receive notice of evaluation from PCIEERD	5. Conduct evaluation of application 5.1. If recommended, proceed to preparation of Approval Documents and Signing of Contract of Award 5.2. If not recommended, notify Applicant of disapproval	None	2 working days	Concerned Project Manager of HRIDD
Stage 2. Preparation of Approval Documents and Signing of Contract of Award				
None	1. Prepare approval letter with LIB and Contract of Award and send to Applicant for signature	None	5 working days	Concerned Project Manager of HRIDD



1. Receive approval documents from PCIEERD, affix signature and return signed Contract of Award to PCIEERD	None	None	5 working days Waiting time to return the signed Contract of Award	None
None	2. Receive signed Contract of Award, facilitate signing and notarization. Provide copy of notarized Contract of Award to grantee	None	3 working days	Concerned Project Manager of HRIDD
2. Receive signed notarized Contract of Award from PCIEERD	None	None		None
Orientation of Grantee				
None	3. Schedule orientation and notify Grantee	None	1 working day	Concerned Project Manager of HRIDD
4. Receive notice from PCIEERD and attend orientation to PCIEERD	None	None	3 working days Waiting timer until the day of orientation	None
Stage 3. Preparation, Processing and Releasing of Project Fund				
None	1. Prepare documents and input details of transaction in the eVoucher Information System	None	4 hours	Concerned Personnel of HRIDD
None	2. Print request for payment, facilitate signing and forward to Accounting Section, FAD for processing	None	4 hours	Concerned Personnel of FAD
None	3. Process transaction until the project fund is deposited in the account of the Implementing Agency	None	5 working days	Accounting Personnel
None	4. Notify Project Manager if payment has been deposited in the account of Implementing Agency	None	1 working day	Cashier
None	5. Prepare notice of release of project fund	None	1 working day	Concerned Personnel of HRIDD



	and send to Implementing Agency			
5. Receive notice of release of project fund from PCIEERD	None	None		None
TOTAL			36 working days	

3.2. Faculty immersion for research and development

This 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			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. One (1) copy of letter of request, in hard copy 2. One (1) copy of filled-in application form, in hard copy 3. One (1) copy of curriculum vitae, in hard copy 4. One (1) copy of endorsement from sending institution, in hard copy 5. One (1) copy of detailed research proposal with description of proposed scope of work including plan of activities, in hard copy 6. One (1) copy of acceptance from the host institution, in hard copy 7. One (1) copy of budgetary requirements certified by the mentor, in hard copy 		PCIEERD – Human Resource and Institution Development Division (HRIDD) Forms are available at the PCIEERD website: http://pcieerd.dost.gov.ph/supported-programs-projects/strategic-thrusts-and-programs/239-human-resource-development-2#application-requirements		
CLIENT'S STEP	PCIEERD'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Stage 1. Receiving, Recording and Evaluation of Application				
Receiving and Recording of Application				



1. Submit application to PCIEERD	1. Receive and record application in the Tracking, Retrieval, Archiving of Communications for Efficiency (TRACE). Forward application to HRIDD for evaluation	None	1 working day	Records Officer and HRIDD Secretary
None	2. Prepare acknowledgement letter and send to the Applicant	None	1 working day	Concerned Project Manager of HRIDD
Checking Eligibility of Application				
None	3. Conduct eligibility check on the application 3.1. If qualified, proceed to evaluation. 3.2. If qualified with incomplete requirements, notify applicant on the lacking requirements. 3.3. If not qualified application, notify applicant on disapproval	None	2 working days	Concerned Project Manager of HRIDD
2. Receive notice of initial evaluation from PCIEERD	None	None		Concerned Project Manager of HRIDD
3. Submit lacking documents to PCIEERD, if any	4. Accept and acknowledge documents. If complete, proceed to evaluation	None	5 working days Waiting time to submit lacking documents	Concerned Project Manager of HRIDD
Evaluation of Application				
4. Receive notice of evaluation from PCIEERD	5. Conduct evaluation of application 5.1. If recommended, proceed to preparation of Approval Documents and Signing of Contract of Award 5.2. If not recommended, notify Applicant of disapproval	None	2 working days	Concerned Project Manager of HRIDD
Stage 2. Preparation of Approval Documents and Signing of Contract of Award				



None	1. Prepare approval letter with LIB and Contract of Award and send to Applicant for signature	None	5 working days	Concerned Project Manager of HRIDD
1. Receive approval documents from PCIEERD, affix signature and return signed Contract of Award	None	None	5 working days Waiting time to return the signed Contract of Award	None
None	2. Receive signed Contract of Award, facilitate signing and notarization. Provide copy of notarized Contract of Award to grantee	None	3 working days	Concerned Project Manager of HRIDD
3. Receive signed notarized Contract of Award	None	None		None
Orientation of Grantee				
None	3. Schedule orientation and notify Grantee	None	1 working day	Concerned Project Manager of HRIDD
4. Receive notice and attend orientation	None	None	3 working days Waiting timer until the day of orientation	None
Stage 3. Preparation, Processing and Releasing of Project Fund				
None	1. Prepare documents and input details of transaction in the eVoucher Information System	None	4 hours	Concerned Personnel of HRIDD
None	2. Print request for payment, facilitate signing and forward to Accounting Section, FAD for processing	None	4 hours	Concerned Personnel of FAD
None	3. Process transaction until the project fund is deposited in the account of the Implementing Agency	None	5 working days	Accounting Personnel
None	4. Notify Project Manager if payment has been deposited in the account of Implementing Agency	None	1 working day	Cashier



None	5. Prepare notice of release of project fund and send to Implementing Agency	None	1 working day	Concerned Personnel of HRIDD
2. Receive notice of release of project fund from PCIEERD	None	None		None
TOTAL			36 working days	

3.3. Research attachment

This program is open to MS and PhD students, researchers and project personnel 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 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	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 1. One (1) copy of letter of request, n hard copy 2. One (1) copy of filled-in application form, in hard copy 3. One (1) copy of curriculum vitae, in hard copy 4. One (1) copy of endorsement from sending institution, in hard copy 5. One (1) copy of detailed research proposal with plan of activities, in hard copy 6. One (1) copy of acceptance from host institution, in hard copy 7. One (1) copy of budget requirement, as quoted/certified by the host researcher, in hard copy 		PCIEERD – Human Resource and Institution Development Division (HRIDD) Forms are available at the PCIEERD website: http://pcieerd.dost.gov.ph/supported-programs-projects/strategic-thrusts-and-programs/239-human-resource-development-2#application-requirements-2



CLIENT'S STEP	PCIEERD'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Stage 1. Receiving, Recording and Evaluation of Application				
Receiving and Recording of Application				
1. Submit application to PCIEERD	1. Receive and record application in the Tracking, Retrieval, Archiving of Communications for Efficiency (TRACE). Forward application to HRIDD for evaluation	None	1 working day	Records Officer and HRIDD Secretary
None	2. Prepare acknowledgement letter and send to the Applicant	None	1 working day	Concerned Project Manager of HRIDD
Checking Eligibility of Application				
None	3. Conduct eligibility check on the application 3.1. If qualified, proceed to evaluation. 3.2. If qualified with incomplete requirements, notify applicant on the lacking requirements. 3.3. If not qualified application, notify applicant on disapproval	None	2 working days	Concerned Project Manager of HRIDD
4. Receive notice of initial evaluation from PCIEERD	None	None		Concerned Project Manager of HRIDD
5. Submit lacking documents to PCIEERD, if any	4. Accept and acknowledge documents. If complete, proceed to evaluation	None	5 working days Waiting time to submit lacking documents	Concerned Project Manager of HRIDD
Evaluation of Application				
5. Receive notice of evaluation from PCIEERD	5. Conduct evaluation of application 5.1. If recommended, proceed to preparation of Approval Documents and Signing of Contract of Award 5.2. If not recommended,	None	2 working days	Concerned Project Manager of HRIDD



	notify Applicant of disapproval			
Stage 2. Preparation of Approval Documents and Signing of Contract of Award				
None	1. Prepare approval letter with LIB and Contract of Award and send to Applicant for signature	None	5 working days	Concerned Project Manager of HRIDD
1. Receive approval documents from PCIEERD, affix signature and return signed Contract of Award	None	None	5 working days Waiting time to return the signed Contract of Award	None
None	2. Receive signed Contract of Award, facilitate signing and notarization. Provide copy of notarized Contract of Award to grantee	None	3 working days	Concerned Project Manager of HRIDD
2. Receive signed notarized Contract of Award from PCIEERD	None	None		None
Orientation of Grantee				
None	3. Schedule orientation and notify Grantee	None	1 working day	Concerned Project Manager of HRIDD
3. Receive notice from PCIEERD and attend orientation to PCIEERD	None	None	3 working days Waiting timer until the day of orientation	None
Stage 3. Preparation, Processing and Releasing of Project Fund				
None	1. Prepare documents and input details of transaction in the eVoucher Information System	None	4 hours	Concerned Personnel of HRIDD
None	2. Print request for payment, facilitate signing and forward to Accounting Section, FAD for processing	None	4 hours	Concerned Personnel of FAD
None	3. Process transaction until the project fund is deposited in the account of the Implementing Agency	None	5 working days	Accounting Personnel



None	4. Notify Project Manager if payment has been deposited in the account of Implementing Agency	None	1 working day	Cashier
None	5. Prepare notice of release of project fund and send to Implementing Agency	None	1 working day	Concerned Personnel of HRIDD
1. Receive notice of release of project fund	None	None		None
TOTAL			36 working days	

3.4. Attendance in conferences, seminars, trainings, fora and workshops

This program covers support to researchers, faculty members 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. 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 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	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 1. One (1) copy of letter of request, in hard copy 2. One (1) copy of filled-in application form, in hard copy 3. One (1) copy of curriculum vitae, in hard copy 4. One (1) copy of endorsement from sending institution, in hard copy 5. One (1) copy of formal acceptance and/or invitation from the host institution, in hard copy 6. One (1) copy of full paper subject, in hard copy 7. One (1) copy of conference / seminar / trainings / workshops program, in hard copy 		PCIEERD – Human Resource and Institution Development Division (HRIDD) Forms are available at the PCIEERD website: http://pcieerd.dost.gov.ph/supported-programs-projects/strategic-thrusts-and-programs/239-human-resource-development-2#application-requirements-2



8. One (1) copy of budget requirements, in hard copy				
CLIENT'S STEP	PCIEERD'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Stage 1. Receiving, Recording and Evaluation of Application				
Receiving and Recording of Application				
1. Submit application to PCIEERD	1. Receive and record application in the Tracking, Retrieval, Archiving of Communications for Efficiency (TRACE). Forward application to HRIDD for evaluation	None	1 working day	Records Officer and HRIDD Secretary
None	2. Prepare acknowledgement letter and send to the Applicant	None	1 working day	Concerned Project Manager of HRIDD
Checking Eligibility of Application				
None	3. Conduct eligibility check on the application 3.1. If qualified, proceed to evaluation. 3.2. If qualified with incomplete requirements, notify applicant on the lacking requirements. 3.3. If not qualified application, notify applicant on disapproval	None	2 working days	Concerned Project Manager of HRIDD
4. Receive notice of initial evaluation from PCIEERD	None	None		Concerned Project Manager of HRIDD
5. Submit lacking documents to PCIEERD, if any	5. Accept and acknowledge documents. If complete, proceed to evaluation	None	5 working days Waiting time to submit lacking documents	Concerned Project Manager of HRIDD
Evaluation of Application				
6. Receive notice of evaluation from PCIEERD	6. Conduct evaluation of application 6.1. If recommended, proceed to preparation of Approval Documents and Signing of Contract of Award	None	2 working days	Concerned Project Manager of HRIDD



	6.2. If not recommended, notify Applicant of disapproval			
Stage 2. Preparation of Approval Documents and Signing of Contract of Award				
None	1. Prepare approval letter with LIB and Contract of Award and send to Applicant for signature	None	5 working days	Concerned Project Manager of HRIDD
1. Receive approval documents from PCIEERD, affix signature and return signed Contract of Award	None	None	5 working days Waiting time to return the signed Contract of Award	None
None	2. Receive signed Contract of Award, facilitate signing and notarization. Provide copy of notarized Contract of Award to grantee	None	3 working days	Concerned Project Manager of HRIDD
3. Receive signed notarized Contract of Award from PCIEERD	None	None		None
Orientation of Grantee				
None	4. Schedule orientation and notify Grantee	None	1 working day	Concerned Project Manager of HRIDD
5. Receive notice from PCIEERD and attend orientation to PCIEERD	None	None	3 working days Waiting timer until the day of orientation	None
Stage 3. Preparation, Processing and Releasing of Project Fund				
None	1. Prepare documents and input details of transaction in the eVoucher Information System	None	4 hours	Concerned Personnel of HRIDD
None	2. Print request for payment, facilitate signing and forward to Accounting Section, FAD for processing	None	4 hours	Concerned Personnel of FAD
None	3. Process transaction until the project fund is	None	5 working days	Accounting Personnel



	deposited in the account of the Implementing Agency			
None	4. Notify Project Manager if payment has been deposited in the account of Implementing Agency	None	1 working day	Cashier
None	5. Prepare notice of release of project fund and send to Implementing Agency	None	1 working day	Concerned Personnel of HRIDD
1. Receive notice of release of project fund from PCIEERD	None	None		None
TOTAL			36 working days	

3.5. Support for conduct of seminars, conferences and trainings

This program covers support for 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 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	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 1. One (1) copy of letter of request, in hard copy 2. One (1) copy of terms of reference (TOR) for speakers, support staff and organizing committee, in hard copy 3. One (1) copy of tentative programs of activities, in hard copy 4. One (1) copy of budgetary Requirements/Line-Item-Budget reflecting the counterpart funding, in hard copy 5. One (1) copy of letter of endorsement from the Head of the organization, in hard copy 		PCIEERD – Human Resource and Institution Development Division (HRIDD) Forms are available at the PCIEERD website: http://pcieerd.dost.gov.ph/supported-programs-projects/strategic-thrusts-and-programs/239-human-resource-development-2#screening-and-evaluation



6. One (1) copy of SEC-registration (for Scientific/Professional organizations), in hard copy				
CLIENT'S STEP	PCIEERD'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Stage 1. Receiving, Recording and Evaluation of Application				
Receiving and Recording of Application				
1. Submit application to PCIEERD	1. Receive and record application in the Tracking, Retrieval, Archiving of Communications for Efficiency (TRACE). Forward application to HRIDD for evaluation	None	1 working day	Records Officer and HRIDD Secretary
None	2. Prepare acknowledgement letter and send to the Applicant	None	1 working day	Concerned Project Manager of HRIDD
Checking Eligibility of Application				
None	3. Conduct eligibility check on the application 3.1. If qualified, proceed to evaluation. 3.2. If qualified with incomplete requirements, notify applicant on the lacking requirements. 3.3. If not qualified application, notify applicant on disapproval	None	2 working days	Concerned Project Manager of HRIDD
4. Receive notice of initial evaluation from PCIEERD	None	None		Concerned Project Manager of HRIDD
5. Submit lacking documents to PCIEERD, if any	4. Accept and acknowledge documents. If complete, proceed to evaluation	None	5 working days Waiting time to submit lacking documents	Concerned Project Manager of HRIDD
Evaluation of Application				
5. Receive notice of evaluation from PCIEERD	5. Conduct evaluation of application 5.1. If recommended, proceed to preparation of Approval Documents and Signing of	None	2 working days	Concerned Project Manager of HRIDD



	Contract of Award 5.2. If not recommended, notify Applicant of disapproval			
Stage 2. Preparation of Approval Documents and Signing of Contract of Award				
None	1. Prepare approval letter with LIB and Contract of Award and send to Applicant for signature	None	5 working days	Concerned Project Manager of HRIDD
1. Receive approval documents from PCIEERD, affix signature and return signed Contract of Award to PCIEERD	None	None	5 working days Waiting time to return the signed Contract of Award	None
None	2. Receive signed Contract of Award, facilitate signing and notarization. Provide copy of notarized Contract of Award to grantee	None	3 working days	Concerned Project Manager of HRIDD
3. Receive signed notarized Contract of Award from PCIEERD	None	None		None
Orientation of Grantee				
None	3. Schedule orientation and notify Grantee	None	1 working day	Concerned Project Manager of HRIDD
4. Receive notice from PCIEERD and attend orientation to PCIEERD	None	None	3 working days Waiting timer until the day of orientation	None
Stage 3. Preparation, Processing and Releasing of Project Fund				
None	1. Prepare documents and input details of transaction in the eVoucher Information System	None	4 hours	Concerned Personnel of HRIDD
None	2. Print request for payment, facilitate signing and forward to Accounting Section, FAD for processing	None	4 hours	Concerned Personnel of FAD



None	3. Process transaction until the project fund is deposited in the account of the Implementing Agency	None	5 working days	Accounting Personnel
None	4. Notify Project Manager if payment has been deposited in the account of Implementing Agency	None	1 working day	Cashier
None	5. Prepare notice of release of project fund and send to Implementing Agency	None	1 working day	None
1. Receive notice of release of project fund	None	None		
TOTAL			36 working days	

4. Support to institution development program

This 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	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 1. One (1) copy of letter of request, in hard copy 2. One (1) copy of proposal, using PCIEERD format, and Line-Item Budget, in hard copy 3. One (1) copy of curriculum vitae of the proponent, in hard copy 4. One (1) copy of endorsement from the head of institution, in hard copy 5. One (1) copy of five-year research agenda/strategic plan or equivalent, in hard copy 		PCIEERD – Human Resource and Institution Development Division (HRIDD) Forms are available at the PCIEERD website: http://pcieerd.dost.gov.ph/supported-programs-projects/strategic-thrusts-and-programs/240-institution-development#iv-documentary-requirements /



6. One (1) copy of list of existing laboratory personnel/faculty and their specialization, in hard copy				
7. One (1) copy of list of projects, in hard copy				
CLIENT'S STEP	PCIEERD'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Stage 1. Receiving, Recording and Evaluation of Project Proposal				
Receiving and Recording of Project Proposal				
1. Submit project proposal to PCIEERD	1. Receive, record project proposal in the Tracking, Retrieval, Archiving of Communications for Efficiency (TRACE) and forward to HRIDD for evaluation	None	4 working days	Records Officer and Secretary of HRIDD
2. Receive acknowledgment letter from PCIEERD	2. Prepare acknowledgement letter and send to Client			Concerned Project Manager of HRIDD
Evaluation of Project Proposal				
Division Level				
None	3. Conduct eligibility check on the project proposal 3.1. If eligible, proceed to PCIEERD Management Team (PMT) deliberation 3.2. If not eligible, disapprove proposal	None		Concerned Project Manager and Division Chief of HRIDD
4. Receive notice of status/result of evaluation of proposal from PCIEERD	4. Inform Client on the status/result of evaluation of proposal	None		Concerned Project Manager and Division Chief of HRIDD
PCIEERD Management Team Level				
None	5. Conduct deliberation of the project proposal 5.1. If qualified, refer to Referee, if necessary 5.2. If not qualified, disapprove proposal	None	5 working days	Concerned Project Manager and Division Chief of HRIDD, PCIEERD Management Team



6. Receive notice of status/result of evaluation of proposal from PCIEERD	6. Inform Client on the status/result of evaluation of proposal.	None		Concerned Project Manager and Division Chief of HRIDD
Referee Level, if necessary				
None	7. Conduct evaluation of proposal 7.1. If recommended, proceed to Governing Council (GC) deliberation 7.2. If recommended with minor revision, notify Client on the necessary revision 7.3. If not recommended, disapprove proposal	None	10 working days	Concerned Project Manager and Division Chief of HRIDD, Referee (Expert)
7. Receive notice of status of evaluation of proposal from PCIEERD	8. Inform Client on the status/result of evaluation of proposal.	None		Concerned Project Manager of HRIDD
8. Submit revised proposal, if applicable	9. Accept, acknowledge and check response against necessary revision	None	Client to submit revised proposal within 7 working days. Failure to submit said revised proposal in the prescribed time will result to disapproval	Concerned Project Manager of HRIDD
Governing Council Level				
None	10. Conduct deliberation project proposal 10.1. If approved, proceed to Stage 2. Preparation and Signing of Memorandum of Agreement (MOA) 10.2. If disapproved, notify Client that the project proposal is not considered for funding	None None	7 working days	Concerned Project Manager and Division Chief of HRIDD, Deputy Executive Director, Executive Director, Governing Council Members Concerned Project Manager of HRIDD



9. Receive notice of status/result of evaluation of proposal from PCIEERD	11. Inform Client on the status of evaluation of proposal.			
TOTAL			33 WDs	
Stage 2. Preparation and Signing of Memorandum of Agreement (MOA)				
None	1. Prepare MOA with complete attachments and send to Client for signature.	None	5 working days	Concerned Project Manager of HRIDD, Records Personnel
1. Receive MOA from PCIEERD and affix the signature of the Project Leader as witness and the head of institution. Return signed MOA to PCIEERD	None	None	20 WDs Waiting time to return signed MOA to PCIEERD	None
None	2. Receive signed MOA and affix the signature of concerned Division Chief as witness and the Executive Director.	None	13 working days	Concerned Project Manager and Division Chief of HRIDD, Deputy Executive Director, Executive Director
None	3. Facilitate notarization and send notarized MOA to Client	None	2 working days	Concerned Project Manager of HRIDD, Records Personnel
2. Receive notarized MOA from PCIEERD	None	None		None
TOTAL			40 WDs	
Stage 3. Preparation, Processing and Releasing of Project Fund				
None	1. Prepare documents and input details of transaction in the eVoucher Information System	None	4 hours	Concerned Personnel of HRIDD
None	2. Print request for payment, facilitate	None	4 hours	Concerned Personnel of FAD



	signing and forward to Accounting Section, FAD for processing			
None	3. Process transaction until the project fund is deposited in the account of the Implementing Agency	None	5 working days	Accounting Personnel
None	4. Notify Project Manager if payment has been deposited in the account of Implementing Agency	None	1 working day	Cashier
None	5. Prepare notice of release of project fund and send to Implementing Agency	None	1 working day	Concerned Personnel of HRIDD
1. Receive notice of release of project fund from PCIEERD	None	None		None
TOTAL			8 WDs	

5. Processing of application for available positions

This service provides guidance to all qualified candidates in applying available positions in PCIEERD. It covers the process from submission of application letter up to onboarding orientation. The process has a duration of twenty-four (24) working days.

Divisions Involved	Human Resource (HR) Section, 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 limitations, 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			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) copy of application Letter, in pdf copy 2. One (1) copy of filled-in Personal Data Sheet Form, in pdf copy 3. One (1) copy of resume in pdf copy 4. One (1) copy of career service eligibility for permanent position, in pdf copy		PCIEERD – Finance and Administrative Division, Human Resource Section Personal Data Sheet Form is available at the PCIEERD website: http://pcieerd.dost.gov.ph/e-forms/jobs		
CLIENT'S STEP	PCIEERD'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



None	1. Post job vacancy in 3 or more conspicuous places at PCIEERD and DOST premises; through online platform such as PCIEERD Website, Social Media Page, Jobstreet , Civil Service Commission (CSC) Website or sending announcement at the PCIEERD e-Liham	None	10 calendar days	HR Officer
1. Submit application with requirements to PCIEERD	2. Receive application, prepare acknowledgment receipt and send to Applicants	None	1 working day	HR Officer
2. Receive acknowledgment letter from PCIEERD	None	None	None	None
None	3. Conduct initial screening of application and forward screened application to concerned Division for shortlisting.	None	2 working days	HR Officer
None	4. Conduct shortlisting of application and forward shortlisted application to HR	None	3 working days	Concerned Division
3. Confirm attendance to PCIEERD	5. Schedule examination and interview and notify Applicants on the schedule	None	1 working day	HR Officer
			5 working days Waiting time until the conduct of examination and interview	
4. Take examination and interview at PCIEERD	6. Administer examination (skills and general knowledge exams) and conduct interview	None	1 working day	HR Officer, PCIEERD Selection Board (PSB)



5. Receive result of selection process from PCIEERD	7. Check examination prepare matrix and get approval. Once approved, notify all applicants on the result of selection process	None	3 working days	HR Officer, Chairperson of PSB, Executive Director
	8. For permanent position, schedule Psychological Examination and notify Applicants on the schedule of said Psychological Examination	None	1 working day	HR Officer
6. Receive notice from PCIEERD to undergo Psychological Examination	None	None	None	None
None	9. Prepare appointment paper/contract and facilitate signing	None	3 working days	HR Officer, Chairperson of PSB, Executive Director
7. Sign appointment paper/contract at PCIEERD	10. Notarize appointment paper/contract and provide notarized appointment paper/contract to Applicant	None	2 working days	HR Officer
8. Attend onboarding orientation at PCIEERD	11. Conduct onboarding orientation during reporting date	None	1 working day	HR Officer
TOTAL			24 WDs	

6. Processing of bid proposal

This service provides guidance to all qualified Bidders in the PCIEERD Call for Bids. The category of bidding includes: (1) public bidding of goods and services; (2) public bidding of consulting services; (3) negotiated procurement through agency to agency agreement; and (4) alternative mode of procurement through shopping. The bidding process of PCIEERD is governed by the RA 9184 and its Implementing Rules and Regulations (IRR).



6.1. Public bidding for goods and services

This public bidding of PCIEERD for goods and services is governed by the Manual of Procedures for the Procurement of Goods and Services issued by the Government Procurement Policy Board. It starts upon receipt of sealed bid proposal from Bidder up to the delivery of said goods and services. The process has a duration of thirty-seven (37) working days.

Divisions Involved	Procurement Section, 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 based on the provision of RA 9184 and its IRR			
	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		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> One (1) copy of Registration Certificate, in hard copy One (1) copy of Mayor's/Business Permit or its Equivalent Document, in hard copy One (1) copy of Tax Clearance, in hard copy One (1) copy of Philippine Contractors Accreditation Board (PCAB) license and registration, in hard copy One (1) copy of Audited Financial Statements, in hard copy 		PCIEERD – Finance and Administrative Division, Procurement Section The list of requirements is available at the PCIEERD Website: http://pcieerd.dost.gov.ph/		
BIDDER'S STEP	PCIEERD'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. Prepare purchase request and bid documents	None	2 working days	Bids and Awards (BAC) Members, End-user Representative, BAC Secretariat
None	2. Advertise/Post Invitation to Bid to PhilGEPS, PCIEERD	None	5 working days	BAC Secretariat



	Website and Conspicuous Places			
1. Visit PhilGEPS, Transparency Seal or Conspicuous Places	None	None	None	None
None	3. Schedule pre-bid conference and post in the PCIEERD Website	None	1 working day	BAC Secretariat
2. Attend pre-bid conference at PCIEERD, if interested	4. Conduct pre-bid conference. If changes occur, issue bid bulletin within 5 calendar days	None	1 working day	BAC Members, End-user Representative, BAC Secretariat
3. Buy Bid Document at PCIEERD	5. Issue Bid Document	Refer to Maximum Cost of Bidding Documents above	1 working day (Bid Documents are available only on a prescribed time)	BAC Secretariat
4. Submit sealed bid proposal at PCIEERD	6. Receive sealed bid proposal and inform Bidder on the schedule of opening of bid proposals	None	1 working day (Submission of sealed bid proposal is open with a prescribed time)	BAC Chairperson, BAC Secretariat
5. Attend opening of bid proposals at PCIEERD, if interested	7. Open bid proposals and conduct eligibility check of requirements 7.1. If eligible, proceed to evaluation of bid proposals 7.2. If ineligible, return bid proposal to Bidder	None	2 working days	BAC Members, End-user Representative, BAC Secretariat, Technical Working Group (TWG)
6. Receive result of eligibility check from PCIEERD	8. Evaluate bid proposals	None	2 working days	BAC Members, End-user Representative, BAC Secretariat, TWG
None	9. Prepare evaluation report and comparative matrix	None	1 working days	End-user Representative, TWG, BAC Secretariat



7. Receive notice of post-qualification inspection from PCIEERD	10. Issue notice of post-qualification inspection to qualified Bidders	None	1 working day	Head of Procuring Entity (HoPE), BAC Secretariat
8. Provide necessary documents as submitted	11. Conduct post-qualification inspection at Qualified Bidders' Office	None	1 working day	BAC Members, End-user Representative, BAC Secretariat, TWG
None	12. Prepare post-qualification inspection report	None	1 working day	BAC Secretariat
None	13. Prepare resolution, seek approval and post in the Transparency Seal	None	5 working days	Head of Procuring Entity (HoPE), BAC Members, BAC Secretariat
9. Receive Notice of Award from PCIEERD, affix signature in the Conforme	14. Prepare and issue Notice of Award and send to selected Bidder for signature in the Conforme	None	3 working days	HoPE, BAC Secretariat
10. Provide copy of signed Notice of Award to PCIEERD	15. Receive copy of signed Notice of Award	None	1 working day	BAC Secretariat
11. Submit Performance Security/Bond	16. Receive Performance Security/Bond	None	1 working day	BAC Secretariat, Cashier
None	17. Prepare contract / purchase order / work order and send to selected Bidder for signature	None	1 working day	HoPE, BAC Secretariat
12. Receive contract / purchase order / work order, affix signature and return to PCIEERD	18. Receive signed contract / purchase order / work order	None	1 working day	BAC Secretariat



None	19. Prepare and issue Notice to Proceed and sent to selected Bidder for signature in the Conforme	None	3 working days	HoPE, BAC Secretariat
13. Receive Notice to Proceed, affix signature and return to PCIEERD	20. Receive signed Notice to Proceed	None	1 working day	BAC Secretariat
14. Deliver goods and/or services at PCIEERD	21. Receive, inspect and accept the goods and/or services	None	1 working day	Property Officer
15. Receive Inspection and Acceptance Report	22. Issue Inspection and Acceptance Report	None	1 working day	Procurement Officer
TOTAL			37 working days	

6.2. Public bidding of consulting services

This public bidding of PCIEERD for consulting services is governed by the Manual of Procedures for the Procurement of Consulting Services issued by the Government Procurement Policy Board. It starts upon receipt of sealed bid proposal from Bidder up to the delivery of said consulting services. The process has a duration of forty (40) working days.

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 based on the provision of RA 9184 and its IRR	
	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		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> One (1) copy of Registration Certificate, in hard copy One (1) copy of Mayor's/Business Permit or its Equivalent Document, in hard copy One (1) copy of Tax Clearance, in hard copy One (1) copy of Philippine Contractors Accreditation Board (PCAB) license and registration, in hard copy One (1) copy of Audited Financial Statements, in hard copy 		<p>PCIEERD – Finance and Administrative Division, Procurement Section</p> <p>The list of requirements is available at the PCIEERD Website: http://pcieerd.dost.gov.ph/</p>		
BIDDER'S STEP	PCIEERD'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. Prepare purchase request and bid documents	None	2 working days	Bids and Awards Committee (BAC) Members, End-user Representative, BAC Secretariat
None	2. Advertise/Post Invitation to Bid to PhilGEPS, PCIEERD Website and Conspicuous Places	None	5 working days	BAC Secretariat
1. Visit PhilGEPS, Transparency Seal or Conspicuous Places	None	None	None	None
2. Submit sealed bid and attend eligibility checking at PCIEERD	3. Receive sealed bid and conduct eligibility checking for shortlisting of Bidders	None	1 working day	BAC Members, End-user Representative, BAC Secretariat
None	4. Schedule pre-bid conference and post in the PCIEERD Website	None	1 working day	BAC Secretariat
3. Attend pre-bid conference at PCIEERD, if interested	5. Conduct pre-bid conference. If changes occur, issue bid bulletin within 5 calendar days	None	1 working day	BAC Members, End-user Representative, BAC Secretariat
4. Buy Bid Document at PCIEERD	6. Issue Bid Document	Refer to Maximum Cost of Bidding	1 working day (Bid Documents are available only)	BAC Secretariat



		Documents above	on a prescribed time)	
5. Submit sealed bid proposal to PCIEERD	7. Receive sealed bid proposal and inform Bidder on the schedule of opening of bid proposals	None	1 working day Submission of sealed bid proposal is open with a prescribed time	BAC Chairperson, BAC Secretariat
6. Attend opening of bid proposals at PCIEERD, if interested	8. Open bid proposals and conduct eligibility check of requirements 8.1. If eligible, proceed to evaluation of bid proposals 8.2. If ineligible, return bid proposal to Bidder	None	2 working days	BAC Members, End-user Representative, BAC Secretariat, Technical Working Group (TWG)
7. Receive result of eligibility check				
None	9. Evaluate bid proposals	None	2 working days	BAC Members, End-user Representative, BAC Secretariat, TWG
None	10. Prepare evaluation report and comparative matrix	None	1 working day	End-user Representative, TWG
8. Receive notice of post-qualification inspection from PCIEERD	11. Issue notice of post-qualification inspection to qualified Bidders	None	1 working day	BAC Secretariat
9. Present necessary documents as submitted	12. Conduct post-qualification inspection at Qualified Bidder's Officer	None	1 working day	BAC Members, End-user Representative, BAC Secretariat, TWG
None	13. Prepare post-qualification inspection report	None	1 working day	BAC Secretariat
None	14. Prepare resolution, seek approval and post in the Transparency Seal	None	5 working days	Head of Procuring Entity (HoPE), BAC Members, BAC Secretariat
None	15. Prepare and issue Notice of Award and send to selected Bidder for signature in the Conformance	None	3 working days	HoPE, BAC Secretariat



10. Receive Notice of Award from PCIEERD, affix signature in the Conforme	None	None	1 working day	BAC Secretariat
11. Provide copy of signed Notice of Award to PCIEERD	16. Receive copy of signed Notice of Award	None	1 working day	BAC Secretariat
12. Submit Performance Security/Bond to PCIEERD	17. Receive Performance Security/Bond	None	1 working day	BAC Secretariat, Cashier
None	18. Prepare contract / purchase order / work order and send to selected Bidder for signature	None	3 working days	BAC Secretariat
13. Receive contract / purchase order / work order, affix signature and return to PCIEERD	19. Receive signed contract / purchase order / work order	None	1 working day	BAC Secretariat
None	20. Prepare and issue Notice to Proceed and sent to selected Bidder for signature in the Conforme	None	2 working days	HoPE, BAC Secretariat
14. Receive Notice to Proceed, affix signature and return to PCIEERD	21. Receive signed Notice to Proceed	None	1 working day	BAC Secretariat
15. Deliver goods and/or services	22. Receive, inspect and accept the goods and/or services	None	1 working day	Property Officer
16. Receive Inspection and Acceptance Report	23. Issue Inspection and Acceptance Report	None	1 working day	Procurement Officer
TOTAL			40 working days	



6.3. Negotiated procurement through agency to agency agreement

This negotiated procurement of PCIEERD through agency to agency agreement is governed by the Implementing Guidelines on Agency-to-Agency Agreements, Negotiated Procurement under Section 53 (e) of IRR-A issued by the Government Procurement Policy Board. It starts upon receipt of certification from government agency sealed bid proposal from Bidder up to the delivery of delivery of goods and services based on Service Level Agreement (SLA). The process has a duration of twenty-nine (29) working days.

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			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. One (1) copy of Certification, in hard copy <ol style="list-style-type: none"> 1.1. has the mandate to deliver goods and services required to be procured or consultancy required 1.2. owns or has access to the necessary tools and equipment required for the project 1.3. 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 1.4. not directly or indirectly engage private contractors to undertake the project 2. One (1) copy of Performance Security, in hard copy 		PCIEERD – Finance and Administrative Division, Procurement Section The Implementing Guidelines on Agency-to-Agency Agreements (Negotiated Procurement under Section 53 (e) of IRR-A is posted at the PCIEERD website: http://pcieerd.dost.gov.ph/		
SERVICING AGENCY'S STEP	PCIEERD'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. Prepare purchase request and cost-benefit analysis	None	5 working days	Concerned Division of PCIEERD
None	2. 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	None	5 working days	Concerned Division of PCIEERD



1. Submit certification to PCIEERD	3. Receive and evaluate certification 3.1. If qualified, forward certification to BAC for the preparation of resolution 3.2. If not qualified, inform Servicing Agency on the result of evaluation	None	1 working day	Concerned Division of PCIEERD
None	4. Prepare, approve and post BAC Resolution recommending the use of Agency-to-Agency agreement	None	3 working days	Head of Procuring Entity (HoPE), Bids and Awards Committee (BAC) Members, BAC Secretariat
None	5. Prepare and send the Contract of Services (COS) / Memorandum of Agreement (MOA) to Servicing Agency	None	3 working days	Concerned Division of PCIEERD
2. Receive COS/MOA from PCIEERD, affix signature and return signed COS/MOA to PCIEERD	6. Receive signed COS/MOA, have it notarized and send copy to Servicing Agency	None	8 working days (Waiting time until the return of signed COS/MOA to PCIEERD)	Concerned Division of PCIEERD
3. Receive notarized COS/MOA from PCIEERD	None	None	None	None
4. Submit Performance Security/Bond to PCIEERD	7. Receive Performance Security/Bond	None	1 working day	BAC Secretariat, Cashier
None	8. Post notarized COS/MOA in PhilGEPS	None	1 working day	BAC Secretariat
5. Deliver goods and services based on Service Level Agreement (SLA)	9. Receive, inspect and accept the goods and/or services	None	1 working day	Property Officer



6. Receive Inspection and Acceptance Report	10. Issue Inspection and Acceptance Report	None	1 working day	Procurement Officer
TOTAL			29 working day	

6.4. Alternative mode of procurement through shopping

This alternative mode of procurement of PCIEERD through shopping is governed by the Guidelines for Shopping and Small Value Procurement issued by the Government Procurement Policy Board. It starts upon receipt of sealed quotation up to the delivery of goods and/or render the services required based on Service Level Agreement (SLA). The process has a duration of eighteen (18) working days.

Divisions Involved	Procurement Section, 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			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> One (1) copy of PhilGEPS Registration with at least Red membership for requirements above Php 50,000.00, in hard copy One (1) copy of DTI/SEC Registration Certificate, in hard copy One (1) copy of Current Mayor's/Municipal/Business Permit, in hard copy One (1) copy of BIR Certificate of Registration, in hard copy One (1) copy of Updated Tax Clearance Certificate, in hard copy 		PCIEERD – Finance and Administrative Division, Procurement Section The list of requirements is posted at the PCIEERD website: http://pcieerd.dost.gov.ph/		
BIDDER'S STEP	PCIEERD'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. Prepare purchase request and terms of reference (TOR)	None	1 working day	Concerned Division of PCIEERD, Procurement Officer
None	2. If approved budget contract is below Php 50,000.00, request quotations directly from prospective Bidders	None	1 working day	Concerned Division of PCIEERD



None	3. If approved budget contact is Php 50,000.00 and above, post requirements in the PhilGEPS	None	5 working days	Procurement Officer
1. Submit sealed quotation to PCIEERD	4. Receive consolidate and evaluate quotations. A minimum of three (3) quotations shall be received to proceed with the evaluation. Otherwise, extend posting in PhilGEPS	None	2 working days	Concerned Division of PCIEERD, Procurement Officer, Technical Working Group
None	5. Prepare Abstract of Canvass	None	1 working day	Concerned Division of PCIEERD, Procurement Officer
None	6. Prepare, approve and send contract / purchase order / work order to selected Bidder for signature	None	1 working day	Procurement Officer, (Bids and Awards Committee (BAC) Chairperson, Executive Director
2. Receive contract / purchase order / work order from PCIEERD, affix signature and return to PCIEERD	7. Receive signed contract / purchase order / work order	None	5 working days Waiting time until the return of signed contract / purchase order / work order	Procurement Officer
3. Deliver the goods and/or render the services required based on Service Level Agreement (SLA)	8. Receive, inspect and accept the goods and/or services	None	1 working day	Property Officer
4. Receive Inspection and Acceptance Report	9. Issue Inspection and Acceptance Report	None	1 working day	Property Officer
TOTAL			18 working days	



PCI EERD OFFICE
Internal Services



1. Processing of application for Non-Degree Program

This service provides guidance to all qualified PCIEERD personnel in applying for attendance to training, seminar, conference, convention, among others, classified as non-degree program. It starts upon receipt of signed endorsement from concerned Division Chief up to submission of official receipt of the registration payment and other liquidation/post-activity expenses after the personnel attended such non-degree program. It has a duration of twenty-three (23) working days to complete the processing of application.

Divisions Involved	Human Resource Section, 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			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> One (1) copy of signed endorsement form, in hard copy One (1) copy of invitation and program, in hard copy One (1) copy of estimated travel expenses, in hard copy One (1) copy of updated Personal Data Sheet, in hard copy One (1) copy of action plan, in hard copy if it is a training 		PCIEERD – Finance and Administrative Division, Human Resource Section The endorsement form is available at the PCIEERD Intranet Site: http://intranet.pcieerd.dost.gov.ph/forms		
CLIENT'S (PCIEERD PERSONNEL) STEP	HUMAN RESOURCE SECTION'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Endorsement and Recommendation				
1. Submit signed Endorsement Form to HR Section	1. Receive signed Endorsement Form and its attachments and evaluate whether the program is listed in the approved Individual Development Plan (IDP) or not	None	2 hours	HR Officer
None	2. Fill-in PCIEERD Personnel Development Committee (PDC) Action Slip and seek endorsement from PDC Chairperson	None	1 working day and 4 hours	HR Officer, Personnel Development Committee (PDC) Chairperson and Members
None				



None	2.1. If the program is listed in the approved IDP, it is only for information purposes only	None	1 working day	HR Officer, PDC Chairperson and Members
None	2.2. If it is not listed in the approved IDP, seek recommendation to the PDC members within 24 hours	None		
None	2.3. If recommended, proceed to preparation of office order and other travel documents	None	1 working day	HR Officer, Concerned Division Chief
	3. Notify the concerned personnel on the result of PDC action either it is approved or not.	None	4 hours	HR Officer
Preparation of Training Documents				
None	8. If the program will be held in Manila, prepare Special Order to attend training, conference, seminar or convention and seek approval	None	3 working days	HR Officer, Concerned Division Chief, Executive Director
None	9. In case the program will be held outside the 50km radius, Travel Order will be prepared	None	1 working day	HR Officer, Concerned Division Chief, Executive Director
None	10. 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.	None	4 working days	HR Officer, Concerned Division Chief, Executive Director
2. Submit Confirmation Slip to the authorized signatory and forward the slip to the Program Organizer/s	None	None	4 hours	Concerned Employee, Division Chief/ PDC Chairperson/ Executive Director



3. Prepare request for registration payment and Itinerary-of-travel expenses, if applicable	11. Process registration payment and Itinerary-of-travel expenses, if applicable	None	8 working days	HR Officer, Budget, Accounting and Cashier
4. Attend training, conference, seminar or convention	None	None	(Depend on the duration of training, conference, seminar or convention)	None
5. Submit all required post-activity submission to HR within 30 days after the program	12. Receive training/ travel report and certificate of completion 12.1. If the program is a training, check the Learning Application Plan; 12.2. If it is a non-training program, check the post activity evaluation.	None	4 hours	Concerned Personnel, HR Officer, Concerned Division Chief, Executive Director
None	13. Schedule the conduct of echo seminar	None	2 hours	HR Officer
6. Conduct of echo seminar	14. Assist personnel in the conduct of echo seminar, if necessary;	None	4 hours	Concerned Personnel, HR Officer
7. Implement action plan as defined in the Learning Application Plan	15. Monitor action plan	None	None	Concerned Personnel, Concerned Division Chief, HR Officer
None	16. Conduct impact assessment within two (2) to six (6) months after the date of training and submit to the HR	None	1 working day	Concerned Personnel, Concerned Division Chief, HR Officer
TOTAL			23 working days	



2. Processing of application for Degree Program

This service provides guidance to all qualified PCIEERD personnel in applying for undergraduate and graduate studies classified as degree program. It starts upon receipt of letter of intent endorsed by the concerned Division Chief up to approval of such degree program. It has a duration of twenty-two (22) working days to complete the processing of application.

Divisions Involved	Human Resource Section, 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			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> One (1) copy of letter of intent, in hard copy One (1) copy of acceptance notice from University in hard copy One (1) copy of course program, in hard copy 		PCIEERD – Finance and Administrative Division, Human Resource Section		
CLIENT'S (PCIEERD PERSONNEL) STEP	HUMAN RESOURCE SECTION'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Endorsement and Recommendation				
1. Submit letter to HR section for processing	<ol style="list-style-type: none"> Receive letter and check whether the program is in accordance with the approved PCIEERD Degree Plan <ol style="list-style-type: none"> 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 Inform the employee whether the application is approved or not 	None	2 working days	HR Officer, Personnel Development Committee (PDC) Chairperson and Members
None	<ol style="list-style-type: none"> Prepare the Endorsement letter addressed to the interested employee 	None	1 working day	HR Officer, Concerned Division Chief, PDC Chairperson



	approved by Executive Director			and Executive Director
Preparation of Approval Documents				
2. Submit notice of acceptance from the university/ institution, program of study and billing statement	3. Prepare Acknowledgment Letter, Scholarship Contract and other documents needed by the scholar	None	3 working days	HR Officer, Deputy Executive Director, Executive Director
None	4. Proceed to Preparation, Processing and Releasing of Scholarship Privileges/ Entitlements	None	8 working days	HR Officer, Budget, Accounting and Cashier
3. Undergo full-time/ part-time study	None	None	None	None
4. Submit semestral grades and billing statement for the enrollment for next semester	5. Monitor attendance of personnel Note 1: Personnel to submit semestral grades and billing statement for the enrollment for next semester	None	8 working days	HR Officer, Budget, Accounting and Cashier
5. Submit approved thesis/ dissertation proposal, Line-Item Budget, Proof of thesis enrollment	Note 2: Personnel to submit approved thesis/ dissertation proposal, Line-Item Budget, Proof of thesis enrollment Note 3: Personnel to submit Transcript of Records and Copy of Diploma Note 4: Personnel to 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			
TOTAL			22 working days	



3. Processing of hiring request

This service provides guidance to all divisions in hiring personnel. It starts upon receipt of approved request to hire up to the conduct of onboarding orientation. It has a duration of thirty-seven (37) working days to complete the hiring process.

Divisions Involved	Human Resource (HR) Section, 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			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) copy of approved request to hire, in hard copy		PCIEERD – Finance and Administrative Division, Human Resource Section The request to hire form is available at the PCIEERD Intranet Site: http://intranet.pcieerd.dost.gov.ph/forms		
CLIENT'S (PCIEERD PERSONNEL) ACTION	HUMAN RESOURCE SECTION'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-in Request to Hire form, seek approval from Executive Director and submit to Human Resource Section for processing	6. Receive and process request to hire	None	1 working day	HR Officer
None	7. Post job vacancy in 3 or more conspicuous places	None	10 calendar days	HR Officer
None	3. Receive application, prepare acknowledgment receipt and send to Applicants	None	1 working day	HR Officer
None	4. Conduct initial screening of application and forward screened application to concerned Division for shortlisting.	None	2 working days	HR Officer



2.	Conduct shortlisting of application and forward shortlisted application to HR Section	None	None	3 working days (Waiting time for shortlisted applicants)	Concerned Division of PCIEERD
	None	5. Schedule examination and interview and notify Applicants on the schedule	None	6 working days Waiting time until the conduct of examination and interview	HR Officer
	None	6. Administer examination (skills and general knowledge exams) and conduct interview	None	1 working day	HR Officer, PCIEERD Selection Board (PSB)
3.	Receive notice of result of selection process from HR Section	7. Check examination prepare matrix and get approval. Once approved, notify all Applicants and Clients on the result of selection process	None	3 working days	HR Officer, Chairperson of PSB, Executive Director
	None	8. For permanent position, schedule Psychological Examination and notify Applicants	None	3 WDs Waiting time until Psychological Examination was undertaken	HR Officer
4.	Affix signature on the Appointment Paper/Contract of Service	9. Prepare appointment paper/contract and facilitate signing	None	3 working days	HR Officer, Chairperson of PSB, Executive Director
	None	10. Notarize appointment paper/contract and provide notarized Appointment Paper/Contract of Service to Applicant	None	2 working days	HR Officer
	None	11. Conduct onboarding orientation during reporting date	None	1 working day	HR Officer
5.	Accept hired personnel	None	None	1 working day	Concerned Division of PCIEERD
TOTAL				37 working days	



4. Processing of purchase request

4.1. Purchase of goods and services through public bidding

This service provides guidance to PCIEERD personnel in purchasing goods and services through public bidding. It is governed by the Manual of Procedures for the Procurement of Goods and Services issued by the Government Procurement Policy Board. It starts upon preparation of purchase request up to issuance of Inspection and Acceptance Report. It has a duration of thirty-six (36) working days and seven (7) hours to complete the purchasing process.

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			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) copy of approved Purchase Request All details will be inputted in the Procurement and Inventory System Site: http://10.10.113.7/pis/		PCIEERD – Finance and Administrative Division, Procurement Section The preparation of purchase request is available at the Procurement and Inventory System Site: http://10.10.113.7/pis/		
CLIENT'S (PCIEERD PERSONNEL) STEP	PROCUREMENT SECTION'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Access Procurement and Inventory System (PIS), input details of request and click "Save Changes"	None	None	1 hour	Concerned End-user
None	1. 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	None	1 working day	Procurement Officer



2. Provide input to bid documents	2. Prepare bid documents	None	1 working day	Concerned End-user, Bids and Awards Committee (BAC) Members, BAC Secretariat
3. Receive PR from Procurement Section, affix signature in the "Requested by" portion and forward to Approving Authority				
3.1. For PR amounting to Php 100,000.00 and below, seek approval from Chief Administrative Officer and return to Procurement Section	None	None	1 hour	Chief Administrative Officer
3.2. 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	None	None	1 working day	Chief Administrative Officer, Deputy Executive Director
3.3. For PR amounting to Php 5,000,000.00 and above, seek approval from Executive Director and return to	None	None	1 working day and 4 hours	Chief Administrative Officer, Deputy Executive Director, Executive Director



Procurement Section				
4. Update PIS on the action taken	None	None	1 hour	BAC Secretariat
None	3. Receive approved PR and advertise/post invitation to bid to PhilGEPS, PCIEERD website and conspicuous places	None	5 working days	BAC Secretariat
None	4. Schedule pre-bid conference and post in the PCIEERD Website	None	1 working day	BAC Secretariat
5. Attend pre-bid conference	5. Conduct pre-bid conference. If changes occur, issue bid bulletin within 5 calendar days	None	1 working day	Concerned End-user, BAC Members, BAC Secretariat, Technical Working Group (TWG)
None	6. Issue Bid Document to Bidder	None	1 working day (Bid Documents are available only on a prescribed time)	BAC Secretariat
None	7. Receive sealed bid proposal from Bidder and schedule of opening of bid proposals	None	1 working day (Submission of sealed bid proposal is open with a prescribed time)	BAC Chairperson and Secretariat
6. Attend opening of bid proposals	8. Open bid proposals and conduct eligibility check of requirements 8.1. If eligible, proceed to evaluation of bid proposals. 8.2. If ineligible, return bid proposal to Bidder	None	2 working days	Concerned End-user, BAC Members, BAC Secretariat, TWG
7. Receive bid proposals and	8. Forward bid proposals to Clients for evaluation	None	2 working days	Concerned End-user, BAC Members, BAC



conduct evaluation				Secretariat, Technical Working Group (TWG)
6. Prepare evaluation report and forward to Procurement Section	9. Receive evaluation report and prepare comparative matrix	None	1 working day	BAC Secretariat
None	10. Issue notice of post-qualification inspection to qualified Bidders. Inform Client on the schedule of inspection	None	1 working day	Head of Procuring Entity (HoPE), BAC Members, BAC Secretariat
7. Join post-qualification inspection	11. Conduct post-qualification inspection	None	1 working day	Concerned End-user, BAC Members, BAC Secretariat, Technical Working Group (TWG)
None	12. Prepare post-qualification inspection report	None	1 working day	HoPE, BAC Secretariat
None	13. Prepare, approve and post BAC resolution	None	3 working days	HoPE, BAC Secretariat
None	14. 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	None	2 working days	HoPE, BAC Secretariat
None	15. Receive copy of signed Notice of Award. Selected Bidder shall issue Performance Security/Bond	None	1 working day	BAC Secretariat
None	16. Receive Performance Security/Bond	None	1 working day	BAC Secretariat, Cashier
None	17. Prepare contract / purchase order / work order and send to selected Bidder for signature.	None	2 working days	HoPE, BAC Secretariat



	Selected Bidder shall return signed contract / purchase order / work order to PCIEERD			
None	18. Receive signed contract / purchase order / work order	None	1 working day	BAC Secretariat
None	19. Prepare and issue Notice to Proceed and sent to selected Bidder for signature in the Conforme. Selected Bidder shall return signed Notice to Proceed	None	2 working days	HoPE, BAC Secretariat
None	20. Receive signed Notice to Proceed	None	1 working day	BAC Secretariat
None	21. Selected Bidder shall deliver goods and services based on Service Level Agreement (SLA)	None	None	None
None	22. Receive, inspect and accept the goods and/or services	None	1 working day	Property Officer
None	23. Issue Inspection and Acceptance Report	None	1 working day	Procurement Officer
8. Accept goods and/or services	None	None	None	None
TOTAL			36 working days and 7 hours	



4.2. Purchase of consulting services through public bidding

This service provides guidance to PCIEERD personnel in purchasing consulting services through public bidding. It is governed by the Manual of Procedures for the Procurement of Consulting Services issued by the Government Procurement Policy Board. It starts upon preparation of purchase request up to issuance of Inspection and Acceptance Report. It has a duration of thirty-five (35) working days to complete the purchasing process.

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			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) copy of approved Purchase Request All details will be inputted in the Procurement and Inventory System Site: http://10.10.113.7/pis/		PCIEERD – Finance and Administrative Division, Procurement Section The preparation of purchase request is available at the Procurement and Inventory System Site: http://10.10.113.7/pis/		
CLIENT'S (PCIEERD PERSONNEL) STEP	PROCUREMENT SECTION'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Access Procurement and Inventory System (PIS), input details of request and click "Save Changes" None	None 1. 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	None None	1 hour 1 working day	Concerned End-user Procurement Officer
2. Provide input to bid documents	2. Prepare bid documents	None	1 working day	Concerned End-user, Bids and Wards Committee



<p>3. Receive PR, affix signature in the "Requested by" portion and forward to Approving Authority</p> <p>3.1. For PR amounting to Php 100,000.00 and below, seek approval from Chief Administrative Officer and return to Procurement Section</p> <p>3.2. 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</p> <p>3.3. For PR amounting to Php 5,000,000.00 and above, seek approval from Executive Director and return to Procurement Section</p>	<p>None</p> <p>None</p> <p>None</p>	<p>None</p> <p>None</p> <p>None</p>	<p>1 hour</p> <p>1 working day</p> <p>1 working day and 4 hours</p>	<p>(BAC) Members, BAC Secretariat</p> <p>Chief Administrative Officer</p> <p>Chief Administrative Officer, Deputy Executive Director</p> <p>Chief Administrative Officer, Deputy Executive Director, Executive Director</p>
<p>4. Update PIS on the action taken</p>	<p>None</p>	<p>None</p>	<p>1 hour</p>	<p>BAC Secretariat</p>



None	3. Receive approved PR and advertise/post invitation to bid to PhilGEPS, PCIEERD website and conspicuous places	None	5 working days	BAC Secretariat
None	4. Schedule pre-bid conference and post in the PCIEERD Website	None	1 working day	BAC Secretariat
5. Attend pre-bid conference	5. Conduct pre-bid conference. If changes occur, issue bid bulletin within 5 calendar days	None	1 working day	Concerned End-user, BAC Members, BAC Secretariat, Technical Working Group (TWG)
None	8. Issue Bid Document to Bidder	None	1 working day (Bid Documents are available only on a prescribed time)	BAC Secretariat
None	9. Receive sealed bid proposal from Bidder and schedule of opening of bid proposals	None	1 working day (Submission of sealed bid proposal is open with a prescribed time)	BAC Chairperson and Secretariat
6. Attend opening of bid proposals	10. Open bid proposals and conduct eligibility check of requirements 10.1. If eligible, proceed to evaluation of bid proposals. 10.2. If ineligible, return bid proposal to Bidder	None	2 working days	Concerned End-user, BAC Members, BAC Secretariat, TWG
7. Receive bid proposals and conduct evaluation	11. Forward bid proposals to Clients for evaluation	None	1 hour	BAC Secretariat
8. Prepare evaluation report and	12. Receive evaluation report and prepare comparative matrix	None	2 working days	Concerned End-user, BAC Members, BAC



forward to Procurement Section				Secretariat, Technical Working Group (TWG)
None				
9. Join post-qualification inspection	13. Issue notice of post-qualification inspection to qualified Bidders. Inform Client on the schedule of inspection	None	1 working day	Head of Procuring Entity (HoPE), BAC Members, BAC Secretariat
None	14. Conduct post-qualification inspection	None	1 working day	Concerned End-user, BAC Members, BAC Secretariat, Technical Working Group (TWG)
None	15. Prepare post-qualification inspection report	None	1 working day	BAC Secretariat
None	10. Prepare, approve and post BAC resolution	None	1 working day	HoPE, BAC Secretariat
None	11. 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	None	3 working days	HoPE, BAC Secretariat
None	12. Receive copy of signed Notice of Award. Selected Bidder shall issue Performance Security/Bond	None	1 working day	BAC Secretariat
None	13. Receive Performance Security/Bond	None	1 working day	BAC Secretariat, Cashier
None	14. 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	None	2 working days	HoPE, BAC Secretariat



None	15. Receive signed contract / purchase order / work order	None	1 working day	BAC Secretariat
None	16. Prepare and issue Notice to Proceed and sent to selected Bidder for signature in the Conforme. Selected Bidder shall return signed Notice to Proceed	None	2 working days	HoPE, BAC Secretariat
None	17. Receive signed Notice to Proceed	None	1 working day	BAC Secretariat
None	18. Selected Bidder shall deliver consulting service based on Service Level Agreement (SLA)	None	1 working day	Property Officer
None	19. Issue Inspection and Acceptance Report	None	1 working day	Procurement Officer
TOTAL			35 working days	



4.3. Purchasing through negotiated procurement (agency to agency agreement)

This service provides guidance to PCIEERD personnel in purchasing through negotiated procurement (agency to agency agreement). It is governed by the Implementing Guidelines on Agency-to-Agency Agreements, Negotiated Procurement under Section 53 (e) of IRR-A issued by the Government Procurement Policy Board. It starts upon preparation of purchase request up to issuance of Inspection and Acceptance Report. It has a duration of thirty-three (33) working days to complete the purchasing process.

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			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) copy of approved Purchase Request All details will be inputted in the Procurement and Inventory System Site: http://10.10.113.7/pis/		PCIEERD – Finance and Administrative Division, Procurement Section The preparation of purchase request is available at the Procurement and Inventory System Site: http://10.10.113.7/pis/		
CLIENT'S (PCIEERD PERSONNEL) ACTION	PROCUREMENT SECTION'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Access Procurement and Inventory System (PIS), input details of request and click "Save Changes" None	None 1. 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	None None	1 hour 1 working day	Concerned End-user, Procurement Officer Procurement Officer



<p>2. Receive PR, affix signature in the "Requested by" portion and forward to Approving Authority</p> <p>2.1. For PR amounting to Php 100,000.00 and below, seek approval from Chief Administrative Officer and return to Procurement Section</p> <p>2.2. 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</p> <p>2.3. For PR amounting to Php 5,000,000.00 and above, seek approval from Executive Director and return to Procurement Section</p>	<p>None</p> <p>None</p> <p>None</p>	<p>None</p> <p>None</p> <p>None</p>	<p>1 hour</p> <p>1 working day</p> <p>1 working day and 4 hours</p>	<p>Chief Administrative Officer</p> <p>Chief Administrative Office, Deputy Executive Director</p> <p>Chief Administrative Office, Deputy Executive Director, Executive Director</p>
<p>3. Update PIS on the action taken</p>	<p>None</p>	<p>None</p>	<p>1 hour</p>	<p>Bids and Awards Committee (BAC) Secretariat</p>



None	2. Receive approved PR and advertise/post invitation to bid to PhilGEPS, PCIEERD website and conspicuous places	None	5 working days	BAC Secretariat
4. Undertake cost-benefit analysis	None	None	2 working days	Concerned End-user
5. 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	None	None	3 working days	BAC Secretariat
6. Receive and evaluate certification 6.1. If qualified, forward certification to BAC for the preparation of resolution 6.2. If not qualified, inform Servicing Agency on the result of evaluation	None	None	1 working day	BAC Secretariat
None	3. Receive certification and result of evaluation	None	3 working days	BAC Secretariat



None	4. Prepare, approve and post BAC Resolution recommending the use of Agency-to-Agency agreement	None	3 working days	Head of Procuring Entity (HoPE), BAC Chairperson, BAC Secretariat
7. Prepare and send the Contract of Services (COS) / Memorandum of Agreement (MOA) to Servicing Agency. Servicing Agency shall return signed COS/MOA to PCIEERD	None	None	1 working day	Concerned End-user, BAC Secretariat
8. Receive signed COS/MOA, notarize and send copy to Servicing Agency	None	None	8 working days (Waiting time until the return of signed COS/MOA to PCIEERD)	BAC Secretariat
9. Provide copy of notarized COS/MOA to Procurement Section	None	None	30 minutes	Concerned End-user
None	5. Receive notarized COS/MOA and post in PhilGEPS	None	30 minutes	Procurement Officer
None	6. Secure Performance Security/Bond	None	1 working day	BAC Secretariat, Cashier
None	7. Selected Bidder shall deliver goods and/or services based on Service Level Agreement (SLA)	None	None	None
None	8. Receive, inspect and accept the goods and/or services	None	1 working day	Property Officer
None	9. Issue Inspection and Acceptance Report	None	1 working day	Procurement Officer



TOTAL	33 working days
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4.4. Purchasing through alternative mode of procurement (shopping)

This service provides guidance to PCIEERD personnel in purchasing through alternative mode of procurement (shopping). It is governed by the Guidelines for Shopping and Small Value Procurement issued by the Government Procurement Policy Board. It starts upon preparation of purchase request up to issuance of Inspection and Acceptance Report. It has a duration of twenty (20) working days and two (2) hours to complete the purchasing process.

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			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) copy of approved Purchase Request All details will be inputted in the Procurement and Inventory System Site: http://10.10.113.7/pis/		PCIEERD – Finance and Administrative Division, Procurement Section The preparation of purchase request is available at the Procurement and Inventory System Site: http://10.10.113.7/pis/		
CLIENT'S (PCIEERD PERSONNEL) ACTION	PROCUREMENT SECTION'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Access Procurement and Inventory System (PIS), input details of request and click "Save Changes"	1. 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	None	1 hour	Concerned End-user, Procurement Officer
2. Prepare Terms of Reference	None	None	1 working day	Concerned End-user
3. Receive PR, affix signature in the "Requested by" portion and				



forward to Approving Authority				
3.1. For PR amounting to Php 100,000.00 and below, seek approval from Chief Administrative Officer and return to Procurement Section	None	None	1 hour	Chief Administrative Officer
3.2. 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	None	None	1 working day	Chief Administrative Officer, Deputy Executive Director, Executive Director
None	2. Receive approved PR 2.1. If approved budget contract is below Php 50,000.00, request quotations directly from prospective Bidders	None	2 working days	Procurement Officer
None	2.2. If approved budget contract is Php 50,000.00 and above, post requirements in the PhilGEPS	None	5 working days (Waiting time until the return of signed contract / purchase order / work order)	Procurement Officer
None	3. Receive sealed quotation, consolidate and evaluate. A	None	2 working days	Procurement Officer



	minimum of three (3) quotations shall be received to proceed with the evaluation. Otherwise, extend posting in PhilGEPS			
None	4. Prepare Abstract of Canvass	None	1 working day	Procurement Officer
None	5. 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	None	5 working days (Waiting time until the return of signed contract / purchase order / work order)	Procurement Officer, BAC Chairperson, Executive Director
None	6. Receive signed contract / purchase order / work order. Selected Bidder shall deliver the goods and services	None	1 working day	Procurement Officer
None	7. Receive, inspect and accept the goods and/or services	None	1 working day	Property Officer
None	8. Issue Inspection and Acceptance Report	None	1 working day	Procurement Officer
TOTAL			20 working days and 2 hours	



5. Processing of payment request

This service provides guidance to PCIEERD personnel in processing payment request. It starts upon receipt of complete documents up to receipt of notice of List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA) or Check issued. It has a duration of five (5) working days to complete the purchasing process.

Reminder: 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 Cash Sections, 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			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) copy of signed request for payment All details will be inputted in the eVoucher System: http://10.10.113.7/evoucher/		PCIEERD – Finance and Administrative Division, Accounting, Budget and Cash Sections The preparation of request for payment is accessible at eVoucher System: http://10.10.113.7/evoucher/		
CLIENT'S (PCIEERD PERSONNEL) STEP	ACCOUNTING, BUDGET AND CASH SECTIONS' ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receiving of Transaction				
1. Prepare documents and input details of transaction in the eVoucher Information System	None	None	1 hour	Concerned Requesting Division
2. Print request for payment, facilitate signing and forward transaction to FAD for processing. Update eVoucher Information System	1. Receive transaction, check supporting documents based on checklist and review such documents according to prescribed accounting and auditing rules and regulations. 1.1. If complete, forward transaction to the Budget	None	2 Hours	Accounting Personnel



<p>3. Receive transaction indicating lacking documents. Update eVoucher Information System</p>	<p>Section for preparation of Obligation Request. 1.2. If incomplete, return transaction to the requesting personnel</p> <p>2. Update eVoucher Information System</p> <p>None</p>	<p>None</p>		
<p>Obligation Request</p>				
<p>None</p>	<p>3. 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>	<p>None</p>	<p>2 Hours</p>	<p>Budget and Accounting Personnel</p>
<p>Disbursement Voucher (DV)</p>				
<p>None</p>	<p>6. Receive transaction and prepare DV including Tax Certificate, if applicable. Forward transaction with printed DV and Tax Certificate, ORS/BURS to</p>	<p>None</p>	<p>1 Hour</p>	<p>Accounting Personnel</p>
<p>None</p>	<p>7. Requesting Personnel to facilitate signing of DV by authorized signatory.</p>	<p>None</p>	<p>2 Hours</p>	<p>Concerned Requesting Division, Accounting Personnel</p>



<p>4. 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>Update eVoucher Information System None</p>	<p>None</p>	<p>1 working day</p>	<p>Accounting Personnel</p>
<p>None</p>	<p>6. 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</p>	<p>None</p>	<p>1 Hour</p>	<p>Accountant</p>
<p>5. Receive transaction and affix signature to DV approving the payment. Signatory may vary based on</p>	<p>None</p>	<p>None</p>	<p>30 Minutes</p>	<p>Accountant</p>



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				
List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA)/Check				
None	7. 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	None	1 Hour	Accountant
LDDAP-ADA				
None	7. Receive transaction and affix signature on LDDAP portion certifying that it was prepared in accordance with existing budgeting, accounting and auditing rules and regulations. Once signed, forward transaction to Requesting Personnel to facilitate signing of LDDAP. Update eVoucher Information System	None	1 Hour	Accountant
None	8. Receive transaction and affix signature on LDDAP portion for approval. Signatory may vary based on PCIEERD	None	30 Minutes	Cashier



	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			
6. 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	None	None	30 Minutes	Cashier
None	9. Receive transaction, prepare and print ACIC and forward to authorized signatory for approval. Update eVoucher Information System	None	30 Minutes	Cashier
Check				
None	8. 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	None	30 Minutes	Cashier and Authorized Signatory
None	9. Forward LDDAP-ADA, copy of Check and ACIC to Land Bank of the Philippines (LBP). LBP to stamp received on LDDAP-ADA and ACIC.	None	2 working days	Cashier



None	10. Prepare and post Report of Checks and LDDAP Issued in the Intranet Site and notify personnel through eLiham. Update eVoucher Information System	None	1 Hour	Cashier
7. Receive notice and access Intranet Site to check LDDAP or Check issued	None	None	30 Minutes	Concerned Requesting Division
TOTAL			5 WDs	

6. Processing of IT support request

This service provides guidance to all PCIEERD personnel in requesting support from Information Technology Management Unit. The support includes printer problem and network; workstation breakdown and data retrieval; and software enhancement, system features and software development.

6.1. Printer problem and network support

This support covers the problem or malfunction of printer and difficulty of accessing network. It starts upon receipt of filled-in IT service request through IT Service Request (iHelp) System. It has a duration of one (1) working day to work on the problem if it is manageable. Otherwise, seek assistance from External Provider.

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			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) of filled-in IT Service Request (one copy) All details will be inputted in the iHelp System: http://10.10.112.21/ihelp/		PCIEERD – Policy Coordination and Monitoring Division, Information Technology Management Unit The service request form is accessible at the iHelp System: http://10.10.112.21/ihelp/		
CLIENT'S (PCIEERD PERSONNEL) STEP	ITMU'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Access IT Service Request (iHelp) Information System, input details of request and click submit for ITMU processing	None	None	1 working day	Concerned Requesting Personnel
None	1. Receive request upon notification from iHelp Information System	None		iHelp Administrator
None	2. Access iHelp Information System, set priority level, correct service type and assign the request to concerned IT support staff	None		iHelp Administrator
None	3. Accept and set estimated service delivery period	None		Concerned IT Support Staff
None	4. Act on the request 4.1. If request has been addressed, notify Requesting Party on the action taken. Update request in iHelp 4.2. 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 for action. Update request in iHelp Information System	None		Concerned IT Support Staff
2. Rate and close the	None	None		Concerned Requesting Personnel



service request				
TOTAL			1 working day	

6.2. Workstation Breakdown and Data Retrieval

This support covers the breakdown of workstations and data retrieval. It starts upon receipt of filled-out IT service request through IT Service Request (iHelp) System. It has a duration of three (3) working days to work on the problem if it is manageable. Otherwise, seek assistance from External Provider.

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			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) of filled-in IT Service Request (one copy) All details will be inputted in the iHelp System: http://10.10.112.21/ihelp/		PCIEERD – Policy Coordination and Monitoring Division, Information Technology Management Unit The service request form is accessible at the iHelp System: http://10.10.112.21/ihelp/		
CLIENT'S (PCIEERD PERSONNEL) STEP	ITMU'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Access IT Service Request (iHelp) Information System, input details of request and click submit for ITMU processing	None	None	3 working days	Concerned Requesting Personnel
None	1. Receive request upon notification from iHelp Information System	None		iHelp Administrator
None	2. Access iHelp Information System, set priority level, correct service type and assign the request to concerned IT support staff	None		iHelp Administrator



None	3. Accept and set estimated service delivery period	None		Concerned IT Support Staff
None	4. Act on the request 4.1. If request has been addressed, notify Requesting Party on the action taken. Update request in iHelp 4.2. 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 for action. Update request in iHelp Information System	None		Concerned IT Support Staff
2. Rate and close the service request	None	None		Concerned Requesting Personnel
TOTAL			3 working days	



6.3. Software Enhancement, System Features and Software Development

This support covers the software enhancement, system features and software development. It starts upon receipt of filled-out IT service request through iHelp System. It has a duration of fifteen (15) working days to work on the enhancement. For software development, a maximum of six (6) months is needed to complete the request.

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			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) of filled-in IT Service Request (one copy) All details will be inputted in the iHelp System: http://10.10.112.21/ihelp/		PCIEERD – Policy Coordination and Monitoring Division, Information Technology Management Unit The service request form is accessible at the iHelp System: http://10.10.112.21/ihelp/		
CLIENT'S (PCIEERD PERSONNEL) STEP	ITMU'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Access IT Service Request (iHelp) Information System, input details of request and click submit for ITMU processing	None	None	15 working days (A maximum of six (6) months is needed to finish the request for Software Development, if any)	Concerned Requesting Personnel
None	1. Receive request upon notification from iHelp Information System	None		iHelp Administrator
None	2. Access iHelp Information System, set priority level, correct service type and assign the request to concerned IT support staff	None		iHelp Administrator



None	3. Accept and set estimated service delivery period	None		Concerned IT Support Staff
None	4. Act on the request 4.1. If request has been addressed, notify Requesting Party on the action taken. Update request in iHelp 4.2. 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 for action. Update request in iHelp Information System	None		Concerned IT Support Staff
2. Rate and close the service request	None	None		Concerned Requesting Personnel
TOTAL			15 working days	



Feedback Mechanism



Feedback and Complaints

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