

25 March 2022

SEC. JEREMIAH B. BELGICA, REB, EnP

Director General Anti-Red Tape Authority (ARTA) 4th & 5th Floor, NFA Building, NFA Compound, Visayas Avenue, Brgy. Vasra, Diliman, Quezon City

Dear Secretary Belgica:

We are transmitting herewith the updated Citizen's Charter of PCIEERD and Certificate of Compliance as part of the requirements in assessing our eligibility for the Fiscal Year (FY) 2021 Performance-Based Bonus (PBB).

For any inquiries/clarifications, please do not hesitate to contact our PBB Oversight Committee Chairperson, **Engr. Niñaliza H. Escorial** through her email at nhescorial@pcieerd.dost.gov.ph.

Thank you.

Very truly yours,

DR. ENRICO C. PARINGIT

Execultive Director

/PCMD

Philippine () until for Industry, Energy and Emerging Tec (ology Research and Developmy at

0-22-0328-05

Released in: 03.28.22 / 2:50:26 PM

CERTIFICATE OF COMPLIANCE

Year: 2022

Pursuant to Republic Act No. 11032: An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, amending for the purpose Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2007, and for Other Purposes

I, Enrico C. Paringit, Filipino, of legal age, Executive Director of the Department of Science and Technology - Philippine Council for Industry, Energy and Emerging Technology Research and Development (DOST-PCIEERD), the person responsible and accountable in ensuring compliance with Section 6 of the R.A. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, hereby declare and certify the following facts:

1) The DOST-PCIEERD has established its most current and updated Citizen's Charter pursuant to Section 6 of R.A. 11032, its Implementing Rules and Regulations, and the relevant ARTA Issuances.

Citizen' Charter Handbook 2021, 1st Edition

2)	The foll	owing required forms of posting of the Citizen's Charter are present:
	1	Citizen's Charter Information billboard
	/	(In the form of interactive information kiosks, electronic billboards, posters, tarpaulins standees, others
	,	Citizen's Charter Handbook
		(Aligned with Reference B of ARTA Memorandum Circular No. 2019-002)
	/	Official website/Online Posting

- 3) The Citizen's Charter Information Billboard enumerates the following information:
 - a. External services;
 - b. Checklist of requirements for each type of application or request;
 - c. Name of the person responsible for each step;
 - d. Maximum processing time;
 - e. Fee/s to be paid, if necessary; and
 - f. Procedure for filing complaints and feedback.
- 4) The Citizen's Charter Handbook enumerates the following information:
 - a. Mandate, vision, mission, and service pledge of the agency;
 - b. Government services offered (External and Internal Services);
 - i. Comprehensive and uniform checklist of requirements for each type of application or request;
 - ii. Classification of service;
 - iii. Type of transaction;
 - iv. Who may avail;
 - v. Client steps and agency actions to obtain a particular service; vi. Person responsible for each step;

 - vii. Processing time per step and total;
 - viii. Fee/s to be paid per step and total, if necessary.
 - c. Procedure for filing complaints and feedback;
 - d. Contact Information of ARTA, Presidential Complaints Center (PCC), and CSC Contact Center ng Bayan in the complaints mechanism; and
 - e. List of Offices
- 5) The Citizen's Charter Information Billboard is posted at the main entrance of the office or at the most conspicuous place of all the said service offices.

- 6) The printed Citizen's Charter Handbook is placed at the windows/counters of each frontline offices to complement the information on the services indicated in the Information Billboard.
- 7) The Citizen's Charter Handbook version is uploaded on the website or any online platform available of the agency/LGU through a tab or link specifically for the Citizen's Charter, located at the most visible space or area of the official website or the online platform available.
- 8) The Citizen's Charter is written either in English, Filipino, and/or in the local dialect and published as an information material.
- 9) There is an established Client Satisfaction Measurement per service.

This certification is being issued to attest to the compliance of the agency with the foregoing statements that can be validated by the Authority.

ENRICO C. PARINGIT, Ph.D. Executive Director, DOST-PCIEERD

SUBSCRIBED AND SWORN to before me this 29 of AR 2022 2022 in Taguig City, Philippines, with affiant exhibiting to me his Passport No. S0014341A issued on 18 March 2019 at DFA Manila.

NOTARY PUBLIC/ADMINISTERING OFFICER

Doc. No. 340 Page No. 69 Book No. 69 Series of 2022

RACHEL GIN A W. COPANUT-PANGWT NOTARY PUBLIC UNTIL (une 30, 2022 TAGUIG CITY Not Com. Appt. No. 10(2020-2021)

2/F. Pacura Bing. 427 M.L. Q. St., Lower Bicutan, Taguig City PTN NO. A-5334323/1-4-2022, Taguig City IBP O.R. No. 165796/10-14-2021, RSM MCLE Comp. No. VI-00019686/3-1-2019

ROLL NO. 61627



PHILIPPINE COUNCIL FOR INDUSTRY, ENERGY AND EMERGING TECHNOLOGY RESEARCH AND DEVELOPMENT (PCIEERD)

CITIZEN'S CHARTER

2021 (1st Edition)



I. Mandate

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

- Formulate national S&T 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 the industry, energy, and emerging technology sectors.

IV. Service Pledge

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

- comply with statutory and regulatory requirements pertaining to the ease of doing business and efficient delivery of government service;
- serve clients promptly with utmost courtesy including those who are physically-challenged, differently-abled persons, pregnant women, and senior citizens;
- adopt 'New Normal' activities and implement strategic business continuity protocols as coping mechanisms to address issues brought about by the COVID-19 pandemic;
- provide public and its workforce with 24/7 web-based access to information on our programs, activities and services through our website: http://pcieerd.dost.gov.ph with web-based services links, and through intranet.pcieerd.dost.gov.ph for internal transactions among different divisions.



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PCIEERD Office External Services



1. Support to research and development

This program provides Grants-In-Aid (GIA) funding support to research and development projects consistent with the priorities identified in the national research agenda for industry, energy, and emerging technology sectors. Research grants may be availed of by government research and academic institutions, industry, and professional organizations. The support to research and development process starts upon the end of Call for Proposal submission date, receipt, and evaluation of project proposal until the final disposition of its disapproval or approval for GIA funding. The service process is expected to be completed within forty (40) working days.

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	Emerging Technology Development Division (ETDD) Industrial Technology Development Division (ITDD)				
Divisions	0,	echnology Development Division (EUSTDD)			
Involved	Policy Coordination and Mo				
	Information Group (IG)	Tiltotting Division (PCIVID)			
		ution Development Division (HRIDD)			
Classification	Highly Technical	and Development Bivision (Fixeb)			
Type of	Government to Business (G	2B)			
Transaction	Government to Government	·			
		n as Implementing Agency such as government			
Who may avail?		ic institutions, industry and professional			
	organizations	,			
Availability of	Business working day from	Monday to Thursday, except Friday, regular and			
Service	non-working holidays or dec				
		eton Workforce and Work From Home			
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		ce Access and official email address -			
	www.pcieerd.dost.gov.ph, pcieerd@pcieerd@dost.gov.ph, DOST Project				
	Management Information System (DPMIS), PCIEERD Project Management				
	Information System (PMIS), Project Evaluation System (PES) & Tracking, Retrieval and Archiving of Communications for Efficiency (TRACE)				
1	Retrieval and Archiving of	Communications for Efficiency (TRACE)			
CHECKLIST					
	OF REQUIREMENTS	WHERE TO SECURE			
1. One (1) copy of	OF REQUIREMENTS f Detailed Program Proposal	WHERE TO SECURE PCIEERD – Policy Coordination and Monitoring			
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PCIEERD'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE			
Submission, Receiving, Recording and Evaluation of Project Proposal						
Access Project Management Information System; print email and first page of the proposal; record in the TRACE; and forward to PCMD for screening.	None	None	Records Officer			
Screen proposal, record details in the DPMIS and forward to concerned division.	None	None	Division Chief and Secretary of PCMD			
ct Proposal						
Conduct eligibility check on the project proposal If eligible, proceed to PCIEERD Management Team (PMT) deliberation If not eligible, disapprove proposal	None	4 working days	Concerned Project Manager and Division Chief of EUSTDD, ETDD, ITDD, IG and PCMD			
Evaluate proposal using PES pre-scoring system. If qualified, proceed to PMT evaluation level. If not qualified, disapprove proposal.			Concerned Project Manager and Division Chief of EUSTDD, ETDD, ITDD, IG and PCMD			
Inform Client on the status/ /result of evaluation of proposal.	None		Concerned Project Manager of EUSTDD, ETDD, ITDD, IG and PCMD			
Conduct deliberation of the project proposal using PES If qualified, proceed to Technical Panel Evaluation If not qualified, disapprove proposal Inform Client on the status/result of evaluation	None	5 working days	Concerned Project Manager and Division Chief of EUSTDD, ETDD, ITDD, IG and PCMD; PCIEERD Management Team Concerned Project Manager of EUSTDD,			
	Access Project Management Information System; print email and first page of the proposal; record in the TRACE; and forward to PCMD for screening. Screen proposal, record details in the DPMIS and forward to concerned division. et Proposal Conduct eligibility check on the project proposal • If eligible, proceed to PCIEERD Management Team (PMT) deliberation • If not eligible, disapprove proposal Evaluate proposal using PES pre-scoring system. • If qualified, proceed to PMT evaluation level. • If not qualified, disapprove proposal. Inform Client on the status/ /result of evaluation of proposal. Inform Client on the status/ /result of evaluation of proposal. Inform Client on the status/ /result of evaluation of the project proposal using PES • If qualified, proceed to Technical Panel Evaluation • If not qualified, disapprove proposal	Access Project Access Project Management Information System; print email and first page of the proposal; record in the TRACE; and forward to PCMD for screening. Screen proposal, record details in the DPMIS and forward to concerned division. Et Proposal Conduct eligibility check on the project proposal If eligible, proceed to PCIEERD Management Team (PMT) deliberation If not eligible, disapprove proposal Evaluate proposal using PES pre-scoring system. If qualified, proceed to PMT evaluation level. If not qualified, disapprove proposal. Inform Client on the status/ /result of evaluation of proposal. Inform Client on the status/ /result of evaluation of proposal. Inform Client on the status/ Info	Access Project Management Information System; print email and first page of the proposal; record in the TRACE; and forward to PCMD for screening. Screen proposal, record details in the DPMIS and forward to concerned division. St Proposal Conduct eligibility check on the project proposal If eligible, proceed to PCIEERD Management Team (PMT) deliberation If not eligible, disapprove proposal Evaluate proposal using PES pre-scoring system. If qualified, proceed to PMT evaluation level. If not qualified, disapprove proposal. Inform Client on the status/ /result of evaluation of the project proposal using PES If qualified, proceed to Proposal. None 5 working days Inform Client on the status/result of evaluation None			



	7	Y						
it rejoinder thru DPMIS								
	Technical Panel Level							
None	Conduct evaluation of proposal using PES If recommended, proceed to Governing Council (GC) deliberation If recommended with minor revision, notify Client on the necessary revision If not recommended, disapprove proposal	None	10 working days	Concerned Project Manager and Division Chief of EUSTDD, ETDD, ITDD, IG and PCMD; PCIEERD Management Team; Concerned PCMD Personnel; TP Experts				
Receive notice of status of evaluation of proposal	Inform Client on the status/result of evaluation of proposal.	None	Client to submit rejoinder within 7 working days.	Concerned Project Manager of EUSTDD, ETDD, ITDD, IG and PCMD				
5. Submit rejoinder, if applicable, thru DPMIS	Accept, acknowledge, and check submission against critical comments and necessary revision	None	Failure to submit in the prescribed time will result in disapproval	Concerned Project Manager and Division Chief of EUSTDD, ETDD, ITDD, IG and PCMD				
Governing Council								
None 6. Receive notice	Conduct deliberation project proposal w/ PES If approved under PCIEERD GIA, proceed to Stage 2. Preparation and Signing of Memorandum of Agreement (MOA) If approved under DOST GIA, endorse said proposal to Office of Undersecretary for R&D through Special Projects Division (SPD) for DOST-EXECOM deliberation If disapproved, notify Client that the project proposal is not considered for funding.	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				
of status/result of evaluation of proposal	Inform Client on the status of evaluation of proposal	None		Concerned Project Manager of EUSTDD, ETDD, ITDD, IG and PCMD				
7. Submit revised proposal/rejoin der, if applicable, thru DPMIS DOST Executive Co	Accept, acknowledge, and check submission against critical comments and necessary revision	None		Concerned Project Manager of EUSTDD, ETDD, ITDD, IG and PCMD				



None	Conduct deliberation of	None	7 working days	Concerned
	project proposal			Project Manager
	 If approved, notify 			and Division Chief
	Client that the proposal			of EUSTDD,
	is considered for			ETDD, ITDD, IG
	funding.			and PCMD;
	The DOST-SPD to	1		Executive
	proceed with MOA			Director; DOST-
	preparation while			EXECOM
	PCIEERD to facilitate			Members
	signing with its Clients			
	 If disapproved, notify 			
	Client that the project			
	proposal is not			
	considered for funding			
8. Receive notice	Inform Client on the	None		Concerned
of status/result	status/result of evaluation			Project Manager
of evaluation	of proposal			of EUSTDD,
of proposal	SS DAY 14 CHARDON 4 D. HANDERSTEINERS			ETDD, ITDD, IG
				and PCMD
9. Submit revised	Accept, acknowledge, and	None		Concerned
proposal/rejoin	check submission against			Project Manager
der, if	critical comments and			of EUSTDD,
applicable,	necessary revision			ETDD, ITDD, IG
thru DPMIS	,			and PCMD
		T071:	40 working	3110 1 01110
		TOTAL	days	

2. Support to technology transfer and commercialization

This program provides funding supportfor accelerating transfer and commercialization of technologies generated from PCIEERD/DOST supported projects and/or developed network institutions, partners and/or stakeholders. The support to technology transfer and commercialization process starts upon the end of Call for Proposal submission date, receipt, and evaluation of project proposal until the final disposition of its disapproval or approval for GIA funding. The service process is expected to be completed within forty (40) working days.

Programs under the technology transfer and commercialization are as follows:

- a. Technology Transfer
 - Funding Assistance for Spinoff and Translation of Research in Advancing Commercialization (FASTRAC) Program
 - IP Management Program for Academic Institutions Commercializing Technologies (IMPACT)
 - Preparing Researchers to Entrepreneurs Program (PREP)
 - Leverage Innovation Partners to Nurture Collaboration (LINC)
- b. Technology Business Incubator (TBI)
 - Higher Education Institution Readiness for Innovation and Technopreneurship (HeIRIT)



- TBI 4.0 Program
- S&T Parks for Accelerating Research and Knowledge (SPARK) Program
- c. Startup Development Program
 - Jumpstarting the Economy in the New Normal
 - Women-Helping-Women: Innovating Social Enterprises (WHWise) Program
 - Startups Creating Innovations for the Government (SCI4GOV)
 - i-NEST (Innovation-to-Incubation for New & Emerging Space Technologies) Program

Divisions	Records Section, Finance a			
Involved		echnology Transfer Division (RITTD)		
Classification	Highly Technical	200		
Type of	Government to Business (G			
Transaction	Government to Government			A
Who may avail?	PCIEERD Clients also know government research and a			
Availability of Service	Business working day from non-working holidays or dec 7:00AM – 6:00PM with Skel arrangement, No Noon brea 24/7 Website On-Line Servi	clared work s leton Workfo lk ce Access a	suspension orce and Work Fron ond official email ac	m Home
CCIVICC	www.pcieerd.dost.gov.ph, g			
	Management Information Sy	ystem (DPM	IS), PCIEERD Pro	ject Management
	Information System (PMIS),	Project Eva	luation System (PI	ES) & Tracking,
	Retrieval and Archiving of	Communica	tions for Efficien	cy (TRACE)
CHECKLIST	OF REQUIREMENTS		WHERE TO SE	CURE
1. One (1) copy of	f Detailed Program	PCIEERD	- Policy Coordinate	tion and Monitoring
Proposal using	2019 Revised DOST-GIA	Division (P	CMD)	
Form 2A or One	e (1) copy of Detailed R&D	and a second second () second ()		
Project Proposi	al using 2019 Revised	Forms are available at the PCIEERD Website:		
DOST-GIA For	m 2B or One (1) copy of	http://pcieerd.dost.gov.ph/library/e-forms/call-		
Detailed Non-R	&D Project using 2019	for-proposal-forms		
Revised DOST-	-GIA Form 3 with the			
following attach	nment;	and		
1.1. One (1) co	py of Project Line-Item-			
	ing 2019 Revised DOST-	DOST Project Management Information		
GIA Form	A;	System: https://dpmis.dost.gov.ph/		
1.2. One (1) co	py of Project Workplan			
using 2019	Revised DOST-GIA Form			
B;				
2. One (1) copy of	f endorsement letter from			
the head of age	ency in pdf format; and			
3. One (1) copy of	f Curriculum Vitae of			
	ect Leader in pdf format			
4. Other supporting	ng documents as necessary			
	nder the Call for Proposals			
	putted and uploaded in the			
The second of the State of the	agement Information			
System through: htt	tps://dpmis.dost.gov.ph/			
CLIENT'S STEP	PCIEERD'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			12/0/2009/2009	



1. Submit Access Proje project Management	ct None	None	Records Officer
project Management		110110	Necolus Officei
1	1		
proposal System; print	email and		
through first page of t	he proposal;		
Online DOST record in the			
Project forward to PC	and the second s		
Management screening.			
Information			
System. A			
system-			
generated			
acknowledgm			
ent receipt is			
provided in			
the facility.			
None Screen propo	sal, record None	None	Division Chief and
details in the			Secretary of
forward to co			PCMD
division			1 011113
411161611			
Evaluation of Project Proposal			
Division Level			
None Conduct eligit	oility check None	4 working days	Concerned
on the project			Project Manager
If eligible,			and Division Chief
	Management		of RITTD
Team (PM			OTTAITE
deliberatio			
If not eligib			
disapprove			
None Evaluate pro	posal using None		Concerned
PES pre-scor	ing system.		Project Manager
If qualifier	d, proceed to		and Division Chief
	uation level.		of RITTD
• If not	qualified,		
100	ve proposal.		
2. Receive notice Inform Client			Concerned
of status/result status/result of			
of evaluation of proposal	or evaluation		Project Manager of RITTD
and the extraordinate of the first of the extraordinate of the extraordi			OIKIID
of proposal			
PCIEERD Management Team Lev		[F	
None Conduct delib		5 working days	Concerned
the project pro			Project Manager
	proceed to		and Division Chief
Technical F	Panel		of RITTD;
Evaluation			PCIEERD
If not qualif	ied,		Management
disapprove	proposal		Team
]	
3. Receive notice Inform Client	on the None]	Concerned
of status/result status/result of	Samuel Sa		Project Manager
of evaluation of proposal			of RITTD
of proposal/			J
submit			
rejoinder thru			
DPMIS			
Technical Panel Level			
	otion of News	10	
None Conduct evalu	ation of None	10 working	Concerned
proposal		days	Project Manager



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



		T			
	None	Conduct deliberation of	None	7 working days	Concerned
		project proposal			Project Manager
		 If approved, notify 			and Division Chief
		Client that the proposal			of RITTD;
		is considered for			Executive
1		funding.			Director; DOST-
				- 69	EXECOM
		The DOST-SPD to			Members
		proceed with MOA			
1		preparation while			
		PCIEERD to facilitate			
		signing with its Clients			
		If disapproved, notify			
1					
		Client that the project			
		proposal is not considered			
-	D	forfunding			
8.	Receive	Inform Client on the	None		Concerned
	notice of	status/result of evaluation			Project Manager
	status/result	of proposal			of RITTD
	of evaluation				
	of proposal				
9.	Submit	Accept, acknowledge, and	None		Concerned
	revised	check submission against			Project Manager
	proposal/	critical comments and			of RITTD
	rejoinder, if	necessary revision			
	applicable,				
	thru DPMIS				
			TOTAL	40 working	9.7
			IOIAL	days	

3. Support to human resource development

This program encourages Filipino researchers to be more productive by providing funding support for the dissemination of their research outputs in the industry, energy and emerging technology sectors in local and international conferences, and similar events.

Programs under the human resource development are as follows:

- a. Visiting Expert Program
- b. Research Attachment
- c. Presentation of Scientific Outputs in Conferences, Symposia, Fora and Seminars
- d. Publication of Scientific/Research Papers in Scientific/Technical Journals
- e. Conduct of Conferences, Seminars and Workshops

The process starts upon the end of the call for proposals submission date, receipt, and evaluation of proposal. The service process is expected to be completed within twenty (20) working days.



Divisions	Records Section, Finance and Administrative Division (FAD)						
Involved	The second secon	ution Development Division (HRIDD)					
Classification	Highly Technical	and Development Division (Fit (DD)					
	Government to Citizen (G2C)						
Type of	Government to Business (G						
Transaction	Government to Government						
Who may avail?	PCIEERD Partners also kno as Private and Public Institu	own as Proponent or Implementing Agency such					
Availability of		Monday to Thursday, except Friday, regular and					
Service	non-working holidays or ded						
	7:00AM - 6:00PM with Skel	eton Workforce and Work From Home					
	arrangement, No Noon brea						
		ce Access and official email address –					
		cieerd@pcieerd@dost.gov.ph, DOST Project					
		stem (DPMIS), PCIEERD Project Management					
		Project Evaluation System (PES) & Tracking,					
		Communications for Efficiency (TRACE)					
	OF REQUIREMENTS	WHERE TO SECURE					
General Requireme		PCIEERD - Policy Coordination and Monitoring					
Letter of intent/	•	Division (PCMD)					
2. Endorsement fi	rom Head of Agency and/or	Forms are available at the PCIEERD Website:					
University enrol	lled in	http://pcieerd.dost.gov.ph/library/e-forms/call-					
3. Application for	m	for-proposal-forms					
4. Curriculum Vita	ie	and					
		DOST Project Management Information System: https://dpmis.dost.gov.ph/					
Additional documer	nts per component	System. https://dpmis.dost.gov.ph/					
a. for Visiting Expe							
Curriculum expert	Vitae (CV) of the visiting						
1	ent from the head of the						
The state of the s	sting institution (or at least						
Dean or eq							
The state of the s	plan of activities						
1	eference (TOR)						
b. for Research Atta							
Manager and a service of the service	search proposal with plan of						
activities							
	e from host institution (at						
1	or equivalent)						
	of Scientific Outputs in						
	nars, Workshops and For a						
	approved Thesis /						
1	/research proposal						
Workplan							
d. for Publication of Scientific/Research Papers							
in Scientific/Technic	cal Journals						
Certification	n that the same paper was						
	ed for a similar grant						
1	eptance of the paper for						
The same of the sa	indicating the publication						
fee	maidating the publication						
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- Proof that journal is an ISI or Scopusindexed journal
- Peer-reviewed full paper, including abstract, subject to quality review of technical division. Reviewer's comments and evaluation must also be submitted
- e. for Conduct of Conferences, Seminars, Workshops and Fora
 - Terms of Reference (TOR) for speakers, support staff, and organizing committee
 - Tentative Programs of Activities
 - SEC-registration (for Scientific/Professional organizations), for first-timers

All details will be inputted and uploaded in the DOST Project Management Information System through: https://dpmis.dost.gov.ph/

Cystem through. Th	tps.//upmis.dost.gov.pm	FFFG TO DECOME DEPOSE		
CLIENT'S STEP	PCIEERD'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission, Recei	ving, Recording and Evaluation	n of Applica	ition	
1. Submit application through Online DOST Project Management Information System. A system- generated acknowledgem ent receipt is provided in the facility.	Access Project Management Information System; print email and first page of the proposal; record in the TRACE; and forward to Division Chief	None	0.5 working day	Records Officer and HRIDD Secretary
None	Assign application documents to concerned personnel	None	0.5 working day	Division Chief
	and Evaluation of Application	1		
Receive notice of initial evaluation	Inform client on the status of evaluation of application.	None	4 working days	Concerned Project Manager of HRIDD
None	Conduct eligibility check on the application based on the minimum qualification requirements.	None		Concerned Project Manager of HRIDD
None	For applications that meet the minimum qualification requirements, check completion of documents submitted.	None	1 working day	Concerned Project Manager of HRIDD



			_	
	For complete documents, check compliance to guidelines.		1 working day	Concerned Project Manager of HRIDD
	 For qualified applications based on guidelines, prepare approval letter, line- item-budget, contract of award. 		3 working days	Concerned Project Manager of HRIDD, DED, ED
	For qualified applications but does not meet the guidelines, seek PMT approval. Prepare Executive Brief and submit to PCMD.		2 working days	Concerned Project Manager of HRIDD
	For applications approved by PMT, prepare approval letter, LIB, contract of award.		3 working days	Concerned Project Manager of HRIDD, Division Chief, DED, ED
	For applications not approved by PMT, prepare disapproval letter indicating the reasons for disapproval. Forward to Records Section for mail or delivery.		1 working day	Concerned Project Manager of HRIDD
	 For incomplete documents, inform applicant of lacking documents. 		1 working day	Concerned Project Manager of HRIDD
3. Submit lacking documents, if any	Accept and acknowledge documents. If complete, proceed to evaluation. Remove applicant from the list of pending application if no response is received on set deadline as mentioned in the letter.	None		Concerned Project Manager of HRIDD
None	For applications that do not meet the minimum qualification requirements, prepare disapproval letter specifying the reasons for disapproval. Forward to Records Section for mail or delivery.	None	1 working day	Concerned Project Manager of HRIDD
Receive approval documents	Forward to grantee the signed approval letter and LIB and contract of award through email and mail/delivery	None	1 working day	Concerned Project Manager of HRIDD



None	Update database	None	1 working day	Concerned Project Manager of HRIDD
	TOTAL		20 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 process is expected to be completed within forty (40) working days.

Divisions	Records Section, Finance	and Adminis	trative Division (FA	(D)	
Involved	Human Resource and Insti	tution Devel	opment Division (F	IRIDD)	
Classification	Highly Technical				
Type of	Government to Business (0				
Transaction	Government to Governmen				
Who may avail?	PCIEERD Clients also kno			ing Agency such	
-	as Public and Private Academic Institutions				
Availability of	Business working day from Monday to Thursday, except Friday, regular and				
Service	non-working holidays or de				
	7:00AM - 6:00PM with Ske		orce and Work Fro	m Home	
	arrangement, No Noon bre		The effects in all the same and		
	24/7 Website on-line service				
	www.pcieerd.dost.gov.ph,				
	Management Information S	Committee of the Commit	Opening to the property of the page	The state of the s	
	Information System (PMIS), Project Evaluation System (PES) & Tracking,				
	Retrieval and Archiving of Communications for Efficiency (TRACE)				
	OF REQUIREMENTS		WHERE TO SE		
1. One (1) copy of		The second second	the property to the property of the party of	ion and Monitoring	
	proposal, using DOST	Division (P	CMD)		
	t, and Line-Item Budget curriculum vitae of the				
proponent	carricularii vitae or trie				
	endorsement from the	Forms oro	available at the PC	NEEDD Mohaita	
head of institution					
5. One (1) copy of	five-year research	100	erd.dost.gov.ph/libr	ary/e-rorms/call-	
	plan or equivalent	for-propos	al-torms		
6. One (1) copy of	list of existing laboratory	and			
personnel/facult	y and their specialization	and			
7. One (1) copy of	list of projects				
All details will be inp	utted and uploaded in the				
DOST Project Manag	gement Information	DOST Proi	ect Management II	nformation	
System through: http	Contain the cold by the cold b				
,,	System: https://dpmis.dost.gov.ph/				
OLIENTIO OTES	DOIFEDDIO ACTION	FEES TO	PROCESSING	PERSON	
CLIENT'S STEP	PCIEERD'S ACTION	BE PAID	TIME	RESPONSIBLE	
Submission, Receivi	ng, Recording and Evaluatio	n of Project	Proposal		



				·
Submit project proposal through Online DOST Project Management	Receive, record project proposal in the TRACE and forward to HRIDD for evaluation	None	20 working days	Records Officer and Secretary of HRIDD
Information	Prenare			
	Prepare			
System. A	acknowledgement letter			Concerned
system-	and send to Client			Project Manager
generated				of HRIDD
acknowledgme				
nt receipt is				
provided in the				
facility.				
Evaluation of Project	t Proposal		1	
Division Level	·			
None	Conduct eligibility check	None		Concerned
	on the project proposal			Project Manager
	If eligible, proceed to			and Division
	Technical Referee			Chief of HRIDD
	Level			
	For incomplete			
	documents, inform			
	applicant of lacking			
	documents			
	For proposals that do			
	not pass the site			
	evaluation, prepare			
	disapproval letter,			
	forward to Records			
	Section for mail or			
	delivery			
	For proposals that do			
	not meet the minimum			
	qualification			
	requirements, prepare			
	disapproval or referral			
	letter. Forward to			
	Records Section, for			
	mail or delivery			
2. Receive notice	Inform Client on the	None		Concerned
of status/result	status/result of evaluation			Project Manager
of evaluation of	of proposal			and Division
proposal				Chief of HRIDD
Technical Referee L	evel			
None	Identify technical referee	None	10 working	Concerned
	Prepare Executive Brief		days	Project Manager
	Once accepted, send IDP		,-	. Tojout Managor
	proposal and evaluation	1		
	form			
	Consolidate comments of			e e
	technical referees			
3. Receive notice	Send consolidated	None		Concerned
of status of	comments to proponent	1,0110		Project Manager
evaluation of	commente to proponent			of HRIDD
proposal				
Submit revised	Receive and review	None		Concerned
proposal, if	proponent's reply			Project Manager
applicable	F. 5 F 5			of HRIDD
				J. 111 (100



PCIEERD Managem	nent Team Level			
None 5. Receive notice	For proposals that comply with referees' comments and passed evaluation, present to PMT	None	1 working day	Concerned Project Manager and Division Chief of HRIDD, PCIEERD Management Team
of status/result of evaluation of proposal	status/result of evaluation of proposal.	None		Concerned Project Manager of HRIDD
Governing Council L				
None	For approved proposals, submit to GC for approval / confirmation	None	2 working days	Concerned Project Manager and Division Chief of HRIDD, Deputy Executive Director, Executive Director, Governing Council Members
None	For disapproved proposals, prepare disapproval letter. Forward to Records Section for mail or delivery.	None	1 working day	Concerned Project Manager of HRIDD and Records Section
None	For proposals that do not comply with referees' comments and do not pass evaluation, prepare disapproval letter. Forward to Records Section for mail or delivery.	None	1 working day	Concerned Project Manager of HRIDD and Records Section
None	Once confirmed by GC, prepare approval letter, LIB, and Memorandum of Agreement (MOA) and send to Client for signature	None	5 working days	Concerned Project Manager of HRIDD
6. Receive notice of status/result of evaluation of proposal	Inform Client on the status of evaluation of proposal.	None		Concerned Project Manager of HRIDD
piopoddi	TOTAL		40 WDs	



5. Balik Scientist Program

This program aims to encourage Filipino scientists, technologists, and experts based in another country to return to the Philippines and share their expertise for the country's scientific, agro-industrial, and economic development, including the development of our human capital in science, technology, and innovation.

PCIEERD focuses on the evaluation and endorsement to DOST of BSP applications for the industry, energy, emerging technology, and special concerns.

The service process is expected to be completed within twenty (20) working days.

Divisions Involved	Human Resource and Institu	ution Development Division (HRIDD)		
Classification	Highly Technical			
Type of Transaction	Government to Citizen (G2C Government to Business (G Government to Government	2B) (G2G)		
Who may avail?	1. Foreign-based Filipinos or foreigners of Filipino descent, with graduate/advanced degrees and internationally-recognized experts in the priority sectors of DOST, who are willing to come back and serve either on a short or long term basis; 2. Public and private institutions needing the expertise of a Balik Scientist and are willing to serve as Host Institutions.			
Availability of		Monday to Thursday, except Friday, regular and		
Service	non-working holidays or declared work suspension 7:00AM – 6:00PM with Skeleton Workforce and Work From Home arrangement, No Noon break 24/7 Website On-Line Service Access and official email address – www.pcieerd.dost.gov.ph, pcieerd@pcieerd@dost.gov.ph, Tracking,			
CHECKLIST	OF REQUIREMENTS	Communications for Efficiency (TRACE) WHERE TO SECURE		
A. New Application		WHERE TO SECORE		
Submit electronic a following requireme 1. Endorsement Let Institution addresse Director, Dr. Enrico 2. BSP Form 001 - Application 3. BSP Form 002 - 4. Impact Statemen	nd hard copy of the ints: iter from Host id to PCIEERD Executive C. Paringit Balik Scientist Program Terms of Reference t um Vitae of BSP Applicant als/certificates of mas/Transcript of	Requirement 1 will come from the Host Institution of Balik Scientist applicant. Requirements 2-3 are available at the BSP Website: bsp.dost.gov.ph and can be accessed by emailing PCIEERD BSP Secretariat at balikscientistprogram@pcieerd.dost.gov.ph Requirement 4 can be accessed by emailing		
		PCIEERD BSP Secretariat at balikscientistprogram@pcieerd.dost.gov.ph		



B. Subsequent Applications

Submit requirements similar for New Applications (A. Items 1 – 8) Provide one (1) digital/scanned copy of the following each requirement

- 1. Terminal Report
- 2. BSP Feedback Form for Balik Scientist
- 3. BSP Feedback Form for Hosts
- 4. Host Evaluation Report
- 5. Justification by the Host Institution for the subsequent engagement

Requirements 1 to 4 are documents that are already with the applicants from their previous engagement. This should be resubmitted along with the other requirements stated under A. New Applications.

Requirement 5 will come from the Host Institution of Balik Scientist applicant.

		Institution of Balik Scientist applicant.		
CLIENT'S STEP	PCIEERD'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submit the application and documentary requirements	Receive, acknowledge submitted application, reviews completeness of documents relative to the application and qualification of the potential Balik Scientist/host institution	None	1 working day	BSP Secretariat, HRIDD
None	For applications with complete documents: Forward application to the technical evaluators of the Council For applications with incomplete documents: Advise potential host institution/ Balik Scientist to submit the lacking requirement(s)	None	1 working day	BSP Secretariat, HRIDD
None	Evaluate the application based on the documents provided including the accomplishments, outputs from previous engagement (if applicable), and the merit of the Balik Scientist's visit if aligned with the DOST's S&T priority areas Recommend revisions in the terms of reference (TOR) as necessary Solicit comments/ views from other concerned Council/s, if applicable	None	5 working days	BSP Secretariat, HRIDD Chief, Technical Evaluators of the Council
None	For qualified applicants, submit recommendations to the Office of the Undersecretary for	None	1 working day	BSP Secretariat, HRIDD



	Research and Development			
	(OUSECRD); For			
	applicants not qualified,			
	notify the Scientist/Host of			
	the disapproval of the			
	application			
None	Check result of evaluation	None	2 working days	DOST
	If the OUSECRD agrees			Undersecretary for Research and
	with the Council's			Development
	recommendation, endorse			Development
	the application to OSEC			
	for final approval			
	If the Undersecretary for			
	Research and			
	Development disagrees			
	with the recommendation			
	of the Council, refer back			
	the documents to the			
None	Council for re-evaluation	Nana	2	DOD 0
None	Re-evaluate the application and submit	None	3 working days	BSP Secretariat, HRIDD
	recommendations to			HRIDD
	OUSECRD			
None	Check result of re-	None	2 working days	DOST
	evaluation			Undersecretary
	If the Linders courter, for			for Research and
	If the Undersecretary for Research and			Development
	Development agrees with			
	the Council's			
	recommendation, endorse			
	the application to the			
	Office of the Secretary			
	(OSEC) for final approval			
	If the Undersecretary for			
	Research and			
	Development disagrees			
	with the recommendation			
	of the Council, refer back			
	the documents to the			
None	Council for disapproval Approve/ Disapprove	None	3 working days	DOST Secretary
HOHE	application based on	HOHE	o working days	DOG! Secietary
	endorsement of the			
	OUSECRD and the			
	concerned Council/s			
2. Receive	If the Secretary	None	2 working days	BSP Secretariat,
notification on	disapproves the		3 ==,0	HRIDD
the result of	application, the Council			
the	informs the host			
evaluation of	institution/ scientist of the			
application	decision			



If the Secretary approves the application, the Council advises the BSP Awardee to make the necessary arrangements to return to the Philippines and informs the Awardee and host institution of the Secretary's decision		
TOTAL	20 working days	

6. Processing of application for available positions

This service provides guidance to all qualified candidates in applying available permanent positions in PCIEERD. It covers the process from submission of application letter up to onboarding orientation. The service process is expected to be completed within thirty-five (35) workings days.

Divisions Involved	Human Resource (HR) Section, Finance and Administrative Division (FAD)				
Classification	Highly Technical				
Type of Transaction	Government to Citizen (G	2C)			
Who may avail?	All qualified candidates regardless of gender, age, civil status, political affiliation, religion, national origin, ethnicity, physical disability, pregnant women and senior citizens				
Availability of Service	Business working day from Monday to Thursday, except Friday, regular and non-working holidays or declared work suspension				
	7:00AM – 6:00PM & 8:00 From Home arrangement,	AM – 7:00PM with Skeleton Workforce and Work No Noon break			
	24/7 Web-based online shere at http://pcieerd.dos	ervice access for job postings which can be found t.gov.ph/e-forms/jobs			
	All applications must be s	ent to the HR official email address at			
	hr@pcieerd.dost.gov.ph				
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE			
Application Let	etter (one copy) PCIEERD – Finance and Administrative				
2. Filled-out Pers (one copy)	onal Data Sheet Form Division, Human Resource Section				
3. Resume (one of	Personal Data Sheet Form can be downloaded				
Career Service Position (one c	Eligibility for Permanent copy)	at <u>www.csc.gov.ph</u>			

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5. Performance r	ating in the last rating			
period 6. Transcript of F	Records and Diploma			
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, sending announcement at PCIEERD e- Liham	None	10 calendar days	HR Officer
Submit application with requirements to PCIEERD	2. Receive application, prepare acknowledgme nt receipt and send to Applicants	None	1 working day	HR Officer
2. Receive acknowledg ment letter from PCIEERD	None	None	None	None
None	3. Conduct initial screening of application and forward screened application to concerned	None	3 working days	HR Officer



	Division for shortlisting.			
None	4. Conduct shortlisting of application and forward shortlisted application to HR	None	3 working days	HR Officer
3. Confirm attendance to the schedule	5. Schedule examination and interview and notify Applicants on the schedule	None	1 working days 3 working days Waiting time until the conduct of examination and interview	HR Officer
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	4 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 2 WDs Waiting time until	HR Officer



				Psychological Examination was undertaken	
6.	Receive notice to undergo Psychologica I Examination	None	None	None	None
Nor	ne	9. Prepare appointment paper/contract and facilitate signing	None	3 working days	HR Officer, Chairperson of PSB, Executive Director
7.	Sign appointment paper/contra ct	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	У	35 WDs	

7. Processing of bid proposal

This service provides guidance to all qualified Bidders in the bidding of items offered by PCIEERD. The category of bidding includes: (1) Public bidding of goods and services; (2) Public bidding for 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).



7.1. Public bidding for goods and services

The 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 bidding process has a recommended earliest possible operational timeline of twenty-six (26) calendar days and one hundred thirty-six (136) calendar days for allowable maximum operational timeline.

Divisions Involved	Procurement Section, Finance and Administrative Division (FAD)				
Classification	Simple, Complex, & Highly Technical				
Type of Transaction		Government to Business (G2B)			
Who may avail?	All eligible bidders complia	nt with RA 9184			
Availability of Service	Business working day from Monday to Thursday, except Friday, regular and non-working holidays or declared work suspension				
	7:00AM – 6:00PM with Ske arrangement, No Noon bre		and Work From Home		
	Electronic submission - GF	PPB Resolution N	lo. 12-2020		
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 procuentities can set for the acquisition of bidding documents based on the provision of RA 9184 and its IRR			amount of fee that procuring		
	Approved Budget for t	he 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		
	OF REQUIREMENTS	WHERE TO SECURE			
PhilGEPS Registration Platinum Membership for ABC's PHP 1M and above and Red Membership for 1M below up to		Authorized Government Agency/Offices Requirements base on R.A. 9184 is available at			
PHP 50,000.00) (one copy)		the PCIEERD Website:			
	2018. C 1920.		lost.gov.ph/		
Document (one copy) 3. Tax Clearance (one copy)		⊨maii: procurer	ment@pcieerd.dost.gov.ph		
4. Philippine Contractors Accreditation Board (PCAB) license and registration (one copy)					
5. Audited Financi	al Statements (one copy)				



	7		T	
BIDDER'S STEP	PCIEERD'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	Prepare purchase request and bid documents	None	2 working days	BAC Members, End-user
None 1. Visit PhilGEPS,	Advertise/Post Invitation to Bid to PhilGEPS, PCIEERD Website and Conspicuous Places	None	5 working days	Representative, BAC Secretariat BAC Secretariat
Transparency Seal or Conspicuous	None	4		None
Places		None	None	
None	Schedule pre-bid conference and post in the PCIEERD Website			BAC Secretariat
Attend pre-bid conference, if interested	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
orostou	Issue Bid Document			BAC Secretariat
		None	1 working day	
3. Buy Bid Document	Receive sealed bid proposal and inform Bidder on the schedule of opening of bid proposals	Refer to Maximu m Cost of Bidding	1 working day (Bid Documents are available only	BAC Chairperson, BAC Secretariat
Submit sealed bid proposal	Open bid proposals and conduct eligibility check of requirements If eligible, proceed to	Documen ts above None	on a prescribed time) 1 working day	End-user Representative, BAC Secretariat, Technical Working Group (TWG)
	evaluation of bid proposals If ineligible, return bid proposal to Bidder Evaluate bid proposals		(Submission of sealed bid proposal is open with a prescribed time)	BAC Members, End-user Representative,
Attend opening of bid proposals, if interested	Prepare evaluation report and comparative matrix Issue notice of post-qualification inspection to	None	2 working days	BAC Secretariat, Technical Working Group (TWG) End-user Representative, TWG
	qualified Bidders			BAC Secretariat
	Conduct post-qualification inspection			BAC Members, End-user Representative,



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11. Receive contract / purchase order / work order, affix		3 working days
signature and return to PCIEERD	None	1 working day
	None	1 working day
12. Receive Notice to Proceed, affix signature and	Notie	3 working days
return to PCIEERD	None	
13. Deliver goods and/or services		
	None	
None		
TOTAL		39 working days

7.2. Public bidding of consulting services

The 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 bidding process has a recommended earliest possible operational timeline of thirty-nine (39) calendar days and one hundred eighty (180) calendar days for allowable maximum operational timeline.

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 Thursday, except Friday, regular and non-working holidays or declared work suspension 7:00AM – 6:00PM with Skeleton Workforce and Work From Home arrangement, No Noon break		
	Electronic submission – GPPB Resolution No. 12-2020		
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 acq provision of RA 9184 and i		ding documents i	pased on the
	Approved Budget fo	or the Contrac		um Cost of Bidding Documents 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			5,000.00
	More than 5 Million up to 1			10,000.00
	More than 10 Million up to			25,000.00
	More than 50 Million up to			50,000.00
	More than 500 Million	JOO WIIIION		
CHECKLIST	OF REQUIREMENTS	T	WHERE TO SE	75,000.00
	stration Platinum	Authorized	Government Age	
Membership for and Red Member PHP 50,000.00)	ABC's PHP 1M and above ership for 1M below up to	Requirementhe PCIEER	ts base on R.A. s	9184 is available at
Document (one	copy)		urement@pcieerd	.dost.gov.ph
STATE OF M. MANUAL PROPERTY AND ADDRESS OF THE PARTY OF T	ense /Curriculum Vitae			
(Consulting Serv	· ·			
4. Tax Clearance (5. Philippine Control	one copy) actors Accreditation Board			
	and registration (one copy)			
	al Statements (one copy)			
Scientific, So Exclusive Te Services, on Registration of DTI Regis (For ABCs at Income Tax				
	mit and PhilGEPS Number, Certificate of			
	embership may be			
	n lieu of the said			
documents.				
BIDDER'S STEP	PCIEERD'S ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
None Prepare purchase request, Terms of Reference and bid documents		None	2 working days	BAC Members, End-user Representative, BAC Secretariat
None 1. Visit PhilGEPS, Transparency	Advertise/Post Invitation to Bid to PhilGEPS, PCIEERD Website and		5 working days	BAC Secretariat
Seal or Conspicuous	None			None
Places		Nana	Name	
		None	None	L



	,		-	
Submit sealed bid and attend	Receive sealed bid and			BAC Members,
eligibility	conduct eligibility checking for shortlisting			End-user Representative,
checking	of Bidders	None		BAC Secretariat
Oncoking	Schedule pre-bid		1 working day	DAC Secretariat
		110110	. Homming day	BAC Secretariat
	conference and post in			
None	the PCIEERD Website			BAC Members,
	Conduct pre-bid			End-user
	conference. If changes			Representative,
0 Attand was bid	occur, issue bid bulletin	None	1 working day	BAC Secretariat
3. Attend pre-bid	within 5 calendar days			DAG Consider
conference, if interested	Issue Bid Document			BAC Secretariat
Interested	issue blu bocument	None	1 working day	
		110110	. Working day	
4. Buy Bid				BAC
Document	Receive sealed bid			Chairperson,
	proposal and inform	Refer to	1 working day	BAC Secretariat
	Bidder on the schedule of	Maximum	(Bid	
	opening of bid proposals	Cost of Bidding	Documents are available	BAC Members,
		Document	only on a	End-user
	Open bid proposals and	s above	prescribed	Representative,
	conduct eligibility check	0 0.000	time)	BAC Secretariat,
5. Submit sealed	of requirements		,	Technical
bid proposal				Working Group
	If eligible, proceed to		1 working day	(TWG)
	evaluation of bid	None	Submission of	
	proposals		sealed bid	
	If ineligible, return bid proposal to Bidder		proposal is open with a	
	proposal to Biddel		prescribed	BAC Members,
	Evaluate bid proposals		time	End-user
6. Attend opening				Representative,
of bid			PO1000 80 40	BAC Secretariat,
proposals, if	_	None	2 working	Technical
interested	Prepare evaluation report		days	Working Group
	and comparative matrix			(TWG) End-user
	Issue notice of post-			Representative,
	qualification inspection to			TWG
	qualified Bidders			
				BAC Secretariat
	Conduct post-			
	qualification inspection			BAC Members,
7. Receive result				End-user
of eligibility	Prepare post-qualification	None		Representative,
check	inspection report		2 working	BAC Secretariat,
	Prepare resolution, seek		days	Technical
	approval and post in the			Working Group
	Transparency Seal			(TWG) BAC Secretariat
None	Prepare and issue Notice of Award and send to			HoPE, BAC
	selected Bidder for			Members, BAC
	signature in the	None		Secretariat
	Conforme			HoPE,



8. Receive notice	Receive copy of signed		1 working day	BAC Secretariat
of post- qualification inspection	Notice of Award	None	1 working day	BAC Secretariat
9. Present necessary documents as submitted	Receive Performance Security/Bond	None	1 working day	BAC Secretariat, Cashier
None	Prepare contract / purchase order / job order and send to selected Bidder for signature	None	1 working day	BAC Secretariat
	Receive signed contract /	None		BAC Secretariat
None	purchase order / work order	None	5 working days	HoPE, BAC Secretariat
None	Prepare and issue Notice	None		
None	to Proceed and sent to selected Bidder for signature in the Conforme		3 working days	BAC Secretariat Technical
10. Receive Notice of Award, affix signature in the Conforme and provide	Receive signed Notice to Proceed	None	1 working day	Inspector/Procure ment Officer
copy of signed Notice of Award	Receive, inspect and accept the goods and/or services		1 working day	End-user/ Division Head Procurement Officer
11. Submit Performance Security/Bond	Issue Certificate of Completion Issue Inspection and	None		Officer
within 10 CD upon signing of Conforme	Acceptance Report		3 working days	
None		None		
			1 working day	
12. Receive contract / purchase order / work order,		None		
affix signature and return to PCIEERD		None	2 working days	



None				
			1 working day	
13. Receive Notice to Proceed, affix signature and return to PCIEERD 14. Deliver goods		None None	1 working day	
and/or services None		None	1 working day	
	TOTAL		39 working days	

7.3. 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 minimum duration of twenty-nine (29) working days.

Divisions Involved Procurement, Finance and Administrative Division (FAD)					
Classification	Classification Complex & Highly Technical				
Type of Transaction	Government to Governmen	it (G2G)			
Who may avail?	Any government agency th needed by PCIEERD	at has the mandate to deliver goods and services			
Availability of Service	Business working day from Monday to Thursday, except Friday, regular and non-working holidays or declared work suspension 7:00AM – 6:00PM with Skeleton Workforce and Work From Home arrangement, No Noon break Electronic submission – GPPB Resolution No. 12-2020				
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE			
Certification (one copy) 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		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/ Email: procurement@pcieerd.dost.gov.ph			



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
Performance Security (one copy)

2.	Performance Security (one copy)				
	SERVICING	PCIEERD'S ACTION	FEES TO	PROCESSING	PERSON
AC	SENCY'S STEP	POLLEND 5 ACTION	BE PAID	TIME	RESPONSIBLE
	None	Prepare purchase request and cost-benefit analysis	None	5 working days	Concerned Division of PCIEERD
	None	Secure certification from Servicing Agency that it complies with the requirements listed above compliant with all the	None	5 working days	Concerned Division of PCIEERD
1.	Submit	conditions prescribed under Section 5 (a) and (b) of the attached Guidelines for Agency-to- Agency Agreements Receive and evaluate certification	None	1 working day	Concerned Division of PCIEERD
1.	certification	If qualified, forward	None		
	Certification	certification to BAC for the preparation of resolution If not qualified, inform Servicing Agency on			HoPE, BAC Members, BAC Secretariat
		the result of evaluation Prepare, approve and post BAC Resolution			Concerned Division of PCIEERD
		recommending the use of Agency-to-Agency agreement	None	3 working days	
	None	Prepare and send the Contract of Services (COS) / Memorandum of Agreement (MOA) to		3 working days	Concerned Division of PCIEERD
		Servicing Agency	None		None
	None	Receive signed COS/MOA, have it notarized and send copy to Servicing Agency		8 working days (Waiting time until the return of signed	BAC Secretariat, Cashier
2	Receive	None	None	COS/MOA to PCIEERD)	BAC Secretariat
2.	COS/MOA, affix signature and return signed	Receive Performance Security/Bond		None	Technical Inspector/Procure ment Officer
	COS/MOA to PCIEERD		None	1 working day	



				T	
	_	Post notarized COS/MOA			End-user/Division
3.	Receive	in PhilGEPS			Head
	notarized		None		Procurement
	COS/MOA	Receive, inspect and			Officer
		accept the goods and/or			
4.	Submit	services		1 working day	
	Performance				
	Security/Bond	Issue Certificate of			
	within 10 CD	Completion			
	upon receipt of	Issue Inspection and		1 working day	
	copy of	Acceptance Report	None	,	
	notarized	,			
	COS/MOA				
	None		None		
	22422 (2		Total Services	1 working day	
5.	Deliver goods				
	and services				
	based on				
	Service Level		None		
	Agreement		140110		
	(SLA)				
	(017)				
	None				
		TOTAL		29 working	
		TOTAL		day	

7.4. 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 of services required based on Service Level Agreement (SLA). The process has a minimum duration of twenty (20) working days.

Divisions Involved	Procurement Section, Finance and Administrative Division (FAD)			
Classification	Simple & Complex			
Type of Transaction	Government to Business (G2B)			
Who may avail?	All eligible bidders complian	t with RA 9184		
Availability of Service	non-working holidays or dec	eton Workforce and Work From Home k		
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE		
PhilGEPS Registration with at least Red membership for requirements above Php 50,000.00 (one copy)		Authorized Government Agency/Offices		



2. DTI/SEC Registration Certificate (one

3. Current Mayor's/Municipal/Business Permit (one copy)

4. BIR Certificate of Registration (one copy)5. Updated Tax Clearance Certificate (one copy)

Certificate of Authenticity for suppliers of lnk & Toner Cartridges

Requirements base on R.A. 9184 is available at the PCIEERD Website:

http://pcieerd.dost.gov.ph/

Email: procurement@pcieerd.dost.gov.ph

Ink & Toner Cartridges				
BIDDER'S STEP	PCIEERD'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	Prepare purchase request and terms of reference (TOR) if necessary	None	1 working day	Concerned Division of PCIEERD, Procurement
None	If approved budget contract is below Php 50,000.00, request quotations directly from prospective Bidders	None	1 working day	Officer Concerned Division of PCIEERD
	If approved budget for the contract is Php 50,000.00 and above, post	None	5 working days	Procurement Officer
None	requirements in the PhilGEPS			
Submit sealed	Receive consolidate and evaluate quotations. • For shopping, a minimum of three	None	2 working days	Concerned Division of PCIEERD, Procurement Officer, Technical Working Group
quotation	(3) quotations shall be received to proceed with the evaluation. Otherwise, extend posting in PhilGEPS			Working Group
	 For Small Value Procurement, minimum of three (3) invitations sent to suppliers/bidders 			Concerned Division of
	and at least one (1) financially, technically, and legally eligible supplier/bidder Prepare Abstract of		1 working day	PCIEERD, Procurement Officer Procurement Officer, BAC Chairperson,
	Quotations/Ratings (if applicable)		1 working day	Executive Director Procurement Officer
	Prepare, approve and send contract / purchase order / job order to	None		
None	selected Bidder for signature		5 working days Waiting tine until the return	



	Receive signed contract /		of signed	Technical
None	purchase order / job order	None	contract / purchase order / work order	Inspector/Procure ment Officer
None	Receive, inspect and accept the goods and/or services	None	1 working day	Property Officer
None	Issue Property Acknowledgement Receipt & Inventory Custodian Slip			Procurement Officer
2. Receive contract / purchase order / work order, affix signature and return to PCIEERD	Issue Inspection and Acceptance Report	None	3 working days	
3. Deliver the goods and/or render the services required based on Service Level Agreement (SLA)		None		
None				
	TOTAL		20 working days	



PCIEERD 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 non-degree program. The service process is expected to be completed within twenty-three (23) working days.

Divisions	Υ		****	
Divisions Involved	Human Resource Section,		d Administrative Div	vision
Classification	Highly Technical - Complex	(
Type of Transaction	Government to Government	t		
Who may avail?	All PCIEERD Personnel			
Availability of Service	Business working day from non-working holidays or de 7:00AM – 6:00PM with Ske	clared work leton Workf	suspension	
arrangement, No Noon break 24/7 Web-based online service access and official email address: http://intranet.pcieerd.dost.gov.ph/forms and HR Officer in-charged: maryrose.navarro@pcieerd.dost.gov.ph				
CHECKLIST		.dost.gov.b		CLIDE
Signed endors Invitation and p Estimated trave	 Invitation and program (one copy) Estimated travel expenses (one copy) Action plan (one copy), if the request is Human Resource Section The endorsement form is available at the PCIEERD Intranet Site:			ministrative Division,
CLIENT'S STEP	HUMAN RESOURCE SECTION'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Endorsement and	Recommendation			
1. Submit	Receive signed	None	3 hours	HR Officer
signed Endorsement Form to HR Officer in- charged via Official email	Endorsement Form and its attachments and evaluate whether the program is listed in the approved Individual Development Plan (IDP) or not	None	1 working day and 4 hours	HR Officer, PDC Chairperson and Members
None	Fill-out PCIEERD Personnel Development	None		h
	Committee (PDC) Action Slip and seek endorsement from PDC Chairperson	None	1 working day	HR Officer, PDC Chairperson and Members
None	If the program is listed in the approved IDP, it is only for information purposes only	None	1 working day	HR Officer, Concerned
		20	4 hours	Division Chief



None	If it is not listed in the approved IDP, seek recommendation to the PDC members within 24 hours		HR Officer		
None	If recommended, proceed to preparation of office order and other travel documents				
None	Notify the concerned personnel on the result of PDC action either it is approved or not.				
	Preparation of Training Documents				
Fieparation of frai	ing Documents				



1	None	If the program will be held in Manila, prepare Special Order to attend training, conference, seminar or	None	3 working days	HR Officer, Concerned Division Chief, Executive Director
		convention and seek			
		approval	None		LID Officers
	None	In case the program will be held outside the 50km radius, Travel Order will	None	1 working day	HR Officer, Concerned Division Chief, Executive Director
		be prepared			HR Officer, Concerned
		In case the program will be held outside the country, a request for		4 working days	Division Chief, Executive Director
	None	travel authority is necessary along with other foreign travel requirements and certification will be prepared.	None		Concerned Employee, Division Chief/ PDC Chairperson/ Executive Director
		None			HR Officer,
				4 hours	Budget,
2. \$	Submit				Accounting and Cashier
	Confirmation		None		
a	Slip to the authorized signatory and forward the	Process registration payment and Itinerary-of-travel expenses, if applicable			None
	slip to the Program				
	Organizer/s	Nama		7 working days and 4 hours	Concerned
		None		and 4 nodis	Personnel, HR
	Prepare request for		None		Officer, Concerned
	registration	Receive training/ travel			Division Chief,
	payment and Itinerary-of-	report and certificate of completion	None		Executive Director
t	travel	 If the program is a 		(Depend on the	
	expenses, if applicable	training, check the Learning Application Plan;		duration of training, conference,	HR Officer
	Attend	 If it is a non-training program, check the 		seminar or convention	Concerned Personnel, HR
	training, conference,	post activity evaluation.			Officer Concerned
	seminar or	Schedule the conduct of			Personnel,
	convention	echo seminar		4 hours	Concerned Division Chief, HR
200000	Submit all	Assist personnel in the			Officer
1	required post-activity	conduct of echo seminar, if necessary;			Concerned
	submission to				Personnel,
	HR.	Monitor action plan			Concerned Division Chief, HR Officer
					31,1001



		Conduct impact assessment within two (2) to six (6) months after the date of training and	2 hours	
	None	submit to the HR	4 hours	
6.	Conduct of echo seminar		None	
7.	Implement action plan as defined in the Learning Application Plan None		1 working day	



	TOTAL	23 working days	
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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 the application. The service process is expected to be completed within twenty-two (22) working days.

Divisions Involved	Human Resource Section, Finance and Administrative Division			
Classification	Complex			
Type of Transaction	Government to Government			
Who may avail?	o may avail? All PCIEERD Personnel			
Availability of Service	Business working day from non-working holidays or dec 7:00AM – 6:00PM with Skel arrangement, No Noon brea 24/7 Web-based online serv	clared work eton Workfo k	suspension orce and Work Fron	n Home
	http://intranet.pcieerd.dost.c			
	maryrose.navarro@pcieerd.		h	7
	OF REQUIREMENTS		WHERE TO SE	
 Letter of intent 		No. STERNINGSTON CONTRACTOR		ninistrative Division,
	tice from University (one	Human Resource Section		
copy) 3. Course Progra	m (one cony)			
3. Course Plogra		FEES		
CLIENT'S STEP	HUMAN RESOURCE SECTION'S ACTION	TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Endorsement and	Recommendation			
Submit letter to HR for processing via email or printed copy	Receive letter and check whether the program is in accordance with the approved PCIEERD Degree Plan If the program is not included in the plan, seek endorsement from the PDC Chairperson and recommendation of	None	2 working days	HR Officer HR Officer, PDC Chairperson and Members
	the PDC members before the approval of the Executive Director Inform the employee whether the	None	1 working day	HR Officer, Concerned Division Chief, PDC Chairperson and Executive Director



	None	application is approved or not Prepare the Endorsement letter addressed to the interested employee			ı
		approved by Executive			
Dre	naration of Ann	Director proval Documents			
2.	Submit	Prepare Acknowledgment	None	3 working days	HR Officer,
	notice of acceptance from the university/institution,	Letter, Scholarship Contract and other documents needed by the scholar		.	Deputy Executive Director, Executive Director
	program of study and		None		
	billing				HR Officer,
	statement	Proceed to Preparation,			Budget,
	None	Processing and Releasing of Scholarship Privileges/ Entitlements	None	8 working days	Accounting and Cashier
		Littlements			None
		None			
3.	Undergo full-		None		
	time/ part- time study			None	HR Officer,
	otaay	Monitor attendance of			Budget,
		personnel Note 1: Personnel to			Accounting and Cashier
4.	Submit	submit semestral grades			
	semestral	and billing statement for			
	grades and billing	the enrollment for next semester		8 working days	
	statement for	Semester		o working days	
	the	Note 2: Personnel to			
	enrollment	submit approved thesis/			
	for next semester	dissertation proposal, Line-Item Budget, Proof of			
5.	Submit	thesis enrollment			
J.	approved	Note 3: Personnel to			
	thesis/	submit Transcript of			
	dissertation	Records and Copy of			
	proposal, Line-Item	Diploma			
	Budget,	Note 4: Personnel to			
	Proof of	report back to the office			
	thesis	upon completion of the			
	enrollment	program and submit Re- Entry Action Plan to the			
		HR and render the			
		required service obligation			
		Proceed to Preparation,			
		Processing and Releasing of Scholarship Privileges/			
		Entitlements			



TOTAL	22 working days
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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-five (35) 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 Government	nent (G2G)			
Who may avail?	All Divisions/Offices who	o has an appro	ved request to hire	e	
Availability of Service	Business working day from Monday to Thursday, except Friday, regular and non-working holidays or declared work suspension 7:00AM - 6:00PM & 8:00AM - 7:00PM with Skeleton Workforce and Work From Home arrangement, No Noon break 24/7 Web-based online service access for job postings which can be found here at http://pcieerd.dost.gov.ph/e-forms/jobs All applications must be sent to the HR official email address at http://pcieerd.dost.gov.ph/e-forms/jobs				
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
Approved reque	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 ACTION	HUMAN RESOURCE SECTION'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Fill-out Request to Hire form, seek approval from Executive Director and submit to Human Resource	Receive and process request to hire 1. Receive and process request to hire None 1 working day HR Officer				



Section for				
processing				
None	2. 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, sending announcemen t at PCIEERD e-Liham	None	10 calendar days	HR Officer
None	3. Receive application, prepare acknowledgm ent 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	3 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	None	1 working day	HR Officer
None	examination and interview and notify Applicants on the schedule		1 working days 3 working days Waiting time until the conduct of examination and interview	TIK OTTICET
None	6. Administer	None	1 working day	HR Officer,
	examination (skills and general knowledge exams) and conduct interview			PCIEERD Selection Board (PSB)
3. Receive notice of result of selection process from HR Section	7. Check examination prepare matrix and ge approval. Once approved, notify all Applicants and Clients or the result of selection process		4 working days	HR Officer, Chairperson of PSB, Executive Director
None	8. For permanent position, schedule Psychologica Examination and notify Applicants on the schedule of said Psychologica Examination		1 working day 2 WDs Waiting time until	HR Officer



4. Affix signature	9. Prepare	None	Psychological Examination was undertaken 3 working days	HR Officer,
on the Appointment Paper/Contrac t of Service	appointment paper/contract and facilitate signing			Chairperson of PSB, Executive Director
None	10. Notarize appointment paper/contract and provide notarized Appointment Paper/Contra ct 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 WDs	<i>x</i>

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 minimum duration of forty-one (41) working days and four (4) hours to complete the purchasing process.



Divisions Involved	Procurement Section, Finance and Administrative Division (FAD)			
Classification	Simple, Complex, & Highl	v Technical		
Type of Transaction	Government to Government (G2G)			
Who may avail?	All PCIEERD Personnel			
Availability of Service	Business working day from Monday to Thursday, except Friday, regular and non-working holidays or declared work suspension 7:00AM – 6:00PM with Skeleton Workforce and Work From Home arrangement, No Noon break Procurement and Inventory System (PIS)			
CHECKLIST O	FREQUIREMENTS	, ,,,,,,,,		ECURE
	hase Request (one copy) ence (if applicable) et (if applicable) PCIEERD – Finance and Administrative Division, Procurement Section The preparation of purchase request is a			on request is available
CLIENT'S 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 Terms of Reference 2. Provide input to	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 Recommendation of PPMP revision/update if	None	1 hour	Concerned Enduser Procurement Officer Concerned Enduser Division Concerned Enduser, BAC
bid documents	not included in APP Prepare bid documents	None	3 days	Members, BAC Secretariat
3. Receive PR, affix signature in the "Requested by" portion and forward to Approving Authority • For PR amounting to	None	None	1 working day	Chief Administrative Officer



Php 100,000.00 and below, seek approval from Chief Administrative Officer and return to Procurement Section	None	None	4 hours	Chief Administrative Officer, Deputy Executive Director
• For PR amounting to Php 100,000.00 up to Php 4,999,999.99, seek approval from Deputy	None		1 working day	Chief Administrative Officer, Deputy Executive Director, Executive Director
Executive Director and return to	None	None		BAC Secretariat
Procurement Section	Receive approved PR			BAC Secretariat
For PR amounting to Php 5,000,000.00 and above, seek approval from Executive Director and return to Procurement Section Update PIS on the action taken	and advertise/post invitation to bid to PhilGEPS, PCIEERD website and conspicuous places Schedule pre-bid conference and post in the PCIEERD Website Conduct pre-bid conference. If changes occur, issue bid bulletin within 5 calendar days	None	1 working day and 4 hours	BAC Secretariat Concerned Enduser, BAC Members, BAC Secretariat, Technical Working Group (TWG) BAC Secretariat
None	Issue Bid Document to Bidder		1 hour	BAC Chairperson and Secretariat
None 5. Attend pre-bid conference	Receive sealed bid proposal from Bidder and schedule of opening of bid proposals Open bid proposals and conduct eligibility check of requirements	None None	5 working days	Concerned End- user, BAC Members, BAC Secretariat, Technical Working Group (TWG)
None	If eligible, proceed to evaluation of bid proposals.		1 working day	BAC Secretariat



If ineligible, return bid proposal to Bidder Forward bid proposals to Clients for evaluation None	None	1 working day	Concerned End- user, BAC Members, BAC Secretariat, Technical Working Group (TWG)
			BAC Secretariat
Receive evaluation report and prepare comparative matrix	None	1 working day (Bid Documents are available only on a prescribed time)	HoPE, BAC Members, BAC Secretariat
to qualified Bidders. Inform Client on the schedule of inspection Conduct post-qualification inspection Prepare post-	None	1 working day (Submission of sealed bid proposal is open with a prescribed time)	Concerned End- user, BAC Members, BAC Secretariat, Technical Working Group (TWG)
report report		2 working days	HoPE, BAC Secretariat
Prepare, approve and post BAC resolution	None	A	HoPE, BAC Secretariat
Prepare and issue Notice of Award and send to selected Bidder for signature in the Conforme. Selected Ridder shall provide			HoPE, BAC Secretariat
copy of signed Notice of Award to PCIEERD	None	4 hours	BAC Secretariat
Notice of Award. Selected Bidder shall issue Performance Security/Bond	None	2 working days	BAC Secretariat, Cashier
Receive Performance			BAC Secretariat
Prepare contract / purchase order / job order and send to selected Bidder for	None	1 working day	BAC Secretariat HoPE,
signature. Selected Bidder shall return			BAC Secretariat
signed contract / purchase order / job order to PCIEERD	None	1 working day	BAC Secretariat
	Prepare and issue Notice of Award and send to selected Bidder shall provide copy of signed Notice of Award to PCIEERD Receive copy of signed Notice of Award to PCIEERD Receive copy of signed Notice of Award. Selected Bidder shall ssue Performance Security/Bond Prepare contract / purchase order / job order and send to selected Bidder for signature in the Conforme. Selected Bidder shall ssue Performance Security/Bond Prepare contract / purchase order / job order and send to selected Bidder for signature in the Conforme. Selected Bidder shall ssue Performance Security/Bond Prepare contract / purchase order / job order and send to selected Bidder for signature in the Conforme. Selected Bidder shall ssue Performance Security/Bond Prepare contract / purchase order / job order and send to selected Bidder shall return signed contract / purchase order / job order and send to selected Bidder shall return signed contract / purchase order / job	proposal to Bidder Forward bid proposals to Clients for evaluation None Receive evaluation report and prepare comparative matrix None Resue notice of post- qualification inspection to qualified Bidders. Inform Client on the schedule of inspection Conduct post- qualification inspection Conduct post- qualification inspection Prepare post- qualification inspection 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 Receive copy of signed None Receive Performance Security/Bond Receive Performance Security/Bond Receive Performance Security/Bond Prepare contract / purchase order / job order and send to selected Bidder for signature. Selected Bidder shall return signed contract / purchase order / job	proposal to Bidder Forward bid proposals to Clients for evaluation None Receive evaluation Receive evaluation Receive and prepare comparative matrix None Receive evaluation Report and prepare comparative matrix None I working day (Bid Documents are available only on a prescribed time) 1 working day (Submission of sealed bid proposal is open with a prescribed time) 2 working days None Prepare post- qualification inspection Prepare post- qualification inspection Prepare and issue None Prepare, approve and post BAC resolution Prepare and issue None Receive Performance Bidder shall provide copy of signed Notice of Award to PCIEERD Receive copy of signed None Receive Performance Security/Bond Prepare contract / purchase order / job order and send to selected Bidder shall return signed contract / purchase order / job order and send to selected Bidder shall return signed contract / purchase order / job



None	Receive signed contract			None
	/ purchase order / job			
	order			Technical
	Prepare and issue		1 working day	Inspector/Procure
	Notice to Proceed and	None		ment Officer
	sent to selected Bidder			Procurement
None	for signature in the			Officer
	Conforme. Selected			
	Bidder shall return			Property Officer
	signed Notice to	None	1 working day	N 1995
None	Proceed			
	Receive signed Notice			
	to Proceed	0.000.00		
		None	3 working days	
	Selected Bidder shall			¥I
	deliver goods and			
	services based on			
	Service Level			
Missie	Agreement (SLA)	Mana	2 working days	
None	Receive, inspect and	None		
	accept the goods and/or			
	services			
	Issue Inspection and			
	Acceptance Report			
	None	None	1 working day	
	None	None	1 working day	
Nama	Drop are and inque			
None	Prepare and issue	None	1 working day	
	Inventory Custodian	None	1 working day	
Nana	Slip for semi-			
None	expendable items and Property			
	Acknowledgement			
	Receipt for equipment		*	
	Receipt for equipment			
		None	2 working days	
		110110		
None				
		None	1 working day	
None				
		None	2 working days	
		None	1 working day	
		None	1 working day	
None				
None				
		None		
		140110		
None			None	
1,0110		None		
			1 working day	



	None		
None	None	1 working day	
None		None	
10. Accept goods and/or services		3 working days	
TOTAL		41 working days and 4 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 minimum duration of thirty-nine (39) working days and four (4) 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 Thursday, except Friday, regular and non-working holidays or declared work suspension 7:00AM – 6:00PM with Skeleton Workforce and Work From Home arrangement, No Noon break Procurement and Inventory System (PIS)			
	F REQUIREMENTS		WHERE TO SE	
				on request is available
CLIENT'S STEP	PROCUREMENT SECTION'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Access Procurement and Inventory System (PIS), input details of request and click "Save Changes"	Receive notice, accept request, check details of request, check if listed	None	1 hour	Concerned Enduser Procurement Officer



None	in the Annual			
	Procurement Plan	None	1 working day	
	(APP), print purchase		4	
	request (PR) and			
	forward to concerned			
	Division for signature			
	and for facilitating			
Terms of Reference	approval. Update PIS on the action taken			Concerned End-
Terms of Reference	on the action taken			user
	Recommendation of			
2. Provide input to	PPMP revision/update if			Concerned End-
bid documents	not included in APP			user, BAC
Dia documents	not moraced in Air		3 working days	Members, BAC
		None	o noming days	Secretariat
	Prepare bid documents	10,110-1010-		
3. Receive PR, affix				
signature in the			1 working day	
"Requested by"		None		
portion and				
forward to				Chief
Approving				Administrative
Authority				Officer
1900 BOOTSON	None			
For PR				
amounting to				
Php				
100,000.00				
and below,				Chief
seek approval from Chief			4 hours	Administrative
Administrative	None		4 110013	Officer, Deputy
Officer and	Tronc	None		Executive Director
return to				The state of the s
Procurement				
Section				
For PR				Chief
amounting to				Administrative
Php	None			Officer, Deputy Executive
100,000.00 up				Director,
to Php				Executive Director
4,999,999.99,				EXCOUNTED DIRECTOR
seek approval from Deputy			1 working day	
Executive			J,	
Director and		None		
return to				
Procurement	None			BAC Secretariat
Section				
	Receive approved PR			
 For PR 	and advertise/post			BAC Secretariat
amounting to	invitation to bid to			
Php	PhilGEPS, PCIEERD			
5,000,000.00	website and			BAC Secretariat
and above,	conspicuous places			DAO Occidentaliat
seek approval from				
Executive				
Executive	<u> </u>			



1	Director and return to Procurement Section Update PIS on	Schedule pre-bid conference and post in the PCIEERD Website Conduct pre-bid	None	1 working day and 4 hours	Concerned End- user, BAC Members, BAC Secretariat, Technical Working Group (TWG)
4.	the action taken	conference. If changes occur, issue bid bulletin within 5 calendar days			BAC Secretariat
		Issue Bid Document to Bidder			
	None			1 hour	BAC Chairperson and Secretariat
5.	Attend pre-bid	Receive sealed bid proposal from Bidder and schedule of	None		Concerned End-
	conference	opening of bid proposals	None	5 working days	user, BAC Members, BAC Secretariat,
	None	Open bid proposals and conduct eligibility check			Technical Working Group (TWG)
	None	of requirements	None	1 working day	
		 If eligible, proceed to evaluation of bid proposals. 			BAC Secretariat
	None	If ineligible, return bid proposal to Bidder	None	1 working day	Concerned End- user, BAC Members, BAC
	None	Forward bid proposals to Clients for evaluation	110110		Secretariat, Technical Working Group (TWG)
		None	None	1 working day (Bid	BAC Secretariat
6.	Attend opening of bid proposals	Receive evaluation report and prepare comparative matrix		Documents are available only on a prescribed time)	HoPE, BAC Members, BAC Secretariat
		Issue notice of post- qualification inspection to qualified Bidders. Inform Client on the schedule of inspection	None	1 working day (Submission of sealed bid proposal is	Concerned End- user, BAC Members, BAC Secretariat, Technical Working
		Conduct post- qualification inspection		open with a prescribed time)	Group (TWG) HoPE, BAC Secretariat
	None	Prepare post- qualification inspection	None	2 working days	HoPE, BAC Secretariat
	110110	report			HoPE, BAC Secretariat



				7	
		Prepare, approve and			
-	Deseive bid	post BAC resolution			
1.	Receive bid	Book and in the			N
	proposals and	Prepare and issue Notice of Award and		4 hours	BAC Secretariat
	conduct			4 hours	BAC Secretariat
	evaluation	send to selected Bidder	None		BAC Secretariat,
		for signature in the Conforme. Selected	None		Cashier
		Bidder shall provide			Casillei
Q	Prepare	copy of signed Notice of			BAC Secretariat/
0.	evaluation report	Award to PCIEERD		2 working days	Procurement
	and forward to	Receive copy of signed		2 working days	Officer
	Procurement	Notice of Award.	None		5,1,155.
	Section	Selected Bidder shall	7.0		
		issue Performance			
		Security/Bond			
	None	Receive Performance		1 working day	BAC Secretariat
		Security/Bond			
		•	None		HoPE,
		Prepare contract /			BAC Secretariat
		purchase order / job			
		order and send to			
9.	Join post-	selected Bidder for			BAC Secretariat
	qualification	signature. Selected		1 working day	
	inspection	Bidder shall return	None		
	W	signed contract /			None
		purchase order / job			
		order to PCIEERD			
		Receive signed contract		4	Procurement
		/ purchase order / job	N1	1 working day	Officer
	None	order	None		Procurement
		Prepare and issue			Officer
		Notice to Proceed and			
		sent to selected Bidder for signature in the			
	None	Conforme. Selected			
	None	Bidder shall return	None	1 working day	
		signed Notice to	HOTIC	1 Working day	
		Proceed			
		Receive signed Notice			
	None	to Proceed	None	3 working days	
	Account of the second				
		Selected Bidder shall		2 22 2	
İ		deliver consulting		2 working days	
		service based on			
		Service Level	None		
		Agreement (SLA)			
		Submit documents			
	None	based on SLA			
	None	Issue Inspection and Acceptance Report		1 working day	
		Acceptance Nepolt		, working day	
			None		
			property before		
	None			1 working day	
	www.maddici.com/states				
			None		
				<u>L</u>	



None	None	2 working days
None	None	1 working day
None	None	2 working days
None	None	1 working day
None		
None	None	None
None	None	1 working day
		1 working day
TOTAL		39 working days and 4 hours

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 minimum duration of thirty-six (36) working days and two (2) hours to complete the purchasing process.

Divisions Involved	Procurement Section, Finance and Administrative Division (FAD)			
Classification	Complex & Highly Technical			
Type of Transaction	Government to Government (G2G)			
Who may avail?	All PCIEERD Personnel			
Availability of Service	Business working day from Monday to Thursday, except Friday, regular and non-working holidays or declared work suspension 7:00AM – 6:00PM with Skeleton Workforce and Work From Home arrangement, No Noon break			



Procurement and Inventory System (PIS)					
CHECKLIST	F REQUIREMENTS	ly System (r	WHERE TO SE	CLIDE	
	se Request (one copy)	PCIEERD – Finance and Administrative			
Cost Benefit Anal		Control of the contro	rocurement Section		
	Recommending Agency-				
to-Agency Agreer		The prepar	ration of purchase	request is available	
4. Terms of Referen			urement and Inve		
5. Line Item Budget	(if applicable)		http://10.10.113.7/		
CLIENT'S ACTION	PROCUREMENT	FEES TO	PROCESSING	PERSON	
1. Access	SECTION'S ACTION None	None	TIME 1 hour	RESPONSIBLE Concerned End-	
Procurement and	None	None	THOU	user,	
Inventory System				Procurement	
(PIS), input				Officer	
details of request	Receive notice, accept				
and click "Save	request, check details of			Procurement	
Changes"	request, check if listed			Officer	
Maria	in the Annual	None	1 working day		
None	Procurement Plan				
	(APP), print purchase request (PR) and				
^	forward to concerned				
	Division for signature		п		
	and for facilitating		"	Concerned End-	
	approval. Update PIS			user	
	on the action taken				
	Recommendation of	None			
	PPMP revision/update if				
	not included in APP				
Terms of			3 working days		
Reference			5 Working days	Chief	
recicion				Administrative	
				Officer	
2. Receive PR, affix		None			
signature in the	None				
"Requested by"					
portion and forward to					
Approving			4 hours	Chief	
Authority			Tiodio	Administrative	
/ tutilonty				Office, Deputy	
For PR	None			Executive	
amounting to				Director	
Php					
100,000.00		None			
and below,		None			
seek approval from Chief					
Administrative				Chief	
Officer and	None			Administrative	
return to			1 working day	Office, Deputy	
Procurement				Executive Director,	
Section				Executive	
• For PR				Director	
amounting to				90000 E E 0.53	
Php					
100,000.00 up	None				



to Php 4,999,999,99, seek approval from Deputy Executive Director and return to Procurement Section For PR amounting to Php 5,000,000.00 and above, seek approval from Executive Director and return to Procurement Section None For PR amounting to Php 5,000,000.00 and above, seek approval from Executive Director and return to Procurement Section None None Receive certification and return to Procurement Section None Receive certification and result of evaluation Prepare, approve and post BAC Resolution recommending the use of 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 Agreements None None None None None None Receive and evaluate conditions prescribed under Section 5 (a) and (b) of the attached Guidelines for Agency Agreements None None None None None None None Procurement None None None Procurement None None Procurement None None Procurement Officer					
seek approval from Deputy Executive Director and return to Procurement Section For PR amounting to Php 5,000,000.00 and above, seek approval from Executive Director and return to Procurement Section 6. Update PIS on the action taken None None Receive certification and result of evaluation and result of evaluation John Carried Prepare, approve and post BAC Resolution recommending the use of 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 Receive and evaluate certification None Involving day and 4 hours Invorking	to Php	Receive approved PR	None		BAC Secretariat
From Deputy Executive Director and return to Procurement Section For PR amounting to Phip 5,000,000.00 and above, seek approval from Executive Director and return to Procurement Section Update PIS on the action taken None Receive certification and result of evaluation Prepare, approve and post BAC Resolution recommending the use of agreement slisted above compliant with all the conditions prescribed under Section 5 (a) and (b) of the attached Guidelines for Agency-to-Agency Agreements Receive and evaluate certification Receive certification and result of evaluation Prepare, approve and post BAC Resolution recommending the use of agreement Slisted above compliant with all the conditions prescribed under Section 5 (a) and (b) of the attached Guidelines for Agency-to-Agency Agreements Receive and evaluate certification None None 1 working day and 4 hours None None 1 hour 5 working days 3 working days 3 working days A working days	4,999,999.99,				BAC Secretariat
Executive Director and return to Procurement Section For PR amounting to Php 5,000,000.00 and above, seek approval from Executive Director and return to Procurement Section 6. Update PIS on the action taken None 3. Undertake cost-benefit analysis benefit analysis benefit analysis with the requirements (Section Servicing Agency to-Agency compliant with all the conditions prescribed under Section 5 (a) and (b) of the attached Guidelines for Agency to-Agency Agreements 6. Receive and evaluate certification and result of evaluation Procurement Servicing Agency to-Agency Agreements 8. Receive and evaluate certification 8. As a secure and post BAC Resolution recommending the use of Agency-to-Agency agreement at the conditions prescribed under Section 5 (a) and (b) of the attached Guidelines for Agency to-Agency Agreements 9. Receive and evaluate certification 1. Working day Secretariat And Secretariat And Secretariat Concerned Enduser, BAC Secretariat And Secretariat None 1. Working day Secretariat Concerned Enduser, BAC Secretariat None 1. Working day Secretariat Concerned Enduser, BAC Secretariat None 1. Working day Secretariat Concerned Enduser, BAC Secretariat None 1. Working day Secretariat Concerned Enduser, BAC Secretariat None 1. Working day Secretariat Concerned Enduser, BAC Secretariat None 1. Working day Secretariat Concerned Enduser, BAC Secretariat None 1. Working day Secretariat Concerned Enduser, BAC Secretariat None 1. Working day Secretariat Concerned Enduser, BAC Secretariat None 1. Working day Secretariat Concerned Enduser, BAC Secretariat None 1. Working day Secretariat Concerned Enduser, BAC Secretariat None 1. Working day Secretariat Concerned Enduser, BAC Secretariat None 1. Working day Secretariat None 1. Working	seek approval	invitation to bid to			
Executive Director and return to Procurement Section For PR amounting to Php 5,000,000.00 and above, seek approval from Executive Director and return to Procurement Section 6. Update PIS on the action taken None 3. Undertake cost-benefit analysis benefit analysis benefit analysis with the requirements (Section Servicing Agency to-Agency compliant with all the conditions prescribed under Section 5 (a) and (b) of the attached Guidelines for Agency to-Agency Agreements 6. Receive and evaluate certification and result of evaluation and resu	from Deputy	PhilGEPS, PCIEERD		1 working day	
Director and return to Procurement Section For PR amounting to Php 5,000,000.00 and above, seek approval from Executive Director and return to Procurement Section Dipage 1					
retum to Procurement Section • For PR amounting to Php 5,000,000.00 and above, seek approval from Executive Director and return to Procurement Section 6. Update PIS on the action taken None 3. Undertake cost-benefit analysis benefit analysis benefit analysis benefit analysis 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 6. Receive and evaluate certification 7. Receive certification and result of evaluation and result					Concerned End-
Procurement Section For PR amounting to Php 5,000,000.00 and above, seek approval from Executive Director and return to Procurement Section 6. Update PIS on the action taken None Receive certification and result of evaluation 3. Undertake costbenefit analysis Receive certification and result of evaluation Prepare, approve and post BAC Resolution recommending the use of Agency-to-Agency stati 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 6. Receive and evaluate certification None None None None None None BAC Secretariat HoPE, BAC Chairperson, BAC Secretariat Concerned Enduser, BAC Secretariat None 1 working day BAC Secretariat Concerned Enduser, BAC Secretariat Concerned Enduser, BAC Secretariat None None None None Procurement None Procurement		1			
• For PR amounting to Php 5,000,000,000 and above, seek approval from Executive Director and return to Procurement Section 6. Update PIS on the action taken None Receive certification and result of evaluation Prepare, approve and post BAC Resolution recommending the use of Agency-to-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 None None None None None None None Agency None		Hone			4501
For PR amounting to Php 5,000,000.00 and above, seek approval from Executive Director and return to Procurement Section None	1				BAC Secretariat
For PR amounting to Php 5,000,000.00 and above, seek approval from Executive Director and return to Procurement Section Whose Section Section Whose Section Section Secretariat Secre	Section	None			DAC Secretariat
amounting to Php 5,000,000,000 and above, seek approval from Executive Director and return to Procurement Section 6. Update PIS on the action taken None None Receive certification and result of evaluation 7. 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 Agreements 7. Receive and evaluate certification 8. None	F 55	None			
Php 5,000,000.00 and above, seek approval from Executive Director and return to Procurement Section 6. Update PIS on the action taken None Receive certification and result of evaluation 3. Undertake cost- benefit analysis 4. Secure certification from Servicing Agency that it complies with the requirements listed above compliant with all the conditions prescribed under Section 5 (a) and (b) of the attached Guidelines for Agency-to- Agency Agreements 5. Receive and evaluate certification None					
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5. Receive and evaluate certification None Procurement		None			user
evaluate certification Procurement					
certification Procurement	5. Receive and		None		
certification	evaluate				
Procurement					
None Officer					The state of the s
			None		Officer



If qualified, forward certification to BAC for the preparation of resolution If not qualified, inform Servicing Agency on the result of evaluation None None	Receive notarized COS/MOA and post in PhilGEPS Secure Performance Security/Bond Selected Bidder shall deliver goods and/or services based on Service Level Agreement (SLA) Receive, inspect and accept the goods and/or services Issue Certificate of Completion	None	3 working days 3 working days 1 working day	BAC Secretariat, Cashier None Technical Inspector Technical Inspector/Enduser/ Division Head Procurement Officer
6. Prepare and send the	Issue Inspection and Acceptance Report			
Contract of Services (COS) / Memorandum of Agreement (MOA) to Servicing		None		
Agency. Servicing Agency shall retum signed COS/MOA to PCIEERD		None None	8 working days (Waiting time until the return of signed COS/MOA to PCIEERD)	
7. Receive signed COS/MOA, notarize and send copy to		None	1 hour	
Servicing Agency		None		
8. Provide copy of notarized COS/MOA to Procurement		None	1 hour	
Section		None	1 working day	
None				2
None			None	
None				



None None	1 working day 1 working day
None	
TOTAL	36 working days and 2 hours

4.4. Purchasing through alternative mode of procurement (Shopping and Small Value Procurement)

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 minimum duration of twenty-six (26) working days and five (5) hours to complete the purchasing process.

Divisions Involved	Procurement, Finance and Administrative Division (FAD)				
Classification	Simple & Complex				
Type of Transaction	Government to Government (G2G)				
Who may avail?	All PCIEERD Personnel				
Availability of Service	Business working day from Monday to Thursday, except Friday, regular and non-working holidays or declared work suspension 7:00AM – 6:00PM with Skeleton Workforce and Work From Home arrangement, No Noon break Procurement and Inventory System (PIS)				
CHECKLIST O	F REQUIREMENTS		WHERE TO SE	CURE	
 Approved Purcha Abstract of Quota applicable) Terms of Referen Line Item Budget 	ce (if applicable)	PCIEERD – Finance and Administrative Division, Procurement Section The preparation of purchase request is available at the Procurement and Inventory System (PIS) Site: http://10.10.113.7/pis/			
CLIENT'S 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"	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.	None	1 hour	Concerned End- user, Procurement Officer Concerned End- user	



	T 510 11			
	Update PIS on the			
	action taken Recommendation of PPMP revision/update if not included in APP	None	3 working days	Concerned End- user
	None	None	1 working day	Procurement Officer
2. Prepare Terms				0111001
of Reference				
3. Receive PR, affix signature in the "Requested by" portion and	None			Chief Administrative Officer
forward to				
Approving Authority			4 hours	
Authority		None	4 110015	
• For PR				Chief
amounting to				Administrative
Php 100,000.00	None			Officer, Deputy Executive
and below,	110110			Director,
seek approval				Executive Director
from Chief				
Administrative Officer and				
return to				
Procurement	Receive approved PR	News	4	Procurement
Section • For PR	 If approved budget contract is below Php 50,000.00, 	None	1 working day	Officer
amounting to	request quotations			
Php	directly from			
100,000.00 up	prospective Bidders			Procurement Officer
to Php 4,999,999.99,	If approved budget			0111001
seek approval	contract is Php			
from Deputy Executive	50,000.00 and above, post			Procurement
Director and	requirements in the			Officer
return to	PhilGEPS			
Procurement Section			2 working days	
Coolon	Receive sealed	None		
	quotation, consolidate			
	and evaluate. • For shopping, a			
	minimum of			
None	three (3)		5 working days	
	quotations shall be received to	None	(Waiting tine until the return	
	proceed with the		of signed	
	evaluation.		contract /	
None	Otherwise, extend posting		purchase order / work order)	
NOTIC	in PhilGEPS			
			2 working days	
			<u> </u>	



	For Small Value Procurement,	None		Procurement Officer
None	minimum of three (3) invitations sent to suppliers/bidder s and at least			Procurement Officer, BAC Chairperson, Executive Director
	one (1) financially, technically, and legally eligible supplier/bidder			Procurement Officer
	Prepare Abstract of Quotations/Ratings (if applicable)			Technical Inspector/Procure ment Officer
	Prepare, approve and send contract / purchase			Procurement Officer
	order / job order to selected Bidder for signature. Selected		1 working day	Property Officer
None	Bidder shall return signed contract / purchase order / work order to PCIEERD	None	5 working days (Waiting time until the return of signed	
None	Receive signed contract / purchase order / job order. Selected Bidder shall deliver the goods and services	None	contract / purchase order / work order)	
	Receive, inspect and accept the goods and/or services		1 working day	
None	Issue Inspection and Acceptance Report Prepare and issue Inventory Custodian Slip	None	1 working day	
None	for semi-expendable items and Property Acknowledgement Receipt for equipment	None	1 working day	
None				
		None	3 days	
		None	00	
	TOTAL		26 working days and 5 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 submission of LDDAP to Landbank of the Philippines. It has a duration of seven (7) working days to complete the payment 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 Thursday, except Friday, regular and non-working holidays or declared work suspension 7:00AM – 6:00PM with Skeleton Workforce and Work From Home arrangement, No Noon break E-Voucher System					
CHECKLIST	OF REQUIREMENTS		WHERE TO SE			
Signed request for payment (one copy) PCIEERD – Finance and Administrative Division, Accounting, Budget and Cash Se The preparation of request for payment is accessible at E-Voucher System: http://10.10.113.7/evoucher/			t and Cash Sections or payment is			
CLIENT'S STEP	ACCOUNTING, BUDGET AND CASH SECTIONS' ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
Receiving of Transa	ction					
Prepare documents and input details of transaction in the eVoucher Information System	None	None	4 hours	Concerned Requesting Division		
2. Print request for payment, facilitate signing and forward transaction to FAD for processing. Update eVoucher Information System	Receive transaction, check supporting documents based on checklist and review such documents according to prescribed accounting	None None	4 hours 2 Hours	Concerned requesting Division		



	and auditing rules and			
	regulations.			
	If complete, forward transaction to the Budget Section for preparation of Obligation Request.	None		
				and the same
	If incomplete, return transaction to the requesting personnel			Accounting Personnel
	Update eVoucher Information System			
*	None			
	110110			
3. Receive				
transaction				
indicating lacking				
documents.				
Update				
eVoucher				
Information System				
Obligation Request				
None	Receive, review, prepare	None	1 Hour	Budget and
	Obligation Request and			Accounting
	Status (ORS)/Budget			Personnel
				, 5.555.
	Utilization Request Status			, 5,555,5
	(BURS) and affix signature. Update			. 5.55
	(BURS) and affix signature. Update Registry of Allotment,			
	(BURS) and affix signature. Update Registry of Allotment, Obligation and			
	(BURS) and affix signature. Update Registry of Allotment, Obligation and Disbursement. Forward			
	(BURS) and affix signature. Update Registry of Allotment, Obligation and Disbursement. Forward transaction with printed ORS/BURS to Accounting			
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Disbursement Vouc	(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 her (DV)	None	1 Hour	Accounting
	(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 ther (DV) Receive transaction and prepare DV including Tax	None	1 Hour	
	(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 her (DV)	None	1 Hour	Accounting
	(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 her (DV) Receive transaction and prepare DV including Tax Certificate, if applicable. Forward transaction with printed DV and Tax	None	1 Hour	Accounting
	(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 ther (DV) Receive transaction and prepare DV including Tax Certificate, if applicable. Forward transaction with	None	1 Hour	Accounting
	(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 her (DV) Receive transaction and prepare DV including Tax Certificate, if applicable. Forward transaction with printed DV and Tax	None	1 Hour	Accounting
	(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 her (DV) Receive transaction and prepare DV including Tax Certificate, if applicable. Forward transaction with printed DV and Tax Certificate, ORS/BURS to Requesting Personnel to facilitate signing of DV by	None	1 Hour	Accounting Personnel Concerned
None	(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 her (DV) Receive transaction and prepare DV including Tax Certificate, if applicable. Forward transaction with printed DV and Tax Certificate, ORS/BURS to Requesting Personnel to facilitate signing of DV by authorized signatory.			Accounting Personnel Concerned Requesting
None	(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 her (DV) Receive transaction and prepare DV including Tax Certificate, if applicable. Forward transaction with printed DV and Tax Certificate, ORS/BURS to Requesting Personnel to facilitate signing of DV by			Accounting Personnel Concerned



				A
	None			Accounting Personnel
4. Receive	None	None	1 working day	Personnei
transaction and		None	I WOIKING day	Concerned
NOON AND AND ADDRESS OF THE PROPERTY OF THE PR				Requesting
affix signature to DV and				Division,
ORS/BURS				the state of the s
				Accounting Personnel
certifying				reisonnei
expenses / cash advance				
necessary, lawful and				
incurred under			- 18	
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				
*				
None	Receive transaction and			
	affix signature to DV	None	30 minutes	
	certifying cash available			Accountant
	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			
5. Receive	None			
transaction and		None	1 working day	
affix signature				Concerned
to DV				Personnel
approving the				Division Chief/
payment.				Deputy Executive
Signatory may				Director/
vary based on				Executive Director
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 Dem	nandable Accounts Payable -	- Advice to E	Debit Account (LD	DAP-ADA)/Check
None	Receive transaction with	None	30 minutes	Cash Section
	approved DV and prepare LDDAP-ADA/Check. Forward transaction with printed LDDAP-ADA to Accounting Section for signature. Update eVoucher Information System			
LDDAP-ADA	oyotom			
None	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	30 Minutes	Accountant Authorized
	Receive transaction and affix signature on LDDAP approval portion	None	1 Working Day	Signatory
6. Receive transaction and	Receive transaction and affix signature on ADA	None	30 Minutes	Cashier
affix signature on ACIC and ADA portion to debit account by the Bank. Only Agency	Receive transaction and affix signature on ADA. Signatory may vary based on PCIEERD Administrative Order No.	None	1 Working Day	Authorized Signatory



Authorized Signatories are allowed to approve. Update eVoucher Information System	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 Receive transaction, prepare and print ACIC and forward to authorized signatory for approval. Update eVoucher Information System	None	30 Minutes	Cash Section
Check	D	NI	411	Cash Section and
None	Receive transaction, prepare and print Check together with ACIC. Affix signature on Check and ACIC. Only Agency Authorized Signatories are allowed to sign. Update E-Voucher Information System	None	1 Hour	Authorized Signatory
Check/LDDAP-ADA	ACIC			
None	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	3 Hours	Cash Section
None	Prepare and post Report of Checks Issued and Report of Advice to Debit Account Issued in the Intranet Site and notify personnel through eLiham. Update eVoucher Information System	None	2 Hours	Cash Section
7. Receive notice and access Intranet Site to check LDDAP or Check issued	None	None	30 Minutes	Concerned Requesting Division
	TOTAL		7 Working Days	



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. Troubleshooting and Network Support

This support covers the problem on printer, network connectivity, internet, user accounts and website updates. The process is expected to be completed in one (1) working day. If it is not manageable, seek assistance from External Provider.

Divisions	Information Technology Management Unit,			
Involved	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 Thursday, except Friday, regular and non-working holidays or declared work suspension 7:00AM – 6:00PM with Skeleton Workforce and Work From Home arrangement, No Noon break 24/7 web-based access through iHelp. http://10.10.112.21/ihelp/			
CHECKLIST	OF REQUIREMENTS		WHERE TO SE	CURE
	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/			logy Management accessible at the 12.21/ihelp/
CLIENT'S 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	Receive request upon notification from iHelp Information System	None		iHelp Administrator
None	Access iHelp Information System, set priority level, correct service type and assign the request to concerned IT support staff	None None		iHelp Administrator
None		INOLIE		



	Procurement Section for action. Update request in iHelp		
	the action taken. Prepare Inspection Report and submit to		
	action from External Party, notify Requesting Party on		
	If request has not been addressed due severe problem and requires		Personnel
	addressed, notify Requesting Party on the action taken. Update request in iHelp		Concerned Requesting
	If request has been		Support Staff
None	Act on the request	None	Concerned IT
	Accept and set estimated service delivery period		Concerned IT Support Staff

6.2. Workstation Breakdown and Data Retrieval

This support covers the breakdown of workstations and data retrieval. It starts upon receipt of filled-in IT service request through 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	All PCIEERD Personnel		
Availability of Service	Business working day from Monday to Thursday, except Friday, regular and non-working holidays or declared work suspension 7:00AM – 6:00PM with Skeleton Workforce and Work From Home arrangement, No Noon break 24/7 web-based access through iHelp. http://10.10.112.21/ihelp/			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filled-in IT Serv	rice Request (one copy)	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/		



		FEES TO	DDOCESSING	DEDOC:
CLIENT'S STEP	ITMU'S ACTION	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 iHelp Administrator
None	Receive request upon notification from iHelp Information System	None		iHelp Administrator
None	Access iHelp Information System, set priority level, correct service type and assign the request to concerned IT support staff	None		
	Accept and set estimated service delivery period Act on the request			Concerned IT Support Staff
None	If request has been addressed, notify Requesting Party on	None		Concerned IT Support Staff
None	the action taken. Update request in iHelp 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 Requesting Personnel
Rate and close the service request		None		
	TOTAL		3 working days	



Feedback Mechanism

Feedback and Complaints

FEE	DBACK AND COMPLAINTS MECHANISMS
How to send feedback	 Fill-in 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.dost.gov.ph; or Call 8377516/8372071 local 2120
How feedback is processed	 Feedback are gathered every week Feedback requiring response will be forwarded to the concerned division. For feedback classified as simple will be responded in 3 working days while feedback classified as complex will beresponded 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	 Access Customer Relation Management Information System at http://111.125.126.138/crmis/; or Send email at pcieerd.dost.gov.ph; or Call 8377516/8372071 local 2120
How complaint is processed	 Complaints are gathered every week Complaints requiring response will be forwarded to the concerned division. For complaints classified as simple will be responded in 3 working days while complaints classified as complex will 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 -88377516 /88372071 local 2120 ARTA - complaints@arta.gov.ph Presidential Complaint Center - 8888 CSC's Contact Center ng Bayan - 0908-8816565 (SMS)