



PLANNING, POLICY, AND SPECIAL PROJECTS DEPARTMENT—Quezon City

EXTERNAL SERVICES

3.1.a Evaluation of Project Proposals For Corporate/SIDA-Funded Projects

Evaluation of project proposals to be funded by SIDA or corporate budget to check eligibility of the proponents and compliance of proposals to the prescribed format with complete information and required documentary requirements.

Office or Division:	Planning, Policy and Special Projects Department/ Special Projects, Project Development, Evaluation and Monitoring Division			
Classification:	Complex			
Type of Transaction:	Government-to-Government (G2G), Government-to-Business (G2B)			
Who may avail:	Sugarcane Planters Associations, MDDCs, Research Institutions, SUCs, etc.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Endorsement Letter		Implementing unit		
Letter of intent		Project proponent		
1 original copy of the following: Project proposal written based on the prescribed format Inspection report of the proposed project sites prepared and signed by the Mill District Officer (if applicable) Work and financial plan Project Team with functional descriptions of each member		Prescribed format available at PPSPD, Implementing Unit or SRA website		
If the proponent is private: A photocopy of whichever is applicable: SRA Accreditation Certificate as Civil Society Organization or If SEC registered - SEC Registration, Articles of Inc., By-Laws, Updated General Information Sheet (GIS) If CDA-registered - CDA registration, articles of cooperation, by-laws, Cooperative Annual Performance Report (CAPR)		Implementing unit and Bids and Awards Committee (BAC) Securities and Exchange Commission (SEC) Cooperative Development Authority (CDA)		
Original/Scanned copy of Certificate of no pending unliquidated cash advance from SRA		SRA Accounting Division (Quezon City and Bacolod)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits project proposal, letter request and documentary requirements to the implementing unit (RDE Offices in Luzon/Mindanao or Visayas)	1.1. Receives the project proposal and gives instructions	None	10 minutes	Secretary PPSPD Manager III PPSPD



CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2. Evaluates the proposal and reviews the completeness of required documents	None	5 working days	Project Evaluation Officers III and I <i>PPSPD</i>
	1.3. Prepares evaluation report with recommendations			Project Development Officer II <i>PPSPD</i>
	1.4. Submits the evaluation report with transmittal to the implementing unit.	None	10 minutes	Manager III <i>PPSPD</i>
	TOTAL:	None	5 days	

Assumptions: The proposal has complete information and required documentary requirements.



3.1.b Evaluation of Project Proposals On BRDE-Funded Projects (BRDE-Bioethanol Research, Development and Extension Liens)

Evaluation of project proposals to be funded by BRDE liens to check eligibility of the proponents and compliance of proposals to the required information and documentary requirements.

Office or Division:	Planning, Policy and Special Projects Department/ Special Projects, Project Development, Evaluation and Monitoring Division			
Classification:	Highly Technical			
Type of Transaction:	Government-to-Government (G2G), Government-to-Business (G2B)			
Who may avail:	Sugarcane Planters Associations, MDDCs, Research Institutions, SUCs, etc.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request		Project proponent		
1 copy of the following: Project proposal written based on the prescribed format Work and financial plan Project Team with functional descriptions of each member		Prescribed format available at PPSPD or SRA website		
If the proponent is private: 1 photocopy of whichever is applicable SRA Accreditation Certificate as Civil Society Organization If SEC registered - SEC Registration, Articles of Inc., By-Laws, Updated General Information Sheet (GIS) If CDA-registered - CDA registration, articles of cooperation, by-laws, Cooperative Annual Performance Report (CAPR)		Implementing unit and Bid and Awards Committee Securities and Exchange Commission (SEC) Cooperative Development Authority (CDA)		
Original or scanned Certificate of no pending unliquidated cash advance from SRA		SRA Accounting Division (Quezon City and Bacolod)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits project proposal, letter request and documentary requirements to PPSPD	1.1. Receives project proposal and give instructions	None	10 minutes	Secretary PPSPD Manager III PPSPD
	1.2. Evaluates the proposal and reviews the completeness of documents submitted and prepares evaluation report	None	2 working days	Project Development Officer II PPSPD Project Evaluation Officers III and II PPSPD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3. Endorses to Ethanol Producers Association of the Philippines -EPAP	None	1 hour	Manager III PPSPD
	1.4. Evaluates/ Approves/ Endorses the project for BRDE-funding	None		EPAP's Board of Directors
	1.5. Endorses the project proposal, work and financial plan and evaluation report to the Office of Administrator for Board's approval	None	10 minutes	Manager III PPSPD
	1.6. Deliberates project proposal prior to Board's approval (if submitted as realignment or new project not included in the approved BRDE projects for the year)	None		ManCom*
	1.7. Deliberates approval of the project proposal	None		Sugar Board* Office of the Sugar Board
	1.8. Prepares Memorandum of Agreement of the Project (includes review and opinion from Legal Department)	None	4 days	PPSPD and Legal Department
	1.9. Approves Memorandum of Agreement	None		Sugar Board* Office of the Sugar Board
	1.10. Prepares documents for fund release and Notice to Proceed	None	2 hours	Project Development Officer II PPSPD Project Evaluation Officer III PPSPD Data Encoder PPSPD
	TOTAL:	None	7 days	

* Durations of evaluation and approval of BRDE-funded project by EPAP, schedule of Mancom and Sugar Board Meetings and issuance of Secretary's Certificate or Board Resolution were not included in the processing time since these are not within the control of the Planning, Policy and Special Projects Department.

Assumptions:

1. The proposal has complete information and required documentary requirements.
2. The EPAP and Sugar Board approved implementation of the project.

3.1.c Evaluation of Project Proposals On DRRM/Calamity-Funded Projects

Evaluation of project proposals to be funded by Disaster Risk Reduction and Management (DRRM) or Calamity Funds to check eligibility of the proponents and compliance of proposals to the prescribed format with complete information and required documentary requirements.

Office or Division:	Planning, Policy and Special Projects Department/ Special Projects, Project Development, Evaluation and Monitoring Division			
Classification:	Complex			
Type of Transaction:	Government-to-Government (G2G), Government-to-Business (G2B)			
Who may avail:	Sugarcane Planters Associations, MDDCs, Research Institutions, SUCs, etc.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Endorsement letter		Head - DRRMC Subcommittees		
Letter request		Project proponent		
Project proposal written based on the prescribed format Inspection report of the proposed project sites prepared and signed by the Mill District Officer (if applicable) Work and financial plan Project Team with functional descriptions of each member List of beneficiaries with sex disaggregated data		Prescribed format available at PPSPD or SRA website		
If the proponent is private: 1 photocopy of whichever is applicable SRA Accreditation Certificate as Civil Society Organization If SEC registered - SEC Registration, Articles of Inc., By-Laws, Updated General Information Sheet (GIS) If CDA-registered - CDA registration, articles of cooperation, by-laws, Cooperative Annual Performance Report (CAPR)		Implementing unit and Bid and Awards Committee Securities and Exchange Commission (SEC) Cooperative Development Authority (CDA)		
Certificate of no pending unliquidated cash advance from SRA		SRA Accounting Division (Quezon City and Bacolod)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits project proposal, letter request and documentary requirements to PPSPD	1.1. Receives project proposal and give instructions	None	10 minutes	Secretary PPSPD Manager III PPSPD

CLIENT STEPS	CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2. Endorses the project proposals to the concerned DRMMC Sub-committees who shall check if the proposal is aligned with the DRMMP plan priority areas	None	20 minutes	Manager III, PPSPD (As DRRMC Secretariat)
	1.3. Approves/ Endorses the project for DRRM/Calamity-funding	None	3 days	Head-Concerned DRRMC Subcommittees
	1.4. Receives the project proposal decision from Head-Concerned DRRMC Subcommittees and gives instructions	None	10 minutes	Secretary PPSPD Manager III PPSPD
	1.5. Evaluates the proposal and reviews the completeness of documents submitted 1.6. Prepares evaluation report with recommendations	None	3 days	Project Evaluation Officers III and I PPSPD Project Development Officer II PPSPD
	1.7. Submits the evaluation report to the DRRMC Chairperson	None	10 minutes	Manager III PPSPD
	1.8. Endorses the project proposal, work and financial plan and evaluation report to the Office of Administrator for board approval	None	10 minutes	Manager III PPSPD
	1.9. Deliberates project proposal prior to Board approval	None	20 minutes	ManCom*
	1.10. Deliberates approval of the project proposal	None		Sugar Board* Office of the Sugar Board
	1.11. Informs the proponent and the Head of the concerned DRRMC Sub-Committees of the status of DRRM proposal	None	30 minutes	Manager III, PPSPD (As DRRMC Secretariat)
	TOTAL:	None	7 days	

** Durations of evaluation and approval of project proposal by DRRMC Sub-committees and schedule of Mancom and Sugar Board Meetings (were not included since this is not within the control of the Planning, Policy and Special Projects Department.*

Assumptions:

1. The proposal has complete information and required documentary requirements.
2. The Sugar Board approved implementation of the project.

3.1.d Evaluation of Request for the Release of Funds/ Realignment FOR CORPORATE-FUNDED PROJECTS

Evaluation of requests from proponents of projects being funded by corporate budget for the release of projects funds or realignment of: budget, project components, extension of project period, etc. to check appropriateness of the request and completeness of documentary requirements.

Office or Division:	Planning, Policy and Special Projects Department/ Special Projects, Project Development, Evaluation and Monitoring Division			
Classification:	Complex			
Type of Transaction:	Government-to-Government (G2G)/ Government-to-Citizens(G2C)			
Who may avail:	Project Leaders/Proponents (COB- and SIDA-funded projects)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Endorsement letter		Implementing Unit		
Letter Request for Realignment of Budget or Project Components		Project Leader/Proponent		
Physical and Financial Accomplishment Report of the Project		Project Leader/Proponent		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Letter Request for Release of Funds/ Request for Realignment to PPSPD	1.1. Receives requests and gives instructions	None	10 minutes	Secretary PPSPD Manager III PPSPD
	1.2. Prepares evaluation report with recommendations	None	5 days	Project Development Officer II PPSPD Project Evaluation Officers III and II PPSPD
	1.3. Endorses the request to Ethanol Producers Association of the Philippines - EPAP (if BRDE-funded project) for approval. Otherwise, proceed to next step.	None	30 minutes	Manager III, PPSPD & Administrator, Office of the Administrator
	1.4. Endorses the request and evaluation report to the Office of Administrator for board approval	None	10 minutes	Manager III PPSPD
	1.5. Deliberates the request prior to Board approval	None	20 minutes	ManCom*
	1.6. Deliberates approval of the request	None	20 minutes	Sugar Board* Office of the Sugar Board



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.7. <u>On the request for fund release</u> Prepares documents for fund release	None	2 hours	Project Development Officer II <i>PPSPD</i> Project Evaluation Officer III <i>PPSPD</i> Data Encoder <i>PPSPD</i>
	1.8. <u>On the request for realignment</u> Prepare transmittal to inform the proponent on the status of the request	None	20 minutes	Manager III <i>PPSPD</i>
	TOTAL:	None	5 days	

** Durations of Mancom and Sugar Board Meetings is not within the control of the Planning, Policy and Special Projects Department*

Assumptions:

- 1. The request has complete information and required documentary requirements.*
- 2. The Sugar Board approved the request.*

3.1.e Evaluation of Request for the Release of Funds/ Realignment FOR SIDA-FUNDED PROJECTS

Evaluation of requests from proponents of SIDA-funded projects for the release of projects funds or realignment of: budget, project components, extension of project period, etc. to check appropriateness of the request and completeness of documentary requirements.

Office or Division:	Planning, Policy and Special Projects Department/ Special Projects, Project Development, Evaluation and Monitoring Division			
Classification:	Complex			
Type of Transaction:	Government-to-Government (G2G)/ Government-to-Citizens(G2C)			
Who may avail:	Project Leaders/Proponents (COB- and SIDA-funded projects)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Endorsement letter		Implementing Unit		
Letter Request for Release of Funds/ Realignment		Project Leader/Proponent		
Physical and Financial Accomplishment Report of the Project		Project Leader/Proponent		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Letter Request for Release of Funds/ Request for Realignment to PPSPD	1.1. Receives requests and gives instructions	None	10 minutes	Secretary PPSPD Manager III PPSPD
	1.2. Reviews and evaluates the accomplishment report Prepares evaluation report with recommendations	None	5 working days	Project Development Officer II PPSPD Project Evaluation Officers III and II PPSPD
	1.3. Submits the evaluation report with transmittal to the implementing unit.	None	10 minutes	Manager III PPSPD
	TOTAL:	None	5 days	

3.2.a Evaluation of Loan Application as Service Provider

Evaluation of application for loan availment from Landbank of the Philippines as service provider, under the SIDA-Socialized Credit Program, to check eligibility of the proponents and compliance to the SRA-prescribed documentary requirements.

Office or Division:	Planning, Policy and Special Projects Department (PPSPD) / Special Projects, Project Development, Evaluation and Monitoring Division.			
Classification:	Simple			
Type of Transaction:	Government-to-Business (G2B)			
Who may avail:	SRA-Accredited Service Providers (as per SRA Memorandum Circular No. 7, series of 2018)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 photocopy/scanned Letter of Intent		Loan applicants		
1 photocopy/scanned Application form		SRA Mill District Officers (MDOs)		
1 photocopy/scanned Loan Proposal		Loan applicants		
A photocopy/scanned copy of the Certificate of Accreditation as Service Provider		SIDA Farm Mechanization Program Technical Working Group		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits loan applications as service provider to PPSPD	1.1. Receives loan applications and give instructions	None	10 minutes	Secretary PPSPD Manager III PPSPD
	1.2. Evaluates/ Verifies the completeness of documentary requirements	None	1 day	Project Evaluation Officer I PPSPD
	1.3. Endorses the application to the Office of Administrator for Board approval	None	10 minutes	Manager III PPSPD
	1.4. Deliberates loan application prior to Board approval	None	20 minutes	ManCom*
	1.5 Deliberates loan application	None		Sugar Board* Office of the Sugar Board
	1.6. Endorses to Land Bank of the Philippines the loan applications approved by the Sugar Board	None	20 minutes	Manager III PPSPD Administrator Office of the Administrator
	TOTAL:	None	1 day	

*Durations of Mancom and Sugar Board Meetings were not included since these are not within the control of the Planning, Policy and Special Projects Department.

- Assumptions: 1. The loan proposal has complete documentary requirements
2. The Sugar Board approved the request.

3.2.b Request for Industry Data/Information (Guided by Freedom of Information Procedure)

Processing of data requests from interested parties which are covered by the Freedom of Information Law.

Office or Division:	Planning, Policy and Special Projects Department			
Classification:	Simple			
Type of Transaction:	Government-to-Citizens (G2C), Government-to-Businesses (G2B)			
Who may avail:	Students, Researchers, Industry stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request		Data requisitioner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request for sugarcane industry data/ information to PPSPD	1.1. Receives request for data/ information and gives instructions	None	10 minutes	Secretary PPSPD Manager III (FOI Receiving Officer-RO)
	1.2. Prepares transmittal to FOI – Decision Maker (DM)	None	10 minutes	Data encoder PPSPD
	1.3. Receives transmittal from FOI-RO, evaluates the request and decides (approved/ disapproved)	None	1 hour*	Manager III of Internal Audit Department (as FOI DM)
	1.4. Receives decision from FOI-DM and gives instructions	None	10 minutes	Secretary PPSPD Manager III (FOI - RO)
	1.5. Processes data approved by the FOI-DM for release to the requisitioner	None	3 days	Process data owner
	1.6. Prepares reply to the data requisitioner for signature of the FOI-RO	None	1 hour	Data Encoder PPSPD FOI-RO
	1.7. Releases the reply and the data to requisitioner	None	10 minutes	Records Section Website Administrator PPSPD
	TOTAL:	None	3 days	

*The duration of evaluation and decision of FOI-DM is not within the control of Planning, Policy and Special Projects Department.

**The duration of PPSPD's processing of data is dependent on the nature and complexity of data being requested.