



ADMINISTRATIVE AND FINANCE DEPARTMENT—Bacolod City

INTERNAL SERVICES



10.1. Human Resource Unit Services

10.1.a. Process of Application for Leave

To be filed by employees at least 5 days before availment of vacation leave and immediately upon reporting back to duty for sick leave.

Office or Division		HUMAN RESOURCE UNIT-AFD-VISAYAS		
Classification		SIMPLE		
Type of Transaction		G2C – Government to Transacting Public		
Who may avail:		SRA Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
2 copies of duly filled out Application for Leave Form (CSC Form No. 6, Revised 1984);		Human Resource Unit- Administrative and Finance Department		
1 copy of original Medical Certificate if sick leave is more than 5 days		Medical Doctor		
2 original copies of Office Clearance if leave is more than one month.		Human Resource Unit- Administrative and Finance Department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the Application for Leave (CSC Form No. 6, Revised 984) to HRU	1. Receives, checks and verifies the completeness of signatures	None	2 minutes	HRMA – Human Resource Unit, AFD-Visayas
2. Secure Medical Certificate, “Fit to Work” from medical doctor. Attach to Leave Application and submit to HRU	2. Supply entries in the Certification of Leave Balances in the Leave form.	None	10 minutes	HRMA – Human Resource Unit, AFD-Visayas
3. Route office clearance for signature of designated signatories. Attach to Leave Application and submit to HRU.	3.1. Route the Application for Leave for signature of the designated officers.	None	20 minutes	HRMA – Human Resource Unit, AFD-Visayas
	3.2. Posts/entry the approved Leave in employees’ leave card and file the approved Application for record purposes	None	10 minutes	HRMA – Human Resource Unit, AFD-Visayas
TOTAL:		None	42 minutes	



10.1.b. Process of Certifying Photocopied Documents

Employees requests for certified photocopy of their documents or files.

Office or Division		HUMAN RESOURCE UNIT-AFD-VISAYAS		
Classification		SIMPLE		
Type of Transaction		G2C – Government to Transacting Public		
Who may avail:		SRA Employees; active and retired		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original Copy and Photocopied copy(s) of documents		201 files of retired and active employees- HRU		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests for certification of photocopied document/s at Human Resource Unit, AFD-Visayas	1.1. Check and verified photocopied documents against the original copy.	None	2 minute/page.	HRMO II – Human Resource Unit/ Machine Reproduction Operator-Records section, AFD-Visayas
	1.2. Certifies the photocopied documents.	None	1 minute/page.	HRMO II – Human Resource Unit/ Machine Reproduction Operator-Records section, AFD-Visayas
2. Receives the certified photocopied document/s. at HRU	2. Releases the certified photocopied documents.	None	1 minute.	HRMO II – Human Resource Unit/ Machine Reproduction Operator-Records section, AFD-Visayas
TOTAL:		None	4 minutes/page	



10.1.c. Process of Retirement Claims

For payment of last salary, terminal leave benefits and GSIS, Pag-ibig retirement benefits of retiring employees

Office or Division		HUMAN RESOURCE UNIT-AFD-VISAYAS		
Classification		SIMPLE		
Type of Transaction		G2C – Government to Transacting Public		
Who may avail:		SRA Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
2 Original copies of Application for retirement 1 Original copy and 2 certified Photocopies of Notice of Approval 2 Original copies of Application for Terminal Leave 1 Original and 2 certified photocopies of Ombudsman clearance 4 Original copies of CSC Form No. 7 (clearance) 4 Original copies of SALN as of last working day 1 Original and 2 certified photocopies of Certificate of No pending Admin. & Criminal case 1 Original and 2 certified GSIS and Pag-ibig retirement claims MAP Form		Human Resource Unit- Administrative and Finance Department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of Intent to retire. (Optional or Mandatory) to the Human Resource Unit -AFD-Visayas/ Records Section, AFD -Visayas	1.1. Endorses to the Administrator for Approval.	None	5 minutes	HRMO II, Human Resource Unit, AFD-Visayas
	1.2. Prepares Notice of Approval as per instruction of the Administrator for his signature.	None	30 minutes	HRMO II, Human Resource Unit, AFD-Visayas
2. Receives Notice of Approval of retirement with attached prescribed forms of required documents for compliance from HRU	2. Generate Certificate of No Pending Admin. & Criminal Case/Service Record and route Application for Terminal Leave benefits.	None	2 hours	HRMO II, Human Resource Unit, AFD-Visayas



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submit complete retirement documents to HRU*	3.1. Receives complete duly filled-out forms with complete attachments for checking and verification.	None	45 minutes	HRMO II, Human Resource Unit, AFD-Visayas
	3.2. Generate last salary and Terminal Leave Vouchers and attach complete supporting documents.	None	2 hours	HRMO II, Human Resource Unit, AFD-Visayas
	3.3. Forward to Accounting Unit the DVs with complete supporting documents	None	5 minutes	HRMO II, Human Resource Unit, AFD-Visayas
4. Claim check of last salary and Terminal leave benefits at the Treasury Section, AFD-Visayas.	4. File copies of retirement documents to retiree's 201 file and transfer 201 file to "Inactive" filing cabinet.	None	20 minutes	HRMO II, Human Resource Unit, AFD-Visayas
TOTAL:		None	Approximately 6 hours	



10.1.d. Request for Permission to Leave the SRA premises (Permission Slips)

Employees must request approval to leave the office compound for official or personal errand.

Office or Division		HUMAN RESOURCE UNIT-AFD-VISAYAS		
Classification		SIMPLE		
Type of Transaction		G2C – Government to Transacting Public		
Who may avail:		SRA Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
2 original copies of Permission Slip Form		Human Resource Unit- Administrative and Finance Department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits filled-out Permission slips to the Human Resource Unit - AFD-Visayas	1. Check and verifies the signatory in PS. Affix signature in the slot for Admin. Div.	NONE	1 minute	HRMA/ HRMO II – Human Resource Unit, AFD-Visayas
2. Receives the original copy of PS and submit to guard on duty.	2.1. File the duplicate copy of PS	NONE	1 minute	HRMA/ HRMO II – Human Resource Unit, AFD-Visayas
	2.2. Generate monthly summary of permission slips availed of each employee.	NONE	2 hours	HRMA - Human Resource Unit, – AFD-Visayas
	2.3. Submit the monthly report to the Office of the Manager III-AFD	NONE	5 minutes	HRMA - Human Resource Unit, – AFD-Visayas
Total:		NONE	2 hours & 7 minutes	



10.1.e. Employment Record

Request for Issuance of Service Record and Certificate of Employment

Office or Division		HUMAN RESOURCE UNIT-AFD-VISAYAS		
Classification		SIMPLE		
Type of Transaction		G2C – Government to Transacting Public		
Who may avail:		SRA Employees; active and retired		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill in request in a logbook of requested documents at the Human Resource Unit, AFD-Visayas	1.1. Checks and verifies request.	NONE	2 minutes	HRMO II, Human Resource Unit, AFD-Visayas
	1.2. Generate the request of Service Record from SRA SWEP. Verify entries of Service Records (for retirees). Prepares the requested certification.	NONE	20 minutes	HRMO II, Human Resource Unit, AFD-Visayas
	1.3.. For Signature of officers certifying the correctness of entries and for signature of Manager III, AFD-Visayas.	NONE	5 minutes (If the signatory is available)	HRMO II, Human Resource Unit, AFD-Visayas
2. Receives the requested documents and sign in the logbook.	2. Release the requested documents to the requester.	NONE	1 minute	HRMO II, Human Resource Unit, AFD-Visayas
Total:		NONE	28 minutes	

10.2. Property & Procurement Services

10.2.a. PROCUREMENT PROCESS for Purchase Requisition (PR) (Internal)

Office or Division		PROPERTY & PROCUREMENT UNIT / GENERAL ADMINISTRATIVE DIVISION		
Classification		SIMPLE		
Type of Transaction		Internal		
Who may avail:		All officers and employees of the agency		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Purchase Requisition of two (2) original copies per set		PROPERTY & PROCUREMENT UNIT		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits properly filled up form to Prop. & Proc. Unit	Receiving, recording of Purchase Request (PR) for distribution to assigned personnel	None	Five (5) minutes/PR	Property and Procurement Unit (Supply Officer II)
	Collation and recording of assigned Purchase Request (PR) published through PHILGEPS	None	Ten (10) minutes/PR	Property and Procurement Unit (Supply Officer II)
	Review, Preparation and signing of Request for Quotation (RFQ)	None	Thirty (30) minutes/PR	Property and Procurement Unit (Supply Officer II, Buyer III, Designated Buyer)
	Releasing of documents to requesting client/s.	None	1 (one) week	Property and Procurement Unit (Supply Officer II, Buyer III, Designated Buyer and Supply Officer III)
	Preparation, review and signing of Abstract of Quotation (AQ)	None	Thirty (30) minutes/RFQ	Property and Procurement Unit (Supply Officer II, Buyer III and Designated Buyer)
	Review and preparation of Notice of Award (ANA)	None	Sixty (60) minutes/AQ	Property and Procurement Unit (Supply Officer II)
	Review, prepare Purchase Order (PO) with Approved Notice of Award (ANA)	None	Sixty (60) minutes/ANA	Property and Procurement Unit (Supply Officer II, Buyer III, Designated Buyer)
	Confer with suppliers on specifications, etc	None	Sixty (60) minutes/PO	Property and Procurement Unit (Supply Officer II, Buyer III, Designated Buyer)
	Recording, releasing and serving of Purchase Order (PO)	None	Fifteen (15) working days	Property and Procurement Unit (Supply Officer II, Buyer III, Designated Buyer)
TOTAL:		None	4 weeks and 4 hours 10 minutes	

10.2.b. PROCUREMENT PROCESS for Job Requisition (JR) (Internal)

Office or Division		PROPERTY & PROCUREMENT UNIT / GENERAL ADMINISTRATIVE DIVISION		
Classification		SIMPLE		
Type of Transaction		Internal		
Who may avail:		All officers and employees of the agency		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Job Requisition of two (2) original copies per set		PROPERTY & PROCUREMENT UNIT		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits properly filled up form to Prop. & Proc. Unit	Receiving , recording of Job Request (JR) for distribution to assigned personnel	None	Five (5) minutes/JR	Property and Procurement Unit (Supply Officer II)
	Collation and recording of assigned Job Request (JR) published through PHILGEPS	None	Ten (10) minutes/JR	Property and Procurement Unit (Supply Officer II)
	Review , Preparation and signing of Request for Quotation (RFQ)	None	Thirty (30) minutes/JR	Property and Procurement Unit (Supply Officer II, Buyer III, Designated Buyer)
	Canvassing (phone / field canvass)	None	One (1) week	Property and Procurement Unit (Supply Officer II, Buyer III , Designated Buyer and Supply Officer III)
	Preparation, review and signing of Abstract of Quotation (AQ)	None	Thirty (30) minutes/RFQ	Property and Procurement Unit (Supply Officer II, Buyer III and Designated Buyer)
	Review and preparation of Notice of Award (ANA)	None	Sixty (60) minutes/AQ	Property and Procurement Unit (Supply Officer II)
	Review, prepare Job Order (JO) with Approved Notice of Award (ANA)	None	Sixty (60) minutes/ANA	Property and Procurement Unit (Supply Officer II, Buyer III, Designated Buyer)
	Confer with suppliers on specifications, etc.	None	Sixty (60) minutes/JO	Property and Procurement Unit (Supply Officer II, Buyer III , Designated Buyer)
	Recording, releasing and serving of Job Order (JO)	None	Fifteen (15) working days	Property and Procurement Unit (Supply Officer II, Buyer III , Designated Buyer)
TOTAL:		None	4 weeks 4 hours and 45 minutes	



10.2.c. PROCUREMENT PROCESS for PUBLIC BIDDING (Internal)

Brief Description of Service: Processing of Incoming PR/JR as first step of Procurement of goods

Office or Division		PROPERTY & PROCUREMENT UNIT / GENERAL ADMINISTRATIVE		
Classification		SIMPLE		
Type of Transaction		Internal		
Who may avail:		Different Offices/Units		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Purchase and Job Requisitions of two (2) original copies per set		PROPERTY & PROCUREMENT UNIT		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits properly filled up form to Prop. & Proc. Unit	Receiving , recording of Purchase and/or Job Requests (PR and JR) for distribution to assigned	None	Ten (10) minutes per PR/JR	Property and Procurement Unit (Supply Officer II)
	Review and preparation of Purchase or Job Orders (PO/ JO)	None	Thirty (30) minutes PR/JR	Property and Procurement Unit (Supply Officer II, Buyer III, Designated Buyer)
	Recording, releasing and serving of Purchase Order (PO); Job Order (JO)	None	Fifteen (15) working days conformity.	Property and Procurement Unit (Supply Officer II, Buyer III , Designated Buyer)
TOTAL:		None	1 week and 40 minutes	



10.2.d. Delivery and Inspection for PURCHASE ORDER (PO) FOR ALL MODES OF PROCUREMENT INCLUDING PUBLIC BIDDING (Internal)

Office or Division		PROPERTY & PROCUREMENT UNIT / GENERAL ADMINISTRATIVE		
Classification		SIMPLE		
Type of Transaction		Internal		
Who may avail:		Different Offices/Units		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Purchase Order of two (2)original copies per set		PROPERTY & PROCUREMENT UNIT		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits properly filled up form to Prop. & Proc. Unit	Receive delivered item ; or Pick-up/withdraw item from supplier/warehouse	None	Three (3) hours per P.O. incl. travel time	Property and Procurement Unit (Supply Officer II, Buyer III, Designated Buyer)
	Prepare and sign Inspection and Acceptance Report (IAR) / Inventory Custodian Slip (ICS) / Property Acknowledgement Receipt (PAR) / Requisition and Issue Slip (RIS) ; Property Number and release to corresponding	None	Three (3) hours depending on quantity/size per PO if within SRA-Bacolod compound	Property and Procurement Unit (Supply Officer II, Buyer III, Designated Buyer, Supply Officer III , Property Custodian, End user)
	Prepare/review and sign corresponding Gate Pass if for Outside Station / SRA LGAREC	None	Thirty (30) minutes/PO	Property and Procurement Unit (Supply Officer II, Buyer III, Designated Buyer , Property Custodian , End user; Supply
TOTAL:		None	6 hours 30 minutes	

10.2.e. Delivery and Inspection for JOB ORDER (JO) FOR ALL MODES OF PROCUREMENT INCLUDING PUBLIC BIDDING (Internal)

Office or Division		PROPERTY & PROCUREMENT UNIT / GENERAL ADMINISTRATIVE		
Classification		SIMPLE		
Type of Transaction		Internal		
Who may avail:		Different Offices/Units		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Job Order of five (5) original copies per set		PROPERTY & PROCUREMENT UNIT		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits properly filled up form to Prop. & Proc. Unit	Receive repaired item / job done from suppliers as per Job Order issued	None	Three (3) hours	Property and Procurement Unit (Supply Officer II, Buyer III, Designated Buyer)
	Prepare and sign Certificate of Job Acceptance, Waste Material Report (WMR)	None	Thirty (30) minutes per J.O	Property and Procurement Unit (Supply Officer II, Buyer III, Designated Buyer, Supply Officer III; Property Custodian, Commission on Audit and End
	Prepare/review and sign corresponding Gate Pass if for Outside Station / SRA LGAREC	None	Thirty (30) minutes/JO	Property and Procurement Unit (Supply Officer II, Buyer III, Designated Buyer, Property Custodian, End user; Supply Officer III), Security Guard
TOTAL:		None	4 hours	



10.2.f. DOCUMENTATION AND PAYMENT (Internal)

Brief Description of Service: Payment process for both PO and JO

Office or Division		PROPERTY & PROCUREMENT UNIT / GENERAL ADMINISTRATIVE		
Classification		SIMPLE		
Type of Transaction		Internal		
Who may avail:		Different Offices/Units		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits properly filled up form to Prop. & Proc. Unit	Collation and review of all supporting documents for payment preparation of Purchase and Job Order (PO and JO)	None	One (1) hour per PO and JO	Property and Procurement Unit (Supply Officer II, Buyer III, Designated Buyer)
	Assigning of Property Number. Corresponding marking of the said property including	None	Thirty (30) minutes accumulated time	Property and Procurement Unit (Property Custodian)
	Review of Disbursement Voucher (DV) for payment of goods delivered (Purchase Order) and jobs done (Job Order)	None	One (1) hour per PO and JO	Property and Procurement Unit (Supply Officer II, Buyer III, Designated Buyer)
	Collation of signed documents for release of Retention (warranty/surety)		One (1) hour per DV	Property and Procurement Unit (Supply Officer II)
TOTAL:		None	3 hours 30 minutes	

10.2.g. INVENTORY PROCESS for Property, Plant and Equipment (PP&E) and Semi Expendable Account (Internal)

Brief Description of Service: Process of recording of PP&E and Semi Expendables assigned to various end-users

Office or Division	PROPERTY & PROCUREMENT UNIT / GENERAL ADMINISTRATIVE DIVISION			
Classification	SIMPLE			
Type of Transaction	Internal			
Who may avail:	Different Offices/Units/Individual employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Property Acknowledgement Receipt (PAR), Property Custodian Slip (PCS),		PROPERTY AND PROCUREMENT UNIT		
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receives properly filled up form from Prop. & Proc. Unit	Issuance of Property Acknowledgement Receipt (PAR) and authentication	None	Six (6) months accumulated time and a continuing activity	Property and Procurement Unit (Property Custodian ; Supply Officer III)
	Issuance of Inventory Custodian Slip (ICS)	None	Six (6) months accumulated time and a continuing activity	Property and Procurement Unit (Property Custodian)
	Preparation of updated listing of assets for the annual conduct of Physical Inventory of Property, Plant and Equipment (PP&E)	None	Three (3) months accumulated time	Property and Procurement Unit (Property Custodian)
	Updating of Inventory books		Three (3) months accumulated time	Property and Procurement Unit (Property Custodian)
TOTAL:		None	1 year and 6 months	



10.2.h. ANNUAL PHYSICAL INVENTORY OF PROPERTY, PLANT AND EQUIPMENT (Internal)

Brief Description of Service: Conduct of Physical Count of properties with the Inventory Team held annually

Office or Division		PROPERTY & PROCUREMENT UNIT / GENERAL ADMINISTRATIVE DIVISION		
Classification		SIMPLE		
Type of Transaction		Internal		
Who may avail:		Different Offices/Units/Individual employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receives properly filled up form from Prop. & Proc. Unit	Annual conduct of physical inventory of Property, Plant and Equipment (PP&E)	None	Three (3) months accumulated time	Inventory Team composed of: Property reps, Accounting rep , Mill District Officer, Regulation Officer, and COA representative as a witness
TOTAL:		None	3 months	

10.2.i. RECONCILIATION OF PROPERTY INVENTORY BOOKS against Accounting Records (Internal)

Brief Description of Service: Process of zeroing in of records with Accounting as against Property books to determine active ones against disposed

Office or Division		PROPERTY & PROCUREMENT UNIT / GENERAL ADMINISTRATIVE		
Classification		SIMPLE		
Type of Transaction		Internal		
Who may avail:		Different Offices/Units/Individual employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receives properly filled up form from Prop. & Proc. Unit	Renewal of PAR for incoming / transferred officer	None	Twenty (20) working days	Property and Procurement Unit (Property Custodian) ; Accounting Unit (Accountant)
	Disposed properties either by Public Auction or Donation	None	One (1) day	Property and Procurement Unit (Property Custodian) ; Accounting Unit (Accountant)
TOTAL:		None	21 working days	



10.2.j. WITNESS TURNOVER/TRANSFER of Property , Plant and Equipment for Retiring and Transfer of Work station and SIGNING OF PROPERTY CLEARANCE (Internal)

Brief Description of Service: The process of clearing a retiring/transferred officer

Office or Division		PROPERTY & PROCUREMENT UNIT / GENERAL ADMINISTRATIVE DIVISION		
Classification		SIMPLE		
Type of Transaction		Internal		
Who may avail:		Different Offices/Units/Individual employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receives properly filled up form from Prop. & Proc. Unit	Review of Property, Plant and Equipment (PAR)	None	Two (2) months	Property and Procurement Unit (Property Custodian)
	Witness turnover/transfer of Property, Plant and Equipment (PP&E) and Signing of Property Clearance	None	Two (2) months incl of travel time	Property and Procurement Unit (Retiring Officer; Property Custodian ; Supply Officer III)
	Transfer of Work station	None	One (1) week incl of Travel time depending on distance of Station from Bacolod Office	Property and Procurement Unit (Concerned employee ; Property Custodian ; Supply Officer III)
TOTAL:		None	4 months and 1 week	

10.2.k. MONTHLY CONSUMPTION REPORT for SUPPLIES (Internal)

Brief Description of Service: Process of updating records for supplies of present stocks against various withdrawals by end users

Office or Division	PROPERTY & PROCUREMENT UNIT / GENERAL ADMINISTRATIVE			
Classification	SIMPLE			
Type of Transaction	Internal			
Who may avail:	Different Offices/Units/Individual employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receives properly filled up form from Prop. & Proc. Unit	Collation, consolidation and posting of withdrawals against stock card	None	One (1) day	Property and Procurement Unit (Property Custodian)
	Issuance of Request Issue Slip	None	Five (5) hours	Property and Procurement Unit (Property Custodian)
	Verification /authentication of RIS against Purchase Order	None	Five (5) minutes	Property and Procurement Unit (Property Custodian)
	Authentication of Report	None	Five (5) minutes	Property and Procurement Unit (Property Custodian; Supply Officer III)
TOTAL:		None	1 day and 5 hours 10 minutes	

10.2.I. SEMI Annual CONSUMPTION REPORT for SUPPLIES (Internal)

Brief Description of Service: Process of updating records on a 6 months basis supplies of present stocks against various withdrawals by end users

Office or Division		PROPERTY & PROCUREMENT UNIT / GENERAL ADMINISTRATIVE		
Classification		SIMPLE		
Type of Transaction		Internal		
Who may avail:		Different Offices/Units/Individual employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receives properly filled up form from Prop. & Proc. Unit	Preparation of Inventory Report Form	None	One (1) hour accumulated time	Property and Procurement Unit (Property Custodian)
	Conduct, consolidate physical count of stock against withdrawal	None	One (1) week accumulated time	Property and Procurement Unit (Property Custodian)
	Authentications and submission to Supply Officer III and Accounting /Filing	None	Ten (10) minutes accumulated time	Property and Procurement Unit (Property Custodian; Supply Officer III)
TOTAL:		None	1 week and 1 hour 10 minutes	

10.2.m. DISPOSAL OF UNSERVICEABLE PROPERTIES (Internal)

Brief Description of Service: Process of disposing properties found to be unserviceable by way of Public Auction/Donation. The end of service life of a certain property

Office or Division		PROPERTY & PROCUREMENT UNIT / GENERAL ADMINISTRATIVE		
Classification		SIMPLE		
Type of Transaction		Internal		
Who may avail:		Different Offices/Units/Individual employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits properly filled up form from Prop. & Proc. Unit	Receiving , checking of waste material / unserviceable properties and authentication	None	Six (6) months accumulated time	Property and Procurement Unit (Property Custodian; Supply Officer III)
	Submission of Waste Material Report (WMR) to COA	None	Five (5) minutes	Property and Procurement Unit (Property Custodian; Supply Officer III)
	Storing/arranging per lot and finalizing of Waste Material Reports (WMR) for Inventory and Inspection Report (I&I), and authentication	None	Three (3) months accumulated time	Property and Procurement Unit (Property Custodian; Supply Officer III)
	Preparation of Inventory and Inspection and documentation	None	Three (3) weeks accumulated time	Property and Procurement Unit (Property Custodian; Supply Officer III)
	Appraisal of properties with the Technical Working Group (TWG) of the Asset Management and Disposal Committee (AMDC)	None	Three (3) days incl of trave time	Property Custodian Technical Working Group (TWG)
	Submission to COA for Technical Audit Specialist (TAS) and corresponding assessment	None	Five (5) minutes	Property and Procurement Unit (Property Custodian; Supply Officer III)
	Submission to MANCOM for approval of proposed disposal by Public Auction/ and approval of Sugar Board	None	One (1) day for submission to MANCOM only by mail	Property and Procurement Unit (Supply Officer III)
	Disposal proceedings and awarding of winning bidders	None	One (1) month accumulated time	Property and Procurement Unit (Property Custodian; Supply Officer III)
	Withdrawal and Issuance of Gate Pass for sold properties	None	One (1) week accumulated time	Property and Procurement Unit (Property Custodian; Supply Officer III)
	Adjustments to Inventory books	None	One (1) month accumulated time	Property and Procurement Unit (Property Custodian)
TOTAL:		None	11 months and 4 weeks and 4 days and 10 minutes	



10.3. Transport and Building Maintenance Unit

10.3.a. Process of Request for Use of Vehicle

To facilitate the use of Government vehicles with proper documentation.

Office or Division	Administrative and Finance Department – Visayas / Transportation / Building Maintenance Unit - Visayas			
Classification	Simple			
Type of Transaction	U2U Unit to Unit			
Who may avail:	SRA Officials, employees, visitors and quests			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form (Properly Filled-up)		Transportation / Building Maintenance Unit - Visayas		
Approved Travel Order (if out-of-town)		Requesting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Requesting Unit / Division / Department submits Request for Use of Vehicle form	Receives form	None	1 minute	Utility Worker II
Receives the accomplished request	Checks request form, assigns vehicle / driver	None	1 minute	Unit Head, Engineer III
	Records assignment on dispatch log	None	1 minute	Unit Head, Engineer III
	Sends accomplished form to authorized passenger	None	2 minutes	Utility Worker II
	Files original copy for reference	None	1 minute	Utility Worker II
	Checks vehicle (BLOW-BAGS)	None	3 minutes	Driver II
	Prepares Driver's Trip Ticket (DTT)	None	1 minute	Driver II
	Issues VALE for fuel	None	1 minute	Unit Head, Engineer III
TOTAL:			10 minutes	



10.3.b. Process of Request for Assistance of General Services

To facilitate the assistance of General Services (with proper assignment of either utility worker, working supervisor, sanitary crew or electrician)

Office or Division		Administrative and Finance Department – Visayas / Transportation / Building Maintenance Unit - Visayas		
Classification		Simple		
Type of Transaction		U2U Unit to Unit		
Who may avail:		SRA Officials and employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form (Properly Filled-up)		Transportation / Building Maintenance Unit - Visayas		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON
Requesting Unit / Division / Department submits Request for Assistance of General Services Form	Receives Form	None	1 minute	Utility Worker II
Receives the accomplished request	Assigns personnel	None	1 minute	Unit Head, Engineer III
	Send approved form to requesting personnel	None	1 minute	Unit Head, Engineer III
	Files duplicate copy for reference	None	1 minute	Utility Worker II
	Dispatch personnel to facilitate the assistance needed	None	1 minute	Unit Head, Engineer III Utility Worker Working Supervisor Sanitary Crew
TOTAL:			5 minutes	



10.3.c. Process of Request for Use of Training Center

To facilitate the preparation of the venue for official activities

Office or Division	Administrative and Finance Department – Visayas / Transportation / Building Maintenance Unit - Visayas			
Classification	Simple			
Type of Transaction	U2U Unit to Unit			
Who may avail:	SRA officials, employees, outsiders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form (Properly Filled-up)		Transportation / Building Maintenance Unit - Visayas		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Requesting Unit / Division / Department and other personnel (outsider) / submits Request for Use of Training Center form and approved	Receives Form and approved letter request (if outsider)	None	1 minute	Utility Worker II
Receives the accomplished form	Checks availability of venue	None	1 minute	Unit Head, Engineer III
	Records details on log-book	None	1 minute	Unit Head, Engineer III
	Sends accomplishment form to requisitioner	None	1 minute	Utility Worker II
	Dispatch personnel to facilitate the use of venue	None	1 minute	Unit Head, Engineer III Utility Worker Working Supervisor Sanitary Crew Electrician
TOTAL:			5 minutes	



10.4. Records Unit

10.4.a. Process of Request for Release of Records (Internal)

To facilitate the preparation and releasing of the documents upon request.

Office or Division		RECORDS UNIT / GENERAL ADMINISTRATIVE DIVISION		
Classification		SIMPLE		
Type of Transaction		Internal		
Who may avail:		All officers and employees of the agency		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
REQUEST FORM (Properly filled-up)		Records unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits request form	Receives and checks request form and retrieves documents.	None	3 minutes	Records Officer
	Submits request form with the retrieved documents to the Approving Officer	None	2 minutes	Records Officer
	Approves/disapproves request for release of document/s	None	3 minutes	Office of the Administrative and Finance Department - Visayas
	Returns request form and notify Releasing Officer of the resolution of request	None	2 minutes	Office of the Administrative and Finance Department - Visayas
	Prepares the requested document/s for releasing.	None	1 minute	Records Officer
	Releasing of documents to requesting client/s.	None	1 minute	Records Officer
Receives the requested document/s.	Files request form and retrieved document/s for future reference.	None	1 minute	Records Officer
TOTAL:		None	13 minutes	



10.4.b. PROCESSING OF REQUEST FOR RELEASE OF RECORDS (other agencies)

Brief Description of Service: To facilitate the preparation and releasing of the documents upon request.

Office or Division		RECORDS UNIT / GENERAL ADMINISTRATIVE DIVISION		
Classification		SIMPLE		
Type of Transaction		G2G - Government to Government		
Who may avail:		Other agencies and stakeholders		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
REQUEST FORM (Properly filled-up)		Records unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits request form	Receives and checks request form and retrieves documents.	None	3 minutes	Records Officer
	Submits request form with the retrieved documents to the Approving Officer	None	2 minutes	Records Officer
	Approves/disapproves request for release of document/s	None	3 minutes	Office of the Administrator
	Returns request form and notify Releasing Officer of the resolution of request	None	2 minutes	Office of the Administrator
	Prepares the requested document/s for releasing.	None	1 minute	Records Officer
	Releasing of documents to requesting client/s.	None	1 minute	Records Officer
Receives the requested document/s.	Files request form and retrieved document/s for future reference.	None	1 minute	Records Officer
TOTAL:		None	13 minutes	



10.4.c. PROCESS OF PHOTOCOPYING OF DOCUMENTS (other agencies)

Brief Description of Service: to facilitate the photocopy of document/s upon the request of the end-user.

Office or Division		RECORDS UNIT / GENERAL ADMINISTRATIVE DIVISION			
Classification		SIMPLE			
Type of Transaction		G2G-Government to Government, G2B-Government to Business entity, G2C-Government to Citizen			
Who may avail:		Other Agencies concerned (sugar traders and stakeholders/visitors)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Document/s to be photocopied					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Requests for photocopy of document/s with the number of sets	Receives the document/s for reproduction	None	1 minute	Records Officer / Reproduction Machine Operator II	
	Photocopies the document/s	None	1 minute	Records Officer / Reproduction Machine Operator II	
Pays for the photocopying fee	Issues photocopy/ acknowledgement receipt	P2.00/copy	1 minute	Records Officer / Reproduction Machine Operator II	
Receives the photocopied document/s	Records the number of photocopies	None	1 minute	Records Officer / Reproduction Machine Operator II	
TOTAL:		P2.00/copy	4 minutes		



10.4.d. Process of Photocopying of Documents (Inter-office)

To facilitate the photocopy of document/s upon the request of the end-user.

Office or Division		RECORDS UNIT / GENERAL ADMINISTRATIVE DIVISION		
Classification		SIMPLE		
Type of Transaction		G2G - Government to Government		
Who may avail:		SRA Employees and other personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Document/s to be photocopied		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests for photocopy of document/s with the number of sets in the Records Section	1.1. Receives the document/s for reproduction	None	3 minutes	Records Officer / Reproduction Machine Operator II, HR and Records Section
	1.2. Photocopies the document/s	None	2 minutes	Records Officer / Reproduction Machine Operator II, HR and Records Section
2. Receives the photocopied document/s from Records Section	2. Records the number of photocopies to logbook	None	1 minute	Records Officer / Reproduction Machine Operator II, HR and Records Section
TOTAL:		None	3 minutes	