



# **PHILIPPINE COMMISSION ON SPORTS SCUBA DIVING**

**CITIZEN'S CHARTER  
2025 (1<sup>st</sup> Edition)**



## **I. Mandate**

The Philippine Commission on Sports SCUBA Diving (PCSSD) is the primary regulatory body responsible for overseeing and regulating recreational SCUBA diving and technical diving in the Philippines. It was first established through Letter of Instruction No. 745, issued in 1978, which recognized the need to develop and promote recreational SCUBA diving while ensuring the safety of divers and the sustainability of marine resources.

The PCSSD's legal mandate was further reinforced under Republic Act No. 9593, also known as the Tourism Act of 2009, which formally established the Commission as an attached agency of the Department of Tourism (DOT). As the primary regulator of the country's diving industry, the PCSSD is responsible for enforcing safety standards, accrediting dive establishments, and promoting responsible diving practices to ensure a safe, sustainable, and globally competitive dive tourism industry.

## **II. Vision:**

By 2028, the Philippines shall remain a safe, thriving, and premier hub for dive tourism with multiple world-renowned sites through a strong Commission that actively promotes, develops, and regulates the industry in cooperation with the stakeholders, the sector, and the government.

## **III. Mission:**

As the sole government regulatory agency created for the diving industry, the PCSSD develops and promotes safety standards, promulgates rules and regulations to ensure the safety of all kinds of divers, dive establishments and liveaboard dive boats, and creates program and projects in support to a more sustainable, resilient, and environment-friendly diving tourism industry.

## **IV. Service Pledge:**

We, the PCSSD, as the sole government regulatory agency for the diving industry, pledge to uphold the highest quality, health & safety, and environmental (QHSE) standards in the regulation and development of dive tourism in the Philippines.

In fulfillment of our mandate under Republic Act No. 9593, we commit to:

- Ensure the safety of all divers by formulating and enforcing policies aligned with globally-recognized standards;
- Accredit dive establishments, liveaboard dive boats and dive individuals with integrity, efficiency, and transparency;
- Foster responsible, sustainable, and inclusive dive tourism by integrating environmental protection and gender mainstreaming into all policies and programs;
- Strengthen collaboration with all dive industry stakeholders, including but not limited to local communities, dive operators, dive professionals, training agencies, marine conservation groups, academic institutions, non-governmental organizations, and government agencies, to cultivate a thriving, inclusive, and globally competitive dive tourism industry;
- Provide technical expertise and support services to enhance the quality and safety of Philippine dive tourism.

With dedication and professionalism, we serve the diving community and the nation—ensuring that the Philippines remains a premier, safe, and sustainable diving destination for generations to come.



## LIST OF SERVICES

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# EXTERNAL SERVICES



## 1. ACCREDITATION OF DIVE ESTABLISHMENTS AND LIVEBOARD DIVE BOATS

An official certification issued by the PCSSD confirming that a dive establishment or liveboard dive boat has met the minimum safety, operational, and service standards required for the responsible and sustainable conduct of recreational SCUBA diving activities in the Philippines.

<b>Office or Division:</b>	PCSSD - Standards and Regulatory Division (SRD)
<b>Classification:</b>	Highly Technical Transaction
<b>Type of Transaction:</b>	G2C – Government to Business Entity
<b>Who may avail:</b>	<p>Any establishment legally organized under Philippine laws and duly registered with the appropriate government agencies or authorities, engaged in recreational SCUBA diving activities, whether or not for a fee, including but not limited to:</p> <ul style="list-style-type: none"> <li>● Dive Center</li> <li>● Dive Resort</li> <li>● Dive Shop (Wholesale and Retail Shop)</li> <li>● Air Refilling Station</li> <li>● Liveboard Dive Boat</li> </ul>
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<p>1. Accomplished Online Application Form (1 original copy to be printed out by Accreditation Officer, or 1 scanned copy to be filled-out and submitted by the applicant)</p>	PCSSD website: <a href="http://www.divephilippines.com.ph">www.divephilippines.com.ph</a>
<p>2. Valid Mayor's Business Permit  (1 photocopy of the original to be submitted through post mail or 1 scanned copy to be submitted through email by the applicant)  (Not applicable for Local Government Units which a PCSSD Certificate is a prerequisite for the issuance of the Mayor's Business Permit)</p>	Office of the Mayor – Business Processing and Licensing Office
<p>3. Department of Trade and Industry or Securities and Exchange Commission Certificate (for which is applicable to the business entity)  (1 photocopy of the original to be submitted through post mail or 1 scanned copy to be submitted through email by the applicant)</p>	Department of Trade and Industry (DTI) or Securities and Exchange Commission (SEC)
<p>4. Accident Management Plan (AMP) or Emergency Plan (EP) appropriate for a particular destination.  (1 photocopy of the original to be submitted through post mail or 1 scanned copy to be submitted through</p>	Applicant may refer to their certifying dive agency's template or develop their own Accident Management Plan or Emergency Plan



email by the applicant)	
<p>5. Company Logo (high resolution)</p> <p>(1 photocopy of the original to be submitted through post mail or 1 scanned copy to be submitted through email by the applicant)</p>	Applicant
<p>6. Valid Certification Cards of Declared Dive Individuals (Employed and Freelance Dive Professionals)</p> <p>(1 photocopy of the original to be submitted through post mail or 1 scanned copy to be submitted through email by the applicant)</p>	Dive Certifying Agency
<p>7. Disclosure on their application as to the hiring of foreign employee/s (whether or not on full-time capacity) together with the submission of the corresponding documentary requirements (1 original copy to be submitted through post mail or 1 scanned copy to be submitted through email by the applicant), to wit:</p> <p>A. Valid Alien Certificate of Registration; Special Resident Retiree's Visa; or Special Investor's Resident Visa;</p> <p>B. Valid Special Working Permit or Alien Employment Permit;</p> <p>C. Valid Working Visa.</p>	<p>A. Bureau of Immigration; Philippine Retirement Authority; or Board of Investments</p> <p>B. Bureau of Immigration; or Department of Labor and Employment;</p> <p>C. Bureau of Immigration.</p>
<p>8. Payment of Accreditation Fees (and its subsequent proof, usually a deposit slip/official receipt)</p> <ul style="list-style-type: none"> <li>● Bank deposit/transfer</li> <li>● Cash Transaction</li> </ul>	<p><i>Note: Waived until further notice.</i></p> <ul style="list-style-type: none"> <li>● Landbank of the Philippines</li> <li>● PCCSD Cashier</li> </ul>
<p>9. To be checked during inspection:</p> <ul style="list-style-type: none"> <li>● Documentary requirements</li> <li>● Diving facilities and equipment</li> <li>● First Aid Kit with inventory</li> <li>● Emergency Oxygen Kit (with non-rebreather mask and regulator that delivers at least 15 L/min)</li> <li>● Spineboard with dive establishment's name, safety strap and head immobilizer</li> <li>● Hydrostatic test certificate</li> <li>● AMP or EP posted in a conspicuous area</li> </ul>	Applicant



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Access the PCSSD's website at <a href="http://www.divephilippines.com.ph">www.divephilippines.com.ph</a>	None	None	Based on the applicant's preference	Applicant
2. Accomplish the application form directly from the PCSSD's website and click submit  <b>OR</b>  Download and fill-out the application form, and submit the scanned copy to the PCSSD email address: <a href="mailto:accreditation@divephilippines.com.ph">accreditation@divephilippines.com.ph</a>	2.1 Acknowledge and review the application form with the attached requirements	None	2 days upon receipt of the application form	PCSSD Accreditation Officer
	2.2 Evaluate the application form		12 hours	
	2.3 Email the list of documentary requirements		1 day	
3. Submit the complete scanned copies of the documentary requirements	3. Evaluate the submitted documentary requirements	None		PCSSD Accreditation Officer
	3.1 If complete and valid, email the process on how to settle the accreditation fee		2 days	
	3.2 If incomplete, email the list of lacking requirements		1 day	
4. Pay the accreditation fee via bank deposit and submit proof of payment through PCSSD email address: <a href="mailto:accreditation@divephilippines.com.ph">accreditation@divephilippines.com.ph</a>  <b>OR</b>  Proceed to the PCSSD Office to personally pay the	4.1 Acknowledge receipt of proof of payment (deposit slip)	PhP 5,000.00	12 hours	PCSSD Accreditation Officer
	<b>OR</b>  Submit the Order of Payment to the Cashier for		<b>OR</b>  12 hours	



accreditation fee	processing of the Acknowledgement Receipt			
<p>5. Physical Inspection/Virtual Inspection</p> <ul style="list-style-type: none"> <li>- Verification of facilities, equipment, declared foreign and local employees, and etc.</li> <li>- Air quality test (tests oil mist, water vapor, carbon monoxide, and carbon dioxide content)</li> </ul>	5.1 Email notification of the schedule of inspection	None	3 days	PCSSD Accreditation Officer
	5.2. Conduct of the inspection		3 days	
	5.2.A Process the Accreditation Certificate if there is no discrepancy with the inspection		3 days	
	5.2.A.1 Issue the scanned copy of the Accreditation Certificate and forward the hard copy to the Records Section for mailing.		3 days	
	5.2.B Issue Compliance Memorandum if there is discrepancy with the inspection		1 day	
<b>TOTAL:</b>		PhP 5,000.00	20 days	
		<p><i>Note: Pursuant to the PCSSD Memorandum Circular No. 2021-001, accreditation fee is waived until further notice.</i></p>		



**Note 1:** An electronic copy of the PCSSD Accreditation Certificate will be sent to the registered email address.  
**Note 2:** The PCSSD Accreditation Officer will email the applicant to accomplish the Client Satisfaction and Feedback form through a notification  
**Note 3:** Processing time shall only start upon receipt of complete and correct documents.



## 2. ACCREDITATION OF RECREATIONAL SCUBA DIVERS AND DIVE PROFESSIONALS

An identification card issued by the PCSSD certifying that the holder has met the minimum standards for safe and responsible conduct as a recreational SCUBA diver or dive professional.

<b>Office or Division:</b>	PCSSD
<b>Classification:</b>	Simple Transaction
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Any individual who is a Filipino citizen, or foreign national with a valid proof of residency issued by the Bureau of Immigration and a valid work permit issued by the Department of Labor and Employment, and possessing the required permit or license issued by other concerned authorities, desiring to teach, train, or conduct activities related to sports SCUBA diving.
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>For New applications:</b>	
1. Accomplished Application Form (1 copy)	PCSSD website: <a href="http://www.divephilippines.com.ph">www.divephilippines.com.ph</a>
2. Valid Certification Cards (1 scanned or photocopy)	Diver's Certifying Agency
3. High Resolution ID Picture (1 scanned copy or original copy ) with the following specifications: <ul style="list-style-type: none"> <li>• Photo is sharp, not pixelated, and with good lighting;</li> <li>• Face should be clearly seen and should be taken from shoulder level up with the head;</li> <li>• Background: plain, no patterns or design, and no shadows;</li> <li>• Hair should not cover the face; should not be wearing any accessory except for religious purposes;</li> <li>• Must be presentable; no topless photos; and</li> <li>• No alteration and filter.</li> </ul>	Applicant
<b><i>Additional requirements for Foreign nationals (scanned or photocopy):</i></b> <ul style="list-style-type: none"> <li>• Valid Alien Certificate of Registration; Special Resident Retiree's Visa; or Special Investor's Resident Visa;</li> <li>• Valid Special Working Permit or Alien Employment Permit;</li> <li>• Valid Working Visa.</li> </ul> <p>Note: Declared Dive professionals will be accredited upon inspection and issuance of PCSSD certificate of accreditation to the affiliated dive establishments or liveaboard dive boat</p>	<ul style="list-style-type: none"> <li>• Bureau of Immigration; or Philippine Retirement Authority;</li> <li>• Bureau of Immigration or Department of Labor and Employment;</li> <li>• Bureau of Immigration.</li> </ul>



<p>4. Payment of Accreditation Fees (and its subsequent proof, usually a deposit slip/official receipt)</p> <ul style="list-style-type: none"> <li>● Scanned or photocopy of Bank deposit/transfer</li> <li>● Cash Transaction</li> </ul> <p>Note: Pursuant to the PCSSD Memorandum Circular No. 2021 001, accreditation fee is waived until further notice.</p>	<ul style="list-style-type: none"> <li>● Landbank of the Philippines</li> <li>● PCSSD Cashier</li> </ul>
<p><b>For Renewal Applications:</b></p>	
<p>1. Valid Certification Cards (1 scanned or photocopy)</p>	<p>Diver's Certifying Agency</p>
<p>2. Payment of Accreditation Fees (and its subsequent proof, usually a deposit slip/official receipt)</p> <ul style="list-style-type: none"> <li>● Scanned or photocopy of Bank deposit/transfer</li> <li>● Cash Transaction</li> </ul> <p>Note: Pursuant to the PCSSD Memorandum Circular No. 2021 001, accreditation fee is waived until further notice.</p>	<ul style="list-style-type: none"> <li>● Landbank of the Philippines</li> <li>● Valid Certification Cards of Declared Dive Individuals or Employed and Freelance Dive Professionals;</li> </ul>
<p><b>Additional requirements for Foreign nationals (scanned or photocopy):</b></p> <ul style="list-style-type: none"> <li>● Valid Alien Certificate of Registration; Special Resident Retiree's Visa; or Special Investor's Resident Visa;</li> <li>● Valid Special Working Permit or Alien Employment Permit;</li> <li>● Valid Working Visa.</li> </ul>	<ul style="list-style-type: none"> <li>● Bureau of Immigration; or Philippine Retirement Authority;</li> <li>● Bureau of Immigration or Department of Labor and Employment;</li> <li>● Bureau of Immigration.</li> </ul>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Access PCSSD's website at <a href="http://www.divephilippines.com.ph">www.divephilippines.com.ph</a>	None	None	Based on the applicant's preference.	Applicant
2. Fill out the application form directly from the PCSSD's website and click submit  OR  Download the application form from the website and submit the scanned copy of the application form to <a href="mailto:accreditation@divephilippines.com.ph">accreditation@divephilippines.com.ph</a>	2. Acknowledge and review the application form with the attached requirements	None	8 hours	PCSSD Accreditation Officer
	2.1. Evaluate the application form  2.2 Email the documentary requirements or the status of their application.		16 hours	
3. Completion of the documentary requirements.	3. Evaluate the submitted documentary requirements submitted  3.1. If complete and valid, email the process on how to settle the accreditation fee  3.2. If incomplete, email the list of lacking requirements	None	4 days upon receipt of requirements	PCSSD Accreditation Officer
4. <b>Payment of Accreditation Fees:</b>  4.1 If paid via bank deposit, proof of payment must be sent to <a href="mailto:accreditation@divephilippines.com.ph">accreditation@divephilippines.com.ph</a>	4. Acknowledge receipt of deposit slip.  4.1 Process Order of Payment with submitted deposit slip or proof of payment for submission to PCSSD Cashier for processing of official Receipt.	Php 1,000.00- Dive professional  Php 500.00- Non-Professional Diver	4 hours	PCSSD Accreditation Officer



		Free of Charge-Declared Dive Professional		
	4.1.2 Verify payment from the Landbank of the Philippines.	None	4 hours	Cashier
	4.1.3 Issue the official receipt and send the copy through the registered email address of the applicant. Hard/original copy will be issued together with the PCSSD ID.	None	4 hours	PCSSD Accreditation Officer
4.2 If paid personally, applicants will notify the PCSSD/Accreditation officer	Process Order of Payment, and assist the applicant to the Cashier to issue the Official Receipt to the applicant	None	4 hours	PCSSD Accreditation Officer
5. A. Receipt of the Identification Card as PCSSD Accredited Diver (Voluntary Recreational Scuba Divers or Dive Professionals):	5.A. Process the PCSSD ID and prepare the Welcome Letter of the applicant upon receipt of payment	None	1 day	PCSSD Accreditation Officer
	5.B. Email the soft copy of the PCSSD ID, Welcome Letter, and Acknowledgement Receipt to the applicant	None	8 hours	PCSSD Accreditation Officer
<b>TOTAL:</b>		Php 1,000.00- Dive professional  Php 500.00-		



	Non-Professional Diver  Free of Charge-Declared Dive Professional	<b>7 days</b>	
<p><b>Note 1:</b> An electronic copy of the PCSSD ID, Welcome Letter, and Acknowledgement Receipt (if applicable) will be sent to the registered email address.</p> <p><b>Note 2:</b> The PCSSD Accreditation Officer will email the applicant to accomplish the Client Satisfaction and Feedback form through a notification.</p> <p><b>Note 3:</b> Processing time shall only start upon receipt of complete and correct documents.</p>			



# INTERNAL SERVICES



## 1. ISSUANCE OF CERTIFICATE OF TAX WITHHELD

Issuance of Certificate of Tax Withheld (BIR Form 2306/2307) to creditors, suppliers, service providers covered under the tax law

Office or Division:	Administrative and Finance Unit – Accounting
Classification:	Simple Transaction
Type of Transaction:	G2B (Government to Business)
Who may avail:	Creditors/Suppliers/ Service Providers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Signed Disbursement Voucher with complete supporting documents (1 set of original copy)	Cash Division Creditors/Suppliers/ Service Providers
Tax Identification Number	Creditors/Suppliers/ Service Providers

CLIENT STEPS	AGENCY ACTION STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request Certificate of Tax Withheld upon claim of check/ADA	1.1 Receives request for Certification.	None	1 hour	Administrative Aide
	1.2 Encodes BIR Form 2306/2307 thru online eBIR Forms System.	None	1 day	Administrative Aide
	1.3 Reviews & sign the Certificate of Tax Withheld (BIR Form 2306/2307)	None	1 day	Chief Accountant
2. Receives Certificate of tax withheld (BIR Form 2306/2307)	1.4 Release the Certificate of Tax Withheld (BIR Form 2306/2307)	None	1 hour	Administrative Aide
Total		None	2 days and 2 hrs	



## 2. PAYMENTS THROUGH CHECK/S

Payables or obligations of the agency to creditors shall be made through an issuance of Modified Disbursement System (MDS) check or also known as government checks after the preparation and approval of related documents.

Office or Division:	Administrative and Finance Unit – Accounting / Cash
Classification:	Simple Transaction
Type of Transaction:	G2B –Government to Business Entity G2C –Government to Citizen G2G – Government to Government
Who may avail:	Business Owner/Signatory; Professional Speaker himself; or Authorized Representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Government Issued ID or Company ID (1 original, 1 photocopy)	BIR, Post Office, DFA, LTO, PSA, SSS, GSIS, Pag-IBIG, Company/Mother Office
Authorization Letter (1 original) and Business Owner/Signatory's Valid ID (1 photocopy) in the case of a representative	Company/Mother Office Company's Owner/Signatory
Special Power of Attorney (SPA) in the case of a representative (1 original copy)	Payee/ Speaker
Official Receipt (OR) or Collection Receipt (CR) and Sales/Billing Invoice of the company concern (1 original copy)	Company/Mother Office as issued by BIR

CLIENT STEPS	AGENCY ACTION STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accounting Unit/ staff forwards the disbursement with complete supporting documents.	1.1 Receives and record incoming Disbursement Voucher (DV) with complete supporting documents	None	15 mins	Cashier
	1.2 Review DV and prepares check/s and Advice of Checks Issued and Cancelled (ACIC)	None	15 mins	Cashier
	1.3 Reviews and signs the check/s and approve ACIC prepared	None	15 mins	Cashier



<p>2. Office of the authorized signatories receives the Checks with supporting documents</p> <p>Note: Processing time of signing of DV by the authorized signatory not included</p>	<p>1.4 Record and routes the check/s prepared to the designated signatories</p>	<p>None</p>	<p>15 mins</p>	<p>Cashier</p>
	<p>1.5 Receives and records the signed Check/s in the warrant Register Book</p>	<p>None</p>	<p>15 mins</p>	<p>Cashier</p>
<p>3. Accounting receives and prepare tax certificate</p> <p>Note: Processing time of tax certificate not included</p>	<p>Forward DV to accounting for preparation of tax certificate</p>	<p>None</p>	<p>15 mins</p>	<p>Cashier</p>
	<p>Receives tax certificate and notify the creditors for pick-up of check/s issued</p>	<p>None</p>	<p>15 mins</p>	<p>Cashier</p>
<p>Proceed to lobby and log-in, then proceed to Cash Section and present Identification Card (ID) and other requirement</p>	<p>Accepts and evaluates the requirements of the creditors</p>	<p>None</p>	<p>15 mins</p>	<p>Cashier</p>
<p>Affix signature, name, and date in the Warrant Register Book and in the Disbursement Voucher</p>	<p>Ensures that the creditors fills out the Warrant Register Book and the Disbursement Voucher properly</p>	<p>None</p>	<p>15 mins</p>	<p>Cashier</p>



<p>Issue Official Receipt (if through a Collection/Acknowledgement Receipt, provide sales/billing invoice) for a company-creditor</p>	<p>Checks the accuracy of Official Receipt (OR) issued by the client; or Collection / Acknowledgement Receipt and Sales/Billing Invoice and issues the check/s and tax certificate/s</p> <p>Note: tax certificate issued by accounting</p>	<p>None</p>	<p>15 mins</p>	<p>Cashier</p>
<p>Total</p>			<p>2 hrs 30 min</p>	



### 3. GRANT OF CASH ADVANCES

Accounting process for cash advances of PCSSD Personnel (Regular Employees) acting as Special Disbursing Officer in the utilization of project funds or cash advances for official foreign travel allowance.

Office or Division:	Administrative and Finance Unit – Accounting
Classification:	Complex Transaction
Type of Transaction:	G2G – Government to Government
Who may avail:	PCSSD Personnel (Regular Employees)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>GENERAL REQUIREMENTS</b>	
1. Disbursement Vouchers (4 original copies)	PCSSD Employee
2. Obligation Request/ Budget Utilization Report (4 original copies)	PCSSD Employee
3. Copy of approved Work Program/Project Proposal with Budget Estimate	PCSSD Employee
<b>SPECIFIC REQUIREMENTS</b>	
1. Approved SDO Designation	Special Disbursing Officer/s
2. Copy of Approved Bond Application	Special Disbursing Officer/s
3. Certificate of No Pending Cash Advance	Accounting Unit
<b>For local/foreign travel allowance:</b>	
1. Copy of Travel Order and Special Order	PCSSD Employee
2. Approved Itinerary of Travel	PCSSD Employee
3. Prevailing UNDP rates for daily subsistence allowance (foreign)	UNDP Website
4. Confirmed Flight Itinerary	PCSSD Employee
5. Proof of exchange rate	LBP/BSP Website



CLIENT STEPS	AGENCY ACTION STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Budget Unit forwards the signed ORS and Disbursement Vouchers with the supporting Document to the Accounting Unit	1.1. Receives the documents submitted.  <i>Note: Incomplete documents shall not be accepted.</i>	None	5 mins	Accountant
	1.2 Assigns the DV number	None	1 hr and 30 mins	Accountant
	1.3. Check/reviews the completeness and propriety of supporting documents. Analyzes the claim and reviews the computation. Prepares the JEV  <i>Note: If documents are not in order, it shall be returned to the project officer for compliance</i>	None	2 days	Accountant
	1.4. Conducts the final evaluation of completeness of supporting documents and validity of claims; signs the JEV and Box C of DV	None	1 day	Accountant
	1.5. Forward the signed DVs to the office of the authorized signatories (Box D)	None	10 mins	Accountant
2. Office of the authorized signatories receives the signed DVs  <i>Note: Processing time of signing of DV by the authorized signatory not included</i>	2.1 Releases the signed DVs, including supporting documents to the authorized approving officers for the signature on Box D and forward to Cashier Unit	None	30 mins	Executive Assistant
3. Cashier Unit prepares the LDDAP-ADA	1.1. Cashier Unit prepares the LDDAP-ADA and ACIC in eMDS	None	1 day	Cashier
	1.2. Signs the LDDAP-ADA	None	15 mins	Accountant
4. Office of the authorized signatories receives the LDDAP-ADA	4.1 Signs the LDDAP-ADA and approve the payment in eMDS	None	4 hrs	Authorized Signatories
	4.2. Releases the signed LDDAP-ADA	None	30 mins	Executive Assistant
Total			4 days 7 hrs	



#### 4. ISSUANCE OF CERTIFICATE OF AVAILABILITY OF FUNDS

Issuance of Certificate of Availability of Funds for approved projects and events as pre-requisite to processing of payments

Office or Division:	Administrative and Finance Unit – Accounting
Classification:	Complex Transaction
Type of Transaction:	G2C (Government to Citizen) G2G (Government to Government)
Who may avail:	Project Officers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Purchase Order/Service Contract	Project Officer
2. BAC Resolution , PhilGEPS Posting for total amounts equivalent ti more than Php 50,000.00 but less than Php 500,000.00	Bids and Awards Committee
3. Copy of approved Work Program/Project Proposal with Budget Estimate	Project Officer
4. Certification of Allotment	Budget Division

CLIENT STEPS	AGENCY ACTION STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Budget Unit forwards the Certification of Availability of Allotment and the Contract, together with the supporting documents.	1.1. Receives the request for CAF with supporting documents.	None	10 mins	Accountant
	1.2 Reviews the contract and supporting documents.	None	1 hr	Accountant
	1.3. Prepares the Certificate of Availability of Funds.	None	1 hr	Accountant
	1.4. Conducts the final review of the contract and supporting documents; signs the CAF	None	4 hrs	Accountant
	1.5. Releases the Contract with CAF and supporting documents	None	10 mins	Accountant
Total			6 hrs 20 min	



## 5. ISSUANCE OF CERTIFICATE OF NO PENDING CASH ADVANCE

Issuance of Certificate of No Pending Cash Advance to accountable officers/ employees as pre-requisite to the availment of cash advance.

Office or Division:	Administrative and Finance Unit – Accounting
Classification:	Simple Transaction
Type of Transaction:	G2G (Government to Government)
Who may avail:	Accountable Officers/Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	N/A

CLIENT STEPS	AGENCY ACTION STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Special Disbursing Officer (SDO) or Travelling Official/ Employee requests for a certification of No Pending Cash Advance.	1.1. Receives request for Certification .	None	5 mins	Accountant
	1.2 Verifies cash advance balance in the Schedule of Cash Advances and Liquidation file.	None	20 mins	Accountant
	1.3. Encodes Certificate of No Pending Cash Advance.	None	10 mins	Accountant
	1.4. Reviews and signs Certificate of No Pending Cash Advance.	None	30 mins	Accountant
	1.5. Releases the Contract with CAF and supporting documents	None	10 mins	Accountant
2. Receives Certification of No Pending Cash Advances.	2.1. Releases of the Certificate of No Pending Cash Advances.	None	5 mins	Accountant
Total			1 hr 20 min	



## 6. LIQUIDATION OF CASH ADVANCES

Liquidation of cash advances after completion of travel or end of the conduct of an official event

Office or Division:	Administrative and Finance Unit – Accounting
Classification:	Simple Transaction
Type of Transaction:	G2G (Government to Government)
Who may avail:	Accountable Officers/Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>GENERAL REQUIREMENTS</b>	
For local/foreign travel: 1. Liquidation report 2. Approved itinerary of Travel 3. Certificate of Travel Completed 4. Certificate of Appearance 5. Official Receipts 6. Ticket and boarding pass 7. Copy of paid vouchers	PCSSD Employees
<b>SPECIFIC REQUIREMENTS</b>	
For special projects: 1. Summary of Expenses 2. Official Receipts	PCSSD Project Officer

CLIENT STEPS	AGENCY ACTION STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accountable Officer submits Liquidation Report with complete supporting documents.	1.1. Receives the Liquidation Report and supporting Documents  Note: Incomplete documents shall not be accepted	None	10 mins	Accountant
	1.2 Reviews and evaluates completeness and propriety of supporting documents. Prepares for JEV.  Note: If documents are not in order, it shall be returned to the Project Officer for compliance	None	1 hour	Accountant



2. Receives copy of signed Liquidation Voucher.	2.1. Conducts final evaluation of completeness and propriety of supporting documents; Signs Liquidation Voucher and JEV.	None	1 hour	Accountant
Total			2 hrs 10 min	



Accounting process for the payment of salaries, bonuses, and other personnel benefits of DOT Personnel (Regular, Job Order and Coterminal Employees).

Office or Division:	Administrative and Finance Unit – Accounting
Classification:	Complex Transaction
Type of Transaction:	G2G (Government to Government)
Who may avail:	PCSSD Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>GENERAL REQUIREMENTS</b>	
1. Disbursement Voucher	Human Resource Management Officer
2. Obligation Request	Human Resource Management Officer
3. Payroll Register	Human Resource Management Officer
<b>SPECIFIC REQUIREMENTS</b>	
<p><b>For initial payment of salaries (regular employees with original appointment):</b></p> <ol style="list-style-type: none"> <li>1 Certified copy of duly approved appointment paper</li> <li>1 Certified copy of oath of office</li> <li>1 Certificate / Notice of assumption to office</li> <li>Statement of Assets and Liabilities (1 photocopy)</li> </ol> <p><b>In case of transfer:</b></p> <ol style="list-style-type: none"> <li>Copy of authority to transfer (1 photocopy)</li> <li>Clearance from previous office (1 photocopy)</li> <li>Certification on the last day of service from previous office (1 photocopy)</li> <li>Certification of last salary received from former office verified by concerned auditor (1 photocopy)</li> </ol> <p><b>For Job Order</b></p> <ol style="list-style-type: none"> <li>Job Order Contract (1 photocopy)</li> <li>Accomplishment Report (1 original copy)</li> <li>Certification of Service Rendered (1 original copy)</li> <li>Daily Time Record</li> </ol>	PCSSD Personnel



CLIENT STEPS	AGENCY ACTION STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Budget Unit forwards the signed ORS and Disbursement Vouchers with the supporting Document to the Accounting Unit	1.1. Receives the documents submitted.  <i>Note: Incomplete documents shall not be accepted.</i>	None	5 mins	Accountant
	1.2 Assigns the DV number	None	1 hr and 30 mins	Accountant
	1.3. Check/reviews the completeness and propriety of supporting documents. Analyzes the claim and reviews the computation. Prepares the JEV  <i>Note: If documents are not in order, it shall be returned to the project officer for compliance</i>	None	2 days	Accountant
	1.4. Conducts the final evaluation of completeness of supporting documents and validity of claims; signs the JEV and Box C of DV	None	1 day	Accountant
	1.5. Forward the signed DVs to the office of the authorized signatories (Box D)	None	10 mins	Accountant
2. Office of the authorized signatories receives the signed DVs  <i>Note: Processing time of signing of DV by the authorized signatory not included</i>	2.1 Releases the signed DVs, including supporting documents to the authorized approving officers for the signature on Box D and forward to Cashier Unit	None	30 mins	Executive Assistant
3. Cashier Unit prepares the LDDAP-ADA	1.1. Cashier Unit prepares the LDDAP-ADA and ACIC in eMDS	None	1 day	Cashier
	1.2. Signs the LDDAP-ADA	None	15 mins	Accountant
4. Office of the authorized signatories receives the LDDAP-ADA	4.1 Signs the LDDAP-ADA and approve the payment in eMDS	None	4 hrs	Authorized Signatories
	4.2. Releases the signed LDDAP-ADA	None	30 mins	Executive Assistant
5. Processing of LDDAP - ADA	5.1. Landbank will process the LDDAP-ADA to be credited in PCSSD Pass-through account	None	1 day	LBP Personnel



6. Cashier unit will prepare the summary of payments (FinDES) to be uploaded in LBP WeAccess	6.1. Upload the Index of Payment in We access	None	1 hr and 30 mins	Cashier
	6.2. Send to Authorized personnel for approval of crediting the salaries to individual account	None	30 mins	Authorized Signatories
Total			2 days 1 hr	



## 8. PROCESSING OF CERTIFICATION OF ALLOTMENT

The process of reviewing and approving Certification of Allotment for PCSSD activities and projects.

Office or Division:	Administrative and Finance Unit – Budget
Classification:	Simple Transaction
Type of Transaction:	G2G (Government to Government)
Who may avail:	Project Officers/PCSSD employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certification of Allotment / Funds (6 original copy)	Project Officer
2. BAC Resolution (1 original copy)	
3. Contract/Purchase Order (1 original copy)	

CLIENT STEPS	AGENCY ACTION STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Certification of Allotment to Budget Division	1.1. Checks the completeness of the requirements and accuracy of the Certification of Allotment for the activity or project.  Note: If incomplete, documents will be returned to Project Officer  1.2 Receives the certification of allotment and forwards to assigned Budget Officer	None	10 mins	Budget Officer



	<p>2.1 Checks the availability of allotment based on the attached supporting documents.</p> <p>Note: If no funds available or not included in the approved WFP, documents will be returned to Project Officer</p> <p>2.2 Budget Officers put their initials under the Chief Budget's name. Returns the documents to Admin Assistant for assigning of control number.</p>	None	1 hr	Budget Officer
	1.3. Assigns control number and forwards to Chief Budget Officer for review and approval.	None	1 hr	Accountant
	1.4. Conducts the final review of the contract and supporting documents; signs the CAF	None	4 hrs	Accountant
	<p>4.1 Receives the Certification of Allotment</p> <p>4.2 Reviews and approves the Certification of Allotment</p> <p>4.3 Returns the signed Certification of Allotment to Admin Assistant</p>	None	30 min	Accountant
	<p>5.1 Receives and encodes in the logbook and monitoring system the approved Certification of Allotment</p> <p>5.2 Obtains one (1) original copy of Certification of Allotment for Budget Divisions' copy</p> <p>5.3 Forwards the signed and approved Certification of Allotment to Accounting Division</p>	None	30 min	Budget Officer
Total			7 hrs 10 min	



## 9. REIMBURSEMENT OF EXPENSES

Accounting process for the reimbursement of expenses by PCSSD employees incurred during the conduct of official business

Office or Division:	Administrative and Finance Unit – Accounting
Classification:	Complex Transaction
Type of Transaction:	G2G (Government to Government)
Who may avail:	Project Officers/PCSSD employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>GENERAL REQUIREMENTS</b>	
1. Disbursement Voucher	PCSSD Personnel
2. Obligation Request	PCSSD Personnel
3. Invoice/ Statement of Account (1 original copy)	PCSSD Personnel
2. Certification that the expense is official in nature, public in character and in the best interest of the department (1 original copy)	PCSSD Personnel
2. Authority to Reimburse (1 original copy)	PCSSD Personnel
<b>SPECIFIC REQUIREMENTS</b>	
Reimbursement of meals - Canteen Service Form/Receipt (1 original copy)	PCSSD Personnel
Reimbursement of meals - Attendance Sheet (1 original copy)	

CLIENT STEPS	AGENCY ACTION STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Budget Officer forwards the signed ORS and Disbursement Vouchers with the supporting Document to the Accountant	1.1. Receives the documents submitted.  <i>Note: Incomplete documents shall not be accepted.</i>	None	5 mins	Accountant
	1.2 Assigns the DV number	None	1 hr and 30 mins	Accountant



	<p>1.3. Check/reviews the completeness and propriety of supporting documents. Analyzes the claims and reviews the computation. Prepares the JEV</p> <p><i>Note: If documents are not in order, it shall be returned to the project officer for compliance</i></p>	None	2 days	Accountant
	1.4. Conducts the final evaluation of completeness of supporting documents and validity of claims; signs the JEV and Box C of DV	None	1 day	Accountant
	1.5. Forward the signed DVs to the office of the authorized signatories (Box D)	None	5 mins	Accountant
<p>2. Office of the authorized signatories receives the signed DVs</p> <p>Note: Processing time of signing of DV by the authorized signatory not included</p>	2.1 Releases th signed DVs, including supporting documents to the authorized approving officers for the signature on Box D and forward to Cashier Unit	None	30 mins	Executive Assistant
3. The Cashier prepares the LDDAP-ADA	1.1. Cashier Unit prepares the LDDAP-ADA and ACIC in eMDS	None	1 day	Cashier
	1.2. Signs the LDDAP-ADA	None	20 mins	Accountant
4. Office of the authorized signatories receives the LDDAP-ADA	4.1 Signs the LDDAP-ADA and approve the payment in eMDS	None	4 hrs	Authorized Signatories
	4.2. Releases the signed LDDAP-ADA	None	30 mins	Executive Assistant
Total			4 days 7 hrs	



## 10. PROCESSING OF OBLIGATION REQUEST STATUS

Procedure for the processing of Obligation Request Status

Office or Division:	Administrative and Finance Unit – Budget
Classification:	Complex Transaction
Type of Transaction:	G2G (Government to Government)
Who may avail:	Project Officers/PCSSD employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>GENERAL REQUIREMENTS</b>	
1. Disbursement Voucher	Human Resource Unit
2. Obligation Request	Human Resource Unit
<b>SPECIFIC REQUIREMENTS</b>	
<p><b>1. Overtime Pays</b> (1 original copy each)</p> <p>1.1 Duly certified payroll for the pay period / list of payees with overtime services rendered            1.2 Authorization to claim payment for overtime services rendered            1.3 Accomplishment Report            1.4 Certification of overtime services rendered            1.5 Duly accomplished / signed Daily Time Record (DTR)</p> <p><b>2. Terminal Leave</b> (1 original copy each except for 2.5, 2.6 and 2.10)</p> <p>2.1 Duly accomplished / approved Application for Leave            2.2 Complete / updated Service Record            2.3 Clearance from the Office of the Ombudsman that the payee has no pending case            2.4 Statement of Assets and Liabilities            2.5 Copy of last appointment            2.6 If due to retirement, copy of appointment showing highest salary received if salary under last appointment is not the highest            2.7 Computation of terminal leave duly certified by the Human Resources Division (HRD)            2.8 Clearance from Central or Regional Office            2.9 Applicant's authorization to deduct all financial obligations with the agency            2.10 Certified photocopy of Leave Card</p> <p><b>3. Project Fund of Special Disbursing Officer (SDO)</b>            (1 original copy each except for 3.2)</p>	PCSSD Personnel



3.1 Copy of Approved Special Order (SDO Designation) with the specific purpose for which the cash advance is granted (only permanently appointed officer / employee may be designated as SDO / accountable officer)

3.2 Copy of Approved Work Program / Project Proposal with Budget Estimate (BE) detailing the expenses to be incurred (BE should be supported by quotations / cost basis)

3.3 Copy of Approved Bond Application (must be adequately bonded for the amount commensurate to the amount of accountability)

3.4 Certification from Accounting Division that SDO has no pending unliquidated Cash Advance

3.5 Fiscal Agency Service (FAS) signed by authorized signatories, if foreign currency is required

**4. Current Operating Expenditures (COE) for remittances to DOT foreign Field Offices** (1 original copy each except for 4.1)

4.1 Copy of Approved Work Program / Project Proposal with Budget Estimate (BE) detailing the expenses to be incurred (BE should be supported by quotations / cost basis)

4.2 Salaries, Wages and allowances, maintenance and operating expenses and/or list of activities/projects with estimated budget as basis for the cash advance

4.3 Copy of Approved Bond Application (adequately bonded for the amount commensurate to the amount of accountability)

4.4 Certification from Accounting Division that SDO has no pending unliquidated Cash Advance

4.5 Fiscal Agency Service (FAS) signed by authorized signatories

**5. Salaries and Wages** (1 original copy each except for 5.2)

5.1 Duly certified payroll for the specific pay period /list of payees with their net payments

5.2 For initial payment of salaries (regular employees with original appointments):

5.2.1 Certified copy of duly approved Appointment Paper

5.2.2 Certified copy of Oath of Office

5.2.3 Certificate / Notice of Assumption to Office

5.2.4 Statement of Assets and Liabilities

In case of transfer:

5.2.5 Copy of authority to transfer 5.2.6 Clearance from previous office



<p>5.2.7 Certification on the last day of service from former office</p> <p>5.2.8 Certification of last salary received from former office verified by the concerned auditor of previous office</p> <p>5.3 For Job Contract Employees:</p> <p>5.3.1 Job Order Contracts</p> <p>5.3.2 Accomplishment Report</p> <p>5.3.3 Certification of Services Rendered</p> <p>5.4 Duly accomplished / signed Daily Time Record (DTR)</p> <p>5.5 Computations of salary/wage duly certified by Human Resources Division (HRD)</p> <p><b>6. Representation and Transportation Allowance (RATA) (1 original copy each)</b></p> <p>6.1 Duly certified list of payees entitled to RATA</p> <p>6.2 For Officers-in-Charge (OIC):</p> <p>6.2.1 Special Order for the OIC designation specifying the period covered and the corresponding entitlement of RATA</p> <p>6.3 If RATA entitlement is non-commutable:</p> <p>6.3.1 List of Expenses Incurred (not exceeding the authorized amount of RATA entitlement)</p> <p>6.3.2 Certification that the expenses incurred are official in nature, public in character and incurred in the best interest of the Department</p> <p>6.4 Duly approved request for commutation of Leave</p> <p>6.5 Certification from Human Resources Division (HRD) of total leave credits earned as of date of request</p> <p>6.6 Computation of claim for leave commutation duly certified by the Human Resources Division (HRD)</p> <p><b>7. Local Travel Allowance (1 original copy each except for 7.1, 7.2 and 7.4)</b></p> <p>7.1 Copy of Approved Work Program / Project Proposal with Budget Estimate (BE) detailing the expenses to be incurred (BE should be supported by quotations / cost basis)</p> <p>7.2 Certified True Copy of duly approved Travel/Special Order indicating the entitlements (not exceeding allowances prescribed under existing laws)</p> <p>7.3 Approved Itinerary of Travel (Appendix A) detailing the transportation and travel expenses to be incurred as basis for the amount of cash advance</p> <p>7.4 Certificate of Last Travel Completed (Appendix B)</p> <p>7.5 Certification from Accounting Division that the official / employee has no unliquidated Cash Advances</p>	
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**8. Actual Local Travel Allowances / Expenses** (1 original copy each except for 8.10)

- 8.1 Authority to be reimbursed of actual travelling expenses
- 8.2 Certified True Copy of duly approved Travel/Special Order indicating the entitlements (not exceeding allowances prescribed under existing laws)
- 8.3 Approved Itinerary of Travel (Appendix A) detailing the transportation and travel expenses to be incurred as basis for the amount of cash advance
- 8.4 Bills and receipts for actual expenses claimed
- 8.5 Certification that expenses incurred were absolutely necessary and official in nature
- 8.6 Certificate of Last Travel Completed (Appendix B)
- 8.7 Official receipts for meals and incidentals for job order personnel
- 8.8 Receipts for airport terminal fees, if any
- 8.9 Copies of used transportation ticket (used bus ticket / e-ticket with boarding passes for airfares)
- 8.10 Copy of Approved Work Program / Project Proposal with Budget Estimate (BE) detailing the expenses to be incurred (BE should be supported by quotations / cost basis)

**9. Honoraria** (1 original copy each)

- 9.1 Duly certified payroll for the pay period /list of payees entitled to honoraria
- 9.2 Basis for the honoraria claimed
- 9.3 Computations of honoraria claimed (total honoraria received must not exceed 25% of annual basic pay of officer / employee)
- 9.4 Outputs delivered / accomplished

**10. Foreign Travel Allowance** (1 original copy each except for 10.1, 10.2, 10.4, 10.7 and 10.8)

- 10.1 Copy of Approved Work Program/ Project Proposal with Budget Estimate (BE) detailing the expenses to be incurred (BE should be supported by quotations/ cost basis)
- 10.2 Certified True Copy of duly approved Travel /Special Order indicating the entitlements (not exceeding allowances prescribed under existing laws)
- 10.3 Approved Itinerary of Travel (Appendix A) detailing the transportation and travel expenses to be incurred as basis for the amount of cash advance
- 10.4 Prevailing UNDP rates for daily subsistence



allowance used in the computation of claim for travelling expenses

10.5 If claiming for Representation Allowance:

10.5.1 Approval from Malacañang indicating the amount of representation allowance authorized

10.6 Confirmed flight itinerary issued by the booking office/travel agency (for computation of travelling expenses)

10.7 Proof of exchange rate at the time of travel

10.8 Certificate of Last Travel Completed (Appendix B)

10.9 Certification from Accounting Division that the official / employee has no unliquidated Cash Advances.

10.10 Fiscal Agency Service (FAS) signed by authorized signatories

**11. Petty Operating Expenditures / Replenishment (1 original copy each)**

11.1 Copy of Approved Special Order (SDO Designation) with the specific purpose for which the cash advance is granted (only permanently appointed officer/ employee may be designated as SDO / accountable officer)

11.2 Report of Disbursement for previous cash advance granted

11.3 Official Receipts/proofs of payment for expenses incurred

11.4 Certification from Accounting Division that SDO has no pending unliquidated Cash Advance

**12. Purchase of Supplies and Materials Payment (1 original copy each except for 12.1)**

12.1 Approved Annual Procurement Program

12.2 Approved Purchase Request

12.3 Approved Purchase Order / duly notarized MOA

12.4 Request for canvass / PhilGEPS posting / bidding with corresponding Terms of Reference (TOR)

12.5 Abstract of Canvass with quotations from at least three (3) suppliers / service providers, signed by GSD (for total amounts equivalent to PHP50,000 and less)

12.6 Copy of BAC Resolution, PhilGEPS posting (for total amounts equivalent to more than PHP 50,000 but less than PHP 500,000)

12.7 Copy of BAC Resolution, BID Documents, Notice / Letter of Award, Performance Bond (for total amounts equivalent to PHP 500,000 and above)



<p>12.8 Certification from Budget Division that funds have been appropriated and allotted under the GAA or TLA/RT account</p> <p>12.9 Original copy of Invoice / Statement of Account</p> <p>12.10 Original copy of Delivery Receipt</p> <p>12.11 Duly Signed Inspection and Acceptance Report</p> <p><b>13. Representation Expenses</b> (Payment/Reimbursement) (1 original copy each)</p> <p>13.1 Original copy of duly signed authorization from the Head of Office or his duly designated representative, to sign for chit charges / reimburse expenses incurred for the implementation of a particular activity / undertaking</p> <p>13.2 Original copy of invoice / Statement of Account</p> <p>13.3 Certification that expense is official in nature, public in character and in the best interest of the Department</p> <p>13.4 For group meals, list of participants with signature/photos</p> <p>13.5 Abstract of Canvass with quotations from at least three (3) suppliers / service providers</p> <p>13.6 Attendance Sheet</p> <p>13.7 Copy of Approved Work Program / Project Proposal with Budget Estimate (BE) detailing the expenses to be incurred (BE should be supported by quotations / cost basis)</p> <p><b>14. Professional Services Rendered</b> (Consultants, Resource Persons, Translators, etc.) (1 original copy each except for 14.1 and 14.7)</p> <p>14.1 Copy of Approved Work Program / Project Proposal with Budget Estimate (BE) detailing the expenses to be incurred (BE should be supported by quotations / cost basis)</p> <p>14.2 Resume / Credentials of Contracted Individual</p> <p>14.3 Acceptance Invitation</p> <p>14.4 MOA / Contract of Services duly signed by both parties and duly notarized, indicating the professional fee and/or other types of emoluments agreed upon and the terms of payment</p> <p>14.5 Abstract of Canvass / Waiver of Canvass</p> <p>14.6 Original Copy of Statement of Account</p> <p>14.7 Copy of Speaker's presentation</p> <p>14.8 Proof of services rendered / Accomplishment Report (as stated in the contract)</p> <p>14.9 Certificate of Services Rendered / Acceptance of Deliverables per MOA / Contract</p>	
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**15. Services Rendered by Contracted Service Providers** (1 original copy each except for 15.1)

15.1 Copy of Approved Work Program / Project Proposal with Budget Estimate (BE) detailing the expenses to be incurred (BE should be supported by quotations / cost basis)

15.2 Original copy of duly signed authorization from the Head of Office or his duly designated representative, to sign for chit charges / reimburse expenses incurred for the implementation of a particular activity / undertaking

15.3 Original copy of Invoice / Statement of Account

15.4 Supporting documents for the invoice (hotel folios, guest list, etc)

15.5 Copy of Letter Contract with Conforme / duly notarized MOA or Contract signed by both parties

15.6 Request for Canvass / PhilGEPS posting / bidding with corresponding Terms or Reference (TOR)

15.7 Abstract of Canvass with quotations from at least three (3) suppliers / service providers, signed by GSD (for total amounts equivalent to PHP50,000 and less)

15.8 Copy of BAC Resolution, PhilGeps posting (for total amounts equivalent to more than PHP 50,000 but less than PHP 500,000)

15.9 Copy of BAC Resolution, BID Documents, Notice / Letter of Award, Performance Bond (for total amounts equivalent to PHP 500,000 and above)

15.10 Certification from Budget Division that funds have been appropriated and allotted under the GAA or TLA/RT account

15.11 Certification that expense is official in nature, public in character and in the best interest of the Department

**16. Purchase of Foreign Transportation Expenses / Air Tickets** (1 original copy each except for 16.1 and 16.2)

16.1 Copy of Approved Work Program / Project Proposal with Budget Estimate (BE) detailing the expenses to be incurred (BE should be supported by quotations / cost basis)

16.2 Certified True Copy of duly approved Travel / Special Order indicating the entitlements (not exceeding allowances prescribed under existing laws)

16.3 Original copy of invoice / Statement of Account

16.4 Original copy of used transportation ticket



<p>(used air ticket / e-ticket with boarding passes for airfares)</p> <p>16.5 If claiming payment for business class airfare: Malacañang approval authorizing business class accommodation on plane for the official travel</p> <p>16.6 Copy of Contract with the service provider (for air tickets)</p> <p>16.7 Request for Canvass / PhilGEPS posting / bidding with corresponding Terms or Reference (TOR)</p> <p>16.8 Abstract of Canvass with quotations from at least three (3) accredited travel agencies, signed by GSD (for total amounts equivalent to PHP50,000 and less)</p> <p>16.9 Copy of BAC Resolution, PhilGEPS posting (for total amounts equivalent to more than PHP50,000 but less than PHP500,000)</p> <p>16.10 Copy of BAC Resolution, BID Documents, Notice / Letter of Award, Performance Bond (for total amounts equivalent to PHP500,000 and above)</p> <p>16.11 Certification from Accounting Division that funds have been appropriated and allotted under the GAA or TLA/RT account</p> <p><b>17. Hiring of Vehicles</b> (1 original copy each except for 17.1)</p> <p>17.1 Copy of Approved Work Program / Project Proposal with Budget Estimate (BE) detailing the expenses to be incurred (BE should be supported by quotations / cost basis)</p> <p>17.2 Original Copy of Approved Authority to Hire a Vehicle</p> <p>17.3 Original Copy of Statement of Account / Invoice</p> <p>17.4 Copy of Letter Contract with Conforme / duly notarized MOA or Contract signed by both parties</p> <p>17.5 Request for canvass / PhilGEPS posting / bidding with corresponding Terms of Reference (TOR)</p> <p>17.6 Abstract of Canvass with quotations from at least three (3) accredited transport companies, signed by GSD (for total amounts equivalent to PHP50,000 and less)</p> <p>17.7 Copy of BAC Resolution, PhilGEPS posting (for total amounts equivalent to more than PHP50,000 but less than PHP500,000)</p> <p>17.8 Copy of BAC Resolution, BID Documents, Notice / Letter of Award, Performance Bond (for total amounts equivalent to PHP500,000 and above)</p>	
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<p>17.9 Certification from Budget Division that funds have been appropriated and allotted under the GAA or TLA/RT account</p> <p>17.10 Original Copies of Trip Tickets duly signed by passenger / project officer</p> <p>17.11 Passenger List</p> <p>17.12 Certification from the authorized signing officer of satisfactory services completed / rendered as stated in the contract / agreement</p> <p><b>18. Procurement of Security, Janitorial and other similar services</b> (1 original copy each)</p> <p>18.1 Request of the concerned office for the requirements</p> <p>18.2 Approval of the request by the Secretary</p> <p>18.3 Approved Terms of Reference (TOR)</p> <p>18.4 Copy of Advertisement / Invitation to Bid</p> <p>18.5 Bid Tenders of participating bidders</p> <p>18.6 Participating bidders' registration, license and accreditation documents</p> <p>18.7 Abstract of Bids duly signed by the BAC Members</p> <p>18.8 BAC Resolution on the evaluation of bids and recommendation of award duly signed by the BAC members</p> <p>18.9 In case of negotiated purchase: Certification from BAC members that there were failure of public biddings (two biddings); Certificate of authority to negotiate / enter into negotiated contract</p> <p>18.10 Notice / Letter of Award signed by authorized official</p> <p>18.11 Job Order / Contract (Original) duly received by contractor</p> <p>18.12 Notice to commence to work</p> <p>18.13 Performance Bond</p> <p>18.14 Record of Attendance / Service (for security and janitorial services)</p> <p>18.15 Request for payment of the contractor / service provider for services rendered</p> <p>18.16 Certification of the concerned office that the service rendered by the contractor / service provider was satisfactory</p> <p><b>19. Purchase of Equipment and Vehicle</b> (1 original copy each except for 19.1)</p> <p>19.1 Approved annual procurement program / plan for the current year</p> <p>19.2 Allotment for equipment outlay</p> <p>19.3 Malacañang approval (as necessary)</p> <p>19.4 Approved purchase request</p> <p>19.5 Approved purchase order / duly notarized MOA</p> <p>19.6 Request for canvass / PhilGEPS posting /</p>	
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<p>bidding with corresponding Terms of Reference (TOR)</p> <p>19.7 Abstract of canvass with quotations from at least three (3) suppliers / service providers, signed by GSD (for total amounts equivalent to PHP50,000 and less)</p> <p>19.8 Copy of BAC Resolution, PhilGEPS posting, (for total amounts equivalent to more than PHP50,000 but less than PHP500,000)</p> <p>19.9 Copy of BAC Resolution, BID Documents, Notice / Letter of Award, Performance Bond (for total amounts equivalent to PHP500,000 and above)</p> <p>19.10 Certification from Budget Division that funds have been appropriated and allotted under the GAA or TLA/RT account</p> <p>19.11 If from sole distributor:</p> <p>19.11.1 Duly notarized certificate of exclusive distributorship of the dealer duly attested by the principal</p> <p>19.11.2 certification from the supplier that does not have sub-dealers selling at lower prices</p> <p>19.11.3 Certification from the requisitioning officer duly approved by the agency head that there are no suitable substitutes of the equipment that can be obtained at more advantageous terms of the government</p> <p>19.12 In case of negotiated purchase:</p> <p>19.12.1 Certification from BAC members that there was failure of public biddings (two biddings)</p> <p>19.12.2 Certificate of authority to negotiate / enter into negotiated contract</p> <p>19.13 Original copy of Supplier's invoice / statement of account</p> <p>19.14 Original copy of delivery receipt</p> <p>19.15 Inspection and acceptance report on the deliveries</p> <p>19.16 Results of test / analysis by proper government agency (if the terms are subject to test)</p> <p>19.17 Copy of Acknowledgment Receipt for Equipment (ARE)</p> <p><b>20. Repair of Equipment</b> (1 original copy each)</p> <p>20.1 Request for Repair / Inspection Report</p> <p>20.2 Approved Job Order / duly notarized MOA</p> <p>20.3 Request for canvass / PhilGEPS posting/ bidding with corresponding Terms of Reference (TOR)</p> <p>20.4 Abstract of Canvass with quotations from at least three (3) service providers, signed by GSD (for total amounts equivalent to Php 50,000 .00 and less)</p> <p>20.5 Copy of BAC Resolution, PhilGEPS posting, (for total amounts equivalent to more than Php 50,000.00 but less than Php 500,000.00)</p> <p>20.6 Copy of BAC Resolution, BID Documents, Notice / Letter of Award, Performance Bond</p>	
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<p>(for total amounts equivalent to Php 500,000.00 and above)</p> <p>20.7 Certification from Budget Division that funds have been appropriated and allotted under the GAA or TLA/RT account</p> <p>20.8 Original copy of Invoice /Statement of Account</p> <p>20.9 Duly signed Inspection and Acceptance Report</p> <p>20.10 Original copy of Delivery Receipt</p> <p><b>21. Utility Expense – Electricity, Water and Telephone</b> (1 original copy each)</p> <p>21.1 Statement of Account (SOA) / Billing Statement</p> <p>21.2 Certification that expenses are official in nature if bill exceeded monthly limit (telephone)</p> <p><b>22. Rent – Building / Venue</b> (1 original copy each)</p> <p>22.1 Original copy of Statement of Account / Invoice</p> <p>22.2 For first payment:</p> <p>22.2.1 Duly notarized MOA or Contract signed by both parties</p> <p>22.2.2 Certification from Budget Division that funds have been appropriated and allotted under the GAA or TLA/RT account</p> <p>22.2.3 Certification from Accounting Division of Availability of Funds</p> <p>22.2.4 Copy of Approved Work and Financial Program (WFP) / Project Proposal with reviewed Budget Estimate (BE) detailing the expenses to be incurred (BE should be supported by quotations / cost bases)</p> <p>22.2.5 Request for canvass / PhilGEPS posting / bidding with corresponding Terms of Reference (TOR) (unless renewed)</p> <p>22.3 For total amounts equivalent to Php 50,000.00 and less:</p> <p>22.3.1 Abstract of Canvass with quotations from at least (3) accredited transport companies, signed by GSD</p> <p>22.4 For total amounts equivalent to more than Php 50,000.00 but less than Php 500,000.00:</p> <p>22.4.1 Copy of BAC Resolution</p> <p>22.4.2 PhilGEPS posting</p> <p>22.5 For total amounts equivalent to Php 500,000.00 and above:</p> <p>22.5.1 Copy of BAC Resolution</p> <p>22.5.2 Bid documents</p> <p>22.5.3 Notice of Awards (NOA)</p> <p>22.5.4 Performance Bond</p> <p>22.6 For venue rental:</p> <p>22.6.1 Certification from the authorized signing officer of satisfactory services completed / rendered as stated in the contract / agreement</p> <p><b>23. Internet Service Expenses</b> (1 original copy each)</p>	
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- 23.1 Statement of Account (SOA) / Billing Statement
- 23.2 Copy of notarized contract
- 23.3 Copy of BAC Resolution attached with procurement related documents (for first payment)
- 23.4 Notice of Award / to Process (for first payment)
- 23.5 Copy of Approved Work and Financial Program (WFP) / Project Proposal with reviewed Budget Estimate (BE) or Annual Procurement an (APP) (whichever is applicable)

**Specific Requirements for Remittance**

**24. Remittance of Mandatory Deductions GSIS / PAGIBIG / PHILHEALTH / LBP / DOTEA / SSS (1 original copy each)**

- 24.1 Statement of Account
  - 24.2 Remittance List
  - 24.3 Payroll List
- Project Officer

**25. Tax Remittance (1 original copy each)**

- 25.1 Certificate of Withholding Tax
- 25.2 Alpha list

**26. Remittance to BTr (1 original copy each)**

- 26.1 Schedule / List of Remittance
- 26.2 Payroll / Proof of Refund / Official Receipt (for cash refund)
- 26.3 Cancellation of project from foreign office (if applicable)
- 26.4 NFD / ND / NS (if applicable)

**27. Remittance to TPB (1 original copy each)**

- 27.1 List of Remittance
- 27.2 Proof of Deposit to DOT or Bank Statement (for Regular Trust (RT))
- 27.3 Notice of Cash Allocation (NCA) (for Trust Liability Account (TLA))
- 27.4 Cancellation of Project from Foreign Office (FO) (if cancelled by FO)
- 27.5 Schedule of Refund from FO (if refund)

**Specific Requirements for Reimbursement**

**28. Actual Pre-Departure Allowance (1 original copy each except for 28.1 and 28.2)**

- 28.1 Copy of Approved Work Program / Project Proposal with Budget Estimate (BE) detailing the



<p>expenses to be incurred (BE should be supported by quotations / cost basis)</p> <p>28.2 Certified True Copy of duly approved Travel /Special Order indicating the entitlements (not exceeding allowances prescribed under existing laws)</p> <p>28.3 Authority to be Reimbursed actual pre-departure expenses</p> <p>28.4 Official receipts /proof of payment for expenses incurred</p> <p>28.5 Certificate of Travel Completed (Appendix B)</p> <p><b>29. Foreign Travel Allowance</b> (1 original copy each except for 29.1, 29.2 and 29.9)</p> <p>29.1 Copy of Approved Work Program/ Project Proposal with Budget Estimate (BE) detailing the expenses to be incurred (BE should be supported by quotations/cost basis)</p> <p>29.2 Certified True Copy of duly approved Travel / Special Order indicating the entitlements (not exceeding allowances prescribed under existing laws)</p> <p>29.3 If travelling expenses claimed is more than the authorized amount for travel allowance (actual expenses)</p> <p>29.3.1 Approval from Malacañang for the payment of actual travelling expenses</p> <p>29.3.2 Certification from the Secretary that the actual expense in excess of the prescribed travelling allowance is absolutely necessary in the performance of an assignment</p> <p>29.3.3 Bills and receipts for actual expenses claimed</p> <p>29.4 If claiming for reimbursement of Representation Allowance / Expenses:</p> <p>29.4.1 Authority from Malacañang for the amount of representation allowance/expenses allowed</p> <p>29.4.2 Proof of expenses incurred (official receipts for the representation expenses incurred)</p> <p>29.5 Copies of used transportation ticket (used air ticket / e-ticket with boarding passes for airfares)</p> <p>29.6 Receipts for Airport Terminal Fees at point of embarkation to go back to the Philippines, if any</p> <p>29.7 Proof of Differential Claim (e.g., bank receipt of forex); Computation of DSA entitlement/requirement and actual amount received</p> <p>29.8 Proof of exchange rate at the time of travel</p> <p>29.9 Certificate of Last Travel Completed (Appendix B)</p> <p>29.10 Certificate of Travel Completed (Appendix B)</p> <p>29.11 Certificate of Appearance</p> <p>29.12 Arrival and departure stamps on passport</p> <p>29.13 Official receipt for premium paid for accident insurance coverage for the duration of the travel</p> <p>29.14 Terminal Report</p> <p>29.15 Fiscal Agency Service (FAS) signed by authorized signatories</p>	
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**30. Training Fees** (1 original copy each except 30.7)

- 30.1 Authority to be reimbursed of actual training fees
- 30.2 Certificate / Proof of Appearance / Attendance / Training
- 30.3 List of Attendees (if applicable)
- 30.4 Approval from authorized official to attend / participate
- 30.5 Official receipts / collection receipts
- 30.6 Statement of account / Bill
- 30.7 Copy of Approved Work Program / Project Proposal with Budget Estimate (BE) detailing the expenses to be incurred (BE should be supported by quotations / cost basis)

**31. Transportation Expense – RFID and Gas** (1 original copy each)

- 31.1 Authority to be reimbursed of RFID / Gas
- 31.2 Justification from GSD that there is no available load from RFID of official vehicle / fleet card has reached its maximum limit
- 31.3 Trip Ticket
- 31.4 Travel Order (if applicable)
- 31.5 Copy of RFID and official receipts
- 31.6 Certification that all expenses were official in nature, public in character, for the best interest of the PCSSD, and incurred for purposes intended herein

**32. Actual Communication Expenses** (1 original copy each except 32.3 and 32.7)

- 32.1 Authority to be reimbursed of actual communication expenses
- 32.2 Official receipts
- 32.3 Photocopy of the statement of account or monthly billing from the telecommunication service provider for postpaid account
- 32.4 Used mobile card/s for prepaid account
- 32.5 Certification that expenses for mobile phone usage are incurred for the performance of official duties and responsibilities
- 32.6 Certified copy of duly approved Appointment paper for initial payment of newly appointed employees
- 32.7 Copy of Approved Work Program / Project Proposal with Budget Estimate (BE) detailing the expenses to be incurred (BE should be supported by quotations / cost basis)

**Special Requirements for Purchase**



<p><b>33. Local Transportation Expenses / Air Tickets</b> (1 original copy each except for 33.1 and 33.2)</p> <p>33.1 Copy of Approved Work Program / Project Proposal with Budget Estimate (BE) detailing the expenses to be incurred (BE should be supported by quotations / cost basis)</p> <p>33.2 Certified True Copy of duly approved Travel/Special Order indicating the entitlements (not exceeding allowances prescribed under existing laws)</p> <p>33.3 Original Copy of Billing / Statement of Account</p> <p>33.4 Original Copy of used transportation ticket (used air ticket/ e-ticket with boarding passes for airfares)</p> <p>33.5 Abstract of Canvass signed by the GSD / PhilGEPS Posting</p>	
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CLIENT STEPS	AGENCY ACTION STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submits all requirements for obligation of fund attached with supporting documents to the Budget Division.</p>	<p>1.1 Checks for the completeness of documentary requirements for requests for obligation of funds</p> <p>Note: If incomplete, documents will be returned to Project Officer</p> <p>1.2 Endorse requests for obligation of funds with supporting documents to assigned Budget Officer for evaluation</p>	<p>None</p>	<p>10 mins</p>	<p>Budget Officer</p>



	<p>2.1 Receives, evaluates and checks accuracy of requests for obligation of funds with supporting documents.</p> <p>Note: If no funds available or not included in the approved WFP, documents will be returned to Project Officer</p> <p>2.2 Returns the evaluated request for Obligation of Funds to Admin Assistant for assigning of ORS number</p>	None	1 hr and 30 mins	Budget Officer
	<p>3.1 Receives the evaluated request for Obligation of Funds</p> <p>3.2 Assigns ORS number.</p> <p>3.3 Returns to Budget Officer for encoding in the monitoring status report.</p> <p>3.4 Budget Officer encodes in the Monitoring Status of Funds</p> <p>3.5 Encodes the Registry of Allotment and Obligation (RAO) and forwards to the Chief Budget Officer for final review</p>	None	2 days	Budget Officer
	<p>4.1 Receives, reviews and approves the ORS</p>	None	1 day	Accountant



	<p>5.1 Receives the signed ORS with supporting document and encodes in the monitoring system</p> <p>5.2 Returns the signed ORS to Admin Assistant for release</p>	None	5 mins	Accountant
	<p>6.1 Receives the approved ORS and obtains 1 original copy of ORS for Budget Divisions' copy</p> <p>6.2 Forwards the signed and approved ORS with supporting documents to Accounting Division or Project Officer</p>	None	30 mins	Cashier
Total		3 days 2 hrs 20 min		



## 11. PROCESSING OF TRAVEL ORDERS (TO)

All government employees should be issued with travel orders for domestic and foreign travel.

Office or Division:	Office of the Executive Director
Classification:	Simple Transaction
Type of Transaction:	G2G (Government to Government)
Who may avail:	PCSSD employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Travel Order Form (3 original)	PCSSD employee
Special Order (2 original)	Concerned Division or Unit
Invitation Letter (2 photocopies, if applicable)	Concerned Division or Unit
Justification for Travel of Job Order or Contract of Service Personnel (2 original, if applicable)	Concerned Division or Unit

CLIENT STEPS	AGENCY ACTION STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished travel order form along with the necessary attachments.  Note: If the activity is initiated by other agency, submit the invitation letter. If the personnel is a job order (JO) or contract of service (COS), submit the justification for travel.	1.1 Evaluate the completeness of the document.  Note: If documents are incomplete, it shall be returned to the PCSSD employee for compliance.	None	1 hr	Executive Assistant
	1.2 Forward the document to the Executive Director for his approval or signature.	None	1 day	Executive Assistant
	1.3 Record the approved travel order to the monitoring sheet.	None	30 mins	Executive Assistant
	1.4 Release the approved travel order to the PCSSD employee.	None	30 mins	Executive Assistant
<b>TOTAL</b>		None	1 day 2hrs	



## 12. PROCESSING OF DAILY TIME RECORD (DTR)

Human Resource procedure to facilitate the processing of the daily time record (DTR) of PCSSD personnel to serve as supporting documents for payment of salaries.

Office or Division:	Administrative and Finance Unit - Human Resource
Classification:	Simple Transaction
Type of Transaction:	G2G (Government to Government)
Who may avail:	PCSSD employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Generated DTR (1 original, 1 photocopy)	Human Resource Management Officer (HRMO)
2. Official Business Pass (2 photocopies, if applicable)	PCSSD Employee
3. Travel Order (1 original, 1 photocopy, if applicable)	PCSSD Employee
4. Certification of Appearance (2 photocopies, if applicable)	PCSSD Employee
5. Signed Application for Leave (2 photocopies, if applicable)	PCSSD Employee
5. Signed Application for Compensatory Time Off (CTO) (2 photocopies, if applicable)	PCSSD Employee

CLIENT STEPS	AGENCY ACTION STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Obtain a copy of the generated DTR.	1.1 Generate the DTR from the biometrics.	None	15 mins	Human Resource Management Officer (HRMO)
	1.2 Release the printed DTR for signature of the concerned employee and his/her immediate supervisor.	None	15 mins	Human Resource Management Officer (HRMO)
2. Submit the signed DTR and the necessary attachments, if applicable.  Note: If on official travel, submit the signed travel order and certificate of appearance. If on official business, submit the signed official business (OB) pass. If on leave, submit the signed application for leave. If compensatory time off (CTO), submit the signed CTO.	2.1 Evaluate the completeness of the document.  Note: If documents are incomplete, it shall be returned to the PCSSD employee for compliance.	None	1 hr	Human Resource Management Officer (HRMO)
	2.2 Evaluate and record if there are absences, tardiness, and undertime.	None	4 hrs	Human Resource Management Officer (HRMO)
<b>TOTAL</b>		None	5 hrs 30 mins	



### 13. PROCESSING OF LEAVE APPLICATION

Human Resource procedure for the processing of leave applications such as mandatory/forced leave, vacation leave, sick leave, special privilege leave, and other types of leave.

Office or Division:	Administrative and Finance Unit - Human Resource
Classification:	Simple Transaction
Type of Transaction:	G2G (Government to Government)
Who may avail:	PCSSD employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>GENERAL REQUIREMENTS</b>	
1. Leave Application Form (3 original)	Human Resource Management Officer
2. Medical Certificate for more than 5 days of absences and in other cases pursuant to the Civil Service Commission (CSC) Omnibus Rule on Leave (1 original, 2 photocopies, if applicable)	Human Resource Management Officer

CLIENT STEPS	AGENCY ACTION STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Leave Application form.  Note: Employees shall file their respective leave applications within the prescribed period as provided for in the Omnibus Rules on Leave, otherwise shall be considered as unauthorized absence.	1.1 Receive the duly accomplished Leave Application.	None	15 minutes	Human Resource Management Officer (HRMO)
	1.2 Review the completeness of documentary requirements.	None	30 minutes	Human Resource Management Officer (HRMO)
	1.3 Indicate the available leave credits of the concerned personnel in the leave application form.	None	30 minutes	Human Resource Management Officer (HRMO)
	1.4 Record the dates and update the leave record system of the concerned personnel	None	30 minutes	Human Resource Management Officer (HRMO)
	1.5 Certify the Leave Application Form by signing box 7.A	None	15 minutes	Human Resource Management Officer (HRMO)
	1.6 Forward the leave application form to the Division Chief for the recommendation of approval/disapproval.	None	1 day	Human Resource Management Officer (HRMO)
	1.7 Forward to the Deputy Executive Director for the final approval.	None	1 day	Human Resource Management Officer (HRMO)



2. Retrieve a copy of the approved leave form.	2.1 Released the approved leave form and have the employee acknowledge the receipt thereof.	None	2 hours	Human Resource Management Officer (HRMO)
Total		None	2 days 4 hours	



#### 14. PROCESSING OF COMPENSATORY TIME OFF

Procedure for the processing of Compensatory Time Off of PCSSD employees.

Office or Division:	Administrative and Finance Unit - Human Resource
Classification:	Simple Transaction
Type of Transaction:	G2G (Government to Government)
Who may avail:	PCSSD employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>GENERAL REQUIREMENTS</b>	
1. Application form for Compensatory Time-Off (CTO) (2 original)	Human Resource Management Officer
2. Authority to Render Overtime (1 original, 1 photocopy)	Human Resource Management Officer
3. Special Order (1 original, 1 photocopy)	Human Resource Management Officer
4. Daily Time Record or Work-From-Home Monitoring reflecting the log in details of the employee (2 photocopies)	Human Resource Management Officer

CLIENT STEPS	AGENCY ACTION STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished Application for Compensatory Time Off with complete supporting documents.  Note: Employees shall file their CTO application prior to the actual schedule of CTO.	1.1 Receive the duly accomplished application for CTO	None	15 minutes	Human Resource Management Officer
	1.2 Review the completeness of documentary requirements.  Note: If documents are incomplete, it shall be returned to the PCSSD employee for compliance.	None	30 minutes	Human Resource Management Officer
	1.3 Prepare the summary of overtime services rendered in a month, and computes the equivalent compensatory overtime credit (COC) earned for the issuance of the COC certificate (Annex B)	None	4 hours	Human Resource Management Officer
	1.4 Certify the COC earned (Annex B)	None	15 minutes	Human Resource Officer
	1.5 Record the dates and update the overtime monitoring system of the concerned personnel	None	30 minutes	Human Resource Officer
	1.6 Endorse the document to the Division Chief for the recommending approval (Annex C)	None	4 hours	Human Resource Officer



	1.7 Forward to the Deputy Executive Director for final approval (Annex C).	None	4 hours	Human Resource Officer
2. Retrieve a copy of the approved CTO application.	2.1 Released the approved CTO form and have the employee acknowledge the receipt thereof.	None	2 hours	Human Resource Management Officer
Total		None	1 days 7.5 hours	



# **FEEDBACK AND COMPLAINTS MECHANISM**



FEEDBACK AND COMPLAINTS MECHANISM	
<i>How to send feedback?</i>	<p>Fill out the feedback form distributed at the PCSSD office and drop it in the feedback boxes at the PCSSD office.</p> <p>For accreditation feedback, fill out the survey link in the online accreditation system/email.</p>
<i>How is feedback processed?</i>	<p>The PCSSD collects all the feedback forms (manual and online) and prepares a monthly report. The client will be informed via email or phone call.</p> <p>For follow-up or queries, contact <a href="mailto:pcssd@tourism.gov.ph">pcssd@tourism.gov.ph</a>.</p>
<i>How to file a complaint?</i>	<p>For accreditation and tourism related complaints, contact <a href="mailto:accreditation@divephilippines.com.ph">accreditation@divephilippines.com.ph</a> and/or <a href="mailto:srd.pcssd@divephilippines.com.ph">srd.pcssd@divephilippines.com.ph</a></p> <p>For other complaints, contact <a href="mailto:pcssd@tourism.gov.ph">pcssd@tourism.gov.ph</a></p> <p>Kindly indicate the full name of the complainant, person being complained of, narration of facts/incident, evidence.</p>
<i>How are complaints processed?</i>	<p>Upon receipt and evaluation of the complaint, PCSSD shall forward the complaint to the concerned office or personnel for their explanation.</p> <p>Feedback from the person complained of shall be directly sent to the complainant.</p>
<i>Contact Information of PCSSD, ARTA, PCC, and CCB</i>	<p>PCSSD Office: (632) 8459 5200 loc 117 (632) 8524 2242 PCSSD Official Email: <a href="mailto:pcssd@tourism.gov.ph">pcssd@tourism.gov.ph</a></p> <p>PCSSD Office of the Executive Director (OED) Email: <a href="mailto:oed.pcssd@divephilippines.com.ph">oed.pcssd@divephilippines.com.ph</a></p> <p>PCSSD Planning and Development Division (PDD) Email: <a href="mailto:pdd.pcssd@divephilippines.com.ph">pdd.pcssd@divephilippines.com.ph</a></p> <p>PCSSD Standards and Regulatory Division (SRD) Email: <a href="mailto:srd.pcssd@divephilippines.com.ph">srd.pcssd@divephilippines.com.ph</a></p> <p>Anti-Red Tape Authority: 8478-5091/8478-5099</p> <p>Presidential Complaints Center: 8888</p> <p>Contact Center ng Bayan: 09088816565 (SMS) <a href="mailto:email@contactcenterngbayan.gov.ph">email@contactcenterngbayan.gov.ph</a></p>



# PCSSD OFFICE DIRECTORY



Office/ Agency/ Bureau/ Field Office	Office Address	Contact No.	Email Address
Philippine Commission on Sports SCUBA Diving (PCSSD)	Ground Flr, The New DOT Bldg., 359 Sen. Gil Puyat Ave., Makati City	(632) 8459 5200 loc 117 (632) 8524 2242	pcssd@tourism.gov.ph
PCSSD Office of the Executive Director (OED)	Ground Flr, The New DOT Bldg., 359 Sen. Gil Puyat Ave., Makati City	(632) 8459 5200 loc 117 (632) 8524 2242	oed.pcssd@divephilippines.com.ph
PCSSD Standards & Regulatory Division (SRD)	Ground Flr, The New DOT Bldg., 359 Sen. Gil Puyat Ave., Makati City	(632) 8459 5200 loc 117 (632) 8524 2242  +63 916 527 1973	accreditation@divephilippines.com.ph srd.pcssd@divephilippines.com.ph
PCSSD Planning & Development Division (PDD)	Ground Flr, The New DOT Bldg., 359 Sen. Gil Puyat Ave., Makati City	(632) 8459 5200 loc 117 (632) 8524 2242	pdd.pcssd@divephilippines.com.ph