



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
National Irrigation Administration
Central Office

NATIONAL IRRIGATION
ADMINISTRATION

CITIZENS CHARTER HANDBOOK 2024 **(1st EDITION)**



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL IRRIGATION ADMINISTRATION
CENTRAL OFFICE

CITIZEN'S CHARTER
2024 (1st Edition)

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FOREWORD



In line with our commitment to public service as embodied in the National Irrigation Administration's (NIA) Quality Policy that is to provide efficient, effective, and sustainable irrigation services aimed towards the highest satisfaction of the Filipino farmers, anchored on the theme, "*NIA Gear Up*", the NIA formulated the Citizen's Charter as part of our pledge in promoting transparency and accountability in our service.

The 2024 Edition of NIA's Citizen's Charter Manual features the re-engineered frontline services in compliance with Republic Act (RA) 11032 known as the "*Ease of Doing Business and Efficient Delivery of Government Services*", amending the Republic Act No. 9485, otherwise known as the *Anti-Red Tape Act of 2007*, to streamline government processes, eliminate corrupt practices, and cut red tape in the bureaucracy.

In support to President Ferdinand R. Marcos, Jr.'s call for unity and cooperation towards national development, the NIA launched the *#bayaNIAn* initiative that symbolizes the collective efforts of NIA officials, employees, national and local government, farmer-irrigators, and the general public geared towards a prosperous and sustainable agricultural sector that benefits all for a "*Bagong Pilipinas*". This administration has set clear plans and programs through Strategic Policies for Irrigation Infrastructure Development, Irrigators Associations Capacity Building, Strategic Communication, and Advocacy. Further, it underscores the importance of efficient financial management and client satisfaction mechanisms to ensure the delivery of timely and effective services.

The NIA's Citizen's Charter Manual outlines the enhanced and simplified processes with their corresponding turnaround time that can be availed of including the responsible offices and personnel.

May this endeavor uphold the government's thrust for good governance through the agency's simplified government processes and programs accessible to NIA's relevant interested parties.



ENGR. EDUARDO EDDIE G. GUILLEN
Administrator

I. OVERVIEW

The National Irrigation Administration (NIA) is a government-owned and controlled corporation primarily responsible for irrigation development and management. It was created under [Republic Act \(RA\) 3601](#) on 22 June 1963. Its charter was amended by [Presidential Decree \(PD\) 552](#) on 11 September 1974 and [PD 1702](#) on 17 July 1980. Both increased the capitalization and broadened the authority of the Agency.

NIA's forerunner was the Irrigation Division of the defunct Bureau of Public Works. NIA was placed under the Office of the President (OP) upon its creation. It was attached to the Department of Public Works, Transportation, and Communication under PD No.1, dated 23 September 1972. The issuance also integrated all irrigation activities under the Agency. The Administrative Code of 1987, dated 25 July 1987, attached NIA to both the Department of Public Works and Highways (DPWH), and Department of Agriculture (DA). But NIA remained attached to DPWH. It was transferred to OP pursuant to Executive Order No. 22, dated 14 September 1992. Then, it was attached to DA under [Administrative Order No. 17](#), dated 14 October 1992.

[Executive Order No. 165](#), Transferring the National Food Authority, National Irrigation Administration, Philippine Coconut Authority, and Fertilizer and Pesticide Authority to the Office of the President, 5 May 2014. [Memorandum Order No. 70](#), Providing for the functions of the Presidential Assistant for Food Security and Agricultural Modernization, 5 May 2014.

Memorandum from the Executive Secretary - Office of the President, the Secretary of the Office of the Cabinet Secretary was designated Acting Chairperson of the NIA Board of Directors, 3 November 2016.

[Republic Act 3601](#), An Act Creating the National Irrigation Administration, 22 June 1963

[Presidential Decree 552](#), Amending Certain Sections of Republic Act Numbered Thirty Six Hundred and One, Entitled, "Act Creating the National Irrigation Administration", 11 September 1974

[Presidential Decree 1702](#), Amending Section 3 of Republic Act No. 3601 as Amended by Presidential Decree No. 552, 18 July 1980

[Memorandum Order No. 38](#), Further Amending Certain Sections of Republic Act Numbered Thirty Six Hundred and One, Entitled, "An Act Creating the National Irrigation Administration", 15 September 1986

[Executive Order No. 165](#), Transferring the National Food Authority, National Irrigation Administration, Philippine Coconut Authority, and Fertilizer and Pesticide Authority to the Office of the President, 5 May 2014

[Memorandum Order No. 70](#), Providing for the functions of the Presidential Assistant for Food Security and Agricultural Modernization, 5 May 2014

Memorandum from the Executive Secretary - Office of the President, the Secretary of the Office of the Cabinet Secretary was designated Acting Chairperson of the NIA Board of Directors, 3 November 2016.

Executive Order No. 168 dated April 25, 2022 signed by President Rodrigo R. Duterte with the subject: Transferring the National Irrigation Administration from the Office of the President to the Department of Agriculture.

II. POWERS AND DUTIES PURSUANT TO PD 552

(a) To investigate and study all available and possible water resources in the Philippines, primarily for irrigation purposes; to plan, design, construct and/or improve all types of irrigation projects and appurtenant structures; to operate, maintain, and administer all national irrigation system; the authority to supervise the operation, maintenance and repair, or otherwise, administer temporarily, all communal and pump irrigation systems constructed, improved and/or repaired wholly or partially with government funds; and to delegate the partial or full management of national irrigation systems to duly organized cooperatives or associations, under such terms and conditions which the NIA Board of Directors may impose;

(b) To charge and collect from the beneficiaries of the water from all irrigation systems constructed by or under its administration, such fees or administration charges as may be necessary to cover the cost of operation, maintenance and insurance, and to recover the cost of construction within a reasonable period of time to the extent consistent with government policy; to recover funds or portions thereof expended for the construction and/or rehabilitation of communal irrigation systems which funds shall accrue to a special fund for irrigation development under section 2 hereof;

Unpaid irrigation fees or administration charges shall be preferred liens, first, upon the land benefited, and then on the crops raised thereon, which liens shall have preference over all other liens except for taxes on the land, and such preferred liens shall not be removed until all fees or administration charges are paid or the property is levied upon and sold by the National Irrigation Administration for the satisfaction thereof. Judicial actions for the collection of unpaid irrigation fees or charges, drainage fees or other charges which the National Irrigation Administration is authorized to impose and collect, shall henceforth be governed by the provisions of the Rules of Court of the Philippines for similar actions, the provisions of other laws to the contrary notwithstanding;

(c) To construct multiple-purpose water resources projects designed primarily for irrigation, and secondarily for hydraulic power development and/or other uses such as flood control, drainage, land reclamation, domestic water supply, roads and highway construction and reforestation, among others, provided, that the plans, designs and the construction thereof, shall be undertaken in coordination with the agencies concerned;

(d) To investigate, in coordination with the Bureau of Public Works, areas which are unproductive or less productive due to permanent or occasional submergence, and to plan, design and construct drainage facilities and protective works for agricultural purposes to increase or maximize their productive yield, to collect drainage fees from landowners of areas benefited by the drainage facilities and protective works to recover the cost of operation and maintenance as well as a

reasonable portion of the cost of the construction thereof, consistent with government policy;

(e) To acquire, by any mode of acquisition, real and personal properties, and all appurtenant rights, easements, concessions and privileges, whether the same are already devoted to private or public use in connection with the development of projects by the NIA;

The National Irrigation Administration is empowered to exercise the right of eminent domain in the manner provided by law for the institution of expropriation proceedings.

In the prosecution of its projects, the National Irrigation Administration is hereby given the right of way to construct and maintain such works and hydraulic structures over and throughout lands of the public domain, and in those owned by any branch of the government, political subdivision, and instrumentality. In case of private property, compensation for the use and occupancy thereof shall be paid and determined as follows:

(1) In case of the establishment of easement of aqueduct, abutment of dams, right of way for access roads and other similar works pertaining to irrigation projects and for facilities and works pertaining to multiple-purpose projects, the owners of the property shall be entitled to not more than ten percent (10%) of the market value of the property, based on the current tax declaration at the time of actual entry or the filing of the complaint for eminent domain, whichever is earlier.

(2) In case the property is acquired by purchase, the fair market value of the area actually occupied shall be paid, based on the current tax declaration at the time of actual entry or the filing of the complaint for eminent domain, whichever is earlier.

(3) In both instances under (1) and (2), the owners of the property shall be compensated for damages to improvements based on the valuation thereof appearing in the current tax declaration at the time of actual destruction or the filing of the complaint for eminent domain, whichever is earlier, provided, further, that if the improvements could be removed without substantial destruction and impairment of their use, the compensation shall be fifty per cent (50%) of the current value thereof; provided, finally that if the crops are harvested before actual destruction thereof, no compensation therefor shall be paid, notwithstanding the filing of the complaint for eminent domain.

All actions for the recovery of compensation and damages against the National Irrigation Administration under paragraphs (1), (2) and (3) hereof, shall be filed with a competent court within five (5) years from the date of entry of the land or destruction of the improvements of crops, after which period, the right of possession and/or ownership of the National Irrigation Administration shall be considered vested and absolute. All other actions for the recovery of compensation and damages to private property and improvements occasioned by the construction, operation and maintenance of irrigation facilities and other hydraulic structures under the administration of the National Irrigation Administration, which have accrued ten

(10) or more years prior to the approval of this decree are deemed to have prescribed and are barred forever.

(f) To establish/create such services and facilities and other means of social and economic assistance to the community which might be adversely and directly affected by the construction of National Irrigation Administration projects, and to do all such other things, and to transact such business, as are directly or indirectly necessary, incidental or conducive to the attainment of the above powers and objectives, including the power to establish and maintain subsidiaries, and in general, to exercise all the powers of a corporation under the Corporation Law, insofar as they are not inconsistent with the provisions of this Act.”

III. VISION:

By 2022, NIA is a professional and efficient irrigation agency contributing to the inclusive growth of the country and in the improvement of the farmers’ quality of life.

IV. MISSION:

To plan, construct, operate and maintain irrigation systems consistent with integrated water resource management principles to improve agricultural productivity and increase farmers’ income.

V. SERVICE PLEDGE

We commit to provide efficient, effective and sustainable irrigation services aimed towards the highest satisfaction of the Filipino farmers.

We strive for the attainment of our strategic themes of Technical and Operational Excellence and Good Governance through Partnership with the farmers and other relevant interested parties.

We abide with applicable legal and international requirements.

We remain dedicated to the core values of Commitment, Integrity and Professionalism to continually improve the NIA’s Quality Management System.

OFFICE OF THE ADMINISTRATOR

Simple Transactions

1. Tracking of Whereabouts of Documents forwarded to Administrator's Office

Service Information

Office or Division:	Office of the Administrator			
Classification:	Simple			
Type of Transaction:	G2C; G2B; G2G			
Who may avail:	Transacting public; Business Entity; All Government Agencies, LGUs, GOCCs, & Govt. Instrumentalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Follow up of whereabouts /status of documents/ action taken by the office can be secured through phone call or personal		Records section / Offices concerned / Administrator's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	TIMELINE/DURATION	PERSON RESPONSIBLE
1	Documents/Communications Stamped receive/check the authenticity/record and track the documents	N/A	10 to 20 minutes per document	<u>Reception Area</u> Data Analyst Controller/ Administrative Assistants
2	Analyze/review/ all documents for signature of the Administrator (B) (Yes or No)	N/A	10 to 15 minutes per review of document	Head Executive Assistant / Technical Assistant
3	Review/check the completeness of documents for signature of the Administrator/ seal the signed papers	N/A	10 to 15 minutes per review of document	Executive Secretary
4	Approval/disapproval of concerns- (A/B) (Yes or No) Note: Review and approval depends on the availability of the Administrator within the day and the complexity of the concerns A – Approved Concern B – Return to sender/concerned unit for revision	N/A	1 working day *	Administrator

INTERNAL AUDIT SERVICES

Highly Technical Transactions

1. Conduct of Audit

Office or Division	Internal Audit Services (IAS)			
Classification	Highly Technical Transaction			
Type of Transaction	G2G (government employee or official)			
Who may avail	Administrator, Board Audit Committee, Regional/Field Offices (Auditees)			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Approved Memorandum to conduct audit	Administrator			
Data, documents and information needed (original and photo copy)	Respective NIA Office or Unit (Auditee)			
Audit Report	Internal Audit Services			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for Audit	Direct the conduct of audit Planning: Constitution of audit team, objective, scope and criteria Approve Travel Order Gather data and references	None	7 days	<i>Head of Internal Audit (HOIA) Division Manager, IAS Chief Internal Control Officer, IAS Administrator, NIA Audit Team (IAS)</i>
	Audit execution, ocular inspection, observation, preliminary report of findings and observations and exit conference	None	12 days	<i>Audit Team, IAS</i>
	Develop audit findings and recommendation; prepare final audit report	None	45 days	<i>Audit Team, IAS Division Manager, IAS HOIA</i>
	Reproduction, binding and distribution of Audit Report	None	3 days	<i>Process Server II Audit Team, IAS</i>
	Require Auditee to submit compliance report after receipt of the audit report	None	30 days after receipt of audit report	<i>Administrator</i>

	Evaluation of submitted compliance report Approve follow up audit Field validation and verification of actions taken per Compliance Progress Report	None	12-17 days	<i>Audit Team, IAS</i> <i>Division Manager, IAS</i> <i>HOIA</i> <i>Audit Team, IAS</i>
TOTAL:				

(Internal Audit)
qualified for multi-
stage processing

LEGAL SERVICES DEPARTMENT

Simple Transactions

LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/ Policies it Effectively Repeals/Amends
Filing of Answer and other pleadings in cases filed by or against NIA	Republic Act No. 3601; Presidential Decree 552; Executive Order No. 292 or Administrative Code of 1987; 1997 Rules of Civil Procedure, As Amended; Republic Act 10752 ; Republic Act No. 10969 ; Republic Act No. 10149	Issuance/policy titles will solely depend upon the nature of complaint.	Issuance/policy titles will solely depend upon the nature of complaint; NIA Board Resolution No. 7757-12 Series of 2012	June 13, 2012	None
Issuance of Legal Opinion	Republic Act No. 3601; Presidential Decree 552; Executive Order No. 292 or Administrative Code of 1987; 1997 Rules of Civil Procedure, As Amended	Issuance of legal opinion will solely depend upon the nature of concern/query	Issuance of legal opinion will solely depend upon the nature of concern/query		None
Answer/Reply to correspondence and other communication	Republic Act No. 3601; Presidential Decree 552;	Answer/Reply to correspondence and other communication	Answer/Reply to correspondence and other communication		None

¹Number and short title of the governing law which mandates and gives power to the agency or LGU to regulate and/or offer the service

²Cite section number and quote provision identified in the governing law

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/ Policies it Effectively Repeals/A mends
	Executive Order No. 292 or Administrative Code of 1987 1997 Rules of Civil Procedure, As Amended	will solely depend upon the nature of concern/query	will solely depend upon the nature of concern/query.		
Review of Civil Works Contract, Supply/Services Contract and Consultancy Contract procured under RA 9184	Republic Act No. 3601; Presidential Decree 552; Executive Order No. 292 or Administrative Code of 1987; 1997 Rules of Civil Procedure, As Amended; RA 9184	Review of Civil Works Contract, Supply/Services Contract and Consultancy Contract procured under RA 9184 will solely depend upon the item requiring legal intervention	Review of Civil Works Contract, Supply/Services Contract and Consultancy Contract procured under RA 9184 will solely depend upon the item requiring legal intervention NIA Memorandum Circular No. 169 Series of 2020 (2020 Manual of Delegated Authorities)	November 27, 2020	None
Review of MOA, MOU, Lease Agreement, Deed of Sale, Deed of Usufruct and other related Agreements	Republic Act No. 3601; Presidential Decree 552; Executive Order No. 292 or Administrative Code of 1987; 1997 Rules of Civil Procedure, As Amended	Review of MOA, MOU, Lease Agreement, Deed of Sale, Deed of Usufruct will solely depend upon the item requiring legal intervention	Review of MOA, MOU, Lease Agreement, Deed of Sale, Deed of Usufruct will solely depend upon the item requiring legal intervention NIA Memorandum Circular No. 169 Series of 2020 (2020 Manual of	November 27, 2020	None

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/ Policies it Effectively Repeals/Amends
			Delegated Authorities); NIA Memorandum Circular No. 48 Series of 2016; NIA Memorandum Circular No. 54 Series of 2017; NIA Memorandum Circular No. 71 Series of 2018; NIA Memorandum Circular No. 96 Series of 2021 NIA Memorandum Circular No. 128 Series of 2021; NIA Memorandum Circular No. 129 Series of 2021; NIA Memorandum Circular No. 102 Series of 2021; NIA Memorandum Circular No. 104 Series of 2021; NIA Memorandum Circular No. 004 Series of 2022	August 30, 2016 July 31, 2017 August 6, 2018 September 1, 2021 December 27, 2021 December 223, 2021 September 29, 2021 November 3, 2021 January 5, 2022	
Filing of Complaint in Expropriation cases in courts and/or referral	Republic Act No. 3601; Presidential Decree 552; Executive	Section 10, Chapter III, Title III, Book IV	NIA Board	June 13, 2012	None

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/ Policies it Effectively Repeals/A mends
to OGCC or OSG	Order No. 292 or Administrative Code of 1987; 1997 Rules of Civil Procedure, As Amended		Resolution No. 7757-12 Series of 2012		
Review of Project Valuation Committee Resolution for Right-of-Way Acquisition	Republic Act No. 3601; Presidential Decree 552; Executive Order No. 292 or Administrative Code of 1987; 1997 Rules of Civil Procedure, As Amended; RA 8979 Republic Act No. 10752; Republic Act 10149	Review of Project Valuation Committee Resolution for Right-of-Way Acquisition will solely depend upon the nature of concern	Review of Project Valuation Committee Resolution for Right-of-Way Acquisition will solely depend upon the nature of concern NIA Memorandum Circular No. 12 Series of 2002	February 28, 2002	None
Issuance of demand letters to delinquent farmers	Republic Act No. 3601; Presidential Decree 552; Executive Order No. 292 or Administrative Code of 1987; 1997 Rules of Civil Procedure, As Amended	Issuance of demand letters to delinquent farmers will solely depend upon the nature of concern/query	Issuance of demand letters to delinquent farmers will solely depend upon the nature of concern/query		None
Filing of Initiatory Pleading in ISF collection cases	Republic Act No. 3601; Presidential Decree 552;	Filing of Initiatory Pleading in ISF collection cases	Filing of Initiatory Pleading in ISF collection cases		None

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/ Policies it Effectively Repeals/Amends
and other cases and/or referral of cases to OGCC or OSG	Executive Order No. 292 or Administrative Code of 1987; 1997 Rules of Civil Procedure, As Amended; RA 10969	and other cases and/or referral of cases to OGCC or OSG will solely depend upon the issue	and other cases and/or referral of cases to OGCC or OSG will solely depend upon the issue NIA Memorandum Circular No. 169 Series of 2020 (2020 Manual of Delegated Authorities)	November 27, 2020	
			NIA Memorandum Circular No. 108 Series of 2018	January 14, 2019	

1. Answer/Reply to correspondence and other communication

Office or Division	Legal Services	
Classification	Simple	
Type of Transaction	G2G	
Who may avail	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client to submit a correspondence and other communications.	1. Record receipt of letter or routing slip or instruction or referral from concerned NIA field office.	None	15 minutes	Legal Researcher/ Secretary/ Data Encoder
	2. Refer the request to the responsible person and/or staff	None	20 minutes	Department Manager
	3. Evaluate the if the letter can be replied to at once based on prior action or precedent. If not, draft a memo or fax addressed to the appropriate NIA Office requesting comments and documents to be used in preparing the reply.	None	1 working day	Attorney V/ Attorney IV/ Legal Researcher
	4. Prepare draft reply upon the completion of evaluation and /or receipt of comments and documents from the appropriate office.	None	1 working day	Attorney V/ Attorney IV/ Legal Researcher
	5. Forward the draft reply to the Department Manager for review and approval.	None	10 minutes	Attorney V/ Attorney IV/ Legal Researcher

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	6. Review the draft and return the same to the concerned staff for finalization.	None	1 hour	Department Manager
	7. Finalize the reply.	None	1 hour	Attorney V/ Attorney IV/ Legal Researcher
	8. Forward the final draft of reply to the Department Manager for his signature or for affixing his initial.	None	30 minutes	Attorney IV/ Attorney V/ Legal Researcher /Data Encoder
	9. Sign/affix signature in the reply.	None	30 minutes	Department Manager
	10. Forward the signed reply to the Records Management Section for release to the addressee or forward it to the appropriate NIA Official for initial/signature.	None	30 minutes	Data Encoder
TOTAL:			2 Days, 4 hours and 15 minutes	

2. Issuance of demand letters to delinquent farmers

Office or Division	Legal Services
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Classification	Simple	
Type of Transaction	G2G	
Who may avail	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client to submit a request for issuance of demand letter from the concerned NIA field office.	1. Record receipt of request for issuance of demand letter from the concerned NIA field office.	None	15 minutes	Legal Researcher/ Secretary/ Data Encoder
	2. Refer the request to the responsible person/staff.	None	20 minutes	Department Manager
	3. Evaluate if the documents submitted are sufficient, complete and clear. If complete, prepare the Demand Letter. Otherwise, return the request to the office of origin for submission of missing documents.	None	1 working day	Attorney V/ Attorney IV/ Legal Researcher
	4. Forward the Demand Letters to the Department Manager for signature.	None	20 minutes	Attorney V/ Attorney IV/ Legal Researcher/Data Encoder
	5. Sign the Demand Letters.	None	1 hour	Department Manager
	6. Forward the demand letters to the Records Management Section for release to the requesting office which will personally deliver the same to the concerned farmer.	None	30 minutes	Data Encoder
TOTAL:			1 day, 2 hours and 25 minutes	

LEGAL SERVICES

Complex Transactions

1. Review of MOA, MOU, Lease Agreement, Deed of Sale, Deed of Usufruct and other related Agreements

Office or Division	Legal Services	
Classification	Complex	
Type of Transaction	G2G	
Who may avail	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client to submit a request to review MOA, MOU, Lease Agreement, Deed of Sale, Deed of Usufruct and others.	1. Record receipt of request to review MOA, MOU, Lease Agreement, Deed of Sale, Deed of Usufruct and others	None	15 minutes	Legal Researcher/ Secretary/ Data Encoder
	2. Refer the documents to the responsible person/staff.	None	20 minutes	Department Manager
	3. Conduct review on the substance (contents) and form of the Agreement to determine compliance with existing laws and NIA policy. The completeness of supporting documents must also be reviewed. If in order, prepare Board Indorsement for approval of the NIA Board, if such approval is needed, or forward the document to the authorized NIA officials for initial/signature. Otherwise, return the Agreement originated with the comments and/or observations which must be complied.	None	2 working days	Attorney V/ Attorney IV/ Legal Researcher
	4. Prepare routing slip upon receipt of MOA, MOU, etc. or any revision thereof as well as supporting documents and Board Resolution approving the MOA, MOU, etc. (if necessary).	None	4 hours	Attorney V/ Attorney IV/ Legal Researcher

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5. Forward the routing slip with supporting documents to the Department Manager for initial.	None	10 minutes	Attorney V/ Attorney IV/ Legal Researcher
	6. Affix his initial in the routing slip.	None	10 minutes	Department Manager
	7. Forward the routing slip with supporting documents to the other authorized NIA officials for initial and signature.	None	30 minutes	Legal Researcher/ Secretary/ Data Encoder
TOTAL:			4 Days, 5 hours and 25 minutes	

2. Review of Project Valuation Committee Resolution for Right-of-Way Acquisition

Office or Division	Legal Services			
Classification	Complex			
Type of Transaction	G2G			
Who may avail	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client to submit a request to review of Project Valuation Committee Resolution.	1. Record receipt of request to review of Project Valuation Committee Resolution from the concerned NIA field office or Project Management Office.	None	15 minutes	Legal Researcher/ Secretary/ Data Encoder
	2. Refer the documents to the responsible person/staff.	None	20 minutes	Department Manager
	3. Conduct review on the Project Valuation Committee (PVC) Resolution to determine if the provisions of RA 10752 and its IRR re. An Act Facilitating the Acquisition of Right-of-Way, Site or Location for National Government	None	4 working days	Attorney V/ Attorney IV

	Infrastructure Projects. If the PVC Resolution complies with said law, the same shall be forwarded to the authorized NIA officials for initial/signature. Otherwise, return the Agreement. Otherwise, return the PVC Resolution to the office where it originated with the comments and/or observations which must be complied.			
	4. Prepare memorandum recommending approval upon receipt of the reviewed PVC or any revision thereof with supporting documents.	None	4 hours	Attorney V/ Attorney IV
	5. Forward the PVC Resolution with supporting documents and the memorandum recommending approval thereof to the Department Manager for review.	None	30 minutes	Attorney V/ Attorney IV
	6. Review the PVC Resolution and the memorandum recommending approval thereof. Thereafter, the PVC Resolution and the memorandum will be returned to the responsible staff for finalization.	None	8 hours	Department Manager
	7. Finalize the PVC Resolution and the memorandum recommending approval thereof.	None	4 hours	Attorney V/ Attorney IV

	8. Forward the PVC Resolution with supporting documents and the memorandum recommending approval thereof to the Department Manager for signature.	None	30 minutes	Attorney V/ Attorney IV
	9. Sign the memorandum and affixes his initial in the PVC Resolution	None	10 minutes	Department Manager
	10. Forward the PVC Resolution with supporting documents to the other authorized NIA officials for initial and signature.	None	30 minutes	Legal Researcher/ Secretary/ Data Encoder
TOTAL:			5 days, 18 hours and 15 minutes	

3.Issuance of Legal Opinion

Office or Division	Legal Services	
Classification	Complex	
Type of Transaction	G2G	
Who may avail	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client to submit a written request for issuance of legal opinion	1. Record receipt of request for issuance of legal opinion from concerned NIA field office.	None	15 minutes	Legal Researcher/ Secretary/ Data Encoder
	2. Refer the request to the responsible person and/or staff.	None	20 minutes	Department Manager

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3. Evaluate the facts in request if the same is sufficient, complete and clear. If the facts are complete, conduct research on the applicable law, policy or jurisprudence. Otherwise, return the request to the office of origin for further clarification and comments.	None	2 working days	Attorney V/ Attorney IV/ Legal Researcher
	4. Draft legal opinion after facts are established and the applicable law or policy or jurisprudence are identified.	None	3 working days	Attorney V/ Attorney IV/ Legal Researcher
	5. Forward the draft of legal opinion to the Department Manager for review and approval.	None	2 hours	Department Manager
	6. Finalize the legal opinion and return to the Department Manager for signature after approval of the draft by the Department Manager	None	1 hour	Attorney V/ Attorney IV/ Legal Researcher
	7. Sign the legal opinion	None	30 minutes	Department Manager
	8. Forward the signed legal opinion to the records management section for release to the requesting office and/or for dissemination to all concerned officials and employees.	None	30 minutes	Legal Researcher/ Secretary/ Data Encoder
TOTAL:			5 Days, 4 hours and 35 minutes	

4. Review of Civil Works Contract, Supply/Services Contract and Consultancy Contract procured under RA 9184

Office or Division	Legal Services	
Classification	Complex	
Type of Transaction	G2G	
Who may avail	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client to submit a draft contract, Notice of Award and other supporting documents.	1. Record receipt of draft contract, Notice of Award and other supporting documents from BAC Secretariat.	None	15 minutes	Legal Researcher/ Secretary/ Data Encoder
	2. Refer the documents to the responsible person/staff.	None	20 minutes	Department Manager
	3. Conduct review of the provisions of contract to determine if it is in accordance with the Bid Documents and to know if the documentary requirements are complete. If the same is in order, the routing slip is prepared for the initial/signature of authorized NIA officials. If there are corrections in the draft contract or documents are incomplete, the same is returned to BAC Secretariat for appropriate action.	None	3 working days	Attorney V/ Attorney IV
	4. Prepare routing slip upon receipt of revised contract and complete documents.	None	1 working day	Attorney V/ Attorney IV/ Legal Researcher

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5. Forward the routing slip with supporting documents to the Department Manager for initial.	None	20 minutes	Attorney V/ Attorney IV/ Legal Researcher
	6. Affix initial in the routing slip.	None	30 minutes	Department Manager
	7. Forward the routing slip to the concerned NIA officials for initial/signature.	None	30 minutes	Legal Researcher/ Secretary/ Data Encoder
TOTAL:			4 Days 1 hour and 55 minutes	

LEGAL SERVICES DEPARTMENT

Highly Technical Transactions

1. Filing of Answer and other pleadings in cases filed by or against NIA

Office or Division	Legal Services	
Classification	Highly Technical	
Type of Transaction	G2G	
Who may avail	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client to submit a copy of the Summons and corresponding Complaint	1. Record receipt of Summons and corresponding Complaint	None	15 minutes	Legal Researcher/ Secretary/ Data Encoder
	2. Conduct initial review of documents and refer the request to the responsible person and/or staff	None	1 hour	Department Manager
	3. Conduct review on the accuracy of facts and supporting documents. If necessary, draft a Motion for Extension to File Answer and other responsive pleadings. Comments from the concerned NIA Office may likewise be requested. Hence, fax message or letter will be sent to the office concerned.	None	2 working days	Attorney V/ Attorney IV/ Legal Researcher
	4. Prepare draft of Answer or other pleadings upon receipt of comment and documents from the office concerned.	None	6 working days	Attorney V/ Attorney IV
	5. Draft answer or other pleading is submitted to	None	10 minutes	Attorney V/ Attorney IV

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	the Department Manager for review			
	6. Review by the Department Manager and return of the draft to the handling counsel for finalization.	None	1 working day	Department Manager
	7. Finalize the Answer or other pleading for filing in court or for referral to OSG or OGCC, ensuring that all supporting documents are attached..	None	4 hours	Attorney V/ Attorney IV/ Legal Researcher
	8. Forward the final draft of Answer/Pleading to the Department Manager for his signature or forward the referral letter to the Administrator for signature.	None	30 minutes	Attorney IV/ Attorney V
	9. Sign/initial the final draft of Answer/pleading or referral letter to OSG/OGCC.	None	30 minutes	Department Manager
	10. Forward the Answer or other pleading to Records Management Section for filing in court or delivery to OSG or OGCC for filing in the appropriate court.	None	30 minutes	Legal Researcher/ Data Encoder
TOTAL:			11 Days, 6 hour and 55 minutes	

2. Filing of Complaint in Expropriation cases in courts and/or referral to OGCC or OSG

Office or Division	Legal Services			
Classification	Highly Technical			
Type of Transaction	G2G			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Client to submit a request for legal assistance from the field office.	1. Record receipt of request for legal assistance from the field office concerned and forward the same to the Department Manager.	None	15 minutes	Legal Researcher/ Secretary/ Data Encoder
	2. Conduct initial review of documents and refer the request to the responsible person/staff.	None	1 hour	Department Manager
	3. Conduct review on the accuracy of facts and supporting documents. If facts are accurate and supporting documents are complete, prepares draft of Answer. Otherwise, send fax message or letter requesting clarification of facts and submission of additional documents.	None	2 working days	Attorney V/ Attorney IV
	4. Prepare draft Complaint upon receipt of complete documents.	None	7 working days	Attorney V/ Attorney IV
	5. Submit draft complaint to the Department Manager for review.	None	10 minutes	Attorney V/ Attorney IV
	6. Review by the Department Manager and return of the draft to the handling counsel for finalization.	None	2 working days	Department Manager

	7. Finalize the Complaint for filing in court OR for referral OSG or OGCC, ensuring that all supporting documents are attached.	None	1 working day	Attorney V/ Attorney IV
	8. Forward the Complaint for Expropriation to the Department Manager for signature or forward the referral letter to the Administrator for signature.		30 minutes	Attorney V/ Attorney IV
	9. Sign/initial the Complaint Expropriation or referral letter to OSG/OGCC.	None	30 minutes	Department Manager
	10. Forward the Complaint to Records Management Section for filing in court or for delivery to OSG or OGCC for filing in the appropriate court.	None	30 minutes	Legal Researcher/ Secretary/ Data Encoder
TOTAL:			12 days, 2 hours and 55 minutes	

3. Filing of Initiatory Pleading in ISF collection cases and other cases and/or referral of cases to OGCC or OSG

Office or Division	Legal Services			
Classification	Complex			
Type of Transaction	G2G			
Who may avail	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client to submit a request for legal assistance.	1. Record receipt of request for legal assistance from the field office concerned and forward the same to the Department Manager.	None	15 minutes	Legal Researcher/ Secretary/ Data Encoder

	2. Conduct initial review of documents and refer the request to the responsible person/staff.	None	1 hour	Department Manager
	3. Conduct review on the accuracy of facts and supporting documents. If facts are accurate and supporting documents are complete, prepares draft of Complaint or Petition. Otherwise, send fax message or letter requesting clarification of facts and submission of additional documents.	None	2 working days	Attorney V/ Attorney IV
	4. Prepare draft of Complaint or Petition upon receipt of complete documents.	None	7 working days	Attorney V/ Attorney IV
	5. Draft Complaint or Petition is submitted to the Department Manager for review.	None	10 minutes	Attorney V/ Attorney IV
	6. Review by the Department Manager and return of the draft to the handling counsel for finalization.	None	2 working days	Department Manager
	7. Finalizes the Complaint or Petition for filing in court OR for referral to OSG or OGCC, ensuring that all supporting documents are attached.	None	1 working day	Attorney V/ Attorney IV
	8. Forward the Complaint or Petition to the Department Manager for signature or forward the referral letter to the Administrator for signature.	None	30 minutes	Attorney V/ Attorney IV
	9. Sign/initial the Complaint or Petition or referral letter to OSG/OGCC.	None	30 minutes	Department Manager
	10. Forward the Complaint to Records Management Section for filing in court	None	30 minutes	Legal Researcher/

	or for delivery to OSG or OGCC for filing in the appropriate court.		Secretary/ Data Encoder
TOTAL:		12 days, 2 hours and 55 minutes	

CORPORATE PLANNING SERVICES (CORPLAN)

Simple Transactions

1. ICT Service

Provides assistance on minor Information and Communications Technology (ICT) related Services e.g. Computer Troubleshooting, Network-Related Issues, Software Troubleshooting Errors and Anti-Virus Updates

Office or Division:	Management Information Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All NIA Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
ICT Service Form NIA-AO-COR-MID-INT-Form01 Rev.03 (1 Copy)		Management Information Division (MID) Office – 2/F NIA Building A, NIA Ave., EDSA, Diliman, Quezon City Or Office Document Controllers using the Document Masterlist Program		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill the ICT Service Form	1. Provide ICT Service Form to client	None	1 Day	ICT Support Staff Management Information Division
2. Submit the accomplished form to MID Office	2. Receive the form and check for completeness 2.1. Process the request	None	1 Day	ICT Support Staff Management Information Division
3. Provide Service Feedback 3.1 Acknowledge the Action Taken and Recommendations Provided by ICT Support Staff 3.2 Optionally, give your remarks	3. Fill the ICT Support Staff's Name and Signature 3.1 Provide the Action Taken and Recommendations 3.2 Put the Date & Time Finished	None	1 Day	ICT Support Staff Management Information Division
TOTAL:			3 Days	

2. Website Posting Request

Provides assistance to NIA's different offices on posting, uploading and updating of NIA website contents in compliance to disclosure and transparency requirements e.g. Institutional Matters, Board and Officers, Financial and Operational Matters, Governance Matters and other reportorial requirements.

Office or Division:	Management Information Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All NIA Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Website Posting Request NIA-AO-COR-MID-INT-Form02 Rev.01 (1-copy for MID and 1-copy for client)		Management Information Division (MID) Office - 2/F NIA Building A, NIA Ave., EDSA, Diliman, Quezon City Or Download the form in the Document Masterlist Program by the Office Document Controllers		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up the Website Posting Request Form 1.1. Attached the signed document(s) / report(s) to be posted	1. Track the approval of the request thru Document Tracking System or personal	None	2 Days	<i>Client</i> Requesting Office
2. Submit the approved request and the attached document(s) to MID Office	2. Receive the approved request and check for completeness 2.1. Process the request 2.2. Published the document(s) / report(s) in NIA website	None	1 Day	<i>ISDS Staff</i> Management Information Division
3. View document(s) / report(s) posted in NIA website				<i>Client</i> Requesting Office
TOTAL:			3 Days	

3. Request for Authority to Fill Vacant Permanent Positions - Regional Office

Office or Division	Management Services Division, Corporate Planning Services			
Classification	Simple			
Type of Transaction	G2G			
Who may avail	Concerned NIA Officials (Regional Managers)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Authority to Fill Vacant Positions		Management Services Division		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request for authority to fill vacant permanent position	1. Receive request; log-in; encode to DTS; forward to Department Manager.	None	10 minutes	Data Encoder Office of the Manager, Corporate Planning Services
	2.Direct/recommend/instruct appropriate action to the Division Manager.	None	10 minutes	Department Manager Office of the Corporate Planning Services
	3. Direct the preparation of the evaluation slip on Filling-up	None	10 minutes	Division Manager Office of the Corporate Planning Services
	4.Prepare evaluation slip on the request for filling-up.	None	2 Hours	Concerned Supervising Management Specialist/ Management Systems Analyst Office of the Corporate Planning Services
	5. Review and initial/sign evaluation slip	None	20 minutes	Division Manager Department Manager Office of the Corporate Planning Services
	6. Log-out; encode to DTS; forward to Budget and Revenue Division (BRD) for validation.	None	5 minutes	Data Encoder Office of the Manager, Corporate Planning Services

	7. Receive, evaluate and prepare evaluation slip; and forward to the Management Services Division (MSD).	None	-	Budget Revenue Division Financial Management Department
	8. Receive evaluation slip; and forward to the Division Manager.	None	5 minutes	Data Encoder Office of the Corporate Planning Services
	9. Direct the preparation of the transmittal letter for approval of the filling-up of the position.	None	10 minutes	Division Manager Office of the Corporate Planning Services

	10. Prepare Transmittal Letter for approval, incorporating BRD comments, if there are any, and attach evaluated request and supporting documents; route to respective signatories. Forward to the Division Manager.	None	2 hours	Concerned Supervising Management Specialist/ Management Systems Analyst Office of the Corporate Planning Services
	11. Review and initial Transmittal Letter.	None	15 minutes	Division Manager Department Manager Office of the Corporate Planning Services
	12. Receive, review, initial/sign approve transmittal letter of extension of positions	None	2 working days	Deputy Administrator Office of the Senior Deputy Administrator (initial) Administrator Office of the Administrator (approval)

	13. Receive, encode to DTS; file a copy of the signed Transmittal Letter with complete supporting documents; forward to the Records Section, HRD for transmittal to respective Regional Offices.	None	5 minutes	Data Encoder Office of the Manager, Corporate Planning Services
TOTAL :			5 hours and 30 minutes	

4. Evaluation of Administrative Issuances

Office or Division	Management Services Division, Corporate Planning Services			
Classification	Simple			
Type of Transaction	G2G			
Who may avail	Concerned NIA Officials (Top Management, Department, Regional and Project Managers)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Draft Administrative Issuance		Proponent/ Concerned Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Receive Administrative Issuance from Office of the Administrator	None	5 minutes	Data Encoder Office of the Manager, Corporate Planning Services
	2.Direct/recommend/ instruct appropriate action to the Division Manager.	None	15 minutes	Department Manager Office of the Corporate Planning Services
	3. Direct review of issuances to Systems Analyst	None	10 minutes	Division Manager Office of the Corporate Planning Services
	4. Review Issuance for consistency with previous issuances.	None	25 minutes	Concerned Supervising Management Specialist/ Management Systems Analyst Office of the Corporate Planning Services

	5. Check the results of the review done by the Systems Specialist	None	30 minutes	Division Manager Office of the Corporate Planning Services
	5.1. If for revision , return issuance with comments and revisions to the proponent. Coordinate with the proponent if the issuance requires re-routing to signatories	None	1 Hour	Data Encoder Office of the Manager, Corporate Planning Services
	5.1a Re-route revised administrative issuance	None	1 Day	Proponent
	5.1b Revise and return to MSD, CorPlan (next is step No. 6)	None	2 Hours	Proponent
	5.2. If not for revision , route the issuance to the concerned Systems Management Specialist for numbering	None	5 minutes	Division Manager Office of the Manager, Corporate Planning Services
	6. Receive approved administrative issuance after approval of the Administrator.	None	5 minutes	Data Encoder Office of the Manager, Corporate Planning Services
	7. Indicate control number on the administrative issuance	None	10 minutes	Management Systems Analyst Office of the Corporate Planning Services
	8. Log-out; encode to DTS; file copy of the issuance (e-file and hard copy) and forward to Personnel Relations, Documentation, and Records Section for proper dissemination	None	10 minutes	Data Encoder Office of the Manager, Corporate Planning Services

TOTAL:	I. Administrative issuance <u>without</u> revision	1 Hour and 45 minutes
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	<p>II. Administrative Issuance <i>with</i> revision:</p> <p>a. Administrative issuance revised and <i>re-routed</i> for approval</p>	<p>2 Hours and 50 minutes</p>
	<p>b. Administrative issuance revised but <i>not re-routed</i> for approval</p>	<p>2 Hours and 50 minutes</p>

CORPORATE PLANNING SERVICES (CORPLAN)

Complex Transactions

1. Extension of Casual, Contract of Service and Job Order Positions-Regional and Project Management Office

Office or Division	Management Services Division, Corporate Planning Services			
Classification	Complex			
Type of Transaction	G2G			
Who may avail	Concerned NIA Officials (Regional and Project Managers)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. MC 3., s. 2019		Management Services Division Personnel Relations, Documents and Records Section NIA's Online Memorandum Circular Retrieval System		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request for extension of Casual, COS and JO positions	1. Receive request; log-in; encode to DTS; forward to Department Manager.	None	10 minutes	Data Encoder Office of the Manager, Corporate Planning Services
	2. Direct/recommend/instruct appropriate action to the Division Manager.	None	15 minutes	Department Manager Office of the Corporate Planning Services
	3. Direct the preparation of the evaluation slip on extension of positions	None	15 minutes	Division Manager Office of the Corporate Planning Services
	4. Review, evaluate and validate request for extension of positions; prepare Endorsement Letter to BRD with recommendation to approve	None	4 working days	Concerned Supervising Management Specialist/ Management Systems Analyst Office of the Corporate Planning Services
	5. Review and finalize, initial evaluation slip.	None	1 Hour	Division Manager Department Manager Office of the Corporate

				Planning Services
	6. Log-out; and encode to DTS; and forward to Budget and Revenue Division (BRD) for further evaluation.	None	5 minutes	Data Encoder Office of the Corporate Planning Services
	7. Receive, evaluate and prepare evaluation slip; and forward to the Management Services Division (MSD).	None	-	Budget Revenue Division Financial Management Department
	8. Receive from BRD and FMD and forward to the Division Manager.	None	15 minutes	Data Encoder Office of the Corporate Planning Services
	9. Direct the preparation of the Transmittal Letter approving/disapproving	None	10 minutes	Division Manager Office of the Corporate Planning Services
	10. Preparation of the transmittal letter on extension of positions	None	2 hours	Concerned Supervising Management Specialist/ Management Systems Analyst Office of the Corporate Planning Services
	11. Review and initial Transmittal Letter.	None	15 minutes	Division Manager Office of the Corporate Planning Services
	12. Finalize and initial Transmittal Letter.	None	15 minutes	Department Manager Office of the Corporate Planning Services

	13. Log-out Transmittal Letter; encode to DTS; route to respective signatories.	None	5 minutes	Data Encoder Office of the Corporate Planning Services
	14. Receive, review, initial/sign approve transmittal letter of extension of positions	None	3 working days	Department Manager Financial Management Department (initial)
				Department Manager Office of the Administrative Department (initial)
				Deputy Administrator Office of the Engineering and Operation Sector (recommending approval)
				Deputy Administrator Office of the Administrative and Finance Sector (approval)
	15. Receive, encode, file a copy of the signed Transmittal Letter with complete supporting documents; forward to the Records Section, HRD for transmittal to respective Regions/Offices.	None	10 minutes	Data Encoder Office of the Corporate Planning Services
TOTAL:			4 days, 4 hours, 55 minutes	

2. Creation of Casual, Contract of Service and Job Order Positions - Regional and Project Management Office

Office or Division	Management Services Division, Corporate Planning Services			
Classification	Complex			
Type of Transaction	G2G			
Who may avail	Concerned NIA Officials (Regional/Project/ Department Managers)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. MC 3, s. 2019		Management Services Division Personnel Relations, Documents and Records Section NIA's Online Memorandum Circular Retrieval System		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request for creation of Casual, COS and JO positions	1. Receive request; log-in; encode to DTS; forward to Department Manager.	None	10 minutes	Data Encoder Office of the Manager, Corporate Planning Services
	2. Direct/recommend/instruct appropriate action to the Division Manager.	None	15 minutes	Department Manager Office of the Corporate Planning Services
	3. Direct the preparation of the evaluation slip on creation of positions	None	15 minutes	Division Manager Office of the Corporate Planning Services
	4. Gather, analyze and evaluate relevant data; and prepare evaluation slip	None	4 working days	Concerned Supervising Management Specialist/ Management Systems Analyst Office of the Corporate Planning Services

	5. Review and initial evaluation slip.	None	30 minutes	Division Manager Department Manager Office of the Corporate Planning Services
	6. Log-out, encode to DTS; and forward to Budget and Revenue Division (BRD) for further evaluation.	None	5 minutes	Data Encoder Office of the Corporate Planning Services
	7. Receive, evaluate and prepare evaluation slip; and forward to the Management Services Division (MSD).	None	-	Budget Revenue Division Financial Management Department
	8. Receive from BRD-FMD and forward to the Division Manager.	None	5 minutes	Data Encoder Office of the Corporate Planning Services
	9. Direct the preparation of the transmittal letter on creation of positions	None	5 minutes	Division Manager Office of the Corporate Planning Services
	10. Prepare Transmittal Letter; and attach complete supporting documents, if any; route to Division Manager.	None	3 hours	Concerned Supervising Management Specialist/ Management Systems Analyst Office of the Corporate Planning Services
	11. Review and initial Transmittal Letter.	None	15 minutes	Division Manager Department Manager Office of the Corporate Planning Services
	12. Log-out Transmittal Letter; encode to DTS; route to respective signatories.	None	5 minutes	Data Encoder Office of the Corporate

				Planning Services
	13. Receive, review, initial/sign approve transmittal letter of creation of positions	None	4 working days	Department Manager Financial Management Department (initial) Department Manager Office of the Administrative Department (initial) Deputy Administrator Office of the Engineering and Operation Sector (recommending approval) Deputy Administrator Office of the Administrative and Finance Sector (approval)
	14. Receive the approved/disapproved Transmittal Letter; Log-out; encode to the DTS; file a copy of the signed Transmittal Letter with complete supporting documents; forward to the Records Section, HRD for transmittal to respective Regions/Offices.	None	10 minutes	Data Encoder Office of the Corporate Planning Services
TOTAL:			4 days, 4 hours, 55 minutes	

3. Request for Authority to Fill Vacant Permanent Positions - Central Office

Office or Division	Management Services Division, Corporate Planning Services
Classification	Complex
Type of Transaction	G2G

Who may avail		Concerned NIA Officials (Top and Middle Managers)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Authority to Fill Vacant Positions		Management Services Division		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request for creation/ extension and request for authority to fill vacant permanent positions	1. Receive request; log-in; encode to DTS; forward to Department Manager.	None	10 minutes	Data Encoder Office of the Manager, Corporate Planning Services
	2.Direct/recommend/instruct appropriate action to the Division Manager.	None	15 minutes	Department Manager Office of the Corporate Planning Services
	3. Direct the preparation of the evaluation slip on Filling-up	None	15 minutes	Division Manager Office of the Corporate Planning Services
	4. Gather, analyze and evaluate relevant data; and prepare evaluation slip.	None	1 working day	Concerned Supervising Management Specialist/ Management Systems Analyst Office of the Corporate Planning Services
	5. Review and initial/sign evaluation slip.	None	20 minutes	Division Manager Department Manager Office of the Corporate Planning Services
	6. Log-out; and encode to DTS; forward to BRD for further evaluation and routing to signatories.	None	5 minutes	Data Encoder Office of the Manager, Corporate Planning Services
	7. Receive, evaluate and prepare evaluation slip; and forward to the Management Services Division (MSD).	None	-	Budget Revenue Division, Financial Management Department

	8. Receive evaluation slip; and forward to the Division Manager.	None	5 minutes	Data Encoder Office of the Manager, Corporate Planning Services
	9. Direct the preparation of the transmittal letter for approval of the filling-up of the position.	None	10 minutes	Division Manager Office of the Corporate Planning Services
	10. Prepare Transmittal Letter for approval, incorporating BRD comments, if there are any, and attach evaluated request and supporting documents; route to respective signatories. Forward to the Division Manager.	None	2 hours	Concerned Supervising Management Specialist/ Management Systems Analyst Office of the Corporate Planning Services
	11. Review and initial Transmittal Letter.	None	15 minutes	Division Manager Department Manager Office of the Corporate Planning Services
	12. Receive, review, initial/sign approve transmittal letter of extension of positions	None	2 working days	Deputy Administrator Office of the Senior Deputy Administrator Administrator Office of the Administrator
	13. Receive, encode and file a copy of the approved transmittal of the filling up of positions; and forward to HRD for appropriate action.	None	5 minutes	Data Encoder Office of the Manager, Corporate Planning Services
TOTAL:			5 hours and 30 minutes	

4. Creation of Casual, Contract of Service and Job Order Positions - Central Office

Office or Division	Management Services Division, Corporate Planning Services			
Classification	Complex			
Type of Transaction	G2G			
Who may avail	Concerned NIA Officials (Regional/Project/ Department Managers)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. MC 3., s. 2019		Management Services Division Personnel Relations, Documents and Records Section NIA's Online Memorandum Circular Retrieval System		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request for creation of Casual, COS and JO positions	1. Receive request; log-in; encode to DTS; forward to Department Manager.	None	10 minutes	Data Encoder Office of the Corporate Planning Services
	2. Direct/recommend/instruct appropriate action to the Division Manager.	None	15 minutes	Department Manager Office of the Corporate Planning Services
	3. Direct the preparation of the evaluation slip on creation of positions	None	15 minutes	Division Manager Office of the Corporate Planning Services
	4. Gather, analyze and evaluate relevant data; and prepare evaluation slip.	None	4 working days	Concerned Supervising Management Specialist/ Management Systems Analyst Office of the Corporate Planning Services
	5. Review and initial evaluation slip.	None	30 minutes	Division Manager Department Manager Office of the Corporate Planning Services
	6. Log-out, encode to DTS; and forward to Budget and Revenue Division (BRD) for further evaluation.	None	5 minutes	Data Encoder Office of the Manager, Corporate Planning Services
	7. Receive, evaluate and prepare evaluation slip; and forward to the Management Services Division (MSD).	None	-	Budget Revenue Division Financial Management Department

	8. Receive from BRD-FMD and forward to the Division Manager.	None	5 minutes	Data Encoder Office of the Manager, Corporate Planning Services
	9. Direct the preparation of the transmittal letter on creation of positions	None	5 minutes	Division Manager Office of the Corporate Planning Services
	10. Prepare Transmittal Letter; and attach complete supporting documents, if any; route to Division Manager.	None	3 hours	Concerned Supervising Management Specialist/ Management Systems Analyst Office of the Corporate Planning Services
	11. Review and initial Transmittal Letter.	None	15 minutes	Division Manager Department Manager Office of the Corporate Planning Services
	12. Log-out Transmittal Letter; encode to DTS; route to respective signatories.	None	5 minutes	Data Encoder Office of the Corporate Planning Services
	13. Receive, review, initial/sign approve transmittal letter of creation of positions	None	4 working days	Department Manager Financial Management Department (initial)
				Department Manager Office of the Administrative Department (initial)
				Senior Deputy Administrator Office of the Senior Deputy Administrator/ Concerned Deputy Administrator (recommending approval)
				Administrator Office of the Administrator (approval)
	14. Receive, encode, file a copy of the signed Transmittal Letter with complete supporting documents; forward to the Human Resources Division	None	10 minutes	Data Encoder Office of the Corporate Planning Services
TOTAL:			4 days, 4 hours, 55 minutes	

5. Extension of Casual, Contract of Service and Job Order Positions-Central Office

Office or Division	Management Services Division, Corporate Planning Services			
Classification	Complex			
Type of Transaction	G2G			
Who may avail	Concerned NIA Officials (Regional and Project Managers)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. MC 3, s. 2019		Management Services Division Personnel Relations, Documents and Records Section NIA's Online Memorandum Circular Retrieval System		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request for extension of Casual, COS and JO positions	1. Receive request; log-in; encode to DTS; forward to Department Manager.	None	10 minutes	Data Encoder Office of the Manager, Corporate Planning Services
	2. Direct/recommend/instruct appropriate action to the Division Manager.	None	15 minutes	Department Manager Office of the Corporate Planning Services
	3. Direct the preparation of the evaluation slip on extension of positions	None	15 minutes	Division Manager Office of the Corporate Planning Services
	4. Review, evaluate and validate request for extension of positions; prepare Endorsement Letter to BRD with recommendation to approve	None	4 working days	Concerned Supervising Management Specialist/ Management Systems Analyst Office of the Corporate Planning Services
	5. Review and finalize, initial evaluation slip.	None	1 Hour	Division Manager Department Manager Office of the Corporate Planning Services
	6. Log-out; and encode to DTS; and forward to Budget and Revenue Division (BRD) for further evaluation.	None	5 minutes	Data Encoder Office of the Manager, Corporate Planning Services

	7. Receive, evaluate and prepare evaluation slip; and forward to the Management Services Division (MSD).	None	-	Budget Revenue Division Financial Management Department
	8. Receive from BRD and FMD and forward to the Division Manager.	None	15 minutes	Data Encoder Office of the Manager, Corporate Planning Services
	9. Direct the preparation of the Transmittal Letter approving/disapproving	None	10 minutes	Division Manager Office of the Corporate Planning Services
	10. Direct the preparation of the transmittal letter on extension of positions	None	2 hours	Concerned Supervising Management Specialist/ Management Systems Analyst Office of the Corporate Planning Services
	11. Review and initial Transmittal Letter.	None	15 minutes	Division Manager Office of the Corporate Planning Services
	12. Finalize and initial Transmittal Letter.	None	15 minutes	Department Manager Office of the Corporate Planning Services
	13. Log-out Transmittal Letter; encode to DTS; route to respective signatories.	None	5 minutes	Data Encoder Office of the Manager, Corporate Planning Services
	14. Receive, review, initial/sign approve transmittal letter of extension of positions	None	3 working days	Department Manager Financial Management Department (initial)
				Department Manager Office of the Administrative Department (initial)
				Senior Deputy Administrator Office of the Senior Deputy Administrator/Concerned Deputy Administrator (recommending approval)
				Administrator Office of the Administrator (approval)

	15. Receive, encode, file a copy of the signed Transmittal Letter with complete supporting documents; forward to the Human Resources Division	None	10 minutes	Data Encoder Office of the Manager, Corporate Planning Services
TOTAL:			4 days, 4 hours, 55 minutes	

6. Formulation of Organizational Policies- Management Services Division, Corporate Planning Services

Office or Division	Management Services Division, Corporate Planning Services			
Classification	Complex			
Type of Transaction	G2G			
Who may avail	Concerned NIA Officials (Top and Middle Management)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Instruction from the Top Management 2. Instruction from the Department Manager, Corporate Planning Services 3. Request from the Concerned Office				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Receive instruction to formulate policy	None	-	Top Management
	2. Direct/recommend/instruct appropriate action to the Division Manager.	None	25 minutes	Department Manager Office of the Corporate Planning Services
	3. Review the request/instruction and direct to formulate policy	None	15 minutes	Division Manager Office of the Corporate Planning Services

	4. Gather, review, analyze necessary data/information; draft the policy, and confer to the Division Manager	None	4 days	Concerned Supervising Management Specialist/ Management Systems Analyst Office of the Corporate Planning Services
	5. If not for revision, affix initial on the drafted policy; forward to the Department Manager, for initials/signature	None	10 minutes	Division Manager Office of the Corporate Planning Services
	6. Affix initials/signature on the policy and route to the Data Encoder	None	30 minutes	Department Manager Office of the Corporate Planning Services
	7. Receive, review, initial/sign drafted policy	None	3 working days	Department Manager Financial Management Department(initial)
				Department Manager Office of the Administrative Department (initial)
				Deputy Administrator Office of the Engineering and Operation Sector (recommending approval)
				Deputy Administrator Office of the Administrative and Finance Sector (approval)
	8. Receive approved administrative issuance after approval of the Administrator.	None	5 minutes	Data Encoder Office of the Manager, Corporate Planning Services

	9. Indicate control number on the administrative issuance	None	10 minutes	Management Systems Analyst Office of the Corporate Planning Services
	10. Log-out Administrative Issuance; encode to DTS; forward to Records Section	None	10 minutes	Data Encoder Office of the Corporate Planning Services
TOTAL:			4 Days, 1 Hour, 45 Minutes	

CORPORATE PLANNING SERVICES (CORPLAN)

Highly Technical Transactions

1. System Performance Monitoring and Technical Services

Provides assistance on software related issue on In-house developed systems by the Information System Development Section (ISDS). This includes bug reports, data related support, and system enhancements.

Office or Division:	Information System Development Section			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	End-Users using NIA In-house developed systems			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
System Performance monitoring and Technical Services Form NIA-AO-COR-MID-INT-Form03 Rev.01 (1 Copy)		Management Information Division (MID) Office – 2/F NIA Building A, NIA Ave., EDSA, Diliman, Quezon City Or Office Document Controllers using the Document Masterlist Program		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill the System Performance monitoring and Technical Services Form until Description of Work Examined/Technical Services entry	1. Provide System Performance monitoring and Technical Services Form	None	2 Days	<i>ISDS Programmers</i> Management Information Division
2. Submit the accomplished form to ISDS Office	2. Receive the form and check for completeness 2.1. Process the request	None	1 Day	<i>ISDS Programmers</i> Management Information Division
3. Provide Name and Signature of End User	3. Fill the Action Recommended and Description of Revision/Additional work Section 3.1 Signature of System Developer.	None	16 Days	<i>ISDS Programmers</i> Management Information Division
4. Noted by Immediate Supervisor/Head of Office's Name and Signature	4. Noted by Information System Development Section Chief A And Management Information Division Manager	None	1 Day	<i>ISDS Programmers</i> Management Information Division
TOTAL:		None	20 Days	

2. Modification of Annual Irrigation Program Process

Office or Division	Planning and Programming Division - Corporate Planning Services			
Classification	Technical			
Type of Transaction	Government to Government			
Who may avail	Regional Irrigation Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) copy of duly signed letter/document form addressed to the Administrator requesting for modification of annual irrigation program.		Requesting Regional Irrigation Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly signed document/letter/request for modification.	Review/evaluate document/letter/request for modification.	None	Within 30 minutes	<i>Project Evaluation Officer IV</i> <i>Project Evaluation Officer III</i> Investment Planning and Programming Section
N/A	Review/check/evaluate irrigation programs/projects identified in the modification request from NIA field offices/PMOs.	None	Within 4 hours	<i>Project Evaluation Officer IV</i> <i>Project Evaluation Officer III</i> <i>Sr. Research Analyst A</i> Investment Planning and Programming Section
N/A	Validate/recommendation/approve (Sign/Initial) the document and endorse to next signing official.	None	Within 30 days	<i>Project Evaluation Officer IV</i> <i>Project Evaluation Officer III</i> <i>Sr. Research Analyst A</i> Investment Planning and Programming Section
N/A	Approve (Sign/Initial) the document and endorse to next signing official.	None	1hour	<i>Department Manager</i> Corporate Planning Services

N/A	Track/record the outgoing document through the DTS and forward document to next approving office.		Within 15 minutes	Secretary
N/A	Approval/recommendation on request for modification.	None	5 days	Administrator
N/A	Receive approved document, File a copy for records keeping and endorse/furnish copy to all concerned for their references and guidance.	None	1 hour	Project Evaluation Officer III Sr. Research Analyst A Investment Planning and Programming Section
N/A	Receive/review/check/evaluate fund release status of programs/projects identified in the modification request and endorse/furnish copy to MID for appropriate action.	None	1 hour	Division Manager Section Chief Budget and Revenue Division
N/A	Receive approved document request and modify details of programs/projects in the online monitoring system.	None	1 hour	Division Manager Section Chief Computer Programmer III Management Information Division
TOTAL:		None	35 days, 7 hours and 45 minutes and (6) hours	

3. Preparation/Updating of Agency's Irrigation Development Program for Inclusion in the Government's Infrastructure Program

Office or Division	Planning and Programming Division - Corplan	
Classification	Highly Technical	
Type of Transaction	Government to Government	
Who may avail	Government Agencies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
One (1) copy of duly signed letter addressed to Administrator submission of feasible projects/ regional programs.		Requesting Government Agencies

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly signed letter submission of feasible projects/regional programs.	Coordinate submission of feasible projects/ Regional programs. Communicate/ Gather available Information from Long-Term Irrigation Indicative Dev. Program/ Masterplan for Irrigation Development	None	Within 5 weeks (continuing process)	<i>Acting Manager, Planning and Programming Division or Corporate Planning Analyst, Planning and Policy Section</i>
N/A	Tabulate information/data, classify priority and validate project cost for inclusion in the investment program. Present of Yearly Financial Requirement output indicators and physical targets.	None	Within 3 weeks	<i>Acting Manager, Planning and Programming Division or Corporate Planning Analyst, Planning and Policy Section</i>
N/A	Submit Draft Plan to the Corplan Manager for comments	None	Within 1 week	<i>Acting Manager, PPD & Department Manager, Corplan</i>
N/A	Revise Plan to incorporate comments	None	Within 1 week	<i>Corporate Planning Analyst, PPD</i>
N/A	Present Preliminary Irrigation Development Program to Top Management for comments/ recommendations/ confirmation and finalize for the submission of : a) Public Investment Program (overall-6 years) b) Core Investment Program (1 Billion up-6 years) c) Three-Year Rolling Investment Program (overall program for year period)	None	7 days	<i>Acting Manager, Planning and Programming Division or Corporate Planning Analyst, Planning and Policy Section</i>

N/A	Submit NIA approved PIP, CIP and TRIP for inclusion in the National Development Plan	None	3 days	<i>Acting Manager, Planning and Programming Division or Corporate Planning Analyst, Planning and Policy Section</i>
N/A	Revise/Update necessary project information and re-submit revision of updated Plans and Programs	None	7 days	<i>Acting Manager, Planning and Programming Division or Corporate Planning Analyst, Planning and Policy Section</i>
N/A	Furnish copy to all concerned for their references and guidance. (Note: Data submitted once accepted/confirmed by NEDA it will be posted in their website)	None	3 days	<i>Acting Manager, Planning and Programming Division or Corporate Planning Analyst, Planning and Policy Section</i>
N/A	Establish projection of funding sources (GOP or Loan) of Programs and Projects for the 6-year period and present to Top Management. Finalize in consideration of comments and recommendations for submission of budget strategy to DBM	None	7days	<i>Acting Manager, Planning and Programming Division or Corporate Planning Analyst, Planning and Policy Section</i>
N/A	Follow-up DBM's comments on submission with requirements/ recommendations for its favorable action	None	3 days	<i>Acting Manager, Planning and Programming Division or Corporate Planning Analyst, Planning and Policy Section</i>

N/A	Coordinate DBM's action with NEDA-ICC and NIA offices needing the documents for the guidance/information of fund support to projects and programs	None	3 days	Acting Manager, Planning and Programming Division or Corporate Planning Analyst, Planning and Policy Section
TOTAL:			73 days	

4. Preparation of Annual Irrigation Program and the Budgetary Process

Office or Division	Planning and Programming Division - Corplan			
Classification	Highly Technical			
Type of Transaction	Government to Government			
Who may avail	Regional Irrigation Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) copy of duly signed letter addressed to Administrator submission of feasible projects/ regional programs for the Budget Year.		Requesting Government Agencies		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Online submission of feasible projects/regional programs for the annual year	Issuance of Memorandum of Guidelines and conduct of review, planning, and workshop/ forum. Update criteria for the selection/ prioritization of programs and projects for Annual Program	None	Within 5 days	Acting Manager Planning and Programming Division or Project Evaluation Officer III/IV Investment Planning and Programming Section
				Project Evaluation Officer III/IV Investment and Programming Section or Sr. Research Analyst A
N/A	Gather/ Consolidate/ Evaluate inputs of new projects and on-going projects from NIA field offices/ PMOs from RDC endorsement, LGUs, and stakeholders	None	10 days	

				Investment Planning and Programming Section
N/A	Validation/ recommendation of proposals of program/project	None	Within 5 days	Concerned IPP Staff
N/A	Receive DBM's advice of Budget Call. Attend Budget Forum/ Update additional criteria and Project Proposal Guidelines and Issuance of Program/Budget memorandum for workshop.	None	7 days	Acting Manager Planning and Programming Division or Project Evaluation Officer III/IV Investment Planning and Programming Section
N/A	Conduct of Annual Programs/ Budget Workshop/ Receipt of programs/ projects online submissions from region/PMOs. Receipt of endorsements from * RDCs and *CSOs comments and recommendations of Budget Proposal	None	Seven (7) working days	Acting Manager Planning and Programming Division or Project Evaluation Officer III/IV Investment Planning and Programming Section or Sr. Research Analyst A Investment Planning and Programming Section
N/A	Presentation for review/comments/app roval of Irrigation Programs and Budget Proposal by Top Management. Follow-up actions on recommendations for final version	None	Three (3) working days	Acting Manager Investment Planning and Programming Section or Project Evaluation Officer III/IV Investment Planning and Programming Section

N/A	Issuance to all offices of the Program/Budget considered for Budget Forms preparation and documentation requirements	None	Within 2 days	<i>Project Evaluation Officer III/IV</i> Investment Planning and Programming Section or <i>Sr. Research Analyst A</i> Investment Planning and Programming Section
N/A	Submit Budget Proposal & Supporting Documents. Attend Technical Budget Hearings in DBM with Top Management and Officials	None	14 days	<i>Acting Manager</i> Planning and Programming Division or <i>Project Evaluation Officer III/IV</i> Investment Planning and Programming Section or <i>Sr. Research Analyst A</i> Investment Planning and Programming Section
N/A	Recommend Budget Level of Projects/Programs received from DBM	None	Within 5 days	
N/A	Receive Annual Budget Level under the National Expenditure Program (NEP/President's Budget), Coordinate preparation of Final Forms/ Supporting Documents of the NEP, Submit complete Annual Budget Documents to the House of Representative/ Senate and DBM	None	7 days	<i>Acting Manager</i> Planning and Programming Division or <i>Project Evaluation Officer III/IV</i> Investment Planning and Programming Section or <i>Sr. Research Analyst A</i> Investment Planning and Programming Section
N/A	Attend Budget Hearing in Congress, Present to concerned Congressional	None	22 days	<i>Acting Manager</i> Planning and Programming Division or

	Committees the Annual Irrigation Status as needed			<i>Project Evaluation Officer III/IV</i> Investment Planning and Programming Section or <i>Sr. Research Analyst A</i> Investment Planning and Programming Section
N/A	Submit to DBM Budget Execution Documents based on NEP Budget, Submit to DBM Detailed List of projects and subprojects included in Approved GAA	None	24 days	<i>Project Evaluation Officer III/IV</i> Investment Planning and Programming Section or <i>Sr. Research Analyst A</i> Investment Planning and Programming Section
N/A	Receipt of Approved Annual Program under GAA for implementation/ present/ disseminate to all offices of Final Irrigation Program, Submit to DBM Final Budget & Execution Documents (Physical/Financial Plan)	None	10 days	<i>Project Evaluation Officer III/IV</i> Investment Planning and Programming Section or <i>Sr. Research Analyst A</i> Investment Planning and Programming Section
N/A	Consolidate Program of Works/ Status of Procurement of Contracts	None	15 days	<i>Project Evaluation Officer III/IV</i> Investment Planning and Programming Section or <i>Sr. Research Analyst A</i> Investment Planning and Programming Section

N/A	Submit request for Partial Special Allotment Release Order of the GAA to DBM	None	22 days	<i>Acting Manager</i> Planning and Programming Division or <i>Project Evaluation Officer III/IV</i> Investment Planning and Programming Section or <i>Sr. Research Analyst A</i> Investment Planning and Programming Section
TOTAL:			181 days	

5. Organization Proposal

Office or Division	Interim Management Services Division, Corporate Planning Services			
Classification	Highly Technical			
Type of Transaction	G2G, G2C			
Who may avail	Concerned NIA Officials (Top Management, Regional and Project Managers)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. NEDA Approval of the Project 2. Project Profile 3. Implementation Schedule 4. Organizational Proposal <ul style="list-style-type: none"> a. Organizational Structure b. Staffing Pattern c. Functional Description d. Duties and Responsibilities of the Position 		Office of the Concerned Project Manager		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Organizational Proposal	1. Receive Organization Proposal; log-in; encode in document tracking system (DTS); forward to Department Manager.	None	10 minutes	Data Encoder Office of the Manager, Corporate Planning Services
	2. Direct/recommend/instruct appropriate action to the Division Manager.	None	30 minutes	Department Manager Office of the Corporate Planning Services

	3. Direct the detailed preparation of the organization proposal to concerned Management System Specialist/ Analyst.	None	1 hour	Division Manager Office of the Corporate Planning Services
	4. Research and gather all necessary data relevant to the request	None	2 days	Concerned Supervising Mgt. Specialist/ Management Analyst Office of the Corporate Planning Services
	5. Evaluate proposal; analyze based on the gathered data and position standard, prepare recommendation	None	2 days	Concerned Supervising Mgt. Specialist/Mgt. Analyst Office of the Corporate Planning Services
	6. Draft Organizational Proposal, Statement of Functions, Staffing Pattern and Financial Requirements, and forward to the Division Manager	None	6 days	Concerned Supervising Mgt. Specialist/Mgt. Analyst Office of the Corporate Planning Services
	8. Review the Organization Proposal; incorporate corrections, additional inputs and comments and return to concerned Management Specialist for revision	None	2 days	Division Manager Office of the Corporate Planning Services
	9. Revise Organization Proposal, gather additional data and attach all documents required, if there are any and forward to the Division Manager for final review and initials	None	4 Hours	Concerned Supervising Mgt. Specialist/Mgt. Analyst Office of the Corporate Planning Services
	10. Review the revised Organizational Proposal, affix initials and forward to the Department Manager	None	1 hour	Division Manager Office of the Corporate Planning Services
	11. Finalize the Organization Proposal and instruct to prepare Letter Recommendation to the NIA-Board of Directors (BOD) for approval.	None	1 day	Department Manager Office of the Corporate Planning Services

	12. Finalize the Organization Proposal, Statement of Functions, Staffing Pattern and Financial Requirements; prepare Endorsement Letter to the BOD.	None	2 days	Concerned Management System Specialist/ Analyst Office of the Corporate Planning Services
	13. Review; initial endorsement letter to the Board.	None	30 minutes	Division Manager Department Manager Office of the Corporate Planning Services
	15. Log-out Endorsement Letter; encode to DTS; file duplicate copy of the letter, approved Structure and supporting documents; forward to the concerned Office of the Deputy Administrator	None	10 minutes	Data Encoder Office of the Corporate Planning Services
	16. Review and initial the Endorsement Letter to GCG / DBM with complete supporting documents; forward to the Office of the Senior Deputy Administrator	None	-	Concerned Deputy Administrator (Administrative and Finance/Engineering and Operations)
	17. Endorsement Letter to the Board with the approved Organization Plan and supporting docs; forward to Office of the Senior Deputy Administrator for initials	None	-	Senior Deputy Administrator
	18. Approve the Endorsement Letter to the Board with the approved Organization Plan and supporting docs; and return to Corplan	None	-	Administrator
	19. Receive the approved Endorsement Letter of the Organization Proposal with supporting documents; forward to the Office of the Corporate Board Secretary	None	10 minutes	Data Encoder Office of the Corporate Planning Services
Contain in 1 activity for the BOD - not counted in the total processing time	21.Receive, include in the agenda, approved in the board meeting, and issue Board Resolution	None	14 Days	Board of Directors (BOD)

	22. Receive the approved BOD Resolution; log-in; encode in the DTS, forward to the Department Manager	None	10 minutes	Data Encoder Office of the Corporate Planning Services
Submit Proposal to GCG	23. Prepare Submission letter to GCG and DBM with complete attachments; forward to Department Manager for initials	None	4 hours	Concerned Supervising Mgt. Specialist/Systems Mgt. Analyst Office of the Corporate Planning Services
	24. Review and initial the submission letter to GCG/DBM	None	15 minutes	Department Manager Office of the Corporate Planning Services
	25. Encode in the DTS the submission letter; forward to the Senior Deputy Administrator for initials	None	5 minutes	Data Encoder Office of the Corporate Planning Services
	26. Review and initial the submission letter to the GCG/DBM	None	-	Senior Deputy Administrator
	27. Sign submission letter of the Organization Proposal to the GCG/DBM	None	-	Administrator
	28. Receive submission letters; encode in the DTS; file copy; forward to the Records Section for transmittal to GCG and DBM	None	10 minutes	Data Encoder Office of the Corporate Planning Services
	28. Transmit the submission letter with complete supporting documents to GCG and DBM	None	-	Records Officer
TOTAL:			16 days, 4 hours, 10 minutes	

PUBLIC AFFAIRS AND INFORMATION STAFF (PAIS)

Complex Transaction

Office : Public Affairs and Information Staff				
Classification of Services : Complex				
Types of Transactions : G2C; G2B, G2G 1- Freedom of Information Services (FOI) 2- 8888 Complaint Center Hotline 3- Presidential Complaint Center 4- Facebook Concern Management 5- Library Services 6- Photo and Video Services 7- Signing of Clearance 8- Paging System				
Who may avail : ALL				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1- FOI				
1. Client fill-out FOI Form or lodge his/her request through FOI portal and attach requirements.	1. Receive request for information through email/ FOI portal.	None	2 to 5 minutes	Department Manager, Designated FOI Receiving Officer/s in the concerned office.
2. Initial Evaluation- the FRO shall evaluate the contents of the request.	2. Review and evaluate the submitted FOI request form. (If document is not complete) Advise the client to complete the requirements;		5 to 15 minutes	
3. Transmittal of request by the FRO to the FOI Decision Maker (FDM)	3. Prepare endorsement, secure Manager's approval and give it to appropriate office for action with information of prescribed timeline. Advise the client and involved office to give PAIS feedback.		5 to 20 minutes	Indorsement to Region/Office concerned
4. Verification on the RFA	4. Follow up and verify the Action taken/dealing with consequence in the RFA within 5 days. Include in the Department's FOI Monitoring Form. RFA must be acted upon within 5 days from receipt thereof		5 to 20 minutes	

	<p>depending on the complexity of the request. (3 days for simple, 7 days for complex transaction and 20 days for highly technical). If more than 3 days, client must be informed on the stated periods to take on his request;</p> <p>5. Update as closed in the RFA and submit report to the NIA IQA Secretariat and include in the PAIS RFA data base for client FOI.</p> <p>6. Consolidate on monthly basis the FOI monitoring form and submit to PAIS at the end of each year.</p> <p>7. PAIS consolidates all FOI request reports both received and submitted by different regional offices/project offices (inventory, registry and summary) for submission to the FOI PMO under the PCOO as per FOI MC 03, s. 2019.</p>		<p>10 minutes</p> <p>30 minutes</p> <p>3 days</p>	
TOTAL TIME			4 days & 15 minutes	
<u>2. Office of the President's 8888 Citizen's Complaint Center</u>				
Client lodge his/her concern/complaint through 8888 Citizens' Complaint Center platform	<p>1. Received complaint / concern from 8888 for Initial Evaluation</p> <p>2. Write Indorsement Letter and Corrective Action Request for signature</p> <p>3. Refer/Forward the complaint to the</p>	NONE	<p>5 minutes per complaint</p> <p>5 minutes per complaint</p> <p>5 minutes per complaint</p>	<p><i>Designated Technical Officer approved by the 8888 Officers)</i></p> <p>↓</p> <p>Region /project/ IMOs/District or Division offices/DA Offices, CO</p>

	<p>concerned region/project/IMOs/District or Division offices through official email with attached Corrective Action Request Form</p> <p>4. Refer/Forward the complaint to the concerned region/project/IMOs/District or Division offices through official email with attached Corrective Action Request Form</p> <p>5. Coordinate with concerned office re: action taken within the prescribed timeline. Receive the reply/action taken through email and send it through the 8888 Portal.</p>		<p>3 days</p> <p>1 day</p>	<p>Departments and Divisions and Secretary Manager</p>
	<p>6. Assessment of the received response/action taken, and if it is acceptable, submit the document to Hotline 8888 portal and recommend for closing</p> <p>7. If the document is not acceptable from the Office of the President – Technical Officer, the document should be re-indorsed (2nd Indorsement) to the concerned office for compliance.</p>		<p>5 minutes</p> <p>15 minutes</p>	<p><i>Designated Technical Officer approved by the 8888 Officers)</i></p>
	<p>8. 8888 Ticket closed. Send the electronic copy of the “ticket closed” to the concerned region/project/IMOs/District or Division offices through email</p> <p>9. Follow-up the Corrective Action</p>		<p>15 minutes</p> <p>30 minutes</p>	<p><i>Designated Technical Officer approved by the 8888 Officers)</i></p> <p>Region /project/ IMOs/District or Division offices/DA</p>

	Request Form on Action taken within 5 days. <i>**Validation of the Corrective Action process:</i> <i>1.) Corrective Action will be prepared by the process owner 2.) Reviewed by Immediate Supervisor 3.) Approved by Head</i>			Offices, CO Departments and Divisions, Secretary Manager
TOTAL TIME			4 days, 1 hour and 20 minutes	
3.Presidential Action Center (PAC)				
1. Client fill-out...	1. Receive complaint / concern from PAC for Initial Evaluation (Hard copy and or via electronic mail)	NONE	1.1 Scan File (for advance electronic submission to the concerned offices) 10-15 minutes per complaint 1.2 Initial Evaluation, 10-15 minutes per complaint	Designated Technical Officer
	2. Write Indorsement Letter for initial of the PAIS Department Manager. 3. Forward the Indorsement letter to the Senior Deputy Administrator for signature.		10 minutes per complaint	Designated Technical Officer
2. Referred to...	3. Forward the complaint to the concerned region/project/IMOs/District or Divisions offices through courier (Human Resources Division, Records Section)		5-10 minutes per complaint	Designated Technical Officer
	4. Coordinate with concerned office re: action taken within the prescribed timeline. Receive the reply/action taken through courier		Within 3 to 7 days	Designated Technical Officer

	(HRD, Records Section) and or email			
	5. Reply/response received from the concerned region/project/IMOs/District or Divisions offices through courier will be send to the Office of the President, Presidential Action Center, Malacañang, Manila. If reply as instructed needs follow-up action, send another communication to the concerned office and wait until a satisfactory response is received and sent to the OP-PCC.		20 minutes	Designated Technical Officer
	6. Acknowledgement receipt will be filed for Management information and reference <i>**Validation of the Corrective Action process: 1.) Corrective Action will be prepared by the process owner 2.) Reviewed by Immediate Supervisor 3.) Approved by Head</i>		5 minutes	Designated Technical Officer
TOTAL TIME			7 days, 1 hour 15 minutes	
1. Facebook Concern Management				
1. Receive concern/complaint thru the comment section of the Agency's Official FB Page, YouTube account and Official Email.	1. Secure printed and electronic copies of the concern/complaint and prepare a Request for Action (RFA) approved by the PAIS, Department Manager; 2. Forward/indorse the copy of the concern/complaint and signed RFA Form to the concerned office through the office official e-mail		30 minutes 60 minutes	PAIS Facebook Moderators

	<p>address, Facebook Messenger, personal message, and/or NIA PR Team Facebook Group;</p> <p>3. Constantly follow-up the status of actions taken/response from the concerned office. The Regional Public Relations Officer / Information Officer shall update/inform the Designated FB Moderators of the Central Office about the current status of the complaint/concern;</p> <p>4. Received complaint/concern shall be acted upon within 7 Working days (WD). 2nd Indorsement and or memorandum shall be issued to the region/project that failed to update PAIS Central Office within 5 WD from receipt thereof;</p> <p>5. Inform/update the complainant about the actions taken on his/her complaint/ Concern;</p> <p>6. Update the Facebook Complaint Tracker every Friday (5:00 pm) and secure the completeness of the tracking database. Include the name of field personnel who led the site investigation/field visit to address the complaint/concern;</p> <p>7. Consolidate Weekly/Periodic Report</p>		<p>60 minutes</p> <p>9 days</p> <p>30 minutes</p> <p>2 hours</p> <p>2 hours</p>	
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	on Summary Report of Facebook Complaints and submit the same to the Administrator, Department Manager for Department Meetings, Managers Conference, for Quarterly Managers' Conference and Management Reviews.			
TOTAL TIME			9 days and 7 hours	
2. <u>Library Services for NIA Personnel</u>				
1. Walk-in at the NIA Library (located on the 1 st Floor NIA Bldg. A, adjacent to the Public Affairs and Information Staff), browse the online catalog and approach the librarian for needed material.	1. Received request from Borrower/Researcher for needed resources; if material is available, issue the needed material;	<u>Fines are imposed as follows:</u> 1. Overdue books/reference materials ----- Php50.00/book-reference material.	10 to 20 minutes	Designated Librarian
2. Sign the book card and leave his/her any issued government ID.	2. File the signed book card;	2. Mutilated/torn pages ---- Php100.00.	10 minutes	
3. Use the resources/material.		3. Lost book/reference ---replacement with most recent copyright available.	20 minutes-2 hours	
4. Return the material and secure his/her ID.	4. Give back the borrower's ID.			
Total Time			40 minutes to 2 hours and 50 minutes	
5. <u>Online Library Management Information System (OLMIS) for NIA Employee</u>				
1. Log in to the OLMIS to browse the collection.	Librarian assists the personnel in looking for books/other collection she/he needed.		20 minutes	Designated Librarian
2. Click the details of the book/other collection to know the complete bibliographic description and its availability.				

<p><u>If available,</u></p> <p>a. Check out the book/ reference material.</p> <p>b. Fill-out the book card issued by the librarian and give to the librarian for recording.</p> <p>c. Take note of the due date of the borrowed material.</p> <p>d. Logout</p>	<p>2. Take the book/s on the shelf, take the book card and issue the requested book/ reference material. An employee-borrower can only have 3 items for check-out at one time.</p>		<p>20 minutes</p>	
<p>Total Time</p>			<p>40 minutes</p>	
<p><u>5. Online Library Management Information System (OLMIS) for Outside Researchers</u></p>				
<p>Online Library Management Information System (OLMIS)</p> <p>For Outside Researchers</p> <p>1. Browse the online catalog to see available selection of reference materials/books.</p> <p>2. If available, borrow the book/reference material for inside use or photocopy.</p> <p>3. If not available, ask librarian.</p>	<p>2. Outside researcher is allowed to use the material only inside the library. These can be photocopied however, at the Records Section of the Human Resources Division located at the ground floor of NIA Bldg. B near the Civil Securities Affairs.</p> <p>3. If not available, Librarian will suggest other reference materials;</p>		<p>15 minutes</p> <p>1 to 2 hours</p>	<p>Designated Librarian</p>
<p>TOTAL TIME</p>			<p>1 hour and 15 minutes to 2 hours and 15 minutes</p>	
<p><u>1. Request for Photo and Video Services</u></p>				

1. Accomplished PAIS Form 2016-001. Submit the accomplished form to PAIS C.O.	1. Receive request for photo/video services through filled out PAIS Form 2016-001 and indorse for Manager's approval. a. If approved; instruct staff to prepare requirements and coordinate activities with concerned offices; b. Prepare the requirements, coordinate activities with concerned offices and document the event/s; c. Sort and print photo/edit video; d. Post and provide copy to client.	NONE	30 minutes 1 day 1 day 1 day-photo 3 days-video 1 hour	Head Photographer Senior Artist Illustrator *In the RIO/PMO's it is the PR Team (PROs/designated PROs/ Artist illustrators) who performs this function. It is suggested that said request forms be adopted by the RIO/PMO.
Total Time			3 days, 1 hour and 30 minutes for photo; 5 days, 1 hour and 30 minutes for video	
7. Signing of Clearance				
1. Submit the document to the concerned Office thru either by the employee or an assigned liaison officer.	1. Receive and endorse the document to the Librarian; 1.1 If no unreturned reference material, Initial the clearance and give back to the Secretary; 1.2 Give the clearance to PAIS Manager for signature; 1.3 Affix the signature to the clearance; 1.4 Indorse the signed clearance to the next concerned office.	None	5 minutes 5 minutes 5 minutes	Data Encoder/ Secretary Designated Librarian Department Manager Designated Librarian

Total Time			25 minutes	
8.- Paging System				
1. Receive request for announcement/reminder/advisory for the day through the accomplished paging request form of the requesting Office	1. Receive accomplished paging request form for announcement/reminder / advisory from other offices and refer it to the designated Staff; 2. Draft/revise the announcement, reminder, or advisory and present it for Department Manager's approval; 3. Secure DM's approval. If approved, record the activity to Paging Request Summary (e-copy); 4. Initially deliver the announcement twice. Repeat as necessary within the day; 5. File all Paging request forms.	NONE	2 hours and 30 minutes 2 to 5 minutes 2 to 3 minutes 2 to 3 minutes	PAIS Staff designated for the task
TOTAL TIME			2 hours and 36 minutes to 2 hours and 41 minutes	
Walk-in/ Phone calls. Query (Client Feedback Form)	1. a. If walk-ins are FOI-related, they are provided with the FOI form and follow the (FOI) process; b. Phone-in queries. Refer to access NIA website re: FOI or refer to appropriate office. c. Refer to Department Staff		5 minutes 2 to 5 minutes	<i>Data Encoder/ Secretary</i>
Total Time			7 to 10 minutes	

Remarks: For certain projects (FAPs) like JRMP, a Grievance and Redress Committee is part of the project design. This committee functions as a mechanism where complains and queries about the project are addressed.

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OFFICE OF THE SENIOR DEPUTY ADMINISTRATOR

Simple to Highly Technical Transactions

1. SCREEN AND REVIEW OF DOCUMENTS/ COMMUNICATIONS REQUIRING THE ACTION, APPROVAL AND SIGNATURE/INITIAL OF THE SENIOR DEPUTY ADMINISTRATOR

Office or Division	Office of the Senior Deputy Administrator (OSDA)			
Classification	Simple to Highly Technical			
Type of Transaction	Endorsement/ Approval of Documents within the authority of the SDA			
Who May Avail	Relevant Interested Parties Within and Outside of NIA			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Documents/communications requiring action, Approval, signature/initial of the SDA				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON(S) RESPONSIBLE
1. SEND LETTER/DOCUMENT TO THE OSDA	Screen and review documents referred to the OSDA for endorsement to the appropriate sector/office or for the SDA's approval	None	a. Maximum of 10 minutes to review for completeness and to encode for tracking purposes b. Maximum of 15 minutes to review SIMPLE documents	Data Encoder/ Reception Senior Executive Assistant/ Technical Assistant
CLIENTS ARE THE FOLLOWING:				
a. OFFICE OF THE ADMINISTRATOR	Screen/review documents for endorsement/routing to the appropriate sector/office within the Agency	None	a. Maximum of 10 minutes to review for completeness and to encode for tracking purposes b. Maximum of 15 minutes to review documents	Data Encoder/ Reception Senior Executive Assistant/ Technical Assistant
b. OFFICE OF THE DEPUTY ADMINISTRATOR FOR ENGINEERING AND OPERATIONS	Endorse to the Administrator for approval	None	Maximum of 5 hours for highly technical documents	Technical Assistant
c. OFFICE OF THE DEPUTY ADMINISTRATOR	Endorse to the Administrator for approval	None	10 to 15 minutes per document	Technical Assistant

R FOR ADMINISTRATI VE AND FINANCE				
d. Legislative Department (House and Senate)/ LGUs , other Line Agencies	Respond to Letters	None	Within the day, upon receipt of letter ** Communications prepared by the technical staff	SDA

OFFICE OF THE DEPUTY ADMINISTRATOR FOR ENGINEERING AND OPERATIONS

Simple-Highly Technical Transaction

1. Screen and review of documents/communications requiring the action, approval and signature/initial of the Deputy Administrator for Engineering and Operations/DAEO

Office or Division	Office of the Deputy Administrator for Engineering and Operations			
Classification	Simple to Highly Technical			
Type of Transaction	Simple, Complex and Highly Technical Transactions (Interagency, Lending Institutions (ODA), Bilateral Diplomacy on irrigation development and water resources management			
Who may avail	All NIA Stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Documents/communications requiring action, approval, and signature/initial of the DAEO				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send letter/document to the Office of the DAEO. Clients are the ff:	Screen/review letter/document, APP, FY Budget, Masterplan, Plans, Investment Studies, VE/VA Reports and Feasibility Studies, monthly and quarterly reports from Regions	None	10 minutes to 4 hours (Administrative screening and review)	Technical Assistant
a. Office of the President - Cabinet Secretary, NIA Board Members, NIA Administrator	Review of progress billings, ASA, POW		1 day (Review of Progress Billings, ASA depending on completeness of documents submitted)	Technical Assistant
b. Policy Makers, Office of the Senate, House of Representatives	Review of ROW and Contract-related concerns such as e.g., contract time extension, termination, replacement of personnel		1 to 3 days (depending on complexity of case e.g. IP concern)	Technical Assistants, Legal Consultant
c. Office of the President- Presidential Complaint Center	Endorse papers to concerned Department		10 minutes	Technical Assistants, Legal Consultant
d. LGUs	Respond to the letter		10 to 30 minutes	DAEO and/or Technical Assistants, Legal

				and Engineering Consultants
e. Lending Institutions (ODA e.g., JICA, China Eximbank, Korea Eximbank, World Bank, ADB, etc.	Draft correspondences, messages		30 minutes - 1 hour	Technical Assistants /Legal Consultant
f. Irrigation Organizations	Attend regular, periodic and special meetings, field visits			DAEO
g. Irrigators Associations, Farmers	Lead in consultative meetings			DAEO
h. Regional Irrigation Managers, Irrigation Management Officers, Field Offices, and all offices at the Central Office (including Commission on Audit and CSC)	Deliver messages			DAEO

ENGINEERING DEPARTMENT

Highly Technical Transactions

1. Conduct of Pre-Feasibility Study

The Pre-Feasibility Study is used to justify if a certain proposed irrigation project will be worth to move to the feasibility phase, thus, helps to save time and resources.

Office or Division:	Project Planning Division, Engineering Department			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government (Internal)			
Who may avail:	All NIA Regional Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for assistance to conduct Pre-Feasibility Study				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send letter request to PPD, ED Central Office	1. Review the request and endorse to the Section Head, PIVS, PPD	None	1 day	Manager, PPD, ED
	1.1 Organize the technical team who will conduct the field investigation/ validation	None	1 day	Section Head, PIVS, PPD, ED
	1.2 Field work activity (gathering of secondary data)	None	30 days	PPD Technical Team and Support Staff
	1.3 Conduct Analysis and Report Preparation	None	45 days	PPD Technical Team and Support Staff
	1.4 Prepare/Draft the Pre-FS Report and submit to the Manager, PPD	None	15 days	PIVS, PPD, ED
	1.5 Submit the Pre-FS Report to the Manager, Engineering Department and to the requesting NIA Regional Office	None	1 day	Manager, PPD, ED
TOTAL :		None	93 days	

2. Conduct of In-house Feasibility Study

The conduct of Feasibility Study (FS) of proposed major irrigation projects which may classify as National Irrigation Projects (NIPs), Small Reservoir Irrigation Projects (SRIPs) or Multi-Purpose Projects (MPPs). The whole activity is conducted by PPD personnel that involves various discipline which includes topographic survey, geologic assessment,

hydrologic analysis, geo-resistivity, dam planning and design, irrigation and drainage planning, economic and financial evaluation, environmental and social impact assessment, watershed management, among others.

Office or Division:	Project Planning Division, Engineering Department			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government (Internal)			
Who may avail:	All NIA Regional Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for assistance to conduct Feasibility Study				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send letter request to PPD, ED Central Office	1. Review the request and endorse to the Section Head, PFPS, PPD	None	1 day	Manager, PPD, ED
	1.1 Organize the technical team who will conduct the field work activities	None	2 days	Section Head, PFPS, PPD, ED
	1.2 Desk review of all available data (per discipline)	None	20 days	PPD Technical Team and Support Staff
	1.3 Field work activity (gathering of primary data)	None	80 days	PPD Technical Team and Support Staff
	1.4 Conduct Analysis and Report Preparation	None	120 days	PPD Technical Team and Support Staff
	1.5 Prepare/Draft the FS Report and submit to the Manager, PPD	None	40 days	PFPS, PPD, ED
	1.6 Submit the FS Report to the Manager, Engineering Department and to the requesting NIA Regional Office	None	1 day	Manager, PPD, ED
TOTAL :			264 days	

3. Review of Outsourced Feasibility Study

Facilitate the execution/completion of outsourced Feasibility Study of NIPs through timely review and evaluation of Terms of Reference (TOR), Inception Report, Progress Reports, Interim Report, Value Engineering/Value Analysis, and Draft and Final Feasibility Study Reports.

Office or Division:	Project Planning Division, Engineering Department			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government (Internal)			
Who may avail:	All NIA Regional Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for the review/ evaluation of outsourced FS Report 2. At least six (6) copies of report including an electronic copy				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send copies of report including a letter request to PPD, ED Central Office	1. Review/ Endorse report to the Section Head, PFPS, PPD	None	1 day	Manager, PPD, ED
	1.1 Endorse the report to every section head (one copy each)	None	1 day	Section Head, PFPS, PPD, ED
	1.2 Evaluate the report and submit comments/ endorsement to PFPS for consolidation A) If Draft/Final Inception report, Draft/ Final VE/VA Report, Interim Report B) If Draft/ Final Feasibility Study Report	None	10 days 25 days	Assigned staff to review the report
	1.3 Collate comments from all sections	None	2 days	Section Head, PFPS, PPD, ED
	1.4.a. If the Inception Report or VE/VA Report is already acceptable (no more comment), endorse acceptance letter to the Manager, Engineering Department.	None	1 day	Manager, PPD, ED
	1.4.b. If the FS Report is already acceptable (no more comment), submit	None	1 day	Manager, PPD, ED

	the report to NIA TWG for review/ evaluation 1.4.c. If the reviewed report still has comments, endorse letter to the Manager, Engineering Department.	None	1 day	Manager, PPD, ED
TOTAL :		None	A) 15 days B) 30 days	

4. Provide Technical Assistance to RO/PMO/LGU

Provision of technical assistance to ROs/IMOs/PMOs/LGUs in the conduct of FS, implementation of projects, including groundwater investigation, compliance to environmental and social safeguards requirement, environmental monitoring and other related activities.

Office or Division:	Project Planning Division, Engineering Department			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government (Internal)			
Who may avail:	All NIA Regional Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for technical assistance of a specific activity/discipline				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send copies of report including a letter request to PPD, ED Central Office	1. Review the request and endorse the request to the Section Head of concerned discipline	None	1 day	Manager, PPD, ED
	1.1 Assign technical staff/s to conduct assistance	None	1 day	Concerned Section Head
	1.2 Field work activity	None	10 days	Assigned technical staff/s
	1.3 Conduct Analysis and Technical Report Preparation	None	25 days	PPD Technical Team and Support Staff
	1.4 Prepare/Draft the Technical Report and submit to the Manager, PPD	None	6 days	PFPS, PPD, ED

	1.5 Submit the Technical Report to the Manager, Engineering Department and to the requesting RO/ IMO/ PMO/ LGU	None	1 day	Manager, PPD, ED
TOTAL:			44 days	

5. REVIEW AND EVALUATION OF THE PLANS FOR BUILDINGS AND CAMP FACILITIES

This process pertains to all proposed building related structures recommended for approval/ funding support conforming to MC. 55 S. 2017 (Revised Delegated Authorities to NIA Officials and its succeeding addendums / amendments) and MC 36 S. 2016 (NIA Guidelines for the Preparation of Conceptual Plans and Detailed Design Drawings for Existing and New Irrigation, Drainage and related Infra-Facilities).

Office or Division:	Architecture and Drafting Section – Design and Specifications Division, Engineering Department		
Classification:	Highly Technical		
Type of Transaction:	G2G – for services whose client is another government agency, government employee or official		
Who may avail:	RIOs, PMOs, IMOs and Central Office		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
A. For Proposed Projects (all design discipline plans must coincide with each other)		RIOs, PMOs, IMOs and Central Office	
A.1 Architectural Plans <ul style="list-style-type: none">● Vicinity Map, Site Development Plan, Table of Contents and Perspective● Floor Plans with furniture and appliances layout● Roof Plan with details● Front, Left, Right, Rear Elevations● Cross and Longitudinal Sections● Toilet Layout and Section Details (4)● Reflected Ceiling Plan with details● Floor Pattern Layout with details● Schedule of Finishes Doors and Windows with details			

- Railing, Ramp, Stairs, Cladding, Signage and other Architectural Details, if applicable
- Cabinet Layout with details, if applicable
- Modular Partition / Cubicles Layout with details, if applicable

A.2 Structural Plans

- General Notes / Construction Notes
- Foundation Plan with details
- Schedule of Details for Footing, Column, Beam and other Structural Details (specify)
- Slab / Floor Framing Plan with details
- Structural detail of stairs
- Structural Analysis, if applicable / required
- Soil Boring Test Report for three-storey and higher / near geotechnical hazards area

A.3 Electrical Plans

- General Notes, Legends
- Power, Lighting, Fire Detection, Alarm Circuits, and other Electrical Layout with details
- Schedule of Loads
- One Line Diagram
- Design Computation and Analysis
- Other electrical details (specify)

A.4 Plumbing Plans

- General Notes, Legends
- Plumbing Layout (Waste water, Ventilation, Drainage, downspouts, Hot and Cold-Water Line, etc.) with details
- Isometric Drawings

- Plan with details of Septic Tank, Catch Basin, Cistern and other plumbing details (specify)

A.5 Mechanical Plans

- General Notes, Legends
- Mechanical Layout Plans with details
- Longitudinal and Transverse Section Elevations
- Isometric Drawings
- Design Computation and Analysis

A.6 Electronics Plan

- General Layout Plans, Notes and Legends
- Riser / System Diagram
- Unit/Equipment Specifications
- Isometric Drawings
- Design Computation and Analysis

B. For Renovation / Alteration / Rehabilitation / Improvement / Demolition / Additional Works

- All of the above-mentioned applicable plan and details, subject for additional submission of the following:
 - An official study / rationale / justification with supporting pictures and report for the proposed renovation / alteration / rehabilitation / improvement / demolition / additional works etc.
 - Works to be done shall be hatched / properly identified along with the existing plan and its details.
 - Inventory of re-usable furniture, equipment, etc.

CLIENT STEPS	AGENCY ACTION PER PROJECT	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
C. Forward the request to NIA-Central Office / Deputy Administrator for Engineering and Operations Sector	1. Receive request / communication from Office of the Administrator / Office of the Deputy Administrator	None	10 minutes	Data Encoder of the Engineering Department
	2. Review / Endorse the request / communication to the concerned Division Manager for appropriate action	None	10 minutes	Engineering Department Manager
	3. Receive request / communication from Office of the Administrator / Office of the Deputy Administrators	None	10 minutes	Data Encoder of Design and Specifications Division
	4. Disseminate and direct scope of works to Architectural	None	10 minutes	Division Manager

	and Drafting Section			
	5. Receive, assess and assign to subordinates the Proposed Documents / Plans relating to Architecture and Drafting Section	None	1 day per project	Principal Architect A
	5.1. Forward to other design discipline for review and evaluation (Structural, Electrical, Mechanical, Electronics)	None	1 day	Civil Works Design Section, Electro-mechanical Design Section
	6. Conduct Review and Evaluation	None	27days per project	Principal Architect A / Supervising Architect A / Senior Architect / Architect A
Conduct Site Assistance / Joint Site Inspection and concurrence / agreement of the comments, findings and recommendations	7. Conduct Site Inspection (if necessary) and meeting with the concerned office	None	3 days per project	Principal Architect A / Supervising Architect A / Senior Architect / Architect A and designated Design Engineers
	8. Preparation and submission of Back to Office Report (BTOR) including the		7 days per project	Principal Architect A / Supervising Architect A / Senior Architect / Architect A and designated Design Engineers

	evaluation report			
	9. Check and review the report		1 day per project	Principal Architect A
	10. Endorse and forward to the Division Manager		2 days per project	Principal Architect A
	11. Further review the endorsed and forwarded documents / plans		varies	Division Manager A
	12. Endorse the reviewed documents / plans to Engineering Department Manager		15 minutes	Division Manager A
	13. Release the reviewed documents / plans to the Office of the Engineering Department Manager		15 minutes	Data Encoder A /Utility Worker A
	14. Receive the reviewed documents / plans from Design and		15 minutes	Data Encoder A of the Office of Manager, Engineering Department

	Specifications Division			
	15. Final receives the reviewed documents / plans for final review and checking	None	15 minutes	Engineering Department Manager
	16. Initial / sign final documents / plans and recommended for approval to the approving authority	None	1 day per project	Engineering Department Manager
	17. Release the documents / plans recommended for approval thru document tracking system to the approving authority	None	15 minutes	Data Encoder A and Utility Worker A of the Office of the Engineering Department
	18. Receive the Approved Plans / Documents from the Approving Authority	None	15 minutes	Data Encoder A of Design and Specification Division
	19. Forward the Approved Plans / Documents	None	1 day per project	Data Encoder A

	for proper action from the Division Manager			
	20. Receive and disseminates the Approved Plans / Documents to the concerned sub-ordinate	None	1 day per project	Principal Architect A
	21. Conducts white / reproducible copy and scanning for e-library	None	8 days per project	Supervising Draftsman A / Senior Draftsman A / Draftsman A
	22. Hand over the Original Approved Documents / Plans to the Section Head	None	15 minutes	Supervising Draftsman A / Senior Draftsman A / Draftsman A
23. Receive documents / Approved plans in reproducible copy	24. Original Approved Documents / Plans to be kept in the Archives and furnish copy to the concerned office	None	1 day per project	Principal Architect A / Supervising Draftsman A / Senior Draftsman A / Draftsman A / Document Custodian
TOTAL:			53 Days, 2 Hours and 30 minutes (1month, 23 days 2 hours and 30 minutes)	

6. DETAILED ENGINEERING DESIGN PROCESS

This process pertains to the undertaking of review of the Feasibility Study Report/ Design Criteria and preparation of Preliminary and Final Design to determine whether the parameters used meets the requirements of the applicable Codes and Manuals in the design of dams, irrigation facilities and other appurtenant structures. Conduct and evaluate Value Engineering and Value Analysis (VE/VA) of Irrigation and Drainage related projects.

Office or Division:	Civil Works Design Section – Design and Specifications Division, Engineering Department
Classification:	Highly Technical
Type of Transaction:	G2B – for services whose client is a business entity
Who may avail:	Consultants / Independent Designer
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>A. REVIEW OF FEASIBILITY STUDY REPORT/ DESIGN DATA</p> <p>A.1 Review of Approved FS Report/ Design Data</p> <ul style="list-style-type: none"> • Land Resources • Survey Data (Topo Map, Contour Lines and Elevations, Horizontal and Vertical Control Points, Profile and Cross-Sections, etc.) • Geologic Data • Hydrologic Data • Environmental Data (Hazard, Risk Assessment and Management) • Drilling Factual Report • Gather Additional/ Supplemental Data (Optional) <p>B. REVIEW OF PRELIMINARY DESIGN PLANS AND DRAWINGS</p> <p>B.1 Check/ Review Project Detailed Design Engineering Plans and Detailed Design Report</p>	Consultants / Independent Designer

- Irrigation and Drainage Network Plan
- General Layout
- Project Facilities
 - Structural Analysis
 - Buildings
 - Pumping House
 - Power House
- Irrigation and Drainage Structures
 - Siphons
 - Bridges
 - Tunnels
 - River Training Works
- Diversion Dams/ Storage Dams and its Appurtenances
 - Geotechnical Design/ Analysis
 - Hydraulic Design/ Analysis
 - Structural Design/ Analysis
 - Stability Check/ Analysis

B.2 Provide Mechanical-Electrical Section Preliminary Design Data for the preparation of Electro-Mechanical Plans/ Drawings

C. SITE/ FIELD VALIDATION

C.1 Conduct Site Inspection/ Field Validation on the design data in coordination with the RIO/ IMO/ PMO

- Survey Data (Topo Map, Contour Lines and Elevations, Horizontal and Vertical Control Points, Profile and Cross-Sections, etc.)
- ROW
- Dam and Reservoir Area
- Irrigation and Drainage Area
- Traverse Profile and Cross-Sections etc.
- Project Facilities

C.2 Prepare/submit Back to Office Report

D. FINALIZATION OF DETAILED DESIGN PLANS AND DRAWINGS

D.1 Check and undertake the final review of the Detailed Design Plans and Drawings

D.2 Rectify/ Finalization of the Detailed Design Plans and Drawings if applicable/ necessary

D.3 Prepare Final Detailed Design Plans and Drawings in coordination with the Consultant/ Independent Designer

- Irrigation and Drainage Network Plan
- General Layout
- Project Facilities
 - Structural Analysis
 - Buildings
 - Pumping House
 - Power House
- Irrigation and Drainage Structures
 - Siphons
 - Bridges
 - Tunnels
 - River Training Works
- Diversion Dams/ Storage Dams and its Appurtenances
 - Geotechnical Design/ Analysis
 - Hydraulic Design/ Analysis
 - Structural Design/ Analysis
 - Stability Check/ Analysis

CLIENT STEPS	AGENCY ACTION PER PROJECT	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
D. Forward / furnish DSD Copy of the Approved FS Report	1. Receive FS Report from Consultants/ Independent Designers	None	30 Minutes	Data Encoder
	2. Receive approved Feasibility Study, Detailed Engineering Design and Plans & Drawings from Consultants/ Independent Designers for review and evaluation	None	1day	Division Manager
	3. Assign and direct Design Engineers to facilitate review of Feasibility Study Report preparation of project Documents/ Plans & Drawings	None	2 days	Principal Engr A CWDS Head
	4. Review of Feasibility Study Report/ Design Data	None	42 days	CWDS Staff Supervising Engineer A/ Senior Engineer A/ Engineer A/ Engineering Assistant A

	5. Review of preliminary design / plans and drawings	None	59 days	<p>CWDS Staff</p> <p>Supervising Engineer A Senior Engineer A/ Engineer A/ Engineering Assistant A</p> <p>(Structural Engineer/ Hydraulic Engineer/ Irrigation and Drainage Engineer/ Div. Dam Engineer/ Reservoir/ Embankment Dam Engineer/ Geotechnical Engineer/ Safety Engineer</p>
	6. Provide copy of Preliminary Design Data for the preparation of Electro-Mechanical Plans/ Drawings	None	1 day	<p>Principal Engineer A</p> <p>Mechanical and Electrical Section</p>
7. Conduct Site Assistance / Joint Site Inspection and concurrence / agreement of the comments, findings and recommendations	8. Conduct Site/ Field Validation on Design data in coordination with RIO/ IMO/ PMO/ PPD/ Consultants/ Independent Designers and submit Back-to-Office Report	None	30 days (1 month and 8 days)	<p>CWDS Staff</p> <p>Supervising Engineer A Senior Engineer A Engineer A Engineering Assistant A</p>
	9. Prepare Final Detailed Plans and Drawings	None	3 months and 22 days	<p>CWDS Staff</p> <p>Principal Engr A Supervising Engineer A Senior Engr. A</p>

				<p>Engineer A Engineering Assistant A</p> <p>Structural Engineer/Hydraulic Engineer/ Irrigation and Drainage Engineer /Div. Dam Engineer. / Reservoir/Embankment Dam Engineer/ Geotechnical Engineer/Safety Engineer</p>
	10. Submit original Plans for Signature/ Approval	None	2 days	<p>Engineering Manager</p> <p>Deputy Administrator for Engineering and Operations, Administrator</p>
	11. Receive the approved Plans / Documents from the approving authority	None	1 day	<p>Principal Engineer A</p> <p>CWDS Head</p>
	12. Forward the approved Plans/ Documents for Reproduction and E-filing	None	3 days	<p>Principal Architect A, ADS Staff</p> <p>Architecture and Drafting Section</p>
	13. Receive the detailed design plans	None	1 day	<p>Principal Engineer A Specifications Section</p>
	14. Provide copy of the approved			

	copy of Plans and Drawings for bidding			
	15. Forward the Approved Plans/ Documents for safekeeping	None	1 day	Architecture and Drafting Section Principal Architect A
TOTAL:			255 working days, 30 minutes (11.60 months, 30 minutes)	

7.BIDDING DOCUMENTS AND TECHNICAL SPECIFICATIONS FOR ALL PROPOSED CIVIL WORK CONTRACT, GOODS AND CONSULTANCY SERVICES

The Bidding Documents Refer to the documents issued by Procuring Entity (NIA) as the basis for bids, furnishing all information necessary for a prospective bidder to prepare a bid. (2016 Revised IRR of R.A. 9184 Section 5[e])

Office or Division:	Specifications Section – Design and Specifications Division, Engineering Department		
Classification:	Highly Technical		
Type of Transaction:	G2G – for services whose client is another government agency, government employee or official		
Who may avail:	RIOs, PMOs, IMOs and Central Office		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
A. Contents of Request for Bidding (RFB) <ul style="list-style-type: none"> ● Feasibility Study Report (FS) ● Detailed Engineering Design (DED) <ul style="list-style-type: none"> ○ Survey ○ Site Investigation ○ Soils and foundation Investigation ○ Construction Materials Investigation ○ Technical Specifications ○ Quantity Cost Estimates ● Approved Program of Works (Calendar Year) 			

<ul style="list-style-type: none"> ○ Construction Schedule & Cash Flow ● Approved Plans including Map/Schematic Diagram showing source and volumes of Borrow materials/ROW Acquisition ● Estimated quantities and its Detailed Computation ● Minimum Equipment Requirement ● Derivation of Unit Costs ● Regional Development Council (RDC) Endorsement (when applicable) ● National Commission on Indigenous People (NCIP) (when applicable) ● Environmental Compliance Certificate (ECC) ● National Economic Development Authority- Investment Coordinating Committee (NEDA-ICC) Approval (when Applicable) ● Local Conditions/Other Information <ul style="list-style-type: none"> ○ Project Location ○ Climatological data ○ Daily rainfall data for the last 3 years ○ No. of unworkable days per month for the last three years ○ Sources of Borrow Materials and Disposal Areas ○ Sources of other Const. Materials ○ Relevant documents for ROW ○ Information on Facilities, ie. Power Supply, Water Supply and Banking facilities, and; ○ Other information Regarding Site Conditions ● Included in the Approved Project Procurement Management Plan (PPMP)/ Annual Procurement Plan (APP) (Mandatory) <p>B. Forms and Contents of Bidding Documents for Civil Works</p> <ul style="list-style-type: none"> ● Section I. Invitation to Bid ● Section II. Instructions to Bidders 	
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- Section III. Bid Data Sheet
- Section IV. General Conditions of Contract
- Section V. Special Conditions of Contract
- Section VI. Specifications
- Section VII. Drawings
- Section VIII. Bill of Quantities
- Section IX. Checklist of Technical and Financial/Documents.

C. Contents of Bidding Documents for Goods

- Section I. Invitation to Bid
- Section II. Instructions to Bidders
- Section III. Bid Data Sheet
- Section IV. General Conditions of Contract
- Section V. Special Condition of Contract
- Section VI. Schedule of Requirements
- Section VII. Technical Specifications
- Section VIII. Checklist of Technical and Financial Documents

D. Contents of Bidding Documents for Consultancy Services

Part I

- Section I. Request for Expression of Interest
- Section II. Eligibility Documents
- Section III. Eligibility Data Sheet

Part II

- Section I. Notice of Eligibility and Short Listing
- Section II. Instructions to Bidders
- Section III. Bid Data Sheet
- Section IV. General Conditions of Contract
- Section V. Special Conditions of Contract
- Section VI. Terms of Reference
- Section VII. Bidding Forms
- Section VIII. Appendices

CLIENT STEPS	AGENCY ACTION PER PROJECT	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Infrastructure 1. Prepares/ Submit copy of (RFB) for civil work contract to be bid		None	Varies	RIO/ PMO/ IMO/ CO
2. Forward RFB to NIA – Central Office/ Deputy Administrator for Engineering and Operations Sector/Senior Deputy Administrator	1. Receive copy of RFB Approved by the Administrator	None	15 minutes	Data Encoder/ Secretary
	2. Request Approved Plans/Drawings from concerned Office/ End User	None	1 day	DSD Manager/ Specifications Section Head and Staff
3. Forward Requested Plans/Drawings to Specifications Section, DSD, Engineering Department	3. Receive Approved Plans/ Drawings submitted by concerned Office/ End User	None	1 day	DSD Manager/ Specifications Section Head
	4. Prepare Bid Documents and Technical Specifications	None	25 days	Specifications Section Head and Staff
	5. Forward Bid Documents to the Bids and Awards Committee – A (BAC – A) for sale to	Depends on ABC	1 day	DSD Manager/ Specifications Head

	prospective Bidders.			
	6. Copy of Bid Documents and Technical Specifications prepared for Approval of BAC-A members, TWG and Administrator.	None	7 days	DSD Manager/ Specifications Section Head
TOTAL:			30 days	
B. Goods		None	Varies	RIO/PMO/IMO/CO
1. Prepare/Submit copy of Purchase Request to be Bid.				
2. Forward Purchase Request to NIA-Central Office/Deputy Administrator for Engineering and Operations/ Senior Deputy Administrator	1. Received approved copy of Purchase Request	None	15 mins	Data Encoder/Secretary
	2. Prepare Bid Documents	None	25 days	Specifications Section Head and Staff
	3. Forward Bid Documents to Bids and Awards Committee - A (BAC-A) for sale to prospective bidders.	Depends on ABC	1 day	DSD Manager/ Specifications Section Head
TOTAL:			27 days	

C. Consultancy		None	Varies	RIO/PMO/IMO/CO
1. Prepares/Submit copy of RFB to be Bid.				
2. Forward RFB to NIA Central Office/Deputy Administrator for Engineering and Operations/ Senior Deputy Administrator.	1. Received approved copy of RFB.	None	15 minutes	Data Encoder/Secretary
	2. Prepare Bid Documents	None	25 days	Specifications Section Head and Staff
	4. Forward Bid Documents to the Bids and Awards Committee - A (BAC-A) for sale to prospective bidders.	Depends on ABC	1 day	DSD Manager/ Specifications Section Head
TOTAL:			30 days	

8.REVIEW AND EVALUATION OF ELECTRO-MECHANICAL PLANS/DRAWINGS FOR DAMS, PUMPING STATIONS, IRRIGATION FACILITIES AND BUILDINGS/OFFICES.

This process pertains to all proposed electromechanical equipment of dams, hydraulic steel gates, steel pipes, valves, pumping stations, substations, transmission lines and buildings/office facilities recommended for approval / funding support conforming to MC. 55 S. 2017 (Revised Delegated Authorities to NIA Officials and its succeeding addendums / amendments) and MC 36 S. 2016 (NIA Guidelines for the Preparation of Conceptual Plans and Detailed Design Drawings for Existing and New Irrigation, Drainage and related Infra-Facilities).

Office or Division:	Electro-Mechanical Design Section – Design and Specifications Division, Engineering Department
Classification:	Highly Technical
Type of Transaction:	G2G – for services whose client is another government agency, government employee or official G2B- for services whose client is a business entity

Who may avail:	RIOs, PMOs, IMOs, Central Office and Consultants
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>For Proposed Projects</p> <p>A.1 Mechanical Plans/Drawings</p> <p>A.1.1 Diversion Works</p> <p>Composed primarily of the following:</p> <ul style="list-style-type: none"> • Tabulated part number, size & weight, material description & material specifications of gate • U/S and D/S Elevation of Gate • Sections of Gate (Mechanical) showing the roller & shaft • Detail of gate groove (side & bottom) • Detail of breast wall/ curtain wall including first and second stage parts • U/S and D/S Elevation of Embedded Parts • Section & details of first and second stage parts • Details of roller & shafts • Plans & sections of hoist mechanism • U/S elevation of hoist & spindle • Gear and spindle data • Detail of drum • General Notes, Legends for 1st & 2nd Stage Parts and SI units • Tabulated operation load and motor data: • TOTAL WEIGHT OF GATE (Tons) • HOISTING LOAD (Tons) • MOTOR CAPACITY (KW) • OUTPUT TORQUE (Kg.-M) • OUTPUT SPEED (RPM) • STARTING FORCE (MANUALLY) (Kgs.) 	RIOs, PMOs, IMOs, Central Office and Consultants

- Monorail Beam Elevation & Section
- A-Frame Elevation & Section
- Storage of Stoplogs Plans, Section and Details
- Design Calculation/Report

A.1.2 Pumps

Composed primarily of the following:

- Intake sump plan & section
- Plan of pump (intake & discharge)
- Section of pumps showing the trashracks, stoplogs, intake gates and monorail beam with trolley hoist capacity
- General notes, specifications and SI units
- Tabulated pump data:
- NO. OF PUMPS (UNITS)
- CAPACITY (M³/MIN)
- TDH (M)
- MOTOR CAPACITY (KW)
- SPEED (RPM)
- SIZE OF DISCHARGE PIPE (M)
- SIZE OF SUCTION PIPE (M)
- Design Calculation/Report

A.1.3 Pipes – Outlet Works

(for Irrigation)

Composed primarily of the following:

- Plan & Section of Energy Dissipator
- Detail of Wye Branch
- Details and Sections of Percolating Ring
- Joint Detail of 2 or 3 plates support
- Joint detail of Collar plate

- General Notes, Specifications and SI units
- Details of Anti-Seep Collar
- Details of Gate & Butterfly Valves Support
- Details of thrust bracing level 1 & 2 including anchorage
- Plan & elevation of Base Support
- 1st & 2nd stage concrete details between butterfly valve and dissipator or at the gate chamber
- Details of concrete/ thrust block on bends/ elbows
- Design Calculation/Report

A.2 Electrical Plans/Drawings for Buildings, Offices, etc.

A.2.1 General Contents Requirements as Prescribed in the latest edition of the Philippine Electrical Code (PEC)

- Location and Site Development Plans Requirements
 - Bordering Streets
 - Nearest Pole and Tapping Point
 - Existing Service Drop Locations, if any
 - Proposed Service Point
 - Proposed Location of Service Equipment
 - Proposed Locations of Metering Facilities
- Legend or Symbols Requirements
- Standard Design Symbols
- Rating and Sizes
- Description
- General Notes and/or Specifications Requirements
- Electrical Laws, National Building Code and Local Ordinances
- Service Drop Requirements
- Nature of Service
- Type of Wiring Method
- Service Entrance
- Feeders and Sub-feeders

<ul style="list-style-type: none"> • Lighting and Power Branch Circuits • Grounding • Service Equipment, Materials and Equipment for General Use • Working Space: Clearance: Accessibility Requirements • Workmanship • Design and Supervision /In-charge • Color Coding and Markers • Grounded Conductors • Branch Circuits • Feeders • Equipment Grounding Conductors • Conductor Identification for General Wiring • Marking Heating Cables • Lighting, Power, Motors and Auxiliary Requirements • Location of Panelboards, Circuit Breakers, Disconnecting Means • Room Usage • Type of Lighting • Locations of Switches • Adequacy of Convenience Outlets • “In-sights” Disconnect for Motors or Transformer • Vertical Raceways • Mandatory Outlets 	
<ul style="list-style-type: none"> • Schedule of Loads Requirements • Circuit Designation Number • Load Description • Quantity of Lights, Switches, Convenience Outlets • Protective Device Rating and Type • kVA, Hp, Ampere and Voltage Rating • Type & Size of Branch Circuit, Grounding Conductor, Conduit /Raceway • Load Computation • Size of Feeder and Grounding Conductors • Main Protective Device Rating 	

- Design Analysis and Computation Requirements
- Total Floor Area Lighting and Power
- Small Appliance Load
- Application of Demand Load
- Other Loads Including Demand Factor
- Total Computed Volt-Amperes
- Total Computed Current
- Size of Service Entrance Conductors
- Service Equipment Rating
- Voltage Drop Computation
- Short Circuit Calculation
- One Line Diagram Requirements
- Service Head Location and Height
- Size and Rating of Service Equipment
- Type and Dimension of Gutters
- Metering Facilities
- Size of Conductors
- Switch Boards, Panelboards and Enclosed Circuit Breakers
- Panelboards Details
- Allowable Ampacity of Conductors Over Designed Load Current
- Plan, Section & Details shall be comprised but not limited to the followings:
- Lighting and Power layout of building, and other auxiliary /ancillary loads.
- Lighting Manufacturing Drawings.
- Cable tray, Conduit, Duct bank layout and details
- Grounding System Layout and Details
- Mounting of electrical fixtures and panels.

A.3 Electrical Plans/Drawings for Diversion Dams

<p>A.3.1 Site Development Plan and General Plan /Layout shall be comprised but not limited to the following:</p> <ul style="list-style-type: none"> • General Arrangement /Site Plan • Location of Intake Gates, Sluice Gates, Office, Control House, Guard House, Gate Keeper's Quarter, Generator House, etc. • Other requirements stipulated to Section A.2 • General Contents, Notes and Specifications Requirements Please refer to Sections A.2 • Plan, Section & Details shall be comprised but not limited to the followings: <ul style="list-style-type: none"> • Transmission Line / Incoming Feeder Line Layout and Details • Electrical Pole Layout and Details (from tapping point to power receiving pole) • Pole Dressing and List of Materials • Grounding System, Transformer Banking, etc. • Electro-mechanical Equipment Identification Layout and Other Auxiliary /Ancillary Loads. • Cable Tray, Conduit /Raceway, Duct Bank Layout and Details • Equipment Grounding and Bonding, and Lightning Protection System. • Lighting and Power Layout of office building, control room /operation house, generator house, guard house, sluice and intake gates shed, etc. • Lighting Manufacturing Drawings. • Grounding System Layout and Details • Switchboard /Panelboard Details and Wiring Diagram • Main Distribution Panel • AC Auxiliary Panel (if any) • Motor /Local Control Panel 	
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- Switchboard /Panelboard Details and Wiring Diagrams
- Design Report

A.3.1.2 Electrical Plans/Drawings of Diversion Dams

(Modernization /Automation System of Hydraulic /Steel Gates) shall comprise but not limited to the following:

- Motor Control Center Panel
- Remote Control Panel
- Programmable Logic Controller (PLC)
- Signal Converter Panel (If Any)
- Supervisory Control And Data Acquisition (SCADA System); if any
- Other procedures or methodology for automation system
- Details and layout of Float Switch, Water Level, Flow Meter, etc. (If Any)
- Mounting of electrical fixtures, panels and other equipment
- Schedule of Loads; Refer to Section A.2
- Single Line Diagram, consist of the following details;
- Incoming Utility Power Line /Supply Line
- First Private Pole & Power Receiving Pole Materials /Pole Dressing
- Capacity and Ratings of transformers, power fuse /fuse cutout, lightning arrester, load break switch (LBS), etc.
- Switchboards /Panelboards and Automatic or Manual Transfer Switch
- Diesel Engine Generating Set (capacity, ratings and type or description), if any
- Exact nature of the load in each feeder

- All main cable and wire runs with their associated isolating switches (size & type)
- DC Source or Battery Bank and Charger connection with their associated loads; if any
- Other requirements prescribed in Section 7.1.2.7
- Three Line Diagram /Circuit Diagram of Motor Control Panel, Switchgear /Switchboard, etc.
- Legend and Symbols
- Electrical and Electronics Materials /Equipment
- Other requirements stated in Section A.2
- Design Analysis and Computation Requirements /Technical Calculation Documents
- Design Report

A.4 Electrical Plans/Drawings for Pumping Stations

- Site Development Plan and General Plan /Layout shall be comprised but not limited to the following:
 - General Arrangement /Site Plan
 - Location of Pump House, Office, Control House, Guard House, Gate Keeper's Quarter, Generator House, Substation, etc.
 - Other requirements stipulated to Section A.2
- General Contents, Notes and Specifications
 - Please refer to Section A.2
- Plan, Section & Details shall be comprised but not limited to the followings:
 - Transmission Line /Incoming Feeder Line Layout and Details
 - Plan and Profile
 - Pole Schedule, Pole Dressing and List of Materials

- Electrical Pole Layout & Details (from tapping point to power receiving pole)
- 69kV Transmission Pole Structure Design
- Substation Plan Section and Details
- Grounding Plan and Details
- Cable Tray, Conduit /Raceway, Duct Bank Layout and Details
- Electro-mechanical Equipment Identification Layout
- Equipment Grounding and Bonding, and Lightning Protection System.
- Lighting and Power Layout of office building, control room /operation house, generator house, guard house, pump house, etc.
- Lighting Manufacturing Drawings
- Switchgears /Panelboards, Control Panels Wiring Diagram and Details
- Mounting of Electrical Fixtures and Panels.
- Other requirements prescribed in Section 7.1.2.8 and Section 7.2.4
- Schedule of Loads
 - Please refer to Section A.2
- Single Line Diagram, consist of the following details;
 - Incoming Utility Power Line /Transmission Line
 - Substation Equipment and Metering Outfit (Capacity & Ratings)
 - Other requirements prescribed in Section A.2 and Section A.3
- Three Line Diagram /Circuit Diagram of Motor Control Panel, Switchgear /Switchboard, etc.
- Legend and Symbols
 - Electrical and Electronics Materials /Equipment

<ul style="list-style-type: none"> Other requirements stated in Section A.2 Design Analysis and Computation Requirements /Technical Calculation Documents Design Report 					
CLIENT STEPS	AGENCY ACTION PER PROJECT	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
IN-HOUSE DETAILED ENGINEERING DESIGN					
5. Forward the request to NIA-Central Office / Deputy Administrator for Engineering and Operations Sector	1. Receive Request for preparation of plans and drawing for In-House Electro-Mechanical Works	None	One (1) working day	Data Encoder of the Engineering Department	
	2. Review / Endorse the request / communication to the concerned Division Manager for appropriate action	None		Engineering Department Manager	
	3. Receive request / communication from Office of the Administrator / Office of the Deputy Administrators	None		Data Encoder of Design and Specifications Division	
	4. Disseminate and direct scope of works	None		Division Manager A	

	to EMDS for review and evaluation			
	5. Receive Letter of Request for the preparation of plans and drawings for In-House Electro-Mechanical Works	None	One (1) working day	Principal Engineer A
	6. Evaluate and study the given Approved Plans/ Drawings and then coordinate with the Civil Works Design Section and to gather and Architectural and Drafting Section to gather and complete the necessary data for design calculator	None	Five (5) working days per project	Principal Engineer A / Civil Works Design Section
	7. Assign an engineer to review and prepare the design calculations and drawings	None	One (1) working day per project	Principal Engineer A
	8. Conduct Field Validation and Data Verification together with the Civil Works Assigned Design Engineer in	None	Seven (7) working days	Supervising Engineer A/ Senior Engineer A/ Engineer A / Architects/ Draftsman

	Coordination with the Field Office			
	9. Prepare and submit an inspection report to be used as additional reference in the design	None	Seven (7) working days	Supervising Engineer A/ Senior Engineer A/ Engineer A /Architects/ Draftsman
	10. Coordinate with the Architecture and Design Section for the initial preparation of drawings	None	One (1) working day	Principal Engineer A/ Supervising Engineer A/ Senior Engineer A/ Engineer A
	11. Undergoes Detailed Design (on-going coordination with the CWDS and ADS)	None	Forty five (45) working days	Supervising Engineer A/ Senior Engineer A/ Engineer A
	12. Submit design calculations for review	None	Fifteen (15) working day	Supervising Engineer A/ Senior Engineer A/ Engineer A
	13. Reviews with the Section Head for necessary changes or corrections	None	Ten (10) working days	Principal Engineer A/ Supervising Engineer A
	14. Prepare Plans for Printing (Drafting of plans and drawings through AutoCAD in integration to Hydro-	None	Seven (7) working days	Senior Engineer A/ Engineer A /Architecture and Drafting Section

	Mechanical and Electrical Plans)			
	15. Review, then submit design calculations and plans to Section Head for initial signature	None	One (1) working day	Supervising Engineer A
	16. Submit final design plans/ drawings for approval to concerned approving authority.	None	One (1) working day	Principal Engineer A/Division Manager A/ Engineering Manager / Deputy Administrator for Engineering and Operations
	17. Original Approved Documents/ Plans to be turned over for archiving (original and scanned copies - on file)	None	One (1) working day	Principal Engineer A/ Architecture and Drafting Section Staff
TOTAL:			103 Working Days,	
OUTSOURCED DETAILED ENGINEERING DESIGN				
1. Forward the request to NIA-Central Office / Deputy Administrator for Engineering and Operations Sector	1. Receive request for preparation of plans and drawings for Outsource Electro-Mechanical	None	One (1) Working Day	Data Encoder of Engineering Department

	Works			
	2. Review/ Endorse the request/ communication to concerned Division Manager for appropriate action	None		Engineering Department Manager
	3.Receive request/ communication from Office of the Administrator/ Office of the Deputy Administrator	None		Data Encoder of Design and Specifications Division
	4.Disseminate and direct scope of works to EMDS for review and evaluation	None		Division Manager A
	5.Receive Letter of Request for the review of detailed Plans/ Drawings prepared by Consultant	None	One (1) Working Day	Principal Engineer A
	6.Evaluate and study the given Plans/ Drawings and the coordinate with the Civil Works Design Section Head and Architecture and Drafting Section Head to gather and clarify some information on	None	Five (5) working days	Principal Engineer A/ Civil Works Design Section/ Architecture and Drafting Section

	the plans and drawings			
	7.Assign an engineer to discuss and review the design calculations and drawings	None	One (1) working day	Principal Engineer A
	8.Undergo design review (on-going coordination with CWDS and ADS)	None	Fort-five (45) working days	Supervising Engineer A/ Senior Engineer A/ Engineer A/ Architectural and Drafting Section
	9.Submit design calculation to the immediate supervisor	None	One (1) working day	Supervising Engineer A/ Senior Engineer A/ Engineer A
	10.Coordinate with the Architecture and Drafting Section to do the necessary changes or correction	None	One (1) working day	Supervising Engineer A/ Architecture and Drafting Section
	11.Prepare Plans for Editing (Drafting of Plans and drawings through AutoCAD in integration to Hydro-Mechanical and Electrical Plans	None	Five (5) working day	Supervising Engineer A/ Senior Engineer A/ Engineer A
	12.Review then submit design calculations and plans to Section Head for final	None	One (1) working day	Supervising Engineer A

	review			
	13. Review, create and submit final report indication all recommended corrections and concerns	None	Sixteen (16) working day	Principal Engineer A
	14. Submit report with recommendations to the requesting offices (with transmittal signed by the Department Manager and Da for Engineering and Operations)	None	One (1) working day	Engineering Manager/ Deputy Administrator for Engineering and Operations
TOTAL:			78 Working Days	
Technical Assistance in the preparation/ review of Cost Estimates				
1. Forward the request to NIA-Central Office / Deputy Administrator for Engineering and Operations Sector	1. Receive Request for preparation/ review of Cost Estimate	None	One (1) Working Day	Data Encoder of the Engineering Department
	2. Review / Endorse the request / communication to the concerned Division Manager for appropriate action	None		Engineering Department Manager
	3. Receive request / communication from Office	None		Data Encoder of Design and Specifications Division

	of the Administrator / Office of the Deputy Administrator s			
	4. Disseminate and direct scope of works to EMDS for review and evaluation	None		Division Manager A
	5. Receive Letter of Request for the assistance in the preparation/ review of the Cost Estimate	None	One (1) working day/s	Principal Engineer A
	6. Evaluate and study the given plans/ drawings and the then coordinate with the civil works design section head to gather and clarify some information on the plans/ drawing	None	Five (5) working day/s	Principal Engineer A/ Civil Works Design Section
	7. Assign and engineer to discuss and review the plans for the preparation of cost estimates and drawings	None	One (1) working days	Principal Engineer A
	8. Undergo Cost Estimate	None	Seven (7) working days	Supervising Engineer A/ Senior Engineer A/ Engineer A
	9. Submit cost estimates to the Section	None	Three (3) working days	Principal Engineer A

	Head for review			
	10. Forward the original copies of cost estimates to the requesting office and furnish a duplicate copy for the office		One (1) working days	Division Manager
TOTAL:			19 working days	
Technical Assistance in the review of Electro-Mechanical Design Works Fabrication Drawings				
1. Forward the request to NIA-Central Office / Deputy Administrator for Engineering and Operations Sector	1. Receive Request/ Communication from Office of the Administrator / Office of the Deputy Administrator	None	One (1) Working Day	Data Encoder of the Engineering Department
	2. Review / Endorse the request / communication to the concerned Division Manager for appropriate action	None		Engineering Department Manager
	3. Receive request / communication from Office of the Administrator / Office of the Deputy Administrators	None		Data Encoder of Design and Specifications Division
	4. Disseminate and direct scope of works to	None		Division Manager

	EMDS for review and evaluation			
	5. Receive Letter of Request for the assistance in the review of Mechanical-Electrical Works Fabrication Drawings	None	One (1) working day	Principal Engineer A
	6. Assign and instruct the checking of the fabrication drawings	None	One (1) working day	Principal Engineer A
	7. Check Fabrication drawings	None	Eight (8) working days	Supervising Engineer A
	8. Mark comments and/ or correction on the fabrication drawings and submit it to the Section Head	None	Three (3) working days	Supervising Engineer A/ Senior Engineer A/ Engineer A
	9. Make final review and recommendations	None	Two (2) working day/s	Principal Engineer A
	10. Forward the fabrication drawings to the Division Manager for recommendation of correction and resubmission of the requesting office	None	One (1) working day	Principal Engineer A
TOTAL:			17 working days	
Technical Assistance of on-going projects of various Mechanical-				

Electrical works (Material Inspection, Pre-Delivery Inspection and Final Inspection)				
A. Material Inspection				
1. Forward the request to NIA-Central Office / Deputy Administrator for Engineering and Operations Sector	1. Receive Request for preparation/ review of Cost Estimate	None	One (1) working day	Data Encoder of the Engineering Department
	2. Review / Endorse the request / communication to the concerned Division Manager for appropriate action	None		Engineering Department Manager
	3. Receive request / communication from Office of the Administrator / Office of the Deputy Administrators	None		Data Encoder of Design and Specifications Division
	4. Disseminate and direct scope of works to EMDS for review and evaluation	None		Division Manager A
	5. Receive request letter for technical assistance to the on-going projects of various Mechanical -	None	One (1) working day	Principal Engineer A

	Electrical Works			
	6. Assign two engineers (1 Mechanical and 1 Electrical) to assist the requesting IMO/RIO/PMO representative	None	One (1) working day	Principal Engineer A
	7. Gather all approved plans and technical specification documents necessary for the inspection	None	One (1) working day	Principal Engineer A/ Supervising Engineer A/ Senior Engineer A/ Engineer A
	8. Assist the Construction Management Division in checking the conformity of materials used to the approved plans/ drawings and technical specifications	None	Seven (7) working day	Supervising Engineer A/ Senior Engineer A/ Engineer A
	9. Create a technical inspection report to be approved by the concerned approving authority (Reports kept on file)	None	Seven (7) working day	Supervising Engineer A/ Senior Engineer A/ Engineer A
TOTAL:			18 working days	
B. Pre-final Inspection and Final Inspection				
1. Forward the request to NIA-Central Office / Deputy Administrator for	1. Receive Request for preparation/ review of Cost Estimate	None	One (1) working day	Data Encoder of the Engineering Department

Engineering and Operations Sector				
	2. Review / Endorse the request / communication to the concerned Division Manager for appropriate action	None		Engineering Department Manager
	3. Receive request / communication from Office of the Administrator / Office of the Deputy Administrators	None		Data Encoder of Design and Specifications Division
	4. Disseminate and direct scope of works to EMDS for review and evaluation	None		Division Manager A
	5. Receive request letter for technical assistance to the on-going projects of various Mechanical - Electrical Works	None	One (1) working day	Division Manager & Staff
	6. Direct and assign the request to the section head	None	One (1) working day	Division Manager A
	7. Assign two engineers (1 Mechanical and 1 Electrical) to	None	One (1) working day	Principal Engineer A

	assist the requesting IMO/RIO/PMO representative			
	8. Gather all approved plans and technical specification documents necessary for the inspection	None	One (1) working day	Supervising Engineer A/ Senior Engineer A/ Engineer A
	9. Assist the Construction Management Division in checking the conformity of materials used to the approved plans/ drawings and technical specifications	None	Seven (7) working day/s	Supervising Engineer A/ Senior Engineer A/ Engineer A
2. Rectify the punch list	10. Create a punch list for the rectification of deficiencies noted as official report	None	Seven (7) working day/s	Supervising Engineer A/ Senior Engineer A/ Engineer A
	11. Recommend for final acceptance of project	None	One (1) working day	Supervising Engineer A/ Senior Engineer A/ Engineer A
TOTAL:			20 working days	
C. Pre-final and Final Inventory Inspection				
1. Forward the request to NIA-Central Office / Deputy Administrator for Engineering and Operations Sector	1. Receive Request for preparation/ review of Cost Estimate	None	One (1) working day	Data Encoder of the Engineering Department
	2. Review / Endorse the request / communication to the concerned	None		Engineering Department Manager

	Division Manager for appropriate action			
	3. Receive request / communication from Office of the Administrator / Office of the Deputy Administrators	None		Data Encoder of Design and Specifications Division
	4. Disseminate and direct scope of works to EMDS for review and evaluation	None		Division Manager A
	5. Receive request letter for technical assistance to the on-going projects of various Mechanical - Electrical Works	None	One (1) working day	Division Manager & Staff
	6. Assign two engineers to assist the requesting IMO/RIO/PMO representative	None		Principal Engineer A
	7. Gather all approved plans and technical specification documents necessary for the inspection	None		Principal Engineer A/ Supervising Engineer A/ Senior Engineer A/ Engineer A

	8. Request scanned copy of GFC Plans/ As-built Drawings and gather pertinent document such as; a. In-house inspection report b. Actual picture of Mechanical Equipment /Documentations	None	One (1) working day	Supervising Engineer A/ Senior Engineer A/ Engineer A
	9. Assist the Construction Management Division in checking the conformity of materials used to the approved plans/ drawings and technical specifications	None	Seven (7) working day/s	Supervising Engineer A/ Senior Engineer A/ Engineer A
2. Rectify the punch list	10. Create a punch list for the rectification of deficiencies noted as official report	None	Three (3) working day/s	Supervising Engineer A/ Senior Engineer A/ Engineer A
	11. Create an inventory inspection report to be approved by the concerned approving authority (Recommend for final acceptance of the project)	None	Eight (8) working day	Supervising Engineer A/ Senior Engineer A/ Engineer A
TOTAL:			21 working days	

Assistance on the Review of Technical Specifications/ Documents of the Project for Procurement in Central Office/ Field Offices				
1. Forward the request for review of technical specifications & bidding documents of the Project for Bidding	1. Receive Request/ communication from Office of the Administrator/ Office of the Deputy Administrator	None	One (1) working day	Data Encoder of the Engineering Department
	2. Review / Endorse the request / communication to the concerned Division Manager for appropriate action	None		Engineering Department Manager
	3. Receive request / communication from Office of the Administrator / Office of the Deputy Administrators	None		Data Encoder of Design and Specifications Division
	4. Disseminate and direct scope of works to EMDS for review and evaluation	None		Division Manager A
	5. Receive request for assistance on the Review of Technical Specifications / Documents of the Project for procurement in Central	None	One (1) working day	Specifications Section

	Office/ Field Offices			
	6. Direct and assign the request to the Section Head	None	One (1) working day	Division Manager
	7. Review and Prepare an additional Technical Specifications / Documents of the project	None	Fifteen (15) working days	Principal Engineer A
	8. Forward the data to the Specifications Section	None	One (1) working day	Principal Engineer A
TOTAL:			19 working Days,	
Technical Assistance on the Installation of various Mechanical Electrical Works including the Non-Destructive Test of welding works on steel pipes				
1.Forward request for technical assistance on the installation of various Mechanical Electrical Works	1.Receive request/ communication from Office of the Administrator/ Office of the Deputy Administrator	None	One (1) working day	Data Encoder of the Engineering Department
	2.Review/ Endorse the request/ communication to concerned Division Manager for appropriate action	None		Engineering Department Manager
	3.Receive request communication from Office of the Administrator/	None		Data Encoder of Design and Specifications Division

	Office of the Deputy Administrator			
	4.Disseminate and direct scope of works to EMDS for review and evaluation	None		Division Manager A
	5.Receive request letter for Assistance and Supervision of the On-going Installation of various Mechanical-Electrical works	None	One (1) working day	IMO/ RIO/ PMO Division Manager & Staff
	6.Assign two(2) Engineers for the site inspection	None	One (1) working day	Principal Engineer A
	7.Gather all Approved Plans and Testing Methodologies prior to inspection of works	None	One (1) working day	Supervising Engineer A/ Senior Engineer A
	8.Assist the Construction Management Division in checking the conformity of installation to the Approved Plans and Approved Testing	None	Seven (7) working day	Supervising Engineer A/ Senior Engineer A

	Methodologies/ Reports			
	9.Create a technical inspection report to be approved by the concerned approving authority (Reports kept on file)	None	Seven (7) working day	Supervising Engineer A/ Senior Engineer A
TOTAL:			18 working days	

9.REQUEST FOR FUNDING CHECK

Evaluate and process request for Funding Check both for locally funded and foreign assisted projects.

Office or Division	Construction Planning and Scheduling Section-Construction Management Division			
Classification	Highly Technical			
Type of Transaction	G2G-Government to Government			
Who may avail	RIOs, PMOs, IMOs and Central Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
•Request for Sub Allotment Advice (SAA)		RIOs, PMOs, IMOs and Central Office		
•Special Allotment Release Order (SARO)		Department of Budget and Management		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request for Cash Support to Central Office	1.Receive Request for Cash Support from Division Manager	None	within 10 minutes	Data Encoder
	2. Instruct the concerned staff to review/evaluate the request for Notice of Cash Allotment (NCA)	None	within 1 hour	Section Head

	3. Review/Evaluate the request for Notice of Cash Allotment (NCA)	None	within 2 working days	Supervising Engineer A/Senior Engineer A / Engineer A / Engineering Assistant A
	4. Check for request for Notice of Cash Allotment (NCA)	None	within 1 hour	Section Head
	4.1 If found in order, Initial the document and endorse to the Division Manager	None	within 1 hour	Section Head
	4.2 If correction were observed, Subject for Reevaluation	None	within 1 hour	Supervising Engineer A/Senior Engineer A / Engineer A / Engineering Assistant A
	5. Record and Forward documents to the office of the Division Manager	None	within 10 minutes	Data Encoder
TOTAL:			2 working days, 3 hours and 20 minutes	

10. Conduct of Pre-Construction Conference / Issuance of Notice to Proceed (NTP)

Office or Division:	CAS-CMD, Engineering Department			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government (Internal)			
Who may avail:	All NIA Regional Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Conduct of Pre-Construction Conference / Issuance of NTP				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send letter request to CMD, ED Central Office	1. Receive requests to conduct pre-construction conference from Division Manager	None	10 minutes per transaction	CAS-Data Encoder

	1.1 Evaluate request and routed to Engineer In-Charge	None	10 minutes per transaction	CAS-Section Chief
	1.2 Prepare Notices of Meeting and submit to Section Chief	None	10 minutes per transaction	CAS-Engineer In-Charge
	1.3 Check/process Notices of Meeting	None	10 minutes per transaction	CAS-Section Chief
	1.4 Endorse to Division Manager and initialed Notices of Meeting	None	10 minutes per transaction	CAS-Section Chief
	1.5 Release & deliver of Notices of Meeting to the Office of the Division Manager	None	10 minutes per transaction	CAS-Data Encoder
	1.6 Review the Notices of Meeting	None	10 minutes per transaction	CMD-Division Manager
	1.7 Initialed the Notices of Meeting endorsed to Engineering Manager	None	10 Minutes per transaction	CMD-Division Manager
	1.8 Release the Notices of Meeting to the Office of the Department Manager	None	10 Minutes per transaction	Data Encoder of the CMD-Division
	1.9 Receive the Notices of Meeting	None	10 Minutes per transaction	Data Encoder of the Engineering Department Manager
	2.0 Final Review of the Notices of Meeting	None	10 Minutes per transaction	Engineering Department Manager
	2.1 Initialed/sign and recommend approval by the proper authorities	None	10 Minutes per transaction	Engineering Department Manager

	2.2 Release the Notices of Meeting thru document tracking system	None	10 Minutes per transaction	Engineering Department Manager
	2.3 Deliver the Notices of Meeting to next Office for approval	None	10 Minutes per transaction	Utility of the Engineering Department
	2.4 Output approved Notice of Meeting	None	10 Minutes per transaction	Concerned Attendees of the Notice of Meeting
TOTAL :		None	1 day	

11. Review the Construction Management Plan

Check construction schedules submitted by Contractors in accordance with specifications for approval of higher authorities.

Office or Division:	CAS-CMD, Engineering Department			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government (Internal)			
Who may avail:	All NIA Regional Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for the review of the Construction Program				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send letter request to CMD, ED Central Office	1. Receive the submitted Construction Program of the Contractor from Division Manager	None	10 minutes per transaction	CAS-Data Encoder
	1.1 Evaluate the Construction Program and routed to Engineer In-Charge	None	10 minutes per transaction	CAS-Section Chief
	1.2 Evaluate the Construction Program and submit comments to Section Chief	None	5 Working days per transaction	CAS-Engineer In-Charge
	1.3 Check processed Construction Program	None	10 minutes per transaction	CAS-Section Chief

	1.4 Endorse to Division Manager and initial processed Construction Program	None	10 minutes per transaction	CAS-Section Chief
	1.5 Release & deliver processed Construction Program to the Office of the Division Manager	None	10 minutes per transaction	CAS-Data Encoder
	1.6 Review the processed Construction Program	None	10 Minutes per transaction	CMD-Division Manager
	1.7 Initial the processed Construction Program and endorsed to Engineering Department Manager	None	10 Minutes per transaction	CMD-Division Manager
	1.8 Release the processed Construction Program to the Office of the Engineering Department Manager	None	10 Minutes per transaction	Data Encoder of the CMD-Division
	1.9 Receive the processed Construction Program	None	10 Minutes per transaction	Data Encoder of the Engineering Department Manager
	2.0 Final review the processed Construction Program	None	10 Minutes per transaction	Engineering Department Manager
	2.1 Initial/sign and recommend approval by the proper authorities	None	10 Minutes per transaction	Engineering Department Manager

	2.2 Release the processed Construction Program thru document tracking system	None	10 Minutes per transaction	Engineering Department Manager
	2.3 Deliver the processed Construction Program to next Office	None	10 Minutes per transaction	Utility of the Engineering Department
	2.4 Output approved Construction Management Plan	None		Concerned Contractor
TOTAL :		None	6 days	

12. Processing of Monetary Claims

Review, Evaluate, process and prepare vouchers for payment of monthly progress billing, contract price escalation and other monetary claims of on-going civil works contracts both foreign and locally funded projects.

Office or Division:	CAS-CMD, Engineering Department			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government (Internal)			
Who may avail:	All NIA Regional Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Processing of Progress Billings/ Release Of 10% Retention Money and Other Monetary Claims				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send letter request to CMD, ED Central Office	1. Receive requests progress billings/ release of 10% retention money and other monetary claims from Division Manager	None	10 minutes per transaction	CAS-Data Encoder
	1.1 Evaluate request and routed to Engineer In-Charge	None	10 minutes per transaction	CAS-Section Chief

	1.2 Evaluate progress billings/ release of 10% retention money and other monetary claims and submit comments to Section Chief	None	5 Working days per transaction	CAS-Engineer In-Charge
	1.3 Check processed progress billings/ release of 10% retention money and other monetary claims	None	10 Minutes per transaction	CAS-Section Chief
	1.4. Endorse to Division Manager and initial the processed progress billings/ release of 10% retention money and other	None	10 Minutes per transaction	CAS-Section Chief
	1.5 Release & deliver processed progress billings/ release of 10% retention money and other monetary claims to the Office of the Division Manager	None	10 Minutes per transaction	CAS-Data Encoder
	1.6 Review the processed progress billings/ release of 10% retention money and other monetary claims	None	10 Minutes per transaction	CMD-Division Manager
	1.7 Initial the processed progress billings/ release of 10% retention money and other monetary claims endorsed to Engineering Manager	None	10 Minutes per transaction	CMD-Division Manager

	1.8 Release the processed progress billings/ release of 10% retention money and other monetary claims	None	10 Minutes per transaction	Data Encoder of the CMD-Division
	1.9 Receive the processed progress billings/ release of 10% retention money and other monetary claims	None	10 Minutes per transaction	Data Encoder of the Engineering Department Manager
	2.0 Final review the processed progress billings/ release of 10% retention money and other monetary claims	None	10 Minutes per transaction	Engineering Department Manager
	2.1 Initial /sign and recommend approval by the proper authorities	None	10 Minutes per transaction	Engineering Department Manager
	2.2 Release the processed progress billings/ release of 10% retention money and other monetary claims thru document tracking system	None	10 Minutes per transaction	Engineering Department Manager Data Encoder
	2.3 Deliver the processed progress billings/ release of 10% retention money and other monetary claims to next Office	None	10 Minutes per transaction	Utility of the Engineering Department
	2.4 Output copy of the Approved Disbursement Voucher	None		Treasury Records
TOTAL :		None	6 days	

13. Review and Process of Extension of Contract Time

Review, evaluate and process contract time extensions and/or additional contract durations.

Office or Division:	CAS-CMD, Engineering Department			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government (Internal)			
Who may avail:	All NIA Regional Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Processing of Contract Time Extensions/ Suspension Order and Resumption Order				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send letter request to CMD, ED Central Office	1. Receive the time extensions/ suspension orders/resumption orders from Division Manager	None	10 minutes per transaction	CAS-Data Encoder
	1.1 Evaluate time extensions /suspension orders/ resumption orders and routed to Engineer In-Charge	None	10 minutes per transaction	CAS-Section Chief
	1.2 Evaluate time extensions/ Suspension orders/ resumption orders and submit to Section Chief	None	5 Working days per transaction	CAS-Engineer In-Charge
	1.3 Check processed time extensions/ suspension orders/ resumption orders	None	10 minutes per transaction	CAS-Section Chief
	1.4 Endorse to Division Manager and initial the processed time extensions/ suspension orders/ resumption orders	None	10 minutes per transaction	CAS-Section Chief

	1.5 Release & deliver processed time extensions/ suspension orders/resumption orders to the Office of the Division Manager	None	10 minutes per transaction	CAS-Data Encoder
	1.6 Review the processed time extensions/ suspension orders/ resumption orders	None	10 minutes per transaction	CMD-Division Manager
	1.7 Initial the processed and endorsed to Engineering Manager	None	10 minutes per transaction	CMD-Division Manager
	1.8 Release the processed time extensions/ suspension orders/ resumption orders to the Office of the Engineering Department Manager	None	10 minutes per transaction	Data Encoder of the CMD-Division
	1.9 Receive the processed time extensions/ suspension orders/ resumption orders	None	10 minutes per transaction	Data Encoder of the Engineering Department Manager
	2.0 Final receive the processed time extensions/ suspension orders/ resumption orders	None	10 minutes per transaction	Engineering Department Manager
	2.1 Initial/sign and recommend approval by the proper authorities	None	10 minutes per transaction	Engineering Department Manager
	2.2 Release the processed time extensions/ suspension orders/ resumption orders thru document tracking system	None	10 minutes per transaction	Engineering Department Manager

	2.3 Deliver the processed time extensions/ suspension orders/ resumption orders to next Office	None	10 minutes per transaction	Utility of the Engineering Department
TOTAL :		None	6 days	

14. Review and Process Variation Orders

Review, Evaluate, process and prepare vouchers for payment of variation orders and/or negotiated contracts firm-up quantities & costs and other Monetary Claims

Office or Division:	CAS-CMD, Engineering Department			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government (Internal)			
Who may avail:	All NIA Regional Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Processing of Variation Orders/Firmed-Up Quantities & Costs and Other Monetary Claims				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send letter request to CMD, ED Central Office	1. Receive requests variation orders/firmed-up quantities & costs and other monetary claims from Division Manager	None	10 minutes per transaction	CAS-Data Encoder
	1.1 Evaluate request and routed to Engineer In-Charge	None	10 minutes per transaction	CAS-Section Chief
	1.2 Evaluate variation orders/firmed-up quantities & costs and other monetary claims and submit comments to Section Chief	None	15 Working days per transaction	CAS-Engineer In-Charge
	1.3 Check processed variation orders/firmed-up quantities & costs and other monetary claims	None	3 days per transaction	CAS-Section Chief
	1.4 Endorse to Division Manager and initial variation orders/firmed-up quantities & costs	None	10 minutes per transaction	CAS-Section Chief

	and other monetary claims			
	1.5 Release & deliver processed variation orders/firmed-up quantities & costs and other monetary claims to the Office of the Division Manager	None	10 minutes per transaction	CAS-Data Encoder
	1.6 Review the processed variation orders/firmed-up quantities & costs and other monetary claims	None	10 minutes per transaction	CMD-Division Manager
	1.7 Initial the processed variation orders/firmed-up quantities & costs and other monetary claims endorsed to Engineering Manager	None	10 minutes per transaction	CMD-Division Manager
	1.8 Release the processed variation orders/firmed-up quantities & costs and other monetary claims to the Office of the Department Manager	None	10 minutes per transaction	Data Encoder of the CMD-Division
	1.9 Receive the processed variation orders/firmed-up quantities & costs and other monetary claims	None	10 minutes per transaction	Data Encoder of the Engineering Department Manager
	2.0 Final receive the processed variation orders/firmed-up quantities & costs and other monetary claims	None	10 minutes per transaction	Engineering Department Manager
	2.1 Initial/sign and recommend	None	10 minutes per transaction	Engineering Department Manager

	approval by the proper authorities			
	2.2 Release the processed variation orders/firmed-up quantities & costs and other monetary claims thru document tracking system	None	10 minutes per transaction	Engineering Department Manager
	2.3 Deliver the processed variation orders/firmed-up quantities & costs and other monetary claims to next Office	None	10 minutes per transaction	Utility of the Engineering Department
TOTAL :		None	19 days	

15. Requests/ Communications

Prepare correspondence, communications, evaluations and corresponding recommendations and other related documents to the administration of on-going civil works both foreign and locally funded projects.

Office or Division:	CAS-CMD, Engineering Department			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government (Internal)			
Who may avail:	All NIA Regional Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Requests/ Communications				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send letter request to CMD, ED Central Office	1. Receive requests/ communications from Division Manager	None	10 minutes per transaction	CAS-Data Encoder
	1.1 Evaluate requests/ communications and routed to Engineer In-Charge	None	10 minutes per transaction	CAS-Section Chief
	1.2 Prepare communications /memorandum and submit to Section Chief	None	3 days per transaction	CAS-Engineer In-Charge
	1.3 Check/process communications /memorandum	None	10 minutes per transaction	CAS-Section Chief

	1.4 Endorse to Division Manager and initialed the processed communications /memorandum	None	10 minutes per transaction	CAS-Section Chief
	1.5 Release & deliver processed communications /memorandum to the Office of the Division Manager	None	10 minutes per transaction	CAS-Data Encoder
	1.6 Review the processed of communications /memorandum	None	10 minutes per transaction	CMD-Division Manager
	1.7 Initial the processed communications /memorandum endorsed to Engineering Manager	None	10 minutes per transaction	CMD-Division Manager
	1.8 Release the processed communications /memorandum to the Office of the Department Manager	None	10 minutes per transaction	Data Encoder of the CMD-Division
	1.9 Receive the processed communications /memorandum	None	10 minutes per transaction	Data Encoder of the Engineering Department Manager
	2.0 Final received the processed communications /memorandum	None	10 minutes per transaction	Engineering Department Manager
	2.1 Initial/sign and recommend approval by the proper authorities	None	10 minutes per transaction	Engineering Department Manager
	2.2 Release the processed communications /memorandum thru document tracking system	None	10 minutes per transaction	Engineering Department Manager
	2.3 Deliver the processed communications /memorandum to	None	10 minutes per transaction	Utility of the Engineering Department

	next Office			
TOTAL :		None	4 days	

16. Monitoring & Evaluation of Engineering Monitored Projects

It is used in monitoring project implementation. It is also used in identifying critical issues and solving problems of the project.

Office or Division	CONSTRUCTION MANAGEMENT DIVISION			
Classification	HIGHLY TECHNICAL			
Type of Transaction	G2G - Government to Government			
Who may avail	RIOs, IMOs, PMOs, Other NIA Offices, Oversight Agencies and Lending Institution			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Monthly Coded Reports		RIOs, IMOs, PMOs		
Monthly Progress Reports		RIOs, IMOs, PMOs		
Copy of Approved Program of Works		RIOs, IMOs, PMOs, Other NIA Offices (CPSS-CMD)		
Financial Reports		RIOs, IMOs, PMOs, Other NIA Offices (FMD)		
Copy of Loan Agreement/ Minutes of Discussion		Lending Institution		
Internal and External Policies (Memorandum Circulars)		Other NIA Offices, Oversight Agencies and Lending Institution		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit complete requirements	1. Receive copy of Approved GAA Budget/Approved POW from CMD Manager	None	10 minutes	Data Encoder
	2. Scan and review approved GAA Budget/ Approved POW and endorse to PBMES staff concerned	None	2 working days	PBMES Head
	3. Review Approved POW to be familiarized with the scope of work of the project	None	2 working days	PBMES Staff concerned

	4. Receive copy of Monthly Coded/ Progress Report from CMD Manager	None	10 minutes	Data Encoder
	5. Scan report and endorse to PBMES staff concerned for reference and necessary/appropriate action	None	30 minutes	PBMES Head
	6. Review/evaluate project performance vis-a-vis targets/required output per approved POW	None	2 working days	PBMES Staff concerned
	7. Prepare evaluation report	None	1 working day	PBMES Staff concerned
	8. Check report, discuss with PBMES staff concerned and endorse to CMD	None	4 hours	PBMES Head PBMES Staff concerned
	9. Release report to the Office of the Division Manager, CMD	None	10 minutes	Data Encoder
	10. Review and approve evaluation report	None	3 working days	CMD Manager ED Manager DAEO Manager
	11. Receive approved report and furnish copies to RIO and PMO	None	10 minutes	Data Encoder
TOTAL:			10 working days , 5 hours and 10 minutes	

17. Conduct of Field/Site Inspection

It is conducted to validate the accomplishment of the project and the work of the contractors.

Office or Division	CONSTRUCTION MANAGEMENT DIVISION
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Classification	HIGHLY TECHNICAL			
Type of Transaction	G2G - Government to Government			
Who may avail	RIOs, IMOs, PMOs, Other NIA Offices, Oversight Agencies and Lending Institution			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Monthly Coded Reports		RIOs, IMOs, PMOs		
Monthly Progress Reports		RIOs, IMOs, PMOs		
Copy of Approved Program of Works		RIOs, IMOs, PMOs, Other NIA Offices (CPSS-CMD)		
Financial Reports		RIOs, IMOs, PMOs, Other NIA Offices (FMD)		
Evaluation Reports		RIOs, IMOs, PMOs, Other NIA Offices, Oversight Agencies and Lending Institution		
Copy of Approved Feasibility Study Reports		RIOs, IMOs, PMOs, Other NIA Offices (PPD-ED)		
Copy of Loan Agreement/ Minutes of Discussion		Lending Institution		
Internal and External Policies (Memorandum Circulars)		Other NIA Offices, Oversight Agencies and Lending Institution		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit complete requirements	1. Receive approved evaluation report	None	10 minutes	Data Encoder
	2. Discuss with the project monitor	None	1 hour	PBMES Head, PBMES Staff concerned
	3. If with critical issue, conduct field inspection to assess validity of submitted accomplishments and conformity with requirements per approved POW	None	5 working days	PBMES Staff concerned
	4. Prepare Back to Office Report and submit to Management for information	None	2 working days	PBMES Staff concerned

TOTAL:	7 working days, 1 hour and 10 minutes	
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18. Pre-Final Inventory

It is conducted when the overall accomplishment of the project is already 85% to validate the accomplishment and to identify works that are needed to be rectified.

Office or Division	CONSTRUCTION MANAGEMENT DIVISION			
Classification	HIGHLY TECHNICAL			
Type of Transaction	G2G - Government to Government			
Who may avail	RIOs, IMOs, PMOs, Other NIA Offices, Oversight Agencies and Lending Institution			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Monthly Coded Reports		RIOs, IMOs, PMOs		
Monthly Progress Reports		RIOs, IMOs, PMOs		
Copy of Approved Program of Works		RIOs, IMOs, PMOs, Other NIA Offices (CPSS-CMD)		
Financial Reports		RIOs, IMOs, PMOs, Other NIA Offices (FMD)		
Evaluation Reports		RIOs, IMOs, PMOs, Other NIA Offices, Oversight Agencies and Lending Institution		
Copy of Approved Feasibility Study Reports		RIOs, IMOs, PMOs, Other NIA Offices (PPD-ED)		
Copy of Loan Agreement/ Minutes of Discussion		Lending Institution		
Internal and External Policies (Memorandum Circulars)		Other NIA Offices, Oversight Agencies and Lending Institution		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submit complete requirements	1. Receive submitted Monthly Progress Report by Field Office from CMD Manager	None	10 minutes	Data Encoder
	2. Scan report and endorse to PBMES staff concerned for reference and necessary/appropriate action	None	30 minutes	PBMES Head

	3. Review MPR , compose Inventory Team for the Pre-Final Inventory if MPR indicates that project is already 85% completed	None	2 working days	PBMES Staff concerned
	4. Prepare Memorandum	None	2 hours	PBMES Staff concerned
	5. Check, discuss with the PBMES staff concerned and endorse to CMD Manager for further review	None	4 hours	PBMES Head PBMES Staff concerned
	6. Release memorandum to the Office of the Division Manager, CMD	None	10 minutes	Data Encoder
	7. Review and recommend for Top Management approval	None	3 working days	CMD Manager ED Manager DAEO Administrator
	8. Receive memorandum and furnish copy to offices concerned	None	15 minutes	Data Encoder
	9. Conduct Orientation/Kick-Off Meeting to the Inventory team	None	4 hours	PBMES Head
	10. Conduct On Site Walk Through / Physical Inventory	None	5-20 working days (depending on the scale of the project	Pre-final Inventory Team
	11. Evaluate if Project delivers the desired output and can be completed within the approved budget/schedule.	None	3 working days	Pre-final Inventory Team
	12. Prepare evaluation report for Top Management information	None	2 working days	Pre-final Inventory Team
TOTAL:			16-36 working days, 3 hours and 5 minutes	

19. Final Inventory

It is conducted when the project is substantially completed/completed or the overall accomplishment is already 95%. This is to validate the accomplishment of the project. The Final Inventory report is used to identify the plans of action and in making the official turnover document.

Office or Division	CONSTRUCTION MANAGEMENT DIVISION			
Classification	HIGHLY TECHNICAL			
Type of Transaction	G2G - Government to Government			
Who may avail	RIOs, IMOs, PMOs, Other NIA Offices, Oversight Agencies and Lending Institution			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Monthly Coded Reports		RIOs, IMOs, PMOs		
Monthly Progress Reports		RIOs, IMOs, PMOs		
Copy of Approved Program of Works		RIOs, IMOs, PMOs, Other NIA Offices (CPSS-CMD)		
Financial Reports		RIOs, IMOs, PMOs, Other NIA Offices (FMD)		
Evaluation Reports		RIOs, IMOs, PMOs, Other NIA Offices, Oversight Agencies and Lending Institution		
In-House Inventory Reports		RIOs, IMOs, PMOs		
Copy of Approved Feasibility Study Reports		RIOs, IMOs, PMOs, Other NIA Offices (PPD-ED)		
Copy of Loan Agreement/ Minutes of Discussion		Lending Institution		
Internal and External Policies (Memorandum Circulars)		Other NIA Offices, Oversight Agencies and Lending Institution		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit complete requirements	1. Receive submitted Monthly Progress Report by Field Office from CMD Manager	None	10 minutes	Data Encoder
	2. Scan report and endorse to PBMES staff concerned for reference and necessary/appropriate action	None	30 minutes	PBMES Head

	3. Review MPR , compose Inventory Team for the Final Inventory if MPR indicates that project is substantially completed or already 95% completed	None	1 working day	PBMES Staff concerned
	4. Prepare letter notifying PMO/RIO to submit updated In- House Inventory Report	None	1 working day	PBMES Staff concerned
	5. Receive submitted updated In-House Inventory Report by Field Office from CMD Manager	None	10 minutes	Data Encoder
	6. Scan report and endorse to PBMES staff concerned for reference and necessary/appropria te action	None	30 minutes	PBMES Head
	7. Review submitted In-House Inventory	None	2 working days	PBMES Staff concerned
	8. If, complete/substantial, compose Final Inventory Team	None	1 working day	PBMES Staff concerned
	9. Compose Final Inventory Team	None	2 hours	PBMES Staff concerned
	10. Check and endorse to CMD Manager for further review	None	4 hours	PBMES Head
	11. Release memorandum to the Office of the Division Manager, CMD	None	10 minutes	Data Encoder
	12. Review and recommend for Top Management approval	None	3 working days	CMD Manager ED Manager DAEO Administrator

	13. Conduct Orientation/Kick-Off Meeting with the Final Inventory Team	None	4 hours	PBMES Head
	14. Conduct On Site Walk Through / Physical Inventory	None	5-20 working days (depending on the scale of the project)	Final Inventory Team
	15. Prepare and submit Sub-Committee Report (Infra Sub-Committee)	None	5 working days	Final Inventory Team
	16. Receive other Sub-Committee reports submitted to the CMD Manager	None	10 minutes	Data Encoder
	17. Scan reports and endorse to PBMES staff concerned for preparation of Official Turnover Document	None	1 working day	PBMES Head
TOTAL:			20-40 working days, 3 hours and 40 minutes	

20. Preparation of Official Turnover Document

It is used to officially turn over the project to operations department for operation and maintenance. Plans of action is also included in the official turnover document.

Office or Division	CONSTRUCTION MANAGEMENT DIVISION	
Classification	HIGHLY TECHNICAL	
Type of Transaction	G2G - Government to Government	
Who may avail	RIOs, IMOs, PMOs, Other NIA Offices, Oversight Agencies and Lending Institution	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Evaluation Reports		RIOs, IMOs, PMOs, Other NIA Offices, Oversight Agencies and Lending Institution
Sub-Committee Reports		All Sub-Committees of Final Inventory Team
Internal and External Policies (Memorandum Circulars)		Other NIA Offices, Oversight Agencies and Lending Institution

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit complete requirements	1. Receive other Sub-Committee reports submitted to the CMD Manager	None	10 minutes	Data Encoder
	2. Scan Final Inventory Sub-Committee Reports and endorse to PBMES staff concerned	None	1 hour	PBMES Head
	3. Review the Sub-Committee Reports	None	2 working days	PBMES staff concerned
	4. Prepare Official Turnover Document with Final Plans of Action	None	3 working days	PBMES staff concerned
	5. Check, discuss with PBMES staff concerned and endorse to CMD for further review and instruction Manager	None	1 working day	PBMES Head
	6. Release to the Office of the Division Manager, CMD	None	10 minutes	Data Encoder
	7. Review and endorse for approval	None	2 working days	CMD Manager ED Manager
	8. Recommend and approve	None	1 working day	DAEO Administrator
	9. Receive approved turnover document and furnish copy to all concerned for information on the respective plans of action of their concern	None	10 minutes	Data Encoder
	10. Follow-up compliance to the agreed plans of action until project turnover is finally completed	None	from time to time	PBMES Head, PBMES staff concerned

TOTAL:	8 working days, 1 hour and 30 minutes	
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21. Reviewing/Finalizing of Project Completion Report

It is done when the project is completed or substantially completed.

Office or Division	CONSTRUCTION MANAGEMENT DIVISION			
Classification	HIGHLY TECHNICAL			
Type of Transaction	G2G - Government to Government			
Who may avail	RIOs, IMOs, PMOs, Other NIA Offices, Oversight Agencies and Lending Institution			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Draft of Project Completion Report		RIOs, IMOs, PMOs		
Sub-Committee Reports		All Sub-Committees of Final Inventory Team		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Draft of Project Completion Report	1. Receive submitted draft of Project Completion report by Field Office from CMD Manager	None	10 minutes	Data Encoder
	2. Scan and endorse draft PCR to concerned PBMES staff for review.	None	1 working day	PBMES Head
	3. Review the submitted draft of Project Completion Report	None	10 working days	PBMES staff concerned
	4. If with revision, Discuss together with the PMO and revise. Then, go back to step 3.	None	2 working days	PBMES Head, FO, PBMES staff concerned
	5. If no revision, Release report to the Office of the Division Manager, CMD	None	10 minutes	Data Encoder
	6. Review and endorse for approval	None	2 working days	CMD Manager ED Manager

	7.Recommend and Approve	None	1 working day	DAEO Administrator
	8. Receive approved report and furnish copy to NEDA, COA, lending institution and other oversight agencies	None	10 minutes	Data Encoder
TOTAL:			16 working days and 30 minutes	

22. Reporting and Documentation

It is used in reporting the status of implementation of the project.

Office or Division	CONSTRUCTION MANAGEMENT DIVISION			
Classification	HIGHLY TECHNICAL			
Type of Transaction	G2G - Government to Government			
Who may avail	RIOs, IMOs, PMOs, Other NIA Offices, Oversight Agencies and Lending Institution			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Monthly Coded Reports		RIOs, IMOs, PMOs		
Monthly Progress Reports		RIOs, IMOs, PMOs		
Financial Reports		RIOs, IMOs, PMOs, Other NIA Offices (FMD)		
Evaluation Reports		RIOs, IMOs, PMOs, Other NIA Offices, Oversight Agencies and Lending Institution		
Copy of Loan Agreement/ Minutes of Discussion		Lending Institution		
Internal and External Policies (Memorandum Circulars)		Other NIA Offices, Oversight Agencies and Lending Institution		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit complete requirements	1. Receive submitted Monthly Progress Reports by Field Offices from CMD Manager	None	10 minutes	Data Encoder

	2. Scan report and endorse to PBMES staff concerned for reference and necessary/appropriate action	None	30 minutes	PBMES Head
	3. Evaluate and prepare individual reports	None	3 working days	PBMES Staff concerned
	4. Consolidate project physical and financial status vis-a-vis annual targets to evaluate overall performance of all Engineering-assisted projects	None	5 working days	PBMES Staff concerned
	5. Check consolidated report and endorse to CMD Manager for further review	None	2 working days	PBMES Head
	6. Release report to the Office of the Division Manager, CMD	None	10 minutes	Data Encoder
	7. Review and approve consolidated report	None	2 working days	CMD Manager ED Manager
	8. Furnish copy to Top Management and all concern NIA Departments for information and reference (for internal)	None	1 working day	Data Encoder
	9. Prepare consolidated report based on required information/format as requested from time to time (for Oversight Agencies)	None	as the need arise	PBMES Staff concerned

	10. Check consolidated report and endorse to CMD Manager for further review	None	1 working day	PBMES Head
	11. Release report to the Office of the Division Manager, CMD	None	10 minutes	Data Encoder
	12. Review and endorse for approval	None	2 working days	CMD Manager ED Manager
	13. Recommend and approve	None	2 working days	DAEO Administrator
	14. Receive approved report and furnish copy to oversight agency/ies concerned	None	10 minutes	Data Encoder
TOTAL:			18 working days, 1 hour and 10 minutes	

BAC-A SECRETARIAT

Simple Transaction

1.

Office of Division:	BAC-A Secretariat			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	Prospective Bidders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PCAB License		Appropriate offices		
Letter of Intent				
Company ID				
Authorization Letter (for representative)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check for PhilGEPS/NIA posting	None	None	None	BAC-A Secretariat
2. Purchasing of Bid Documents	Checking/Scrutiny of requirements presented/ and issuance of initial BAC-A receipt if he/she qualifies	None	5 minutes	BAC-A Secretariat
3. Presentation of "initial receipt" to the Accounting for the issuance of "ordered payment"	Issuance of "ordered payment"	None	5 minutes	Accounting Division
4. Presentation of the "ordered payment" and actual payment of the purchase price of the Bid Docs	Issuance of NIA "official receipt"	Php50,000 for contracts worth Php50M-Php100M or Php75,000 for contracts worth Php100M above	5 minutes	BAC-A Secretariat

5. Presentation of NIA O.R to BAC-A Secretariat	Scrutiny of the receipt and signing in the BAC-A Logbook for documentation purposes	None	5 minutes	NIA-Cash Division
6. Submission of Bidding Envelope/s	Securing of Bidding Envelope/s in the Bid Box	None	5 minutes	BAC-A Secretariat

BAC-A SECRETARIAT

Highly Technical Transaction

1.

Office of Division:	BAC-A Secretariat			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	End-User/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
STEPS*	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pre-Procurement Conference	Conduct PreProcCon	None	0	BAC-A Sec
2. Advertisement/Posting of IB	Post IB	None	1 to 7 cd	BAC-A Sec
3. Pre-Bid Conference	Conduct Pre-Bid Conference	None	8 to 60 cd	BAC-A Sec
4. Deadline for submission and Receipt of Bids/Bid Opening	Received Bids	None	57 to 72 cd	BAC-A Sec
5. Bid Evaluation	Evaluate Bids	None	73 to 79 cd	BAC-A/TWG/ Sec
6. Post-qualification	Conduct Post-qual	None	80 to 124 cd	BAC-A/TWG/ Sec
7. Approval of Resolution /Notice of Award	Draft Resolution and NOA	None	125 to 139 cd	HOPE/BAC-A/ Sec
10. Contract Preparation and Signing	Preparation of contract for signing	None	140 to 149 cd	BAC-A/ Sec/TWG
11. Approval of Contract	Approval of Contract after deliberation	None		HOPE/BAC-A/ Sec
12. Issuance of Notice to Proceed	Drafting and Issuance of NTP	None	150 to 156 cd	BAC-A /Sec
TOTAL TIME			156 cd	

Note: *Pursuant to Annex "C" of IRR of RA 9184

2.

Office of Division:	BAC-A Secretariat			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	End-User/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
STEPS*	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pre-Procurement Conference	Conduct PreProcCon	None	whenever necessary	BAC-A Sec
2. Advertisement/Posting of IB	Post IB	None	7cd	BAC-A Sec
3. Pre-Bid Conference	Conduct Pre-Bid Conference	None	whenever necessary	BAC-A Sec
4. Deadline for submission and Receipt of Bids/Bid Opening	Received Bids	None	65cd	BAC-A Sec
5. Bid Evaluation	Evaluate Bids	None	7cd	BAC-A/TWG/ Sec
6. Post-qualification	Conduct Post-qual	None	45cd	BAC-A/TWG/ Sec
7. Approval of Resolution /Notice of Award	Draft Resolution and NOA	None	15cd	HOPE/BAC-A/ Sec
10. Contract Preparation and Signing	Preparation of contract for signing	None	10cd	BAC-A/ Sec/TWG
11. Approval of Contract	Approval of Contract after deliberation	None	20cd	HOPE/BAC-A/ Sec
12. Issuance of Notice to Proceed	Drafting and Issuance of NTP	None	7cd	BAC-A /Sec
TOTAL TIME				

Note: *Pursuant to Annex "C" of IRR of RA 9184

3.

Office of Division:	BAC-A Secretariat			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	End-User/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
STEPS*	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pre-Procurement Conference	Conduct PreProcCon	None	0	BAC-A Sec
2. Advertisement/Posting of IB	Post IB	None	7cd	BAC-A Sec
3. Pre-Bid Conference	Conduct Pre-Bid Conference	None	1cd	BAC-A Sec
4. Deadline for submission and Receipt of Bids/Bid Opening	Received Bids	None	8cd	BAC-A Sec
5. Bid Evaluation	Evaluate Bids	None	20cd	BAC-A/TWG/ Sec
6. Post-qualification	Conduct Post-qual	None	21cd	BAC-A/TWG/ Sec
7. Approval of Resolution /Notice of Award	Draft Resolution and NOA	None	22cd	HOPE/BAC-A/ Sec
10. Contract Preparation and Signing	Preparation of contract for signing	None	23cd	BAC-A/ Sec/TWG
11. Approval of Contract	Approval of Contract after deliberation	None	24cd	HOPE/BAC-A/ Sec
12. Issuance of Notice to Proceed	Drafting and Issuance of NTP	None	25cd	BAC-A /Sec

TOTAL TIME			26cd	
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Note: *Pursuant to Annex "C" of IRR of RA 9184

4.

Office of Division:	BAC-A Secretariat			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	End-User/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
STEPS*	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Procurement Planning (2016 IRR Sec. 7, 17.6 and Annex "A" and Annex "G" and Sec. 30 of the General Provisions, FY 2019 GAA, Section 4.5 of NBC 577 - Multi-Year Contracts Authority MYCA, Certificate of Budget Inclusion)	Conduct Study	None	NA	Concerned Unit
2. Pre-Procurement Conference	Conduct PreProcCon	None	1 cd	BAC-A Sec
3. Advertisement/Posting of IB	Post IB	None	1cd	BAC-A Sec
4. Pre-Bid Conference	Conduct Pre-Bid Conference	None	1cd	BAC-A Sec
5. Deadline for submission and Receipt of Bids/Bid Opening	Received Bids	None	1cd	BAC-A Sec
6. Bid Evaluation	Evaluate Bids	None	3cd	BAC-A/TWG/ Sec
7. Post-qualification	Conduct Post-qual	None	2cd	BAC-A/TWG/ Sec
8. Approval of Resolution /Notice of Award	Draft Resolution and NOA	None	3cd	HOPE/BAC-A/ Sec

9. Contract Preparation and Signing	Preparation of contract for signing	None	2cd	BAC-A/ Sec/TWG
10. Approval of Contract	Approval of Contract after deliberation	None	3cd	HOPE/BAC-A/ Sec
11. Issuance of Notice to Proceed	Drafting and Issuance of NTP	None	3cd	BAC-A /Sec
TOTAL TIME			20cd	

Note: *Provided by RA 9184 length of activities may vary

OPERATIONS DEPARTMENT

Simple Transactions

1. Review and Approval of Operations Department Personnel-Related Documents

Office or Division	Operations Department (OD)			
Classification	Simple Transaction			
Type of Transaction	G2G - Government to Government			
Who may avail	Divisions under the Operations Department			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Leave Application Form		Document Masterlist		
2. Accomplished Budget Utilization Request (BUR) and Disbursement Voucher for the processing of Travelling Expenses and Per Diems		Document Masterlist		
3. Accomplished Cash Advance / Liquidation		Document Masterlist		
4. Duly signed Daily Time Record (DTR)		Human Resources Division		
5. Duly signed Travel Order		Document Masterlist		
6. Accomplished Individual Performance Commitment Rating (IPCR)		Document Masterlist		
7. Accomplished Division Performance Commitment Rating (DPCR)		Document Masterlist		
8. Request for Renewal of Daily Personnel		Document Masterlist / MSD-CORPLAN		
9. Accomplished Personnel Locator Slip		Document Masterlist		
10. Other Personnel-Related Document		Concerned Personnel		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Personnel related-document (any of the above-mentioned requirements) submitted to the Office of the Operations Department for review and approval.	1. The Utility Worker A receives the document for review and approval of the OD Manager.	Not applicable	1 minute	Utility Worker A
	2. The Utility Worker A checks if the received document is tracked and included in the list of sent documents and signs said list as proof that the document is received.	Not applicable	1 minute	Utility Worker A

	3. The Utility Worker A forwards the document to the Data Encoder.	Not applicable	1 minute	Utility Worker A
	4. The Data Encoder receives the document and accepts in the Computer Data Tracking System (CDTS).	Not applicable	1 minute	Data Encoder
	5. The Data Encoder forwards the document to the Office of the Department Manager for review and approval.	Not applicable	1 minute	Date Encoder
	6. The Department Manager reviews, approves and returns the approved document to the Data Encoder for document tracking.	Not applicable	5 minutes	Department Manager
	7. The Data Encoder forwards the tracked the approved document to the concerned personnel thru the Utility Worker A. If the document needs approval from other Offices, the document is forward to the concerned Office.	Not applicable	5 minutes	Data Encoder / Utility Worker A
TOTAL			15 minutes	

2. Review and Approval of Outputs from Divisions under Operations Department

Office or Division	Operations Department (OD)
Classification	Simple Transaction
Type of Transaction	G2G - Government to Government
Who may avail	Divisions under Operations Department
CHECKLIST OF REQUIREMENTS	
1. Duly signed outgoing communication / endorsement letter with necessary attachments	Concerned Division

2. Duly signed outputs in compliance to ISO 9001:2015 requirements		Document Masterlist / Concerned Division		
3. Duly signed Policy Guidelines / Memorandum / Office Circulars		Concerned Division		
4. Duly signed reports		Field Offices / Concerned Division		
6. Evaluated Program of Works (POWs) with feedbacks and findings with duly signed cover letter		Field Offices / Concerned Division		
7. Evaluated annual plans / programs / budgetary requirements with required attachments		Field Offices / Concerned Division		
8. Duly signed project / activity proposals with complete attachments		Concerned Division		
9. Current Operating Budget (COB)		Document Masterlist / Budget and Revenue Division		
10. Duly Signed Accomplished Annual Procurement Plan (APP), Annual Procurement Plan- Common Supplies and Equipment (APP-CSE) and Project Procurement Management Plan (PPMP) Forms, Supplemental Procurement Plan (SPP)		Online Procurement Sub-System		
11. Duly signed accomplished Purchase Requisition (PR) form with attached approved APP or SPP and specifications (as required)		Online Procurement Sub-System		
12. Other outputs as required		Document Masterlist / Concerned Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Document outputs (any of the above-mentioned requirements) from Divisions under Operations Department submitted to the Office of the Operations Department Manager for review and approval.	1. The Utility Worker A receives the output from the concern Division for review and approval of the Operations Department Manager.	Not applicable	1 minute	Utility Worker A

	2. The Utility Worker A checks if the received output document is tracked and signs the list of sent items generated from the Computer Data Tracking System (CDTS) as proof that the document is received.	Not applicable	1 minute	Utility Worker A
	3. The Utility Worker A forwards the document to the Data Encoder.	Not applicable	1 minute	Utility Worker A
	4. The Data Encoder receives the document and accepts in the CDTS.	Not applicable	1 minute	Data Encoder
	5. The Data Encoder forwards the document to the Office of the Department Manager for review.	Not applicable	1 minute	Date Encoder
	6. The Department Manager reviews the request and forwards it to the concerned Division with instructions thru the Data Encoder. In some cases, the Department Manager calls the Division Manager or staff of the concerned Office to discuss the output.	Not applicable	10 minutes	Department Manager
	7. The Data Encoder forwards the tracked the approved document to the concerned personnel thru the Utility Worker A. If the document needs approval from other Offices, the document is forward	Not applicable	5 minutes	Data Encoder / Utility Worker A

	to the concerned Office.			
TOTAL			20 minutes	

3. Processing of Received Communication / Request Letters addressed to the Operations Department

Office or Division	Operations Department (OD)			
Classification	Simple Transaction			
Type of Transaction	G2C - Government to Transacting Public G2B - Government to Business Entity G2G - Government to Government			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Communication / Request Letter		Transacting Government / Public / Business Entity		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Official communication / request letter submitted to NIA Central Office	1. The Utility Worker A receives the official communication letter addressed to the Operations Department.	Not applicable	1 minute	Utility Worker A
	2. The Utility Worker A checks if the received document is tracked and signs the list of sent items generated from the Computer Data Tracking System (CDTS) as proof that the document is received.	Not applicable	1 minute	Utility Worker A
	3. The Utility Worker A forwards the document to the Data Encoder.	Not applicable	1 minute	Utility Worker A
	4. The Data Encoder receives the document and accepts in the CDTS.	Not applicable	1 minute	Data Encoder

	5. The Data Encoder forwards the document to the Office of the Department Manager for review.	Not applicable	1 minute	Date Encoder
	6. The Department Manager reviews the request and forwards it to the concerned Division with instructions thru the Data Encoder. Instructions may include coordination with the letter sender. In some cases, the Department Manager calls the Division Manager or staff of the concerned Office who will handle / process the request for further instructions.	Not applicable	10 minutes	Department Manager
	7. The Data Encoder tracks the document thru CDTS and forwards it to the concerned Office thru the Utility Worker A.	Not applicable	5 minutes	Data Encoder / Utility Worker A
TOTAL			20 minutes	

4. Daily Dam Water Level Reporting

Office or Division	Systems Management Division (SMD) – Flood Forecasting and Warning System (FFWS)			
Classification	Simple			
Type of Transaction	G2G - Government to Government			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Data from NIA Dam Offices		via telephone call		
Data from NPC Dam Offices		via NPC website or telephone call		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

Request Report of Daily Dam Water Level	1 The assigned FFWS staff retrieves 8:00 AM Daily Water level data direct from Pantabangan and Magat DRD office and the website of NPC for Angat and San Roque Dam	Not applicable	30 mins	FFWS staff
	2 The assigned FFWS staff encodes the data into the daily water data report template and submits to the Division Manager for review and approval.	Not applicable	30 mins	FFWS staff
	3 The Division Manager reviews and approves the daily water level data report.	Not applicable	25 mins	FFWS Staff
	4 The Data Encoder-Controller transmits the daily water data report to approving signatories thru Computer Data Tracking System (CDTS)	Not applicable	5 mins	Data Encoder-Controller
	5 The assigned FFWS staff provides a copy of said duly signed daily water data to management offices thru the Data Encoder-Controller	Not applicable	30 mins	FFWS staff / Data Encoder - Controller
TOTAL			2 hours	

5. Monthly Dam Water Level Reporting

Office or Division	Systems Management Division (SMD) – Flood Forecasting and Warning System (FFWS)			
Classification	Simple			
Type of Transaction	G2G - Government to Government			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Data from NIA Dam Offices		via telephone call		
Data from NPC Dam Offices		via NPC website or telephone call		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

Request Report of Monthly Dam Water Level	1. The assigned FFWS staff prepares a monthly report with graph based on the collected daily water level data and submits to the Division Manager for review and approval.	Not applicable	1 hour	FFWS staff
	2. The Division Manager reviews and approves the daily water level data report.	Not applicable	25 minutes	FFWS Staff
	3. The Data Encoder-Controller transmits the daily water data report to approving signatories thru Computer Data Tracking System (CDTS)	Not applicable	5 minutes	Data Encoder-Controller
	4. The assigned FFWS staff provides a copy of said duly signed daily water data to management offices thru the Data Encoder-Controller	Not applicable	30 minutes	FFWS staff / Data Encoder - Controller
TOTAL			2 hours	

6. Monthly Rainfall Frequency Reporting

Office or Division	Systems Management Division – Flood Forecasting and Warning System (FFWS)			
Classification	Simple			
Type of Transaction	G2G - Government to Government			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Data from NIA Dam Offices		via telephone call		
Data from NPC Dam Offices		via NPC website or telephone call		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request Report of Monthly Dam Water Level	1. The assigned FFWS staff prepares a monthly report with graph based on the collected daily water level data and submits to the	Not applicable	1 hour	FFWS staff

	Division Manager for review and approval.			
	2. The Division Manager reviews and approves the daily water level data report.	Not applicable	25 minutes	FFWS staff
	3. The Data Encoder-Controller transmits the daily water data report to approving signatories thru Computer Data Tracking System (CDTS)	Not applicable	5 minutes	Data Encoder-Controller
	4. The assigned FFWS staff provides a copy of said duly signed daily water data to management offices thru the Data Encoder-Controller	Not applicable	30 minutes	FFWS staff / Data Encoder - Controller
TOTAL			2 hours	

7. O&M Telecommunication Equipment Inspection

Office or Division	Systems Management Division (SMD) – Flood Forecasting and Warning System (FFWS)			
Classification	Simple			
Type of Transaction	G2G - Government to Government			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Communication equipment maintenance record form		SMD-FFWS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for O&M Telecommunication Equipment Inspection	1. The assigned FFWS staff conducts daily inspection of the operational status of the equipment and fills up the communication equipment	Not applicable	1 hour	FFWS staff

	maintenance record form			
	2. If there is problem encountered in the equipment, the assigned FFWS staff examines which station / part of the device is experiencing problems	Not applicable	1 hour	FFWS staff
	3. Reset the unit and/or change parts as needed	Not applicable	1 hour	FFWS staff
	4. Re-check the performance of the system	Not applicable	1 hour	FFWS staff
	5. If major network connection error is found, the assigned FFWS staff coordinates w/ PAGASA for repair	Not applicable	1 hour	FFWS Staff
	6. The assigned FFWS staff documents all problems encountered in the equipment.	Not applicable	30 minutes	FFWS Staff
TOTAL			5.5 hours	

8. Testing Simulation of Diesel Engine Generator (DEG)

Office or Division	Systems Management Division (SMD) – Flood Forecasting and Warning System (FFWS)			
Classification	Simple			
Type of Transaction	G2G - Government to Government			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Communication equipment maintenance record form		SMD-FFWS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Request for testing simulation of Diesel Engine Generator	1. The assigned FFWS staff conducts monthly testing and simulation of DEG and fills -up the communication equipment maintenance record form	Not applicable	1 hour	FFWS staff
	2. If there is problem encountered in the equipment, the assigned FFWS staff examines which station / part of the device is experiencing problems.	Not applicable	1 hour	FFWS staff
	3. The assigned FFWS staff repairs the DEG as needed using the Operations and Maintenance Manual.	Not applicable	1 hour	FFWS staff
	4. Reset the unit and/or change parts as needed	Not applicable	1 hour	FFWS staff
	5. Re-check the performance of the system	Not applicable	1 hour	FFWS staff
	6. The assigned SMD staff documents all problems encountered in the equipment.	Not applicable	30 minutes	FFWS Staff
TOTAL			5.5 hours	

9. Submission of Monthly Progress Report for Projects

Submission of Monthly Progress Report to the Concerned Office

Office or Division	Systems Management Division
Classification	Simple
Type of transaction	G2G
Who may avail	NIA Field Offices, Oversight Agencies, NIA Central Office
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Monthly Progress Report	RIO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Monthly Progress Report for projects to Central Office	1.1. Accepts submitted report and routes to the Deputy Administrator for E&O	None	10 minutes	Human Resources Division - Records Section
	1.2. Routes submitted report to the Operations Department Manager	None	10 minutes	Deputy Administrator for Engineering & Operations
	1.3. Accepts and instructs Division Manager to evaluate submitted report	None	5 minutes	Department Manager
	1.4. Instructs Area Engineer to evaluate submitted report	None	10 minutes	Division Manager / Section Chief
	1.5. Evaluates monthly progress reports for projects	None	1.5 hours	Area Engineers
	1.6. Consolidates evaluated monthly progress reports for projects	None	1.5 day	Area Engineers
	1.7. Checks consolidated monthly progress reports for projects	None	30 minutes	Section Chief
	1.8. Reviews consolidated monthly progress reports for projects	None	15 minutes	Division Manager
	1.9. Approves consolidated monthly progress reports for projects	None	10 minutes	Department Manager
Total		None	2 days	

10. Submission of Program of Work

Submission of Program of Work to the Concerned Office

Office or Division	Systems Management Division			
Classification	Simple			
Type of transaction	G2G			
Who may avail	NIA Field Offices, Oversight Agencies, NIA Central Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Program of Work (in accordance with MC 176 S. 2020, MC 169 S. 2020, Manual of Delegated)		RIO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit Program of Work to Central Office	1.1. Accepts submitted POW and routes to the Deputy Administrator for E&O	None	10 minutes	Human Resources Division - Records Section
	1.2. Routes submitted POW to the Operations Department Manager	None	10 minutes	Deputy Administrator for Engineering & Operations
	1.3. Accepts and instructs Division Manager to evaluate submitted POW	None	15 minutes	Department Manager
	1.4. Instructs concerned Area Engineer to evaluate submitted POW for feedbacks / findings.	None	15 minutes	Division Manager / Section Chief
	1.5. Evaluates submitted POWs. If lacking documents, sends memo to the RIO. Evaluates and provide feedbacks / findings of any discrepancies in the details and lacking attachments then sends memorandum to RIO.	None	3 days	Area Engineers
	1.6. Checks evaluated POWs with feedbacks / findings.	None	60 minutes	Section Chief
	1.7. Reviews evaluated POWs with feedbacks / findings.	None	10 minutes	Division Manager
	1.8. Notation of evaluated POWs with feedbacks / findings.	None	10 minutes	Department Manager
Total		None	4 days	

12. Communications (Request / Complaint Letter)

Submission of Request / Complaint Letter to the Authority

Office or Division	Systems Management Division	
Classification	Simple	
Type of transaction	G2E	
Who may avail	NIA Field Offices / Stakeholders	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Formal / Official request / complaint letter		RIO / stakeholders

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Formal / Official request / complaint letters from RIO / stakeholders forwarded to the Central Office	1.1. Accepts communications and routes to the Deputy Administrator for E&O	None	10 minutes	Human Resources Division - Records Section
	1.2. Routes communications to the Department Manager	None	10 minutes	Deputy Administrator for Engineering & Operations
	1.3. Accepts and instructs Division Manager to take appropriate actions on the submitted letter	None	10 minutes	Department Manager
	1.4. Instructs Area Engineer to take appropriate action on submitted letter	None	10 minutes	Division Manager / Section Chief
	1.5. Prepares / drafts communication	None	60 minutes	Area Engineers
	1.6. Checks prepared communication	None	10 minutes	Section Chief
	1.7. Reviews prepared communication	None	5 minutes	Division Manager
	1.8. Recommends / approves prepared communication	None	5 minutes	Department Manager
Total		None	2.5 hours	

13. Submission of Annual Procurement Plan (APP) and Project Procurement Management Plan (PPMP)

Submission of APP and PPMP to the Concerned Office

Office or Division	Systems Management Division			
Classification	Simple			
Type of transaction	G2G			
Who may avail	NIA Field Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Annual Plan			RIO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. RIO / IMO submits APP-PPMP to Central Office	1.1. Accepts APP-PPMP and routes to the Deputy Administrator for E&O	None	10 minutes	Human Resources Division - Records Section
	1.2. Routes submitted APP-PPMP to the Department Manager	None	10 minutes	Deputy Administrator for Engineering & Operations
	1.3. Accepts and instructs Division Manager to evaluate submitted APP-PPMP	None	10 minutes	Department Manager
	1.4. Division Manager instructs Area Engineer to evaluated submission of RIO	None	10 minutes	Division Manager / Section Chief
	1.5. Evaluates and reviews APP-PPMP / programs / budgetary requirement	None	2 days	Area Engineers
	1.6. Checks evaluated APP-PPMP / programs / budgetary requirement	None	60 minutes	Section Chief
	1.7. Reviews evaluated annual APP-PPMP / programs / budgetary requirement	None	15 minutes	Division Manager
	1.8. Recommends for approval evaluated APP-PPMP / programs / budgetary requirement	None	10 minutes	Department Manager
Total		None	2.5 days	

14. Evaluation of Monthly Reports

Evaluation of submitted Monthly Report Reports (Project Accomplishment Report, Monthly Maintenance Report (MMR), Monthly Daily Discharge Measurement, O&M Performance Report, Status of Farming Activities, Status of Procurement by Concerned Office

Office or Division	Systems Management Division			
Classification	Simple			
Type of transaction	G2G			
Who may avail	NIA Field Offices, Department of Agriculture (DA), Governance Commission for GOCCs (GCG), Department of Budget Management (DBM), National Economic and Development Authority (NEDA) and other oversight agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Online Reporting		Online Server (Website)		
Official Hard Copy Report		RIO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. RIO / IMO submits Monthly reports to CO	1.1. Accepts Monthly Report and routes to the Deputy Administrator for E&O	None	10 minutes	Human Resources Division - Records Section
	1.2. Routes submitted Monthly Report to the Department Manager	None	10 minutes	Deputy Administrator for Engineering & Operations
	1.3. Accepts and instructs Division Manager to evaluate submitted Monthly Report	None	10 minutes	Department Manager
	1.4. Division Manager instructs Area Engineer to evaluate submission of RIO	None	10 minutes	Division Manager / Section Chief
	1.5. Evaluates monthly progress reports for projects and provides feedbacks / findings then sends memo to RIO	None	1 hour	Area Engineers
	1.6. Consolidates evaluated monthly progress reports for projects with feedbacks / findings	None	1.5 day	Area Engineers
	1.7. Checks consolidated monthly progress reports for projects with feedbacks / findings	None	60 minutes	Section Chief
	1.8. Reviews consolidated monthly progress reports for projects with feedbacks / findings	None	15 minutes	Division Manager
	1.9. Approves consolidated monthly progress reports for projects with feedbacks / findings	None	10 minutes	Department Manager
Total		None	2 days	

15. Formulation of Policy Guidelines / Memorandum Circulars & Office Guidelines

Formulation of Policy Guidelines from feedbacks of RIO and Stakeholders

Office or Division	Systems Management Division			
Classification	Simple			
Type of transaction	G2E			
Who may avail	NIA Field Offices / Stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Feedback / comments on evaluated Monthly O&M / Farming Activities / MMR/ Daily Discharge Measurement / Project Accomplishment		RIO / stakeholders		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Feedback from RIO / stakeholders through formal letter submitted to the Central Office	1.1. Evaluates feedback from RIO / stakeholders and instructs Division Manager to draft policy guidelines / MC / OG	None	15 minutes	Department Manager
	1.2. Instructs concerned Area Engineer to draft policy guidelines / MC / OG	None	15 minutes	Division Manager / Section Chief
	1.3. Drafts policy guidelines / memorandum circulars / office circulars, etc.	None	1 day	Area Engineer
	1.4. Checks draft policy guidelines / memorandum circulars, office circulars, etc.	None	1 hour	Section Chief
	1.5. Reviews for approval draft policy guidelines / memorandum circulars / office circulars, etc.	None	30 minutes	Division Manager
	1.6. Recommends for approval draft policy guidelines / memorandum circulars / office circulars, etc.	None	15 minutes	Department Manager
Total		None	1.5 days	

16. IDP Management Information System

16.a Generation of Report from the Report Server

Form Generation of Report from the Report Server				
Office or Division	Institutional Development Division			
Classification	Simple			
Type of Transaction	G2G, G2C - Government to Government, Government to Citizen			
Who may avail	NIA Central and Field Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Encoded data and information from IMO		Online Database Management System for Irrigators Association (DBMS-IA) and Monthly Monitoring Report		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Management Information System (MIS) for IDP				
a. Client (e.g. NIA top management, NIA Field Offices, IDD staff) requests to generate report from the Report Server	1. Receives the request and endorses it to the Section Chief	None	5 minutes	Division Manager
	2. Instructs Database Management Assistant/Data Encoder to generate the report	None	10 minutes	Section Chief
	3. Logs in in the MIS Program	None	5 minutes	Database Management Assistant/Encoder
	4. Selects the menu folder from the "Report Server"	None	3 minutes	Database Management Assistant/Encoder
	5. Selects the desired Reports from the "Report Form"	None	3 minutes	Database Management Assistant/Encoder
	6. Views the desired Reports to MS Excel Program	None	10 minutes	Database Management Assistant/Encoder
	7. Exports the desired Reports to MS Excel Program	None	10 minutes	Database Management Assistant/Encoder
	8. Edits the exported Reports according to the desired format	None	2 hours	Database Management Assistant/Encoder

	9. Saves the edited Report for personal electronic copy as reference	None	3 minutes	Database Management Assistant/Encoder
	10. Prints edited Reports	None	10 minutes	Database Management Assistant/Encoder
	11. Forwards the generated IDP Report to the Section Chief for review	None	10 minutes	Database Management Assistant/Encoder
	12. Reviews the generated IDP Report	None	30 minutes	Section Chief
	13. Endorses the generated report to the Division Manager for review and provides soft/hard copy to the requesting party	None	30 minutes	Section Chief
TOTAL			4.5 hours	

OPERATIONS DEPARTMENT

Complex Transactions

1. Request to conduct field inspection

Request for Ocular Inspection to the Concerned Personnel

Office or Division	Systems Management Division			
Classification	Complex			
Type of transaction	G2E			
Who may avail	NIA Field Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Memorandum / Request for Ocular Inspection		Top Management		
Reviewed / Evaluated POW		RIO		
Assessed MPR on O&M & Project Status		NIA Personnel		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request from Top Management / RIO to conduct ocular inspection of on-going and completed projects.	1.1 Accepts request and instructs Department Manager to conduct ocular inspection	None	10 minutes	Deputy Administrator for Engineering & Operations
	1.2. Instructs Division Manager to conduct ocular inspection	None	10 minutes	Department Manager
	1.3. Instruct concerned Area Engineer to conduct ocular inspection	None	10 minutes	Division Manager / Section Chief
	1.4. Prepares travel order for approval by the DA E&O	None	1 day	Area Engineers
	1.5. Conducts ocular / field inspection	None	5 days	Area Engineers
	1.6. Prepares field inspection and validation report	None	2 days	Area Engineers
	1.7. Checks field inspection and validation report	None	60 minutes	Section Chief
	1.8. Review field inspection and validation report	None	15 minutes	Division Manager
	1.9. Notation of field inspection and validation report	None	5 minutes	Department Manager
Total		None	10.50 days	

2. Review/Updates of Policies, Guidelines, Directions and IDP Manuals

Office or Division	Institutional Development Division			
Classification	Complex			
Type of Transaction	G2G - Government to Government			
Who may avail	NIA Field Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Policies, Guidelines, Directions and IDP Manuals		IDD - NIA Central Office		
2. Memorandum Circulars		M.C Online Retrieval System		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. RIO / PMO provides feedback on the effects of changes in NIA's IDP	1. Instructs the Section Chief to review / update policies, guidelines, directions and IDP manuals	None	1 hour	Division Manager
	2. Coordinates with the other Section Chiefs to organize Working Team and discusses tasks and functions	None	2 hour	Section Chiefs
	3. Leads the Working Team to review / evaluate existing policies, guidelines, directions and IDP Manuals based on the feedback from Field Offices	None	4 days	Section Chief
	4. Prepares / drafts proposed revision and formulates new one (if any) based from the feedback of field offices.	None	2 days	Working Team/Assigned Staff

	5. Submits proposed revision / new policies, guidelines, directions, frameworks and IDP Manuals to the Division Manager for comments.	None	4 hours	Working Team/Assigned Staff
	6. Incorporates the comments / suggestions of the Division Manager in the proposed revision/new policies, guidelines, directions, frameworks and IDP Manuals and submits such to the Division Manager for final review.	None	1 day	Working Team/Assigned Staff
	7. Submits the revised/new policies, guidelines, directions, frameworks and IDP Manuals to the Operations Department Manager for notation	None	1 hour	Division Manager
TOTAL			8 days	

3. IDP Management Information System

3.a Monitoring, Evaluation and Review of Database and Online Reporting from the Report Server

Office or Division	Institutional Development Division			
Classification	Complex			
Type of Transaction	G2G - Government to Government			
Who may avail	NIA Central and Field Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Encoded data and information from IMO		Online Database Management System for Irrigators Association (DBMS-IA) and Monthly Monitoring Report		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

3. Management Information System (MIS) for IDP				
b. IMO/RIO encodes/updates/ submits Database and Monthly Online IDP Reports	1. Logs in in the MIS Program to view Database and Reports	None	3 minutes	Database Management Assistant/Data Encoder/Area Monitor/Client
	2. Selects the Menu Folders from the Report Server	None	3 minutes	Database Management Assistant/Data Encoder/Area Monitor/Client
	3. Evaluates/reviews the encoded data by the IMO/RIO	None	5 days	Area Monitor
	4. Prints evaluated reports from the report server and submits to Section Chief for appropriate action	None	1 hour	Area Monitor
	5. Reviews and evaluates the report and endorses to Division Manager for notation	None	1 hour	Section Chief
	6. Approves the evaluated reports and instructs the Section Chief to send correspondence to RIO that the database/reports has been evaluated and accepted or for editing	None	30 minutes	Division Manager
TOTAL			5.5 days	

4. Technical Assistance to IMO/RIO/PMO

Office or Division	Institutional Development Division
Classification	Complex
Type of Transaction	G2G - Government to Government

Who may avail	NIA Field Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter for technical assistance		RIOs/IMOs/PMOs		
2. Policies, guidelines and direction		IDD Central Office files		
3. Relevant data, information and materials		IDD Central Office files		
4. Approved travel order and itinerary of travel		NIA Central Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. IMOs/RIOs/PMOs request for technical assistance from Central Office	1. Receives from the Operations Department Manager the request from IMOs/RIOs/PMOs for technical assistance and forwards to the Division Manager	None	5 minutes	Data Encoder
	2. Evaluates the request and forwards to the Section Chief for appropriate action	None	15 minutes	Division Manager
	3. Reviews the request and provide instructions to concerned Area Monitor to take specific action	None	30 minutes	Section Chief
	4. Gathers / collects data, documents and prepares necessary materials	None	1 days	Area Monitor
	5. Prepare travel order and Itinerary of Travel for approval	None	1 day	Area Monitor
	6. Conducts field works/attends workshops/conferences/meetings and provides technical guidance/advices and directions to field staff	None	5 days	Area Monitor
	7. Provides feedback to IMOs/RIOs/PMOs staff through exit conference	None	1 hour	Area Monitor
	8. Provides feedback to Section Chief and Division Manager	None	30 minutes	Area Monitor

	9. Prepares Back to Office Report (BTOR) and submits to the Section Chief for review and comments	None	1 days	Area Monitor
	10. Forwards the BTOR to the Division Manager for notation and submits to the Operations Department Manager for approval	None	20 minutes	Section Chief Division Manager
TOTAL			7.5 days	

OPERATIONS DEPARTMENT

Highly Technical Transactions

1. Issuance of NIA Irrigation Coverage Certification

Office or Division	Irrigation Engineering Center (IEC)	
Classification	Technical	
Type of Transaction	Government to Individual / Business	
Who may avail	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Original Attachments:		
1. Duly accomplished NIA Irrigation Coverage Certification Form		Concerned Regional Irrigation Office (RIO)
2. Field Verification Report (FVR) duly signed by the IMO Manager and Regional Manager (RM)		Concerned Irrigation Management Office (IMO) and RIO Concerned IMO / RIO
3. Geotagged Layout Map of Applied Area showing boundaries and location of applied area		Concerned IMO / RIO
4. Photos of the Applied Area		Concerned IMO / RIO
Photocopy Attachments:		
5. Official Receipt of Payment *		Concerned IMO / RIO
6. Land Title of Applied Area*		Registry of Deeds Applicant
7. Deed of Sale (if applicable or any relevant document as proof of ownership) *		Registry of Deeds / Municipal's Office
8. Tax Declaration of Applied Area *		
Additional Attachments (If Applicant's Name is not stated on the Land Title of Applied Area)		
9. Special Power of Attorney *		Registered Owner Corporate Secretary
10. Secretariat Certificate (if applicant is a private corporation / company or alike) *		

Submit letter of application together with the complete documentary requirements* to the concerned Irrigation Management Office (IMO) / Regional Irrigation Office (RIO)	<p>Check the completeness and validity of documentary requirements. If found complete, prepare the schedule of conduct of Field Verification in coordination with the applicant</p> <p>Note: Only complete and valid documentary requirements shall be processed. Incomplete documents shall be returned immediately to the applicant within 3 days upon receipt</p>	Not applicable	3 days	IMO
Pay applicable fees to the Cashier upon receipt of charge slip	<p>Issue a charge slip to be paid by the Client.</p> <p>Note: A photocopy of the Official Receipt shall be submitted by RIO as part of the documentary requirements to be forwarded to the NIA Central Office</p>	Applicable Fees for the Certification and Inspection ¹	1 day	Applicant
Accompany NIA personnel during Field Verification	Conduct of Field Verification with report submitted to the IMO Manager attached with the Certificate and documentary requirements for approval	Not applicable	15 days	IMO

	Upon approval of the Field Verification Report, endorse together with the application and complete attachments to the RM for validation and approval	Not applicable	2 days	Manager, IMO
	<p>Upon receipt of application from IMO, check the completeness of documentary requirements. If found complete, schedule conduct of Field Validation.</p> <p>Note: Only complete documentary requirements shall be processed. Incomplete documentary requirements shall be returned immediately to the concerned IMO Office.</p>	Not applicable	3 days	RIO
	Conduct of Validation of Field Verification Report and submit to RM together with the Certificate and complete documentary requirements	Not applicable	15 days	RIO
	Review, approve and forward duly signed Certificate together with complete documentary requirements as per M.C No. 31 s. 2020 to the NIA Central Office for the approval of the Administrator	Not applicable	2 days	Manager, RIO
	Receive application and documentary requirements from HR Records Division thru Operations Department.	Not applicable	0.5 day	IEC Staff

	<p>Evaluate application and documentary requirements. If found complete and correct, recommend/endorse for approval of the Certification to the Administrator.</p> <p>Note: If there are findings upon evaluation, coordination with the concerned Field Office and/or with the proponent shall be made and a Memorandum shall be prepared for compliance.</p>	Not applicable	7 days	IEC Staff
	Check certification, application and documentary requirements for any corrections.	Not applicable	2 days	Section Chief
	Review certification, application and documentary requirements prior to endorsement for the approval of the Administrator.	Not applicable	2 days	Division Manager
	<p>Endorse certification, application and documentary requirement for review and initials to:</p> <ul style="list-style-type: none"> a.) Operations Department (OD) b.) Deputy Administrator for Engineering and Operations (DAEO) c.) Senior Deputy Administrator (SDA) 	Not applicable	<p>1 day</p> <p>1 day</p>	<p>OD Manager</p> <p>DAEO-OIC</p> <p>SDA</p>

			1 day	
	Review, approve and forward duly signed Certificate together with complete documentary requirements to IEC	Not applicable	5 days	Administrator
	Endorse the Administrator-approved Certification together with the attached documents to concerned Regional Office thru HR Records	Not applicable	0.5 day	IEC Staff
TOTAL			60 days	

NIA Memorandum Circular 132 s 2020 *"Filing and Field Fees for the issuance of Certificate of Irrigation Coverage (CIC) and Certificate of Non-Irrigation Coverage (CNIC)"*

2. Conduct of Soil Testing

Office or Division	Irrigation Engineering Center (IEC)			
Classification	Highly Technical			
Type of transaction	G2G or G2B			
Who may avail	NIA Central Office and Field Offices, Other Government Agencies and Private/Business Entities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request letter addressed to Deputy Administrator for Engineering and Operations and attention to the Irrigation Engineering Center – Operations Department indicating what type of tests are required			NIA Central Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

Submit request letter to NIA Central Office	Upon receipt of the request letter, forwards it to the assigned Section Chief for checking	None	10 mins	Division Manager
	Checks and forwards the request to the assigned IEC staff for review and preparation of a response letter	None	10 mins	Section Chief
	Prepares and endorses a response letter to the Section Chief indicating the following details: 1. Availability of the laboratory and its equipment 2. Possible start/completion date based on the current workload of the laboratory	None	1 hour	IEC Staff
	Reviews and checks the response letter and endorses it to the Division Manager for Signature	None	1 hour	Section Chief
	Reviews and approves the response letter and endorses it to the Data Encoder	None	1 hour	Division Manager
	Transmits the response letter/memorandum to the concerned office (client)	None	10 minutes	Data Encoder
Received the response letter and approved/conform with the schedule indicated in the letter through another communication letter	Upon receipt of the communication letter, forwards it to the assigned Section Chief for further discussions	None	10 mins	Division Manager
	Discusses the proposed soil sampling schedule and instructs assigned IEC for further coordination with requesting office	None	10 mins	Section Chief
	Coordinates with the requesting office for proposed soil sampling and prepares memorandum (Travel Order) for endorsement to the Section Chief	None	1 hour	IEC Staff

	Approves memorandum (Travel Order) and endorses it to the Division Manager for signature	None	10 mins	Section Chief
	Approves the memorandum (Travel Order) and forwards it to the Data Encoder for endorsement to the Office of the Department Manager	None	10 mins	Division Manager
	Endorses the memorandum (Travel Order) to the Department Manager for signature	None	10 mins	Data Encoder
	Receives the memorandum and endorses it to Department Manager for signature	None	10 mins	OD Data Encoder
	Approves the memorandum (Travel Order) and forwards it the OD Encoder for endorsement	None	10 mins	Department Manager
	Endorses the memorandum (Travel Order) to Deputy Administrator for Engineering and Operations (DAEO) Secretary	None	10 mins	OD Data Encoder
	Receives the memorandum and endorses it to the DAEO for signature	None	10 mins	DAEO Secretary
	Approves and signs the Memorandum (Travel Order) and forwards it to the DAEO Secretary	None	10 mins	Deputy Administrator for Engineering and Operations
	Endorses the approved/signed copy of the memorandum (Travel Order) to IEC	None	10 mins	DAEO Secretary
	Receives the approved/signed copy of the memorandum (Travel Order) and forwards it to the assigned IEC Staff	None	10 mins	Data Encoder

Joint Conduct of Soil Sampling	Conducts soil sampling together with the requesting office	Refer to MC No. 56, Series of 2022	4 days	IEC Staff and Requesting Office
	Transports soil sample/s back to the laboratory	None	1 day	IEC Staff
	Performs basic soil quality test/s as required by the approved request	None	10 days	IEC Staff and Laboratory Personnel
	Prepares the soil test result/s	None	4 days	IEC Staff
	Submits the soil test results to the Section Chief for review	None	10 mins	IEC Staff
	Reviews and endorses the soil test result/s to the Division Manager for approval	None	0.5 days	Section Chief
	Approves the soil test results and forwards it to Data-Encoder for endorsement	None	0.5 days	Division Manager
	Endorses the submitted soil test results to the Department Manager for signature	None	10 mins	Data Encoder
	Receives the soil test results and endorses it to Department Manager for signature	None	10 mins	OD Data Encoder
	Approves and signs the soil test results and hands it over to the OD Data Encoder to return to IEC	None	30 mins	Department Manager
	Endorses the approved copy of the soil test results to IEC	None	10 mins	OD Data Encoder

	Receives the approved copy of the soil test result/s and forwards it to the Assigned IEC Staff	None	10 mins	Data Encoder
	Reproduces copies of the approved soil test result/s for archiving and for issuance	None	30 mins	IEC Staff
	Forwards the approved soil test results to the requesting office	None	10 mins	Data Encoder
Total		None	20 days	

3. Dam Safety Inspection and Evaluation

Office or Division		Irrigation Engineering Center (IEC)		
Classification		Highly Technical		
Type of Transaction		G2G - Government to Government		
Who may avail		NIA Field Offices		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter for dam safety inspection and evaluation				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
NIA Field Office requests for dam safety inspection and evaluation.	Forwards the request for inspection to assigned staff upon receipt.	Not applicable	30 minutes	Division Manager
	Transmits the request to the Central Office Dam Safety Group	Not applicable	2 hours	IEC staff
	Coordinates and awaits for instructions of the Central Office Dam Safety Group before scheduling the date of inspection.	Not applicable	2 days	IEC staff

	Prepares and submits Travel Order for approval.	Not applicable	30 minutes	IEC staff
	Processes the travel order to the designated signatories using the Computer Data Tracking System (CDTS).	Not applicable	15 minutes	Data Encoder-Controller
	Upon receipt of the approved Travel Order, sends a copy of the approved Travel Order to concerned Central Office Dam Safety Group member.	Not applicable	15 minutes	IEC staff
	Upon arrival at field office, makes courtesy call to the managers at site before inspection and holds a correlation meeting/planning of inspection with the counterpart Field Office Dam Safety Group (includes travel time to Field Office). Then, the team will conduct field inspection (also includes travel time back to Central Office).	Not applicable	10 days	IEC staff/ Inspection Team/ Counterpart Staff (to be determined during the preparatory stage)
	Prepares an inspection report with findings/ observation and recommendation for submission to the Division Manager.	Not applicable	7 days	IEC staff/ Inspection Team/ Counter Staff (to be determined)
	Reviews the submitted inspection report.	Not applicable	1 hour	Division Manager

	Discusses the report to the Division Manager for review/ approval.	Not applicable	1 hour	IEC staff
	Revises and submits the final draft to the Division Manager for review and approval.	Not applicable	1 hour	IEC staff
	Reviews the submitted inspection report for approval.	Not applicable	1 hour	Division Manager
	Transmits the approved inspection report to the designated signatories using the Computer Data Tracking System (CDTS).	Not applicable	15 minutes	Data Encoder-Controller
	Upon receipt of the duly noted dam integrity evaluation report, forwards the report to HR Records to furnish the Field office concerned a copy.	Not applicable	15 minutes	Data Encoder-Controller
TOTAL			20 days	

4. Request for an Ocular Inspection

Request for Ocular Inspection to the Concerned Personnel

Office or Division	Systems Management Division
Classification	Highly Technical
Type of transaction	G2C
Who may avail	NIA Field Offices / Stakeholders

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Memorandum / Request for Ocular Inspection		Top Management		
Reviewed / Evaluated POW		RIO		
Assessed MPR on O&M & Project Status		NIA Personnel		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request from Top Management / RIO to conduct ocular inspection of on-going and completed projects.	1.1 Accepts request and instructs Department Manager to conduct ocular inspection	None	15 minutes	Deputy Administrator for Engineering & Operations
	1.2. Instructs Division Manager to conduct ocular inspection	None	15 minutes	Department Manager
	1.3. Instruct concerned Area Engineer to conduct ocular inspection	None	15 minutes	Division Manager / Section Chief
	1.4. Prepares travel order for approval by the DA E&O	None	3 days	Area Engineers
	1.5. Conducts ocular / field inspection	None	5 days	Area Engineers
	1.6. Prepares field inspection and validation report	None	2 days	Area Engineers
	1.7. Checks field inspection and validation report	None	1 hour	Section Chief
	1.8. Review field inspection and validation report	None	30 minutes	Division Manager
	1.9. Notation of field inspection and validation report	None	15 minutes	Department Manager

Total	None	10.50 days	
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5. Monitoring and evaluation of EMD reports

Office or Division	Equipment Management Division (EMD)			
Classification	Highly Technical			
Type of Transaction	Government to Government			
Who may avail	NIA Field Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
MC No. 69 s. 2018 – 2018 Revised Equipment Rental		M.C Online Retrieval System		
MC No. 03 s. 2016 – Cutoff Report Content and Deadline of Report Submission		M.C Online Retrieval System		
MC No. 7 s. 2013 - Revised Monthly Equipment Utilization and Rental Generation Report (EM-12c2)		M.C Online Retrieval System		
MC No. 43 s. 2010 Revised Computation of Percent Operability for all NIA		M.C Online Retrieval System		
MC No. 10 s. 2012 New Cut-off Date and Deadline of Submission of Reports		M.C Online Retrieval System		
MC No. 56 s. 2007 Revised Status Codes for all NIA Construction Equipment and Motor Vehicles		M.C Online Retrieval System		
MC No. 36 s. 2003 Modified Status Codes For All NIA Construction Equipment and Motor Vehicles		M.C Online Retrieval System		
MC No. 4 s. 2003 Modification of Table 1: Annual Available Utilization of MC no. 49 s. 1994 : Expanded Coverage in the Submission of Form EM-4Q		M.C Online Retrieval System		
MC No. 41 s. 1995 Revised Rules and Regulation in Utilization of NIA Construction Equipment		M.C Online Retrieval System		
MC No. 29 s. 1995 - Amended Guidelines in the Preparation of Quarterly Program and Accomplishment Report (Form EM-4Q)		M.C Online Retrieval System		
MC No.31 s.1998 Utilization of usable parts from disposable equipment		M.C Online Retrieval System		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Processing of Evaluated EMD reports	1.Receive evaluation reports from the Deputy Administrator for E & O / Operations Department	N/A	1 hour	Division Manager
	2. Division Manager instructs and forwards evaluated report to Section chief	N/A	1 hour	Division Manager
	3. Section Chief instructs EMD personnel to consolidate/encode and evaluate EMD reports	N/A	1 hour	Section chief
	4. EMD personnel consolidates/encodes and evaluate EMD reports.	N/A	3 day	EMD personnel
	5. Prepare letter to the Regional Manager regarding findings and recommendation on the submitted reports for reconciliation.	N/A	2 hour	EMD personnel
	6. EMD personnel Forward letter to the concerned regional office	N/A	1 hour	EMD personnel
	7. Records on file	N/A	1 hour	Division's Secretary
TOTAL			4 days	

6. Processing of Evaluated EMD reports

Office or Division	Equipment Management Division (EMD)	
Classification	Highly Technical	
Type of Transaction	Government to Government	
Who may avail	NIA Field Offices	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
MC No. 7 s. 2013 - Revised Monthly Equipment Utilization and Rental Generation Report (EM-12c2)		M.C Online Retrieval System
MC No. 43 s. 2010 Revised Computation of Percent Operability for all NIA		M.C Online Retrieval System

MC No. 61 s. 2007 - Revised Monthly Equipment Utilization and Rental Generation Report (EM-12C1)		M.C Online Retrieval System		
MC No. 56 s. 2007 Revised Status Codes for all NIA Construction Equipment and Motor Vehicles		M.C Online Retrieval System		
MC No. 36 s. 2003 Modified Status Codes For All NIA Construction Equipment and Motor Vehicles		M.C Online Retrieval System		
MC No. 4 s. 2003 Modification of Table 1: Annual Available Utilization of MC no. 49 s. 1994 : Expanded Coverage in the Submission of Form EM-4Q		M.C Online Retrieval System		
MC No. 29 s. 1995 - Amended Guidelines in the Preparation of Quarterly Program and Accomplishment Report (Form EM-4Q)		M.C Online Retrieval System		
MC No. 23 s. 1979 - Revised Form of "Monthly Operation, Maintenance and Cost Report" (EM-12)		M.C Online Retrieval System		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Processing of Evaluated EMD reports	1. Division Manager receives instruction from the Deputy Administrator for E & O / Operations Department		30 minutes	Division Manager
	2. Division Manager instructs and forwards evaluated report to Section chief		30 minutes	Division Manager
	3. Section Chief instructs EMD personnel to consolidate/encode submitted evaluated report		30 minutes	Section chief
	4. EMD personnel consolidates/encodes submitted evaluated report		1 day	EMD personnel
	5. EMD personnel generates and submit periodic report to Section chief		1 hour	EMD personnel

	6. Section chief reviews/checks and submit the periodic report to Division Manager		1 day	Section chief
	7. Division Manager signs and submits periodic report to CORPLAN and PAIS		30 minutes	Division Manager
	8. Records on file			Division's Secretary
TOTAL			2.1 days	

7. Submission of Quarterly Reports to Top Management

Office or Division	Equipment Management Division (EMD)		
Classification	Highly Technical		
Type of Transaction	Government to Government		
Who may avail	NIA Field Offices		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
MC No. 69 s. 2018 – 2018 Revised Equipment Rental		M.C Online Retrieval System	
MC No. 03 s. 2016 – Cutoff Report Content and Deadline of Report Submission		M.C Online Retrieval System	
MC No. 7 s. 2013 - Revised Monthly Equipment Utilization and Rental Generation Report (EM-12c2)		M.C Online Retrieval System	
MC No. 43 s. 2010 Revised Computation of Percent Operability for all NIA		M.C Online Retrieval System	
MC No. 10 s. 2012 New Cut-off Date and Deadline of Submission of Reports		M.C Online Retrieval System	
MC No. 56 s. 2007 Revised Status Codes for all NIA Construction Equipment and Motor Vehicles		M.C Online Retrieval System	
MC No. 36 s. 2003 Modified Status Codes For All NIA Construction Equipment and Motor Vehicles		M.C Online Retrieval System	
MC No. 4 s. 2003 Modification of Table 1: Annual Available Utilization of MC no. 49 s. 1994 : Expanded Coverage in the Submission of Form EM-4Q		M.C Online Retrieval System	
MC No. 41 s. 1995 Revised Rules and Regulation in Utilization of NIA Construction Equipment		M.C Online Retrieval System	

MC No. 29 s. 1995 - Amended Guidelines in the Preparation of Quarterly Program and Accomplishment Report (Form EM-4Q)		M.C Online Retrieval System		
MC No.31 s.1998 Utilization of usable parts from disposable equipment		M.C Online Retrieval System		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Quarterly Reports to Top Management	1. Generate/Print hard copy of Final Evaluated EMD reports for review and comments of EMD Division Manager	N/A	3 working days	EMD Point Person
	2. Review Quarterly evaluated reports	N/A	3 hours	Division Manager
	3. Submit Quarterly reports to CORPLAN and PAIS for consolidation	N/A	2 hour	Division Manager
	4. Records on file	N/A	1 hour	EMD personnel
	5. Update monitoring board	N/A	1 day	EMD personnel
TOTAL			4 days	

8. Updating of Equipment Management Information System

Office or Division	Equipment Management Division (EMD)	
Classification	Highly Technical	
Type of Transaction	Government to Government	
Who may avail	NIA Field Offices	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
MC No. 69 s. 2018 – 2018 Revised Equipment Rental		M.C Online Retrieval System
MC No. 03 s. 2016 – Cutoff Report Content and Deadline of Report Submission		M.C Online Retrieval System
MC No. 7 s. 2013 - Revised Monthly Equipment Utilization and Rental Generation Report (EM-12c2)		M.C Online Retrieval System
MC No. 43 s. 2010 Revised Computation of Percent Operability for all NIA		M.C Online Retrieval System
MC No. 10 s. 2012 New Cut-off Date and Deadline of Submission of Reports		M.C Online Retrieval System

MC No. 56 s. 2007 Revised Status Codes for all NIA Construction Equipment and Motor Vehicles		M.C Online Retrieval System		
MC No. 36 s. 2003 Modified Status Codes For All NIA Construction Equipment and Motor Vehicles		M.C Online Retrieval System		
MC No. 4 s. 2003 Modification of Table 1: Annual Available Utilization of MC no. 49 s. 1994 : Expanded Coverage in the Submission of Form EM-4Q		M.C Online Retrieval System		
MC No. 41 s. 1995 Revised Rules and Regulation in Utilization of NIA Construction Equipment		M.C Online Retrieval System		
MC No. 29 s. 1995 - Amended Guidelines in the Preparation of Quarterly Program and Accomplishment Report (Form EM-4Q)		M.C Online Retrieval System		
MC No.31 s.1998 Utilization of usable parts from disposable equipment		M.C Online Retrieval System		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Quarterly Reports to Top Management	1. Generate/Print hard copy of Final Evaluated EMD reports for review and comments of EMD Division Manager	N/A	3 working days	EMD Point Person
	2. Review Quarterly evaluated reports	N/A	3 hours	Division Manager
	3. Submit Quarterly reports to CORPLAN and PAIS for consolidation	N/A	2 hour	Division Manager
	4. Records on file	N/A	1 hour	EMD personnel
	5. Update monitoring board	N/A	1 day	EMD personnel
TOTAL			4 days	

9. Physical Inventory of Project Completion Report

Office or Division	Equipment Management Division (EMD)		
Classification	Highly Technical		
Type of Transaction	Government to Government		
Who may avail	NIA Field Offices		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	

Physical Inventory Manual		Construction Management Division - Project Benefits Monitoring and Evaluation Section Secretariat		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Physical Inventory of Project Completion Report	1. Receive request for Physical Inventory and Project Completion Report (PI- PCR)	N/A	1 hour	EMD Point Person
	2. Attend (PI- PCR) kick-off meeting	N/A	3 hours	EMD Point Person
	3. Prepare necessary travel documents for PCR	N/A	2 hour	EMD Point Person
	4. Secure a hard copy of inhouse inventory report and inventory of equipment from EMIS	N/A	1 hour	EMD Point Person
	5. Conduct actual validation of equipment and physical resources	N/A	10 working days	EMD Point Person
	6. Prepare final inventory report on equipment and physical resources	N/A	6 hours	EMD Point Person
	7. Submit final report to PI-PCR Chairman Steering committee for consolidation	N/A	1 hour	EMD Point Person
	8. Records on file	N/A		EMD Point Person
TOTAL			12 days	

10. Comparative Specification Table (CST)

Office or Division	Equipment Management Division (EMD)	
Classification	Highly Technical	
Type of Transaction	Government to Government	
Who may avail	NIA Field Offices	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
none		none

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Comparative Specification Table (CST)	1. Receive request for technical specifications of equipment from concerned project	N/A	1 hour	EMD Point Person
	2. Conduct gathering of brochures/flyers, quotation and manuals from different suppliers/manufacturers	N/A	5 working days	EMD Point Person
	3. Consolidate and encode gathered data and prepare specifications based on the technical requirements	N/A	6 working days	EMD Point Person
	4. Evaluate the request for technical specifications of equipment	N/A	2 working days	EMD Point Person
	5. Print a copy for comment/deliberation of TWG	N/A	1 working day	EMD Point Person
	6. Print final CST for indorsement to BAC Secretariat	N/A	1 working day	EMD Point Person
	7. Indorse final CST to BAC Secretariat for presentation to BAC members and inclusion in the Bid Documents	N/A	1 working day	EMD Point Person
	8. Records on file	N/A		EMD Point Person
TOTAL			17 days	

11. Budgeting, Evaluation and Validation of Program of Works (POW)

Office or Division	Equipment Management Division (EMD)		
Classification	Highly Technical		
Type of Transaction	Government to Government		
Who may avail	NIA Field offices		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	

MC No. 50 s. 2012 - Repair and Maintenance of operation and maintenance (O&M) Equipment		M.C Online Retrieval System		
MC No. 8 s. 1989 - Supplementary Guidelines on Equipment Disposal		M.C Online Retrieval System		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Budgeting, Evaluation and Validation of Program of Work (POW)	1. Preparation and submission of request for budget for repair and maintenance of O&M heavy and light equipment per mc. No. 50 s, 2012 to Budget division for inclusion in the NIA budget for the following year.	N/A	1 working da ys	EMD personnel
	2. Prepare and Send Fax message instructing Regional offices to submit POW based on the approved budget	N/A	1 hour	EMD personnel
	3. Submission of Program of works (POW) from Regional Offices	N/A	2 hour	Concerned region/ project
	4. Receive POW from Regional Offices	N/A	1 hour	Division Manager
	5. Evaluate submitted POW from Regional offices	N/A	5 working days	Section Chief
	6. Preparation of necessary Travel documents and fax message	N/A	1 hour	Area Monitor
	7. Actual inspection and validation in the field offices	N/A	10 working days	Area Monitor
	8. Preparation of back to office report	N/A	2 hour	Area Monitor
	9. Submission and approval of Back to Office Report regarding validation of POW	N/A	2 hours	Area Monitor

	10. Prepare memo for Regional Manager informing him on the approved POW	N/A	2 hours	Area Monitor
	11. Prepare request for Advise for Sub-allotment (ASA) and Funding check (FC) for approval by the Administrator	N/A	2 working days	Section Chief
	12. Furnish Regional office a copy of approved request of ASA and FC from the Administrator	N/A	1 hour	Division Manager
	13. Furnish Regional office a copy of approved ASA from finance sector	N/A	2 hour	Operations Department Manager
	14. EMD personnel prepares and submits letter to Regional office regarding the approved POW	N/A	1 working day	
	15. Encode POW on equipment repair database	N/A	5 working days	EMD personnel
	16. Records on file	N/A		EMD personnel
TOTAL			26 days	

12. Monitoring and Validation of Progress report for Equipment Repair

Office or Division	Equipment Management Division (EMD)			
Classification	Highly Technical			
Type of Transaction	Government to Government			
Who may avail	NIA Field offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
MC No. 50 s. 2012 - Repair and Maintenance of operation and maintenance (O&M) Equipment		M.C Online Retrieval System		
MC No. 8 s. 1989 - Supplementary Guidelines on Equipment Disposal		M.C Online Retrieval System		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

Monitoring and Validation of Progress report for Equipment Repair	1. Receive Progress Report from Regional Offices	N/A	1 hour	Division Manager
	2. Instructs and forwards Progress report to Area monitor	N/A	1 hour	Section Chief (EIRES)
	3. Evaluation of Progress Report	N/A	5 working days	Area Monitor
	4. Preparation of necessary travel documents	N/A	2 hour	
	5. Actual inspection and validation in the field offices	N/A	10 working days	Area Monitor
	6. Preparation of back to office report	N/A	3 hours	Area Monitor
	7. Update physical and financial accomplishment	N/A	1 working day	Area Monitor
	8. Update monitoring board	N/A	1 day	Area Monitor
	9. Update database regarding progress on equipment repair	N/A	5 days	Section Chief
TOTAL			23 days	

13. Inspection of Newly Delivered Equipment at Central Office

Office or Division	Equipment Management Division (EMD)			
Classification	Highly Technical			
Type of Transaction	Government to Government			
Who may avail	NIA Field offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Comparative Specification Table		BAC Secretariat		
Delivery Receipt		Procurement and Property Division Secretariat		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

Inspection of Newly Delivered Equipment at Central Office	1. Receive Request for Technical Inspection together with the Inspection and Acceptance report prepared and accepted by PPD (Procurement and Property Division)	N/A	1 hour	Division Manager
	2. Prepare inspection checklist based on the Comparative Specification Table (CST)	N/A	3 working days and 5 hours	EMD Inspectorate team
	3. Conduct Actual technical inspection / testing	N/A	9 working days	EMD Inspectorate team
	4. Sign the IAR, as to inspection of quantity and specification.	N/A	1 working day	EMD Inspectorate team
	5. Return the report to PPD the signed IAR	N/A	1 hour	EMD Staff
	6. Update EMIS	N/A	1 working day	EMD Point Person
	7. Records on file	N/A		EMD Staff
TOTAL			15 days	

14. Inspection of Newly Delivered Spare Parts / Job Order at Central Office

Office or Division	Equipment Management Division (EMD)			
Classification	Highly Technical			
Type of Transaction	Government to Government			
Who may avail	NIA Field offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Purchase Order, Delivery Receipt and Sales Invoice		Procurement and Property Division Secretariat		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Inspection of Newly Delivered Spare Parts / Job Order at Central Office	1. Receive Request for Technical Inspection together with the Inspection and Acceptance report prepared and accepted by PPD (Procurement and Property Division)	N/A	1 hour	Division Manager

	2. Check the description of items in the PR (Purchase Request), PO (Purchase Order) and sales invoice if it conforms with prepared inspection and acceptance report.	N/A	1 working day and 2 hours	EMD Inspectorate team
	3. Conduct Actual technical inspection / testing based on the Inspection and acceptance Report, Purchase Request and Purchase Order / Job Order	N/A	5 working days	EMD Inspectorate team
	4. Sign the Inspection and acceptance report, as to inspection of quantity and specification.	N/A	2 hours	EMD Inspectorate team
	5. Return the report to PPD the signed IAR	N/A	2 hours	EMD Staff
	6. Records on file	N/A		EMD Staff
TOTAL			7 days	

15. Inspection of Equipment Recommended for Disposal at Field Offices

Office or Division	Equipment Management Division (EMD)			
Classification	Highly Technical			
Type of Transaction	Government to Government			
Who may avail	NIA Field offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
MC No.31 s.1998 Utilization of usable parts from disposable equipment		M.C Online Retrieval System		
MC No. 8 s. 1989 - Supplementary Guidelines on Equipment Disposal		M.C Online Retrieval System		
MC No. 4, s. 1985 Standard Procedure in the Appraisal of Unserviceable Vehicles Equipment		M.C Online Retrieval System		
Checklist for unserviceable equipments.		Document Masterlist		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

Inspection of Newly Delivered Equipment at Central Office	1. Receive Request for Technical Inspection together with the Inspection and Acceptance report prepared and accepted by PPD (Procurement and Property Division)	N/A	1 hour	Division Manager
	2. Validation of I&I report thru EMIS, List of sold equipment and List of unsold equipment with authority for disposal	N/A	2 working days	EMD point person
	3. Prepare necessary travel documents and Fax message	N/A	4 hours	EMD point person
	4. Actual Inspection and Validation in the field offices	N/A	12 working days	EMD point person
	5. Prepare Back to Office Report (Request for clearance to dispose unserviceable equipment, approved by the administrator	N/A	4 working days	EMD point person
	6. Prepare endorsement to concerned office and Procurement and Property Division of Central Office of the approved clearance to dispose unserviceable equipment	N/A	1 working day	EMD Point Person
	7. Update monitoring board	N/A	2 hours	EMD Staff
	8. Records on file	N/A		EMD Staff
TOTAL			15 days	

16. Inspection of Unserviceable Property Recommended for Disposal at Central Office.

Office or Division	Equipment Management Division (EMD)
Classification	Highly Technical
Type of Transaction	Government to Government

Who may avail	NIA Field offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
MC No.31 s.1998 Utilization of usable parts from disposable equipment		M.C Online Retrieval System		
MC No. 8 s. 1989 - Supplementary Guidelines on Equipment Disposal		M.C Online Retrieval System		
MC No. 4, s. 1985 Standard Procedure in the Appraisal of Unserviceable Vehicles Equipment		M.C Online Retrieval System		
Checklist for unserviceable equipment's.		Document Master list		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Inspection of Unserviceable Property Recommended for Disposal at Central Office.	1. Receive request for inspection of unserviceable property and I&I (Inventory and Inspection Report	N/A	1 hour	Division Manager
	2. Conduct actual inspection and validation using I&I and waste materials report	N/A	5 working days and 6 hours	EMD point person
	3. Conduct canvassing and computation to determine appraisal value as per MC. No. 4 s. 1985	N/A	4 working days	EMD point person
	4. Prepare appraisal report of unserviceable property for signature of the member of Appraisal Committee and for approval of Deputy Administrator of Administrative and Finance	N/A	3 working days	EMD point person
	5. Records on file	N/A		EMD Staff
TOTAL			13 days	

17. Periodic IDP Program of Work and Monitoring Reports

Office or Division	Institutional Development Division
Classification	Highly Technical
Type of Transaction	G2G - Government to Government

Who may avail		NIA Field Offices		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Regional IDP POW, Accomplishment and Monitoring Reports		NIA Regional Office IDS		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. RIOs / PMOs submit IDP POW, Accomplishment and Monitoring Reports	1. Receives from the Operations Department Manager the IDP POW, Accomplishment and Monitoring Reports from RIOs/PMOs and forwards to Division Manager for appropriate action	None	5 minutes	Encoder
	2.Reviews/endorsees the IDP POW, Accomplishment and Monitoring Reports to concerned Section Chief	None	30 minutes	Division Manager
	3. Reviews and endorses IDP POW, Accomplishment and Monitoring Reports to concerned Area Monitor	None	1 day	Section Chief
	4. Reviews, evaluates and analyzes the IDP POW, Accomplishment and Monitoring Reports	None	4.5 days	Area Monitor
	5. Endorses the IDP POW, Accomplishment and Monitoring Reports to the concerned Section Chief highlighting results of analysis and evaluation for comments	None	10 minutes	Area Monitor

	6. Reviews and provides comments based on analysis provided by Area Monitor and return the IDP POW, Accomplishment and Monitoring Report to the Area Monitor for feedback to RIO	None	2 day	Section Chief
	7. Forwards the reviewed and evaluated IDP reports to the assigned staff for consolidation	None	10 days	Area Monitor
	8. Submits the consolidated IDP Reports to the Section Chief for final review	None	10 minutes	assigned staff
	9. Reviews the consolidated reports and forwards to the Division Manager for appropriate action.	None	3 days	Section Chief
	10. Submits the consolidated IDP Reports to the Operations Department Manager	None	5 minutes	Division Manager
TOTAL			19.6 days	

18. Capability Building

Office or Division	Institutional Development Division			
Classification	Highly Technical			
Type of Transaction	G2G			
Who may avail	NIA Central and Field Offices Staff			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Training Calendar		NIA IDD Central Office		
2. Approved Annual Procurement Plan (APP)		NIA IDD Central Office		
3. Training materials and manuals		NIA IDD Central Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

5. Top Management requires to conduct Capacity Building to IDP implementers and National Confederation of Irrigators Associations.	1. Discusses with the Section Chiefs the conduct of scheduled Capability Building based on approved Training Calendar and APP	None	30 minutes	Division Manager
	2. Instructs Area Monitor to prepare Training Proposal based on agreed training schedule	None	40 minutes	Section Chief
	3. Prepares training proposal and submits to Section Chief for review	None		Assigned Area Monitor
	4. Reviews and evaluates training proposal and provides comments to Area Monitor for finalization.	None	1 day	Section Chief
	5. Submits to the Section Chief the corrected training proposal for final review and submits to the Division Manager for appropriate action.	None	4 hours	Area Monitor
	6. Endorses to the Operations Department Manager for recommending approval	None	10 minutes	Division Manager
	7. Endorses to the Deputy Administrator for Engineering and Operations the training proposal for approval.	None	10 minutes	Operations Department Manager
	8. Endorses the approved training proposal back to the Division Manager for implementation.	None	10 minutes	Operations Department Manager
	9. Directs the Section Chief to oversee the conduct of the training course.	None	2 hours	Division Manager

	10. Assigns staff to accomplish the different pre-training activities (i.e. request for fund release, coordination with the host region for the training venue, preparation and sending of communication, and confirmation of participants and resource persons/facilitators, etc.)	None	5 days	Section Chief / Assigned staff
	11. Leads the conduct of the training course, overall training evaluation and documentation	None	5 days	Section Chief
	12. Prepares and submits the training documentation to the Section Chief for review and comments	None	3 days	Assigned staff / training documenters
	13. Finalizes the training report incorporating the reviewed and commented training documentation report (if any), and submit to the Section Chief for final checking	None	1 day	Assigned staff / training documenters
	14. Submits the final training documentation report to the Division Manager for submission to the Operations Department Manager for notation	None	20 minutes	Section Chief
	TOTAL		20 days	

19. Farmers Satisfaction Survey

Office or Division	Institutional Development Division
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Classification	Highly Technical			
Type of Transaction	G2G - Government to Government			
Who may avail	NIA Central and Field Offices, Governance Commission for GOCCs (GCG)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. FSS Report submitted by RIOs		Regional Offices (RIO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Top Management requires to submit, summarize, consolidate and analyze result of Farmer Satisfactory Survey (FSS).	1. Receives from the Operations Department Manager the submitted FSS reports from the RIOs and forwards to the Division Manager for appropriate action	None	5 minutes	Data Encoder
	2. Reviews the submitted FSS reports from the RIOs and forwards/endorsees to the Section Chief for review	None	30 minutes	Division Manager
	3. Reviews the submitted FSS reports from the RIOs and provides instructions to concerned Area Monitor to take specific action	None	1 day	Section Chief
	4. Further reviews and evaluates the submitted FSS reports from the RIOs and endorses the results/findings to the Section Chief for final comments	None	5 days	Area Monitor
	4. Makes final comments on the submitted FSS reports from the RIOs and forwards it to assigns staff for consolidation	None	2 days	Section Chief

	5. Consolidates and analyzes the submitted results of FSS from the RIOs and forwards to the Section Chief for further review and comments	None	10 days	Assigned Staff
	6. Reviews the consolidated FSS results and returns to the assigned staff for final editing	None	1 days	Section Chief
	7. Edits and submits the final consolidated FSS results to the Section Chief and endorses to the Division Manager for notation	None	1 days	Assigned staff
	8. Submits the final results to the Operations Department Manager for notation and endorses to the Deputy Administrator for Engineering and Operations and the Administrator for information	None	25 minutes	Division Manager
	TOTAL		20 days	

FRONTLINE SERVICES, REQUIREMENTS AND PROCEDURES OFFERED BY NIA

Frontline Service:	WATER DELIVERY
Schedule of Availability of Service:	Monday to Friday 8:00 a.m. to 12:00 nn 1:00 p.m. to 5:00 p.m.
Who May Avail of the Service:	All Irrigators 'Associations (IA) covered by a certain NIS in all IMOs of NIA Regions
What are the Requirements:	Request for Water Delivery

HOW TO AVAIL OF THE SERVICE:

Step	Applicant/Client	Service Provider	Duration of activity (under normal circumstances)	Person Responsible	Fees	Location/Office
1	Submits request (noted by IA President) for water delivery	Receives and records request and endorses to O&M Chief for approval	15 minutes	SWRFT	None	National Irrigation System's Office (NISO) in all IMOs and Regions
2		SWRFT receives and endorses request to O&M Chief /Authorized Rep. for approval	5 minutes	O&M Chief, NISO		National Irrigation System's Office (NISO) in all IMOs and Regions
3		Approves request for Water Delivery	5 minutes	O&M Chief /Authorized Representative		National Irrigation System's Office (NISO) in all IMOs and Regions
4	Receives SWRFT's request for water delivery	O&M Chief Advises SWRFT to release water to concerned IA/Farmer	5 minutes	O&M Chief /Authorized Representative	None	National Irrigation System's Office (NISO) in all IMOs and Regions
5		Releases water to concerned IA/Farmer	10 minutes	WRFO/SWRFT		Headgates of the NIS

6	Acknowledge s water delivery service	Checks water delivery to the farmers field	1 hr. (within 3.5 km from headgate)	SWRFT	None	Within the service area of NIS
END OF TRANSACTION						

Frontline Service:

Schedule of
Availability of Service:

Who May Avail of the
Service:

What are the
Requirements:

Payment of IA Incentive under IMT (as per RA 10969)

Monday to

Friday

8:00 a.m. to

12:00 nn

1:00 p.m. to

5:00 p.m.

All Irrigators 'Associations (IAs)
with Modified IMT Contract with
NIA

1. IA Request

2. Canal Maintenance

Accomplishment Report

3. List of Irrigated and Planted Are
(LIPA)

HOW TO AVAIL OF THE SERVICE:

Step	Applicant/ Client	Service Provider	Duration of activity (under normal circumstances)	Person Responsibl e	Fees	Location/Office
1	IA submits request for payment of IA O&M incentive	Receives and records request and forward same to SWRFT	5 minutes	Receiving/ Data Encoder	None	Office of the IMO Manager in all Regions
2	-	Evaluates request as to the completeness of supporting papers. If found complete, advises customer to come back after 4 working days; if incomplete, advises customer to complete supporting documents and	1 hour	SWRFT		National Irrigation System's Office (NISO) in all IMOs and Regions

		submit same ASAP				
3		Reviews documents as to mathematical computations per IMT Contract/MCs/policies	2 hours	SWRFT		National Irrigation System's Office (NISO) in all IMOs and Regions

Step	Applicant/Client	Service Provider	Duration of activity (under normal circumstances)	Person Responsible	Fees	Location/Office
4		Forwards to O & M Chief for action and endorses to IMO acted request for approval	5 working days	SWRFT/ O & M Chief / Data Encoder		National Irrigation System's Office (NISO) in all IMOs and Regions
5		Receives acted request	2 minutes	Data Encoder		Office of the IMO Manager in all Regions
6		Prepares and obligates Disbursement Voucher for Payment	30 minutes	Accounting Processor		Office of the Accounting in in all IMOs
7		Approves voucher	5 minutes	Chief of Office		Office of the IMO Manager in all Regions
8	After 4 working days, returns to claim payment; issues IA O. R.	Releases check and receives IA O. R. as evidence of payment	10 minutes	NIA Cashier	None	Office of the Cashier in all IMOs
9		Records payment in Cash Book	10 minutes	NIA Cashier		Office of the Cashier in all IMOs
END OF TRANSACTION						

Frontline Service: Irrigation Service Fee (ISF) Collection (For non-exempt farmers as per RA 10969)

a.) Paid to NIA cashier at the office

Schedule of Availability of Service:	Monday to Friday 8:00 a.m. to 12:00 nn 1:00 p.m. to 5:00 p.m.
Who May Avail of the Service:	All registered landowner with an area of more than 8 hectares, fishpond, contract farming, drainage, and other water users
What are the Requirements:	1. ISF Bill 2. Statement of Account (SOA)

Note: *For the ISF Prevailing Rate, refer to Annex 1, Rate of Irrigation Service Fee (ISF) For Non-Exempt Farmers/Irrigation Users

HOW TO AVAIL OF THE SERVICE:

Step	Applicant/ Client	Service Provider	Duration of activity (under normal circumstances)	Person Responsible	Fees	Location/Office
1	Presents ISF Bill/Statement of Account	Receives ISF Bill/Statement of Account	2 minutes	NIA Cashier	None	Office of the Cashier in all IMOs
2		Checks and Verifies Account Name and Account No. in the Registry of Landowners, Farmers, and Other Irrigation Water Users	5 minutes	Billing Clerk		Office of the Billing Clerk in all IMOs
3	Pays to NIA Cashier	Processes payment and issues Official Receipt, applying payment as back or current or both	10 minutes	NIA Cashier	*Prevailing ISF Rate	Office of the Cashier in all IMOs
4		Releases Official Receipt to Customer	30 seconds	NIA Cashier		Office of the Cashier in all IMOs
5	Receives original O.R	Stamps PAID statement of Account	5 minutes	NIA Cashier	None	Office of the Cashier in all IMOs

6		Cashier prepares report of collection and deposits same to NIA's Depository Bank	5 minutes	NIA Cashier		Office of the Cashier in all IMOs
7		Billing Clerk posts payment in Irrigation Fee Registry (IFR)	5 minutes	Billing Clerk		Office of the Billing Clerk in all IMOs
END OF TRANSACTION						

Frontline Service: **Irrigation Service Fee (ISF) Collection (For non-exempt farmers as per RA 10969)**
b.) Paid to NIA Collector/SWRFT/Collection Representative in the Field

Schedule of Availability of Service: Monday to Friday
8:00 a.m. to 12:00 nn
1:00 p.m. to 5:00 p.m.

Who May Avail of the Service: All registered landowner with an area of more than 8 hectares, fishpond, contract farming, drainage, and other water users

What are the Requirements: 1. ISF Bill
2. Statement of Account

Note: *For the ISF Prevailing Rate, refer to Annex 1, Rate of Irrigation Service Fee (ISF) For Non-Exempt Farmers/Irrigation Users

HOW TO AVAIL OF THE SERVICE:

Step	Applicant/Client	Service Provider	Duration of activity (under normal circumstances)	Person Responsible	Fees	Location/Office
1	Presents ISF Bill/Statement of Account	Receives ISF Bill/Statement of Account	2 minutes	NIA Deputized Collector	None	National Irrigation System's Office (NISO) in all IMOs and Regions
2		Checks and Verifies Account Name and Account No. in the Registry of Landowners, Farmers, and Other Irrigation Water Users	5 minutes	NIA Deputized Collector/Collection Representative		National Irrigation System's Office (NISO) in all IMOs and Regions

3	Pays to NIA Deputized Collector/Collection Representative	Processes payment and issues Official Receipt , applying payment as back or current or both	10 minutes	NIA Deputized Collector/Collection Representative	*Prevailing ISF Rate	National Irrigation System's Office (NISO) in all IMOs and Regions
4		Releases Official Receipt to Costumer	30 seconds	NIA Deputized Collector/Collection Representative		National Irrigation System's Office (NISO) in all IMOs and Regions
5	Receives original O.R	Stamps PAID statement of Account	5 minutes	NIA Deputized Collector/Collection Representative	None	National Irrigation System's Office (NISO) in all IMOs and Regions

Step	Applicant/Client	Service Provider	Duration of activity (under normal circumstances)	Person Responsible	Fees	Location/Office
6		Deputized Collector prepares report of collection and remits to NIA Cashier	5 minutes	NIA Deputized Collector/Collection Representative		National Irrigation System's Office (NISO) in all IMOs and Regions
7		NIA Cashier acknowledges receipts by signing Remittance Form and keeps collection inside vault or deposits same to the NIA's depository bank	5 minutes	NIA Cashier		Office of the Cashier in all IMOs
8		Billing Clerk posts payment in Irrigation Fee Registry (IFR)	5 minutes	Billing Clerk		Office of the Billing Clerk in all IMOs
END OF TRANSACTION						

Frontline Service: Request for minor Rehabilitation/ Restoration of existing Irrigation Systems

Schedule of Availability of Service: Monday to Friday
8:00 a.m. to 12:00 nn
1:00p.m. to 5:00 p.m.

Who May Avail of the Service: All interested farmers organization or IA

What are the Requirements: 1. IA Resolution
2. If with funding counterpart from LGU, LGU endorsement, LGU Board Resolution, LGU Certificate of Fund Availability

HOW TO AVAIL OF THE SERVICE:

Step	Applicant/ Client	Service Provider	Duration of activity (under normal circumstances)	Person Responsible	Fees	Location/Office
1	Submits letter request/ IA Resolution	Receives and records letter request and forwards to IMO Manager/technical personnel	10 minutes	Data Encoder	None	Office of the IMO Manager in all Regions
2	Accompanies /Guides NIA Technical staff in inspection of facilities	Conducts ocular inspection with IA members of irrigation facilities for rehabilitation	1 day	IMO Manager, Planning Engr, Survey personnel	None	Office of the IMO Manager in all Regions
3		Prepares indicative POW for fund sourcing	1 to 3 days	IMO Manager, Planning Engr.		Office of the IMO Manager in all Regions
4		Submits Project listing to RIO for fund sourcing	2 days	IMO Manager, Planning Engr., Admin. Clerk		Office of the IMO Manager in all Regions
NOT E: FOR PROJECTS WITH FUNDING						

PROCEED TO STEP 5 ONWARDS						
5		Conducts survey on existing Irrigation facilities	5 days	Planning Engineer, Survey personnel		Office of the Planning Engineer, IMO in all Regions
6		Plots survey data	2 to 5 days	Plotting personnel		
7		Designs minor irrigation facilities	2 to 5 days	Field Office Design Engr.		Office of the Design Engineer, IMO in all Regions
8		Submits plans and design to RIO for review and approval	1 day	Field Office Design Engr./IMO/ RIO Design Engr.		Office of the Design Engineer, IMO and Regional Irrigation Office

Step	Applicant/Client	Service Provider	Duration of activity (under normal circumstances)	Person Responsible	Fees	Location/Office
9		Approves plans and design for preparation of Final POW at Field Office	15 minutes	RIM		Office of the Regional Irrigation Manager (RIM)
10		Releases documents to IMO	10 minutes	Admin Clerk		
11		Prepares final POW	2-5 days	Planning Engr.		Office of the Planning Engineer, IMO in all Regions
12	Attends and observes bidding	Convenes BAC and conducts bidding	1 hour	BAC/IA/Contractor	None	IMO or RIO
13		Prepares Memorandum of Agreement	2 hours	IDO-A		
14	Attends Pre-Construction Conference and Signs Memorandum of Agreement	Conducts and attends Pre-Con Conference and ratify Memorandum of Agreement	1 day	IMO Manager, IDO, IA, NIA	None	Office of the IMO Manager in all Regions

15	Participates in the construction activities (IA Counterpart)	Mobilizes farmers to participate in the construction works/Supervises construction works	2 to 6 months	PIC, IDO-A/IA/Contractor	None	Project site or location
16	Attends Project Turn Over; signs documents and receives Turn Over Documents	Turns Over completed facilities to IA and releases copy of Turn Over Document to the IA	1 day	NIA/IA/BOT/LGU	None	Project site or location
END OF TRANSACTION						

OFFICE OF THE DEPUTY ADMINISTRATOR FOR ADMINISTRATIVE AND FINANCE SECTOR

Simple Transactions


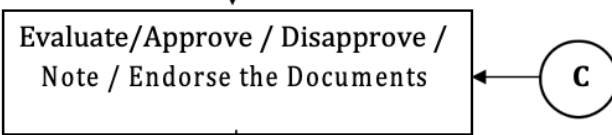
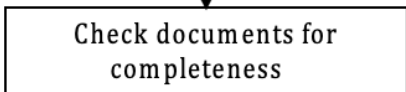
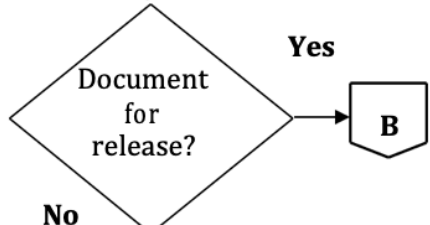
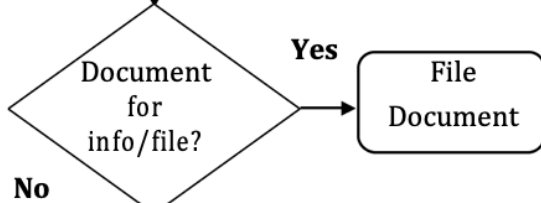
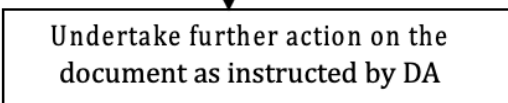

1.

Office or Division	Deputy Administrator for Administrative & Finance			
Classification	Simple			
Type of Transaction	G2C; G2B; G2G			
Who may avail	Transacting Public; Business Entity; Financial Institutions; All Government Agencies; GOCCs; and Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Follow-up of whereabouts/status of documents/action taken by the office can be secured through phone call or personal		Records section/Offices concerned		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Same as "Checklist of Requirements"	Trace the whereabouts of documents and action taken by the Offices concerned	-----	-----	Technical Assistant
TOTAL:				

PROCESS FLOW – Processing of Documents/Papers for the Deputy Administrator’s Appropriate Action

PROCESS FLOW CHART (within 1-2 working days)

	Key Activities	Responsible Office/ Position Title/ Designation	Timeline/ Duration
1	<div style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center;">Receive Documents from Various Departments/Offices/Outside Sources</div> <div style="text-align: center;">↓</div>	Data Encoder/ Secretary	1-2 minutes per document
2	<div style="border: 1px solid black; padding: 5px; text-align: center;">Track /Record Incoming Documents thru Document Tracking System (DTS)</div> <div style="text-align: center;">↓</div>	Data Encoder/ Secretary	1-2 minutes per document
3	<div style="border: 1px solid black; padding: 5px; text-align: center;">Prepare Routing Slip for Documents</div> <div style="text-align: center;">↓</div>	Secretary	5-10 minutes per document
4	<div style="border: 1px solid black; padding: 5px; text-align: center;">Review Documents</div> <div style="text-align: center;">↓</div>	Technical Assistant	10- 20 minutes per document
5	<div style="border: 1px solid black; padding: 5px; text-align: center;">Sort and forward documents to Deputy Administrator</div> <div style="text-align: center;">↓</div> <div style="text-align: center;"> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div> <div style="text-align: center;">↓</div> </div>	Secretary	3-5 minutes per document

	Key Activities	Responsible Office/ Position Title/ Designation	Timeline/ Duration
			
6		Deputy Administrator	10 minutes per document
7		Secretary	5-10 minutes per document
		Secretary	
		Secretary	5-10 minutes per document
8		Technical Assistant	1 – 2 days per document
			

Key Activities		Responsible Office/ Position Title/ Designation	Timeline/ Duration
	<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; width: 40px; margin: 0 auto;">B</div> <div style="text-align: center;">↓</div> </div>		
9	<div style="border: 1px solid black; padding: 5px; width: 250px; margin: 0 auto;">Receive documents from DA</div> <div style="text-align: center;">↓</div>	Secretary	1-2 minutes per document
10	<div style="border: 1px solid black; padding: 5px; width: 250px; margin: 0 auto;">Track /Record Outgoing Documents thru Document Tracking System (DTS)</div> <div style="text-align: center;">↓</div>	Data Encoder/ Secretary	1-2 minutes per document
11	<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: 180px; margin: 0 auto;">Release Documents to Appropriate Office</div>		

Note:

**Review and approval depend on the availability of the DAAF within the day and the complexity of the concerns

**A – Approved Concern

**B – Return to sender/concerned unit for revision

OFFICE OF THE DEPUTY ADMINISTRATOR FOR ADMINISTRATIVE AND FINANCE SECTOR

Highly Technical Transactions

1.

Office or Division	Office of the Deputy Administrator for Administrative and Finance Sector			
Classification	Highly Technical			
Type of Transaction	Filing of Complaint in the Committee on Discipline			
Who may avail	Concerned NIA Office and/or Private Individual			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Complaint consistent with MC No. 27 Series of 2005		NIA.website		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Filing of complaint (Sec. 1, Rule IV, MC No. 27, S. 2005)	The Secretariat Receives and records complaint and endorses to: a.) Office of the Administrator; or b.) Committee on Discipline c/o the Chairman	None	15 minutes	Secretariat
Action on the complaint - if the complaint is substantial as required under Section 2, MC 27, S. 2005, notify and require the person complained to submit a comment under oath within 3 days from receipt of said notice. (Sec. 3, Rule IV, MC No. 27, S. 2005)	The Secretary of COD-CO shall determine if the complaint is in the complete form. If not, it will draft a resolution to dismiss the complaint. If yes, it will be the subject of COD meeting (frequency: Monthly). The COD Chairman shall thereafter, assign the cases to the COD Divisions created under NIA MC No. 8, S. 2004.	None	3 days from receipt of the complaints	Secretariat
	The Committee en banc or the concerned COD division conducts preliminary investigation (Sec. 1, Rule V, MC No. 27, S. 2005)	None	5 days from receipt of the complaint and shall be terminated within 15 days thereafter	The Committee En Banc or the concerned COD Division

	After finding prima facie case, the disciplining authority shall formally charge the person complained of. (Sec.5, Rule V, MC No.27, S. 2005	None	The formal charge shall direct the respondent to answer the charge(s) in writing under oath in not less than 72 hours from receipt thereof	The Committee En Banc or in Division
	The Committee en banc or the concerned COD division shall conduct formal investigation (Sec. 5, Rule V, MC No. 27, S. 2005)	None	Not earlier than 5 days nor later than 10 days from receipt of the respondent's answer to the Formal Charge. Said investigation shall be finished within 30 days from the issuance of the formal charge or the receipt of the answer unless the Committee in meritorious cases extends the period.	Hearing Officer and members of the Committee En Banc or in Division
	The Committee En Banc or in Division shall conduct pre-hearing conference for the parties to appear (Sec.6, Rule V, MC No. 27, S. 2005)	None	At the commencement of the Formal Investigation, the Hearing Officer may conduct a pre-hearing conference.	Hearing Officer and members of the Committee En Banc or in Division
	The Committee En Banc or in Division shall continue conduct pre-hearing conference until terminated (Sec.7, Rule V, MC No. 27, S. 2005)	None	Hearings shall be conducted on the hearing dates set or as agreed upon by the parties concerned during the pre-hearing conference (time depends on the availability of the COD En Banc or Division and the parties)	Hearing Officer and members of the Committee En Banc or in Division

	The Committee En Banc or in Division shall issue decision after formal investigation (Sec.18, Rule V, MC No. 27, S. 2005)	None	Within 15 days after the conclusion of the Formal Investigation	Hearing Officer and members of the Committee En Banc or in Division
	The Administrator approves the decision (Sec. 19, Rule V, MC No. 27, S. 2005)	None	A case is decided when the Administrator approves, within 30 days from receipt, the decision submitted (time depends on the availability of the Administrator)	Administrator
Filing of the Motion for Reconsideration (MR). Only one MR shall be be filed. (Sec. 1, and Sec. 4, Rule VI, MC No. 27, S. 2005)	The Office of the Administrator/ COD Secretariat receives the Motion for Reconsideration	None	15 days from receipt of the decision	Secretariat
	The Committee En Banc or in Division shall issue a Decision for Motion for Reconsideration (MR); to be approved by the Administrator	None	The filing of a motion for reconsideration within the reglementary period of 15 days shall stay the ececution of the decision sought to be considered	Committee En Banc or in Division

<p>Filing of Appeals. Parties may appeal the decision of the Administrator imposing a penalty exceeding 30 days suspension or fine in an amount exceeding 30 days suspension or fine in an amount exceeding 30 days salary to the proper authorities as prescribed by law in the administrative cases. The appeal shall be governed by the rules of the appellate court, tribunal or body as the case may be (Sec. 6, Rule VI, MC No. 27, S. 2005</p>	<p>Appellate court, tribunal or body as the case may be shall receive the Appeal</p>	<p>Governed by the rules of the court tribunal or body as the case may be</p>	<p>15 days from receipt of the decision (see Uniform Rules on Administrative Cases in the Civil Service)</p>	<p>Appellate court, tribunal or body as the case may be</p>
<p>TOTAL:</p>			<p>88 Days, 15 Minutes</p>	

ADMINISTRATIVE DEPARTMENT

Simple Transactions

1. Operational Procedure

Office or Division	Office of the Manager, Administrative Department			
Classification	Simple			
Type of Transaction	G2G, G2B, G2C			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorsed Letter/documents	1.1 Receive documents	None	1-3 minutes	Secretary/Process Server
	1.2 . Track/record all incoming documents		1-5 minutes	Secretary
	1.3 Endorsed to the Manager		1-2 minutes	Secretary
	1.4 Take action on documents (evaluate/approve/note on documents); initial/sign/indorsed documents to Secretary for release		1 minute - 1 day	
	1.5 Check/sort /track documents for release of outgoing documents		1-15 minutes	Secretary
	1.6 Distribute/endorse/forward/ deliver documents to various offices/department		1-15 minutes	Process Server
TOTAL:			30 minutes -1 day	

2. Leave Processing

Office or Division:	Human Resources Division			
Classification:	Support Unit			
Type of Transaction:	Simple			
Who may avail:	NIA employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application for Leave		Personnel Attendance Monitoring Information System/ Documents Masterlist		
Attachments:				
for Sick Leave - Medical Certificate duly noted by Medical Officer V if more than 5 working days				
for all types of leave with 30 calendar days or more - approved Central Office Clearance				
for Solo Parent leave - renewed Solo Parent ID duly issued by the City Government Office				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receipt of application	1. Acknowledge receipt through stamping of date received	None	1 minute per leave application	<i>Utility Worker A/ Data Encoder</i>
2. Leave Processing 2.1 Manual Filing				
	2.1 Check and review the completeness of leave application	None	2 minutes per leave application	<i>Assigned Processor IRMO B/ RO C/ IRMA A / Data Encoder</i>
	2.2 Compute/Determine number of days worked for the month, total working days of the month, total late/undertime for the month	None	2 minutes per leave application	<i>Assigned Processor IRMO B/ RO C/ IRMA A / Data Encoder</i>
	2.3 Process according to the type of leave (Vacation/Force Leave, Sick Leave, Special Privilege Leave, Solo Parent Leave, Compensatory Time-Off, Maternity/Paternity Leave, etc.)	None	2 minutes per leave application	<i>Assigned Processor IRMO B/ RO C/ IRMA A / Data Encoder</i>
	- If with insufficient leave balance, it will be processed as leave without pay			<i>Assigned Processor IRMO B/ RO C/ IRMA A / Data Encoder</i>

	- If with sufficient leave balance, the application shall be processed as leave with pay			<i>Assigned Processor IRMO B/ RO C/ IRMA A / Data Encoder</i>
	2.4 Review/Check/Certify the correctness of leave balance/credits	None	2 minutes per leave application	<i>HRMO IV</i>
2.2 Online Filing	1. Leave Validation			
	1.1 Validate the leave filed by acknowledging it in the Leave Validation Menu	None	1 minute per leave application	<i>Assigned Processor IRMO B/ RO C/ IRMA A / Data Encoder</i>
	2. Leave Receipt			
	2.1 Acknowledge receipt in the Leave Monitoring Menu the Leave Application Status Sub-menu	None	1 minute per leave application	<i>Assigned Processor IRMO B/ RO C/ IRMA A / Data Encoder</i>
	2.2. Check/Process Leave Application filed on line	None	1 minute per leave application	<i>Assigned Processor IRMO B/ RO C/ IRMA A / Data Encoder</i>
	2.3. Release for Signature of HRMO IV on the	None	1 minute per leave application	<i>Assigned Processor IRMO B/ RO C/ IRMA A / Data Encoder</i>

3.

Office or Division	PERSONNEL RELATIONS, DOCUMENTATION, AND RECORDS SECTION, HUMAN RESOURCES DIVISION			
Classification	SIMPLE			
Type of Transaction	G2C			
Who may avail	NIA CENTRAL OFFICE' and FIELD OFFICES, NIA OTHER GOVERNMENT AGENCIES, CONTRACTORS			
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Receiving and Releasing of Documents		Central and Regional Offices, Couriers, Postal Office, Contractors and		
Records Maintenance		other Government Agencies		
Records Disposition				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME (for each document)	PERSON RESPONSIBLE
RECEIVING OF DOCUMENTS	1.1 Receive documents, plans, reports and other	None	Five (5) Minutes	Records Officer C, Records Officer D, Records Assistant,

	communications			Liaison Officer, Industrial Relations Development Officer A
	1.1a Receive employees' records for 201 file			
	1.2 Sort/Separate documents which are marked "Urgent" "Rush" or "Confidential"	None	Ten (10) Minutes (depends on the bulk)	Records Officer IV (Section Head)
	1.3 Act immediately on documents as per evaluation and classification (Urgent, Rush or Confidential)	None	Ten (10) Minutes	Section Head
	1.4 Encode the received documents through the Document Tracking System (DTS) addressed to the office/individual	None	Five (5) Minutes	Records Officer C, Records Officer D and Records Assistant
	1.5 Stamp encoded documents with corresponding DTS Identification No. and initials of encoder; Prints the acknowledgement receipt	None	Five (5) Minutes	Records Officer C, Records Officer D and Records Assistant
	1.6 With the printed DTS Acknowledgement Receipt, the documents will be delivered to the concerned offices/ individuals	None	Five (5) Minutes	Utility Worker
RELEASING OF DOCUMENTS	2.1 Strip/Sort/Photocopies NIA Issuances for dissemination to concerned NIA central and regional offices	None	Five (5) Minutes	Supervising Records Officer

2.2 Check attachments of the received documents communications or reports	None	Five (5) Minutes	Supervising Records Officer
2.3 Encode, and code outgoing documents through the PRDRS Database for outgoing communications	None	Five (5) Minutes	Supervising Records Officer and Records Officer C
2.4 Stamp encoded outgoing communications with corresponding document no. and initials of the encoder.	None	Five (5) Minutes	
2.5 Sort the outgoing documents for personal delivery or dispatch through the official PRDRS, courier or postal service	None	Thirty (30) Minutes	Supervising Records Officer and Records Officer C
2.5a Delivery of documents/communications to different government agencies and other NIA's Relevant Interested Parties (RIPs)	None	Six (5) Hours (depends on the distances of the addressee)	Liaison Officers
2.5b Dispatch of the documents/communications to different NIA Regional/Project offices through courier	None	Thirty (30) Minutes	Records Assistant
2.5c Mail documents/communications to other offices and individual through the postal service (Philippine Postal Office)		Thirty (30) Minutes	Records Officer C
2.6 Print report from the PRDRS database of Outgoing communications for cross checking with the Records file/	None	Thirty (30) Minutes	Records Officer C

	receiving copy for monitoring and retrieval reference (end of the office working hour or next working day)			
RECORDS MAINTENANCE	3.1 Sort, classify and file documents to various PRDRS File (released documents/communications for the day)	None	One (1) Hour 30 Minutes	Industrial Relations Development Assistant A
	3.2 Update files in the filing cabinets/shelves and binders	None	Thirty (30) Minutes	Industrial Relations Development Assistant A
	3.3 Sort, label, store and protect records on file	None	One (1) Hour	Industrial Relations Development Assistant A
RECORDS DISPOSITION (Semestral)	4.1 Identify records for listings and inventory	None		Records Officer C, Records Assistant
	4.2 Determine the retention period of the inventoried records	None		Supervising Records Officer, Records Officer C
	4.3 Identify, classify obsolete and valueless records that will be transferred to the storage area	None		Supervising Records Officer, Records Officer C and Records Assistant
				<i>The Section Head supervises the overall activities</i>

4.Invitation to Attend Training/Seminar Abroad

Office or Division:	HUMAN RESOURCES DIVISION
Classification:	SIMPLE
Type of Transaction:	G2B
Who may avail:	NIA OFFICIALS AND EMPLOYEES
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> - Invitation - Sponsor/Organizer registration form - Personnel Development Committee Resolution - Call slip 	Training and Career Development Section-Human Resources Division, Administrative Department

Visa application form, if necessary <ul style="list-style-type: none"> - Certificate of employment - Individual Income Tax Return or Form 2316 with personal tax identification number - Personal Bank Certificate and Bank Statement 		Embassy of country to be visited <ul style="list-style-type: none"> - Employee Welfare and Benefits Section - Human Resources Division, Administrative Department - Accounting Division-Financial Management Department - Bank of the participant 		
Air Ticket		Airline, if not sponsored Sponsor/Organizer if sponsored		
<ul style="list-style-type: none"> - Nomination - Travel Authority - Notice of Pre-Departure Orientation - Personnel Development Committee notice of meeting 		Personnel Relations, Documentation and Records Section-Human Resources Division, Administrative Department		
Passport		Department of Foreign Affairs		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of invitation	Receive the document	None	1 day	<i>Records Personnel</i> Personnel Relations, Documentation and Records Section (PRDS)-Human Resources Division (HRD), Administrative Department (AD)
2. Inquire on the update of the invitation	Route the letter to the Office of the Administrator	None	1 day	<i>Records Personnel</i> PRDS-HRD,AD
	Route the letter to the Personnel Development Committee (PDC) Chairperson	None	1 days	<i>Document Controller</i> Office of the Administrator
	Evaluate the content of the activity	None	2 days	<i>PDC Chairperson</i> Office of the Deputy Administrator for Administrative and Finance (DAAF)
	Route the letter to the Office of the Administrative Department Manager	None	1 day	<i>Document Controller</i> Office of the DAAF
	Route the letter to the PDC Secretariat	None	1 day	<i>Document Controller</i> Office of the Administrative Department Manager

	Coordinate with the appropriate personnel the instructions of the Chairperson or Administrative Department Manager (if there is any)	None	1-2 days	<i>PDC Secretariat</i> Training and Career Development Section (TCDS)-HRD, AD
	Schedule a PDC meeting by checking availability of Chairperson and members	None	1 day	<i>PDC Secretariat</i> TCDS-HRD, AD
	Prepare notice of PDC meeting	None	1 day	<i>PDC Secretariat</i> TCDS-HRD, AD
	Conduct the meeting to identify possible nominee	None	1 day	PDC Committee
	Coordinate with the nominated employee for requirements	None	1-3 days	<i>PDC Secretariat</i> TCDS-HRD, AD
	Prepare memorandum of nomination, PDC Resolution and Travel Authority	None	1 day	<i>PDC Secretariat</i> TCDS-HRD, AD
	Approve the nomination, PDC Resolution and Travel Authority	None	1-2 days	<i>Administrator</i> Office of the Administrator
3. Acknowledge the receipt of list of participants and provide details of arrangements (if there is any)	Coordinate with the sponsor/organizer of the participants to attend the activity as well as the necessary arrangements for the participants	None	1-2 days	<i>PDC Secretariat</i> TCDS-HRD, AD
	Assist the participants in completing their requirements	None	2-3 days	<i>PDC Secretariat</i> TCDS-HRD, AD
4. Acknowledge the receipt of required documents	Submit to the sponsor/organizer necessary documents required by them	None	1-2 days	<i>PDC Secretariat</i> TCDS-HRD, AD
	Prepare notice of pre-departure orientation seminar (PDOS)	None	1 day	<i>PDC Secretariat</i> TCDS-HRD, AD

	Approve the notice of PDOS	None	1 day	<i>Administrator</i> Office of the Administrator <i>PDC Chairman</i> Office of the DAAF
	Prepare information about the activity, the place to be visited and some reminders to be observed	None	1-2 days	<i>PDC Secretariat</i> TCDS-HRD, AD
	Prepare call slip of participants	None	1 day	<i>PDC Secretariat</i> TCDS-HRD, AD
	Conduct the PDOS	None	1 day	<i>PDC Secretariat</i> TCDS-HRD, AD
	Assist participants in the completion of call slip	None	1 day	<i>PDC Secretariat</i> TCDS-HRD, AD

5. Request to Accommodate On-the -Job Trainees

Office or Division:	HUMAN RESOURCES DIVISION			
Classification:	SIMPLE			
Type of Transaction:	G2C			
Who may avail:	STUDENTS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Endorsement letter from the school addressed to the Manager of the Administrative Department - Evaluation form - Clearance/Waiver 		School		
<ul style="list-style-type: none"> - Acceptance form for apprenticeship - Certificate of completion 		Training and Career Development Section-Human Resources Division, Administrative Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire if there are still slot available for On-the-Job-Trainees (OJT)	Receive inquiry	None	1 day	<i>Senior Data Encoder</i> Training and Career Development Section (TCDS)- Human Resources Division (HRD) , Administrative Department (AD)
2. Ask about the requirements needed to be submitted	Provide the needed requirements	None	1 day	<i>Senior Data Encoder</i> TCDS-HRD, AD
3. Comply and submit the requirements	Ask when they be able to start	None	1 day	<i>Senior Data Encoder</i> TCDS-HRD, AD

4. Report for orientation	Conduct orientation to OJT	None	1 day	Senior Data Encoder TCDS-HRD, AD
	Deploy OJT to office of assignment	None	1 day	Senior Data Encoder TCDS-HRD, AD
	Prepare acceptance form	None	1 day	Senior Data Encoder TCDS-HRD, AD
	Route the acceptance form to the Manager where the OJT is assigned for acceptance to certify the need of student trainee in the office	None	1 day	Document Controller Office of the HRD Division Manager
	Route the acceptance form to the HRD Division Manager for recommending approval	None	1 day	Document Controller Office where the OJT is assigned
	Route the acceptance form to the Office of the Administrative Department Manager for approval	None	1 day	Document Controller Office of the HRD Division Manager
5. Student monitoring of the school coordinator	Accompany the school coordinator to the office of assignment of the OJT	None	1 day	Senior Data Encoder TCDS-HRD, AD
6. Submit summary of total number of hours rendered and accomplished OJT evaluation form by the immediate superior	Validate the accuracy of time rendered and photocopy accomplished evaluation form	None	1 day	Senior Data Encoder TCDS-HRD, AD
	Prepare certificate of completion attached with the photocopy of accomplished evaluation form	None	1 day	Senior Data Encoder TCDS-HRD, AD
	Route the certificate of completion to the Office of the HRD Division Manager	None	1 day	Senior Data Encoder TCDS-HRD, AD Department

	Approve the certificate of completion	None	1 day	<i>Division Manager</i> Human Resources Division
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6. Processing of Purchase Request (Procurement thru PS - DBM)

Submission of Government Agencies Citizen's Charter to the Authority

Office or Division	Procurement Section, Procurement and Property Division			
Classification	Simple			
Type of Transaction	G2G			
Who may avail				
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Purchase Request		NIA Central Office		
PS - Catalogue		PS - DBM (Download)		
Agency Procurement Request		PS - DBM (Download)		
Certificate of Non-Availability of Stocks		PS - DBM (Download)		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-users shall prepare Purchase Request (PR) through the Procurement Sub-System (PSS)	1. Accepts PR through PSS	n/a	3mins	Procurement Personnel (Supervising Supply Officer)
	2. Evaluates/counter-checks items in the PR through PSS	n/a	2 hrs	Procurement Personnel (Supervising Supply Officer)
	3. Forwards PR to the Budget and Revenue Division for approval and earmarking through PSS	n/a	3mins	Procurement Personnel (Supervising Supply Officer)
2. Preparation of Agency Procurement Request	1. Evaluates approved PR if items are available to Procurement Service (Common Use Supplies & Equipment)	n/a	1 hr	Procurement Personnel (Supervising Supply Officer)

	2. Prepare/Encode Agency Procurement Request (APR)	n/a	10 mins	Procurement Personnel (Supervising Supply Officer)
	3. Forwards APR to Accounting Division & Administrative Department for Approval	n/a	5 mins	Procurement Personnel (Supervising Supply Officer)
	4. Forwards approved APR to Procurement Service - Department Budget Management	n/a	3 hrs.	Procurement Personnel (Supervising Supply Officer/Liaison Officer)
3. Preparation of Replenishment Voucher	1. Receives approved/ accomplished Inspection & Acceptance Report from Stockroom	n/a	10 mins	Procurement Personnel (Supervising Supply Officer)
	2. Prepare summary of deliveries	n/a	20 mins	Procurement Personnel (Supervising Supply Officer)
	3. Prepare Budget Utilization Request (BUR) & Disbursement Voucher (DV) for replenishment of revolving funds	n/a	10 mins	Procurement Personnel (Supervising Supply Officer)
	4. Forwards BUR & DV to corresponding authorized signatories for preparation of cheque	n/a	5 mins	Procurement Personnel (Supervising Supply Officer)
	5. Preparation of Cheque		-	Cash Division
	6. Forwards cheque to PS-DBM	n/a	3 hrs.	Procurement Personnel (Supervising Supply Officer/Liaison Officer)
TOTAL:			1 CD	

7. Processing of Purchase Request (Procurement thru Direct Contracting)

Submission of Government Agencies Citizen's Charter to the Authority

Office or Division	Procurement & Property Division			
Classification	Simple			
Type of Transaction	G2G			
Who may avail				
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Approved/Earmarked Purchase Request		Requesting Office/End User Units		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approved/Earmarked Purchase Request	1.) Preparation of Request for Quotation (RFQ) for the Supplier		1 CD	Procurement Section Personnel (Procurement Analyst B)
	2) For Signature of RFQ		-	Manager, Administrative Department
	3.) Issuance of RFQ to Supplier		1 CD	Procurement Section Personnel (Procurement Analyst B)
	4.) Preparation of Quotation		-	Supplier (EXTERNAL)
	5.) Evaluation of Quotation against the Approved Purchase Request		1 CD	Procurement Section Personnel (Procurement Analyst B), BAC-B and HOPE
	6.) Preparation of PO and BUR			
	7.) Issuance of PO		1 CD	Procurement Section Personnel (Procurement Analyst B)
TOTAL:			4 CD	

8. Preparation of Purchase Order

Submission of Government Agencies Citizen's Charter to the Authority

Office or Division	Procurement Section, Procurement and Property Division
Classification	Simple

Type of Transaction	G2G			
Who may avail				
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Approved/Earmarked Purchase Request		Requesting Office/End User Units		
Accomplished Request for Quotation (at least 3 suppliers)		Procurement Section		
PhilGEPS Bid Notice Abstract (ABC is above Php. 50,000.00)		Procurement Section		
Bid Distribution sheet		Procurement Section		
Bid Evaluation Report		Procurement Section and Requesting Office/End User Units		
Abstract of Quotation & Award Abstract		Procurement Section, Bids and Awards Committee and HOPE		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
The HOPE forwards the Approved Award Abstract to Procurement Section	1.) Preparation of Purchase Order (PO) and Budget Utilization Request (BUR)		3 CD	Procurement Section Personnel (Procurement Analyst B)
	2.) Forward the PO and BUR for signature		1 CD	For PO (Initial of Procurement & Property Division Personnel, Manager of Administrative Department, Accounting Division, and Signature of the Deputy Administrator for Administrative and Finance Sector) BUR for Signature of the following: Box A: Requesting Office Box B: Budget Office
TOTAL:			4 CD	

9. Preparation of Contract of Lease

Submission of Government Agencies Citizen's Charter to the Authority

Office or Division	Procurement Section, Procurement and Property Division
Classification	Simple

Type of Transaction	G2G			
Who may avail				
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Approved/Earmarked Purchase Request		Requesting Office/End User Units		
Accomplished Request for Quotation (atleast 3 suppliers)		Procurement Section		
PhilGEPS Bid Notice Abstract (ABC is above Php. 50,000.00)		Procurement Section		
Bid Distribution sheet		Procurement Section		
Bid Evaluation Report		Procurement Section and Requesting Office/End User Units		
Abstract of Quotation & Award Abstract		Procurement Section, Bids and Awards Committee and HOPE		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
The HOPE forwards the Approved Award Abstract to Procurement Section	1.) Preparation of Request for Certification of Availability of Funds	n/a	1 CD	Accounting Division
	2.) Preparation of Contract of Lease	n/a	1 CD	Procurement Section Personnel (Procurement Analyst B)
	3.) Forward the Contract of Lease to Supplier for Comments and Revisions	n/a	-	Supplier (EXTERNAL) and NIA-CO Legal Services
	4.) Printing of 10 copies of Contract of Lease with Budget Utilization Request (BUR) (with attachments)	n/a	1 CD	Procurement Section Personnel (Procurement Analyst B)
	5) For Approval/ Signature of BUR (2) Approval/ Signature of Contract of Lease	n/a	-	Office of the Manager, Requesting Department [BOX A of BUR]
	6) For Approval/ Signature of BUR	n/a	-	Office of the Manager, Budget and Revenue Div. [BOX B of BUR]

	7.) Funds available for Signature	n/a	-	Accounting Div.
	8) Approval/ Signature of Contract of Lease	n/a	-	Office of the Deputy Administrator for Admin & Finance
	9.) For Signature (Witness)	n/a	-	Office of the Deputy Administrator for Engineering & Operations
	10.) Preparation of Transmittal of the Approved Contract of Lease	n/a	1 CD	Procurement Section Personnel (Procurement Analyst B)
	11.) Issuance of Contract of Lease to the Supplier AND copy for Requesting Unit, Legal Services, Records Section and Accounting Division	n/a	-	Procurement Section Personnel (Procurement Analyst B)
TOTAL:			4 CD	

10. Preparation of Disbursement

Voucher

Submission of Government Agencies Citizen's Charter to the Authority

Office or Division	Procurement and Property Division			
Classification	Simple			
Type of Transaction	G2G			
Who may avail				
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Inspection and Acceptance Report (IAR) together with other supporting documents		Property Section/Stockroom		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Property Section forwards IAR with supporting documents to Procurement	1. Evaluate the IAR and other supporting documents	N/A	2 hrs	Procurement Personnel (Procurement Assistant A)

Section for processing of DV				
	2. Prepare Disbursement Voucher (DV)	N/A	2 hrs	Procurement Personnel (Procurement Assistant A)
	3. Compute penalty/liquidated damages, if any.	N/A	10 minutes	Procurement Personnel (Procurement Assistant A)
TOTAL:			4 hrs and 10 mins	

11. Receipt and Issuance of Items Purchased

Office or Division	Property Section, Procurement and Property Division			
Classification	Simple			
Type of Transaction	Receipt and Issuance of Items Purchased			
Who may avail	Concerned NIA Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Purchase Order (PO), original copy		Supplier		
Request for Quotation (RFQ), if necessary		Supplier		
Delivery Receipt (DR), original copy		Supplier		
Sales Invoice (SI), original copy		Supplier		
Warranty Certificate (if applicable)		Supplier		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Delivery of Purchased Items	1. Receives/Checks delivered items against P.O., Invoice, DR, OR and other supporting documents	none	1 hour	Stockroom Personnel
	2. Records all items received	none	1 hour	Stockroom Personnel

	3. Prepares the ff: a. Inspection and Acceptance Report b. Letter Request for Technical Inspection & COA Inspection	none	3 hours	Stockroom Personnel
	4. Reviews, checks and initials letter request	none	20 minutes	Section Chief/ Division Manager
Inspection of the items by the Technical Inspector	Forward the letter for Technical and COA Inspection	none	5 minutes	Thru DTS by the Secretary
	Inspection of items by respective Technical Inspector	none	-	Technical Inspector as per NIA unnumbered Memorandum dated 09 November 2018 (Designation of Technical Inspectors at NIA-Central Office)
	Upon final inspection and acceptance of items, the following activities are done: 1) For equipment amounting to Php15,000.00 and above - Assign property number and prepare Property Acknowledgement Receipt (PAR)	none	30 minutes	Stockroom Personnel, Section Chief and Admin/PPD Managers
	2) For consumable Supplies and Materials - shall prepare Requisition and Issue Slip (RIS)	none	1 hour	Stockroom Personnel, Section Chief and Admin/PPD Managers
	3) For semi-expandable items amounting to below Php15,000.00 shall prepare Inventory Custodian Slip (ICS)	none	1 hour	Stockroom Personnel, Section Chief and Admin/PPD Managers
	4) For spare parts - shall Prepare Report of Waste Materials of surrendered items and Request for COA Inspection	none	1 hour	Stockroom Personnel, Section Chief and Admin/PPD Managers

	Forward PAR/RIS and/or ICS to end-user for signature of the end-user	none	5 minutes	Thru DTS by the Secretary
	RIS and/or ICS to end-user for signature of the end-user	none	-	End-User
	Upon receipt of signed PAR by the end-user, shall Prepare Property Card (PC)	none	10 minutes	Storekeeper B/C
	Initial & approve PAR supported by PC	none	10 minutes	Section Chief/Division Manager
	Collate and photocopy all necessary documents to be forwarded to Procurement Section for the preparation of Disbursement Voucher	none	1 hour	Stockroom Personnel
TOTAL:			1 Day, 1 Hour, 20 Minutes	

12. Relief of Property Accountability

Office or Division	Property Section, Procurement and Property Division			
Classification	Simple			
Type of Transaction	Relief of Property Accountability			
Who may avail	Concerned NIA Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Citizen's Charter		ARTA Task Force of the agency availing the service		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Employee/Accountable Officer to forward his/her clearance in the Property Section, Procurement and Property Division	Receipt Clearance	none	5 mins.	Receiving Clerk

	Verification from Employee Folders	none	10 mins.	Storekeeper
	For Accountable Officials from CO and FO - prepare fax message to NIA FO requesting to furnish documents of property accountability, if any	none	7 – 14 working days (paused-lock)	Storekeeper B
	If the Item is for re-issuance: 1. Cancel Property Acknowledgment Receipt (PAR) of the former accountable officer 2. Preparation of PAR for relieving, to be signed by new accountable officer	none	1 – 2 working days (16 hours)	Storekeeper B
	File Signed PAR	none	5 minutes	Storekeeper B
	Initial Clearance	none	10 minutes	Division Manager/ Section Chief/ Storekeeper B
Employee/Accountable Officer to return the unserviceable items to stock for disposal	Receipt of unserviceable items to stock for disposal	none	5 minutes	Storekeeper B
TOTAL:			2 Days, 35 Minutes	

13. TRANSFER OF ITEMS FROM CENTRAL OFFICE TO FIELD OFFICE VICE VERSA

Office or Division	Property Section, Procurement and Property Division			
Classification	Simple			
Type of Transaction	TRANSFER OF ITEMS FROM CENTRAL OFFICE TO FIELD OFFICE VICE VERSA			
Who may avail	Concerned NIA Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Citizen's Charter		ARTA Task Force of the agency availing the service		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

Accountable Officers to inform the Property Section, Procurement and Property Division relative to subject Transfer of Properties	Prepare Property Transfer Report (PTR) when properties will be permanently transferred to Field Offices and other agencies	none	30 mins	Storekeeper B
	Initial PTR	none	5 mins.	Section Chief/ Storekeeper B
	For service vehicles	none	5 mins.	Division Manager
	Sign the PTR	none	20 minutes	Section/ Division Manager
	Affix initial	none	-	Department Manager
	Recommend for Approval of PTR	none	-	Deputy Administrator for Administrative and Finance Sector
	Approve PTR	none	-	Administrator
	Upon receipt of Approved PTR, prepare letter to Accounting Division (AD) requesting for Journal Entry Voucher and dropping from the books of accounts	none	30 minutes	Storekeeper B
Accountable Officer to present the subject properties for inspection of the Property Section Staff	Prepare Gate Pass in 3 copies, original - CSA Guard, duplicate - End User, triplicate - Property Section	none	20 minutes	Storekeeper B
	Once PTR was signed by the RIM/PM, original copy will be returned back to Property Section for file	none	5 minutes	Storekeeper B
	For furniture and fixtures and office equipment			
	Sign the PTR	none	5 minutes	Division Manager
TOTAL:			2 Hours	

14. Transfer of Property from NIA Field Office to Central Office

Office or Division	Property Section, Procurement and Property Division			
Classification	Simple			
Type of Transaction	Transfer of Property from NIA Field Office to Central Office			
Who may avail	Concerned NIA Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Citizen's Charter		ARTA Task Force of the agency availing the service		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Receive the Property Transfer Report & check the equipment/ office supplies/ construction materials to be transferred to CO	none	1 hour	Storekeeper B
	Record & prepare the Property Acknowledgement Receipt (PAR) and assign Property Number and PAR No.	none	1 hour	Storekeeper B
	For Signature	none	paused-lock	End-user
	Upon receipt of signed PAR, prepare Property Card (PC)	none	30 minutes	Storekeeper B/ Storekeeper C
	Check and affix initial to PAR	none	5 minutes	Section Chief
	Sign and approve PAR, PC & PTR	none	paused-lock	Division Manager
	Forward original copy of signed PTR to FO	none	5 minutes	Thru Records Section, HRD
	File PAR, PC and PTR	none	10 minutes	Storekeeper C
TOTAL:			2 Hours, 50 Minutes	

15. Pre-repair inspection process

Office or Division	Property Section, Procurement and Property Division
Classification	Simple

Type of Transaction	Pre-repair inspection process			
Who may avail	Concerned NIA Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Citizen's Charter		ARTA Task Force of the agency availing the service		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
End-User to prepare the Pre-Repair Inspection Report	Receive the Pre-repair Inspection report from the end-user	none	5 minutes	Storekeeper A
	Accomplish pre-repair inspection report of the subject equipment indicating the complete details of the property such as descriptions/specifications, acquisition date and cost, and property number and/or Fund source	none	1 hour	Storekeeper A
	Update property card of the subject equipment with the nature/scope of repair to be done and estimated cost	none	30 minutes	Storekeeper A
	Affix initial to Pre-repair inspection report	none	5 minutes	Storekeeper A/ Section Chief/ Division Manager
TOTAL:			1 Hour, 40 Minutes	

16. Renewal of Insurance of NIA-Central Office Buildings

Office or Division	Property Section, Procurement and Property Division			
Classification	Simple			
Type of Transaction	Renewal of Insurance of NIA-Central Office Buildings			
Who may avail	Concerned NIA Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Citizen's Charter		ARTA Task Force of the agency availing the service		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

Issuance of Insurance Policy for Payment of Insurance Premium	Monitor the renewal of insurance of NIA buildings & its content	none	2 hours	Property Officer C
Accountable Officer to furnish all the documentary requirements to Property Section, Procurement and Property Division	Prepares request for insurance renewal, photocopy/ attached supporting documents	none		Property Officer C
	Initial request for renewal	none		Section Chief/ Property Officer C
	Sign request for renewal	none		Division Manager
	Submit request to GSIS	none		Property Officer C
	Follow-up/ secure copy of policy, in case of delay	none	3 minutes	Property Officer C
	Prepare insurance premiums BUR and DV		1 hour	Property Officer C
	Initial vouchers		5 minutes (paused-lock for DM)	Division Manager/ Section Chief/ Property Officer C
	Forward BUR and DV thru channels for the processing of check		3 minutes	Data Encoder/ Secretary
	Receive Check from Cash Division		5 minutes	Property Officer C
	Remit payment/ secure Certificate of Cover and Official Receipts of payment at GSIS		paused-lock	Property Officer C
	Photocopy vouchers and official receipts and file		10 minutes	Property Officer C
TOTAL:			3 Hours, 26 Minutes	

17. Renewal of Insurance of NIA Central Office Motor Vehicles

Office or Division	Property Section, Procurement and Property Division
Classification	Simple

Type of Transaction	Renewal of Insurance of NIA Central Office Motor Vehicles			
Who may avail	Concerned NIA Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Citizen's Charter		ARTA Task Force of the agency availing the service		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	(A). For new vehicles insurance, fill up application form and attached the required documents. (B). For renewal of insurance, prepare request for renewal of insurance and attached the required documents	none	1 hour	Property Officer C
Accountable Officers to furnish the Property Section, Procurement and Property the required documentary requirements	Submit the application form / request for renewal of insurance with attached requirements to GSIS and secure Provisional Insurance Policies	none	3 hours	Property Officer C
	Prepare voucher for the payment of Insurance Premium for signature	none		Property Officer C and thru Channels
	Present the voucher with corresponding check for the preparation of the bill and Certificate of Cover (COC) at GSIS	none		Property Officer
	Request for the Order of Payment	none		Property Officer C
	Attach the Order of Payment to the voucher and remit payment to the GSIS Cash Division	none	1 hour	Property Officer C
	Receive the original copies of the bill and the strad com uploaded COC	none	1 hour	Property Officer C
	File the photocopied Vouchers, Insurance Policies, Bills and GSIS official receipts	none	10 minutes	Property Officer C

	Return the signed original voucher and GSIS official receipt to the Cash Division	none		Property Officer C
TOTAL:			6 Hours, 10 Minutes	

18. Renewal of Service Vehicles' Registration

Office or Division	Property Section, Procurement and Property Division			
Classification	Simple			
Type of Transaction	Renewal of Service Vehicles' Registration			
Who may avail	Concerned NIA Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Petty Cash Voucher		NIA-Accounting Division		
Official Receipts		Land Registration Authority		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Renewal of Registration of Service Vehicles per Republic Act (RA) No. 4136	Monitor all vehicles due for renewal of insurance & registration	none	2 hours	Division Manager/ Section Chief
	Request for petty cash from the Special Disbursing Officer (SDO) to be incurred for the registration expenses	none		Property Officer A
	Prepare Petty Cash Voucher (PCV) and affix signature	none		Property Officer C
	SDO release the amount requested by the PO and sign the PCV Box B	none		Special Disbursing Officer (SDO)
	Approve the PCV	none		Division Manager
	Bring vehicle/s for smoke emission testing, stencil and inspection to LTO	none	2 hours	Property Officer C and Assigned Driver

	Pay the registration fee and secure Official Receipt from LTO	none	2 hours	Property Officer C
	Prepare Budget Utilization Request (BUR) and Disbursement Voucher (DV) to replenish the petty cash incurred for registration expenses	none	1 hour	Property Officer C
	Initial BUR and DV	none		Division Manager/ Section Chief/ Property Officer C
	Forward BUR and DV thru channels for the processing of check	none	5 minutes	Data Encoder
	Receive Check from Cash Division	none	5 minutes	SDO
	Record all transactions to the Cash Book	none	30 minutes	Property Officer C
TOTAL:			7 Hours, 40 Minutes	

19. Change of Classification from Private Plate to Government Plate

Office or Division	Property Section, Procurement and Property Division			
Classification	Simple			
Type of Transaction	Change of Classification from Private Plate to Government Plate			
Who may avail	Concerned NIA Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Citizen's Charter		ARTA Task Force of the agency availing the service		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Monitor all vehicles in need of change of classification	none		Division Manager/ Section Chief

Accountable Officers to furnish the Property Section, Procurement and Property Division with the required documentary requirements.	(A). Submit the required documents to PNP-Highway Patrol Group (HPG); (B). PO will be given a payment form to be paid on any Land Bank branch; (C). Upon payment, PO will present OR of payment to the PNP HPG; (D). Vehicle will be up for macro etching in the same venue; (E). After macro etching is done, PO will be given a release slip which sets the date for securing the PNP Clearance; and (F). PO will secure the PNP clearance on the mentioned date in the same venue	none	4hours for the processing of securing the PNP Clearance	Property Officer C
	(A). PO will then follow procedures of Vehicles' Renewal Registration as change of classification normally coincides on the month wherein the vehicle is due for LTO Renewal Registration; and (B). After LTO Renewal Registration, PO will secure the New Certificate of Registration of the vehicle. New plate for the vehicle should also be secured.	none		Property Officer C
TOTAL:			4 Hours	

20. Reservation and utilization of NIA Seminar Facilities

Office or Division	General Services Division		
Classification	Simple		
Type of Transaction	G2C		
Who may avail	All interested parties		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prospective Renter verify thru phone or personally from GSD Office the availability of venue at least two (2) days before the event and for reservation of venue.	1. Guesthouse Supervisor receive call or personally verify the availability of venue for reservation.	none	5 minutes	Guesthouse Supervisor
	2. Guesthouse Supervisor print and issue a copy of Reservation Request Form (RRF) or a Sport Facilities Reservation Request Form (SFRRF) to be filled-up by the renter.	none	15 minutes	Guesthouse Supervisor
	3. Renter proceeds to the Accounting Division for issuance of Order of Payment then proceed to the Cash Division for payment and issuance of Official Receipt.	Convention Hall - 20,000/d Classroom A & B - 6,000/d Covered Court - 500/h		Accounting Division authorized personnel / Cash Division authorized personnel
	4. Renter returns to GSD Office for approval of RRF/SFRRF by the Manager GSD and the Administrative Department. Approved RRF/SFRRF will serve as gate pass by the renter of venue.	none	15 minutes	GSD manager / Administrative Department Manager
	5. Duplicate copy of approved Reservation Request is for GSD record and electronic filing.	none	1 minutes	Guesthouse Supervisor
TOTAL:			36 minutes	

21. Reservation and accommodation of NIA Dormitory and Guesthouse.

Office or Division	General Services Division
Classification	Simple
Type of Transaction	G2C

Who may avail		All interested parties		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prospective Renter verify thru phone or personally from FDIC the availability of room/s at least two (2) days in advance.	1. Front-Desk-In-Charge (FDIC) receive call or personally verify the availability of room/s for reservation.	none	5 minutes	Front-Desk-In-Charge (FDIC) / Guesthouse Supervisor
	2. Upon arrival of guest/s, FDIC will verify reservation and guest/s will register in the guest log book	none	15 minutes	Front-Desk-In-Charge (FDIC)
	3. FDIC shall issue a Request for Issuance Order of Payment (RFIOOP) indicating the days of room occupancy. Pay as You Check-in Policy-	none	5 minutes	Front-Desk-In-Charge (FDIC)
	4. Renter proceeds to the Accounting Division for the issuance of Order of Payment and then proceeds to Cash Division for payment and issuance of Official Receipt	Dormitory - 300/day Penthouse - 500/day		Accounting Division authorized personnel / Cash Division authorized personnel
	5. Guest/s presents the Official Receipt to the FDIC and the FDIC issues room/s keys and guides guests/s to their respective room	none	5 minutes	Front-Desk-In-Charge (FDIC)
	6. Monthly Report on Dormitory/ Penthouse occupancy/revenue generated is submitted to GSD Office for record/file	none	1 minute	Guesthouse Supervisor / Housekeeping Services Headman
TOTAL:			31 minutes	

22. Consultation Medical Services

Service Information

Office or Division:	Medical and Dental Services- Administrative Department			
Classification:	Simple			
Type of Transaction:	G2C,G2B,G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Medical Consultation Present the company ID	1.1 Check Patient information	None	1 Hour	<i>Senior Industrial Nurse</i> Medical & Dental Services
	1.2 Check Patient Record		1 Hour	
	1.3 Get Patient Record		1 Hour	
	1.4 Get Vital signs		1 Hour	
2. Go to the doctor on duty	2.1 Review Patient Record	None	1 Hour	<i>Medical Officer V</i> Medical & Dental Services
	2.2 Examination/ Consultation		1 Hour	
	2.3 Issue Referral		1 Hour	
	2.4 Prescribe Medicine		1 Hour	
	2.5 Record Patient Medical Findings		1 Hour	
3. Fill up the Medicine Card	3.1 Dispense Medicine	None	1 Hour	<i>Senior Industrial Nurse</i> Medical & Dental Services
	3.2 Record Medicine		1 Hour	
TOTAL		None	1 Day, 5 Hours	

23. Consultation Dental Services

Service Information

Office or Division:	Medical and Dental Services- Administrative Department			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Employee and Their Dependents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Dental Consultation	1.1 Check Patient	None	1 Hour	<i>Medical Assistant</i>

Present the company ID	Information 1.2 Check Patient Record 1.3 Get Patient Record 1.4 Get Vital Signs		1 Hour 1 Hour	Medical & Dental Services
2. Go to the doctor on duty	2.1 Review Patient Record 2.2 Consultation/ Examination 2.3 Discuss Procedure w/ Patient 2.4 Treat Patient Chief complaint 2.5 Give Referral 2.6 Record New Treatment 2.7 Prescribe Medicine	None	1 Hour 1 Hour 1 Hour 1 Hour 1 Hour 1 Hour 1 Hour	<i>Dentist IV</i> Medical & Dental Services
3. Fill up the Medicine Card	3.1 Dispense Medicine 3.2 Record Medicine	None	1 Hour 1 Hour	<i>Medical Assistant</i> Medical & Dental Services
TOTAL		None	1 Day, 4 Hours	

24. In-house Security Guard Procedure

Office or Division	Civil Security Affairs			
Classification	SIMPLE			
Type of Transaction	G2C			
Who may avail	In-House Security Guard			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
In-House Security Guard	1. Inspection of post upon assumption of duty	NONE	10 minutes	<i>Industrial Security Guard A</i> Civil Security Affairs
	2. Record daily activities and occurrence of any incident for appropriate action	NONE	20 minutes	<i>Industrial Security Guard A</i> Civil Security Affairs
	3. Verify the veracity of the report, gather and consolidate pertinent information and submit the report	NONE	30 minutes	<i>Section Chief</i> Civil Security Affairs

	4. Request Police assistance if necessary	NONE	20 minutes	<i>Section Chief</i> Civil Security Affairs
	TOTAL:		1 hour and 20 minutes	

25. Private Security Guard Procedure

Office or Division	Civil Security Affairs			
Classification	SIMPLE			
Type of Transaction	G2C			
Who may avail	Private Security Guard			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Private Security Guard	1. Receive Statement of Account for the security services render by private security agency	none	10 minutes	<i>Civil Security Officer A</i> Civil Security Affairs
	2. Review the Statement of Account and the Summary of Daily Time Record submit by private security provider	none	2 hours	<i>Civil Security Officer A</i> Civil Security Affairs
	3. Prepare and submit BUR, disbursement Voucher and other documents for approval	none	30 minutes	<i>Chief Civil Security Officer</i> Civil Security Affairs
	Total:		2 hours and 40 minutes	

26. Receiving Visitors

Office or Division	CIVIL SECURITY AFFAIRS			
Classification	SIMPLE			
Type of Transaction	G2C			
Who may avail	Visitors			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Register Visitors	1. Screen the visitor regarding their purpose	none	2 minutes	<i>Industrial Security Guard A</i> Civil Security Affairs

	2. Presentation of valid ID	none	1 minute	<i>Industrial Security Guard A</i> Civil Security Affairs
	3. Register at the visitors logbook	none	2 minutes	<i>Industrial Security Guard A</i> Civil Security Affairs
	4. Issue a visitors's ID and Client Feedback Form at the CSA office	none	1 minute	<i>Industrial Security Guard A</i> Civil Security Affairs
	5. Redeem the valid ID and Client feedback Form before leaving NIA Compound	none	1 minute	<i>Industrial Security Guard A</i> Civil Security Affairs
	TOTAL:		7 minutes	

27. Overnight Inspection

Office or Division	Civil Security Affairs			
Classification	SIMPLE			
Type of Transaction	G2C			
Who may avail	NIA Employees / Tenants			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
NIA Employees / Tenants	1. Record overnight vehicles NIA compound	none	1 hour	<i>Tough Guard</i> Private Security Agency
	2. Submit list of private vehicles park inside the NIA Co Building Compound	none	2 minutes	<i>Staff of CSA</i> Civil Security Affairs
	3. Check the names, dates, months the owner of the vehicles and recorded	none	1 hour	<i>Staff of CSA</i> Civil Security Affairs
	4. Prepare the notice billing to be sign by head of the office	none	2 hours	<i>Staff of CSA</i> Civil Security Affairs
	5. Distribute the notice billing according to the corresponding Department/Division	none	1 hour	<i>Staff of CSA</i> Civil Security Affairs
	6. The NIA Employees submit the travel order	none	1 minute	<i>Staff of CSA</i> Civil Security Affairs
	7. Less the amount of notice billing if the owner submit the travel order	none	2 minutes	<i>Staff of CSA</i> Civil Security Affairs

	8. Settle the account of Financial Management for the order payment	none	3 minutes	<i>Staff in Charge</i> Financial Management Department
	9. Proceed to the Cash Division to pay the amount of billing	none	3 minutes	Cash Division
	TOTAL:		5 hours and 11 minutes	

ADMINISTRATIVE DEPARTMENT

Highly Technical Transactions

1. Filling-up of vacancies

Office or Division	Human Resources Division		
Classification	Support Unit		
Type of Transaction	Highly Technical		
Who may avail	Applicants		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Approved Request for Publication		Civil Service Commission	
Request of Approved Authority to Fill - Up/ Create		MSD, CORPLAN	
Applications		Applicants	
Rated Potential Rating		Immediate Supervisor of Applicants	
Work Related Examination of Applicants		Department Manager where the vacancy exist	
Duly accomplished RIPPAS		Department Manager where the vacancy exist	
Approved Personnel Action Slip		Head of Agency	
Issued Appointment		Appointing Authority	
CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicants submit their application thru website or walk-in	1.1 Check the completeness of applications	5 mins	IRM Assistant
	1.2 Prepare request for potential rating for insider applicants	30 mins	IRMO A/B
	1.3 Review the request for potential rating	5 mins	Sr. IRMO A/ HRMO IV
	1.4 Prepare applicant's information sheet	15 mins/ applicant	IRM Assistant/ IRMO B
	1.5 Review the applicant's information sheet	1 hr	Sr. IRMO A
	1.6 Prepare initial evaluation of applicants upon receipt of rated potential rating	3 hrs	IRMO A/B/Sr. IRMO A
	1.7 Review the initial evaluation	2 hrs	HRMO IV
	1.8 Schedule to the ODA for A and F schedule for HRMPSB	3 mins	IRMO A/IRMO B
	1.9 Prepare Notice for HRMPSB	10 mins	IRMO A/B

1.10 Inform all HRMPSB Chair and Members regarding the schedule	1 hr	IRM Assistant
1.10 Inform all HRMPSB Chair and Members regarding the schedule	5 hrs	IRM Assistant/ IRMO A/B
1.12 Present the qualifications of applicants vis a vis requirement of the position to HRMPSB	8 hrs	IRMO A/B, Sr. IRMO A, HRMO IV
1.13 Upon receipt of work related questionnaire, prepare Notice Conduct of Examination to applicants	2 hrs	IRM Assistant/ IRMO B
1.14 Administer work related examination	15 mins	Psychometrician/ IRMO A/B
1.15 Transmit the work related examination to the concerned office	15 mins	IRM Assistant
1.16 Review the transmittal	3 mins	Sr IRMO A/ HRMO IV
1.17 Administer work related examination	15 mins	Psychometrician/ IRMO A/B
1.18 Transmit the work related examination to the concerned office	15 mins	IRM Assistant
1.19 Review the transmittal of examination docs	3 mins	Sr IRMO A/ HRMO IV
1.20 Upon receipt of the rated test questionnaires schedule the applicants for panel interview	3 mins	IRM Assistant/ IRMO A/B
1.21 Coordinate the schedule with the HRMPSB Chair and Members	30 mins	IRM Assistant/ IRMO A/B
1.22 Prepare Notice of Meeting	15 mins	IRM Assistant/ IRMO A/B
1.23 Review Notice of Meeting	3 mins	Sr. IMO A/ HRMO IV
1.24 Prepare Memorandum to applicants RE: Conduct of Panel Interview	1 hr	IRM Assistant/ IRMO A/B
1.25 Review the memorandum to applicants	3 mins	Sr. IMO A/ HRMO IV

1.26 Prepare interview rating sheets	3 hrs	IRM Assistant/ IRMO B
1.27 Assist the HRMSB in the conduct of panel interview	8 hrs	Sr. IRMO A/ IRMO A/B
1.28 Finalize HRMPSB Certification	3 hrs	IRMO A/IRMO B/ Sr. IRMO A
1.29 Review the HRMPSB Certification	1 hr	HRMO IV
1.30 Prepare RIPPAS	1 hr	IRMO A/B
1.31 Review the RIPPAS	5 mins	Sr. IRMO A/ HRMO IV
1.32 Upon receipt of duly accomplished RIPPAS, prepare PAS	1 hr	IRMO A/IRMO B
1.33 Review PAS	5 mins	Sr. IRMO A/ HRMO IV
1.34 Require applicants to submit requirements as attachment to appointment	30 mins	IRM Assistant/ IRMO A/B
1.35 Upon receipt of approved PAS, prepare appointment proposal	3 hrs	IRMO A/ IRMO B
1.36 Review appointment proposal	40 mins	Sr. IRMO A/ HRMO IV
1.37 Prepare regret letter	2 hrs	IRM Assistant
1.38 Review regret letter	30 mins	Sr. IMO A/ HRMO IV
1.39 Upon receipt of signed appointment, prepare notice of approved appointment	5 mins	IRM Assistant
1.39 Review the notice of approved appointment	2 mins	Sr. IMO A/ HRMO IV
1.40 Schedule appointee to oath of office	2 mins	IRM Assistant/ IRMO A/B
1.41 Prepare transmittal of appointment to CSC	30 mins	IRMO A/B
1.42 Review transmittal of appointment	5 mins	Sr. IMO A/ HRMO IV
1.43 Prepare advice for payment	5 mins	IRM Assistant/ IRMO A/B
1.44 Review advice for payment	2 mins	
1.45 Sort appointee's files to 201 files	30 mins	IRM Assistant/ IRMO B
1.46 Prepare/Update Service Record	5 mins	IRM Assistant/ IRMO B

2. Consolidation of APP and other Compliance Reports

Submission of Government Agencies Citizen's Charter to the Authority

Office or Division	Procurement Section, Procurement and Property Division			
Classification	Highly Technical			
Type of Transaction	G2G			
Who may avail				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Annual Procurement Plan Common Use Office Supplies and Equipment (APP-CSE)		NIA - Central Office		
Project Procurement Management Plan (PPMP)		NIA - Central Office		
Annual Procurement Plan (APP)		NIA - Regional Offices		
Certificate of Compliance (COC) PhilGEPS Posting		NIA - Central Office and Regional Offices		
Procurement Monitoring Report (PMR)		NIA - Central Office and Regional Offices		
Agency Procurement Compliance Performance Indicator (APCPI)		NIA - Central Office and Regional Offices		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
NIA-CO End user submit APP-CSE and PPMP.	Collate, validate, approve and consolidate into NIA - CO APP. Present to the BAC for final Procurement Modality. Submit to the HoPE for approval. Forward to the PS-DBM, AO25 and GCG	n/a	One (1) CD to one (1) month. One (1) CD. One (1) CD to five (5) CD (including all other signatories). One (1) CD to two (2) CD.	Procurement Section (Procurement Analyst B)

NIA - Regional Offices submit APP.	Collate, validate and consolidate into NIA APP. Submit to the HoPE for approval. Forward to the GPPB, AO25 and GCG.	n/a	One (1) CD to one (1) month. One CD (1) to five (5) CD (including all other signatories). One (1) CD to two (2) CD.	Procurement Section (Procurement Analyst B)
NIA - Central Office and Regional Offices submit COC and Justification for non-posting/updating of PhilGEPS.	Collate and file the COC. Collate and submit the Justification to AO25 and GCG.	n/a	One (1) CD to one (1) month. One (1) CD.	Procurement Section (Procurement Analyst B)
NIA - Central Office and Regional Offices submit PMR	Collate and consolidate. Submit to the HoPE for approval. Forward to the GPPB, AO25 and GCG	n/a	One (1) CD to one (1) month. One CD (1) to five (5) CD (including all other signatories). One (1) CD to two (2) CD.	Procurement Section (Procurement Analyst B)
NIA - Central Office and Regional Offices submit APCPI	Collate and consolidate APCPI of NIA-CO. Forward to the HoPE for approval. Collate APCPI from Regional Offices. Forward to the GPPB, AO25 and GCG	n/a	One (1) CD to two (2) CD. One (1) CD to five (5) CD (including all other signatories). One (1) CD to five (5) CD. One (1) CD to two (2) CD.	Procurement Section (Procurement Analyst B)
TOTAL:			157 CD	

3. Processing of Purchase Request (Public Bidding - for PRs above Php1,000,000.00)

Submission of Government Agencies Citizen's Charter to the Authority

Office or Division	Procurement Section, Procurement and Property Division			
Classification	Highly Technical			
Type of Transaction	G2G			
Who may avail				
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Approved Project Procurement Management Plan (PPMP)		Procurement and Property Division		
Approved Annual Procurement Plan (APP)				
Approved Purchase Request (PR)				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-users shall prepare Purchase Request (PR) through the Procurement Sub-System (PSS)	1. Accepts PR through PSS	n/a	3mins	Procurement Personnel (Supervising Supply Officer)
	2. Evaluates/counter-checks items in the PR through PSS	n/a	2 hrs	Procurement Personnel (Supervising Supply Officer)
	3. Forwards PR to the Budget and Revenue Division for approval and earmarking through PSS	n/a	3mins	Procurement Personnel (Supervising Supply Officer)
2. End-users submit duly approved and earmarked PR to Procurement Section	1. Conduct of Initial Meeting	n/a	3 CD	BAC-B Secretariat, end-user units, Technical Working Group
	2. Conduct of Pre-Procurement Conference	n/a	1 CD	BAC-B, BAC-B Secretariat, Technical Working Group
	3. Advertisement/ Posting of Invitation	n/a	7 CD	BAC-B, BAC-B Secretariat
	4. Pre-Bidding Conference	n/a	12 CD	BAC-B, BAC-B Secretariat, Technical Working Group
	5. Deadline of Submission and receipt of bids / Bid Opening	n/a	45 CD	BAC-B, BAC-B Secretariat, Technical Working Group

	6. Bid Evaluation	n/a	7 CD	Technical Working Group
	7. Post-Qualification	n/a	45 CD	BAC-B, BAC-B Secretariat, Technical Working Group
	8. Approval of Resolution, Issuance of Notice of Award	p	15 CD	c, Technical Working Group
	9. Contract Preparation & Signing		10 CD	HOPE, BAC-B, BAC-B Secretariat, Technical Working Group, Supplier
	10. Approval of contract by higher authority		30 CD	HOPE, duly authorized signatory
	11. Issuance of Notice to Proceed		7 CD	BAC-B, BAC-B Secretariat
TOTAL:			182 CD and 66 mins	

4. Processing of Purchase Request (Procurement thru Shopping & Small Value Procurement for PRs below Php1,000,000.00)

Submission of Government Agencies Citizen's Charter to the Authority

Office or Division	Procurement Section, Procurement and Property Division			
Classification	Highly Technical			
Type of Transaction	G2G			
Who may avail	NIA-CO Various offices/end-user units			
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Duly approved and signed Purchase Request		Procurement and Property Division		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-users shall prepare Purchase Request (PR) through the	1. Accepts PR through PSS	n/a	3mins	Procurement Personnel (Supervising Supply Officer)

Procurement Sub-System (PSS)	2. Evaluates/counter-checks items in the PR through PSS	n/a	2 hrs	Procurement Personnel (Supervising Supply Officer)
	3. Forwards PR to the Budget and Revenue Division for approval and earmarking through PSS	n/a	3mins	Procurement Personnel (Supervising Supply Officer)
2. End-users submit duly approved and earmarked PR to Procurement Section	1. If PR total amount is below Php1M, Request for Quotation is prepared	n/a	1 CD	Procurement Personnel (Data Encoder)
	2. Request for Quotation is evaluated and signed by authorized signatories in the Procurement & Property Division	n/a	1 CD	PPD Personnel
	3. Request for Quotation is forwarded to the BAC-B Chairperson for signature	n/a	-	Procurement Personnel (Supervising Supply Officer)
	5. RFQ is posted in PhilGEPS if total amount is Php50,000.00 and above	n/a	7 CD	Procurement Personnel (Supervising Supply Officer)
	4. Signed RFQ is given to Canvassers for serving to prospective suppliers.	n/a	1 CD	Procurement Personnel (Supervising Supply Officer)
	5. Issuance of RFQ to prospective suppliers.	n/a	7 CD	Procurement Personnel (Supply Officer)
	6. Opening of Quotations	n/a	1 CD	Procurement Personnel (Supervising Supply Officer)
	7. Preparation of Bid Evaluation Report	n/a	-	End-user
	8. Preparation of Abstract of Quotations and Award Abstract	n/a	1 CD	Procurement Personnel (Procurement Assistant A)

	9. Forward Award Abstract to BAC-B members and HOPE for approval	n/a	1 CD	Procurement Personnel (Procurement Assistant A)
	11. Approval of Award Abstract		-	BAC-B Members and HOPE
	10. Preparation of Purchase Order and Budget Utilization Request upon receipt of approved Award Abstract	n/a	3 CD	Procurement Personnel (Procurement Analyst B)
	11. Approval of Purchase Order and Budget Utilization Request	n/a	-	End-user unit, Budget and Revenue Division, Accounting Division, Deputy Administrator for Administrative and Finance Sector
	12. Issuance of approved PO to winning supplier	n/a	2 CD	
TOTAL:			25 CD	

5.

Office or Division	Property Section, Procurement and Property Division			
Classification	Highly Technical			
Type of Transaction	Disposal of Unserviceable Equipment and Scraps			
Who may avail	Concerned NIA Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Citizen's Charter		ARTA Task Force of the agency availing the service		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

Accountable Officers to return all the unserviceable items to Property Section, Procurement and Property Division	1. Gather all unserviceable equipment, supplies and materials; 2. Identify the property numbers of the unserviceable equipment; 3. Sort unserviceable equipment according to their classification; and 4. Collate their property cards to get the information/data to be encoded in the Inventory and Inspection Report for Unserviceable Property (IIRUP)	none	20 working days	Storekeeper A/ Storekeeper C/ Utility Worker A
	Prepare I&IR and Report of Waste Material (RWM) for approval of the Head of Office	none	20 working days	Storekeeper B
	1. Inspect & appraise the items listed in the I&IR 2. Prepare Appraisal Report	none	2-3 weeks	Appraisal Technical Working Group (TWG)
	Sign & approve by the chairman of the Auction Committee	none	paused-lock	Manager, Administrative Department
	Prepare request for COA inspection of the items listed in the approved I&IR	none	paused-lock	Storekeeper A
	Forward the request to COA, they may or may not inspect (post audit)	none	5 minutes	Thru DTS by the Secretary
	Prepare Notice of Auction Sale for approval by the Chairman, Auction Committee	none	1 day	Storekeeper A

	1) Prepare letter request for publication and posting in the bulletin board in conspicuous offices 2) Prepare bidding documents to be purchased by interested bidders 3) Prepare Notice of opening of Auction Sale to Auction Committee Members	none	3 working days	Storekeeper A
	Conduct Public Auction	none	3 hours	Auction Committee
	Evaluate, sign & approve Abstract of Offer and Bid Proposal	none	1 hour	Auction Committee Chairman and Members
	1. After declaration of the winning bidder, the bid bonds of the losing bidders shall be returned; and 2. The Head, Auction Secretariat shall assist the winning bidder in securing Order of Payment and OR of the 20% bid bond from Accounting Division and Cash Division, respectively.	none	4 hours	Auction Committee Secretariat
	Prepare Minutes of the Meeting and Resolution of Award for approval		3 hours	Auction Committee Secretariat
	Prepare Notice of Award and upon approval, the same shall be served to the Winning Bidder		2 days	Storekeeper A
	The Head, Auction Secretariat shall assist the winning bidder in securing Order of Payment and OR for the full payment from Accounting Division and Cash Division, respectively and submit to Property Section		4 hours	Storekeeper A

	Prepare Gate Pass in every withdrawal of items		90 minutes	Storekeeper A
	Check/ Sign & secure Original copy of gate pass		30 minutes	Division Manager, Section Chief, Storekeeper A
	Supervise/assist the winning bidder in the withdrawal of auctioned items		Times varies depending on the volume and location of items (approximately 1 - 3 days)	Storekeeper A
	Prepare letter request to AD to drop auctioned items from the book of accounts supported with copy of pertinent documents in the public auction		#NAME?	Storekeeper A
TOTAL:			68 Days, 17 Hours, 5 Minutes	

FINANCIAL MANAGEMENT DEPARTMENT

Simple Transactions

Service No.	Payment of Salaries/Wages/COS Wages, Allowances, Overtime			
Service Information	Process for the Payment of Salaries/Wages/COS Wages, Allowances, Overtime in Cash or Check			
Office or Division:	Financial Management Department			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	NIA Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Daily Time Record (DTR)		Human Resource Division		
2. Travel Order & Certificate of Appearance, if any		Human Resource Division and Client		
3. Personnel Locator Slip, if any		Client		
4. Certification of Failure of Face Recognition, if any		Client		
5. Approved Application for Leave for payment of Salaries/Wages/Overtime, if any		HRMIS		
5. Assignment/Re-assignment Order, if any		Human Resource Division		
6. Accomplishment for COS Wages and Overtime		Client		
7. Approved Contract for COS first payment		Human Resource Division		
7. Certificate of Assumption for First Salaries/Wages/COS Wages		Human Resource Division		
9. Certified Copy of Oath of Office for First Salaries/Wages		Human Resource Division		
10. Statement of Assets, Liabilities and Net Worth for First Salaries/Wages		Client		
11. Bureau of Internal Revenue (BIR) withholding certificate for First Salaries/Wages/COS Wages		Bureau of Internal Revenue Office		
12. Clearance from money, property and legal accountabilities from previous office for transferee and last payment, for payment Salaries/Wages		Previous Office/ Human Resource Division		

13. Certified copy of paid disbursement voucher of last salaries/wages received for transferee		Previous Office		
14. Certificate of leave credits for transferee and last payment of Salaries/Wages		Previous Office/ Human Resource Division		
15. Service Records for Transferee, for Salaries/Wages		Previous Office/ Human Resource Division		
16. BIR 2316 form from previous office/Tax withheld for Salaries/Wages		Previous Office		
17. Certified Copy of Approved Copy of Appointment due to promotion for Salaries/Wages		Human Resource Division		
18. Certificate of Assumption due to promotion for payment of Salaries/Wages		Human Resource Division		
19. Notice of Salary Adjustment (NOSA), for step increment for payment of Salaries		Human Resource Division		
20. Authority to deduct accountabilities, if any for payment of Salaries/Wages		Client		
22. Medical Certificate if on sick leave for five or more and clearance if on leave for 30 days or more for payment of Salaries/Wages		Client/Human Resource Division		
21. Authority from the claimant and identification documents, if claimed by person Other than the Payee		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Gather all the required documentary requirements		0.00		
2. Submit all required documentary requirements to Human Resource Division	1. Check the completeness of the supporting documents	0.00		Human Resource Division

3. If incomplete, go back to step 1	2. If incomplete, inform the client of the lacking documents and return all the documents to the client.	0.00		Human Resource Division
4. If complete, wait for the call from the cash division for the release of check	3. If complete, prepare the Disbursement Voucher and Budget Utilization Request	0.00		Human Resource Division
	4. Approval of Department/Division Manager that the claim is necessary lawful and under their direct supervision.	0.00		Client's Division/ Department Manager
	5. Approval of the Authorized Department Manager of the BUR (BUR box A) that the charges to budget was lawful and under their direct supervision, and supporting documents are valid, proper and legal.	0.00		Client's Division/ Department Manager
	6. Approval of the Manager Budget and Revenue Division of BUR (BUR box B) that the budget is available and utilized for the purpose/adjustment necessary as indicated in the BUR.	0.00	30 minutes	Helen T. Laoyan Manager, Budget and Revenue Division
	7. Accomplishing the Accounting Entry in DV's box B, verifying validity of claim, checking for completeness of supporting documents and computation of claim.	0.00	20 minutes	Dhivielyn V. Cortez Sr. Corporate Accountant A

	8. Approval of the Accounting Division's Manager of DV (box C) that the supporting documents are complete and the amount claimed is proper.	0.00	20 minutes	Sharilyn A. Bluza Manager, Accounting Division
	9. Approval of DV (box D) for the payment	0.00		Client's Department Manager
	10. Preparation of Check.	0.00	2.5 minutes	Maribeth S. Atienza/ Ryan Mark B. del Rosario Sr. Accouting Processor B
	11. Review prepared Check	0.00	2 minutes	Armida F. Robles Cashiering Services Chief
	12. Sign Check	0.00	2 minutes	Ramon Wilden C. Selva Acting Manager, Cash Division
	13. Forward Check together with Disbursement Voucher's attachment for signature of authorized approving official	0.00	5 minutes	Maribeth S. Atienza/ Ryan Mark B. del Rosario Sr. Accouting Processor B
	14. Receive signed check	0.00	2 minutes	Maribeth S. Atienza/ Ryan Mark B. del Rosario Sr. Accouting Processor B
	15. Record check in the Check Register for releasing.	0.00	2 minutes	Marilou R. Rono Cashier A
	16. If first payment of wages/salary proceed to step 24.			
	17. If over the counter, prepare change slips and pay envelopes.	0.00	60 minutes	Marilou R. Rono Cashier A

	18. Encash checks.	0.00	120 minutes	Armida F. Robles Cashiering Services Chief A
	19. Disbursing officer to insert cash in the prepared pay envelopes.	0.00	180 minutes	Marilou R. Rono Cashier A
	20. Inform employees and proceed to Step 24.	0.00	2 minutes	Marilou R. Rono Cashier A
	21. If ATM payroll, prepare LBP debit advice to be signed by the authorized signatories.	0.00	5 minutes	Sheryl A. Bacani Sr. Cashier
	22. Print and edit payroll text file.	0.00	10 minutes	Sheryl A. Bacani Sr. Cashier
	23. Prepare check deposit slips and deposit to LBP.	0.00	2 minutes	Sheryl A. Bacani Sr. Cashier
	24. Release check or cash to claimant/employees.	0.00	2 minutes	Marilou R. Rono Cashier A

Service No.	Cash Advance and Reimbursement			
Service Information	Process for claiming cash advance and reimbursement for travel expenses, registration fees, membership fees, etc.			
Office or Division:	Financial Management Department			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	NIA Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Travel Order		Client		
2. Approved Itinerary		Client		
3. Certification from Chief Accountant that previous cash advance has been liquidated (Cash Advance)		Accounting		

4. Letter of invitation for host/sponsoring agency/organization		Client		
5. Certificate of Travel Completed		Client		
6. Certificate of Appearance/Attendance		Client		
7. Certification of Expenses not requiring receipts, if any		Client		
8. Receipts/E-receipts, if any		Client		
9. Daily Trip Ticket, if any				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Gather all the required documentary requirements				Client
2. Prepare BUR thru Online BURs				Client
3. Prepare Disbursement Voucher				Client
4. Submit all required documentary requirements, Disbursement Voucher and BUR to Box A Signatory of DV Box A	1. Approval of Department/Division Manager of DV (box A) that the claim is necessary lawful and under their direct supervision.			
	2. Approval of the Authorized Department Manager of the BUR (box A) that the charges to budget was lawful and under their direct supervision, and supporting documents are valid, proper and legal.			
	3. Approval of the Manager Budget and Revenue Division of		10 - 20 minutes	Helen T. Laoyan

	BUR (box B) that the budget is available and utilized for the purpose/adjustment necessary as indicated in the BUR.			
3. If incomplete and with correction, go back to step 1	4. Accomplishing the Accounting Entry in DV's box B, verifying validity of claim, checking for completeness of supporting documents and computation of claim.	0	10 - 20 minutes	Dhivielyn V. Cortez
4. If complete and without correction, wait for the call from the cash division for the release of check	5. Approval of the Accounting Division's Manager of DV (box C) that the supporting documents are complete and the amount claimed is proper.		10 - 20 minutes	Sharilyn A. Bluza
	6. Approval of DV (box D) for the payment			
	7. Preparation of Check.	0	2.5 minutes	Maribeth S. Atienza, Ryan Mark B. del Rosario
	8. Review prepared Check	0	2 minutes	Cashiering Services Chief A
	9. Sign Check.	0	2 minutes	Ramon Wilden C. Selva
	10. Forward Check together with Disbursement Voucher's attachment for signature of authorized approving official	0	5 minutes	Maribeth S. Atienza, Ryan Mark B. del Rosario
	11. Receive signed check	0	2 minutes	Maribeth S. Atienza, Ryan Mark B. del Rosario

	12. Record check in the Check Register for releasing	0	2 minutes	Marilou R. Rono
	13. Release check to claimant	0	2 minutes	Marilou R. Rono

Service No.	Payment of Goods and Services			
Service Information	Process for the payment of goods and services in cash or check			
Office or Division:	Financial Management Department			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	Business Entities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Dealer's certificate of exclusive distributorship (if applicable)		Client		
Samples of brochures/photographs (if applicable)		Client		
Original copy of dealer's/suppliers Invoices/DRs/SOA (showing quantity, description, unit & total value) duly signed by the dealer/representative indicating receipt of proper agency official		Client		
Result of Test Analysis (if applicable)		Client		
Tax receipts from BIR		Client		
Inspection and Acceptance Report		Procurement and Property Division		
Property Acknowledgement Report (for equipment)		Procurement and Property Division		
Warranty Security		Client		
Purchase Request/ Purchase Order		Procurement and Property Division		
Certificate of Completion				
Philgeps Registration		Client		
Waste material report (if Necessary)		Procurement and Property Division		
Specifications		End User		

Authority to purchase, in case of motor vehicles		Procurement and Property Division		
Delivery Receipt duly signed		Client		
BAC resolution		Bids and Awards Committee (BAC A or B)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Gather all the required documentary requirements		0.00		
2. Prepare Disbursement Voucher		0.00		
3. Submit all required documentary requirements, Disbursement Voucher and BUR to Box A Signatory of DV Box A	1. Approval of Department/Division Manager of the DV (box A) that the claim is necessary lawful and under their direct supervision.	0.00		End User
4. If incomplete and with correction, go back to step 1	2. Approval of the Authorized Department Manager of the BUR (box A) that the charges to budget was lawful and under their direct supervision, and supporting documents are valid, proper and legal.	0.00		End User
5. If complete and without correction, wait for the call from the Cash Division for the release of check	3. Approval of the Manager Budget and Revenue Division of BUR (box B) that the budget is available and utilized for the purpose/adjustment necessary as indicated in the BUR.	0.00	20 minutes	Helen T. Laoyan Manager, Budget and Revenue Division

	4. Accomplishing the Accounting Entry in DV's box B, verifying validity of claim, checking for completeness of supporting documents and computation of claim.	0.00	20 minutes	Dhivielyn V. Cortez Sr. Corporate Accountant A
	5. Approval of the Accounting Division's Manager of DV (box C) that the supporting documents are complete and the amount claimed is proper.	0.00	20 minutes	Sharilyn A. Bluza Manager, Accounting Division
	6. Approval of DV (box D) for the payment	0.00		Robert Victor G. Seares, Jr. Deputy Administrator for Administrative and Finance Sector
	7. Preparation of Check.	0.00	2.5 minutes	Maribeth S. Atienza, Ryan Mark B. del Rosario
	8. Review prepared Check	0.00	2 minutes	Armida F. Robles
	9. Sign Check	0.00	2 minutes	Ramon Wilden C. Selva
	10. Forward Check together with Disbursement Voucher's attachment for signature of authorized approving official.	0.00	5 minutes	Maribeth S. Atienza, Ryan Mark B. del Rosario
	11. Receive signed check	0.00	2 minutes	Maribeth S. Atienza, Ryan Mark B. del Rosario
	12. Record Check in the Check Register for releasing	0.00	2 minutes	Marilou R. Rono

	13. Release Check to claimant	0.00	2 minutes	Marilou R. Rono
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Service No.	Payment of Consultancy and Infrastructure			
Service Information				
Office or Division:	Financial Management Department			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	Anyone			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Contractor's Letter of Request				
Copy of Contract Agreement				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Gather all the required documentary requirements				Client
2. Submit all required documentary requirements	1. Check for the completeness of the supporting documents and then forward all required documentary requirements to Accounting Division			Engineering
3. If incomplete and with correction, go back to step 1	2. Prepare Disbursement Voucher, Accomplish the Accounting Entry in DV's box B, verifying validity of		1-3 hours	Dhivielyn V. Cortez

	claim, checking for completeness of supporting documents and computation of claim.			
4. If complete and without correction, wait for the call from the cash division for the release of check	3. Approval of Department/Division Manager of the DV (box A) that the claim is necessary lawful and under their direct supervision.			
	4. Approval of the Authorized Department Manager of the BUR (box A) that the charges to budget was lawful and under their direct supervision, and supporting documents are valid, proper and legal.			
	5. Approval of the Manager Budget and Revenue Division of BUR (box B) that the budget is available and utilized for the purpose/adjustment necessary as indicated in the BUR.			Helen T. Laoyan
	4. Input transaction in the Index of payment.	0	10 minutes	Dhivielyn V. Cortez
	5. Approval of the Accounting Division's Manager of DV (box C) that the supporting documents are complete and the amount claimed is proper.		1 hour	Sharilyn A. Bluza
	6. Approval of DV (box D) for the payment			
	7. Preparation of Check.	0	2.5 minutes	Maribeth S. Atienza, Ryan

				Mark B. del Rosario
	8. Review prepared Check	0	2 minutes	Armida F. Robles
	9. Sign Check	0	2 minutes	Ramon Wilden C. Selva
	10. Forward Check together with			
	Disbursement Voucher's			
	attachment for signature of			
	authorized approving official	0	5 minutes	Maribeth S. Atienza, Ryan Mark B. del Rosario
	11. Receive signed Check	0	2 minutes	Maribeth S. Atienza, Ryan Mark B. del Rosario
	12. Record Check in the Check			
	Register for releasing	0	2 minutes	Marilou R. Rono
	13. Release Check to claimant	0	2 minutes	Marilou R. Rono

Service No.	Payment of Consultancy and Infrastructure through Lending Institution/Loan Proceeds			
Service Information				
Office or Division:	Accounting Division			
Classification:	Highly Technical			
Type of Transaction:	G2B			
Who may avail:	Daewoo Engineering and Construction, Korea Rural Community Corporation (KRCC)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		

Duly approved Disbursement Voucher		Accounting Division		
Documents that support amount claimed and show sufficient details as to work accomplished		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Gather all the required documentary requirements				Client
2. Submit all required documentary requirements	1. Check for the completeness of the supporting documents and then forward all required documentary requirements to Accounting Division			Engineering
3. If incomplete and with correction, go back to step 1	2. Prepare Disbursement Voucher, Accomplish the Accounting Entry in DV's box B, verifying validity of claim, checking for completeness of supporting documents and computation of claim.		1-3 hours	Dhivielyn V. Cortez
4. If complete and without correction, wait for confirmation that amount was released to Contractor's account	3. Approval of Department/Division Manager of the DV (box A) that the claim is necessary lawful and under their direct supervision.			
	4. Approval of the Authorized Department Manager of the BUR (box A) that the charges to budget was lawful and under their direct supervision, and			

	supporting documents are valid, proper and legal.			
	5. Approval of the Manager Budget and Revenue Division of BUR (box B) that the budget is available and utilized for the purpose/adjustment necessary as indicated in the BUR.			Helen T. Laoyan
	4. Input transaction in the Index of payment.	0	10 minutes	Dhivielyn V. Cortez
	5. Approval of the Accounting Division's Manager of DV (box C) that the supporting documents are complete and the amount claimed is proper.		1 hour	Sharilyn A. Bluza
	6. Approval of DV (box D) for the payment			
	7. Preparation of Withdrawal Application and Summary Sheet of Disbursement		1 hour	Grace Ann F. Balanay
	8. Approval of Withdrawal Application by Head of Agency			
	9. Submission of Withdrawal Application			Grace Ann F. Balanay
	10. Upon submission, wait for issuance of Notice of Disbursement from Lending Institution and Certification from Bureau of Treasury			
	11. Request for issuance of Non-Cash Availment Authority to		1 hour	Grace Ann F. Balanay

	Department of Budget and Management			
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Service No.	Payment of Rent			
Service Information	Process for the payment of rent in cash or check			
Office or Division:	Financial Management Department			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Anyone			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved schedule of Rental / Accommodation Request Form		General Services Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Complete Documents	Check for the accuracy and completeness of supporting documents	0	5 minutes	Maricel Adlao
2. Wait for Call from Cash Division to Receive payment. If payment is in cash, count the money. If Manager's Check is issued, check the details and amount.	Prepare Order of Payment	0	5 minutes	Maricel Adlao
	Check for the accuracy and completeness of supporting documents	0	5 minutes	Abigail Dalusong / Donna Reyes
	Receive cash/ check	0	5 minutes	Abigail Dalusong / Donna Reyes
	Issue Official Receipt	0	5 minutes	Abigail Dalusong / Donna Reyes

Service No.	Collection of Bid Docs			
Service Information	Process for the payment of rent in cash or check			
Office or Division:	Financial Management Department			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	Business Entities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Request Form		BAC A or BAC B		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of Complete Documents	Check for the accuracy and completeness of supporting documents	0	5 minutes	Maricel Adlao
Receive payment. If payment is in cash, count the money. If Manager's Check is issued, check the details and amount.	Prepare Order of Payment	0	5 minutes	Maricel Adlao
	Check for the accuracy and completeness of supporting documents	0	5 minutes	Abigail Dalusong / Donna Reyes
	Receive cash/ check	0	5 minutes	Abigail Dalusong / Donna Reyes
	Issue Official Receipt	0	5 minutes	Abigail Dalusong / Donna Reyes

Service No.	Refund of Cash Advance			
Service Information				
Office or Division:	Financial Management Department			

Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Liquidation Report		Various Offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Complete Documents	1. Check for the accuracy and completeness of supporting documents	0	5 minutes	Maricel Adlao
2. Receive payment. If payment is in cash, count the money. If Manager's Check is issued, check the details and amount.	2. Prepare Order of Payment	0	5 minutes	Maricel Adlao
	3. Check for the accuracy and completeness of supporting documents	0	5 minutes	Abigail Dalusong / Donna Reyes
	4. Receive cash/ check	0	5 minutes	Abigail Dalusong / Donna Reyes
	5. Issue Official Receipt	0	5 minutes	Abigail Dalusong / Donna Reyes

**COMPREHENSIVE AGRARIAN REFORM
PROGRAM
IRRIGATION COMPONENT
(CARP-IC)
Simple Transactions**

1. Receiving of Documents

Office or Division:	Administrative Section, Administrative and Finance Division			
Classification:	Simple			
Type of Transaction:	Government to Client (G2C)/ Government to Business (G2B)/ Government to Government (G2G)			
Who may avail:	Agency employees and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Documents to be submitted		Respective office/ personnel/ business entity		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents	1. Inspection of documents to be received.	none	Ten (10) minutes	Administrative Assistant II / I / Senior Document Binder
	2. Checks as to correctness & completeness of the documents.		Ten (10) minutes	
	3. Receive document.		Two (2) minutes	
	4. Record and print document Acknowledgement Report using Computerized Document Tracking System.		Three (3) minutes	
	5. Forward processed document to PMs Office.		Three (3) minutes	
	6. Files Acknowledgement Report in corresponding location.		Two (2) minutes	
	Total:		30 minutes	

2. Processing of Request Authority to Fill Vacant Positions

Office or Division:	Administrative Section, Administrative and Finance Division			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	Agency employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request		Respective Regional Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit the request	1. Submit the request Authority to Fill vacant position.	none		Concerned Regional Offices
	2. Receive the document/s.		Thirty (30) minutes	Administrative Assistant II / I / Sr. Document Binder
	3. Evaluate request for authority to fill vacant positions viz a viz CARP IC Plantilla of Personnel.		Forty (40) minutes	Administrative Officer IV / Administrative Assistant II
	4. Endorse to AFD Manager for proper action and approval of the Project Manager.		Two (2) working days	AFD Manager / Project Manager
	5. Prepare transmittal for the approved request.		Twenty (20) minutes	Administrative Assistant II
	6. Release approved request to concerned Regional Office thru the Records Section of NIA CO.		Thirty (30) minutes	Administrative Assistant II / I / Sr. Document Binder
	Total:		2 days and 2 hours	

3. Processing of Terminal Leave Benefits

Office or Division:	Administrative Section, Administrative and Finance Division			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	Agency employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request		Respective Regional Office		
Refer to Commission on Audit MC 2012-001				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the letter request for Terminal Leave Claim	1. Received Retirement Application.	none	within 1 working day	Administrative Assistant II / Senior Document Binder
	2. Checks as to completeness of documentary requirements -Application for Retirement -Service Record -CO/FO Clearance		within 1 working day	

	-Copy of latest appointment -Latest NOSA/NOSI -Latest SALN -Ombudsman Clearance (for Division Manager and above) -GSIS Clearance Attached Worksheet on Terminal Leave Claim			Administrative officer IV
	3. Evaluate the requirements for terminal leave.		1-2 working days	Administrative Officer IV
	4. Endorse processed request to the AFD Manager / PM for approval.		1 working day	Administrative Assistant IV / Administrative Assistant II
	Total:		4 days	

4. Preparation and Processing of Disbursement Voucher for Goods, Utilities, General Support Services and Other Claims

Office or Division:	Finance Section, Administrative and Finance Division			
Classification:	Simple			
Type of Transaction:	Government to Client (G2C)			
Who may avail:	Agency employees and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Refer to Commission on Audit MC 2012-001				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Prepare Disbursement Voucher (DV)/ Budget Utilization Request (BUR) With Complete Documents Assign DV Number	none	15-20 minutes	Sr. Accounting Processor A / Administrative Assistant II
	2. Verify Claims and Supporting Documents Record Registries of allotment and NCA/Cash Control		10-15 minutes	Sr. Corporate Planning Specialist / Sr. Accounting Processor A
	1. Certification as to expenses/ cash advance necessary			

	lawful and incurred under direct supervision of the office concern		10- 15 minutes	Division concerned
	4.Certified Supporting Documents of Disbursement Voucher complete and proper		1-2 days	Sr. Corporate Planning Specialist/ Division Manager B
	5. Approval for Payment of DV		10-15 days	Project Manager
	6. Log out approved DV to Cash Division			Administrative Assistant II

5. Processing of Request for Service, ICT Equipment Repair and Maintenance

Office or Division:	Property and General Services Section, Administrative and Finance Division			
Classification:	Simple			
Type of Transaction:	Government to Client (G2C)			
Who may avail:	Agency employees and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Pre-Repair Inspection Report				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Reports any irregularities on His / Her Service Vehicle / Equipment.	none	5-10 minutes upon inspection	Driver Mechanic / Requesting Officer
	2. Coordinate on Pre-Repair and Inspection Report / Calls MID Personnel for Assistance.		5-10 minutes per transaction	General Services Division / Management Information Division
	3. Inspect / Troubleshoot / Repair Service Vehicle / Equipment.		1-2 days	General Services Division / Management Information Division
	4. Service Vehicle / ICT Equipments Repaired.		1-3 days	Driver Mechanic / Property & General Services Section

**COMPREHENSIVE AGRARIAN REFORM
PROGRAM
IRRIGATION COMPONENT
(CARP-IC)
Complex Transactions**

1. Quarterly IDP Physical Accomplishment Report and IA Seasonal O&M Performance Reports

Office or Division:	Institutional Development Division			
Classification:	Complex			
Type of Transaction:	Government to Citizen (G2C)/ Government to Government (G2G)			
Who may avail:	Agency employees and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents	1. Receive submitted Regional Accomplishment Report for: <ul style="list-style-type: none"> Quarterly IDP Physical (4th week of March, June, September, and December) IA Seasonal O&M Performance (July 31 for First Crop, February 28 for Second Crop) then endorsed to IDD Manager 	none	10 minutes per RIO Report	Data Encoder, Project Manager PMO
	2. Receive from Project Manager the submitted Regional IDP Accomplishment Report, check the veracity and content then forward to Area Monitor for evaluation		15 minutes per RIO Report	Division Manager/
	3. Evaluate submitted IDP Physical Accomplishment Reports from RIOs (4th week of March, June, September, and December) and IA Seasonal O&M Performance Report (July 31 for First Crop, February 28 for Second Crop)		2 days per RIO Report	Area Monitor
	4. Furnish the evaluated report to		10 minutes	Supervising IDO, Senior IDO

	concerned IDD staff for consolidation.			
	5. Consolidate Regional IDP Physical Accomplishment Reports (1st week of April, July, October and January) and IA Seasonal &M Performance Report (July 31 for First Crop and February 28 for Second Crop)		3 days (for the IDP Physical Accomplishment Report) 7 days for the IA Seasonal O&M Performance Report	Supervising IDO, Senior IDO
	5. Print and Submit Consolidated IDP Accomplishment to IDD Manager for review		1 day	Supervising IDO, Senior IDO, Division Manager
	6. Submit the reviewed IDP Physical Accomplishment Report to Engineering Division for inclusion in the CARP-IC Quarterly Report, and the IA Seasonal O&M Performance Report to Project Manager for approval		15 minutes	Supervising IDO, IDD Manager
	Total:		13 days	

2. Validation of Functionality Survey Results for the Search for Most Outstanding IA

Office or Division:	Institutional Development Division			
Classification:	Complex			
Type of Transaction:	Government to Citizen (G2C)/ Government to Government (G2G)			
Who may avail:	Agency employees, IA and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents	1. Require the RIOs to submit IA Nominees	none		Supervising IDO, Division Manager, Project Manager
	2 Receive from PM the list of IA Nominees and forward to the Division Manager			Data Encoder

	3. Review list of IA Nominees and instruct concerned Area Monitor for evaluation		5 days	Division Manager
	4. Collate the evaluated nominees			Supervising IDO
	5 Prepare validation schedule/travel orders/logistics/IA FS Forms		3 days	Area Monitor
	5. Conduct validation of IA Nominees		1 month	Area Monitor, Division Manager
	6 Deliberate the results of validation and declare the winner		1 day	Area Monitor, Division Manager, Project Manager
	7. Submit in writing to PAIS the names of Most Outstanding IAs for awarding during the NIA Anniversary		4 hours	Supervising IDO, Division Manager, Project Manager
	Total:		1 month and 9.5 days	

COMPREHENSIVE AGRARIAN REFORM PROGRAM IRRIGATION COMPONENT (CARP-IC)

Highly Technical Transactions

1. Selection and Prioritization of Proposed Projects

Office or Division:	Engineering Division			
Classification:	Highly Technical Application			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	NIA-C.O., LGU, DA, DAR, PARC, Senate, House of Representatives, and other oversight agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Endorsement Letter				
NIA, DAR, PARCCOM Joint Validation Report		NIA / DAR / PARCCOM		
PARCCOM Resolution or Endorsement		PARCCOM		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for NIA, DAR, PARCCOM joint validation of the proposed project			for scheduling	
2. Submit Joint Validation Report, and endorsement/ project proposal to DAR, PARC, CARP-IC PMO	Receive Project endorsement/proposal and forward it to the Engineering Division	none	1 working day	Office of the Project Manager
	Receive Project endorsement/proposal and its supporting documents from the Office of the Project Manager	none		Secretary of ED Manager
	Review the endorsement/proposals and its supporting documents to concerned section chief for appropriate action	none		ED Manager
	Endorse the proposals and its supporting documents to the concerned staff	none		Section Chief
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

	Evaluate the details of the proposed project thru its supporting documents and submit comments/output to the Section Chief	none	3 working days	Technical Staff / Monitoring Engineer
	Check the details of the output submitted by the Technical Staff/Monitoring Engineer	none	1 working day	Technical Staff / Monitoring Engineer
	If with comment/s for compliance	none	varies	Section Chief
	If no comment/s, Include the project in the long list of projects to be proposed for future years		1 working day	ED manager, Section Chief Technical Staff / Monitoring Engineer
	Prioritize CY projects and discuss it with the Project Manager for submission to PARC and DAR for joint deliberation & approval		Varies *for schedule (depends on PARC)	CARP-IC PMO, PARC
	Total:		6 working days	

2. Review/Evaluation of Program of Work (POW)

Office or Division:	Engineering Division			
Classification:	Highly Technical Application			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	RIOs, IMOs, and CARP Implementers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Program of Work (POW)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Prepare POW				
4. Submit POW to CARP-IC PMO	Receive POW and endorse it to the Engineering Division	none	1 working day	Office of the Project Manager

	Receive the POW from the Office of the Project Manager	none		Secretary of ED Manager
	Review/Endorse the POW to concerned section chief for appropriate action	none		ED Manager
	Endorse the POW to the concerned staff	none		Section Chief
	Evaluate the POW thru its attachments and submit comments/output to the Section Chief	none	5 working days	Technical Staff / Monitoring Engineer
	Review the details of the output submitted by the Technical Staff/Engineer-in-charge	none	1 working day	Section Chief
	If with comment/s for compliance of RIO/IMO		varies	RIO, IMO
	If no comment/s, check and endorse the POW to CARP-IC Project Manager			ED Manager
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Release the POW to the Office of the Project Manager for notation	none		Secretary of ED Manager
	Check and sign the evaluated POW	none	1 working day	Project Manager
	Release the evaluated POW	none		Office of the Project Manager
	Total:		8 working days	

3. Preparation of Quarterly Report

Office or Division:	Engineering Division
Classification:	Highly Technical Application
Type of Transaction:	Government to Government (G2G)
Who may avail:	NIA-C.O., DA, DAR, PARC, Senate, House of Representatives, and other oversight agencies
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

n/a		n/a		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Evaluate/Check and consolidate reports submitted by field offices, as well as the consolidated report from the monthly/quarterly report		10 working days	Technical Staff / Monitoring Engineer
	Prepare the draft of the Quarterly Report			Technical Staff / Monitoring Engineer
	Check/Review the draft of the Quarterly Report			Project Manager, ED, IDD & AFD Managers
	If with comment/s for compliance		varies	Technical Staff / Monitoring Engineer
	If no comment/s, Finalize and Print the Quarterly Report		3 working days	Technical Staff / Monitoring Engineer
	Endorse all the copies of Quarterly Report for approval of the Project Manager and submission to various offices		1 working day	ED Manager
	Release the Quarterly Reports with transmittal to the Office of the Project Manager for approval	none		Secretary of ED Manager
	Release/ Distribute the Quarterly Reports			Office of the Project Manager
	Total:		14 working days	

4. Evaluation of Project Completion Report

Office or Division:	Engineering Division
Classification:	Highly Technical Application
Type of Transaction:	Government to Government (G2G)
Who may avail:	RIOs, IMOs, and CARP Implementers
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Project Completion Report (PCR)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Prepare PCR of completed projects				
3. Submit PCR to CARP-IC PMO	Receive PCR and endorse it to the Engineering Division	none	1 working day	Office of the Project Manager
	Receive the PCR from the Office of the Project Manager	none		Secretary of ED Manager
	Review/Endorse the PCR to concerned section chief for appropriate action	none		ED Manager
	Assign/Endorse the PCR to the concerned staff	none		Section Chief
	Evaluate the details of the PCR thru its attachments and submit comments/output to the Section Chief	none	3 working days	Technical Staff / Monitoring Engineer
	Review/Evaluate the details of the output submitted by the Technical Staff/Engineer-in-charge	none	1 working day	Section Chief
	If with comment/s for compliance of RIO/IMO		varies	RIO, IMO
	Endorse the PCR and PCR Evaluation to CARP-IC Project Manager			ED Manager
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Release the PCR and PCR Evaluation to the Office of the Project Manager for approval/notation	none	1 working day	Secretary of ED Manager
	Check and sign the evaluated PCR	none		Project Manager
	Release the approved/noted PCR	none		Office of the Project Manager
	Total:		6 working days	

**2024 DA-NIA CART DIRECTORY
CENTRAL OFFICE**

DESIGNATION	POSITION	CONTACT NUMBER/	email ADDRESS
Chairperson	Administrator	89281280	adminoffice@nia.gov.ph
Vice Chairperson	Senior Deputy Administrator	89262635	osda@nia.gov.ph
Co-Vice Chairperson	Deputy Administrator for Administrative and Finance Sector	89262388	deputy.afs@nia.gov.ph
Members	Manager, Internal Audit Services	89262411	ias@nia.gov.ph
	Manager, Corporate Planning Services	89225896	cps@nia.gov.ph
	Manager, Public Affairs and Information Staff	89213741	pais@nia.gov.ph
	Manager, Legal Services	89262566	legal@nia.gov.ph
	Manager, Administrative Department	89224768	ad@nia.gov.ph
	Manager, Financial Management Department	89389245	fmd@nia.gov.ph
	Manager, Engineering Department	89267678	ed@nia.gov.ph
	Manager, Operations Department	89258556	od@nia.gov.ph
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	Manager, Human Resources Division	89261996	ad.hrd.tcds@nia.gov.ph
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Secretariat	Human Resources Management Officer IV, EWBS, HRD-AD	89261996	niacoarta@gmail.com
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-nothing follows-