



Presidential Communications Operations Office

New Executive Building, Malacañang
M A N I L A

SYSTEMS MANUAL

ON ADMIN AND FINANCE

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INTRODUCTION:

Implementation of a systematic administrative and financial workflow is extremely essential in order to make an office organizationally effective and efficient. Workflow is any work processes that must go through certain steps to be handled by more than one person on its way to completion according to a set of procedural rules.

As a continuing advocacy in the systematic workflow, thus, the Presidential Communications Operations Office has come up with the PCOO Handbook on Administrative and Finance.

OBJECTIVES:

The PCOO Handbook in Administrative and Finance is very important with the following objectives:

1. To fully understand the existing administrative and financial procedures;
2. To create a concern of options about the desired systems;
3. To describe the process through systematic steps to its completion; and
4. To identify the various aspects of the workflow as valuable and in doing business with PCOO.

RATIONALE:

The PCOO Handbook will enhance the officials, employees and stakeholders' convenience and improve overall operations of civil services and the satisfaction of management, personnel and clients. It allows better services and faster workflow, reducing redundant paperwork and eliminating bottlenecks.

Through this handbook, rapid customization will enable to fulfill the specific needs and requirement across all necessary activities especially in the Administrative and Financial aspects.

This handbook is designed to assist the management, employees and other stakeholders in the PCOO who need request or approve system access to any of the Administrative and Finance system and also describe the various roles available to the department in transacting business within systems and the application process.

Under these systems are the following:

Administrative:

- Maintenance
- Motorpool
- Personnel
- Property and Supply
- Records and Training

Finance:

- Budget,
- Accounting
- Cash

PCOO PROFILE



3

3.1 VISION

The Presidential Communications Operations Office (PCOO) is the lead communications arm of the Government and a vehicle of understanding for a well-informed and enlightened citizenry, proud of its heritage and attuned to global realities.

3.2 MISSION

- To serve as the primary vehicle for consciousness-raising, constituency building, and social mobilization in support of the policies, programs and projects of the Presidency.
- To serve as a tool for informing, educating, enlightening the citizenry about matters of national importance for inspiring the citizenry to deepen their civic engagement.

3.3 MANDATE

To serve as the premier arm of the Executive Branch in engaging and involving the citizenry and the mass media in order to enrich the quality of public discourse in all matters of governance and build a national consensus thereon.

3.4 MAJOR THRUSTS

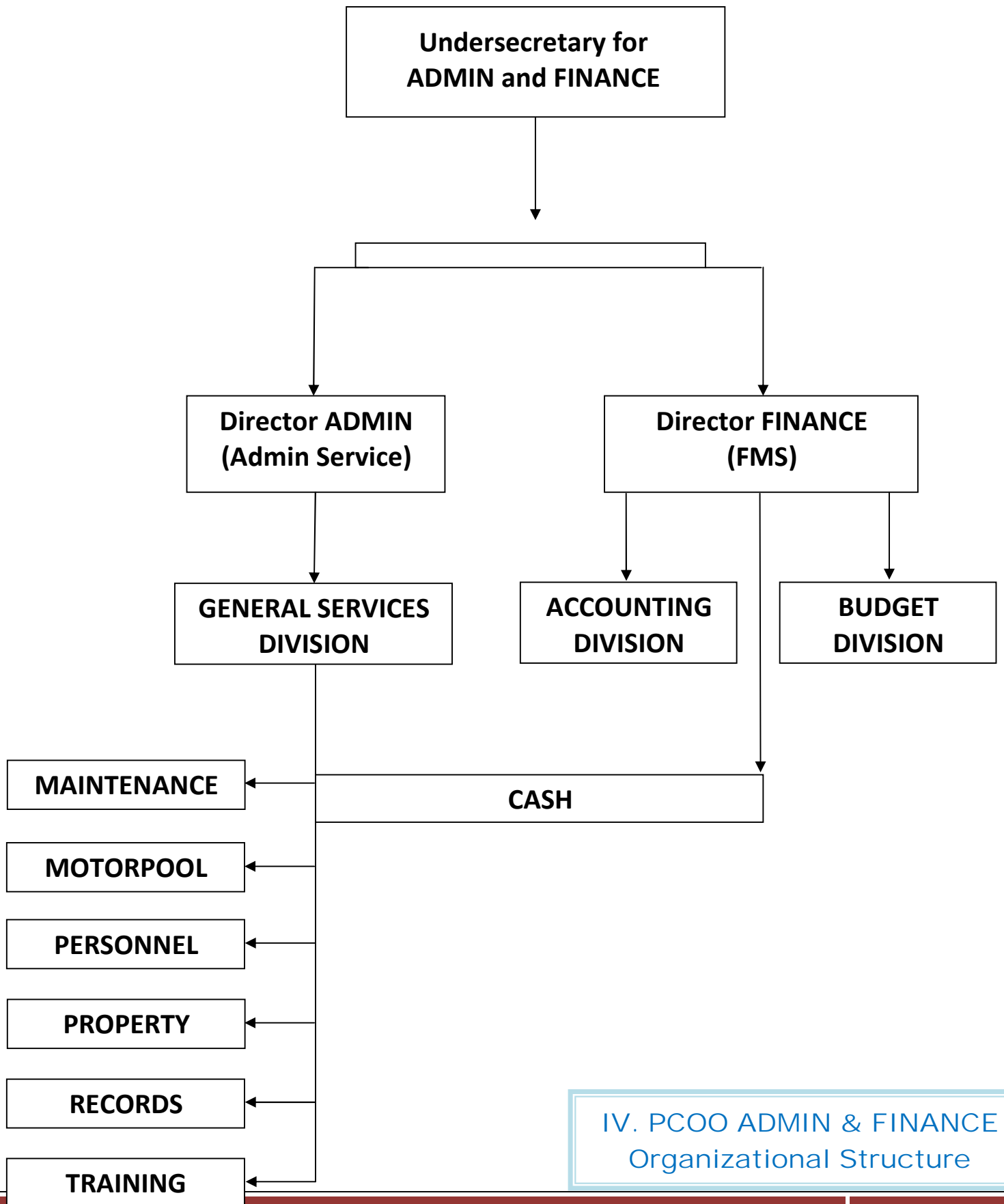
The PCOO focuses its efforts towards developing a more efficient system of disseminating presidential policies and activities as well as government programs and achievements as mandated by E.O. No. 4.

3.5 FUNCTIONS

- I. OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION AND FINANCE** - coordinates the programs and projects of the Office and shall be responsible for its economical, efficient and effective administration. Specifically, it shall monitor and control capital, human and financial resources of the Office to ensure optimum utilization in support of the operational activities of the different units. It shall have two (2) services each headed by a Director III: Financial and Management Service and the Administrative Service.
 - A. Financial and Management Service** – advises and assists the Undersecretary for Administration and Finance on budgetary and financial matters. It has the following divisions: Accounting, Budget and Cash.
 - B. Administrative Services** – shall be responsible for the General Services Division and Human Resources Division.
 - C. General Services Division** - shall be responsible for the provision of services relating to maintenance, motor pool, records management, custodial and general utility services for the Office.

D. Human Resources Division – shall primarily be responsible in managing the organizational function and issues that deal with people such as hiring, compensation, training and development, and employee discipline, separation and retirement. It shall be responsible for ensuring the efficiency of the organization in terms of its structure, manpower, methods, procedures and systems. It shall facilitate in implementing effective ways of organizing the workforce by the adoption of a specific strategy in the areas of leadership, career planning, performance management, job satisfaction and motivation, employee engagement and retention. The HR Division shall have three (3) sections:

- 1. Personnel** – administrative management of employee requirements concerning attendance, leaves of absence, appointments, promotions, transfers, hiring, selection, personnel records, compensation and benefits.;
- 2. Training and Development** - involves the acquisition of knowledge, sharpening of skills, concepts, rules, or changing of attitudes and behaviors' to enhance the performance of employees. Moreover, the section shall be responsible for coordinating with the Civil Service Commission for employee-related updates; and
- 3. Employee Relations** – concerned with maintaining employer-employee relationships that contribute to satisfactory productivity, motivation, and morale. Essentially, Employee Relations is concerned with preventing and resolving problems involving individuals which arise out of or affect work situations. This section is responsible for employee welfare services, GAD and employee communications.



IV. PCOO ADMIN & FINANCE Organizational Structure

JBF

MAINTENANCE SECTION



5.1



INTRODUCTION

No building is maintenance-free, so every structure, heritage or new, requires care to limit deterioration. Exposure to the elements causes all building materials to wear down eventually. Periodic inspections can help you find problems early and, along with regular maintenance, will extend the life of your building. They will also help you avoid the need for potentially expensive and disruptive repair work, which may damage your building's heritage value.

WHAT IS MAINTENANCE?

All building materials/equipment decay eventually due to sunlight, rain and wind, and therefore they require continued attention, preservation, protection, upholding, or safeguarding if a building's condition is to be maintained. Modest spending on regular maintenance can reduce the need for costly repairs, protect the building/equipment and save you money in the longer term.

MAINTENANCE CAN BE BROKEN DOWN INTO THREE CATEGORIES:

Corrective Maintenance: work necessary to bring a building to an acceptable level (often recommended by a conservation plan), such as treatment for moisture.

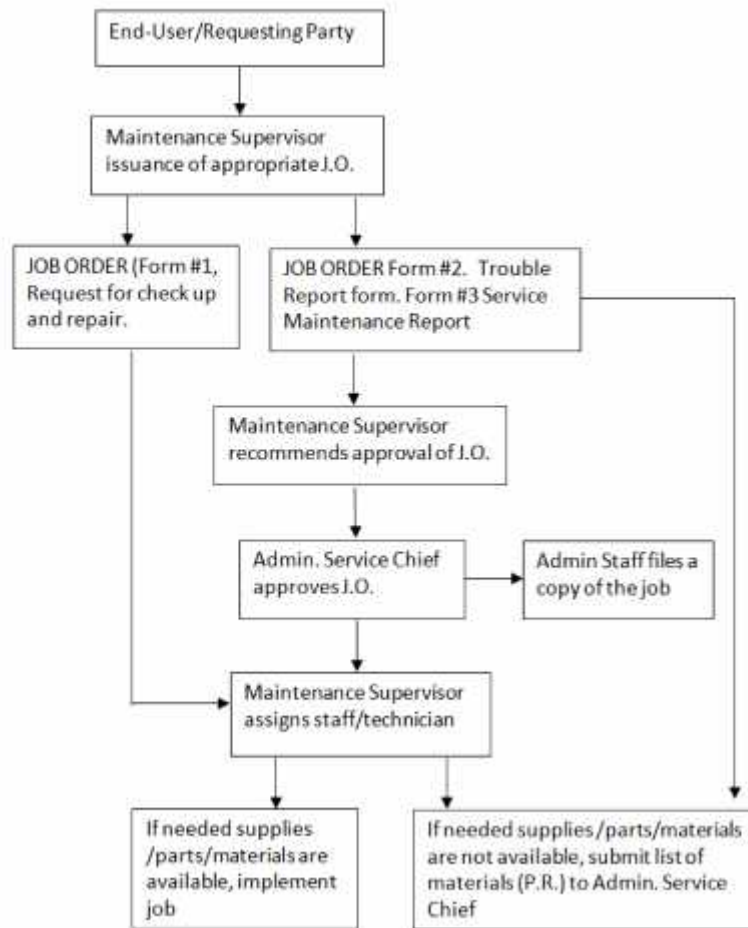
Emergency Maintenance: work that must be done immediately for health, safety or security reasons or that may result in the rapid deterioration of the structure or fabric if not done, such as roof repairs after a storm or repairing broken glass.

Planned Maintenance: work to prevent problems which can happen predictably within the life of a building, such as cleaning gutters or painting.

PREVENTIVE MAINTENANCE

Preventive maintenance is carried out to avoid the breakdown in case of machinery or occurrence of maintenance problems in buildings and services. In case of buildings preventive maintenance against see page for example, is necessarily to be carried out. Preventive maintenance however depends largely on routine inspection survey of the buildings.

MAINTENANCE SECTION WORKFLOW



MAINTENANCE SECTION

- To ensure the cleanliness, orderliness and sanitation of the PCOO premises and its surroundings. (Private Janitorial Services-Service Contractor)
- Handles the maintenance and necessary minor repairs of the PCOO premises and its facilities.
- To minimized downtime for all equipment.
- Repairs and maintains air-conditioning units, lightings, electrical fixtures, electrical control panels and plumbing fixtures in working conditions.
- Handles painting and varnishing jobs.
- Handles basic construction and fabrication jobs.

TASKS	STEP 1	STEP 2	STEP 3	STEP 4
<p>1. To ensure the cleanliness, orderliness and sanitation of the PCOO & "Bahay Ugnayan" premises and its surroundings.</p> <ul style="list-style-type: none"> *Cleaning of all offices and its surroundings. *Sanitations of all comfort rooms. *Watering of indoor & outdoor plants and garden. <p>2. To minimized downtime for all equipments (rented or otherwise).</p> <ul style="list-style-type: none"> *Regular check-up of aircon units. *Cleaning of aircon units. *Minor repair of aircon units. *Major repair of aircon units. <p>3. Maintenance of electrical system, wirings and control panels.</p> <ul style="list-style-type: none"> *Regular check-up of electrical fixtures and wirings. *Regular check up of electrical control panel boards. *Repair or replacements of busted/damaged fixtures & wirings. <p>4. Maintenance and Care of all comfort room plumbing fixtures and system.</p> <ul style="list-style-type: none"> *Daily check up of water leaks. *Repair/trouble shoot/replaced defective plumbing fixtures, water supply & sewer system. <p>5. Carpentry and Painting works.</p> <ul style="list-style-type: none"> *Repair/repaint/revarnish of offices, fixtures & furniture. <p>6. Telephones fax & intercom works.</p> <ul style="list-style-type: none"> *Transfer/relocations/repair of lines and equipment as needed. <p>7. Major projects: Renovations of the Offices, & building.</p> <p>8. Others that may be assigned from time to time.</p>	<p>Awarded/commissioned to a bid-winner of a private janitorial agency under the over-all supervision of the in-house maintenance supervisor. (Total of 14 personnel: 12 at NEB & 2 at Bahay Ugnayan.</p> <p>Daily, weekly & monthly check up of air-con units.</p> <p>Monthly & quarterly cleaning of AHU & ACCU. Prepare materials/request needed Mostly job-out.</p> <p>Daily, weekly & monthly check up of electrical control/panel boards.</p> <p>-do-</p> <p>Request/Withdraw to property section materials needed.</p> <p>Daily round up of in-house plumber of all restrooms.</p> <p>As per work program schedule or as needed. As needed by the in-house technician.</p> <p>Prepare all necessary papers needed in the project by in-house engineer.</p> <p>As needed.</p>	<p>Secure security clearances and then designate each janitor to their assigned areas of responsibility or offices, and check daily accomplishment and attendance.</p> <p>Report by technicians defects to the supervisor.</p> <p>As per scheduled work program</p> <p>Withdraw from property supplies/materials needed</p> <p>Electrician to report & recommend as needed.</p> <p>-do-</p> <p>In-house electrician implement repair/replacement.</p> <p>Repair leaks if any.</p> <p>Replacement of accessories as needed. Or trouble shoot defects by in-house plumber.</p> <p>Request to Admin go signal for implementation.</p> <p>Submit for funding and public bidding.</p>	<p>Billing of payments by the agency as per contract of agreement with attachment of Accomplishment certification and Daily attendance sheet and O.R.</p> <p>Supervisor to prepare necessary materials needed and assigned technician.</p> <p>Implement minor repair by in-house technicians. Submit to Admin office recommendation by supervisor as needed, Recommend to supervisor as to major works or replacement of fixtures is needed.</p> <p>Job-out if needed. Open o sealed or public bidding. It Depends.</p> <p>Award contract to most advantageous bid.</p>	<p>Implementation of payment.</p> <p>Implement action. Implementation.</p> <p>Request Admin for approval.</p> <p>Implement under the over-all supervision by in-house engineer.</p> <p>Implement.</p>

MAINTENANCE SECTION - FORMS

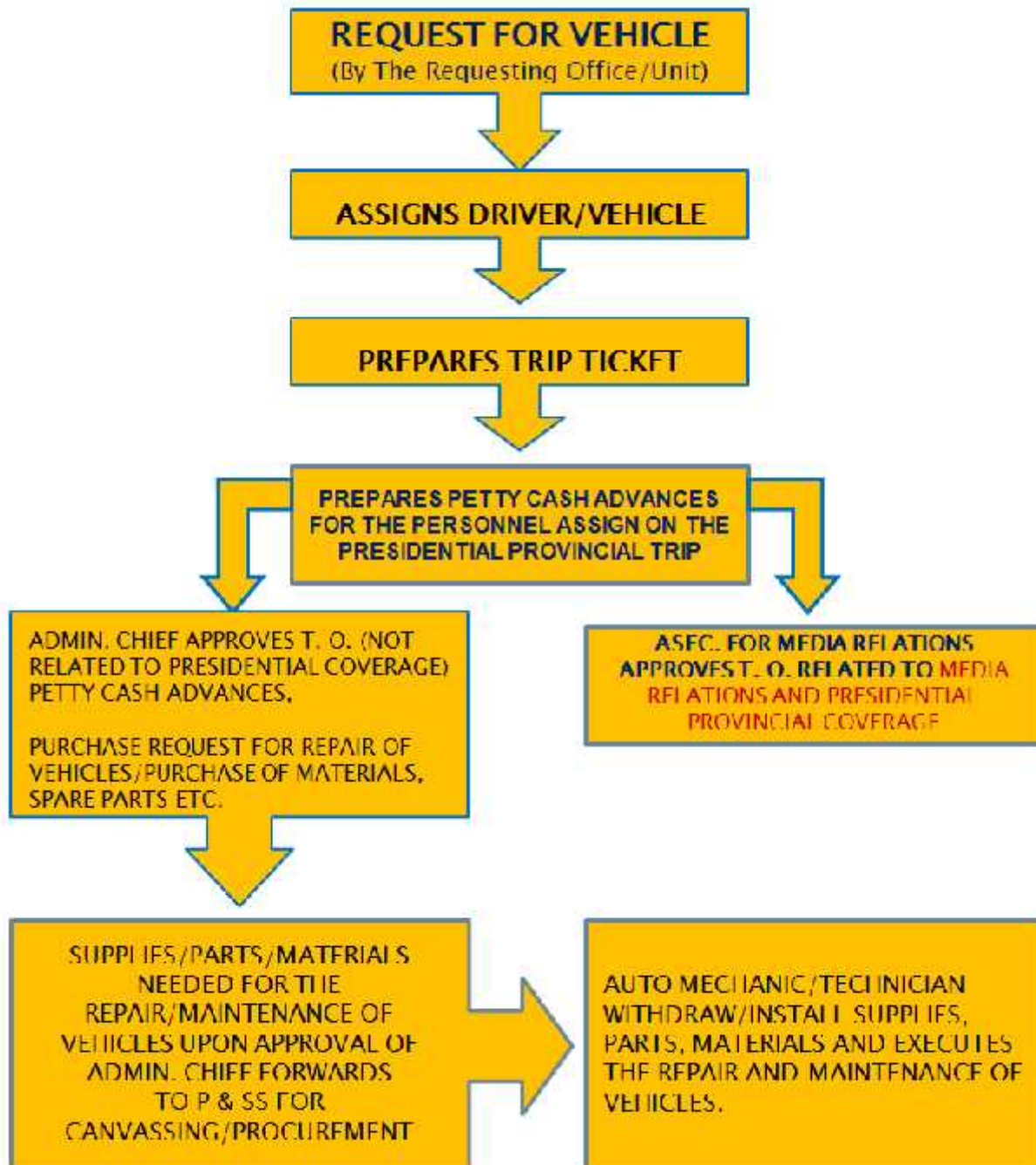
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE MAINTENANCE SECTION </div> </div> <h3 style="text-align: center; margin-top: 10px;">TROUBLE REPORT FORM</h3> <p>UNIT: _____ DATE: _____ PROPERTY NO: _____ TIME: _____</p> <p>TYPE OF WORK: <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Civil <input type="checkbox"/> House-keeping <input type="checkbox"/> Others _____ UNDER WARRANTY: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 25%;">WORK DESCRIPTION</th> <th style="width: 15%;">SPECIFICATION</th> <th style="width: 15%;">PROBLEM</th> <th style="width: 15%;">ACTION TAKEN</th> <th style="width: 15%;">SCHEDULE OF REPAIR</th> <th style="width: 15%;">TARGET DATE</th> </tr> </thead> <tbody> <tr> <td> <input type="checkbox"/> Air-conditioning System <input type="checkbox"/> Lightings <input type="checkbox"/> Power outlets <input type="checkbox"/> Carpentry <input type="checkbox"/> Plumbing <input type="checkbox"/> Painting <input type="checkbox"/> Varnishing <input type="checkbox"/> Renovation <input type="checkbox"/> Construction <input type="checkbox"/> Fabrication Others: _____ </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p> PARTS TO BE REPLACED/PROVIDE: _____ REASONS: _____ _____ _____ _____ </p> <p>RECOMMENDATION: _____</p> <p> Prepared by: _____ (Signature of technician) Reviewed by: _____ (Signature of supervisor) Approved by: _____ (Signature of Admin Services) </p>	WORK DESCRIPTION	SPECIFICATION	PROBLEM	ACTION TAKEN	SCHEDULE OF REPAIR	TARGET DATE	<input type="checkbox"/> Air-conditioning System <input type="checkbox"/> Lightings <input type="checkbox"/> Power outlets <input type="checkbox"/> Carpentry <input type="checkbox"/> Plumbing <input type="checkbox"/> Painting <input type="checkbox"/> Varnishing <input type="checkbox"/> Renovation <input type="checkbox"/> Construction <input type="checkbox"/> Fabrication Others: _____						<div style="display: flex; justify-content: space-between; align-items: center;"> <div> PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE MAINTENANCE SECTION </div> </div> <h3 style="text-align: center; margin-top: 10px;">SERVICE MAINTENANCE REPORT</h3> <p>DATE: _____ CONTROL NO: _____</p> <p>EQUIPMENT DESCRIPTION: _____</p> <p>EQUIPMENT LOCATION: _____</p> <p>What was the problem of the unit? _____</p> <p>What cause the problem? _____</p> <p>How? _____</p> <p>Repair made to make it operational: _____</p> <p>PCOO SERVICE TECHNICIAN: _____</p> <p>REMARKS: _____</p> <p>ATTESTED BY: _____ (Signature of End-user)</p> <p>DATE: _____</p>
WORK DESCRIPTION	SPECIFICATION	PROBLEM	ACTION TAKEN	SCHEDULE OF REPAIR	TARGET DATE								
<input type="checkbox"/> Air-conditioning System <input type="checkbox"/> Lightings <input type="checkbox"/> Power outlets <input type="checkbox"/> Carpentry <input type="checkbox"/> Plumbing <input type="checkbox"/> Painting <input type="checkbox"/> Varnishing <input type="checkbox"/> Renovation <input type="checkbox"/> Construction <input type="checkbox"/> Fabrication Others: _____													
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE MAINTENANCE SECTION </div> </div> <h3 style="text-align: center; margin-top: 10px;">REQUEST FOR CHECK-UP/REPAIR</h3> <p>DATE: _____ TIME: _____ CONTROL NO: _____</p> <p>CALL THRU: <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Walk-in</p> <p>CALLER: _____ Dept./Unit: _____</p> <p>COMPLAINT/REQUEST: _____</p> <p>LOCATION: _____</p> <p>INITIAL ACTION TAKEN: _____</p> <p>ASSIGNED TECHNICIANS: _____</p> <p>DISPATCHED BY: _____ (Signature of attending technician/s)</p> <p>CONFIRMED BY: _____ (END USER)</p>													

MOTORPOOL



5.2

MOTORPOOL - PROCESS FLOW CHART



MOTORPOOL - FUNCTIONS

A. Promptly deploy drivers and dispatch vehicles for official travels of officials and personnel of PCOO, including the transportation requirements of the members of Malacañang Press Corps, Malacañang Photographers and Cameramen Association covering the official engagements and activities of the President within Metro Manila and in the different provinces.

B. Schedule vehicles for official trips

C. Supervise personnel, evaluate their performance, impose discipline, and validate complaints of passengers against erring drivers

D. Maintain the motorpool and administer the proper and optimum use of vehicles.

E. Prepare schedules for the periodic preventive maintenance of all vehicles.

F. Monitor maintenance and repairs of all vehicles.

G. Requisition materials and supplies for repairs and maintenance of vehicles.

H. Facilitate the renewal and registration of all motor vehicles including insurance coverage, and smoke emission testing through its authorized representative.

MOTORPOOL - FORMS



Presidential Communications Operations Office
New Executive Building, Malacañang, Manila

REQUEST FOR VEHICLE

To: Administrative Services

From: _____

Please indicate the vehicle for the personal use of the officers or personnel on the basis and date indicated below:

DATE	FROM	TO	DATE	NAME	PURPOSE

Accounted by: _____

Chief of Unit

Vehicle Assigned:

Driver:

Signature

Recommending Approval:

Approver:

Motorpool Telephone

PCO, Motorpool Manila

PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
New Executive Building, Malacañang, Manila

GASOLINE WITHDRAWAL SLIP

CONTROL NO. _____

TO: PANDACAN PETROL SERVICE CENTER
2061 Tomas Street, Pandacan, Manila

Please issue gasoline/diesel to the vehicle as specified below:

VEHICLE:

PLATE NO:

AUTHORIZED DRIVER:

AUTHORIZED USER:

_____ LITERS GASOLINE

OTHERS:

_____ LITERS DIESEL

Driver's Signature

Date

Authorized Signature

Date



Republic of the Philippines
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
 New Executive Building, Malacañang, Manila

TRAVEL ORDER

NO. _____
 DATE: _____
 NAME: _____
 Position: _____ Station: _____
 Travel Date: _____ Return Date: _____
 Destination: _____
 Purpose of the Trip: _____
 Expenses Allowed: _____
 Appropriation in which the travel expenses should be charged: _____
 Remarks or Special Instructions: _____

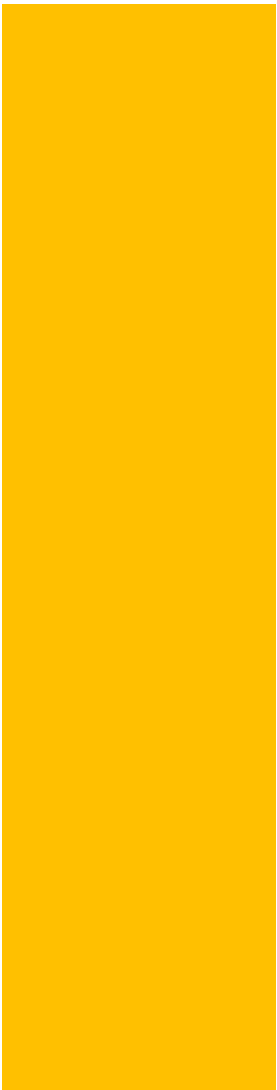
APPROVED:

JOSE MARIN OQUINERA
 Undersecretary for Special Assistance

PERSONNEL SECTION

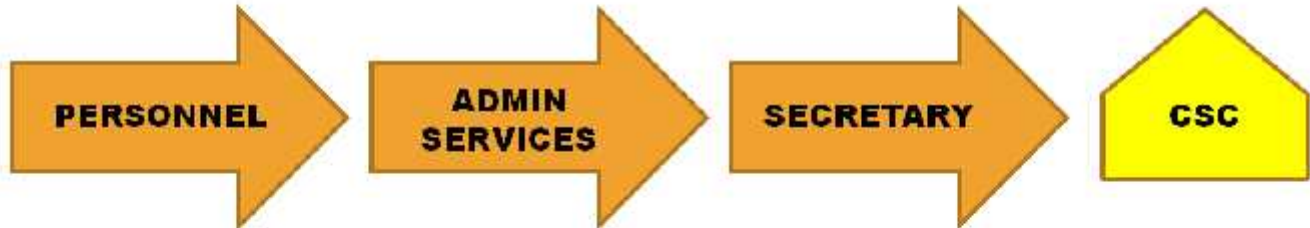


5.3



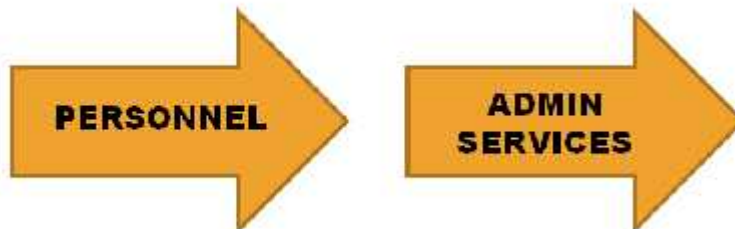
FUNCTIONS OF PERSONNEL SECTION

A. Preparation of appointment and other required documents.

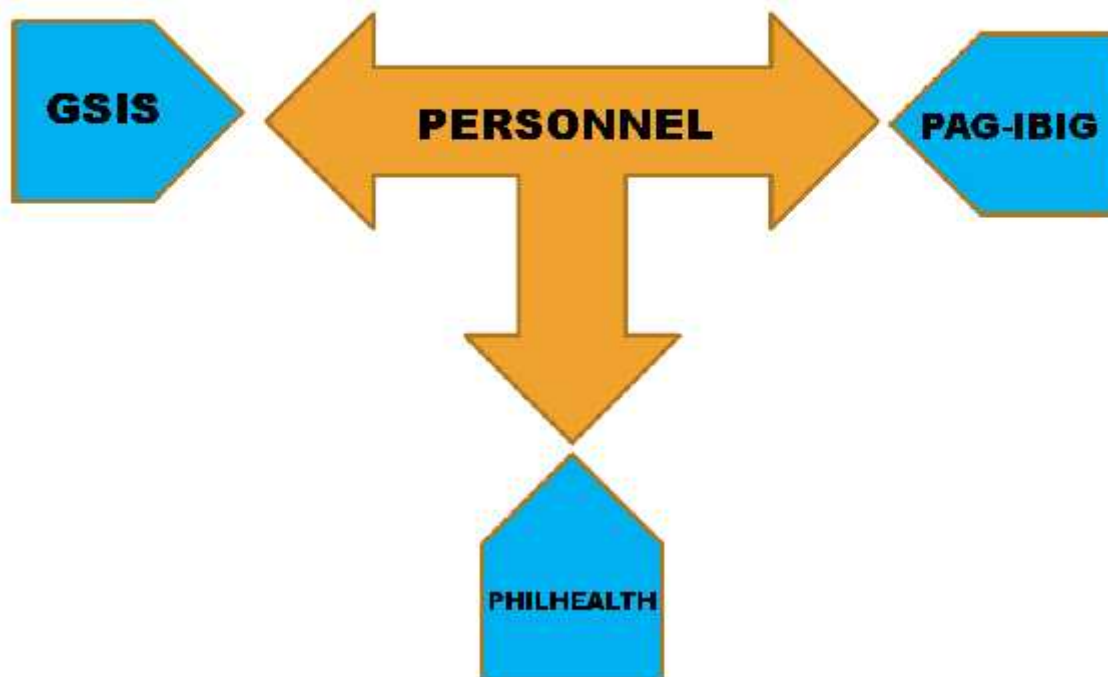


B. Welfare/Benefits

a.) Leave administration/claims/ loyalty/Bonus/Step Increment



b.) Initial action on applications for GSIS / Pag-Ibig / PhilHealth

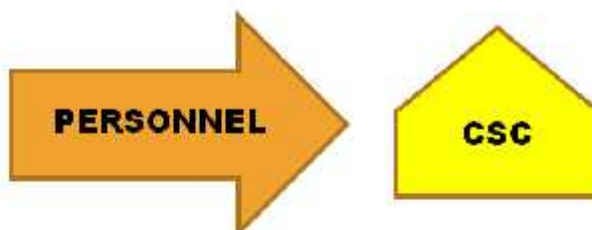


C. General Transactions

- a. Preparation of payroll, vouchers for salaries of regular, emergency, contractual and consultancy fund employees.
- b. Preparation of drafts of memoranda, office orders and other official communications per instruction of the OIC-GSD for his revision and eventually preparation of final communications as instructed.
- c. Preparation of payroll/disbursement vouchers/RATA/Bonuses/PIB/Salary Increase/Clothing allowance



- D. Preparation of Reports on Appointment Issued (RAI), Monthly Statistical Report on Separation / Semi-Annual Report on government personnel in the PCOO for submission to CSC.
- E. Preparation of Quarterly Survey on Employment.



- F. Preparation of Service Records/Certification.

FORMS AVAILABLE:

1. ID Applications
2. Bundy Clock Cards
3. CSC Form 48 – Daily Time Record
4. CSC Form 6 – Application of Leave
5. Locator Slip
6. Application for Membership GSIS , Pag-Ibig, Philhealth
7. Application for Pag-Ibig Multi Purpose Loans
8. Application for GSIS Policy Maturity/ Retirement Benefits
9. Application for PSG ID and Vehicle Pass
10. Application for CSC Examination

POLICIES OF PERSONNEL SECTION

RECRUITMENT AND SELECTION

Opportunity for government employment in the career service shall be open to qualified Filipino citizens and positive efforts shall be exerted to attract the best qualified to enter the service. Employees shall be selected on the basis of fitness to perform the duties and assumed the responsibilities of the position.

TYPES OF APPOINTMENT

- A **PERMANENT APPOINTMENT** may be issued if you possess all the qualifications required by a permanent positions including the appropriate civil service eligibility. Temporary employees cannot claim security of tenure and separation benefits due to permanent employees
- A **TEMPORARY APPOINTMENT** may be issued in the absence of a civil service eligibility. However temporary appointment shall not exceed 12 months and may be terminated sooner if an eligible is available to replace your work if performance is unsatisfactory.
- A **CONTRACTUAL APPOINTMENT** if you possess the desired expertise not available in the Office can serve only for a specific period of time which normally does not exceed one (1) year.

EFFECTIVITY OF APPOINTMENT

Your appointment takes effect immediately upon its signing by the appointing authority. Once you assume your duties you are entitled to receive your salary even while waiting the approval by the Civil Service Commission.

WORKING HOURS

You are required to work from 8:00 A.M to 5:00 P.M. from Monday to Friday which is the core of working hours. However due to the nature of the work of PCOO you may be assigned into shift and Monday to Friday working days be altered.

BUNDY CLOCK

Once you become a government employee, the bundy clock becomes a regular feature of your work life. Every morning upon arrival, you punch your card to fulfill your first daily obligation as an employee. You do the same before leaving the office at the end of the day's work.

LATE COMERS AND ABSENTEES

Habitual and unjustified absences weaken the communication link among members of the group and dampen individual initiative. PCOO is service oriented agency and it considers attendance as an important factor in maintaining its designed level of performance.

FIELD WORK

From time to time you are asked to go on field work for which you need an official permit. Before leaving be sure to accomplish a **Locator Slip**, which include the destination, purpose, time of departure and expected time of arrival. In case the field work is outside the neighboring area you need a **Travel Order**.

PERSONAL BUSINESS

For reasons whose merit rest upon the discretion of the supervisor you may be allowed to attend to your personal business during office hours, when allowed make sure to accomplish the Locator Slip mentioned.

SALARIES

Your effort in PCOO are justly compensated, be your appointment if temporary or emergency in nature and in full time. You receive a pay which commensurate to your responsibilities which in turn commensurate abilities.

POSITION CLASSIFICATION

The salary rate is based on the Salary Schedule prepared by the Compensation and Position Classification Board.

PAYMENT OF SALARIES

Salaries in PCOO begins on the first day of service and is given in 7th, 15th, 22nd & 30th each month. Your first salary is in the form of a voucher with the required attachment. For CoS personnel salaries is given on the 15th and 30th of the month.

BENEFITS

- **CLOTHING ALLOWANCE**

Aside from salary the Office sets aside a special allowance to cover cost of clothing . This is given once a year.

▪ **13th MONTH PAY / CASH GIFT**

Christmas Bonus equivalent to one month salary and additional Cash Gift of P5,000.00 to all employees, provided you rendered at least (4) months of service within the period of January 1 to October 31 of every year.

LEAVE BENEFITS

VACATION LEAVE

After 6 months of continuous and satisfactory service you are entitled to an annual 15 days vacation leave with pay exclusive of Saturdays, Sundays and Holidays. Application for this is filled five days in advance and approved by the immediate supervisor. Leave credits is cumulative part you do not exhaust is carried over the succeeding year.

SICK LEAVE

Like vacation leave, sick leave is also cumulative and exclusive of Saturdays, Sundays and Holidays. Application for sick leave is filled after three days after availing and must be accompanied by medical certificate if your absence is more than five days.

MATERNITY LEAVE

Married woman can avail **60 days maternity leave** with a permanent appointment and get full pay while on leave after two or more continuous service and half pay if less than two years of service.

All application for leave are accompanied by filling two (2) copies of Application for Leave. The forms are forwarded to the proper authorities for approval, then submitted to the Personnel Office.

GSIS BENEFITS

The government takes care of you in every way it can; it gives you compulsory membership in GSIS. Such membership gives you a chance to enjoy other benefits.

- Disability Benefits
- Sickness Income Benefits
- Survivorship Benefits
- Compulsory Life Insurance
- Optional Life Insurance

RETIREMENT BENEFITS

When you reach your later years, you will have to retire from the government service. You will not walk empty handed. Provisions made to reward you with financially stable life after you have served it faithfully. Age 65 is the compulsory retirement age if you have served in the government for at least 15 years. You are, however allowed to stay in the service to complete 15 years if you have not yet done so.

CAREER AND PERSONNEL DEVELOPMENT

This includes performance appraisal and merit promotion. This is administered in accordance with the rules and regulations prescribe by the Civil Service Commission.

PERFORMANCE APPRAISAL

Your performance is constantly evaluated through the performance evaluation system. This system is primarily to provide and opportunity for self growth. Assist both you and your supervisor in appraising your worth in the office. This is done every six (6) months.

ADMINISTRATIVE DISCIPLINE

Both you and your supervisor may be meted disciplinary actions for certain violation of office and service rules. Offenses are categorized into Grave, Less Grave and Light and are punishable by reprimand, fine, suspension, demotion, transfer, forced resignation or dismissal from the service.

PROPERTY and SUPPLY SECTION



5.4

PCOO-Proper - PROPERTY AND SUPPLY SECTION

The Property and Supply Section is one of the Offices of the PCOO-Proper. It assists the entire PCOO-Proper in managing and in providing quality resources particularly supplies, materials and equipment.

The Property and Supply Section is under the Administrative Service with three sub-sections: Procurement, Supply and Equipment.

FUNCTIONS OF PROPERTY AND SUPPLY SECTION:

1. Consolidate PPMP into APP.
2. Prepare Agency Procurement Request (APR) for all items to be procured at the Department of Budget and Management –Procurement Service DBM-PS including procurement of common-use items that are available at DBM-PS.
3. Prepare PR for common-use items not available at DBM-PS.
4. Canvass; procure supplies and materials and equipment.
5. Request and conduct pre-inspection of supplies and materials.
6. Accept delivered supplies, materials and equipment based on the approved Purchase Order (PO) and to prepare Inspection and Acceptance Report (IAR).
7. Distribute available supplies, materials and equipment to the different requesting end-users based on Inventory Custodian Slip (ICS) and Acknowledgment Receipt on Equipment (ARE).
8. Prepare the weekly Report of Supplies and Materials Issued (RSMI) submitted to the Accounting Office every Monday of each week.
9. Conduct and generate annual inventory report of supplies & materials and property and equipment.
10. Reconcile records of property/equipment with accounting records.
11. Ensure appropriate insurance of property and equipment.
12. Prepare, issue property pass for property, plant & equipment (PPE).
13. Process request of officials/employees for relief of accountability on lost property and equipment.
14. Determine and recommend disposal of unserviceable materials and equipment for approval of disposal committee.

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

In all cases, procurement should be within the approved budget of the procuring entity. It should be meticulously and judiciously planned through the APP prepared, consistent with the government fiscal discipline measures. It should cover only those considered crucial to the efficient discharge of government functions formulated and revised in accordance with the guidelines of IRR of RA 9184.

PROCUREMENT SERVICE (PS) – DBM

To place our order, we log in at procurementservice.org. Go to Virtual Store and click the items to be ordered then go to my cart and click the quantity of the items and then submit. Then we click the button print to get the hard copy of the Agency Procurement Request (APR). Our order will be reserved for 5 working days.

PURCHASE REQUEST (PR)

This form is accomplished if the goods/supplies/properties are not carried in stock.

This is prepared in two (2) copies:

ORIGINAL - Property and Supply Section (for appropriate action)

DUPLICATE - requisitioning unit.

WORK FLOW OF PR (Purchase Request)

PETTY CASH VOUCHER		Appendix I	
Presidential Communications Operations Office		No. _____	
Date of Issue: _____		Date: _____	
Requesting Office: _____		Disbursement Code: _____	
Particulars		Amount	
I. To be filled up upon request		II. To be filled up on liquidation	
<p>1. Requested by: _____</p> <p>2. Recommended by: _____</p> <p>3. Approved by: _____</p> <p>4. Administrative Service: _____</p> <p>5. Signature over Printed Name of Requester: _____</p>		<p>1. Total Amount Granted: _____</p> <p>2. Total Amount Approved: _____</p> <p>3. Amount Disbursed: _____</p> <p>4. Signature of Approver: _____</p> <p>5. Signature of Approver: _____</p>	



After completion of the process, if the requested supplies and materials or equipment are urgent request or it cannot be bought in terms and the amount is below P10,000.00, we will request for Petty Cash fund by accomplishing **Petty Cash Voucher**.

WORK FLOW OF PETTY CASH VOUCHER



- liquidate the amount received, return the form with complete attachments.

Government Procurement Reform Act

The Presidential Communications Operations Office adopts the Government Procurement Reform Act in our Procurement Procedures.

To take advantage of the significant built-in efficiencies and the volume discounts inherent in bulk purchasing, the Property and Supply Section utilize the G-EPS in procuring common supplies in accordance with the rules and procedures to be established by the government Procurement Policy Board (GPPB).

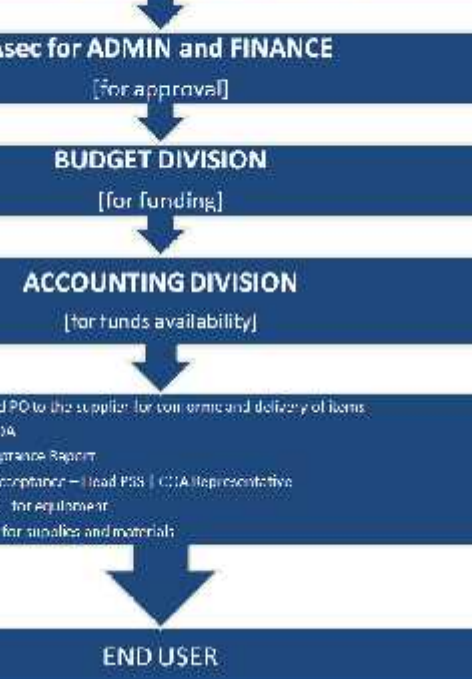
In all instances, the procuring entity shall ensure that all procurement shall be advantageous to the government.

PURCHASE ORDERS

If the supplies, materials and equipment can be purchased by check we prepare Purchase Order. We attach three (3) canvasses of the materials to be purchased from three (3) different suppliers and the abstract of canvass. We post our requirement at Philgeps attaching the canvass form. We need three (3) canvasses because this is a COA requirement. Based on the three canvasses we will award the order to the lowest bidder as long as the supplier meets the correct specifications of the items ordered.

- to the terms of the PO and attachment
r upon request of payment
nd Supply Section for file

PLATE ORDER



```
graph TD; A[PROPERTY and SUPPLY SECTION  
[approved PR, 3 canvasses, abstract of canvass]] --> B[Asec for ADMIN and FINANCE  
[for approval]]; B --> C[BUDGET DIVISION  
[for funding]]; C --> D[ACCOUNTING DIVISION  
[for funds availability]]; D --> E[approved PO to the supplier for procurement and delivery of items  
copy to C/D/A  
and Acceptance Report  
by Officer Acceptance – (lead PSS / C/D/A) Representative  
of OBE for equipment  
of R/S for supplies and materials]; E --> F[END USER];
```

PROPERTY and SUPPLY SECTION
[approved PR, 3 canvasses, abstract of canvass]

Asec for ADMIN and FINANCE
[for approval]

BUDGET DIVISION
[for funding]

ACCOUNTING DIVISION
[for funds availability]

approved PO to the supplier for procurement and delivery of items
copy to C/D/A
and Acceptance Report
by Officer Acceptance – (lead PSS / C/D/A) Representative
of OBE for equipment
of R/S for supplies and materials

END USER

ing the procured supplies, materials,
s and components to determine their
including all applicable drawings,

Materials and equipment are delivered. The standards and specifications and be Inspectorate Team and Property Office Assistance Report.

Inspection shall be done in accordance with the standards and specifications and be conducted in the presence of the suppliers.

The Inspectorate Team and the Supply Officer shall prepare and sign the Inspection and Acceptance Report (IAR).

CUSTODIANSHIP

A government is mandated to exercise diligence in the custodianship of any government property.

Property custodianship refers to the guardianship of government property by the accountable person. This includes the receipt, safekeeping, issuance of supplies and materials, repair and maintenance of equipment. The designated property custodian/officer is responsible, accountable and liable for any loss, misuse, damage or deterioration of government property to fault or negligence in safekeeping which may be physical or constructive.

Storage/Warehousing refers to the scientific and economical warehousing of materials for their best safekeeping and availability. Best safekeeping means protecting the materials against theft, fire and deterioration but easily accessible when needed. The method or systems include factors and procedures in the manner of undertaking due care and maintenance of good condition of the property.

The following forms are required in the issuances and utilization of supplies, materials and equipment.

Appendix 55

ACKNOWLEDGMENT RECEIPT FOR EQUIPMENT			
Government of Maldives Operations Office			
Quantity	Unit	Description	Property No.

<p>Received by:</p> <p style="text-align: center;">_____ Signature Over Printed Name</p> <p style="text-align: center;">_____ Position/Office</p> <p style="text-align: center;">_____ Date</p>	<p>Received from:</p> <p style="text-align: center;">_____ Signature Over Printed Name</p> <p style="text-align: center;">_____ Position/Office</p> <p style="text-align: center;">_____ Date</p>
--	--

For Property Unit Use

ACKNOWLEDGMENT RECEIPT OF EQUIPMENT (ARE)

This is prepared every time there is an acquisition of equipment/property.

This is prepared in two copies and distributed as follows:

Original Copy - Property & Supply Section

Duplicate - Recipient of the Equipment

PUBLIC BIDDING

If the supplies, materials and equipment, services to be procured exceeds the threshold of P500,000.00, this is done thru public bidding. The Bids and Awards Committee (BAC) is the one responsible for this. PSS acts as BAC Secretariat.

REPAIRS

The repairs are necessary for the purpose of attaining and/or extending the established standard economical and useful life of an equipment/property and serves as a sound basis for scheduling its replacement.

THE FOLLOWING FORMS ARE NECESSARY FOR THE REPAIRS OF AN EQUIPMENT/PROPERTY:

PRE-REPAIR INSPECTION REPORT

This is used to request for repair indicating the property to be repaired and the identified defects.

The Property Officer prepared with the post-repair inspection following basic guidelines:

1. Determine if the scope of work specified in the job order had been performed and whether the replacement parts are as specified and brand new.
2. Use the pre-repair inspection report as guide in conducting the post-repair inspection.
3. Check the waste material reports and verifies whether the waste material presented were the parts taken from the property.

Requested by:

Figure 3 continued

Property & Supply Section

Effect Size

REPORT ON THE PHYSICAL COUNT OF PROPERTY

This shall be used to report on the physical count of property, plant and equipment by type as Technical Scientific Equipment, Motor Vehicles, Office Equipment, Furniture and Fixtures, etc. which are owned by the agency.

This shall be prepared yearly in three (3) copies and shall be certified by the Inventory Committee and approved by the Head of the Agency.

This shall be distributed as follows:

Original to the Accounting Division and the Duplicate to the Inventory Committee's File.

PROPERTY | GATE PASS

This shall be prepared whenever PCOO property is transferred from the point of origin to any place the requesting party will transfer the property. This shall be signed by the Property Officer and shall be prepared in three (3) copies. The original copy to the Property Section, duplicate copy to the Guard assigned and Triplicate copy to the person requesting the gate pass.

DISPOSAL

Disposal is the end of the life cycle of a government property.

The Committee on Disposal is the one responsible for this activity. PSS acts as member of the committee.

INVENTORY AND INSPECTION REPORT OF UNSERVICEABLE PROPERTY

This shall be prepared in two (2) copies and submitted by the Accountable Officer to the following: Original to the Accounting Division and Duplicate copy to Property and Supply Section's file.

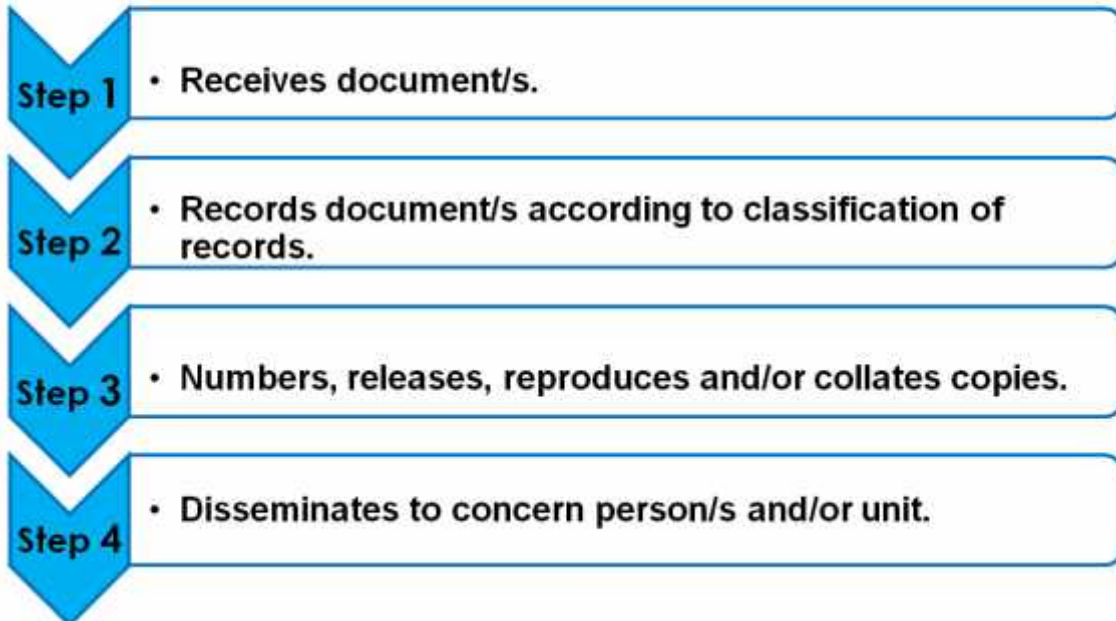
RECORDS OFFICE



5.5

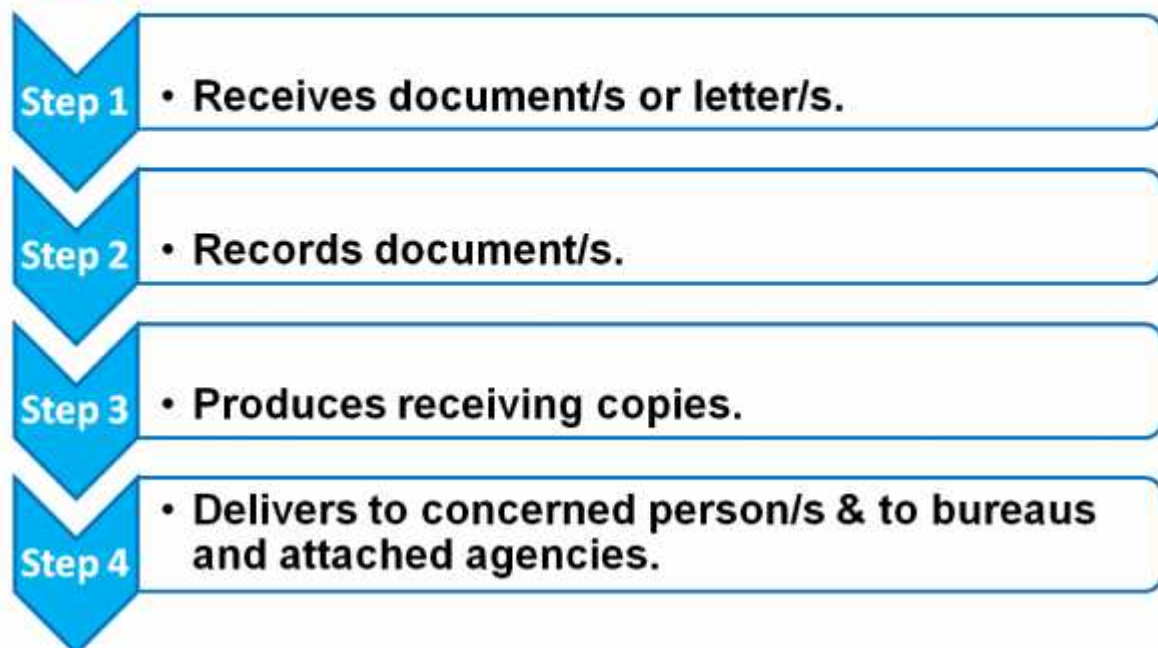
FUNCTIONS/TASKS

- 1.** Dissemination of office communications such as memorandum, office orders, travel orders, special orders, letters, department orders, and foreign travel orders within the office.



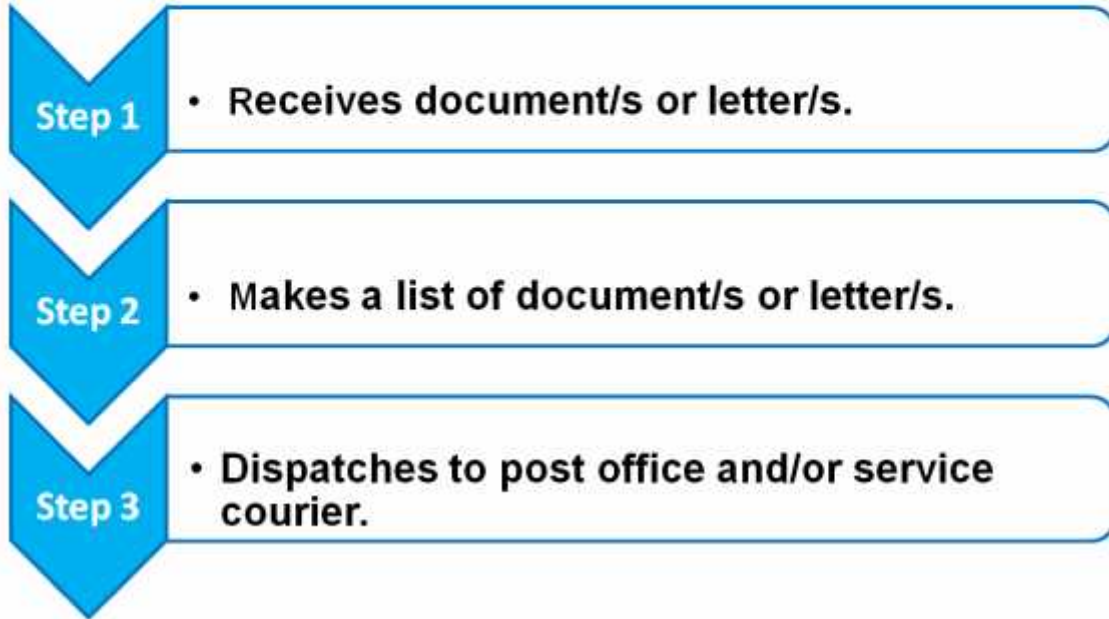
FUNCTIONS/TASKS

- 2.** Delivery outside the office premises.



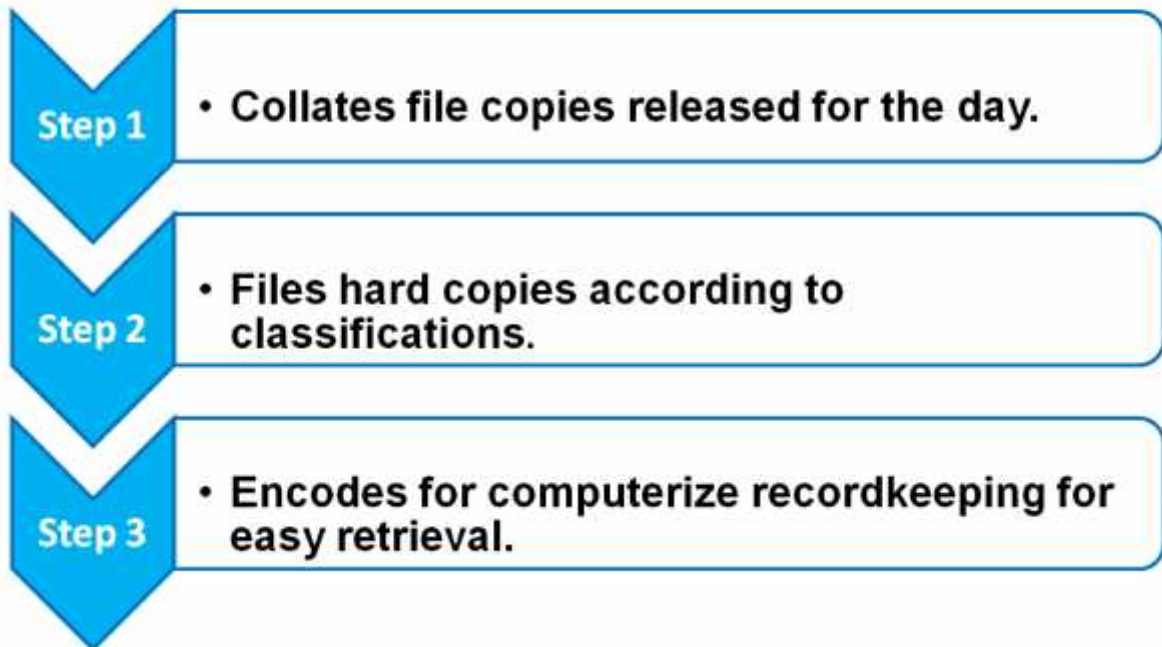
FUNCTIONS/TASKS

3. Mailing thru post office and service courier.



FUNCTIONS/TASKS

4. Recordkeeping



POLICIES:

DISSEMINATION:

20 minutes from receipt of the document from the unit where it originated. But time may vary depending on the documents to be released.

DELIVERY:

- Delivery will go at 10:00 o'clock in the morning.
- All documents/letters for delivery received after 10:00 o'clock in the morning will be delivered the following day.

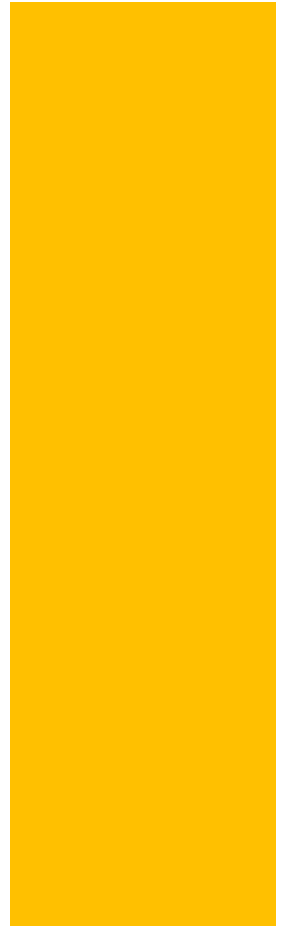
DISPATCHING OF OFFICIAL DOCUMENTS:

- Specify if the documents/letters to be dispatched is thru service courier or post office.
- A service courier (JRS) will pick up official documents for delivery on a daily basis. Documents picked up within the day will reach the recipients the following day.
- Deposit in our office all documents for pick up not later than 3:30 in the afternoon.

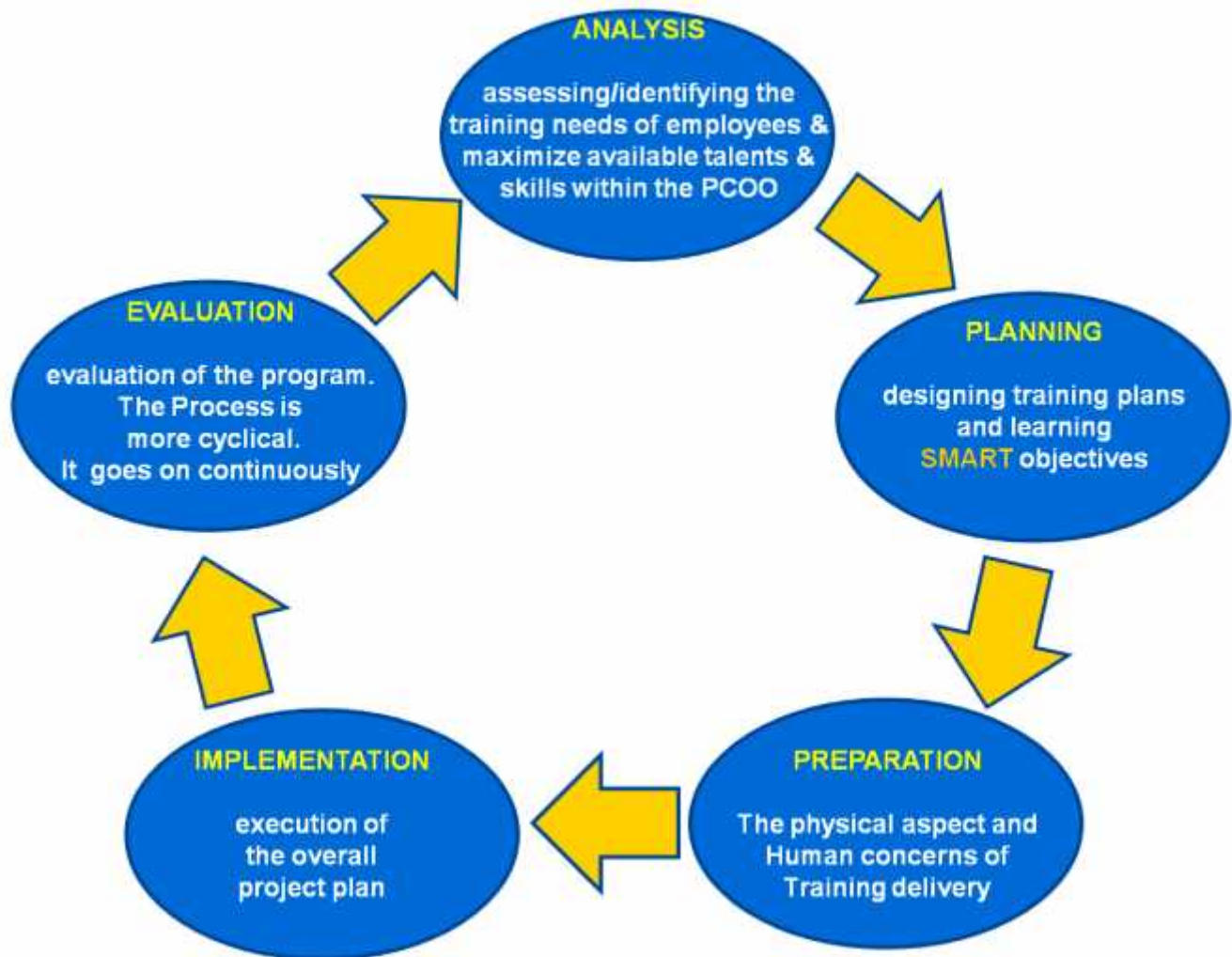
TRAINING SECTION



5.6



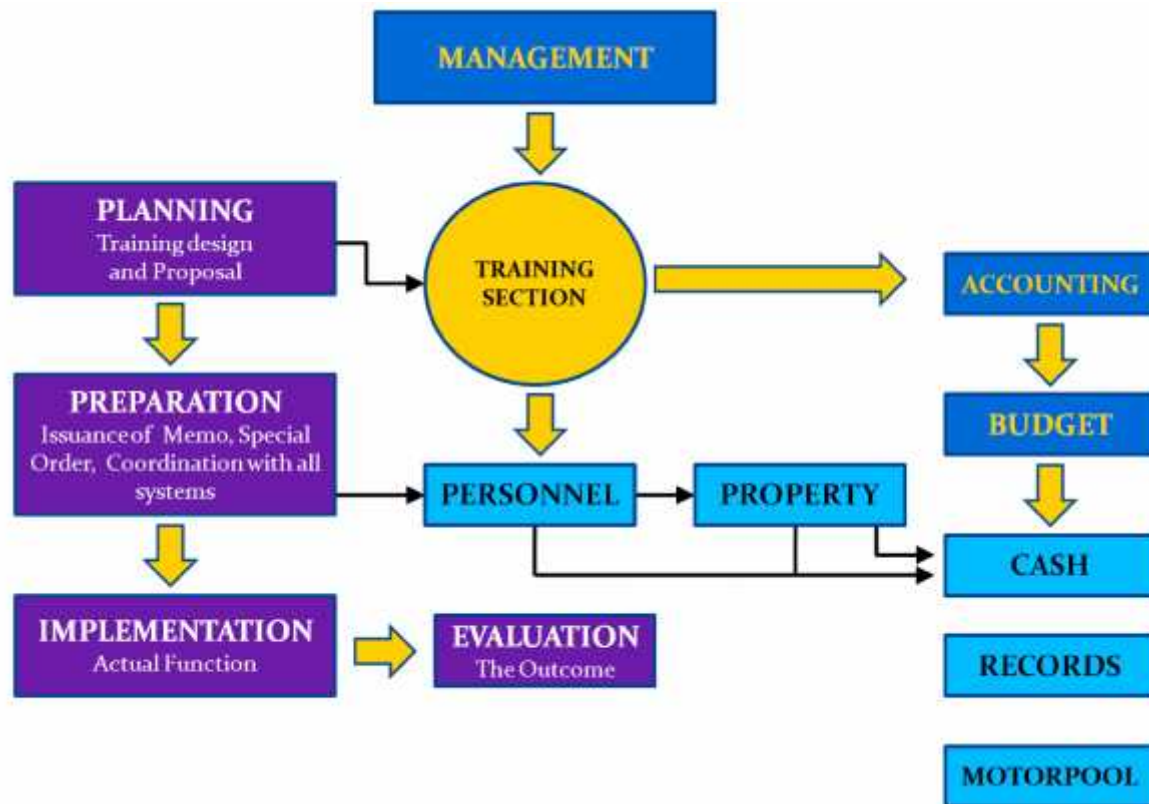
TRAINING SECTION - Provides continuous training and development programs and opportunities to all employees.



TRAINING SECTION TASKS

- Takes charge of training programs for PCOO employees from conducting Training Needs Analysis (TNA), Planning, Preparation, Implementation and Evaluation;
- *Coordinates with TESDA, CHED, FSI, etc. for continuous implementation of Foreign and Local Scholarship Programs;*
- Prepares and Submit Work Plan with corresponding budget subject for approval;
- Attends to various in-house and live-out activities and other relevant programs as maybe required;
- *Provides continuous training and development programs and opportunities to all employees by developing Training Design for PCOO employees; and*
- Provide Secretariat/Membership functions to several PCOO Committees, etc.

TRAINING WORKFLOW



TRAINING SECTION'S CONCEPTUAL FRAMEWORK



BUDGET



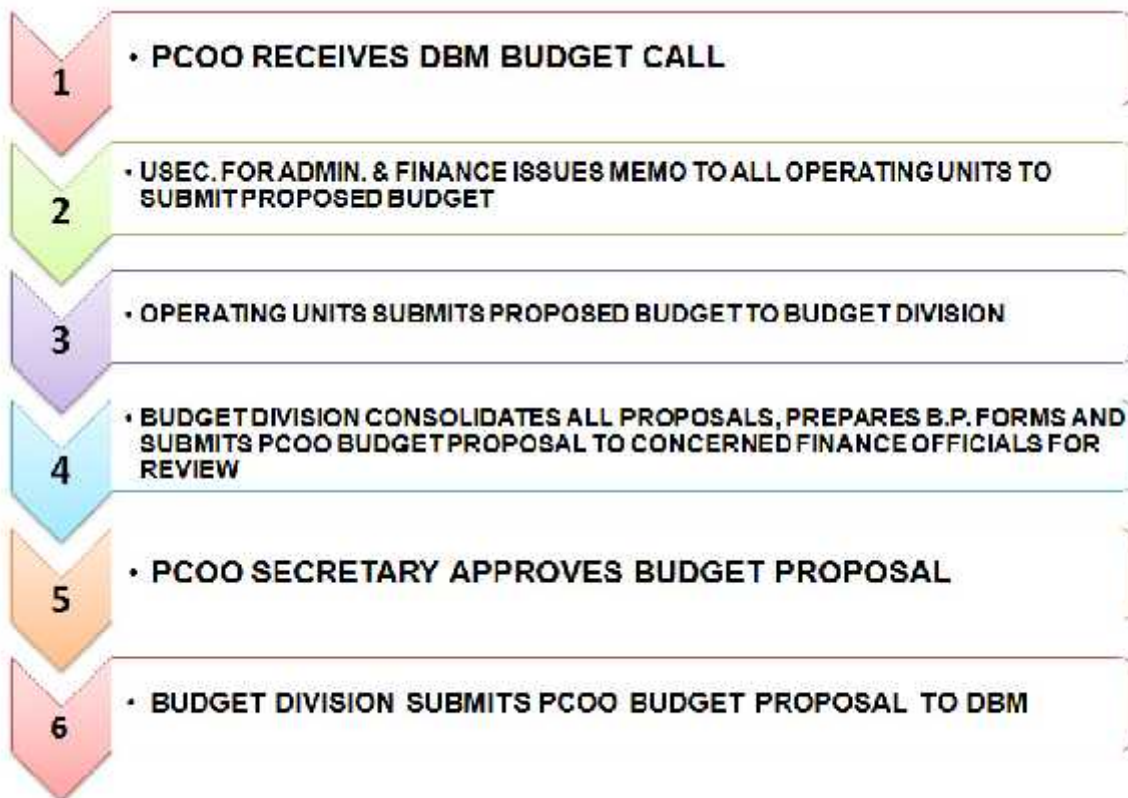
6.1

6. FINANCE WORKFLOW SYSTEM

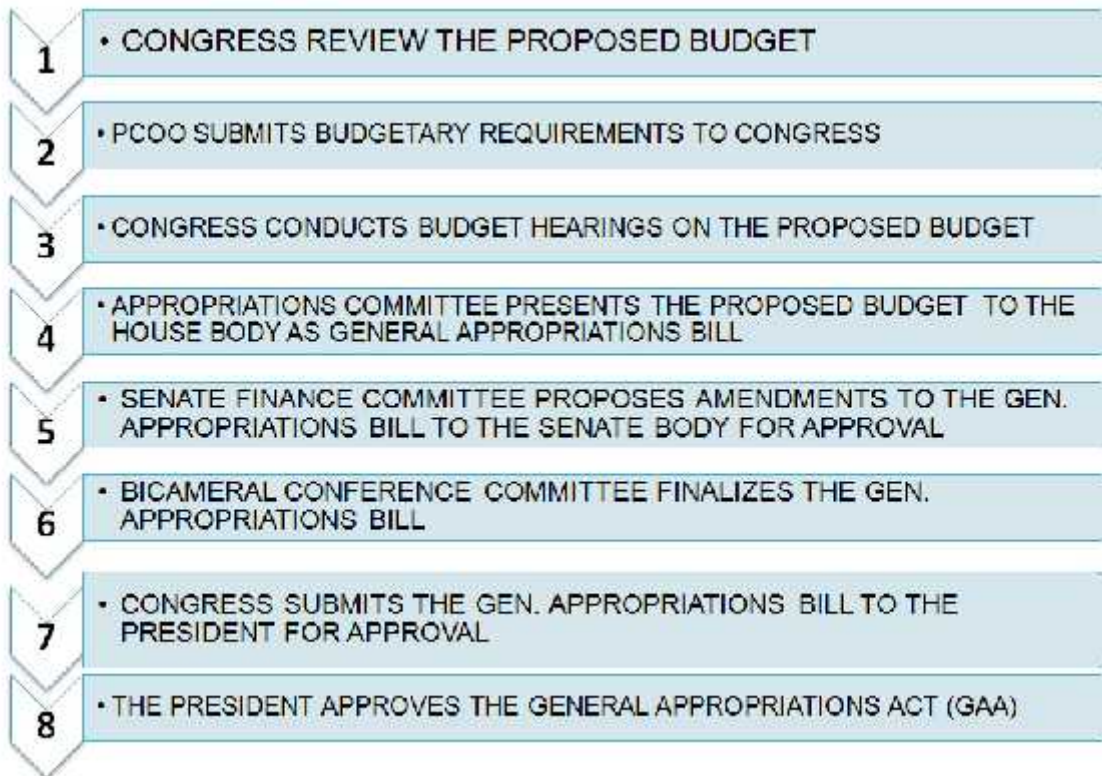
6.1 THE BUDGET PROCESS



1. BUDGET PREPARATION - PCOO



2. BUDGET LEGISLATION or AUTHORIZATION - PCOO



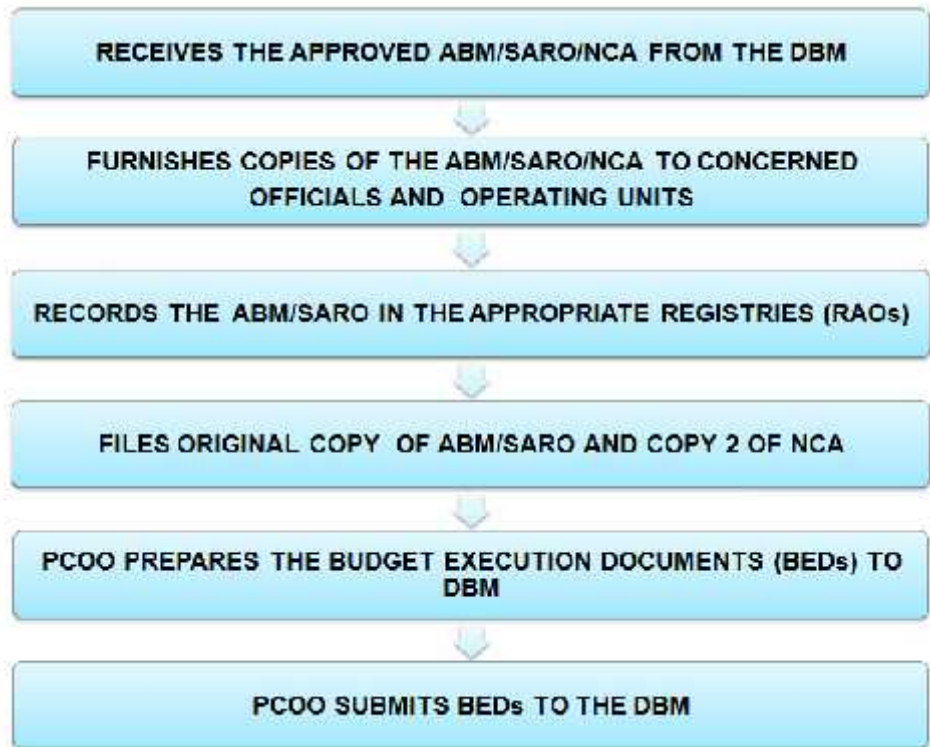
BUDGET EXECUTION OR IMPLEMENTATION START OF THE FISCAL YEAR

3-A



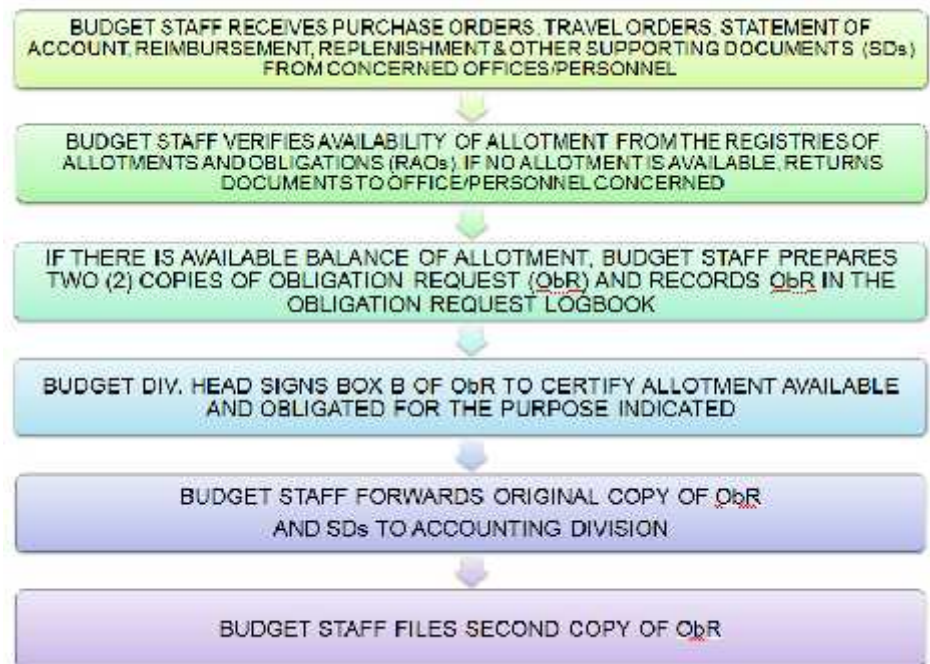
3-B

BUDGET DIVISION

RECEIPT OF
ALLOTMENT

3-C

BUDGET DIVISION

INCURRENCE OF
OBLIGATION

**PURCHASE OF SUPPLIES AND MATERIALS, TRAVELLING
EXPENSES, REIMBURSEMENTS/REPLENISHMENTS AND
OTHER EXPENSES**

What is Government Budgeting?

Government budgeting is the critical exercise of allocating revenues and borrowed funds to attain the economic and social goals of the country. It also entails the management of government expenditures in such a way that will create the most economic impact from the production and delivery of goods and services while supporting a healthy fiscal position.

Why is Government Budgeting important?

Government budgeting is important because it enables the government to plan and manage its financial resources to support the implementation of various programs and projects that best promote the development of the country. Through the budget, the government can prioritize and put into action its plans, programs and policies within the constraints of its financial capability as dictated by economic conditions.

What basis in law governs the use of government funds?

The following provision of the Philippine Constitution sets the basic rule for the use of government funds:

“Article VI, Section 29. No money shall be paid by the Treasury except in pursuance of an appropriation made by law.”

This provision of the Constitution also establishes the need for all government entities to undergo the budgeting process to secure funds for use in carrying out their mandated functions, programs and activities.

ACCOUNTING



6.2

ACCOUNTING WORKFLOW

PART I - DISBURSEMENTS

Disbursements Defined

Disbursements constitute all cash paid out during a given period either in currency (cash) or by check. It may also mean the settlement of government payable/obligations by cash or by check. It shall be covered by Disbursement Voucher (DV)/Petty Cash Voucher (PCV) or payroll.

Basic Requirements for Disbursements

The basic requirements applicable to all types of disbursements made by national government agencies are as follows:

1. Existence of a lawful and sufficient allotment certified as available by the Budget Officer;
2. Existence of a valid obligation certified by the Chief Accountant/Head of accounting Unit;
3. Legality of transactions and conformity with laws, rules and regulations;
4. Approval of the expense by the Chief of Office or by his duly authorized representative; and
5. Submission of proper evidence to establish the claim.

Disbursements System

The Disbursements System involves the preparation and processing of disbursement voucher (DV); preparation and issuance of check; payment by cash; granting, utilization and liquidation/ replenishment of cash advances.

Certification on Disbursements

Disbursements from government fund shall require the following certifications on the DV:

1. Certification that funds are available for the purpose by the Accountant/Head of the accounting Unit (Box A of DV);
2. Necessary documents supporting the DV and payroll as certified and reviewed by the Accountant/Head of Accounting Unit (Box A of DV); and
3. Certification and approval of vouchers and payrolls as to validity of the claim (Box B of DV) by head of the department or office that has administrative control of the fund concerned.

PART II - PROPER EVIDENCES TO SUPPORT A CLAIM

1. First Salary

- a. Regular/Casual/Contractual Employees
 - Appointment
 - Oathtaking
 - Daily Time Record (DTR)
 - Statement of Assets, Liabilities and Networth (SALN)
- b. Contracted Services (Consultants)
 - Contract of Service
 - Accomplishment Report

2. Claim of Monetization

- Approved application for leave
- Letter stating the purpose of monetization

3. Claim of Overtime (OT)

- Special Order to undertake OT
- DTR

4. Claim of per diem/travelling allowance (Cash advance/Reimbursement)

- a. Local Travel
 - Travel Order
 - Itinerary of Travel
 - Certificate of Travel Completed
- b. Foreign Travel
 - ñ Travel Order
 - ñ Itinerary of Travel (An actual itinerary of travel is also prepared for liquidation)
 - ñ Certification of travel completed
 - ñ Boarding pass
 - ñ OR of terminal fee
 - ñ Hotel receipts
 - ñ Xerox copy of passport with stamp by the immigration
 - ñ Plane ticket

5. Purchases

a. Supplies

- Purchase Request (PR)
- Purchase Order (PO)
- Abstract of Canvass
- Official Receipt (OR)
- Invoice
- Delivery Receipt with Inspection

b. Services

- Purchase Request (PR)
- Purchase Order (PO)
- Abstract of Canvass
- Pre and post repair inspection report
- Official Receipt
- Invoice

6. Meetings/Representation/Entertainment

- Receipts
- Certification provided by COA

7. Cash Advances

Special Order granting cash advance

Upon liquidation:

- Report of Disbursements supported by receipts

CASH



6.3



PROCESS FLOW CHART

PAYROLL PREPARATION

PERSONNEL	GSD ADMIN	BUDGET	ACCOUNTING	ASEC ADM & FIN	USEC ADM & FIN	CASH	EMPLOYEES
Prepares payroll	Prepares Obligation Request (OBR).	OBR approved for funding Budget Officer signs.	Prepares Disbursement Voucher Chief Accountant signs.	Signs Disbursement Voucher.	Signs Disbursement Voucher.	Prepares check Encashes check and prepares pay envelope.	Get salary as scheduled.
	Director for Admin approves.					Encashes check and prepares pay envelope.	



PROCESS FLOW CHART

PAYMENT OF PAYABLES

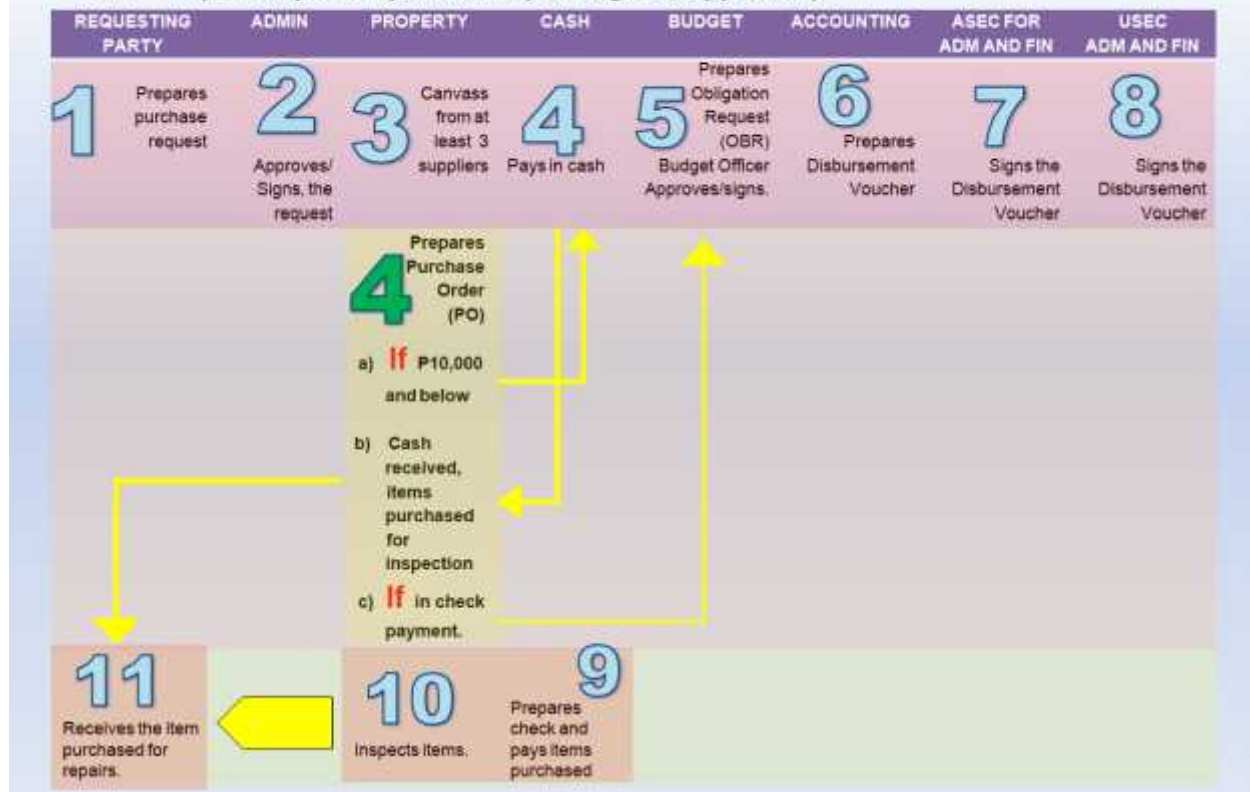
REQUESTING PARTY	GSD ADMIN DIRECTOR	BUDGET	ACCOUNTING	ASEC ADM & FIN	USEC ADM & FIN	CASH	SUPPLIERS
Prepares the payable with proper supporting documents.	validates the transaction made and signs/approves Obligation Request (OBR).	Budget chief signs OBR	4. Prepares Disbursement Vouchers (DV) 5. Chief Accountant signs.	Signs/ approves DV	Signs/ approves DV	Prepares check for payment	Receives payment



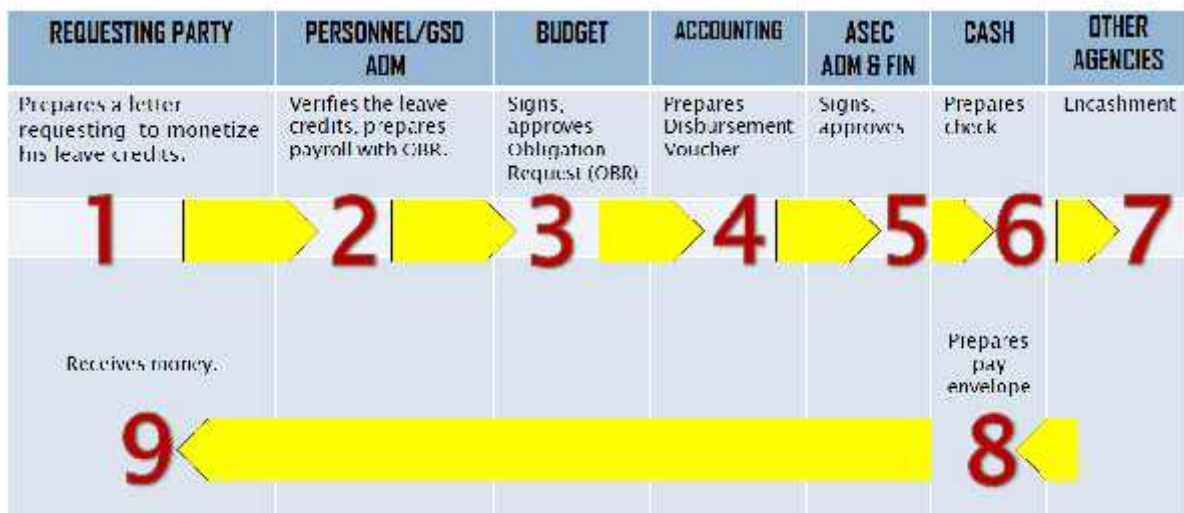
Process Flow Chart

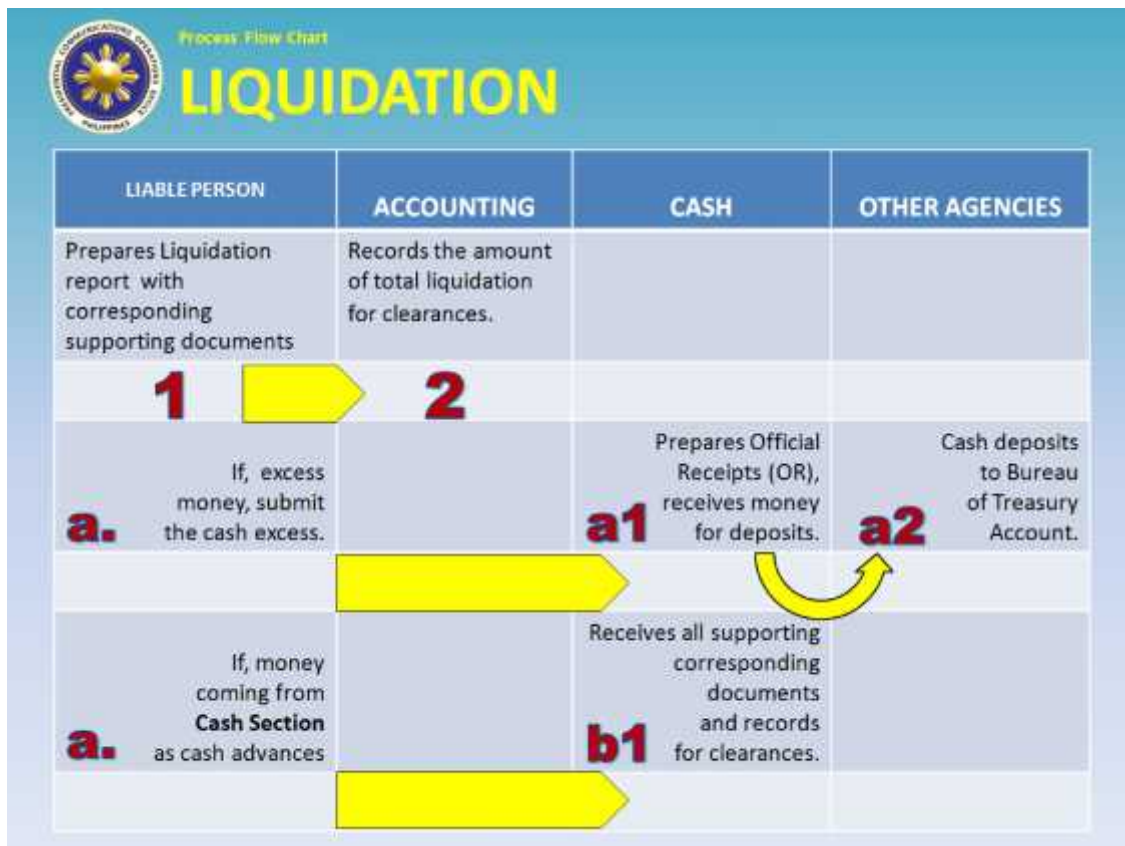
JOB ORDER

(Pre-Repair Inspection Report Signed/Approved)



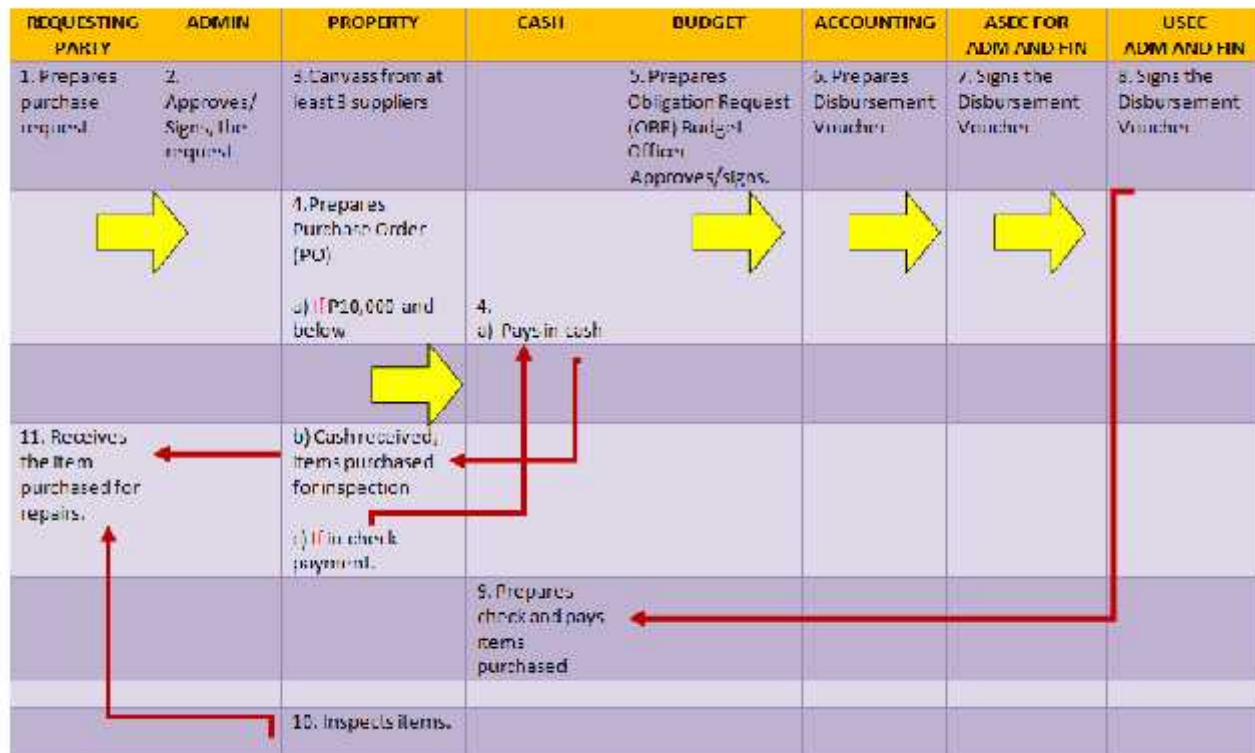
PROCESS FLOW CHART MONETIZATION OF LEAVE CREDITS





Process Flow chart

(When requesting an item for repair and maintenance, the Pre-Repair Inspection Report Signed/Approved)



PREPARED AND COMPILED BY:

MA. IMMACULADA C. FLORES

ADMINISTRATIVE OFFICER V

TRAINING SECTION

2014

