



**Presidential Communications Operations Office –
Administration and Finance**

Procedures and Work Instructions Manual

ISSUED TO:

MANUAL No.:

REVISION No.: _____

ISSUE DATE:

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**Presidential Communications Operations Office – Administration and
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PROCEDURES and WORK INSTRUCTIONS MANUAL**

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Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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Distribution List	Document No.	PCOO-AF-PAWIM-0
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Staff shall ensure that the contents of this Quality Manual are known, understood and internalized by all employees of their respective division/regions/offices; and that all policies stated are implemented.

This Quality Manual is available for inspection by PCOO's existing and potential clients, third party auditors and regulatory agencies.

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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Introduction	Document No.	PCOO-AF-PAWIM-0
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The Presidential Communications Operations Office (PCOO) shall ensure that all business processes operate under standard conditions through the development, establishment, documentation, implementation and maintenance of procedures and work instructions.

The procedures and work instructions in this manual are established for the divisions to ensure that process standards are consistently met. The former are specified ways to carry out activities or processes while the latter are documents containing step by step instructions on how to do a task.

The Agency shall make certain that any changes/modification to the processes, whenever applicable, is documented and signed only by the authorized personnel.

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Cleanliness, Orderliness and Sanitation	Document No.	PCOO-AF- PAWIM-0
	Revision No.	0
	Page No.	
Maintenance Section	Date:	1/31/2018

Revision No.	Description of Change	Originator	Approver	Effective Date
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Cleanliness, Orderliness, Sanitation	Document No.	PCOO-AF- PAWIM-0
	Revision No.	0
	Page No.	
Maintenance Section	Date:	1/31/2018

PURPOSE: To establish documented procedures to ensure cleanliness, orderliness and sanitation of this premises and surroundings.

SCOPE: This procedure is applicable to the Maintenance Section of PCOO Admin & Finance to be establish the activities needed to be performed.

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
1. Cleaning of all offices and its surroundings	Service provider and the in-house Utility Foreman	Monthly certificate of accomplishment issued by GSD-OIC. Delivery receipt of materials and equipment from service provider. Daily Time Records
2. Sanitations of all comfort rooms		
3. Watering of indoor and outdoor plants and garden if any		

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Minimize downtime for all equipment (rented or otherwise)	Document No.	PCOO-AF-PAWIM-0
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PURPOSE: Procedures to repair and maintain air-conditioning units in working conditions.

SCOPE: Is it applicable not only to air-conditioning units.

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ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
1. Regular check-up of aircon units	In-house technicians	Job-order, service report and check-up and report form signed by endusers. Work Program Documents. Accomplishment report reflected in the job-order signed by enduser
2. Cleaning of aircon units		
3. Minor repair of aircon units		
4. Major repair of aircon units		

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PURPOSE: Work to prevent problems which can happen predictably within the life of a building

SCOPE: Procedures to repair and maintain lightings, electrical fixtures, electrical control panels and plumbing fixtures in working conditions.

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ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
1. Regular check-up of electrical fixtures and wirings	Chief, Maintenance Section Electricians, Plumber, Carpenter, Painter	Daily accomplishment records on logbook
2. Regular check-up of electrical control panel boards		
3. Repair or replacements of busted/damaged fixtures and wirings		Contract
4. Daily check-up of water leaks		Canvass
5. Repair/troubleshoot/replaced defective plumbing fixtures, water supply & sewer system		Inspection and acceptance report
6. Repair/repaint/revarnish of offices, fixtures and furniture		

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Disseminating official documents	Document No.	PCOO-AF-PAWIM-0
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PURPOSE: To disseminate documents to concerned persons, units/offices and bureaus

SCOPE: The documents disseminated to PCOO-Proper, attached agencies and bureaus concerned.

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ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
1. Receives Document	Administrative Officer V Administrative Aide	Logbook Records Routing Slip
2. Record/Log document according to classification		
3. Release, produce copies, collates for disseminations		
4. Disseminates to concerned person and various units/offices		

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PURPOSE: To provide career service for delivery outside Metro Manila

SCOPE:

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ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
1. Receives document	Administrative Assistant I Administrative Aide	Logbook Original Receipts from courier service
2. Record/log document		
3. Produce receiving copy		
4. Dispatch within the day subject to availability of cash advance		

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Delivery thru service vehicle	Document No.	PCOO-AF-PAWIM-0
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PURPOSE: To deliver documents to bureaus and other offices thru service vehicle

SCOPE: The documents disseminated to PCOO-Proper, attached agencies and bureaus concerned.

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ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
1. Receive document	Administrative Assistant I Administrative Aide	Logbook Received copy of the document
2. Record/log document		
3. Produce receiving copy		
4. Delivers to concerned person/s, bureaus/attached agencies and other offices. Starting at 10:00 in the morning and all documents received after the aforementioned time be delivered the following day and subject to availability of service vehicle		

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Releasing copy of documents needed by the requesting party	Document No.	PCOO-AF-PAWIM-0
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Records Section	Date:	1/31/2018

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Releasing copy of documents needed by the requesting party	Document No.	PCOO-AF- PAWIM-0
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Records Section	Date:	1/31/2018

PURPOSE: To retrieve from file copy of document needed upon request

SCOPE: The documents within the PCOO-Proper and other concerned attached agencies and bureaus.

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ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
1. Verifying the authenticity of the document	Administrative Officer V Administrative Aide I	Certified True Copy of the document Original copy of the document

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Maintenance of PCOO telephone lines system	Document No.	PCOO-AF- PAWIM-0
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Maintenance Section	Date:	1/31/2018

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Maintenance of PCOO telephone lines system	Document No.	PCOO-AF- PAWIM-0
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PURPOSE: To avoid disruption of communication lines essential to the operations of the office

SCOPE: Limited only to telephones, fax and intercom works

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ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
1. Transfer/relocations/repair of lines and equipment as needed	Telephone technician	Accomplishment Report Service Report form certificate Security logbook

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Personnel Section	Date:	1/31/2018

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PURPOSE:

SCOPE:

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ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
1. Preparation of payroll, vouchers for salaries of regular, emergency, contractual and consultancy fund employees		
2. Preparation of drafts of memoranda, office orders and other official communications per instruction of the OIC-GSD for his revisions and eventual preparation of final communications as instructed		
3. Preparation of payroll/disbursement vouchers/RATA/bonuses/PIB/Salary Increase/Clothing allowance		

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**Presidential Communications Operations Office – Administration and
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Training Needs Analysis	Document No.	PCOO-AF-PAWIM-0
	Revision No.	0
	Page No.	
Training Section	Date:	1/31/2018

Revision No.	Description of Change	Originator	Approver	Effective Date
0	Initial Issuance			31 January 2018

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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Training Needs Analysis	Document No.	PCOO-AF-PAWIM-0
	Revision No.	0
	Page No.	
Training Section	Date:	1/31/2018

PURPOSE: To assess/identify the training needs of employees and maximize available talents and skills within the PCOO.

SCOPE: Applicable to both regular and contract of service employees of the PCOO

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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Training Needs Analysis	Document No.	PCOO-AF-PAWIM-0
	Revision No.	0
	Page No.	
Personnel Section	Date:	1/31/2018

ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
1. Demographic Profile of Employees	Head, Training Section, In coordination with the Head of the Admin	Accomplished TNA Questionnaires TNA Report
2. Training needs based on SKA PCOO mission, vision, mandate, thrust, functions		

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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Training Plan Development	Document No.	PCOO-AF-PAWIM-0
	Revision No.	0
	Page No.	
Training Section	Date:	1/31/2018

Revision No.	Description of Change	Originator	Approver	Effective Date
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Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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Training Plan Development	Document No.	PCOO-AF-PAWIM-0
	Revision No.	0
	Page No.	
Training Section	Date:	1/31/2018

PURPOSE: To design training plans and learning smart objectives

SCOPE: Applicable to both regular and contract of service employees of the PCOO

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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Training Plan Development	Document No.	PCOO-AF-PAWIM-0
	Revision No.	0
	Page No.	
Training Section	Date:	1/31/2018

ACTIVITY	UNIT/PERSONS RESPONSIBLE	DOCUMENTATION
1. Review/Analysis of Questionnaires, Surveys	Head, Training Section, In coordination with the Head of the Admin	Training Plan Developments Work and Financial Plan
2. Training Design		
3. Memorandas		Training Report
4. Implementation or Execution of various training programs		Annual Training Plan
5. Local & Foreign Scholarships		

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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In-house Training Implementation	Document No.	PCOO-AF-PAWIM-0
	Revision No.	0
	Page No.	
Training Section	Date:	1/31/2018

Revision No.	Description of Change	Originator	Approver	Effective Date
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Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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In-house Training Implementation	Document No.	PCOO-AF-PAWIM-0
	Revision No.	0
	Page No.	
Training Section	Date:	1/31/2018

PURPOSE: To execute and evaluate the effectiveness of the overall project plan

SCOPE: Applicable to both regular and contract of service employees of the PCOO

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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In-house Training Implementation	Document No.	PCOO-AF-PAWIM-0
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Training Section	Date:	1/31/2018

ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
1. Training Plan	Head, Training Section Upon the approval of the Undersecretary for Admin and Finance	In-house Training Implementation Training Evaluation Training Report Training Module Program Schedule Checklist Annual Training Plan
2. Action Plan		
3. Assessment of Training Program/s conducted		

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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**Presidential Communications Operations Office – Administration and
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General Vehicle check-up	Document No.	PCOO-AF-PAWIM-0
	Revision No.	0
	Page No.	
Motorpool Section	Date:	1/31/2018

Revision No.	Description of Change	Originator	Approver	Effective Date
0	Initial Issuance			31 January 2018

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General Vehicle check-up	Document No.	PCOO-AF-PAWIM-0
	Revision No.	0
	Page No.	
Motorpool Section	Date:	1/31/2018

PURPOSE: To monitor preventive maintenance of all vehicles

SCOPE: To vehicles of PCOO whether procured or leased

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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General Vehicle check-up	Document No.	PCOO-AF-PAWIM-0
	Revision No.	0
	Page No.	
Motorpool Section	Date:	1/31/2018

ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
1. Vehicle Check up every 6 months	Administrative Aide IV	General Vehicle check-up schedule

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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**Presidential Communications Operations Office – Administration and
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Vehicle Repair	Document No.	PCOO-AF-PAWIM-0
	Revision No.	0
	Page No.	
Motorpool Section	Date:	1/31/2018

Revision No.	Description of Change	Originator	Approver	Effective Date
0	Initial Issuance			31 January 2018

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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Vehicle Repair	Document No.	PCOO-AF-PAWIM-0
	Revision No.	0
	Page No.	
Motorpool Section	Date:	1/31/2018

PURPOSE: To monitor maintenance and repairs of all vehicles

SCOPE: To vehicles of PCOO whether procured or leased

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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Vehicle Repair	Document No.	PCOO-AF-PAWIM-0
	Revision No.	0
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Motorpool Section	Date:	1/31/2018

ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
1. Conduct follow-up after 3 days	Administrative Aide IV Administrative Aide III	Motorpool Copy of Request for Pre-repair Inspection Abstract of Canvass Obligation Request Inspection and Acceptance Report
2. Conduct post-inspection		
3. Require contractors to provide service warranty		

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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Vehicle Inspection (BLOWBAG check)	Document No.	PCOO-AF- PAWIM-0
	Revision No.	0
	Page No.	
Motorpool Section	Date:	1/31/2018

Revision No.	Description of Change	Originator	Approver	Effective Date
0	Initial Issuance			31 January 2018

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Vehicle Inspection (BLOWBAG check)	Document No.	PCOO-AF- PAWIM-0
	Revision No.	0
	Page No.	
Motorpool Section	Date:	1/31/2018

PURPOSE: To ensure that the vehicles to be used are fit for travel.

SCOPE: To vehicles of PCOO whether procured or leased

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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Vehicle Inspection (BLOWBAG check)	Document No.	PCOO-AF-PAWIM-0
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Motorpool Section	Date:	1/31/2018

ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
1. Checking of Battery, Light, Oil, Water, Brakes, Air, Gas	Administrative Aide I	Vehicle Daily Inspection Checklist

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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Vehicle Registration	Document No.	PCOO-AF-PAWIM-0
	Revision No.	0
	Page No.	
Motorpool Section	Date:	1/31/2018

Revision No.	Description of Change	Originator	Approver	Effective Date
0	Initial Issuance			31 January 2018

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Vehicle Registration	Document No.	PCOO-AF-PAWIM-0
	Revision No.	0
	Page No.	
Motorpool Section	Date:	1/31/2018

PURPOSE: To comply with the legal requirements for the vehicles to be allowed to travel

SCOPE: To vehicles of PCOO whether procured or leased

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Vehicle Registration	Document No.	PCOO-AF-PAWIM-0
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Motorpool Section	Date:	1/31/2018

ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
1. Check Monitoring Board of vehicles plate numbers and registration due dates	Administrative Aide I	Master list of Vehicles and Plate Numbers
2. Monthly monitoring of Master list of Vehicles and Plate numbers		Vehicles Registration/Official Receipt LTO Guidelines/Requirements

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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Engine Change Oil	Document No.	PCOO-AF-PAWIM-0
	Revision No.	0
	Page No.	
Motorpool Section	Date:	1/31/2018

Revision No.	Description of Change	Originator	Approver	Effective Date
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Engine Change Oil	Document No.	PCOO-AF-PAWIM-0
	Revision No.	0
	Page No.	
Motorpool Section	Date:	1/31/2018

PURPOSE: To prevent accumulation of carbon in the engines of the vehicles

SCOPE: To vehicles of PCOO whether procured or leased

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Engine Change Oil	Document No.	PCOO-AF-PAWIM-0
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Motorpool Section	Date:	1/31/2018

ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
1. Change oil of vehicle every 4 months	Administrative Aide IV Administrative Aide III	Logbook Change Oil Schedule

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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Obligation Request and Status	Document No.	PCOO-AF-PAWIM-0
	Revision No.	0
	Page No.	
Budget Division	Date:	1/31/2018

Revision No.	Description of Change	Originator	Approver	Effective Date
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Obligation Request and Status	Document No.	PCOO-AF-PAWIM-0
	Revision No.	0
	Page No.	
Budget Division	Date:	1/31/2018

PURPOSE: To properly charge and document the expenses

SCOPE: Limited only to the requesting units/persons

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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Obligation Request and Status	Document No.	PCOO-AF-PAWIM-0
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Budget Division	Date:	1/31/2018

ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
1. Receives the ORS and SD's from Requesting Office	OIC, Budget Division, Administrative Officer IV	Obligation Request and Status
2. Verifies completeness of the documents. If complete, records the same in the logbook maintained for the purpose. If incomplete, returns the documents to the Requesting Office for completion.		Logbooks
3. Verifies availability of allotment based on the Registry of Allotment and Disbursement.		

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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Obligation Request and Status	Document No.	PCOO-AF-PAWIM-0
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Budget Division	Date:	1/31/2018

ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
<p>If allotment is not available, returns the documents to the Requesting Office. If allotment is available, assigns number on the ORS based on the Control Logbook maintained for the purpose.</p>	<p>OIC, Budget Division, Administrative Officer IV</p>	<p>Obligation Request and Status Logbooks</p>
<p>4. Records the amount obligated based on the ORS in the "Obligation" column of the ROAD.</p>		

<p>Prepared by/Date:</p> <p style="text-align: center;">Christine Claire Z. Agra Document Controller</p>	<p>Reviewed by/Date:</p> <p style="text-align: center;">Eugene A. Earle, Jr. Quality Management Representative</p>	<p>Approved by:</p> <p style="text-align: center;">Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman</p>
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Obligation Request and Status	Document No.	PCOO-AF-PAWIM-0
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Budget Division	Date:	1/31/2018

ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
5. Initials in Section B of the ORS and forwards ORS to the Head of the Budget Division	OIC, Budget Division, Administrative Officer IV	Obligation Request and Status Logbooks
6. Reviews the ORS and SDs. If in order, signs the certification in Section B of the ORS. Forwards the ORS and SDs to the Budget Staff.		
7. Forwards the ORS and SDs to the Accounting Division for processing of the claim. Retains original copy of the ORS for maintenance/monitoring of obligation status		

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Submission of PCOO Budget Proposal/Budgetary Requirements	Document No.	PCOO-AF- PAWIM-0
	Revision No.	0
	Page No.	
Budget Division	Date:	1/31/2018

Revision No.	Description of Change	Originator	Approver	Effective Date
0	Initial Issuance			31 January 2018

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Submission of PCOO Budget Proposal/Budgetary Requirements	Document No.	PCOO-AF- PAWIM-0
	Revision No.	0
	Page No.	
Budget Division	Date:	1/31/2018

PURPOSE:

SCOPE:

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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**Presidential Communications Operations Office – Administration and
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Submission of PCOO Budget Proposal/Budgetary Requirements	Document No.	PCOO-AF- PAWIM-0
	Revision No.	0
	Page No.	
Budget Division	Date:	1/31/2018

ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
1. Incorporated in the Work and Financial Planning	OIC, Budget Division, Administrative Officer IV	Budget Proposal Divisional Work Financial Plans

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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Budget Monitoring	Document No.	PCOO-AF-PAWIM-0
	Revision No.	0
	Page No.	
Budget Division	Date:	1/31/2018

Revision No.	Description of Change	Originator	Approver	Effective Date
0	Initial Issuance			31 January 2018

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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Budget Monitoring	Document No.	PCOO-AF-PAWIM-0
	Revision No.	0
	Page No.	
Budget Division	Date:	1/31/2018

PURPOSE: To monitor the expenses of the agency to know the availability of funds.

SCOPE:

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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Budget Monitoring	Document No.	PCOO-AF-PAWIM-0
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Budget Division	Date:	1/31/2018

ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
1. Monthly Budget Monitoring	OIC, Budget Division, Administrative Officer IV	Registry of Allotments, Obligations and Disbursements 1. Personnel Services per Activity 2. MOOE per Activity 3. Capital Outlay per Activity 4. Special Purpose Fund a. MPBF b. PGF c. Contingent Fund

Prepared by/Date:	Reviewed by/Date:	Approved by:
Christine Claire Z. Agra Document Controller	Eugene A. Earle, Jr. Quality Management Representative	Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman

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Submission of LDDAP-ADA Checks to cover all payment to creditors and advice check issued and cancelled	Document No.	PCOO-AF- PAWIM-0
	Revision No.	0
	Page No.	
Cash Section	Date:	1/31/2018

Revision No.	Description of Change	Originator	Approver	Effective Date
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Submission of LDDAP-ADA Checks to cover all payment to creditors and advice check issued and cancelled	Document No.	PCOO-AF- PAWIM-0
	Revision No.	0
	Page No.	
Cash Section	Date:	1/31/2018

PURPOSE:

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Submission of LDDAP-ADA Checks to cover all payment to creditors and advice check issued and cancelled	Document No.	PCOO-AF- PAWIM-0
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Cash Section	Date:	1/31/2018

ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
1. Issue checks for payment	Cashier C	Payroll Logbook Purchase Orders, Requests, Canvass
2. Deposit to bank accounts with 1-4 days clearing	OIC, Cash Section	

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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**Presidential Communications Operations Office – Administration and
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Salary for regular/Contract of Service employees payment thru bank accounts	Document No.	PCOO-AF- PAWIM-0
	Revision No.	0
	Page No.	
Cash Section	Date:	1/31/2018

Revision No.	Description of Change	Originator	Approver	Effective Date
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Cash Section	Date:	1/31/2018

PURPOSE:

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ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
1. Issue check for payment	Cashier C	Payroll Logbook
2. Release via check, deposit if employee has LBP bank account	OIC, Cash Section	

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	Revision No.	0
	Page No.	
Cash Section	Date:	1/31/2018

Revision No.	Description of Change	Originator	Approver	Effective Date
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PURPOSE:

SCOPE:

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ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
1. Receipt of Approved Requests	Cashier	Approved Requests
2. Release in cash if request is amounting to P 15,000 below		
3. Collection of receipts to liquidate		Receipt from expenses

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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Monthly Submission of Reported Checks to Bureau of Treasury	Document No.	PCOO-AF- PAWIM-0
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Cash Section	Date:	1/31/2018

Revision No.	Description of Change	Originator	Approver	Effective Date
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PURPOSE:

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ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
1. Collection of Returned Checks	Cashier	Checks Official receipts
2. Monthly submission of reports to DBM and BTR		

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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Cash Section	Date:	1/31/2018

Revision No.	Description of Change	Originator	Approver	Effective Date
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Certification on completeness of supporting documents	Document No.	PCOO-AF- PAWIM-0
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ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
1. Collection of documents	OIC, Cash Section	Submitted documents
2. Submit the documents to Accounting Division		Issuances Vouchers Disbursements

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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ICT Systems Development	Document No.	PCOO-AF- PAWIM-0
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EDP/IT Division	Date:	1/31/2018

Revision No.	Description of Change	Originator	Approver	Effective Date
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ICT Systems Development	Document No.	PCOO-AF-PAWIM-0
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PURPOSE:

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ICT Systems Development	Document No.	PCOO-AF-PAWIM-0
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EDP/IT Division	Date:	1/31/2018

ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
1. Data gathering, Designing, Coding, Debugging Testing	ITO III, ITO II, ITO I, Project Officer	Web Application Development System Application Development Memorandum of Agreement/Project Agreement Project Plan

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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PURPOSE:

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ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
1. Preventive Maintenance Plan	ITO II, CP, CMT	Preventive Maintenance
2. Network Usage Policy		Preventive Maintenance of Computers
3. System Maintenance Plan		Preventive Maintenance Plan Preventive Maintenance Checklist System Maintenance Plan

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
1. Request Monitoring Logbook	ITO I, CP, CMT III, CM I	Technical Support
2. Technical Support		Technical Support Request Form/ Access Request Form
3. Diagnosing the problem		Request Monitoring Logbook
4. Troubleshooting		

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
1. Ensure delivery of quality all the time	ITO III	MISD Customer Satisfaction Feedback

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PURPOSE:

SCOPE:

Prepared by/Date: Christine Claire Z. Agra Document Controller	Reviewed by/Date: Eugene A. Earle, Jr. Quality Management Representative	Approved by: Atty. Noel George P. Puyat Undersecretary Deputy Quality Council Chairman
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Presidential Communications Operations Office – Administration and Finance
PROCEDURES and WORK INSTRUCTIONS MANUAL

Documents for signature	Document No.	PCOO-AF-PAWIM-0
	Revision No.	0
	Page No.	
Office of the Assistant Secretary for Admin and Finance	Date:	1/31/2018

ACTIVITY	UNIT/PERSON RESPONSIBLE	DOCUMENTATION
1. Receive documents from Cash Section, Accounting Division, Property Section, Personnel Section, Budget Division, EDP/IT Division	Executive Assistant, Administrative Aide IV	Logbook
2. Review and approval	Assistant Secretary for Administrative and Finance	
3. Returning of signed and approved outgoing documents from their respective offices	Executive Assistant, Administrative Aide IV	

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