

PNOC
The Energy Company

PHILIPPINE NATIONAL OIL COMPANY
SERVICE CHARTER

FOREWORD

In compliance with Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2007, the Philippine National Oil Company adheres to systems and procedures which eliminate any form of red tape to improve the delivery of its services to its clients and stakeholders.

The Philippine National Oil Company was created in 1973 to ensure the adequate supply of oil and oil products as well as power and energy to all users and to enable the unimpeded and efficient growth of the economy. Through its subsidiaries, PNOC continues to serve as the key institution in the exploration, development and utilization of indigenous oil and non-oil energy resources. Since PNOC is a holding company, its main roles are to oversee the programs and projects of its Subsidiaries, and to provide financial assistance to them whenever necessary.

RA 9485 defines a frontline service as a “process or transaction between clients and government offices or agencies involving applications for any privilege, right, permit, reward, license, concession, or for any modification, renewal or extension of the enumerated applications and/or requests which are acted upon in the ordinary course of business of the agency or office concerned”. Based on this definition, PNOC has no frontline services.

Still, this Service Charter is proof of the company’s commitment to being an efficient partner in government by being responsive and cooperative with its clients and stakeholders, among which are as follows:

- Office of the President
- PNOC Subsidiaries
- Department of Budget and Management
- House of Representatives
- Senate of the Philippines
- National Economic and Development Authority
- Department of Finance
- Commission on Audit

ADM REUBEN S LISTA (Ret.)
President and Chief Executive Officer

The PHILIPPINE NATIONAL OIL COMPANY

Through Presidential Decree No. 334, the Philippine National Oil Company (PNOC) was created on November 9, 1973, to provide and maintain an adequate and stable supply of oil. Focusing its efforts and resources in learning the ropes of the petroleum industry, PNOC rose to occupy market leadership in an industry thought to be the domain of multinationals. Its charter was amended to include energy exploration and development.

PNOC was a product of the times. It was the Philippines' response to the oil crisis that gripped the world in the 1970's. Before the oil embargo, there was easy and ready access to crude. But sudden upheavals in the global oil industry caught many, including the Philippines, unprepared and, therefore, vulnerable.

The Philippines' response was quick and strategic. PNOC successfully forged oil-supply partnerships with supplier countries. It later acquired refineries and petroleum transport and marketing firms with the aim of being a "total" energy company. With this thrust at the heart of the company's operations, it further initiated the exploration of the country's indigenous oil and non-oil energy resources. Its purpose was to build an energy sector that will bring energy independence to the country. Eventually, PNOC expanded its operations to include total energy development, including the development and utilization of indigenous energy sources like oil and gas, coal, and geothermal.

Developments in the country as well as the global front make it imperative for the company to get more involved in new and renewable and alternative energy activities and projects. In 1993, PNOC also ventured into petrochemicals, setting up the Philippines' first petrochemical industrial estate in Limay, Bataan.

PNOC continues to serve as the key institution in the exploration, development and utilization of indigenous oil and non-oil energy sources.

PNOC currently has 5 subsidiaries working together to realize PNOC's vision: the PNOC Exploration Corporation, PNOC Shipping and Transport Corporation, PNOC Development and Management Corporation, PNOC Alternative Fuels Corporation and PNOC Renewables Corporation.

PNOC CHARTER STATEMENT

Mission

Through the efforts and initiative of world class professionals, PNOC is committed to:

1. Develop and implement projects and programs in a financially prudent and responsible manner aimed at increasing the country's self-sufficiency level in oil, gas and other energy sources
2. Foster sustainable and environment-friendly sources of energy and promote energy efficiency and conservation; and
3. Maintain the highest standards of service and corporate governance.

Vision

By 2030, PNOC has provided vital energy resource/development and energy infrastructure, conducive to a clean environment and balanced and sustainable economic growth.

Core Values

- Legally-sound policies and actions
- Integrity
- Sincerity in government service
- Transparent systems
- Accountable decision-making

Schedule of Services

	Page No.
1. Administrative Department	
a. Property and Supply Management	
i. Procurement Procedure	7
ii. Disposal Procedure	11
iii. Period of action on Procurement Activities	15
b. Personal Services	
i. Request for Personal/Employment Related Documents	17
ii. Application for TESDA/CHED Foreign Training Invitations	19
c. General Services	
i. Request for Repairs	22
ii. Request for Office Reservation	24
2. Accounting Department	
a. Preparation of PNOC Financial Statements and other monthly reports	26
b. Preparation of Consolidated Financial Statements and Statement of Position (Table 31 – DOF Format)	29
c. Preparation of PNOC Income Tax Returns for submission to BIR	32
d. Preparation of DBM Reports for PNOC Budget Proposal	34
e. Preparation of PNOC Year-end Financial Statements for submission to COA	37
f. Preparation of Year-end Consolidated Financial Statements for submission to COA	41
g. Remittance of withholding taxes	45
3. Legal Department	
a. Contract Drafting Review	47
b. Rendering Legal Opinion	52
4. Corporate Secretary	
a. Issuance of PNOC Board Resolution	56
b. Issuance of Secretary’s Certificate	58
c. Issuance of Excerpts of Minutes of Board Meetings	60
d. Issuance of Board Membership Certification	62
e. Issuance of Minutes of PNOC Board Meetings (Annual)	64
5. Treasury Department	
a. Reports on the (i) Summary of Outstanding Loans (DoF), (ii) Foreign Borrowings, and (iii) Medium and Long Term Loans (BTr)	66
b. Cash and Investment Balances Report	68

	Page No.
6. Corporate Planning Department	
a. Updates of PNOG Projects and Other Information	70
b. Budgetary Requirements	74
c. Table 31 Requirements	79
d. Quarterly Plantilla Updates	84
7. Project Management Department	
a. Conduct of monitoring of on-going projects and evaluation of completed/operational projects	87
8. Estate Management Department	
a. Disposal/Utilization of Idle Properties	89
b. Contracts for Services	96
c. Lease of Office Space/Parking Slots at the PNOG Energy Center	102
9. Corporate Communications	
a. News Releases for Energy Beat Reporters	106
b. University of the Philippines Scholarship Program	108

Procurement Procedures

Schedule of Availability of Service

Monday to Friday
8:00 A.M. to 5:00 P.M.

Who may avail of the Service

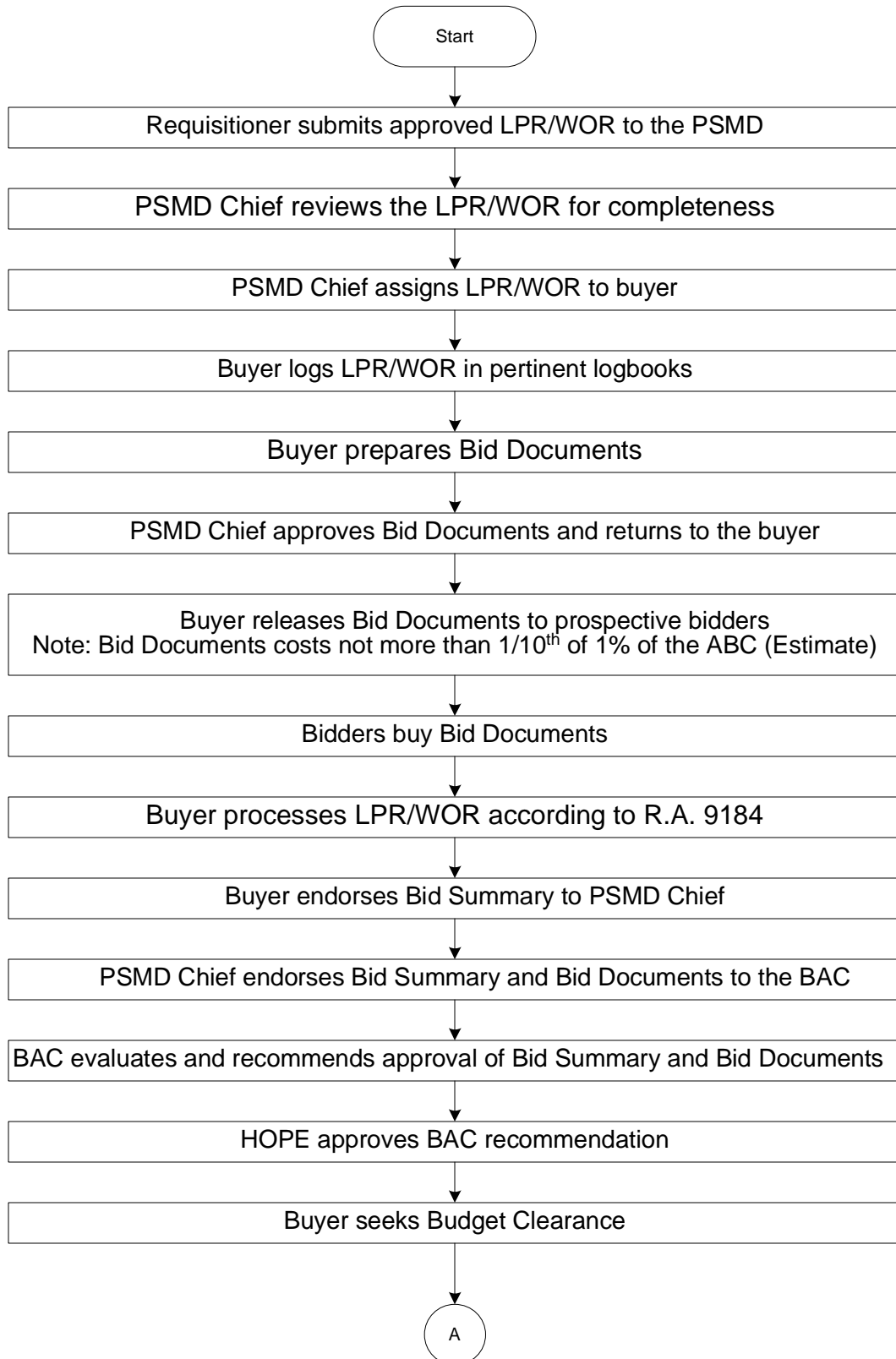
Employees
Bids and Awards Committee

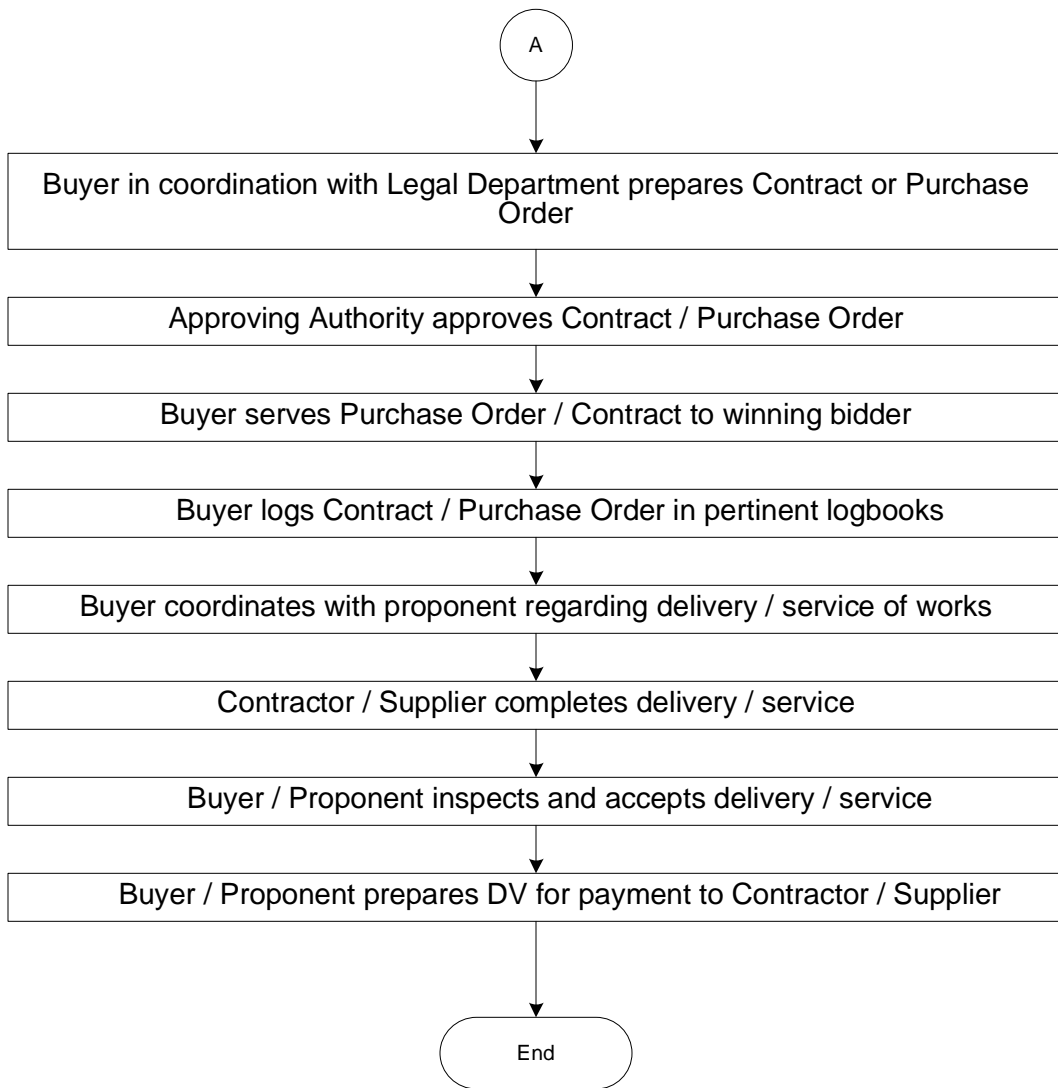
Duration: 3-6 weeks

Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	Send LPR/WOR	Receives LPR/WOR		EA		LPR/ WOR
2		Reviews LPR/WOR for completeness and assigns to Buyer		PSMD Chief		-
3		Logs LPR/WOR in pertinent logbooks		Buyer		-
4		Prepares Bid Documents		Buyer		
5		Approves Bid Documents		PSMD Chief		-
6		Release Bid Documents to prospective bidders		Buyer	1/10 th of 1% of the ABC	
7	Bidders	Purchase Bid Documents				
8		Process LPR/WOR according to R.A. 9184		Buyer		
9		Endorse Bid Summary to PSMD Chief		Buyer		
10		Endorse Bid Summary and Bid Documents to BAC		PSMD Chief/ BAC Secretariat		

Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
11		Evaluates and recommends approval of Bid Summary and Bid Documents		BAC		
12		Approves BAC recommendation		HOPE		
13		Seek Budget Clearance		Buyer		
14		Prepares Contract or Purchase Order		Buyer in coordination with the Legal Dept.		
15		Approves Contract/Purchase Order		Approving Authority		
16		Serve Purchase Order/Contract to winning bidder		Buyer		
17		Logs Contract/Purchase Order in pertinent books		Buyer		
18		Coordinate delivery/service of work with proponent		Buyer		
19	Supplier/ Contractor	Completes delivery/service				
20		Inspects and accepts delivery/service		Buyer with Proponent		
21		Prepares DV for payment of Supplier/Contractor		Buyer		

Procurement Procedure





Disposal Procedures

Schedule of Availability of Service

Monday to Friday
8:00 A.M. to 5:00 P.M.

Who may avail of the Service

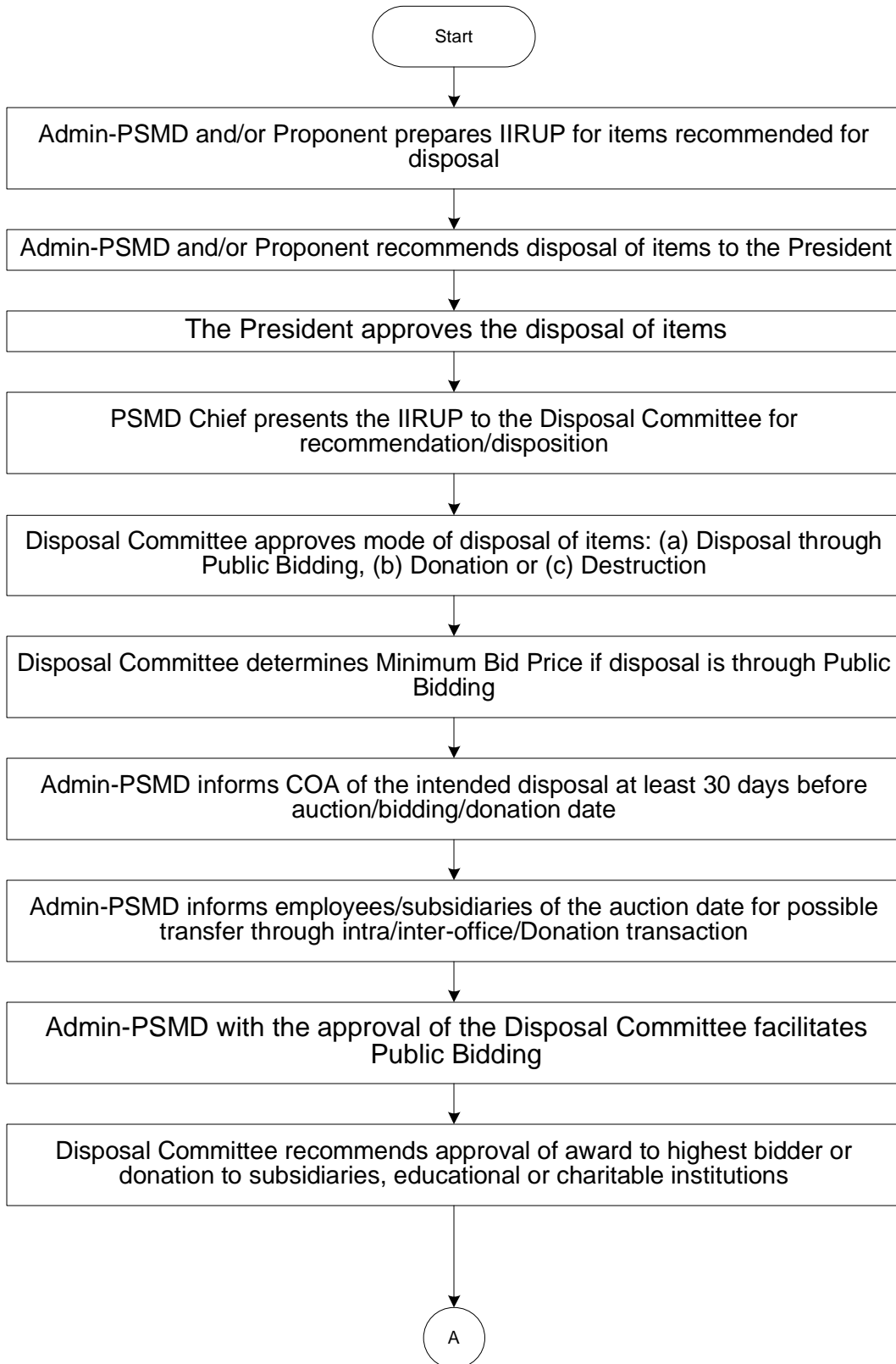
Property and Supply Management Division
Disposal Committee
Departments who have items for disposal

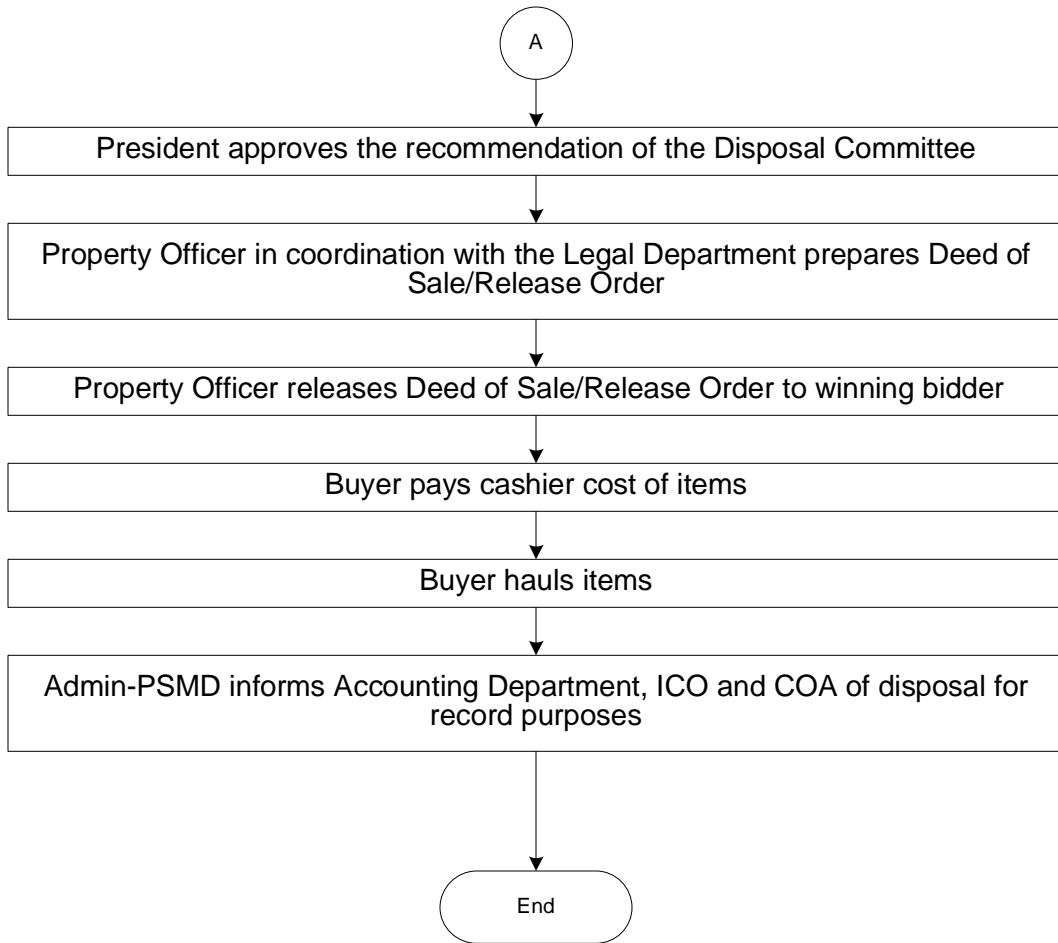
Duration: 1 month

Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	Proponent	Prepares IIRUP		Admin-PSMD		
2		Recommends disposal items to the President		Admin-PSMD		
3		Approves items for disposal		President		
4		Presents IIRUP to Disposal Committee for recommendation/disposition		PSMD Chief		
5		Approves mode of disposal		Disposal Committee		
6		Determine Minimum Bid Price if disposal is through public bidding		Disposal Committee		
7		Informs COA of the intended disposal		Admin-PSMD		
8		Informs employees/subsidiaries of auction date for possible transfer through intra/inter-office/Donation transaction		Admin-PSMD		
9		Facilitates public bidding		Admin-PSMD with Disposal Committee		

Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
10		Recommends approval of award to highest bidder or donation to subsidiaries, educational or charitable institutions		Disposal Committee		
11		Approves recommendation of the Disposal Committee		President		
12		Prepares Deed of Sale/Release Order		Property Officer in coordination with the Legal Dept.		
13		Release Deed of Sale/Release Order to winning bidder		Property Officer		
14	Winning Bidder	Pays cost and hauls items				
15		Informs Accounting Department, ICO and COA of disposal for records purposes		Admin-PSMD		

Disposal Procedure





PERIOD OF ACTION ON PROCUREMENT ACTIVITIES

LATEST ALLOWABLE TIME							
Stage	Activities	Deadline	Goods	Infrastructure Projects		Consulting Services	Person Responsible
				For ABC 50M and below	For ABC above 50M		
1	Advertisement/ Posting of Invitation to Bid/Request for Expression of Interest		7 cd	7 cd	7 cd	7 cd	BAC
2	Eligibility Check (and Short Listing, in case of Consulting Services)		Refer to Stage 5	Refer to Stage 5	Refer to Stage 5	20 cd	BAC
3	Issuance and availability of Bidding Documents	From 1 st day of Stage 1 until Stage 5					BAC/PSMD
4	Pre-bid Conference	12 cd before Stage 5	1 cd	1 cd	1 cd	1 cd	BAC
	Request for clarification	10 cd before Stage 5					Bidders
	Supplemental/Bid Bulletin	7 cd before Stage 5					BAC
5	Submission and receipt of Bids	45 cd from last day of Stage 1 for Goods. 50/65 cd from last day of Stage 1 for Infrastructure Projects. 75 cd from last day of Stage 1 for Consulting Services.	1 cd (includes opening of bids and eligibility check)	1 cd (includes opening of bids and eligibility check)	1 cd (includes opening of bids and eligibility check)	1 cd (includes opening of bids)	Bidders and BAC
	Submission of additional requirements	3 cd after Stage 5					Bidders and BAC
6	Bid Evaluation		7 cd	5 cd	7 cd	21 cd + 2 cd for approval of ranking	BAC
7	Notification for negotiation		n/a	n/a	n/a	3 cd	BAC
8	Negotiation		n/a	n/a	n/a	10 cd	BAC
9	Post-qualification		30 cd	30 cd	30 cd	30 cd	BAC
10	Approval of resolution/Issuance of Notice of Award		7 cd	4 cd	7 cd	7 cd	BAC / HOPE
11	Contract preparation and signing		10 cd	10 cd	10 cd	10 cd	PSMD/Legal
12	Approval of contract by higher authority		15 cd	5 cd	15 cd	15 cd	PSMD/ Approving Authority
13	Issuance of Notice to Proceed		3 cd	2 cd	3 cd	3 cd	PSMD
Total Time			124 cd	113 cd	144 cd	170 cd	

EARLIEST POSSIBLE TIME						
Stage	Activities	Deadline	Goods	Infrastructure Projects	Consulting Services	Person Responsible
1	Advertisement/ Posting of Invitation to Bid/Request for Expression of Interest		7 cd	7 cd	7 cd	BAC
2	Eligibility Check (and Short Listing, in case of Consulting Services)		Refer to Stage 5	Refer to Stage 5	3 cd (1 cd for eligibility, 1 cd for short listing, and 1 cd for notice)	BAC
3	Issuance and availability of Bidding Documents	From 1 st day of Stage 1 until Stage 5				BAC/PSMD
4	Pre-bid Conference	12 cd before Stage 5	1 cd	1 cd	1 cd	BAC
	Request for clarification	10 cd before Stage 5				Bidders
	Supplemental/Bid Bulletin	7 cd before Stage 5				BAC
5	Submission and receipt of Bids		1 cd (includes opening of bids and eligibility check)	1 cd (includes opening of bids and eligibility check)	1 cd (includes opening of bids)	Bidders and BAC
	Submission of additional requirements	3 cd after Stage 5				Bidders and BAC
6	Bid Evaluation		1cd	1cd	1 cd + 1 cd for approval of ranking	BAC
7	Notification for negotiation		n/a	n/a	1 cd	BAC
8	Negotiation		n/a	n/a	1 cd	BAC
9	Post-qualification		1 cd	1 cd	1 cd	BAC
10	Approval of resolution/Issuance of Notice of Award		2 cd (1 cd for BAC resolution and 1 cd for NOA)	2 cd (1 cd for BAC resolution and 1 cd for NOA)	2 cd (1 cd for BAC resolution and 1 cd for NOA)	BAC / HOPE
11	Contract preparation and signing		2 cd (1 cd for contract preparation and 1 cd for contract signing)	2 cd (1 cd for contract preparation and 1 cd for contract signing)	2 cd (1 cd for contract preparation and 1 cd for contract signing)	PSMD/Legal
12	Approval of contract by higher authority		1 cd	1 cd	1 cd	PSMD/ Approving Authority
13	Issuance of Notice to Proceed		1 cd	1 cd	1 cd	PSMD
Total Time			28 cd	28 cd	34 cd	

Request for Personal/Employment Related Documents

Schedule of Availability of Service:

Monday to Friday
8:00 AM – 5:00 pm

Who may avail of the Service:

Resigned/Separated from the service employees

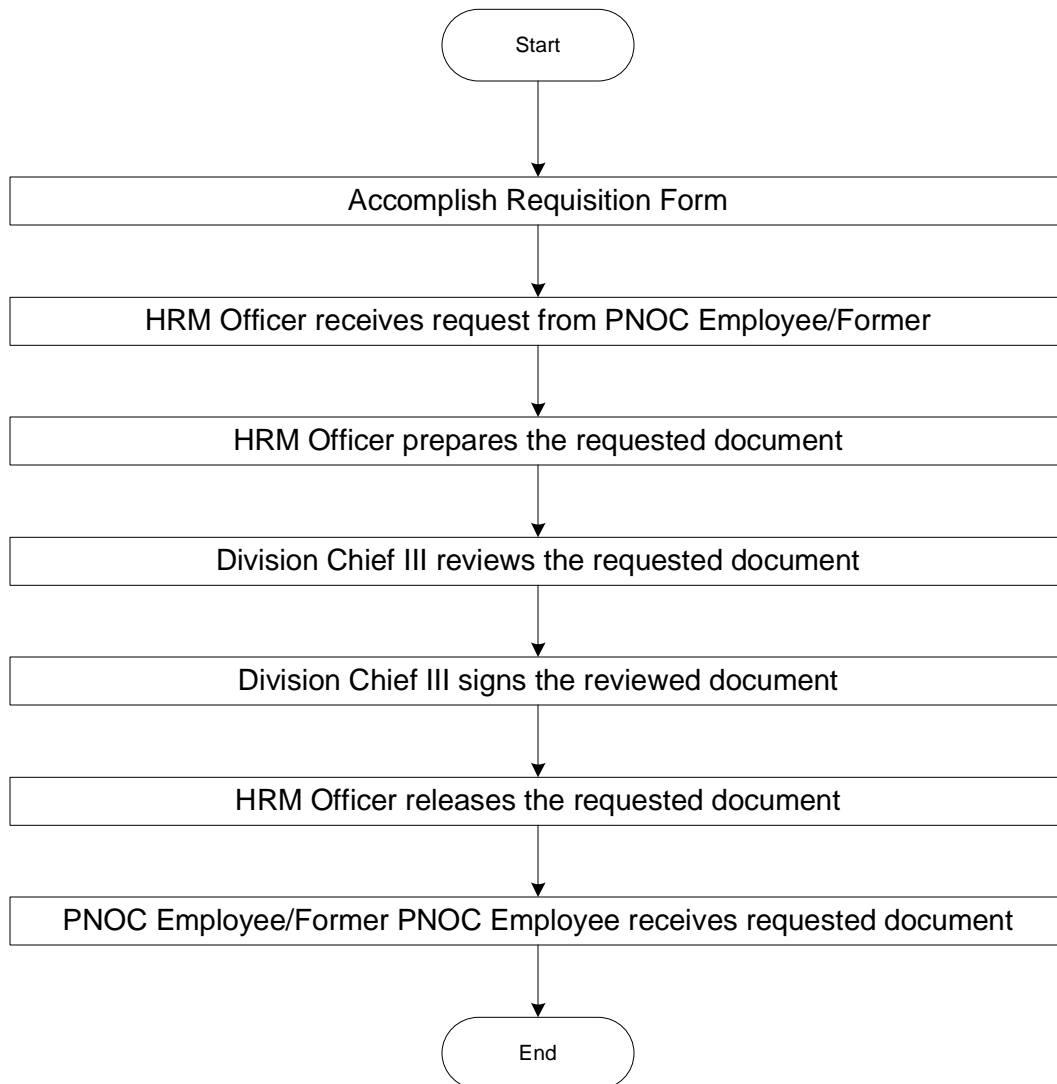
What are the Requirements:

Requisition Form
Other required documents to support claim, if necessary

Duration: Within the day

Steps	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person In Charge	Fees	Forms
1	Individual fills up Requisition Form	Human Resource Management Officer (HRMO) receives the form and evaluate contents and requirements	5 mins.	Admin-PSD/Receiving Personnel	none	Requisition Form
2		Prepares the requested document/s Type and print the requested document/s	½ day	HRM Officer		
3		Evaluates/Review completeness and accuracy of data in the requested document/s.	Within 2 hours	Chief of the Personnel Services Division		
4		Records the document to be released to the requesting individual	Within 30 mins	HRM Officer		
5	Individual Receives his/her requested document/s					

Request for Personal/Employment Related Documents



Application for TESDA/CHED foreign training invitations

Schedule of Availability of Service:

Monday to Friday
8:00 AM – 5:00 pm

Who may avail of the Service:

PNOC and Subsidiary Employees

What are the Requirements:

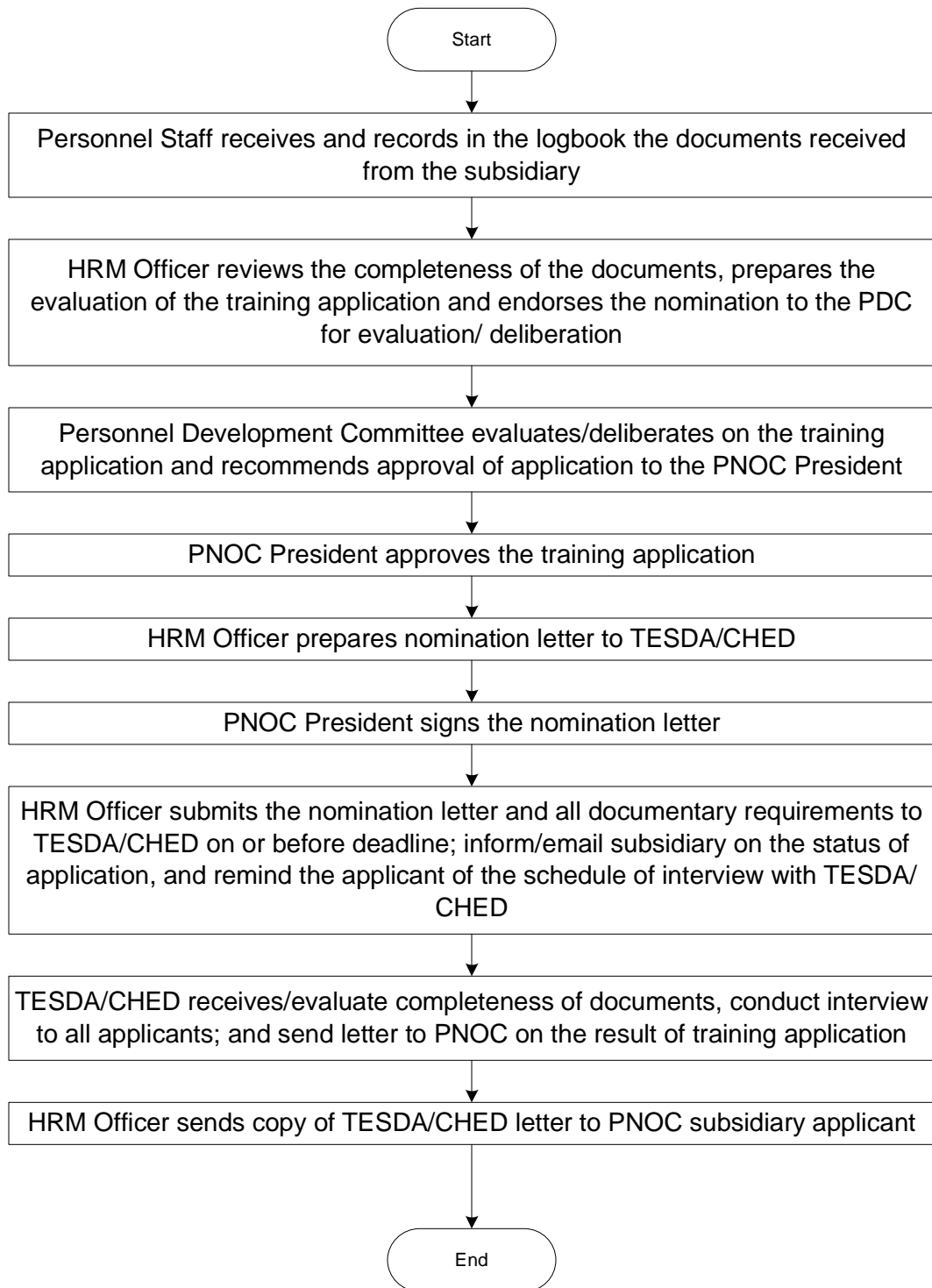
Nomination letter addressed to the PNOC President;
Complete documentation as required by TESDA/CHED and the sponsor country

Duration: 3 - 5 days

Steps	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person In Charge	Fees	Forms
1	PNOC Subsidiary submit to Admin-PSD the nomination letter/ application for foreign training	Receives and records in the logbook the documents received from the subsidiary	5 mins.	Admin-PSD/Receiving Personnel		
2		Review completeness of documents;	½ day	PSD-Training Section/HRM Officer		PDC Evaluation Form
		Prepares evaluation of training application;				
		Endorse nomination to PDC for evaluation				
3		Evaluates/deliberates on the training application;	2 days	Personnel Development Committee (PDC)		
		Recommend approval of application to the PNOC President				
4		Approves training application	1 day	PNOC President		
5		Prepares nomination letter to TESDA/CHED;	1 hour	PSD-Training Section/HRM Officer		
6		Signs nomination letter	1 day	PNOC President		

Steps	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person In Charge	Fees	Forms
7	Receives PNOC memo on the status of application	Submit nomination letter and all documentary requirements to TESDA/CHED on or before deadline;	2 hours	PSD-Training Section/HRM Officer		
		Inform/email subsidiary on the status of application;				
		Remind applicant of the schedule of interview with TESDA/CHED				
8		Receives/evaluate completeness of documents;	Within the reglementary processing period as set by TESDA/CHED & the sponsor country	TESDA/CHED		
		Conducts interview;				
		Send letter to PNOC on the result of training application				
9	Receives copy of TESDA/CHED letter and PNOC transmittal letter	Send copy of TESDA/CHED letter to PNOC subsidiary applicant	1 hour	PSD-Training Section/HRM Officer		

Application for TESDA/CHED Foreign Training Invitations



Request for Repairs

Schedule of Availability of Service

Monday to Friday
8:00 A.M. to 5:00 P.M.

Who may avail of the Service

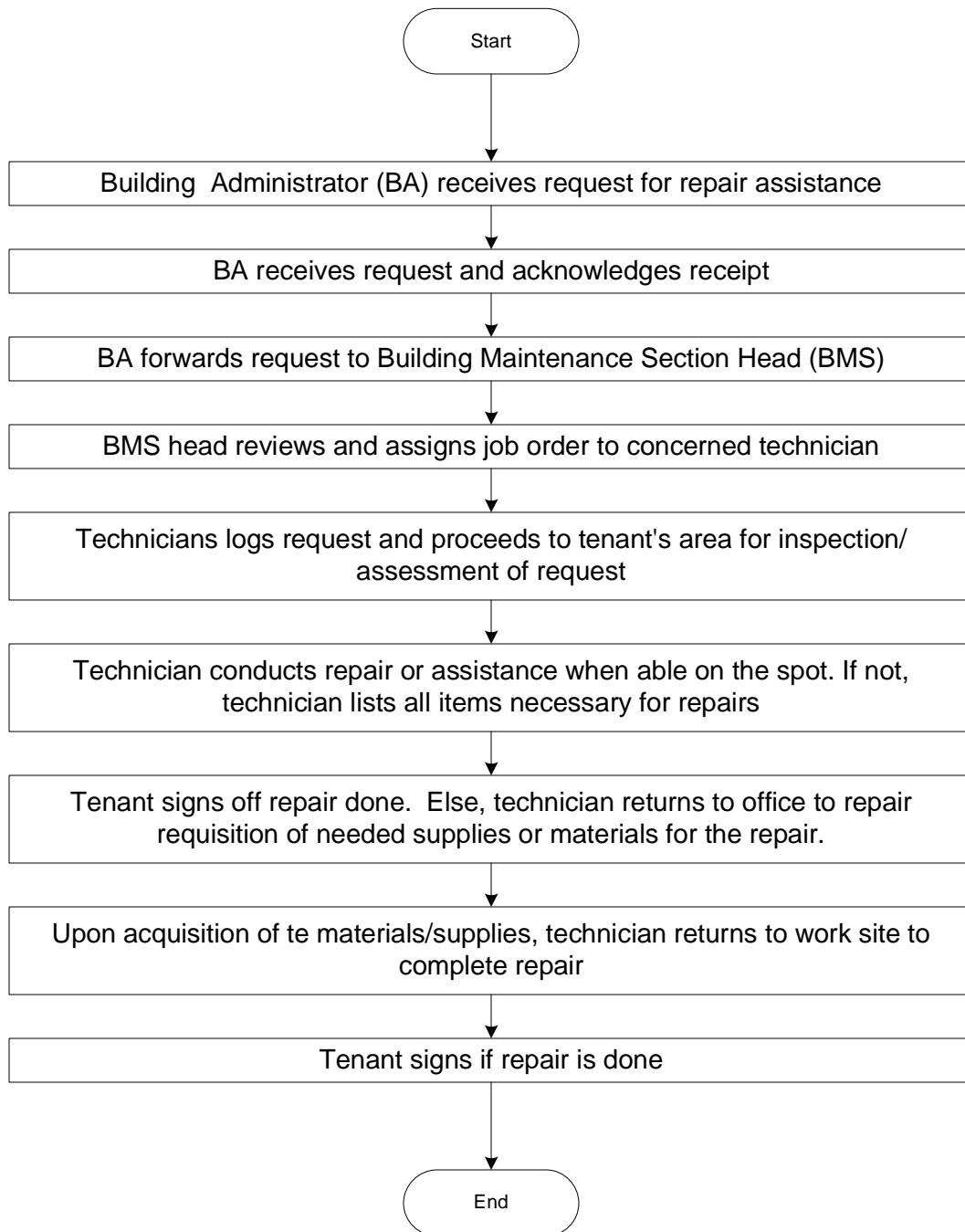
Tenants

What are the Requirements

Written complaint or request for assistance
Access to areas for inspection/repair

Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	Sends request for repair/assistance	Receives request for repair/assistance	15 mins	Receiving Admin Officer/ BA		Log-book
2		BA forwards request to BMS	15 mins	BMS Head		
3		BMS Head assigns technician	10 mns	BMS Head		
4		Technician inspects/ repairs	1 day	Technician		

Request for Repairs



Request for Office Reservation

Schedule of Availability of Service

Monday to Friday
8:00 A.M. to 5:00 P.M.

Who may avail of the Service

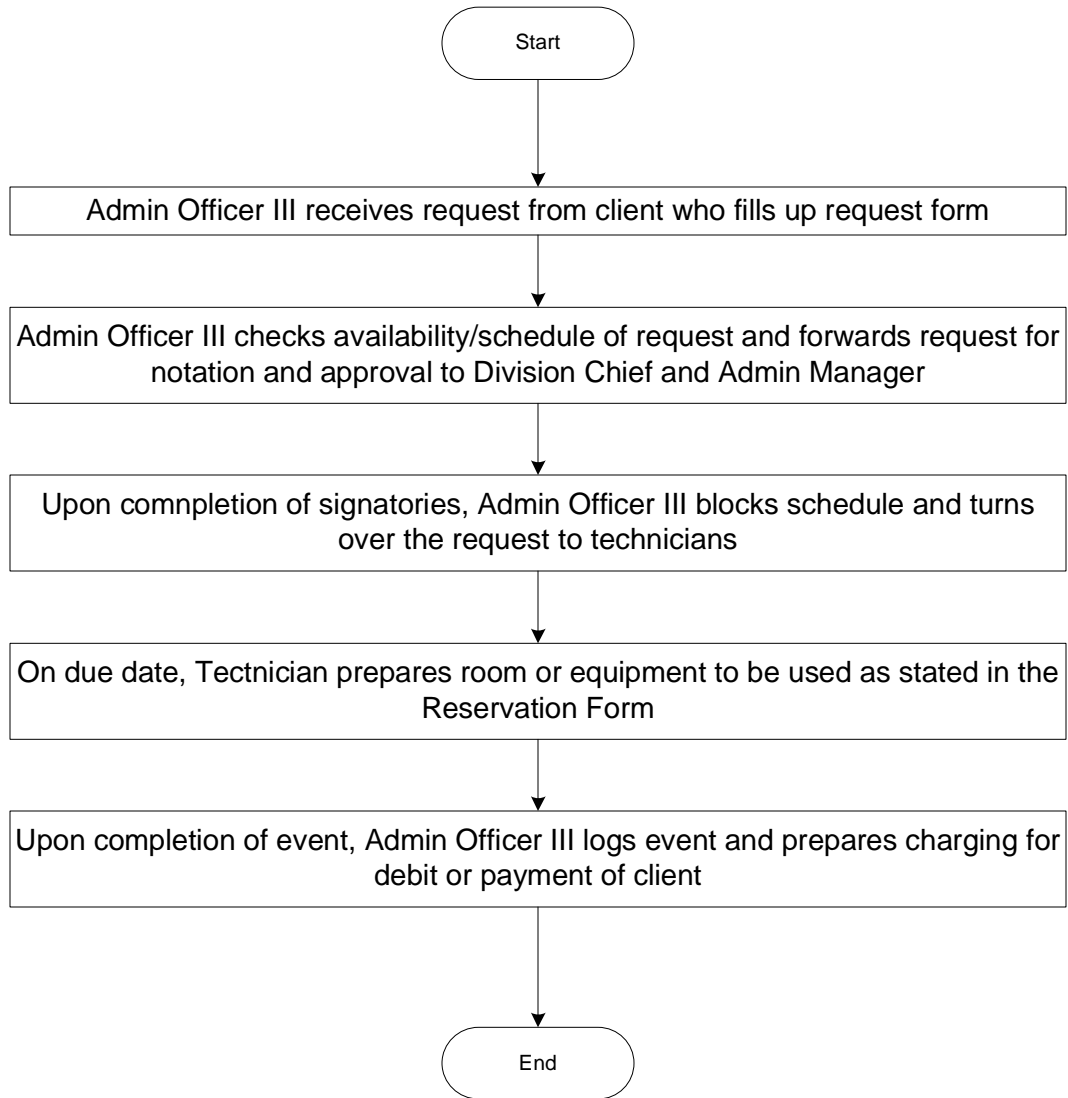
Tenants

What are the Requirements

Reservation Form

Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	Client fills up reservation form	Receives reservation request form	15 mins	AO III		Reservation Form
2		AO 111 forwards request for notation/approval to DC and ADM	30 mins	AO III		
3		AO III checks and blocks schedule of reservation and informs technician	15mins	AO III		
4		Technician prepares venue of reservation	1 hour	Technician		
5		AO III prepares charging for debit or payment	30 mins	AO III	As rated for facility	

Request for Office Reservations



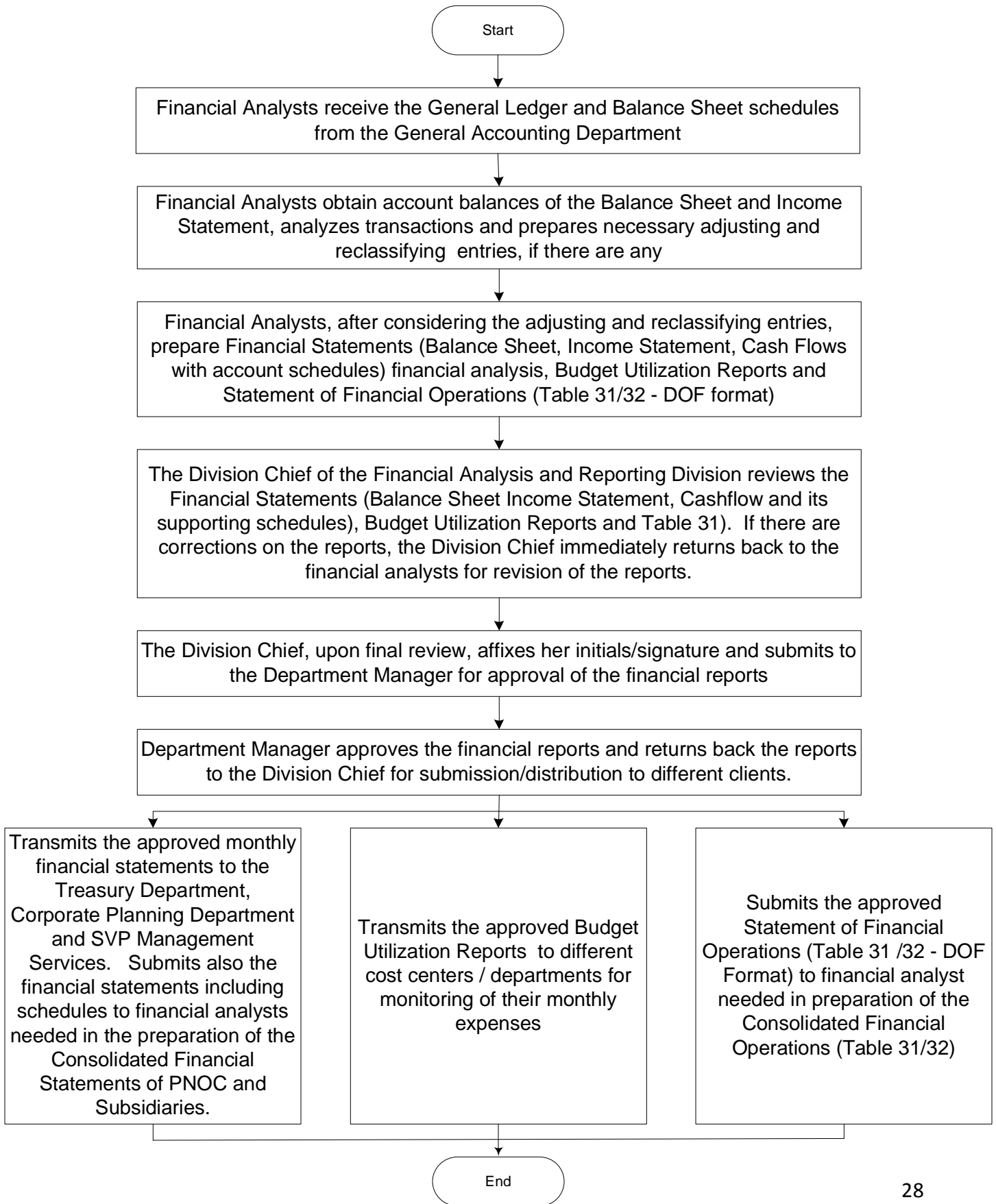
PREPARATION OF PNOC FINANCIAL STATEMENTS AND OTHER MONTHLY REPORTS

Duration: 15 days, 1 hour and 15 minutes

Step	Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1		Receives the General Ledger from the General Accounting 3 days after posting of all transactions for the month end. Posts account balances of balance sheet and income statement	2 days	Financial Analysts		
2		Receives the Balance Sheet Schedules from General Accounting Department 7 days after the release of the General Ledger, analyzes transactions and prepares necessary adjusting and reclassifying entries	3 days	Financial Analysts		
3		Prepares Balance Sheet, Income Statement, Budget Utilization Report and supporting schedules including variance analysis and submits to Division Chief for review	5 days	Financial Analysts		
4		Prepares Cash Flow Statement and Statement of Financial Operations (Table 31-DOF format) after balance sheet preparation and submits to Division Chief for review	2 days	Financial Analysts		
5		Reviews the Balance Sheet, Income Statement, Cash Flow Statement, Statement of Financial Operations, Budget Utilization Report, supporting schedules and variance analysis and submits to the Department Manager for approval	3 days	Division Chief		
6		Approves the financial reports and returns back the report to Division Chief for submission / distribution to	15 minutes	Department Manager		

		different clients				
7		Photocopy and transmits the approved financial statements to Treasury Department, Corporate Planning Department, SVP Management Services	15 minutes	Financial Analyst		
8		Provides the approved financial statement, Statement of Financial Operations (Table 31-DOF format) and supporting schedules the financial analyst, who is in-charge of the consolidation report of PNOC and subsidiaries	15 minutes	Financial Analyst		
9		Photocopy and distributes to different department/cost centers of the approved monthly Budget Utilization Report	30 minutes	Financial Analyst		

Preparation of PNOC Financial Statements and Other Monthly Reports

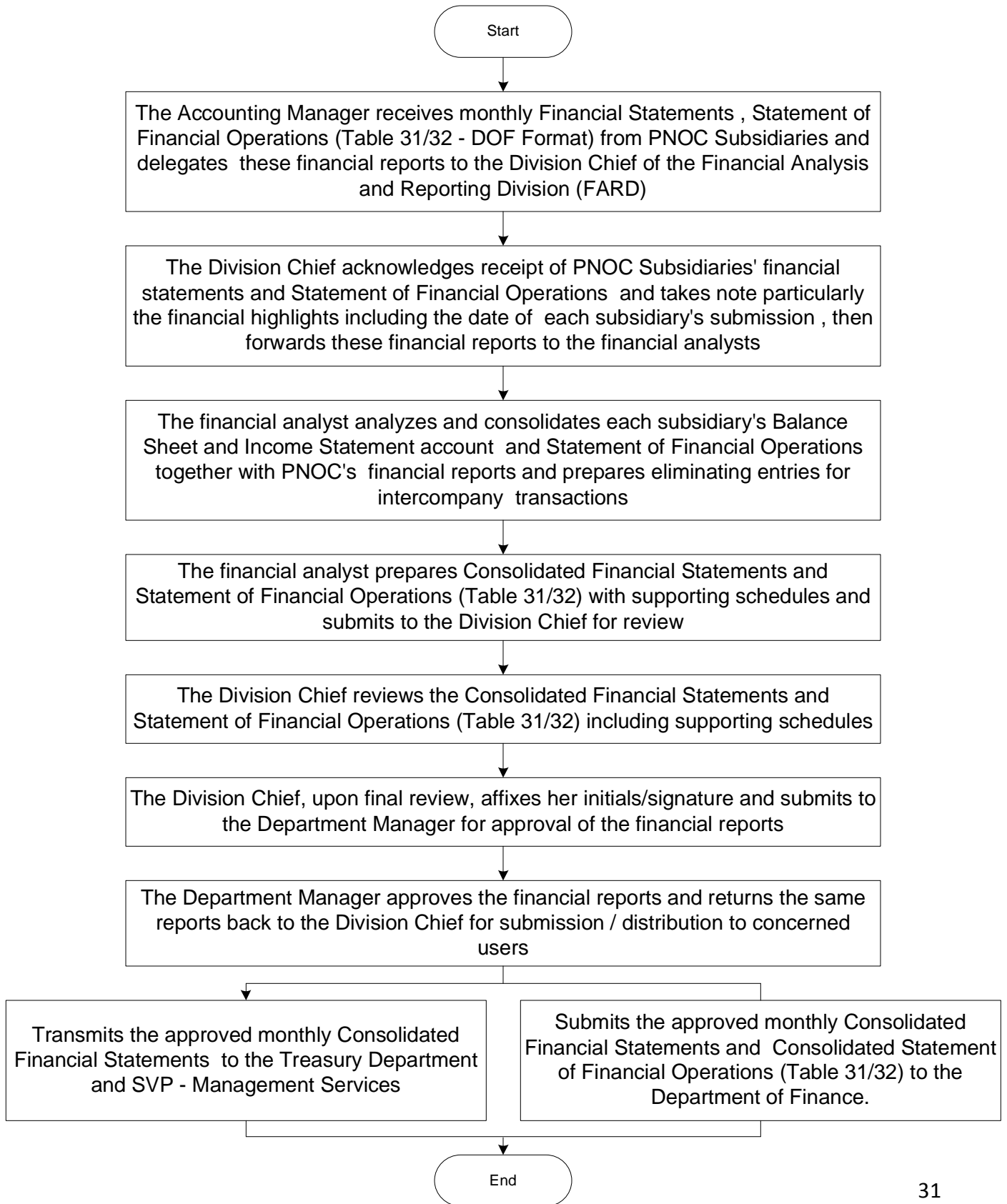


PREPARATION OF CONSOLIDATED FINANCIAL STATEMENTS AND STATEMENT OF FINANCIAL OPERATIONS (TABLE 31-DOF FORMAT)

Step	Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1		Receives monthly financial statements, statement of financial operations (Table 31-DOF format) from PNOG Subsidiaries at different dates from 20th to 30th day of the following month end		Department Manager		
2		Takes note the financial reports and forwards to the Division Chief of the Financial Analysis and Reporting Division	15 minutes for each subsidiaries' report	Department Manager		
3		Acknowledges receipt of PNOG Subsidiaries' financial statements and Statement of Financial Operations and takes note of the financial highlights including the date of each subsidiary's submission then forwards these reports to financial analysts for consolidation	30 minutes for each subsidiaries' report	Division Chief		
4		Analyzes and consolidates each subsidiary's balance sheet and income statement account, and statement of financial operations together with PNOG's financial reports and prepare eliminating entries for intercompany transactions	3 days	Financial Analyst		
5		Prepares Consolidated Financial Statements and Statement of Financial Operations including supporting schedules and submits to the Division Chief for review	1 day	Financial Analyst		
6		Reviews the Consolidated Financial Statements and Statement of Financial Operations including supporting schedules	1 day	Division Chief		

7		Approves the financial reports and returns back the report to Division Chief for submission / distribution to different clients	15 minutes	Department Manager		
8		Transmits the approved Consolidated financial statements to Treasury Department, SVP Management Services	15 minutes	Financial Analyst		
9		Transmits the approved Consolidated Financial Statement, Statement of Financial Operations (Table 31-DOF format) and supporting schedules to the Department of Finance	1 hour	Financial Analyst		

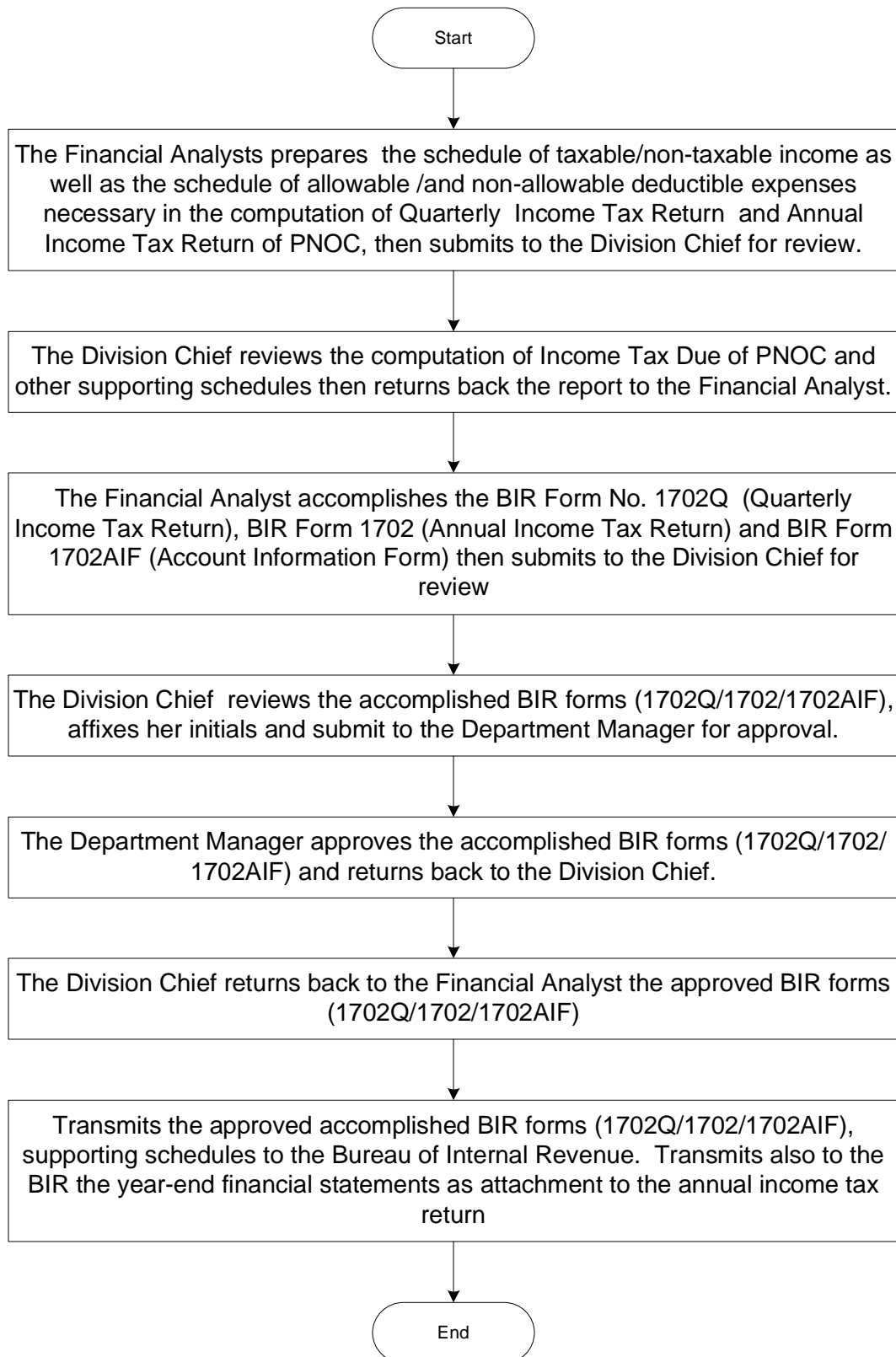
PREPARATION OF PNOG CONSOLIDATED FINANCIAL STATEMENTS AND STATEMENT OF FINANCIAL OPERATIONS (TABLE 31-DOF FORMAT)



PREPARATION OF INCOME TAX RETURN OF PNOC

Step	Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	BIR	Prepares the schedule of taxable/non-taxable income as well as the schedule of allowable/non-allowable expenses necessary in the computation of Quarterly/Annual Income Tax Returns of PNOC	2 days (for Quarterly ITR / 3 days for Annual ITR)	Financial Analysts		
2		Reviews the computation of Income Tax including supporting schedules and returns back the report to the Financial Analyst	4 hours (for Quarterly ITR / 1 day for Annual ITR)	Division Chief		
3		Accomplish the BIR Forms 1702 Q / 1702 and 1702AIF then submits to the Division Chief for review	4 hours (for Quarterly ITR / 1 day for Annual ITR)	Financial Analysts		
4		Reviews the accomplished BIR Forms and attached schedules and submit to the Department Manager for approval	30 minutes (for Quarterly ITR / 2 hours day for Annual ITR)	Division Chief		
5		Approves the accomplished BIR forms and attached schedules and returns back to the Division Chief	15 minutes	Department Manager		
6		Forward the approved BIR forms and supporting schedules to the Financial Analyst for filing to the BIR	5 minutes	Division Chief		
7		Transmits the approved BIR forms and the attached schedules to the Bureau of Internal Revenues (for quarterly return); for annual income tax retrun, year-end financial statements.	2 hours	Financial Analyst		

PREPARATION OF INCOME TAX RETURN OF PNOC



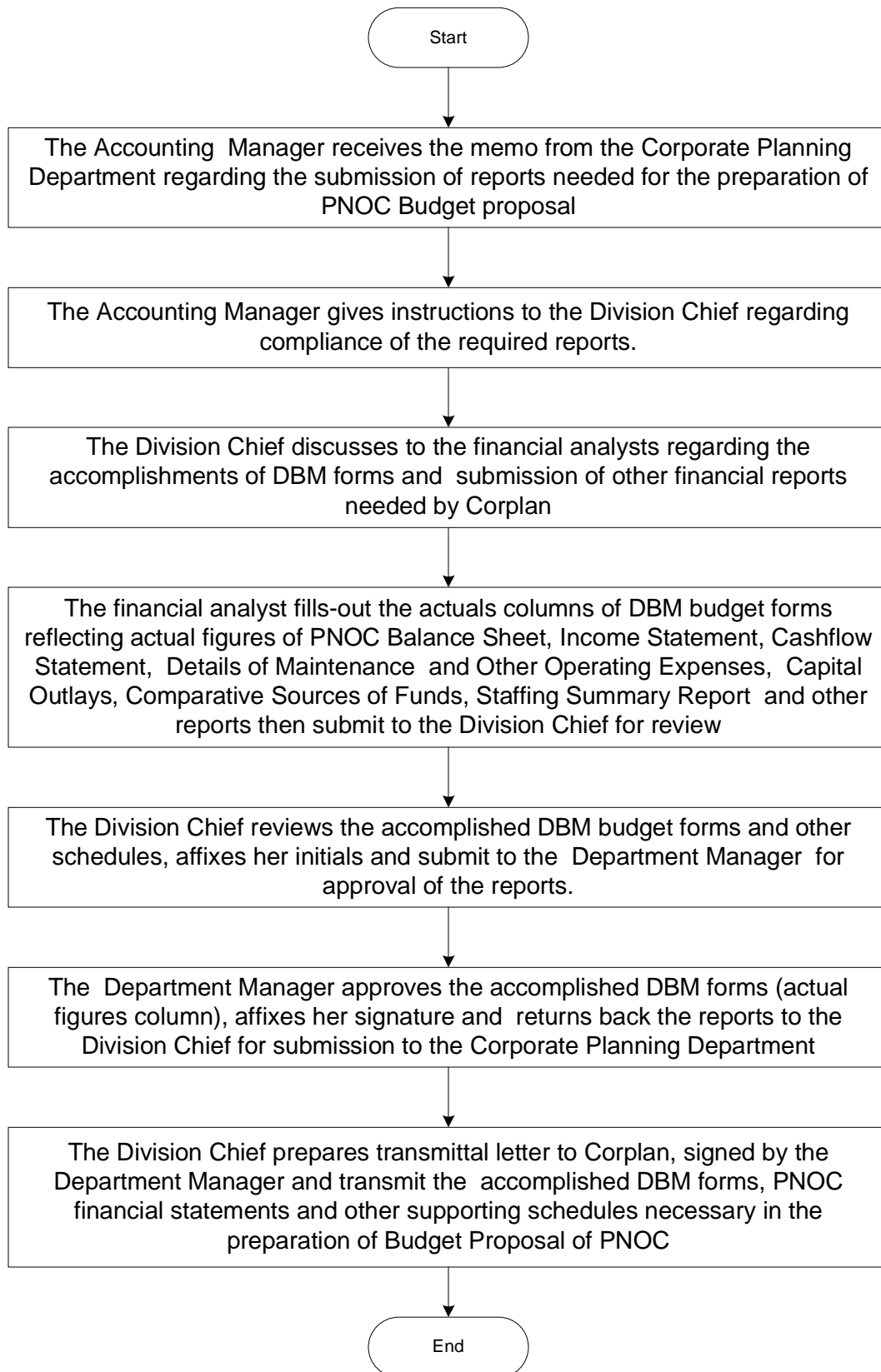
PREPARATION OF DBM REPORTS FOR PNOB BUDGET PROPOSAL

Duration: 3 days, 5 hours and 45 minutes

Step	Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	Corporate Planning	Receives memo from Corporate Planning Department regarding submission of reports needed for the preparation of PNOB Budget proposal		Department Manager		
2		Gives instructions to the Division Chief regarding compliance of the required reports	15 minutes	Department Manager		
3		Discusses to the financial analysts regarding the accomplishments of DBM budget forms and submission of other financial reports needed by Corplan	1 hour	Financial Analysts		
4		Fills-out the actual column of DBM Forms reflecting the actual figures for PNOB Balance Sheet, Income Statement, Cashflow Statement, Details of Maintenance and Other Operating Expenses, Capital Outlays, Comparative Sources of Funds, Staffing Summary Report and prepare other reports to support the figures and submit to the Division Chief for review	3 days	Financial Analysts		
5		Reviews the accomplished DBM budget forms and other schedules and submits to the Department Manager for approval	4 hours	Division Chief		
7		Approves the accomplished DBM budget forms and returns back the report to Division Chief for submission to Corplan	15 minutes	Department Manager		

8		Prepares transmittal letter to Corplan, signed by the Department Manager and transmits the accomplished DBM forms, PNOC financial statements and other supporting schedules necessary in the preparation of Budget Proposal of PNOC	15 minutes	Division Chief		
---	--	---	------------	----------------	--	--

PREPARATION OF DBM REPORTS FOR PNOC BUDGET PROPOSAL



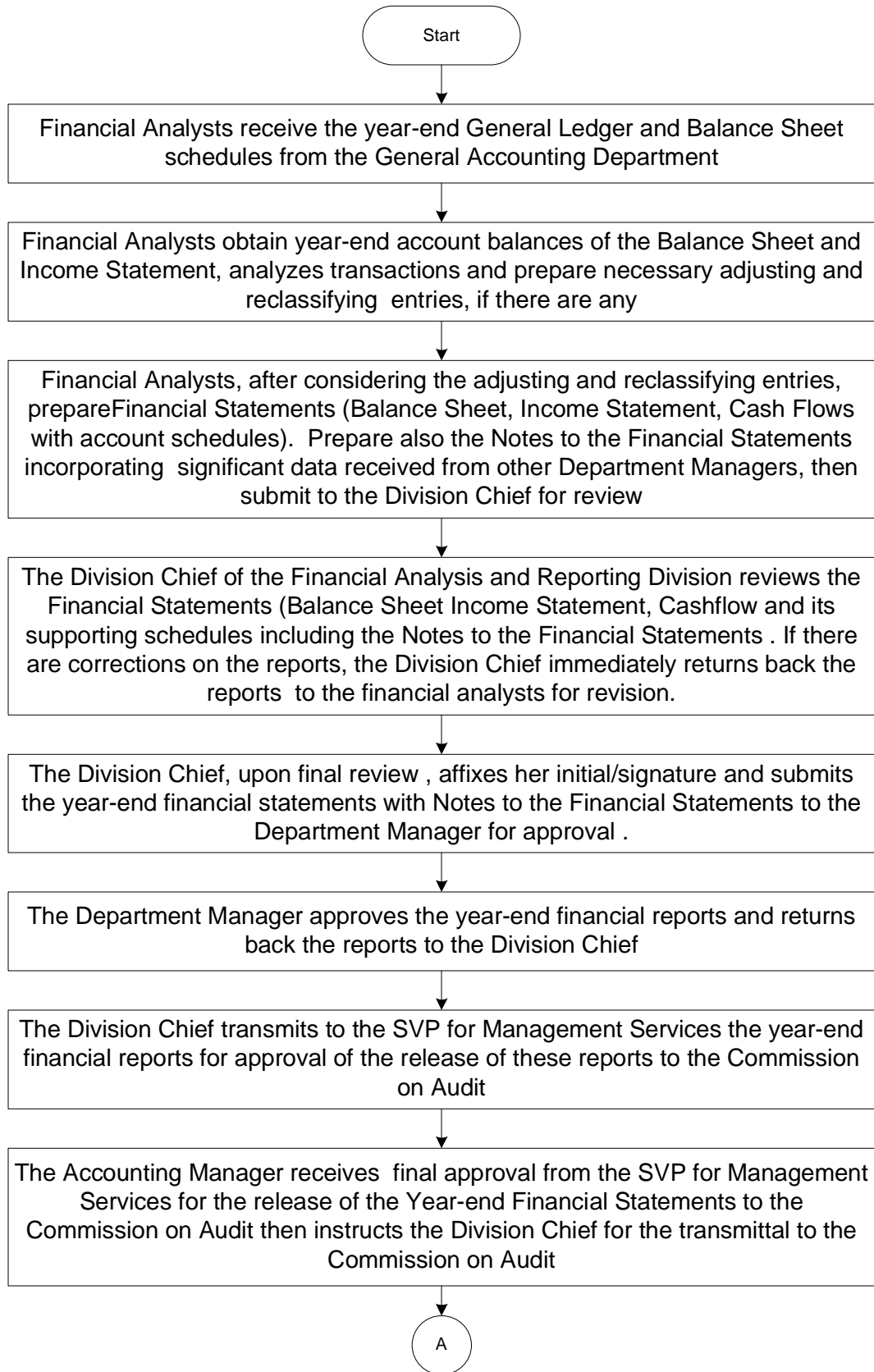
PREPARATION OF PNOG FINANCIAL STATEMENTS FOR SUBMISSION TO COA

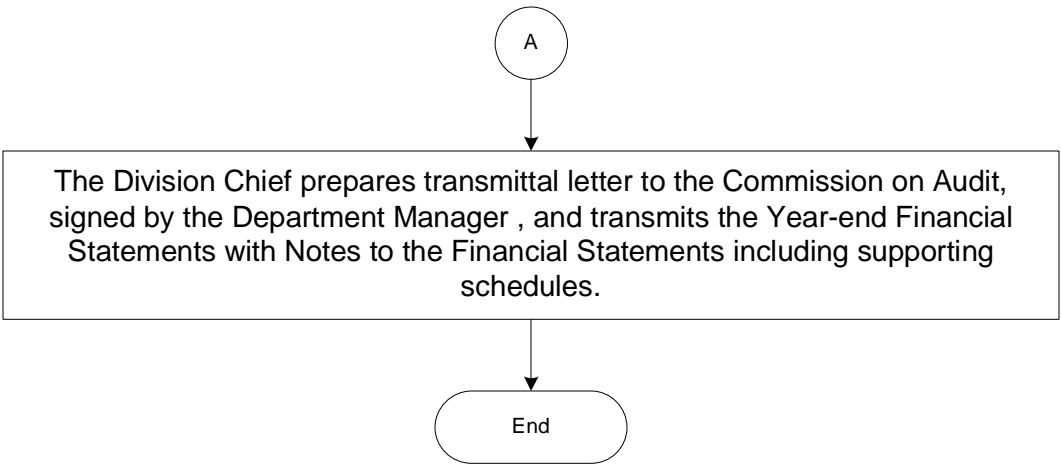
Duration: 17 days and 2 hours

Step	Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1		Receives the General Ledger from the General Accounting 3 days after posting of all transactions for the year-end. Posts year-end account balances of balance sheet and income statement	2 days	Financial Analysts		
2		Receives the Year-end Balance Sheet Schedules from General Accounting Department 7 days after the release of the General Ledger, analyzes transactions and prepares reclassifying entries	3 days	Financial Analysts		
3		Prepares Year-end Balance Sheet, Income Statement and supporting schedules including variance analysis and submits to Division Chief for review	5 days	Financial Analysts		
4		Prepares Year-end Cash Flow Statement after balance sheet preparation and submits to Division Chief for review	2 days	Financial Analysts		
5		Prepares Notes to Financial Statements and submit to the Division Chief for review	2 days	Financial Analysts		
6		Reviews the Year-end Balance Sheet, Income Statement, Cash Flow Statement, Notes to Financial Statements, supporting schedules and variance analysis then submits to the Department Manager for approval	3 days	Division Chief		
7		Approves the year-end financial reports and returns back the report to Division	15 minutes	Department Manager		

		Chief				
8		Transmits to the SVP for Management Services copies of the year-end financial reports for approval of the release of these reports to the Commission on Audit	5 minutes	Division Chief		
9		Receives the final approval from the SVP for Management Services for the the release of the Year-end Financial Statements to the Commission on Audit then instructs the Division Chief for the transmittal to the COA	10 minutes	Department Manager		
10		Prepares transmittal letter to the Commission on Audit signed by the Department Manager	15 minutes	Financial Analyst		
11		Photocopy and transmits to COA the year-end Financial Statements with Notes to Financial Statements and other supporting schedules.	30 minutes	Division Chief		

**PREPARATION OF PNOG YEAR-END FINANCIAL STATEMENTS
FOR SUBMISSION TO COA**



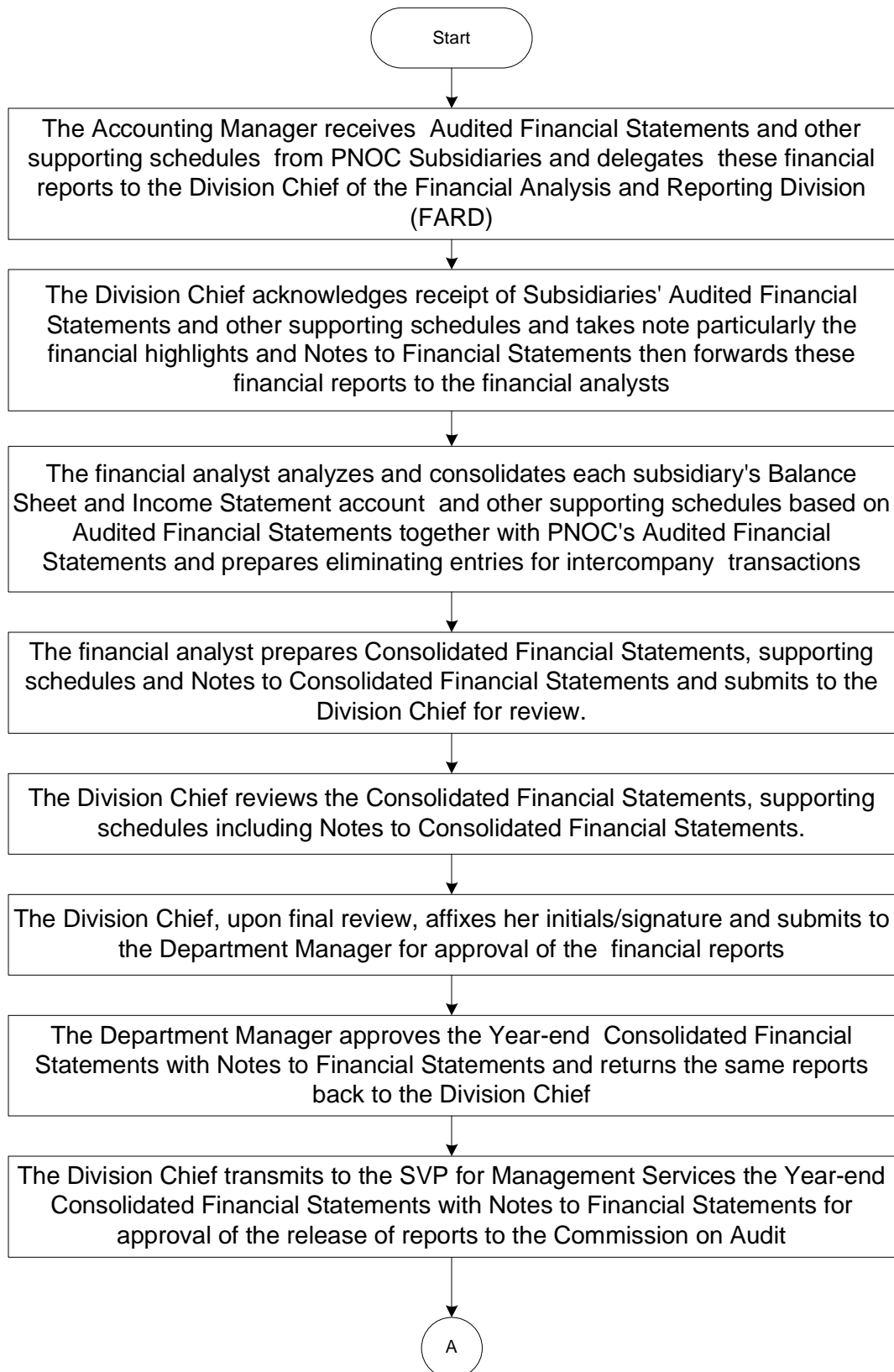


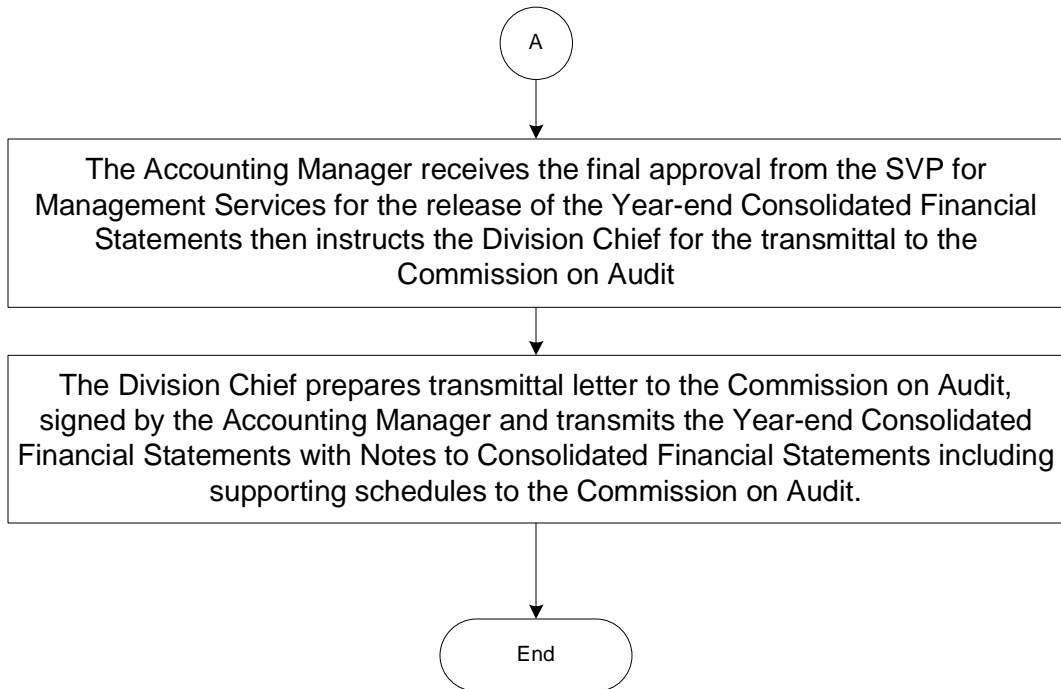
PREPARATION OF YEAR-END CONSOLIDATED FINANCIAL STATEMENTS

Step	Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1		Receives Audited Financial Statements and other schedules from PNOC Subsidiaries after release of reports by the Commission on Audit at various dates		Department Manager		
2		Takes note of the Audited Financial Statements and other supporting reports and forwards to the Division Chief of the Financial Analysis and Reporting Division	30 minutes for each subsidiaries' report	Department Manager		
3		Acknowledges receipt of Subsidiaries' Audited Financial Statements and other supporting schedules and takes note of the financial highlights including the Notes to the Financial Statements then forwards these reports to financial analysts for consolidation	One hour for each subsidiaries' report	Division Chief		
4		Analyzes and consolidates each subsidiary's balance sheet and income statement account based on Audited Financial Statements together with PNOC's Audited Financial Statements and prepare eliminating entries for intercompany transactions	3 days	Financial Analyst		
5		Prepares Year-end Consolidated Financial Statements and supporting schedules including Notes to the Consolidated Financial Statements and submits to the Division Chief for review	5 days	Financial Analyst		
6		Reviews the Year- end Consolidated Financial Statements, supporting schedules and Notes to the	2 days	Division Chief		

		Consolidated Financial Statements then forwards to the Accounting Manager for approval				
7		Approves the Year-end Consolidated Financial Statements including Notes to Consolidated Financial Statements and returns back the report to Division Chief	1 hour	Department Manager		
8		Transmits to the SVP for Management Services the Year-end Consolidated Financial Statements with Notes to the Consolidated Financial Statements for approval of the release to the Commission on Audit	15 minutes	Financial Analyst		
9		Receives from the SVP for Management the final approval of the Year-end Consolidated Financial Statements with Notes to Financial Statements then instructs the Division Chief for transmittal to the Commission on Audit	15 minutes	Department Manager		
10		Prepares transmittal letter to the Commission on Audit, signed by the Accounting Manager and transmits the approved Year-end Consolidated Financial Statements with Notes to the Consolidated Financial Statements and other supporting schedules to the Commission on Audit	1 hour	Division Chief		

PREPARATION OF YEAR-END PNOC CONSOLIDATED FINANCIAL STATEMENTS

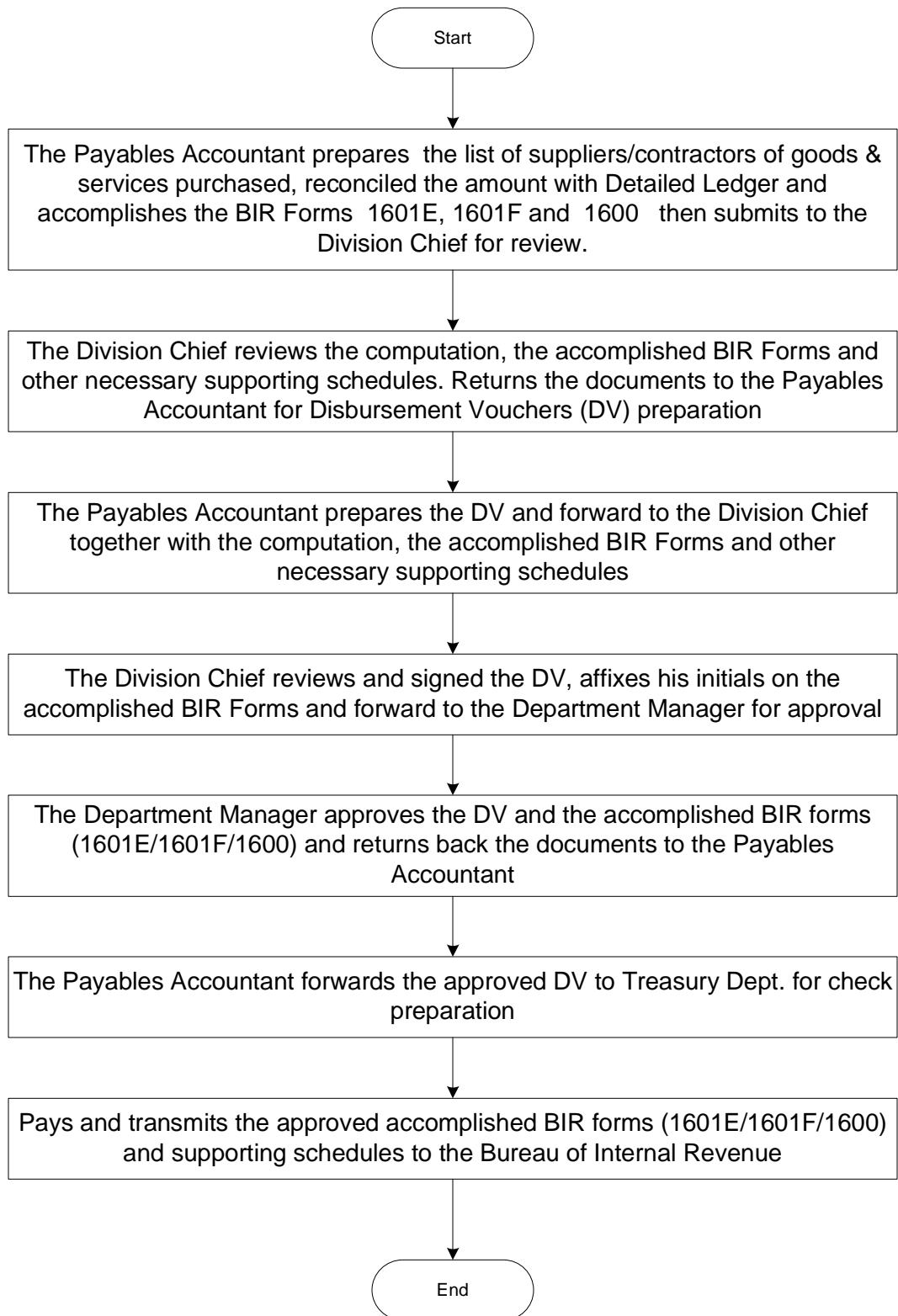




REMITTANCE OF WITHHOLDING TAXES

Step	Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	BIR	Prepares the list of suppliers/contractors of goods and services purchased, reconciled the amount with Detailed Ledger and accomplishes the BIR Forms 1601E, 1601F and 1600	1 day	Payables Accountant		
2		Reviews the computation of Withholding Tax, the accomplished BIR Forms and other necessary supporting schedules	1 hour	Division Chief		
3		Prepares Disbursement Vouchers	15 minutes	Payables Accountant		
4		Reviews and signed the Disbursement Vouchers	10 minutes	Division Chief		
5		Approves the Disbursement Vouchers and the accomplished BIR forms and returns back to the Payables Accountant	5 minutes	Department Manager		
6		Forwards the approved Disbursement Vouchers to Treasury Department	5 minutes	Payables Accountant		
7		Pays and transmits the approved BIR Forms to the Bureau of Internal Revenue	20 minutes	Payables Accountant		

REMITTANCE OF WITHHOLDING TAXES



Contract Drafting and Review

Schedule of Availability of Service

Monday to Friday
8:00 A. M. to 5:00 P. M.

Who may avail of the Service

PNOOC subsidiaries

What are the requirements

Memorandum request stating the salient points of the contract (e.g. duration, special conditions of the contract)
Supporting documents

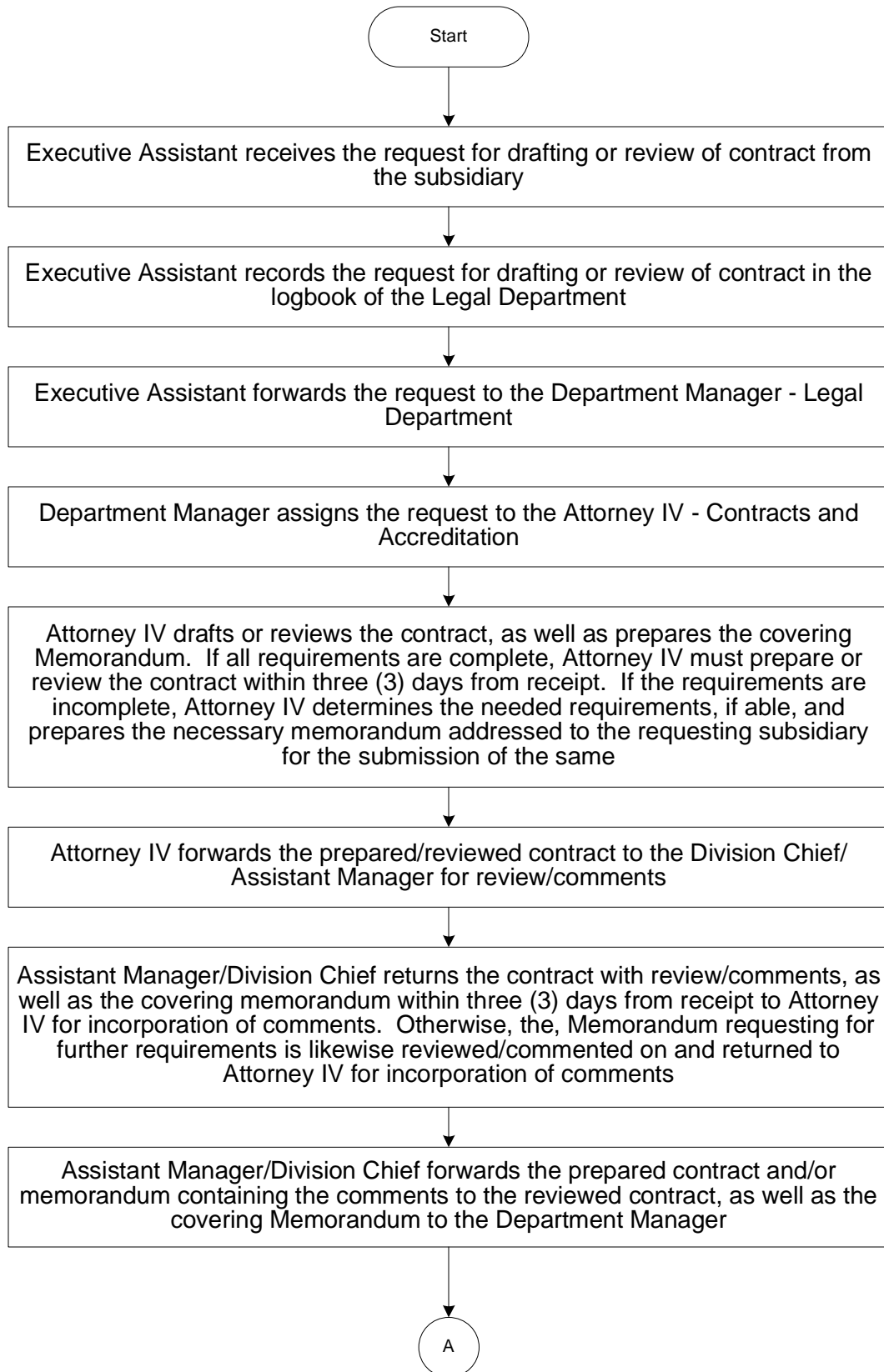
Duration: 14 days and 45 minutes

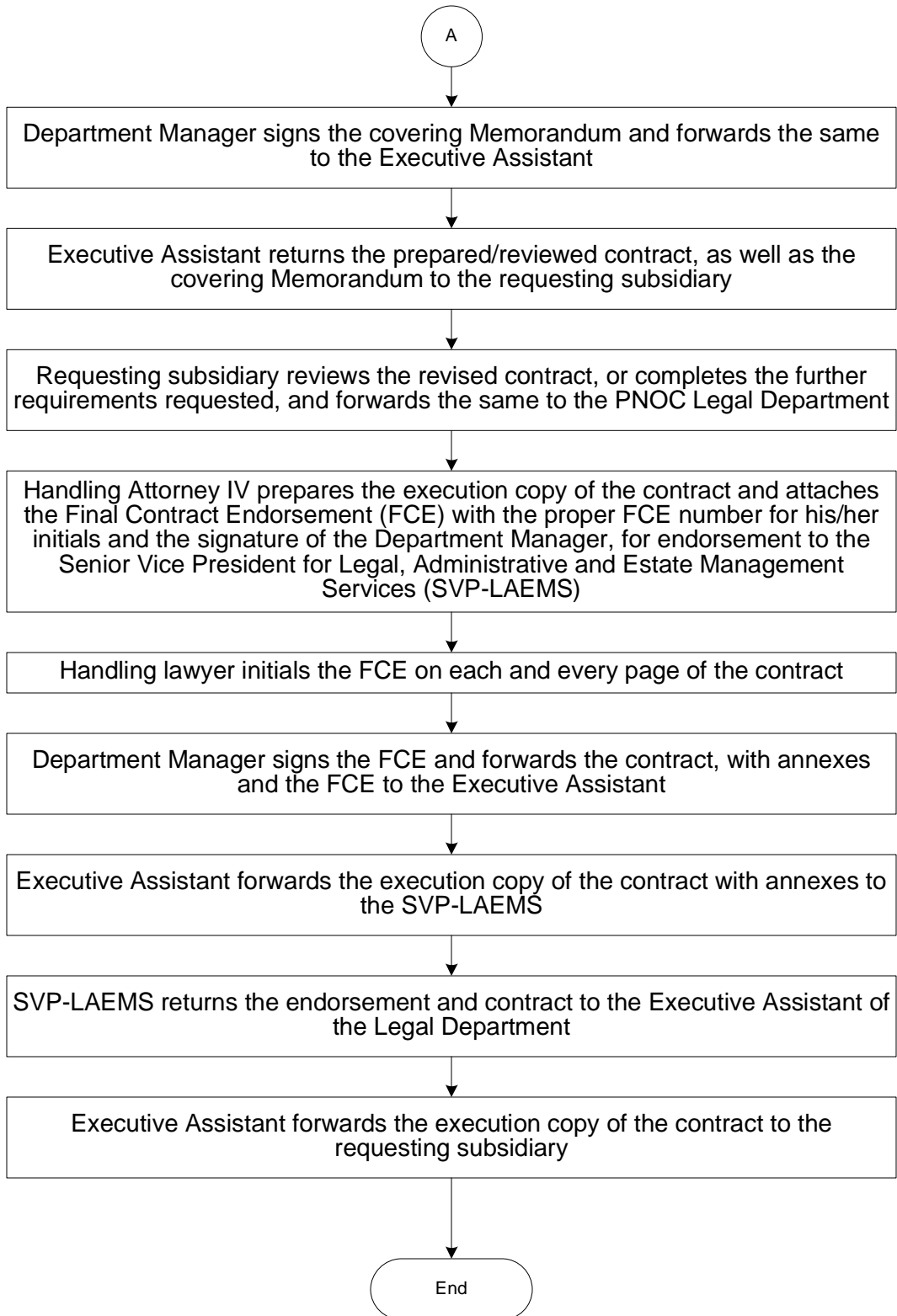
Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	Requesting PNOOC subsidiary sends the request for contract drafting/review	Receives and records the request for drafting of review of contract and forwards the same to the Department Manager	10 minutes	Executive Assistant		-
2		Assigns to Attorney IV	1 day	Department Manager		-
3		Drafts contract and covering memorandum, or prepares memorandum requesting submission of further requirements, and forwards the same to the Assistant Manager/Division Chief	3 days	Attorney IV		-
4		Reviews the draft contract and covering memorandum, or the memorandum requesting submission of further requirements, and returns it to the Attorney IV (handling lawyer)	3 days	Assistant Manager/ Division Chief		-

Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
5		Incorporates the comments to the contract and/or memorandum and forwards to the Department Manager	3 days	Attorney IV		-
6		Signs the memorandum and forwards to the Executive Assistant	1 day	Department Manager		
7		Returns prepared/reviewed contract and covering memorandum to the PNOC subsidiary	1 day	Executive Assistant		
8	Receives the draft contract and covering memorandum, or the memorandum requesting submission of further requirements and revises/comments on the revised contract, or otherwise completes further requirements	Receives either request for preparation of execution copy of contract or memorandum containing further requirements, and forwards the same to Attorney IV (handling lawyer)	10 minutes	Executive Assistant		
9		Handling lawyer prepares execution copy of contract and Final Contract Endorsement, and initials the same on each and every page of the contract, and forwards to the Department Manager	1 day	Attorney IV		
10		Signs the FCE and forwards to the Executive Assistant	1 day	Department Manager		

Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
11		Forwards the execution copy of the contract, or the draft contract to the SVP-LAEMS for endorsement	15 minutes	Executive Assistant		
12	SVP-LAEMS returns the endorsement	Receives the endorsement and contract and forwards execution copy of contract to the requesting subsidiary	10 minutes	Executive Assistant		

Contract Drafting and Review





Rendering Legal Opinions

Schedule of Availability of Service

Monday to Friday
8:00 A. M. to 5:00 P. M.

Who may avail of the Service

PNOOC subsidiaries

What are the requirements

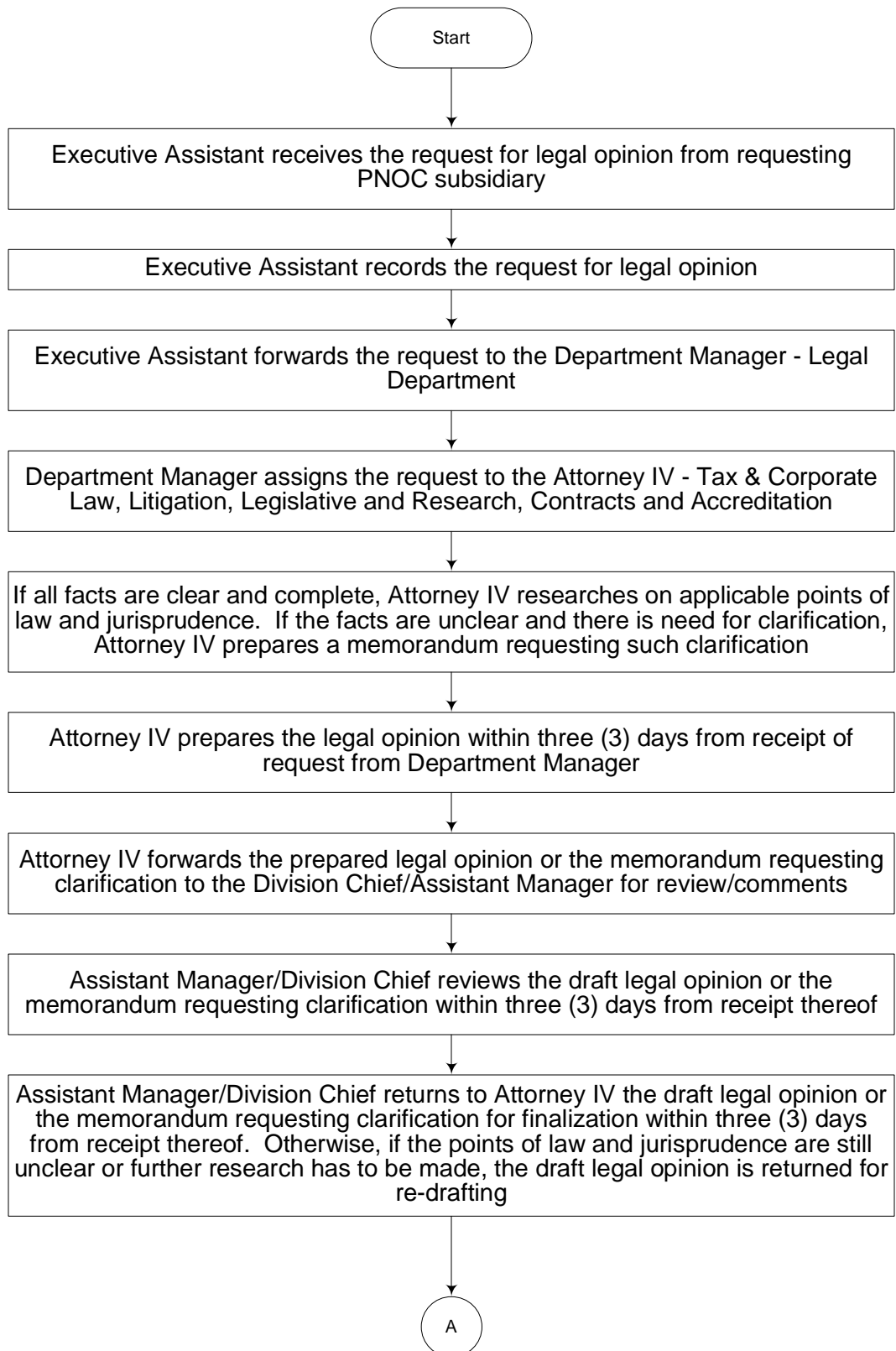
Memorandum request stating the facts
Supporting documents

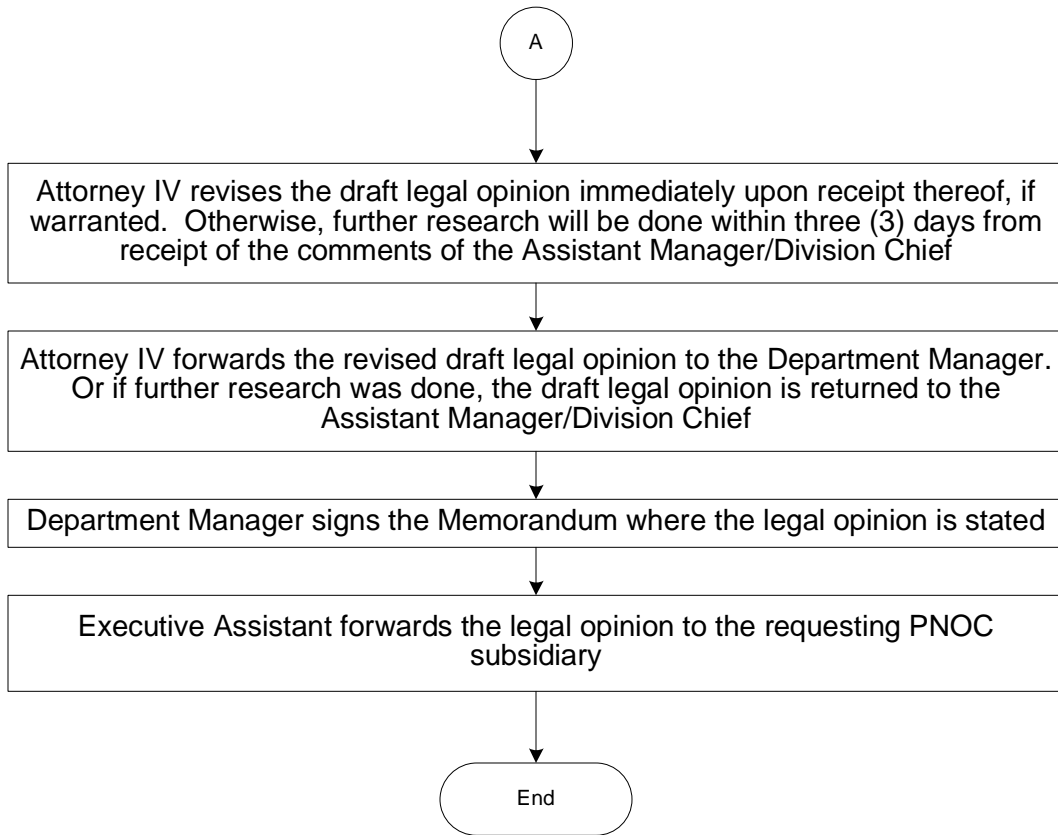
Duration: 12 days and 10 minutes

Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	Requesting PNOOC subsidiary sends the request for legal opinion	Receives and records the request for legal opinion and forwards the same to the Department Manager	10 minutes	Executive Assistant		-
2		Assigns to Attorney IV	1 day	Department Manager		-
3		Researches on applicable points of law and jurisprudence. Prepares the draft legal opinion. However, if the facts are unclear and there is need for clarification, prepares memorandum requesting such clarification. Forwards the draft legal opinion or memorandum seeking clarification to the Assistant Manager/Division Chief.	3 days	Attorney IV		-
4		Reviews the draft legal opinion, or the memorandum requesting clarification, and returns it to the Attorney IV (handling lawyer)	3 days	Assistant Manager/ Division Chief		-

Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
5		Incorporates the comments to the draft legal opinion, or conducts further legal research. If no further research is needed, forwards the memorandum where the legal opinion is stated to the Department Manager.	3 days	Attorney IV		-
6		Signs the memorandum where the legal opinion is stated and forwards to the Executive Assistant	1 day	Department Manager		
7		Returns prepared legal opinion to the requesting PNOC subsidiary	1 day	Executive Assistant		

Rendering Legal Opinions





Issuance of PNOC Board Resolution

Schedule of Availability of Service

Monday to Friday
8:00 A.M. to 5:00 P.M.

Who may avail of the service

PNOC subsidiaries

Requirements

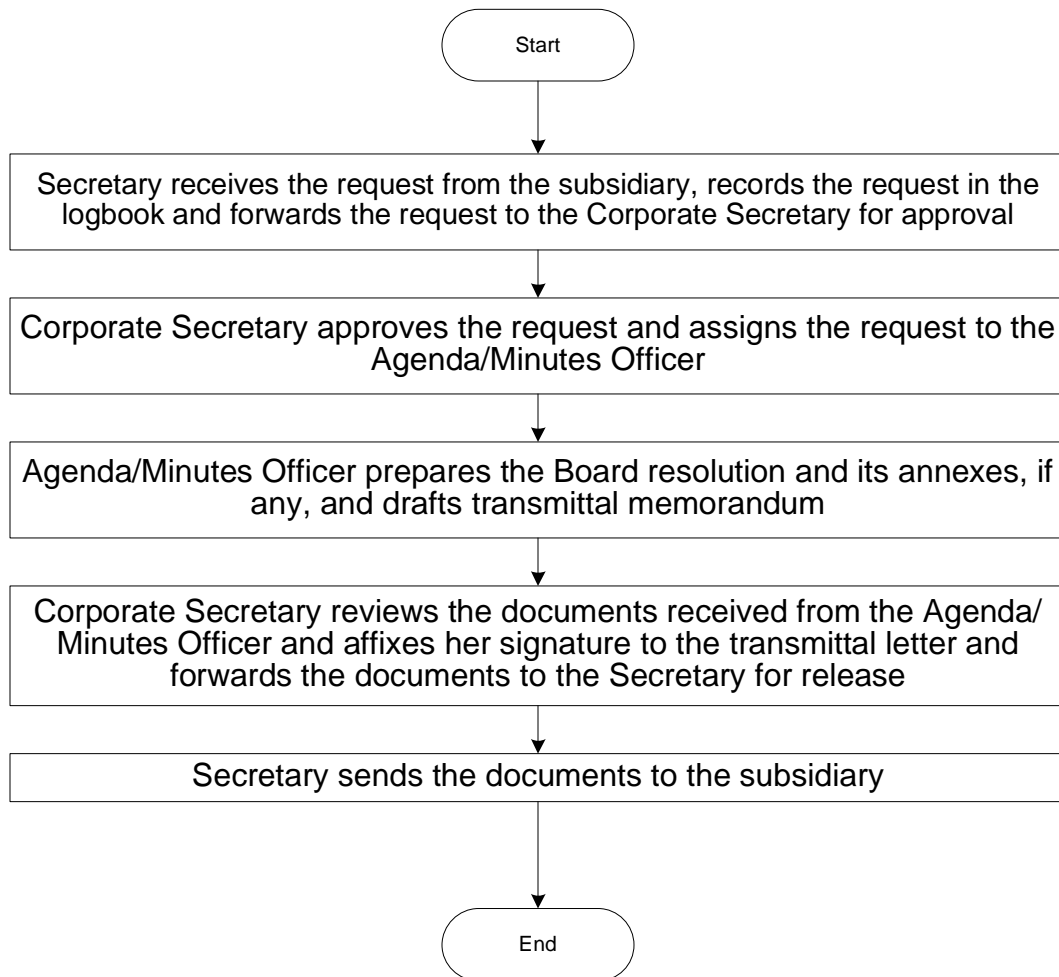
Formal official request, stating the purpose of the request

Duration

4 days, 2 hours and 15 minutes

Step	Applicant/ Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	PNOC Subsidiary (send the request for issuance of Board resolution)	Receive the request, record the request in the logbook, and forward to the Corporate Secretary for approval.	15 minutes	Secretary		
2		Upon approval by the Corporate Secretary, assign the request to the Agenda/Minutes Officer.	1 day	Corporate Secretary		
3		Prepare the Board resolution and its annexes, if any, and the transmittal memorandum.	2 days	Agenda/Minutes Officer		
4		Review the documents received from the Agenda/Minutes Officer, affix signature to the transmittal letter and, forward the documents to the Secretary for release.	1 day	Corporate Secretary		
5	PNOC subsidiary	Send the documents to the requesting party.	2 hours	Secretary		

Issuance of PNOC Board Resolution



Issuance of Secretary's Certificates

Schedule of Availability of Service

Monday to Friday
8:00 A.M. to 5:00 P.M.

Who may avail of the service

PNOC subsidiaries

Requirements

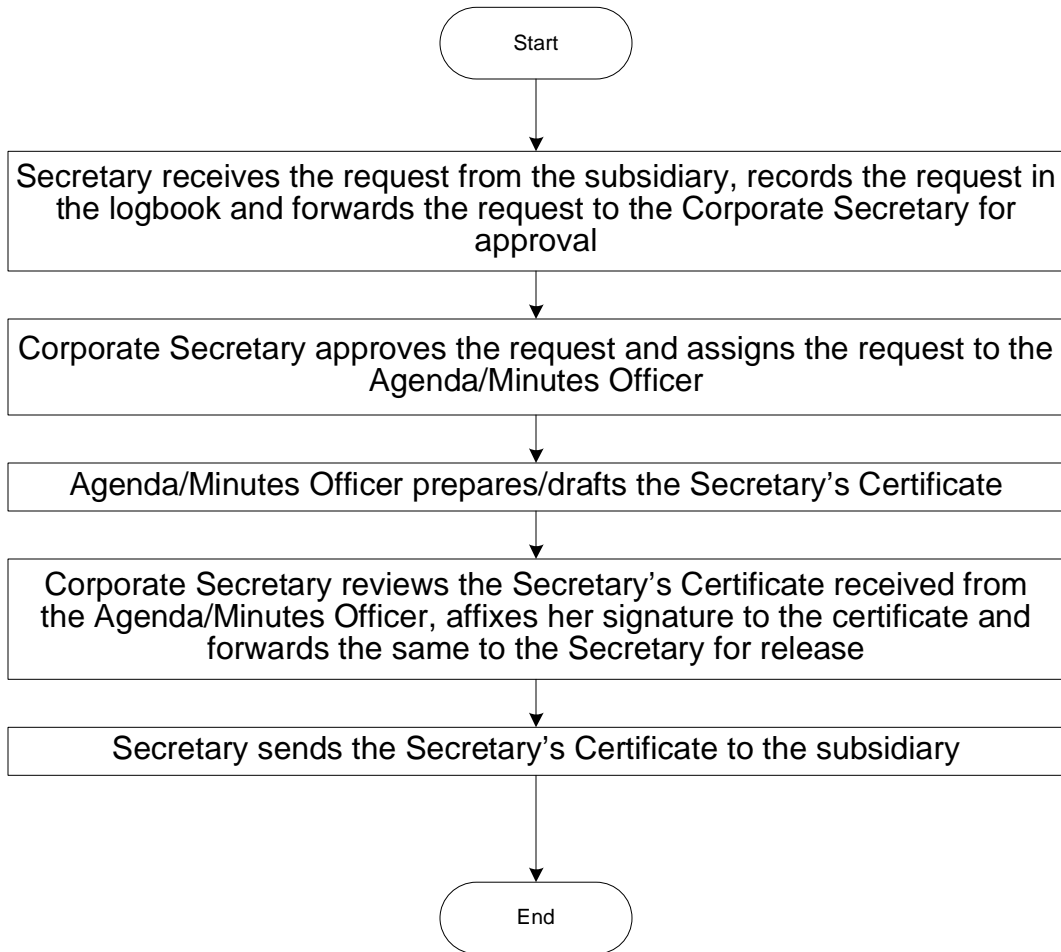
Formal official request, stating the purpose of the request

Duration

4 days, 2 hours and 15 minutes

Step	Applicant/ Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	PNOC Subsidiary (send the request for issuance of Secretary's Certificate)	Receive the request, record the request in the logbook, and forward to the Corporate Secretary for approval.	15 minutes	Secretary		
2		Upon approval by the Corporate Secretary, assign the request to the Agenda/Minutes Officer.	1 day	Corporate Secretary		
3		Prepare/draft the Secretary's Certificate	2 days	Agenda/Minutes Officer		
4		Review the Secretary's Certificate received from the Agenda/Minutes Officer, affix signature to the certificate and, forward the same to the Secretary for release.	1 day	Corporate Secretary		
5	PNOC subsidiary	Send the documents to the requesting party.	2 hours	Secretary		

Issuance of Secretary's Certificates



Issuance of Excerpts of Minutes of PNOC Board Meeting

Schedule of Availability of Service

Monday to Friday
8:00 A.M. to 5:00 P.M.

Who may avail of the service

PNOC subsidiaries

Requirements

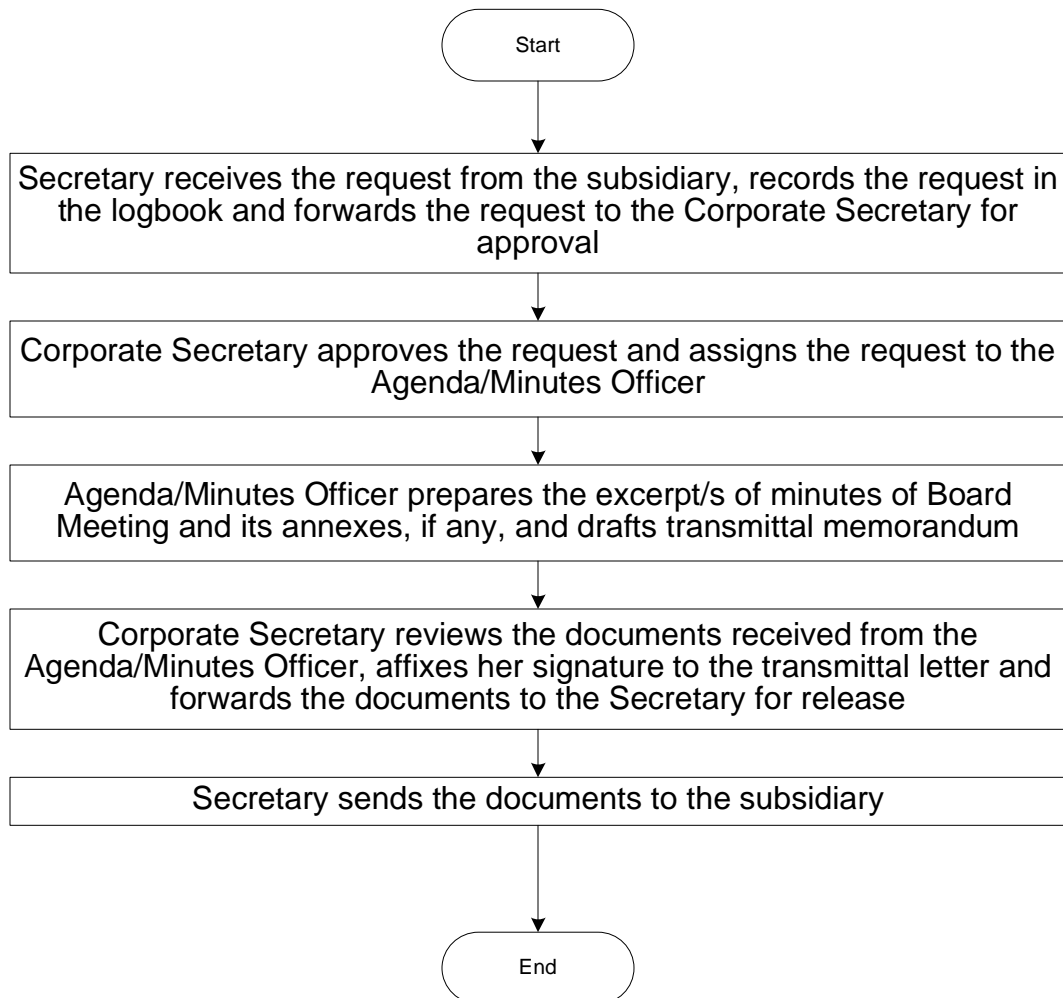
Formal official request, stating the purpose of the request

Duration

4 days, 2 hours and 15 minutes

Step	Applicant/ Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	PNOC Subsidiary (send the request for issuance of excerpts of minutes of Board meetings)	Receive the request, record the request in the logbook, and forward to the Corporate Secretary for approval.	15 minutes	Secretary		
2		Upon approval by the Corporate Secretary, assign the request to the Agenda/Minutes Officer.	1 day	Corporate Secretary		
3		Prepare the excerpts and annexes, if any, and draft the transmittal memorandum	2 days	Agenda/ Minutes Officer		
4		Review the documents received from the Agenda/Minutes Officer, affix signature to the Transmittal memorandum and, forward the same to the Secretary for release.	1 day	Corporate Secretary		
5	PNOC subsidiary	Send the documents to the requesting party.	2 hours	Secretary		

Issuance of Excerpts of Minutes of Board Meetings



Issuance of Board Membership Certification

Schedule of Availability of Service

Monday to Friday
8:00 A.M. to 5:00 P.M.

Who may avail of the service

Former PNOC Board Members

Requirements

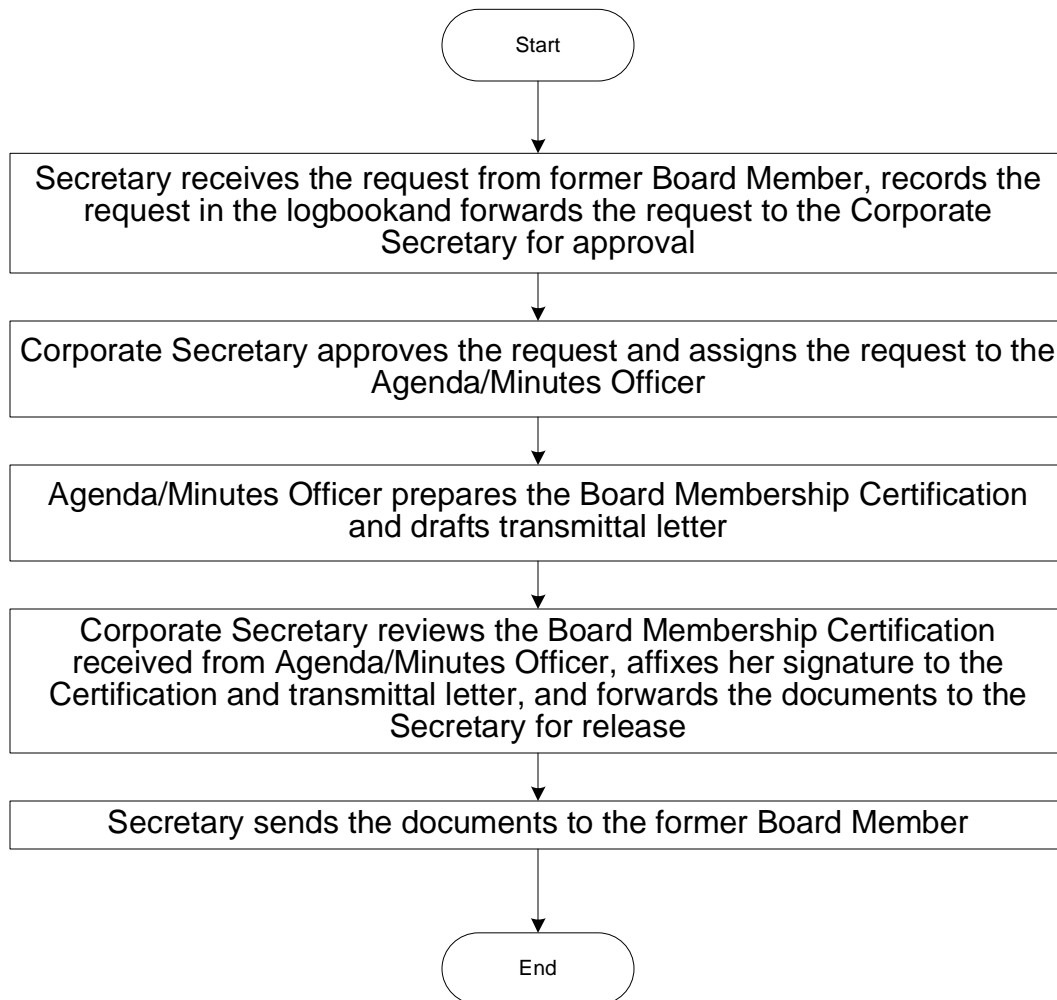
Formal official request, stating the purpose of the request

Duration

4 days, 2 hours and 15 minutes

Step	Applicant/ Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	Former PNOC Board Members (send the request for issuance of Board Membership certification)	Receive the request, record the request in the logbook, and forward to the Corporate Secretary for approval.	15 minutes	Secretary		
2		Upon approval by the Corporate Secretary, assign the request to the Agenda/Minutes Officer.	1 day	Corporate Secretary		
3		Prepare the certification and draft the transmittal letter	2 days	Agenda/ Minutes Officer		
4		Review the certification received from the Agenda/Minutes Officer, affix signature to the Certification and transmittal letter, and forward the same to the Secretary for release.	1 day	Corporate Secretary		
5	Former PNOC Board Member	Send the documents to the requesting party.	2 hours	Secretary		

Issuance of Board Membership Certification



Issuance of Minutes of PNOC Board Meetings on a yearly basis

Schedule of Availability of Service

Monday to Friday
8:00 A.M. to 5:00 P.M.

Who may avail of the service

Commission on Audit ("COA")

Requirements

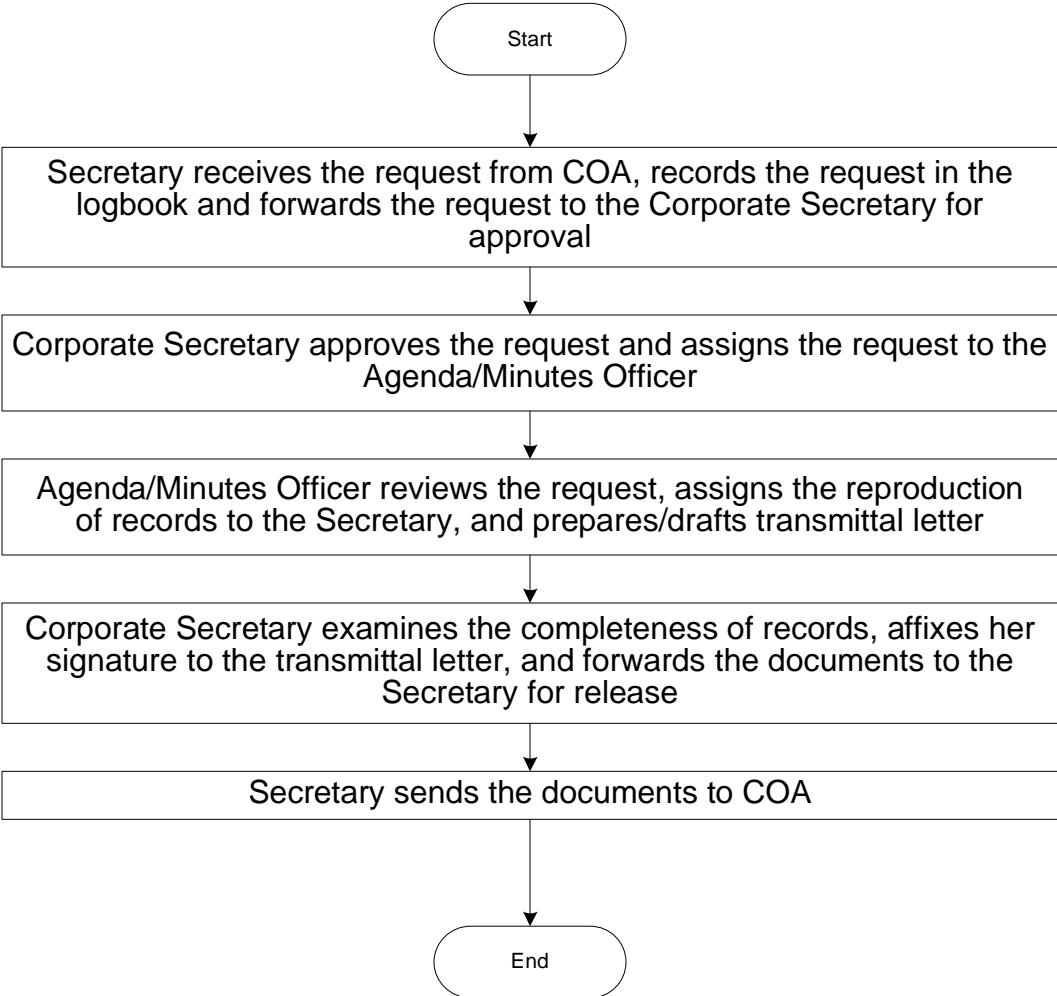
Formal official request, stating the purpose of the request

Duration

6 days, 4 hours and 15 minutes

Step	Applicant/ Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	COA (send the request for issuance of Minutes of PNOC Board meetings)	Receive the request, record the request in the logbook, and forward to the Corporate Secretary for approval.	15 minutes	Secretary		
2		Upon approval by the Corporate Secretary, assign the request to the Agenda/Minutes Officer.	1 day	Corporate Secretary		
3		Review the request, assign to the Secretary the reproduction of records.	2 hours	Agenda/ Minutes Officer		
4		Reproduction of records	3 days	Secretary		
5		Upon completion of the reproduction, prepare/draft the transmittal letter	1 day	Agenda/ Minutes Officer		
6		Examine the completeness of records, affix signature to the transmittal letter, and forward the same to the Secretary for release.	1 day	Corporate Secretary		
7	COA	Send the records to the requesting party.	2 hours	Secretary		

Issuance of Minutes of PNOB Board Meetings (Annual)



SUBMISSION OF REPORTS

- a. Report on Summary of Outstanding Loans (DoF);
- b. Report on Foreign Borrowings (BSP) and
- c. Report Medium and Long term Loans (BTr);

Frequency of submission

Monthly

RECIPIENTS OF THE REPORTS

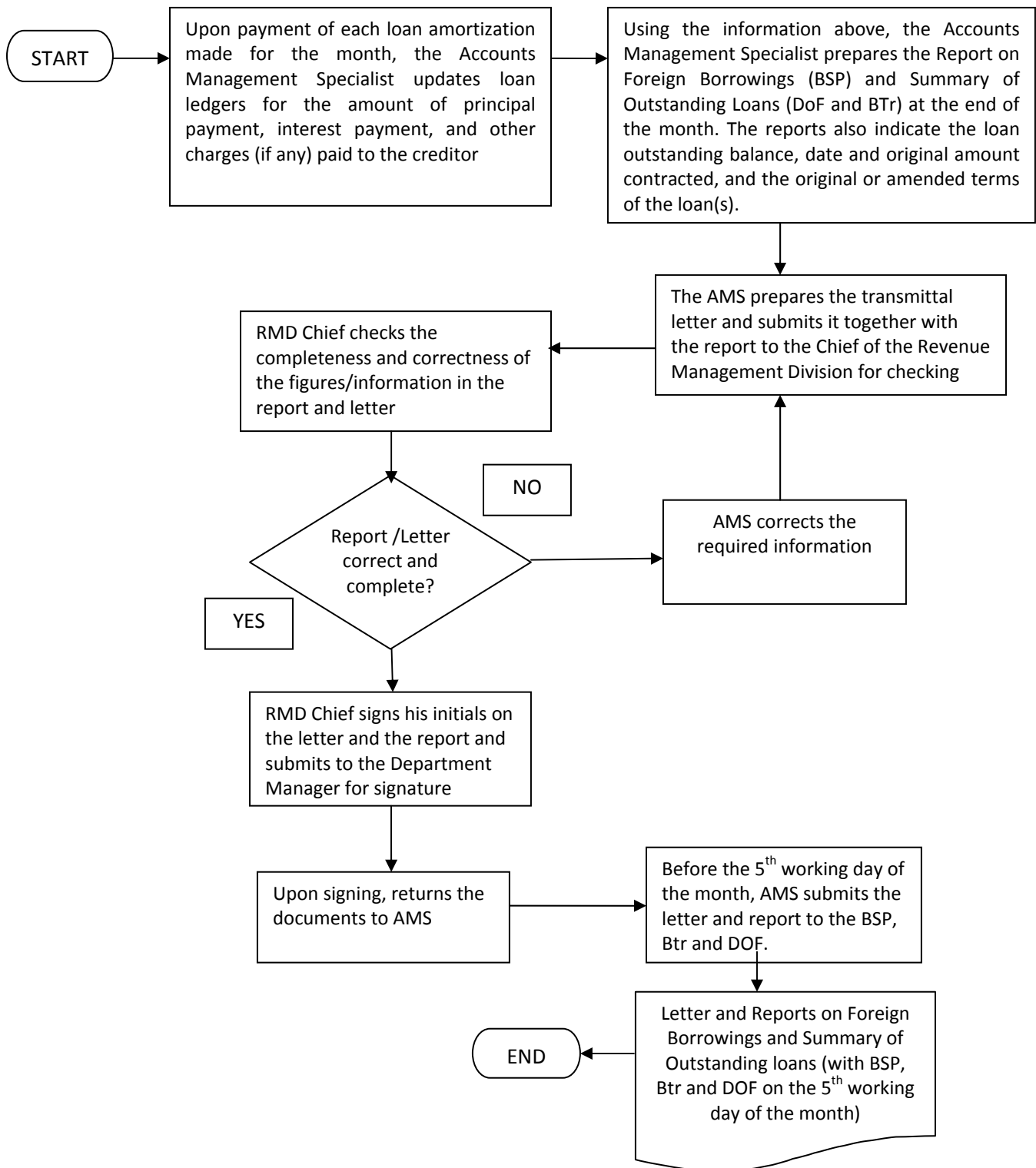
Department of Finance, Bangko Sentral ng Pilipinas and Bureau of the Treasury

WHAT ARE THE REQUIREMENTS

- a. Correctly and completely updated loan ledgers (upon payment of the regular amortizations of the loans and other charges)
- b. Required forms to be filled up and signed by the signatories

STEP	ACTIVITY	DURATION OF ACTIVITY	PERSON IN CHARGE	FORMS
1	Upon payment of the regular amortization of the loans, update the loan ledgers for the amount of principal payment, interest and other charges (if any)	10 -30 minutes	Accounts Management Specialist	Internal form only
2	Based on the information above, prepare the Report on Summary of Outstanding Loans (DoF), Report on Foreign Borrowings (BSP) and Report Medium and Long term Loans (BTr); prepares the transmittal letters	45 minutes to 1 hour	Accounts Management Specialist	Attached Forms A, B, and C
3	Checking/verifying the accuracy and completeness of the figures and other information in the report; initials on the reports and the letters	30-45 minutes	Division Chief – Revenue Management	
4	Further verification/checking if desired; Signs on the report and on the letter	30 minutes	Department Manager	
5	Submit to the BSP, DoF and BTr	Within five (5) working days after the end of each month	Accounts Management Specialist	

Summary of Outstanding Loans / Foreign Borrowings Report/Report on Medium and Long Term Loans



SUBMISSION OF REPORTS

Cash and Investment Balances Report

FREQUENCY OF SUBMISSION

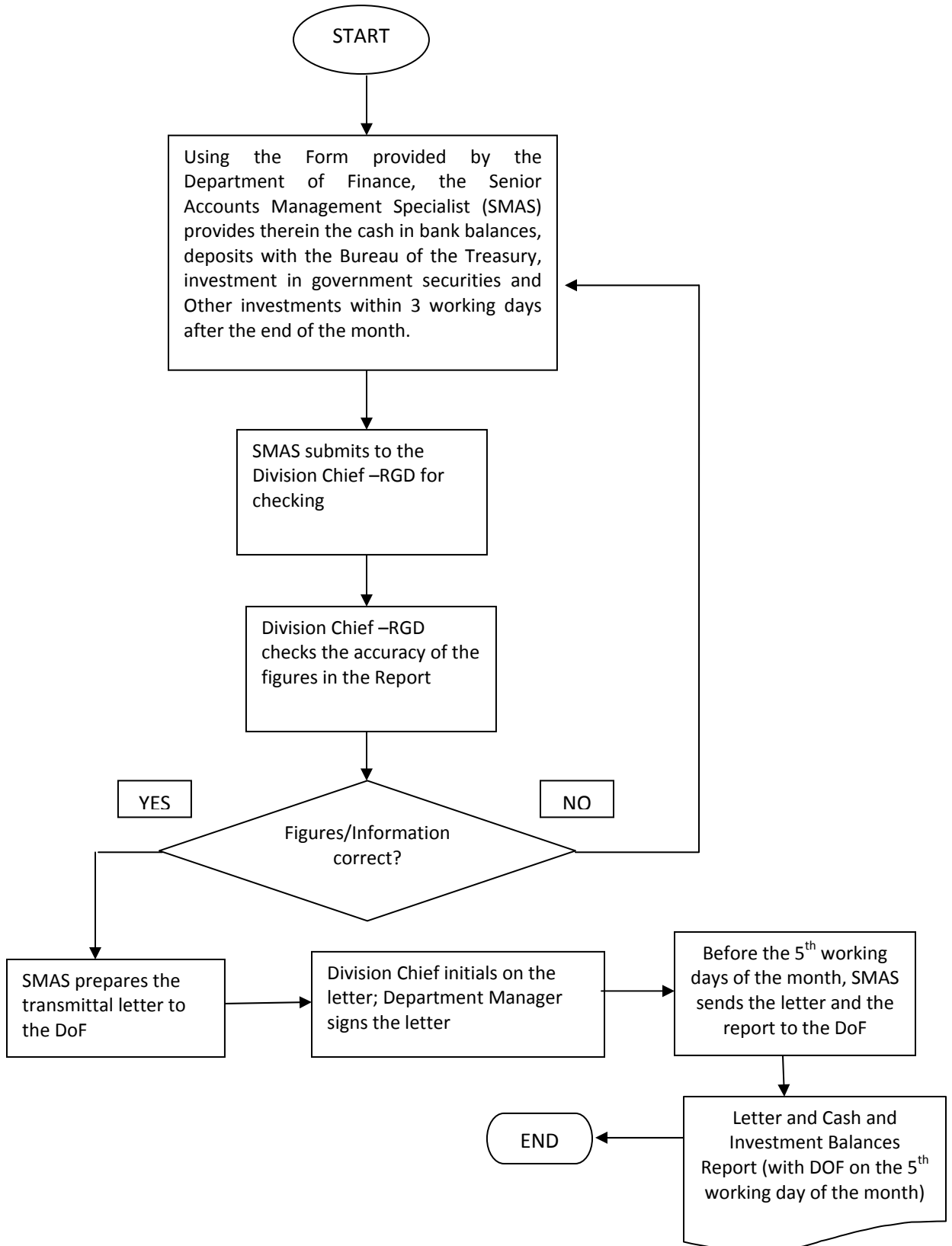
Monthly

RECIPIENT OF THE REPORT

Department of Finance

STEP	ACTIVITY	DURATION OF ACTIVITY	PERSON IN CHARGE	FORMS
1	Provide the cash in bank balances, deposits in the BTr, investments in government securities and other investments within 3 working days after the end of each month; prepare transmittal letter	30-40 minutes	Senior Accounts Management Specialist	DoF Form (Titled Cash and Investment Balance Report)
2	Check and verifies the correctness of the figures and other information in the report ; initials on the report and the letter	30-45 minutes	Division Chief _ Revenue Generation	
3	Further verification/checking if desired; Signs on the report and on the letter	30 minutes	Department Manager - Treasury	
4	Submit to DoF	Within five (5) working days after the end of each month	Senior Accounts Management Specialist	

Cash and Investment Balances Report



Request for Updates of PNOC Projects and Other Information

Schedule of Availability of Service

Monday to Friday
8:00 A.M. to 5:00 P.M.

Who may avail of the Service

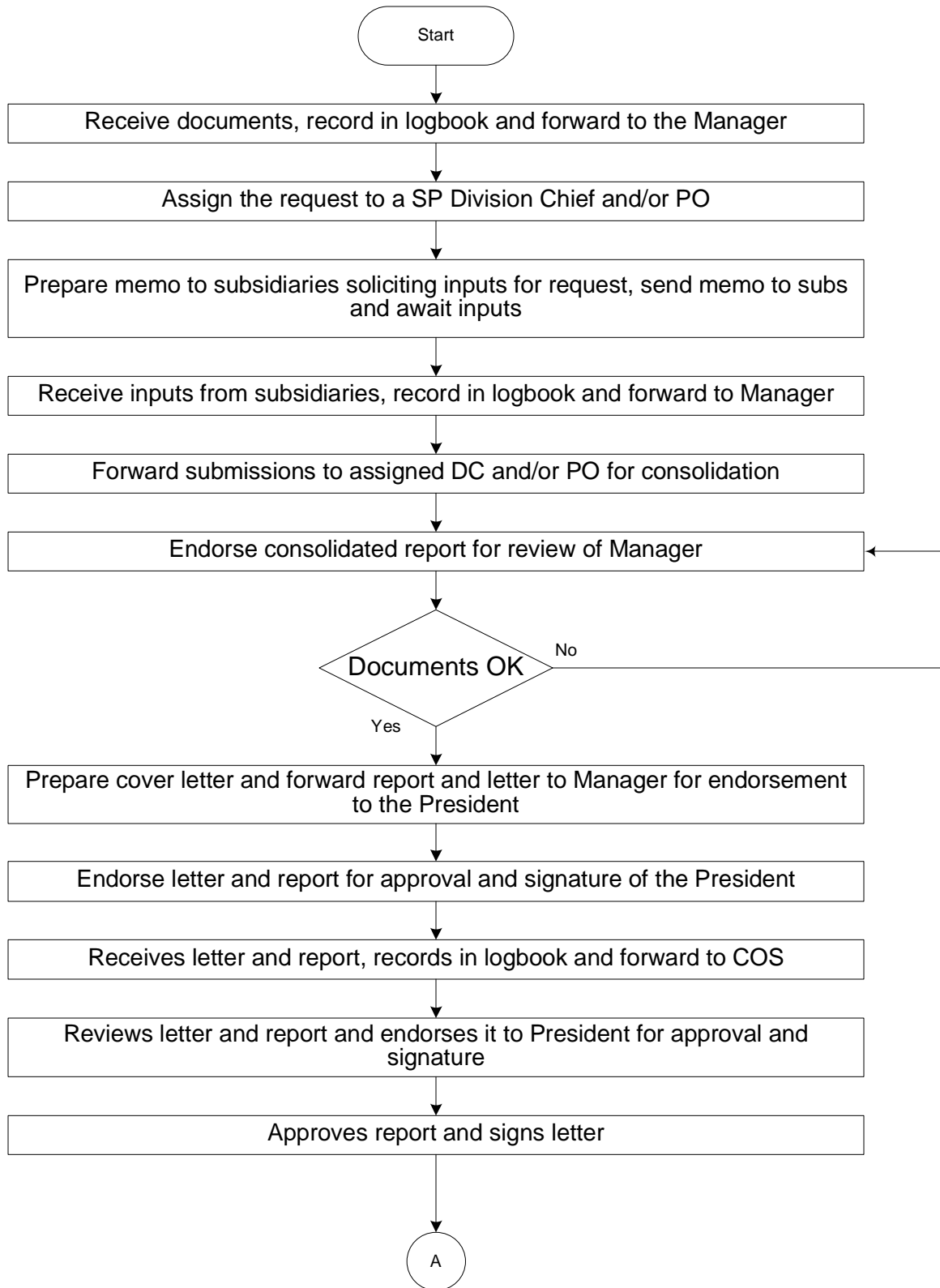
Department of Energy
National Economic and Development Authority
Office of the President - Presidential Management Staff

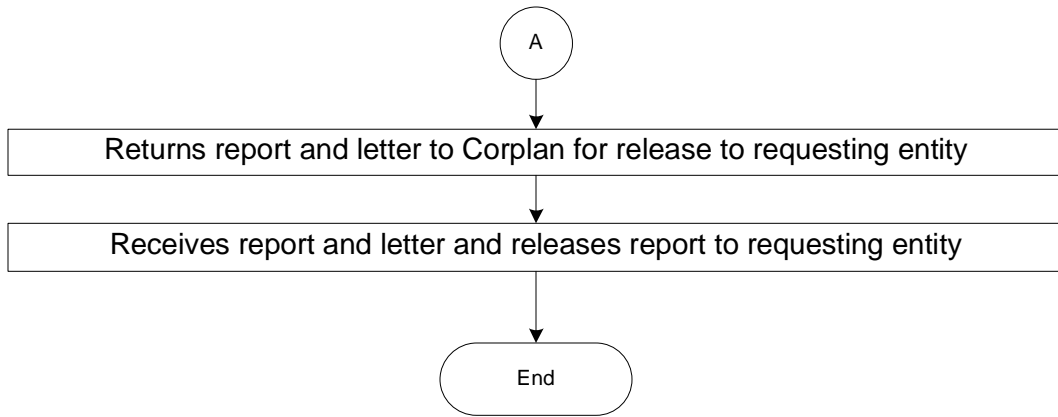
Duration: 17 days and 30 minutes

Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	Send the request for updates	Receive documents, record in logbook and forward to the Manager.	15 minutes	Executive Assistant		-
2		Assign the request to SP Division Chief and/or PO	1 day	Manager		-
3		Prepare memo to subsidiaries soliciting inputs for request, send memo to subs and await inputs	5 days	DC and/or PO		-
4		Receive inputs from subsidiaries, record in logbook and forward to Manager	15 minutes	Executive Assistant		
5		Forward submissions to assigned DC and/or PO for consolidation	2 days	Manager		-
6		Endorse consolidated report for review of Manager	1 day	DC and/or PO		
7		Review report, if OK prepare cover letter otherwise return to DC or PO with instructions	1 day	Manager		

Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
8		Prepare cover letter and forward report and letter to Manager for endorsement to the President	1 day	DC and/or PO		
19		Endorse letter and report for approval and signature of the President	1 day	Manager		
10		Receives letter and report, records in logbook and forward to COS	1 day	OP Executive Assistant		
11		Reviews letter and report and endorses it to President for approval and signature	1 day	COS		
12		Approves report and signs letter	1 day	President		
13		Returns report and letter to Corplan for release to requesting entity	1 day	OP Executive Assistant		
14	Receive reports/inputs	Receives report and letter and releases report to requesting entity	1 day	Executive Assistant		

Request for Updates of PNOC Projects and Other Information





BUDGETARY REQUIREMENTS

Schedule of Availability of Service

Monday to Friday
8:00 A.M. to 5:00 P.M.

Who may avail of the Service

Department of Budget and Management
House of Representatives
Senate of the Philippines

What are the Requirements:

Letter of request

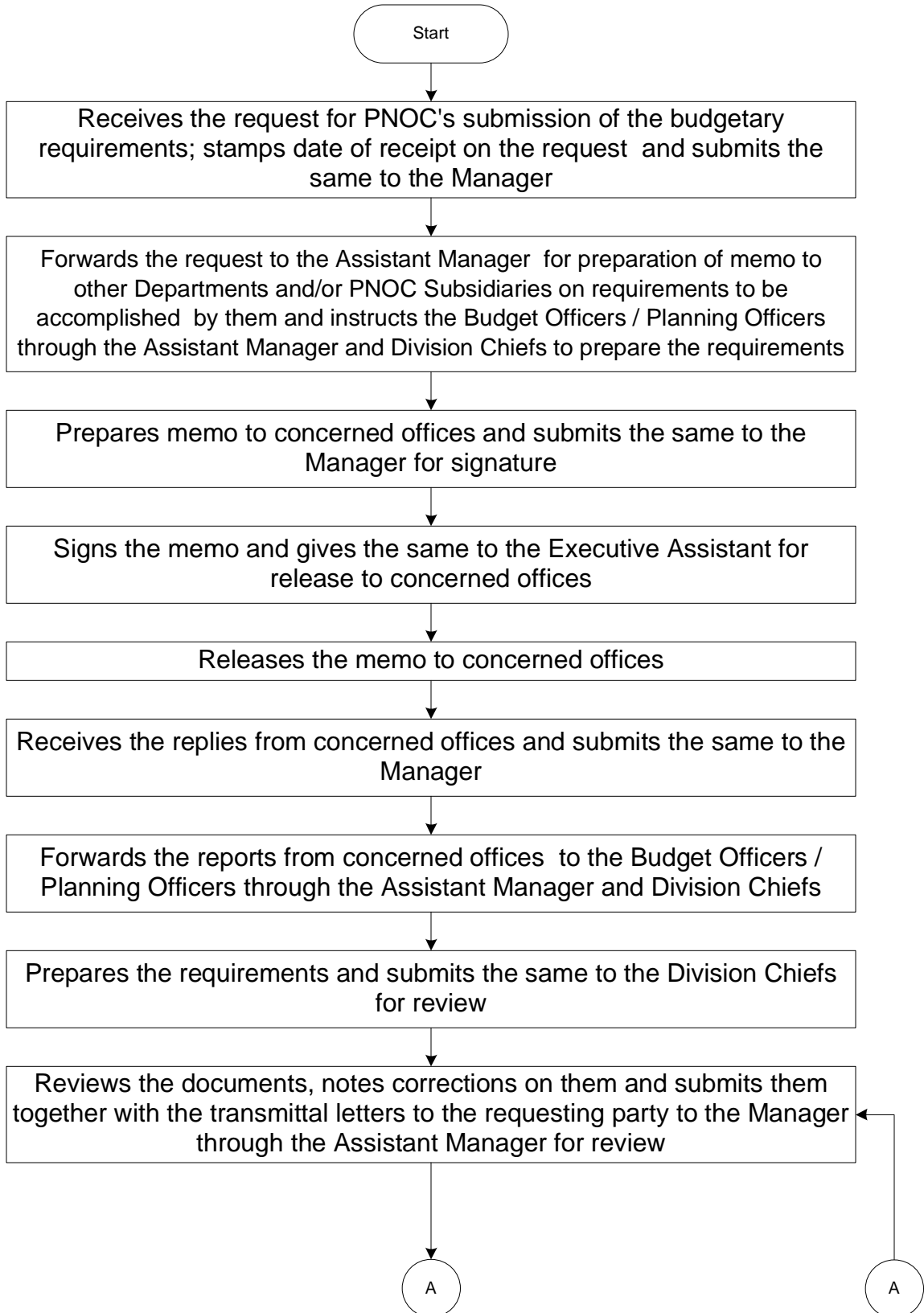
Duration: 11 days, 55 minutes

Step	Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	Sends the request thru fax and mail	Receives the request for PNOC's submission of the budgetary requirements; stamps date of receipt on the request and submits the same to the Manager	5 minutes	Executive Assistant		Budget Forms
2		Forwards the request to the Assistant Manager for preparation of memo to other Departments and/or PNOC Subsidiaries on requirements to be accomplished by them and instructs the Budget Officers / Planning Officers through the Assistant Manager and Division Chiefs to prepare the requirements	5 minutes	Manager		
3		Prepares memo to concerned offices and submits the same to the Manager for signature	5 minutes	Assistant Manager		
4		Signs the memo and gives the same to the Executive Assistant for release to concerned offices	5 minutes	Manager		
5		Releases the memo to concerned offices	20 minutes	Executive Assistant		

Step	Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
6		Receives the replies from concerned offices and submits the same to the Manager	3 days	Executive Assistant		
7		Forwards the reports from concerned offices to the Budget Officers / Planning Officers through the Assistant Manager and Division Chiefs	5 minutes	Manager		
8		Prepares the requirements and submits the same to the Division Chiefs for review	3 days after receipt of complete documents from concerned offices	Planning Officer IV Planning Officer III Budget Officer IV Budget Officer III		
9		Reviews the documents, notes corrections on them and submits them together with the transmittal letters to the requesting party to the Manager through the Assistant Manager for review	1 day	Division Chief, Budget Division Chief, SP		
10		Reviews the documents, if OK- forwards the same to the Budget Officers / Planning Officers through the Division Chiefs to finalize, otherwise returns them to the Division Chiefs with instructions	1 day	Assistant Manager Manager		

Step	Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
11		Finalizes or revises the documents and submits them to the Division Chiefs for review	1 day	Planning Officer IV Planning Officer III Budget Officer IV Budget Officer III		
12		Submits the documents to the Manager through the Assistant Manager for review		Division Chief, Budget Division Chief, SP		
13		Forwards the documents to the Executive Assistant for release to the SVP for MS for review and approval	5 minutes	Manager		
14		Transmits the documents to SVP-MS for approval	5 minutes	Executive Assistant		
15		Approves the reports, signs the transmittal letter to requesting party and returns the same to the Manager	1 day	Sr. Vice-President for MS		
16		Receives the signed letter and reports and submits them to the Manager		Executive Assistant		
17		Clears the signed letter and reports for release to requesting party		Manager		
18	Receipt of budgetary requirements	Releases documents to requesting party	1 day	Assistant Manager		

Budgetary Requirements



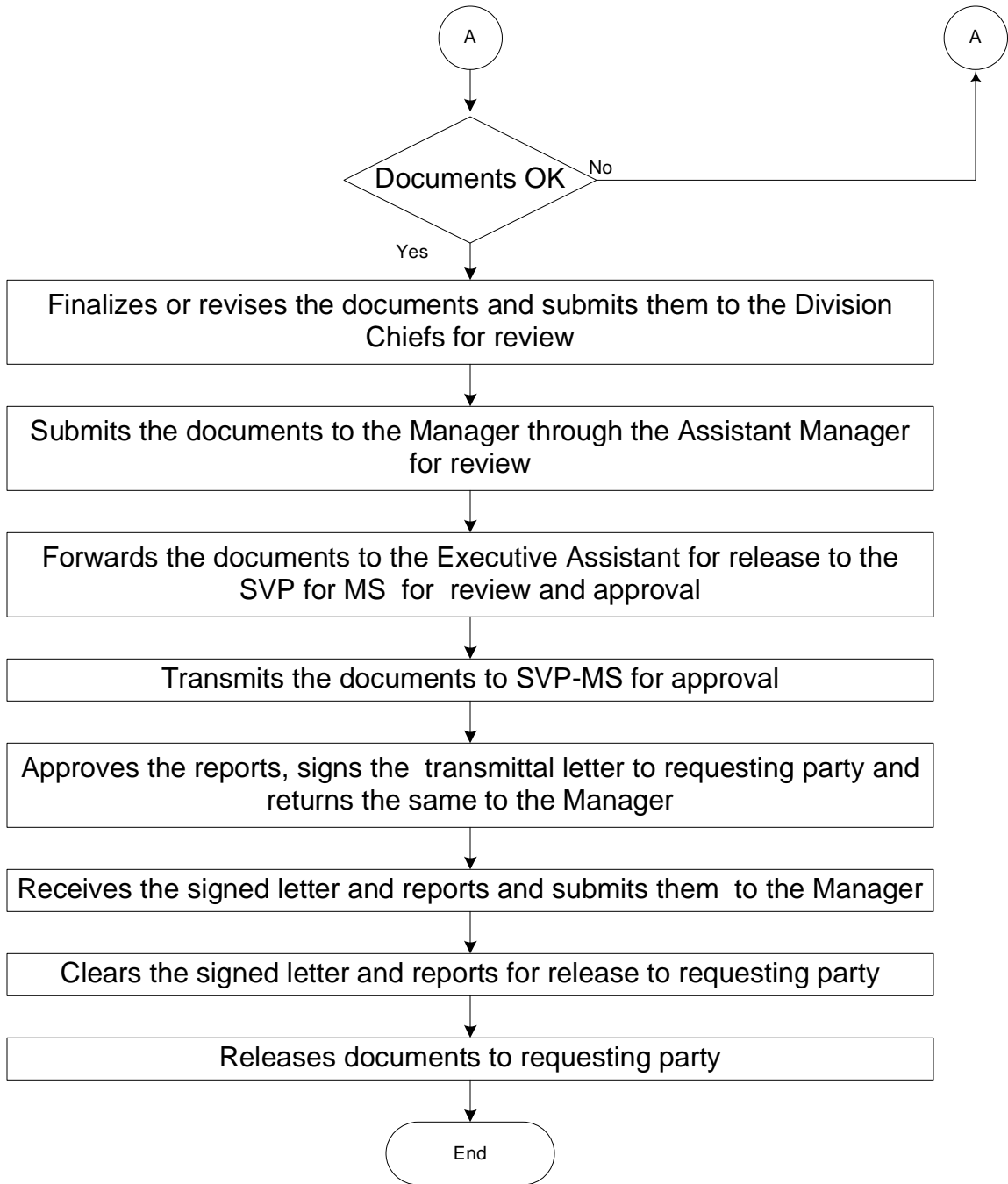


TABLE 31 REQUIREMENTS

Schedule of Availability of Service

Monday to Friday
8:00 A.M. to 5:00 P.M.

Who may avail of the Service

Department of Finance

What are the Requirements:

Letter of request

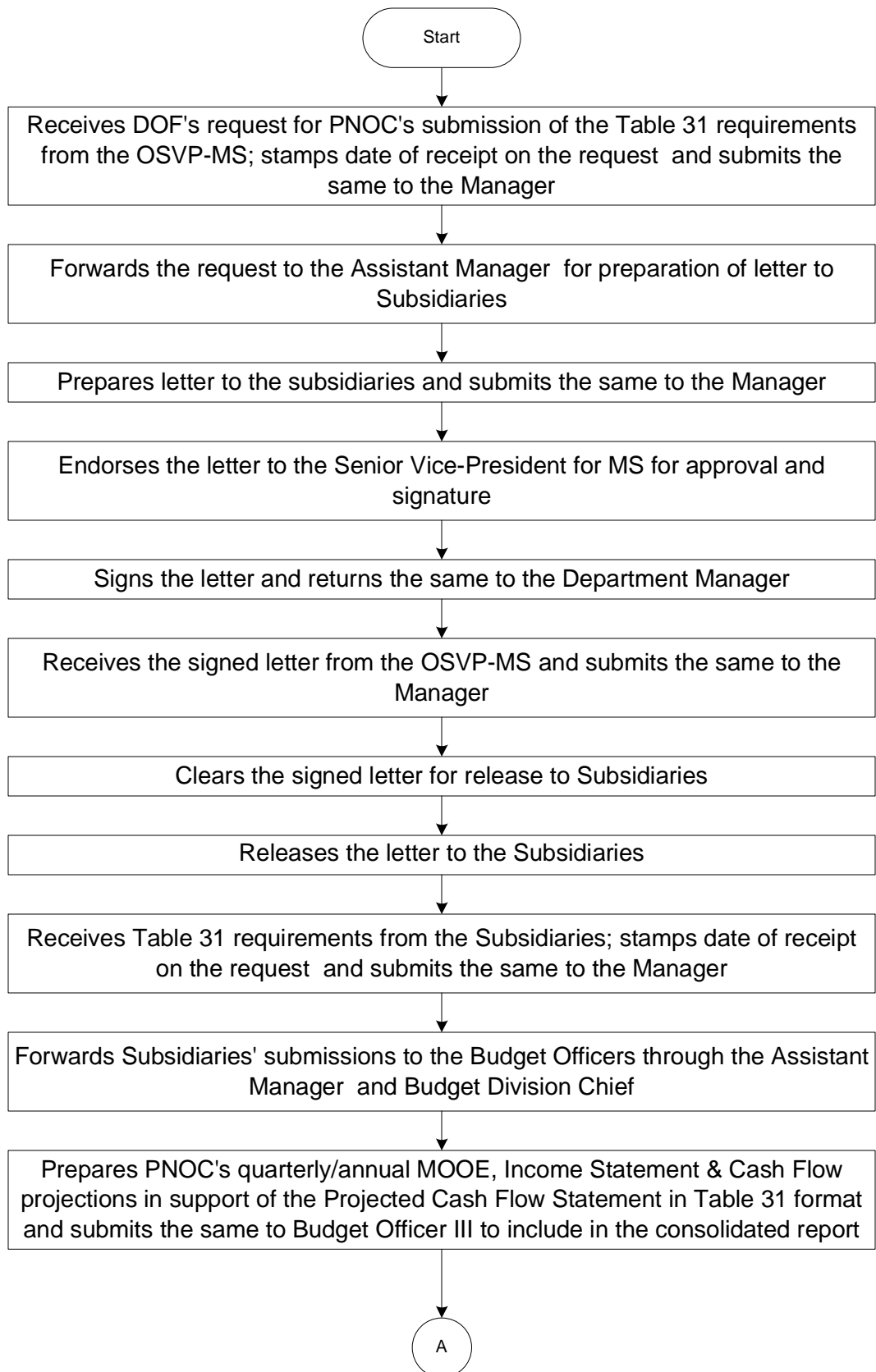
Duration: 13 days, 2 hours, 50 minutes

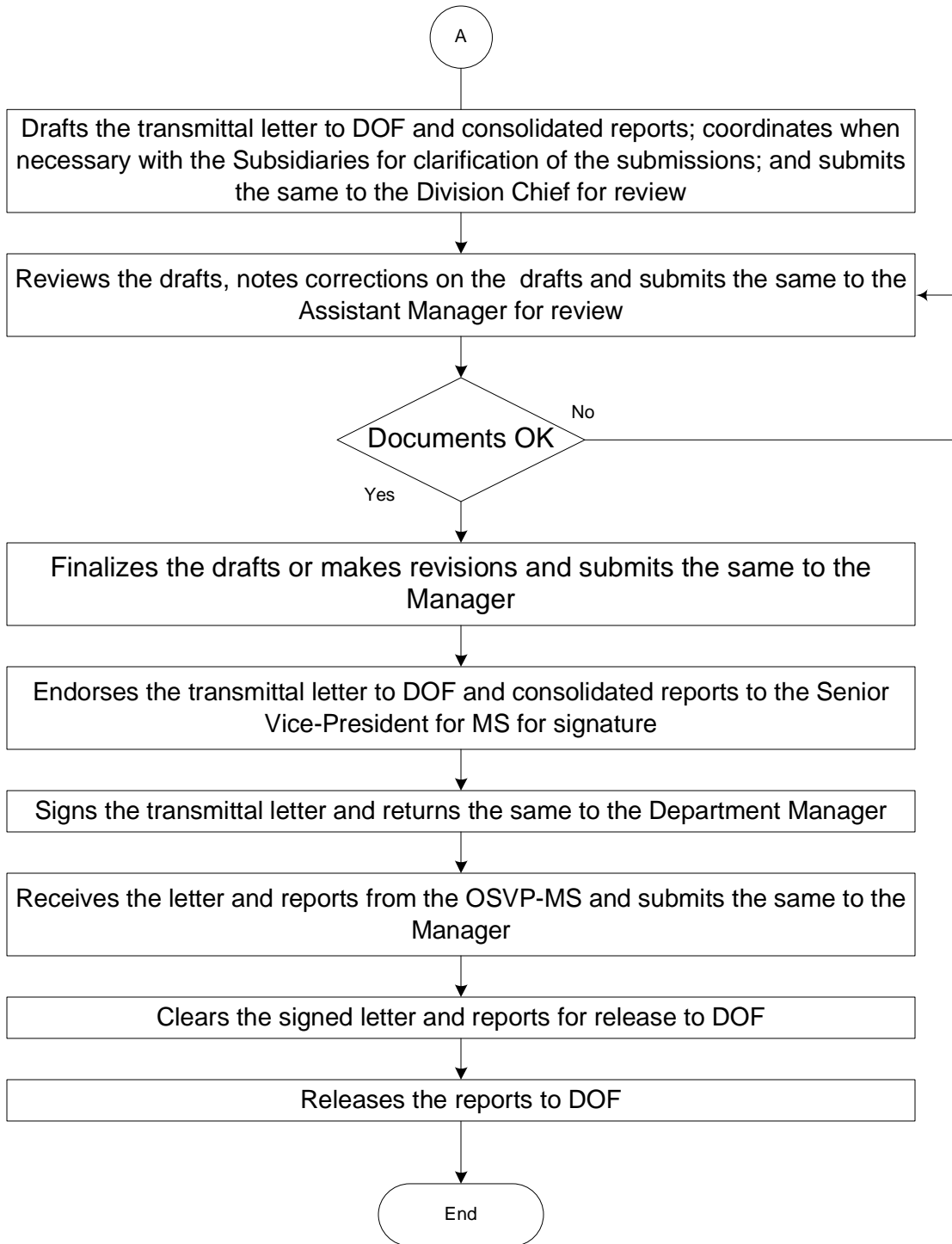
Step	Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	Sends request thru fax and mail	Receives DOF's request for PNOC's submission of the Table 31 requirements from the OSVP-MS; stamps date of receipt on the request and submits the same to the Manager	5 minutes	Executive Assistant		Table 31/32 in Cash Flow Format
2		Forwards the request to the Assistant Manager for preparation of letter to Subsidiaries	5 minutes	Manager		
3		Prepares letter to the subsidiaries and submits the same to the Manager	5 minutes	Assistant Manager		
4		Endorses the letter to the Senior Vice-President for MS for approval and signature	1 hour	Manager		
5		Signs the letter and returns the same to the Department Manager		Sr Vice-President for MS		
6		Receives the signed letter from the OSVP-MS and submits the same to the Manager	5 minutes	Executive Assistant		
7		Clears the signed letter for release to Subsidiaries	20 minutes	Department Manager		
8		Releases the letter to the Subsidiaries		Executive Assistant		

Step	Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
9		Receives Table 31 requirements from the Subsidiaries; stamps date of receipt on the request and submits the same to the Manager	5 days	Executive Assistant		
10		Forwards Subsidiaries' submissions to the Budget Officers through the Assistant Manager and Budget Division Chief	5 minutes	Manager		
11		Prepares PNOC's quarterly/annual MOOE, Income Statement & Cash Flow projections in support of the Projected Cash Flow Statement in Table 31 format and submits the same to Budget Officer III to include in the consolidated report	3 days after receipt of complete documents from Subsidiaries	Budget Officer IV		
12		Drafts the transmittal letter to DOF and consolidated reports; coordinates when necessary with the Subsidiaries for clarification of the submissions; and submits the same to the Division Chief for review		Budget Officer III		
13		Reviews the drafts, notes corrections on the drafts and submits the same to the Assistant Manager for review	1 day	Division Chief		
14		Reviews the drafts, if OK – instructs the Budget Officer III to finalize the drafts, otherwise – gets soft copies, prepares final drafts and submits the same to the Manager	1 day	Assistant Manager		
15		Reviews the drafts, if OK – instructs the Assistant Manager to have the drafts finalized, otherwise – returns the same to the Assistant Manager for revision	1 day	Manager		

Step	Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
16		Finalizes the drafts or makes revisions and submits the same to the Manager	1 day	Assistant Manager		
17		Endorses the transmittal letter to DOF and consolidated reports to the Senior Vice-President for MS for signature		Manager		
18		Signs the transmittal letter and returns the same to the Department Manager	1 hour	Sr Vice-President for MS		
19		Receives the letter and reports from the OSVP-MS and submits the same to the Manager	5 minutes	Executive Assistant		
20		Clears the signed letter and reports for release to DOF		Manager		
21	Receipt of Table 31 reports	Releases the reports to DOF	1 day	Executive Assistant		

Table 31 Requirement





QUARTERLY PLANTILLA UPDATE

Schedule of Availability of Service

Monday to Friday
8:00 A.M. to 5:00 P.M.

Who may avail of the Service

Department of Budget and Management

What are the Requirements:

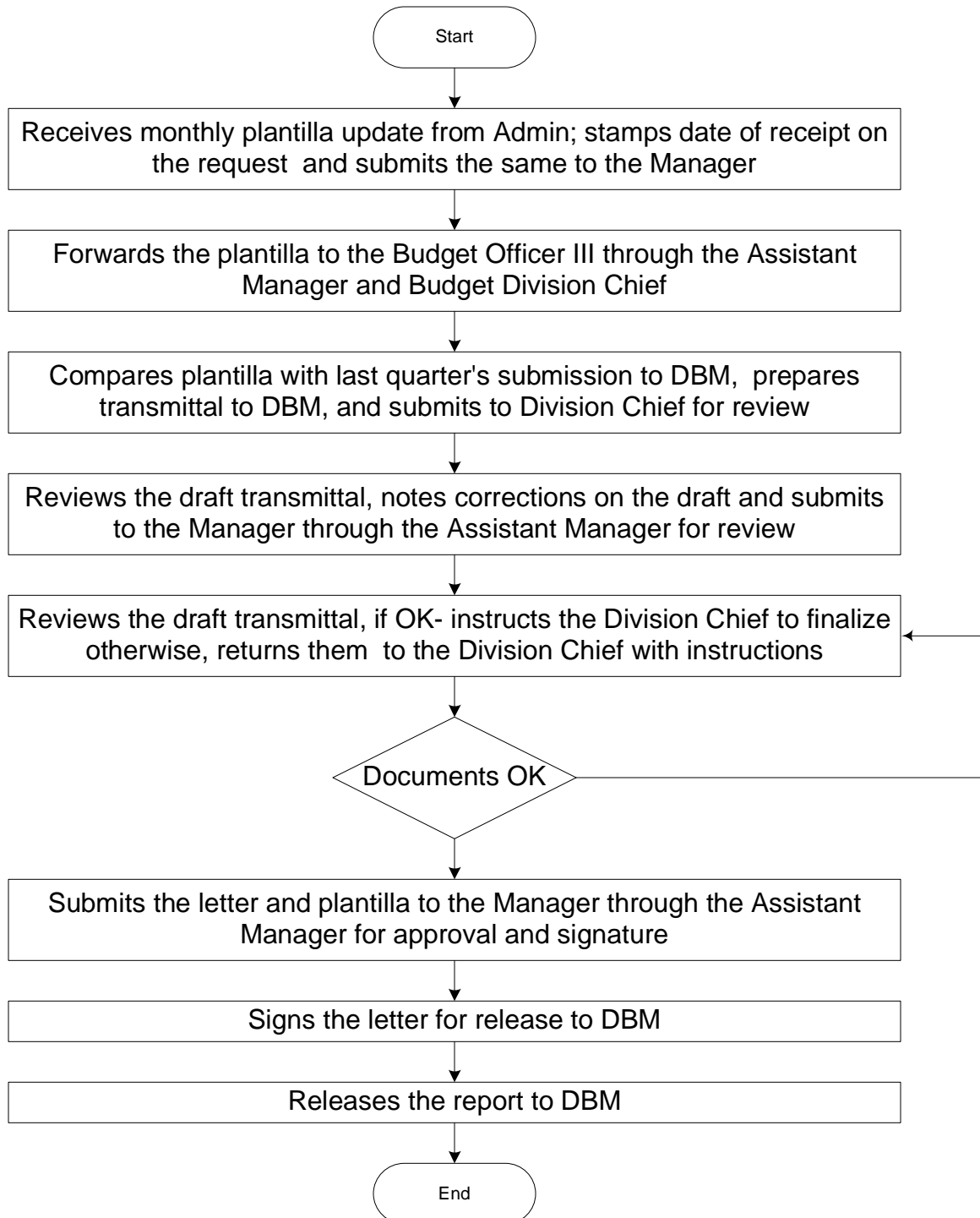
Letter of request

Duration: 1 day, 80 minutes

Step	Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	Sends request through phone	Receives monthly plantilla updates from Admin; stamps date of receipt on the request and submits the same to the Manager	5 minutes	Executive Assistant		Plantilla of Personnel and Salary Adjustment Form
2		Forwards the plantilla to the Budget Officer III through the Assistant Manager and Budget Division Chief	5 minutes	Manager		
3		Compares plantilla with last quarter's submission to DBM, prepares transmittal to DBM, and submits to Division Chief for review	30 minutes	Budget Officer III		
4		Reviews the draft transmittal, notes corrections on the draft and submits to the Manager through the Assistant Manager for review	15 minutes	Division Chief, Budget		
5		Reviews the draft transmittal, if OK- instructs the Division Chief to finalize otherwise, returns them to the Division Chief with instructions	15 minutes	Assistant Manager Manager		

Step	Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
6		Submits the letter and plantilla to the Manager through the Assistant Manager for approval and signature	5 minutes	Division Chief, Budget		
7		Signs the letter for release to DBM	5 minutes	Manager		
8	Receipt of plantilla update	Releases the report to DBM	1day	Executive Assistant		

Quarterly Plantilla Update to DBM



Monitoring of All On-Going Projects/Evaluation of All Completed/Operational Projects of Pnoc Subsidiaries

Who May Avail of PMD Services

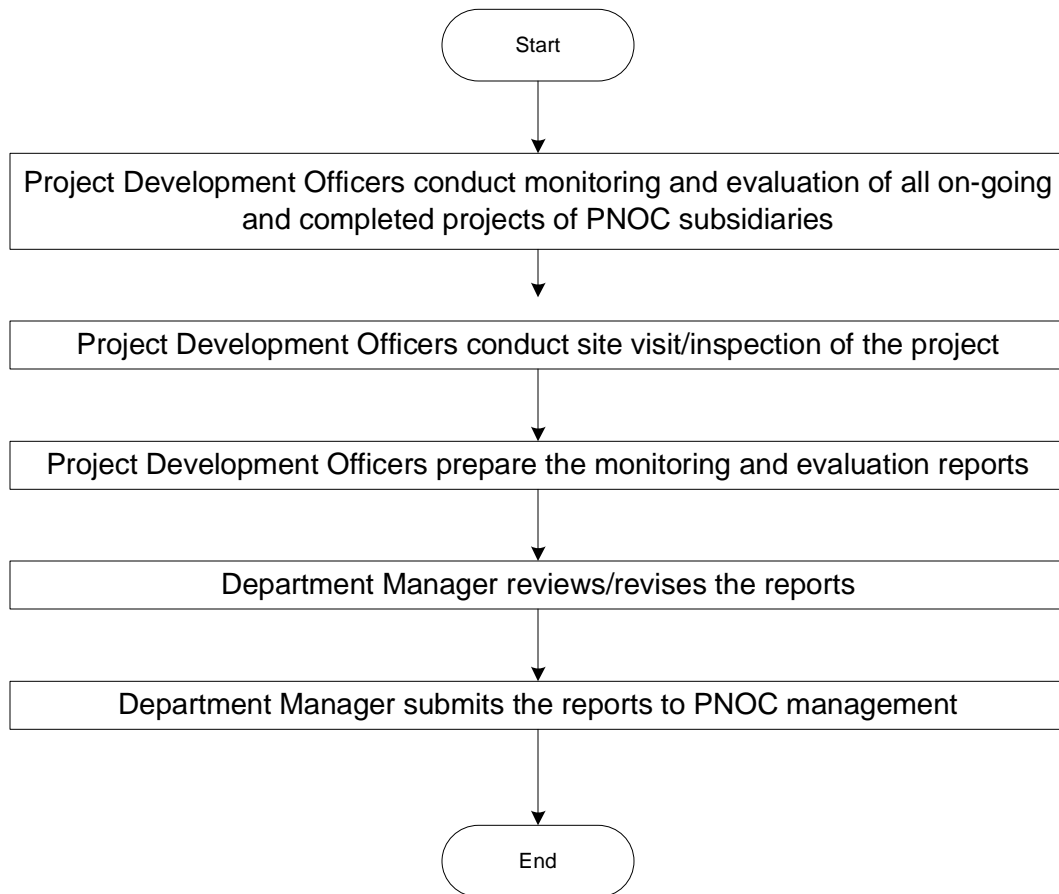
PNOC Management ONLY

What are the requirements

Engagement letter signed by PNOC President or any of his authorized officer and addressed to concerned PNOC subsidiary

Step	Applicant / Client	Activity	Duration of Activity (under normal circumstances)	Person in-charge	Forms
1	PNOC management	Conducts monitoring and evaluation of all on-going and completed projects of PNOC subsidiaries	15-30 days depending on size of the projects and extent of coverage	Project Development Officers	
2		Conducts site visit/inspection of the project	5-7 days depending on location of the project	Project Development Officers	
3		Prepares the monitoring and evaluation reports	3-7 days after completion of the engagement	Project Development Officers	
4		Reviews/revises the reports	2-3 days after submission of the reports	Dept. Manager	
5		Submits the reports to PNOC management	A day after DM completes the review/ approval	Dept. Manager	

Monitoring of All On-going Projects and Evaluation of Completed/ Operational Projects

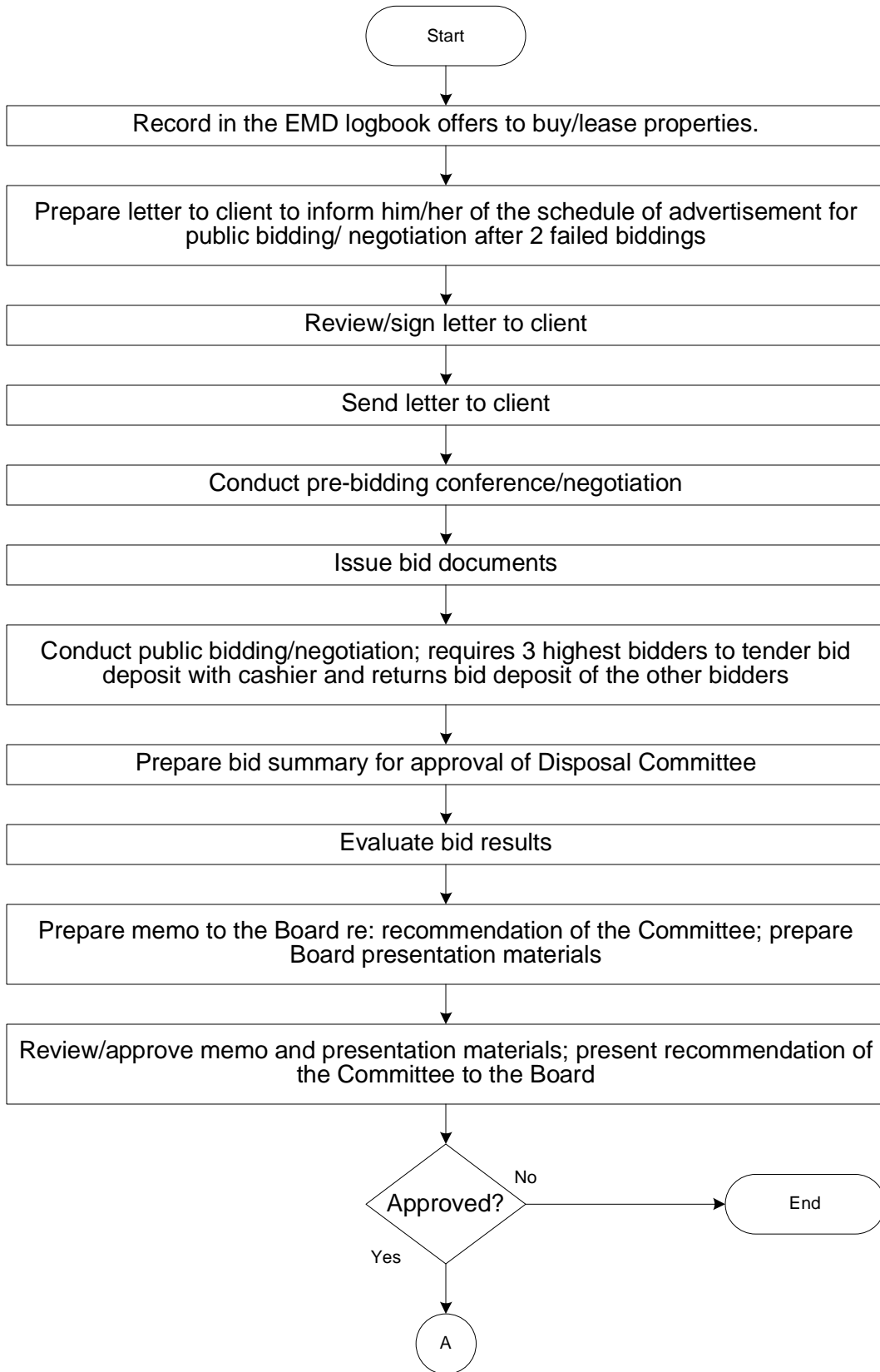


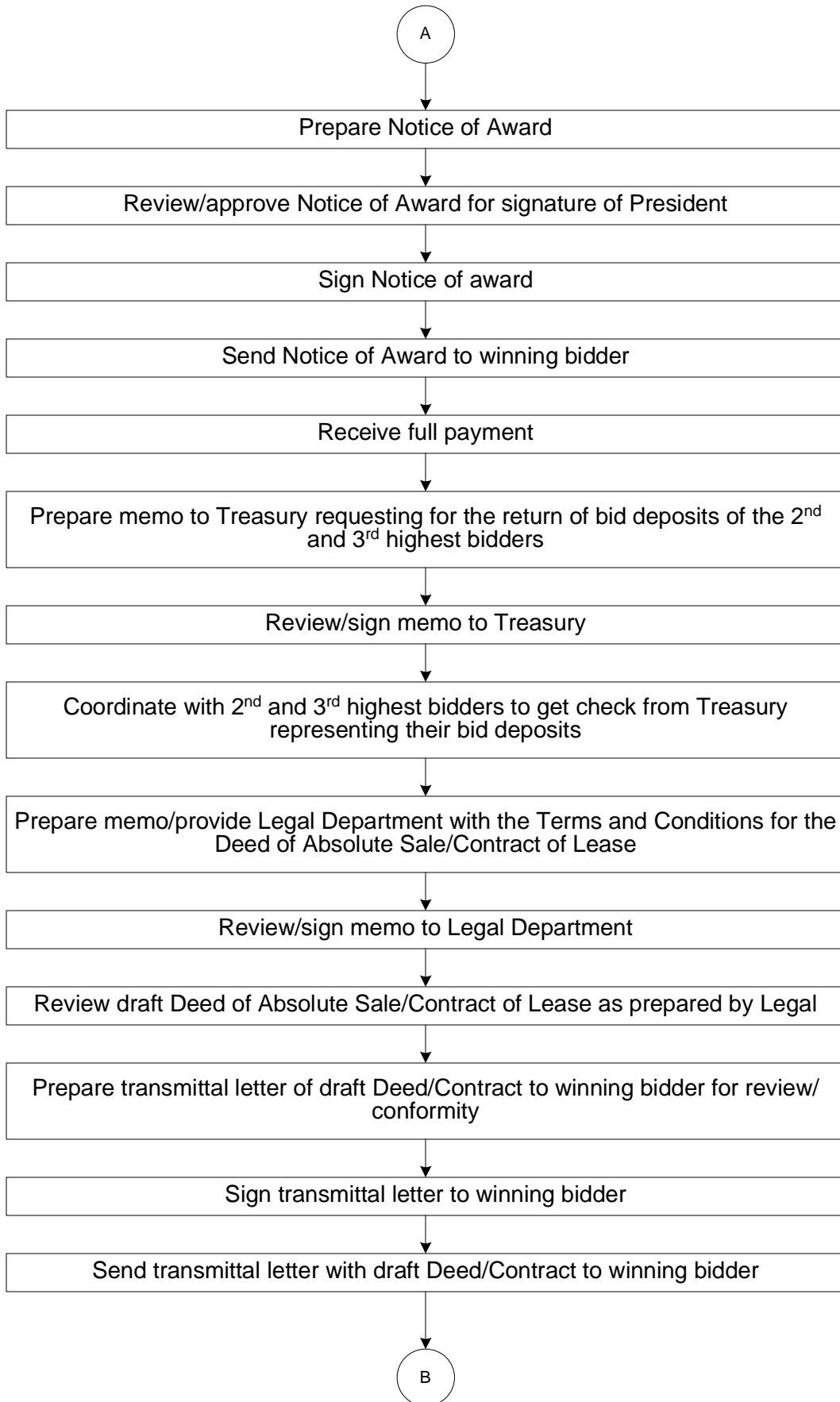
DISPOSAL/UTILIZATION OF IDLE PROPERTIES					
Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Forms
1	Interested party to buy/lease property/ies – send letter of intent to buy/lease property	Record in the EMD logbook offers to buy/lease properties.	10 minutes	EA	
2		Prepare letter to client to inform him/her of the schedule of advertisement for public bidding/ negotiation after 2 failed biddings	1 hour	SRS/DC	
3		Review/sign letter to client	30 minutes	ADM/DM	
4	Acknowledge receipt of letter	Send letter to client	10 minutes	EA	
5	Attend pre-bidding conference	Conduct pre-bidding conference/negotiation	1 day	Disposal Committee/ Secretariat (SRS/DC)	
6	Secure official bid form; bidder's site inspection certificate; terms and conditions; pay cost of bid documents	Issue bid documents	1 hour	Committee Secretariat	Bid documents /OR
7	Participate in public bidding; drops bid documents and bid deposit; 3 highest bidders tender bid deposit	Conduct public bidding/negotiation; requires 3 highest bidders to tender bid deposit with cashier and returns bid deposit of the other bidders	1 day	Disposal Committee/ Secretariat	
8		Prepare bid summary for approval of Disposal Committee	1 hour	Committee Secretariat	
9		Evaluate bid results	2 days	Disposal Committee	
10		Prepare memo to the Board re: recommendation of the Committee; prepare Board presentation materials	1 day	SRS/DC	
11		Review/approve memo and presentation materials; present recommendation of the Committee to the Board	1 hour	ADM/DM	
12		Approve/Disapprove award	1 hour	Board/President	
13		Prepare Notice of Award	1 hour	SRS/DC	
14		Review/approve Notice of Award for signature of President	30 minutes	ADM/DM	
15		Sign Notice of award	1 hour	President	
16	Acknowledge receipt of Notice of Award	Send Notice of Award to winning bidder	10 minutes	EA	
17	Pay full bid price within 5 working days from receipt of Notice of Award	Receive full payment	15 minutes	Treasury	

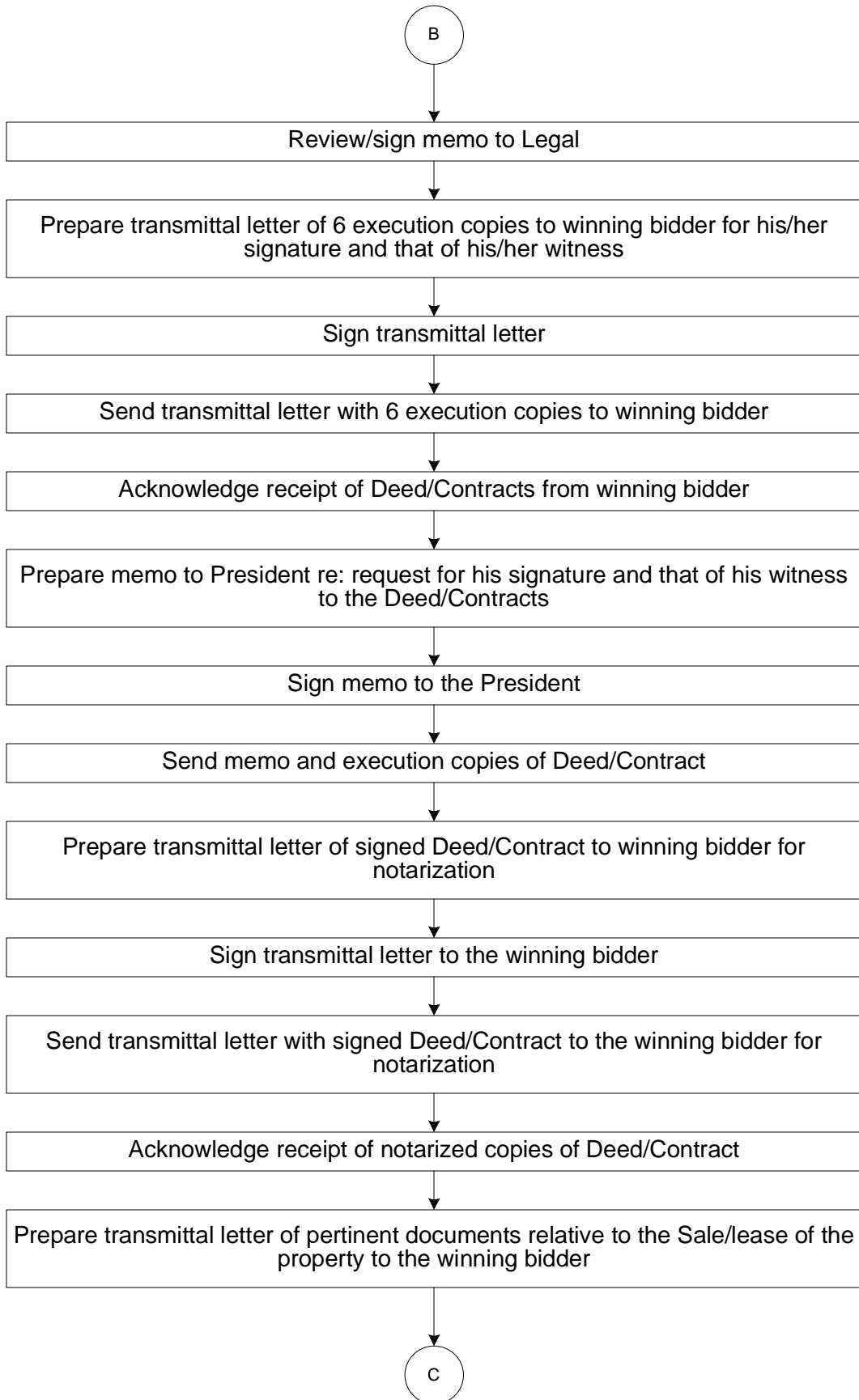
Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Forms
18		Prepare memo to Treasury requesting for the return of bid deposits of the 2 nd and 3 rd highest bidders	30 minutes	SRS/DC	
19		Review/sign memo to Treasury	15 minutes	DM	
20		Coordinate with 2 nd and 3 rd highest bidders to get check from Treasury representing their bid deposits	1 hour	SRS/DC	
21		Prepare memo/provide Legal Department with the Terms and Conditions for the Deed of Absolute Sale/Contract of Lease	1 day	SRS/DC	
22		Review/sign memo to Legal Department	2 hours	ADM/DM	
23		Review draft Deed of Absolute Sale/Contract of Lease as prepared by Legal	1 day	DC/ ADM/DM	
24		Prepare transmittal letter of draft Deed/Contract to winning bidder for review/conformity	30 minutes	SRS/DC	
25		Sign transmittal letter to winning bidder	15 minutes	DM	
26	Acknowledge receipt of Deed/ Contract; Review/sign conformity to the draft Deed/Contract	Send transmittal letter with draft Deed/Contract to winning bidder	10 minutes	EA	
27		Return draft Deed/Contract to Legal for revisions / finalization; request for contract endorsement	30 minutes	SRS/DC	
28		Review/sign memo to Legal	15 minutes	DM	
29		Prepare transmittal letter of 6 execution copies to winning bidder for his/her signature and that of his/her witness	30 minutes	SRS/DC	
30		Sign transmittal letter	15 minutes	DM	
31	Sign Deed/Contracts	Send transmittal letter with 6 execution copies to winning bidder	1 hour	EA	
32	Return Deed/Contracts to PNOG for signature	Acknowledge receipt of Deed/Contracts from winning bidder	10 minutes	EA	
33		Prepare memo to President re: request for his signature and that of his witness to the Deed/Contracts	1 hour	SRS/DC	
34		Sign memo to the President	30 minutes	DM	
35		Send memo and execution copies of Deed/Contract	30 minutes	EA	
36		Prepare transmittal letter of signed Deed/Contract to winning bidder for notarization	30 minutes	SRS/DC	
37		Sign transmittal letter to the winning bidder	15 minutes	DM	
38	Notarize Deed/Contract	Send transmittal letter with signed Deed/Contract to the winning bidder for notarization	15 minutes	EA	

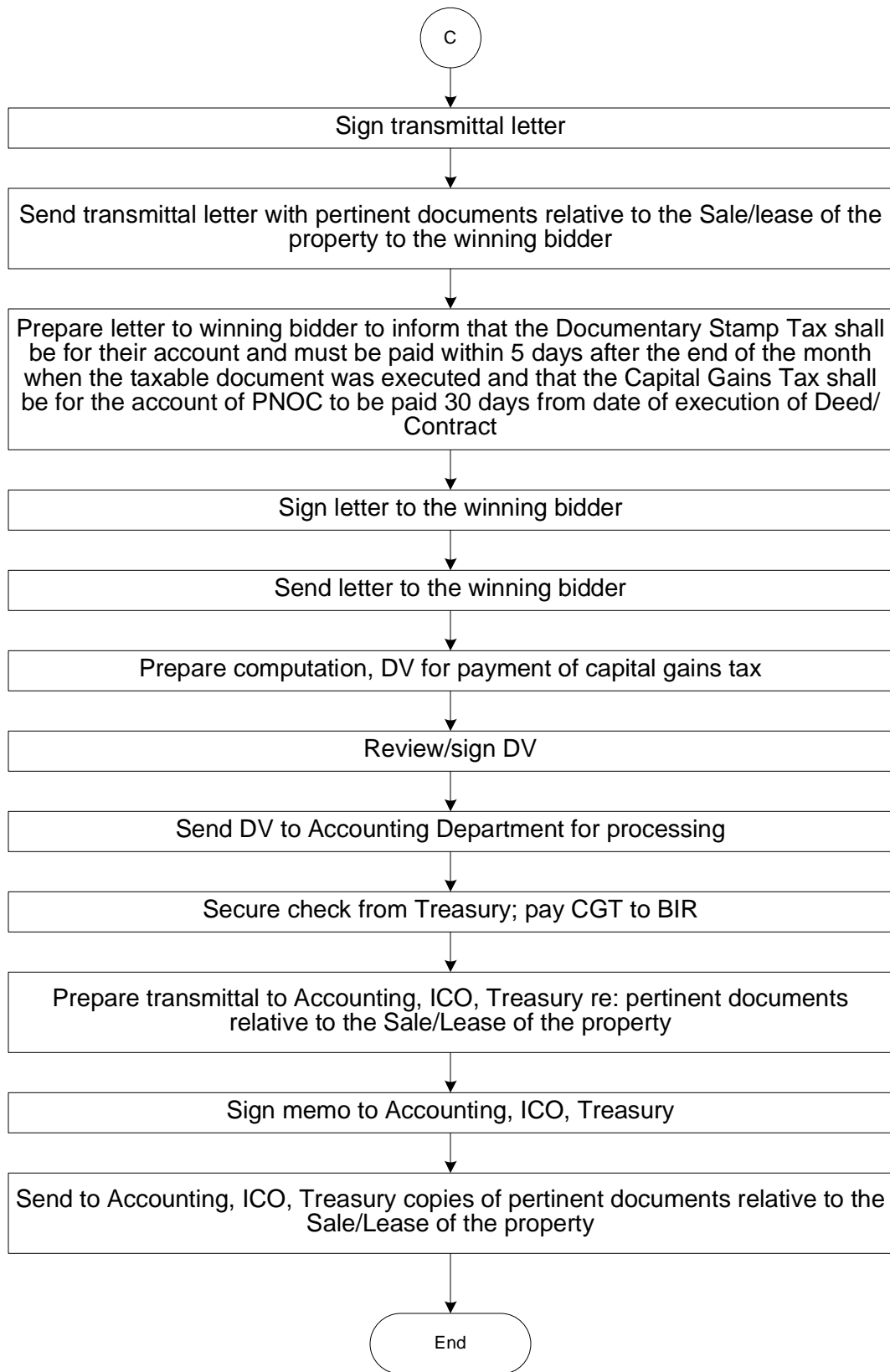
Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Forms
39	Return 4 notarized copies of Deed/Contract to PNO	Acknowledge receipt of notarized copies of Deed/Contract	10 minutes	EA	
40		Prepare transmittal letter of pertinent documents relative to the Sale/lease of the property to the winning bidder	1 hour	SRS/DC	
41		Sign transmittal letter	30 minutes	DM	
45	Acknowledge receipt of letter	Send letter to the winning bidder	10 minutes	EA	
46		Prepare computation, DV for payment of capital gains tax	2 hours	SRS/DC	
47		Review/sign DV	15 minutes	ADM/DM	
48		Send DV to Accounting Department for processing	10 minutes	EA	
49		Secure check from Treasury; pay CGT to BIR	4 hours	SRS	
50		Prepare transmittal to Accounting, ICO, Treasury re: pertinent documents relative to the Sale/Lease of the property	1 hour	SRS/DC	
51		Sign memo to Accounting, ICO, Treasury	30 minutes	DM	
52		Send to Accounting, ICO, Treasury copies of pertinent documents relative to the Sale/Lease of the property	30 minutes	EA	

DISPOSAL/UTILIZATION OF IDLE PROPERTIES







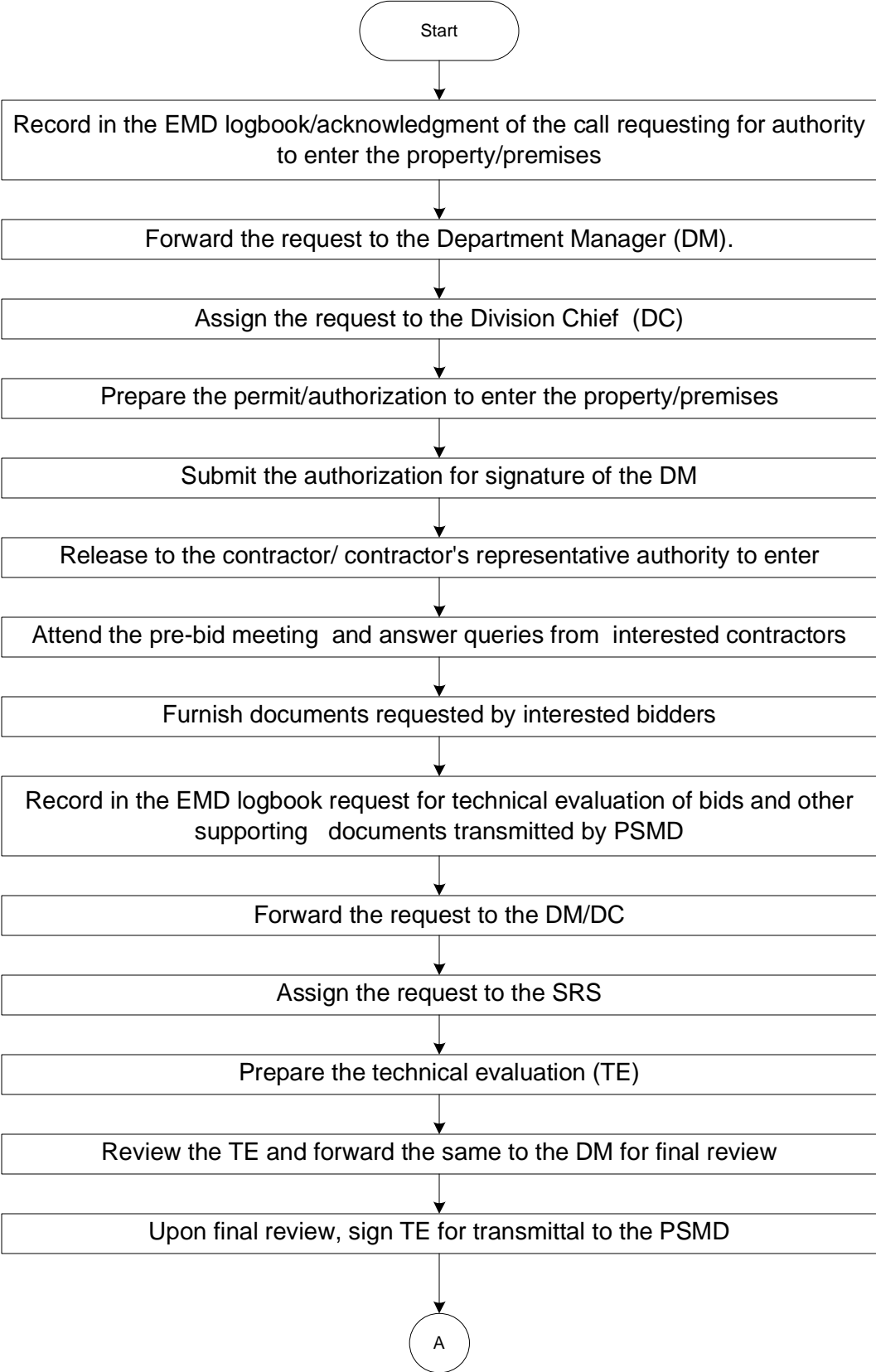


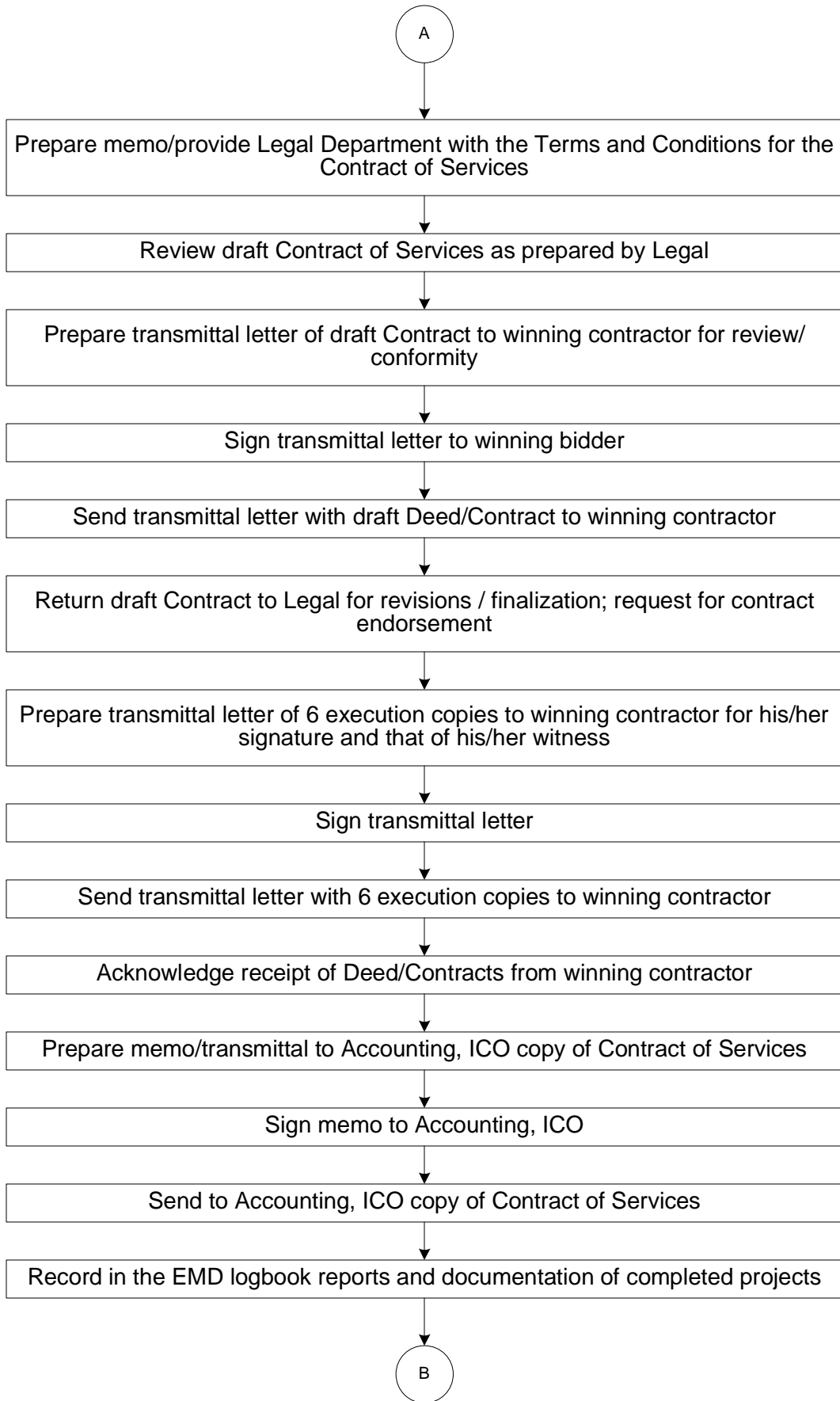
CONTRACTS FOR SERVICES					
Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Forms
1	Originator/Prospective Contractors for services (appraisal, survey, security and fencing) Submits/calls in request for authority to enter the property/premises)	Record in the EMD logbook/acknowledgment of the call requesting for authority to enter the property/premises.	10 minutes	Executive Assistant (EA)	-
2		Forward the request to the Department Manager (DM).	5 minutes	-do-	
3		Assign the request to the Division Chief (DC)	10 minutes	DM	
4		Prepare the permit/authorization to enter the property/premises	15 minutes	DC	
5		Submit the authorization for signature of the DM	10 minutes	EA	
6		Release to the contractor/ contractor's representative authority to enter	10 minutes	-do-	
7	Receipt by the contractor/contractor's representative of the authority to enter the property/premises		5 minutes		
8	Client attends the pre-bid conference set by BAC	Attend the pre-bid meeting and answer queries from interested contractors	30 minutes	DC and SRS	
9		Furnish documents requested by interested bidders	45 minutes	SRS	
10	Acknowledge receipt of documents requested				
11	Submits bid and attends bid opening				
12		Record in the EMD logbook request for technical evaluation of bids and other supporting documents transmitted by PSMD	10 minutes	EA	
13		Forward the request to the DM/DC	5 minutes	-do-	
14		Assign the request to the SRS	10 minutes	DC	
15		Prepare the technical evaluation (TE)	15 minutes	SRS	
16		Review the TE and forward the same to the ADM and DM for final review	10 minutes	DC/ADM	
17		Upon final review, sign TE for transmittal to the PSMD	15 minutes	DM	
18		Prepare memo/provide Legal Department with the Terms and Conditions for the Contract of Services	1 day	SRS/DC	
19		Review draft Contract of Services as prepared by Legal	1 day	DC/ ADM	

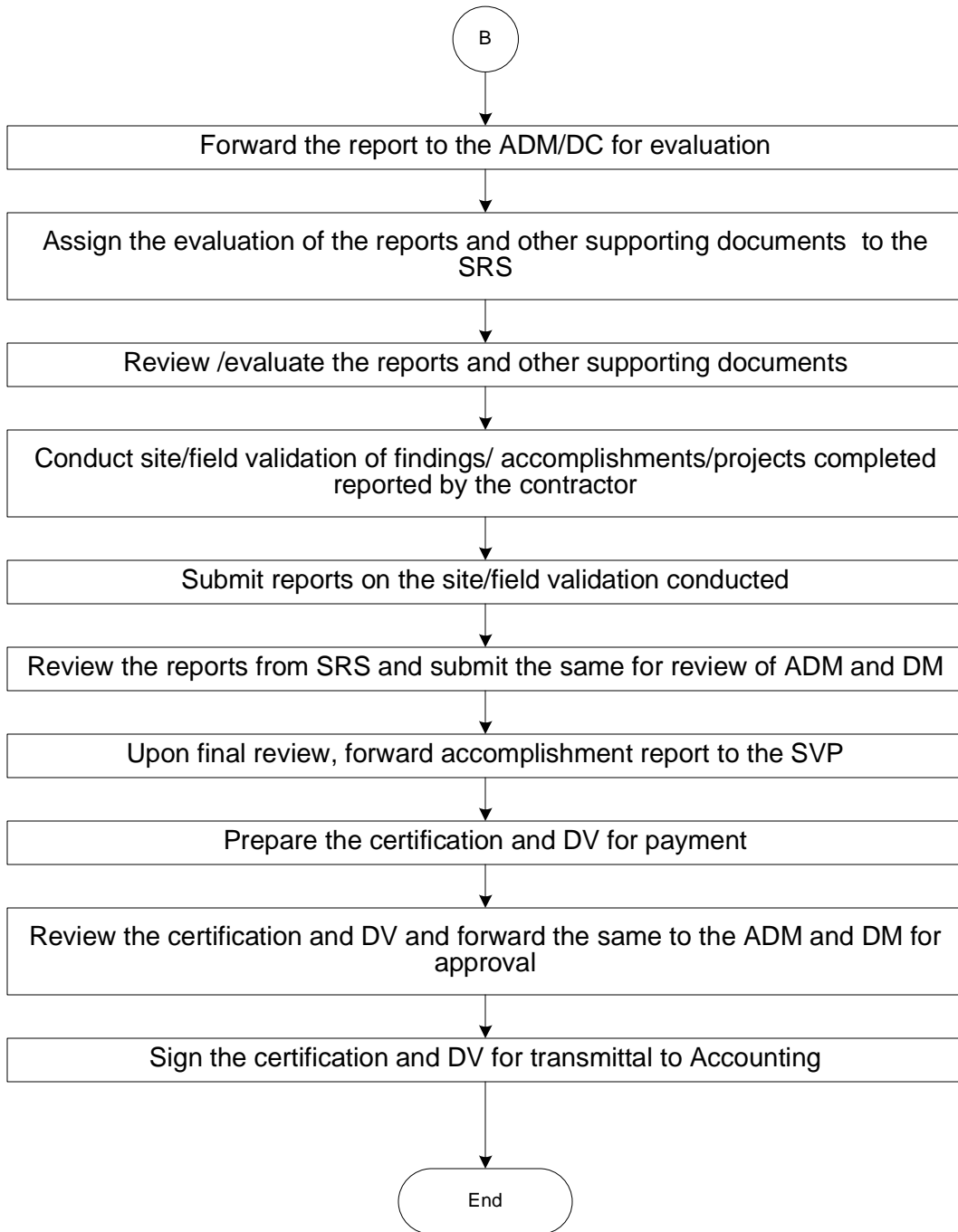
	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Forms
20		Prepare transmittal letter of draft Contract to winning contractor for review/conformity	30 minutes	SRS/DC	
21		Sign transmittal letter to winning bidder	15 minutes	DM	
22	Acknowledge receipt of Deed/ Contract; Review/sign conformity to the draft Deed/Contract	Send transmittal letter with draft Deed/Contract to winning contractor	10 minutes	EA	
23		Return draft Contract to Legal for revisions / finalization; request for contract endorsement	30 minutes	SRS/DC	
24		Prepare transmittal letter of 6 execution copies to winning contractor for his/her signature and that of his/her witness	30 minutes	SRS	
25		Sign transmittal letter	15 minutes	DM	
26	Sign Deed/Contracts	Send transmittal letter with 6 execution copies to winning contractor	1 hour	EA	
27	Return Deed/Contracts to PNOG for signature	Acknowledge receipt of Deed/Contracts from winning contractor	10 minutes	EA	
28		Prepare memo/transmittal to Accounting, ICO copy of Contract of Services	1 hour	SRS/DC	
29		Sign memo to Accounting, ICO	30 minutes	DM	
30		Send to Accounting, ICO copy of Contract of Services	30 minutes	EA	
31	Winning bidder undertakes services				
32	Submission of reports and documentation of completed projects	Record in the EMD logbook reports and documentation of completed projects	10 minutes	EA	
33		Forward the report to the DC/DM for evaluation	10 minutes	DM	
34		Assign the evaluation of the reports and other supporting documents to the SRS	10 minutes	DC	
35		Review /evaluate the reports and other supporting documents	1 day	SRS	
36		Conduct site/field validation of findings/ accomplishments/projects completed reported by the contractor	2 days	SRS	
37		Submit reports on the site/field validation conducted	1 day	SRS	
38		Review the reports from SRS and submit the same for review of ADM and DM	1 hour	DC	

	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Forms
39		Upon final review, forward accomplishment report to the SVP	1 hour	DM	
40		Prepare the certification and DV for payment	1 hour	SRS	
41		Review the certification and DV and forward the same to the ADM and DM for approval	20 minutes	DC	

CONTRACTS FOR SERVICES



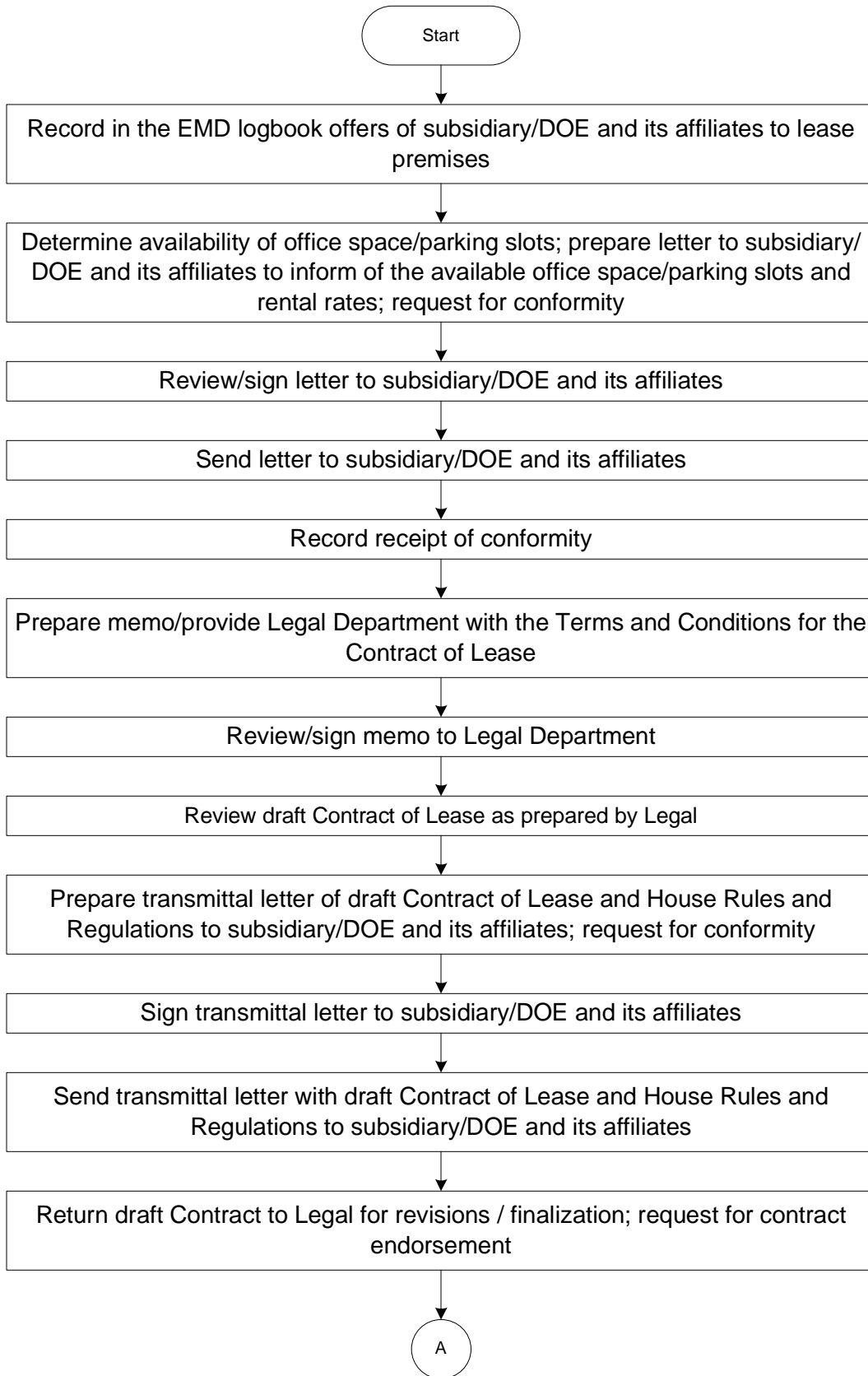




LEASE OF OFFICE SPACE/PARKING SLOTS AT PNOG ENERGY CENTER					
Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Forms
1	Interested subsidiary/DOE and its affiliates to lease office space/parking slots – send letter of intent to lease premises	Record in the EMD logbook offers of subsidiary/DOE and its affiliates to lease premises.	10 minutes	EA	
2		Determine availability of office space/parking slots; prepare letter to subsidiary/DOE and its affiliates to inform of the available office space/parking slots and rental rates; request for conformity	2 hours	SRS/DC	
3		Review/sign letter to subsidiary/DOE and its affiliates	1 hour	ADM/DM	
4		Send letter to subsidiary/DOE and its affiliates	10 minutes	EA	
5	Acknowledge receipt of letter				
6	Send reply / conformity				
7		Record receipt of conformity	10 minutes	EA	
8		Prepare memo/provide Legal Department with the Terms and Conditions for the Contract of Lease	1 day	SRS/DC	
9		Review/sign memo to Legal Department	2 hours	ADM/DM	
10		Review draft Contract of Lease as prepared by Legal	1 day	DC/ ADM/DM	
11		Prepare transmittal letter of draft Contract of Lease and House Rules and Regulations to subsidiary/DOE and its affiliates; request for conformity	30 minutes	SRS/DC	
12		Sign transmittal letter to subsidiary/DOE and its affiliates	15 minutes	DM	
13		Send transmittal letter with draft Contract of Lease and House Rules and Regulations to subsidiary/DOE and its affiliates	10 minutes	EA	
14	Acknowledge receipt of Contract of Lease and House Rules and Regulations; Review/sign conformity to the draft Contract				
15		Return draft Contract to Legal for revisions / finalization; request for contract endorsement	30 minutes	SRS/DC	
16		Review/sign memo to Legal	15 minutes	DM	
17		Prepare transmittal letter of 6 execution copies to subsidiary for signature of authorized signatory and	30 minutes	SRS/DC	

		that of his witness			
18		Sign transmittal letter	15 minutes	DM	
19		Send transmittal letter with 6 execution copies to subsidiary/DOE and its affiliates	1 hour	EA	
20	Sign Contract of Lease				
21	Return Contract to PNOC for signature				
22		Acknowledge receipt of Contract from subsidiary/DOE and its affiliates	10 minutes	EA	
23		Prepare memo to President re: request for his signature and that of his witness to the Contract	1 hour	SRS/DC	
24		Sign memo to the President	30 minutes	DM	
25		Send memo and execution copies of Contract to President for signature	30 minutes	EA	
26		Prepare transmittal letter of signed Contract to subsidiary/DOE and its affiliates for notarization	30 minutes	SRS/DC	
27		Sign transmittal letter to the subsidiary/DOE and its affiliates	15 minutes	DM	
28		Send transmittal letter with signed Contract to subsidiary/DOE and its affiliates for notarization	15 minutes	EA	
29	Notarize Contract				
30	Return 4 notarized copies of Contract to PNOC				
31		Acknowledge receipt of notarized copies of Contract	10 minutes	EA	
32		Send to Accounting & Treasury copies of Contract of Lease	30 minutes	EA	

LEASE OF OFFICE SPACE/PARKING SLOTS AT PNOG ENERGY CENTER



New Releases for Energy Beat Reporters

Schedule of Availability of Service

Monday to Friday
8:00am to 5:00pm

Who may avail of the Service

Energy Beat Reporters

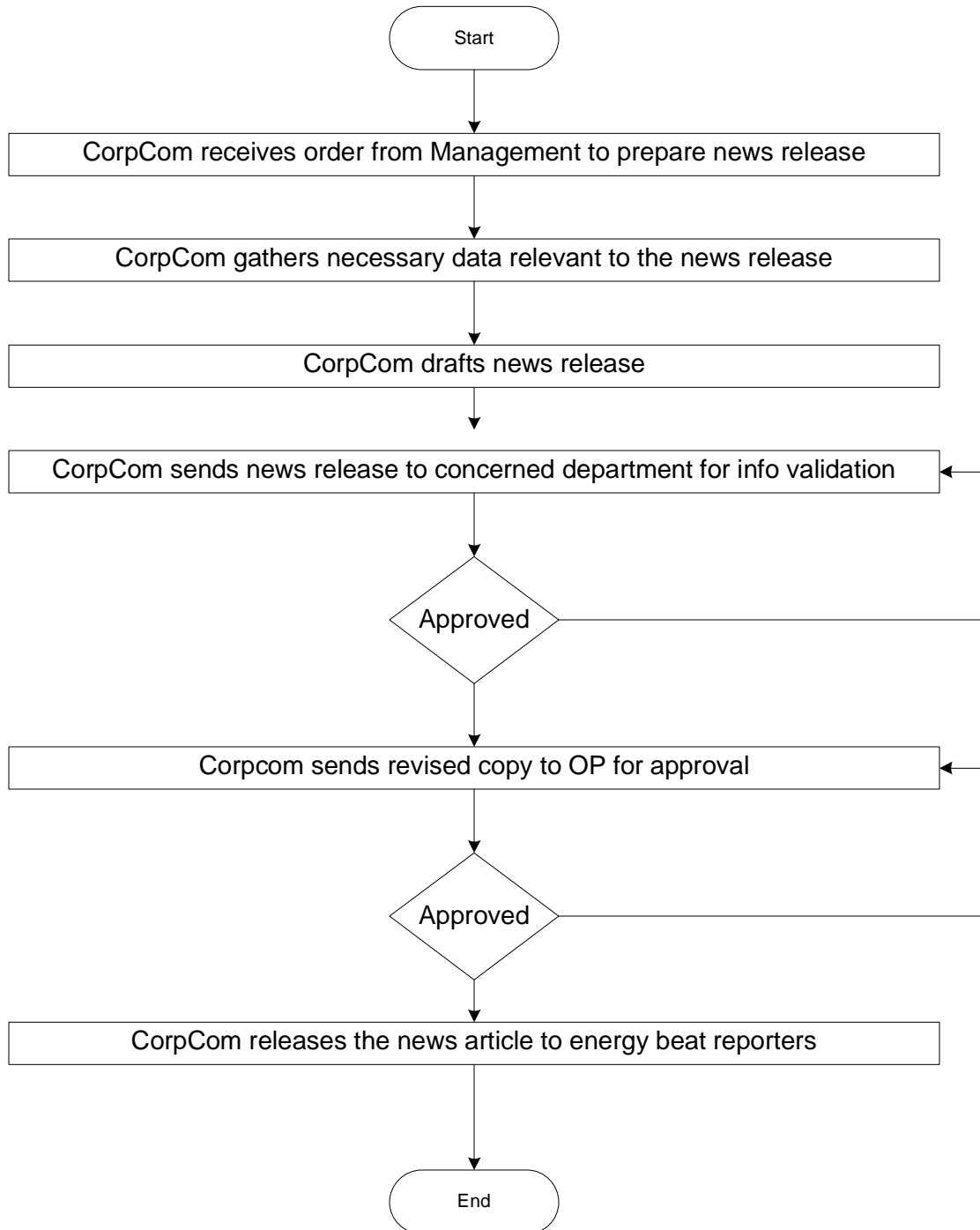
What are the Requirements

News/Photo Releases

Duration: 3 working days

	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	PNOC	Corpcom receives instructions to prepare news release	5 minutes	Step		-
2		Corpcom gathers necessary data relevant to news release	5 minutes	Receiving OP Officer		-
3		CorpCom drafts news release	4 hours	CorpCom Head		-
4		Corpcom sends news release to concerned department for validation	1 day	President		
5		If approved, the news copy is ready for release	30 minutes	CorpCom personnel		-
6		If for revision, Corpcom makes the necessary revisions	2 hours	CorpCom		
7		CorpCom sends revised copy to OP for approval	4 hours	OP		
8		Corpcom releases the news article to energy beat reporters	1 hour	CorpCom		

New Releases for Energy Beat Reporters



U. P. Scholarship

Schedule of Availability of Service

Monday to Friday
8:00am to 5:00pm

Who may avail of the Service

UP Office of Student Affairs

What are the Requirements

UP List of Qualified Students
Billing

Duration: 7 working days

Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	UP submits list of qualified students and detailed billing	OP receives the documents from UP	5 minutes	Receiving OP Officer		-
2		OP forwards the documents to CorpCom.	5 minutes	Receiving OP Officer		-
3		CorpCom reviews the documents and makes recommendation for approval to approve list of candidates	half day	CorpCom Head		-
4		OP approves list of candidates for support	1 day	President		
5		CorpCom prepares disbursement voucher	30 minutes	CorpCom personnel		-
6		The President approves the DV for processing	Half day	President	-	
7		CorpCom forwards the DV to Accounting/Treasury for processing	5 days	CorpCom	-	
8		CorpCom informs UP of check availability	10 minutes	Director	-	

U. P. Scholarship

