PERFORMANCE MONITORING DIVISION
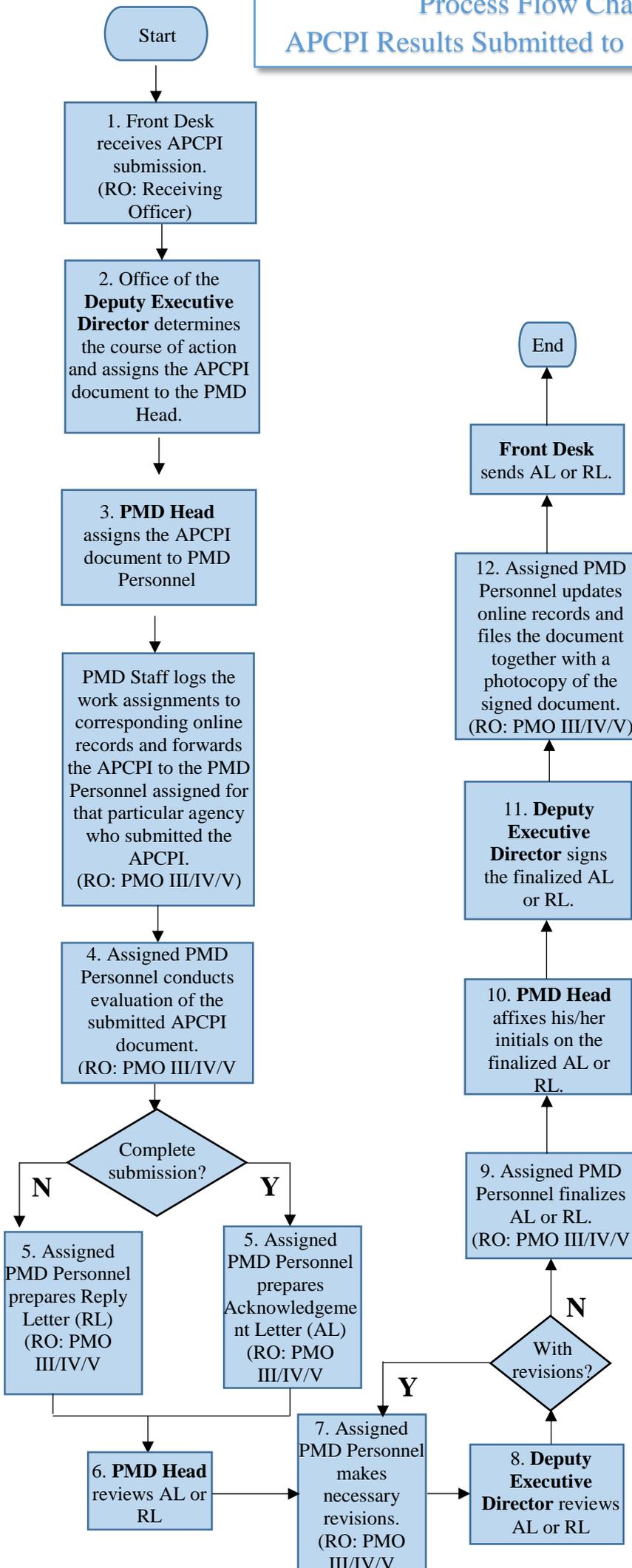
Process Flow Chart 7: APCPI Results Submitted to the GPPB-TSO

Start

1. Front Desk receives APCPI submission. (RO: Receiving Officer)

2. Office of the **Deputy Executive Director** determines the course of action and assigns the APCPI document to the PMD Head.

3. **PMD Head** assigns the APCPI document to PMD Personnel

PMD Staff logs the work assignments to corresponding online records and forwards the APCPI to the PMD Personnel assigned for that particular agency who submitted the APCPI. (RO: PMO III/IV/V)

4. Assigned PMD Personnel conducts evaluation of the submitted APCPI document. (RO: PMO III/IV/V

Complete submission?

N

Y

5. Assigned PMD Personnel prepares Reply Letter (RL) (RO: PMO III/IV/V

5. Assigned PMD Personnel prepares Acknowledgement Letter (AL) (RO: PMO III/IV/V

6. **PMD Head** reviews AL or RL

7. Assigned PMD Personnel makes necessary revisions. (RO: PMO III/IV/V

8. **Deputy Executive Director** reviews AL or RL

With revisions?

N

Y

9. Assigned PMD Personnel finalizes AL or RL. (RO: PMO III/IV/V

10. **PMD Head** affixes his/her initials on the finalized AL or RL.

11. **Deputy Executive Director** signs the finalized AL or RL.

12. Assigned PMD Personnel updates online records and files the document together with a photocopy of the signed document. (RO: PMO III/IV/V)

Front Desk sends AL or RL.

End

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1. GPPB-TSO Front Desk Staff receives and records APCPI submissions in hard copies. Documents that are submitted through electronic mail are printed and forwarded by the recipient to Front Desk Staff for proper endorsement to the Office of the Deputy Executive Director (DED).

2. The DED reviews and determines the appropriate course of action for the received APCPI documents and forwards the same to the PMD Head.

3. The PMD Head reviews and determines additional courses of action to be undertaken on the received document (i.e., calling the procuring entity). After such, the PMD Head assigns the received documents to PMD Staff. The PMD Staff updates its online database pertaining to the work assignment and forwards the same documents to the PMD Staff assigned to process/evaluate the document.

4. Assigned PMD Staff evaluates the received APCPI Documents and takes the appropriate course of action as instructed by the DED and PMD Head. The conduct of evaluation determines the completeness of submitted APCPI Documents which includes the following accomplished forms:

   a. Self-Assessment (Annex A)

   b. Consolidated Procurement Monitoring Report (Annex B)

   c. Confirmation Questionnaire

   d. Action Plan (Annex D)

5. If the submitted documents are complete, the PMD Staff prepares an Acknowledgment Letter (AL). Otherwise, a Reply Letter (RL) shall be prepared.

6. The PMD Head reviews and comments on the draft AL/RL and return the same to the PMD staff for appropriate revision.

7. The PMD Staff effects changes on the draft AL/RL based on the comment/s made by the PMD Head. After such, the PMD Staff submits the revised AL/RL to the DED.

8. The DED reviews and comments on the AL/RL and forwards the same to the PMD Staff.

9. The PMD Staff effects the necessary changes on the AL/RL based on the comments made by the DED. The revised AL/RL is forwarded to the DED for further review. If no further comments were made, the PMD Staff finalizes the AL/RL.
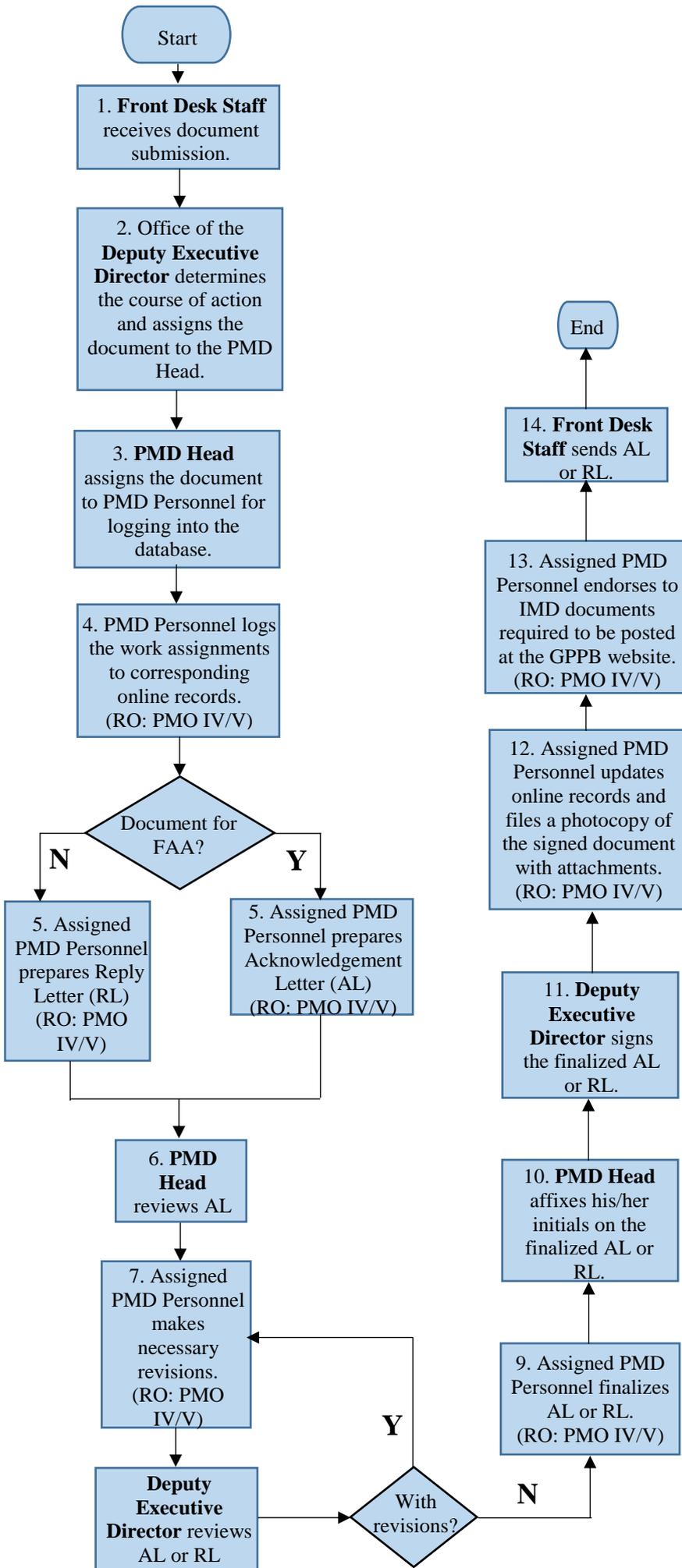
10. The PMD Staff forwards the finalized AL/RL to the PMD Head. The PMD Head affixes his/her initials on and return the finalized Documents to the PMD Staff who will forward the initialed AL/RL to the Office of the DED for signature and approval.

11. The DED reviews and signs the finalized AL/RL and returns to the PMD Staff for further action.

12. The PMD Staff updates its online database for the completion of the assigned task and forwards the approved documents to the Front Desk Staff. The PMD Staff then files a photocopy of the approved document to its respective folder.
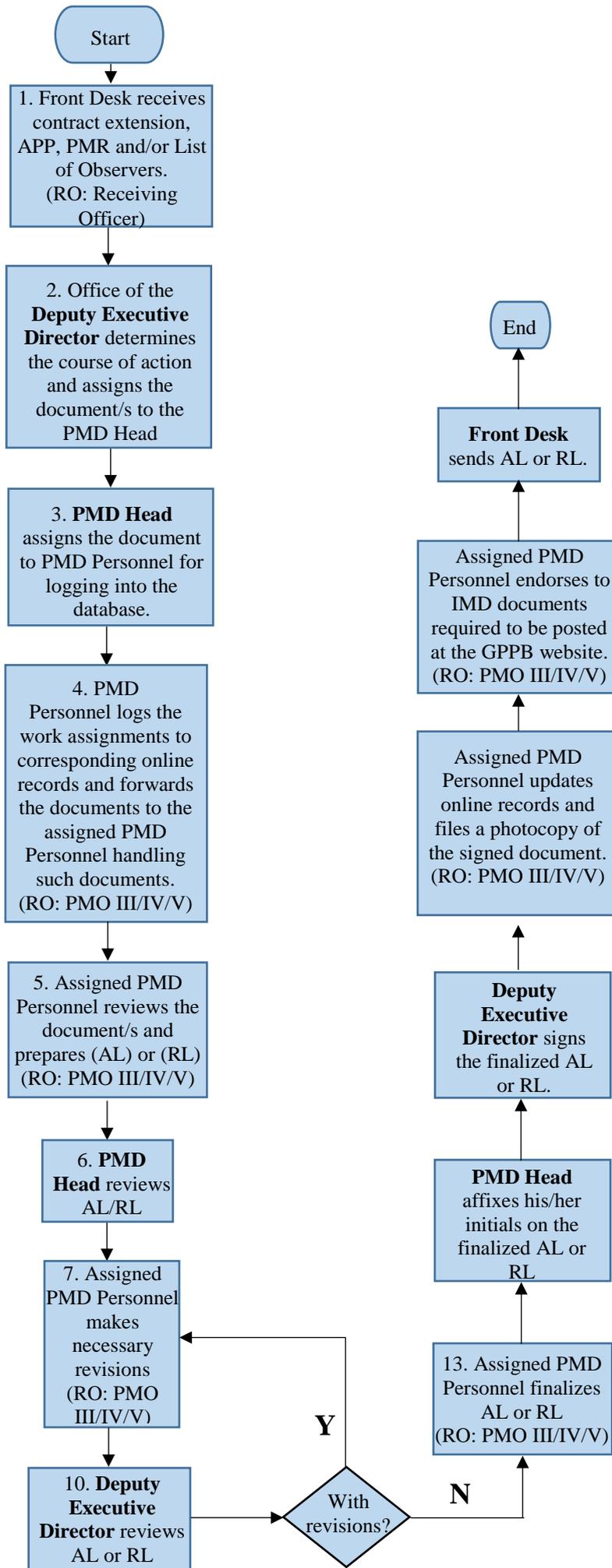
13. The Front Desk Staff prepares the approved document for releasing and issuance through mail. Front Desk Staff likewise provides a file copy of the approved document.

Process Flow Chart 8:
Limited Source Bidding / Blacklisting Order / Delisting Order

Start

1. **Front Desk Staff** receives document submission.

2. Office of the **Deputy Executive Director** determines the course of action and assigns the document to the PMD Head.

3. **PMD Head** assigns the document to PMD Personnel for logging into the database.

4. PMD Personnel logs the work assignments to corresponding online records. (RO: PMO IV/V)

Document for FAA?

N → 5. Assigned PMD Personnel prepares Reply Letter (RL) (RO: PMO IV/V)

Y → 5. Assigned PMD Personnel prepares Acknowledgement Letter (AL) (RO: PMO IV/V)

6. **PMD Head** reviews AL

7. Assigned PMD Personnel makes necessary revisions. (RO: PMO IV/V)

Deputy Executive Director reviews AL or RL

With revisions?

Y → (back to 7)

N → 9. Assigned PMD Personnel finalizes AL or RL. (RO: PMO IV/V)

10. **PMD Head** affixes his/her initials on the finalized AL or RL.

11. **Deputy Executive Director** signs the finalized AL or RL.

12. Assigned PMD Personnel updates online records and files a photocopy of the signed document with attachments. (RO: PMO IV/V)

13. Assigned PMD Personnel endorses to IMD documents required to be posted at the GPPB website. (RO: PMO IV/V)

14. **Front Desk Staff** sends AL or RL.

End

1. The GPPB-TSO Front Desk Staff receives the documents (Limited Source Bidding – List of Pre-Selected Suppliers or Consultants, Blacklisting Order, Delisting Order) by stamping or marking the submitted documents with date and time of receipt and name of the staff who received the documents, and records the same in the database.

2. The Front Desk Staff forwards the documents to the DED for the determination of the course of action that needs to be taken using the routing slip.

3. The PMD Head assigns the documents to a PMD Staff for appropriate action.

4. The PMD Staff logs the assigned work to the corresponding online record and reviews and evaluates the completeness of the submitted documents using appropriate checklist.

5. The PMD Staff prepares the appropriate response. If the submitted documents are complete, PMD Staff prepares an Acknowledgment Letter (AL), otherwise, a Reply Letter (RL) shall be prepared.

6. The PMD Head reviews the AL/RL and gives comments.

7. The PMD Staff makes the necessary revisions, if necessary. Otherwise, PMD Staff forwards the AL/RL to the DED for review.

8. The DED reviews the AL/RL and gives comments.

9. The PMD Staff effects the revisions given by the DED, if any, and returns the AL/RL to the DED for review.

10. Once the DED approves the AL/RL, the PMD Staff finalizes the AL/RL and prints two (2) colored copies.

11. PMD Head affixes initials to the AL/RL.

12. DED affixes signature to the AL/RL.

13. PMD Staff prepares the release of the AL/RL and forwards AL to IMD for posting in the GPPB website (for BOs). The Blacklisted entity will be included in the Consolidated Blacklisting Report (CBR).

14. Front Desk Staff keeps the original and scanned copy of the AL/RL with the submitted documents to the PMD Staff.

15. PMD Staff files the photocopy of the AL/RL with the submitted documents and updates the status of the document in the online record.

Process Flow Chart 9:
APP, PMR, Contract Extension, and List of Observers

Start

1. Front Desk receives contract extension, APP, PMR and/or List of Observers. (RO: Receiving Officer)

2. Office of the Deputy Executive Director determines the course of action and assigns the document/s to the PMD Head

3. PMD Head assigns the document to PMD Personnel for logging into the database.

4. PMD Personnel logs the work assignments to corresponding online records and forwards the documents to the assigned PMD Personnel handling such documents. (RO: PMO III/IV/V)

5. Assigned PMD Personnel reviews the document/s and prepares (AL) or (RL) (RO: PMO III/IV/V)

6. PMD Head reviews AL/RL

7. Assigned PMD Personnel makes necessary revisions (RO: PMO III/IV/V)

10. Deputy Executive Director reviews AL or RL

With revisions? — **Y** / **N**

13. Assigned PMD Personnel finalizes AL or RL (RO: PMO III/IV/V)

PMD Head affixes his/her initials on the finalized AL or RL

Deputy Executive Director signs the finalized AL or RL.

Assigned PMD Personnel updates online records and files a photocopy of the signed document. (RO: PMO III/IV/V)

Assigned PMD Personnel endorses to IMD documents required to be posted at the GPPB website. (RO: PMO III/IV/V)

Front Desk sends AL or RL.

End

1. The Front Desk Staff receives the document (Annual Procurement Plan, Procurement Monitoring Report, Contract Extension, List of Observers) and records the same to the database before forwarding to the Office of the Deputy Executive Director (DED). In case of e-mail in any of the monitoring e-mail addresses, a copy of such shall be printed and forwarded by the recipient to the Front Desk Staff for proper endorsement to the Office of the DED.

2. The DED determines the course of action to be undertaken and assigns the document to the PMD Head.

3. The PMD Head assigns the document to the Personnel that will update the database and to the Staff that will do the evaluation.

4. The PMD Staff checks the document details, clicks the corresponding entry in the database, updates details, and saves updated entry. PMD Staff also records and takes note of the type of document assigned and to whom it is being assigned.

5. The assigned PMD Personnel evaluates the document and prepares an Acknowledgment Letter (AL) or Reply Letter (RL) to be forwarded to the PMD Head.

6. The PMD Head receives the AL/RL with the documents and notes for revisions and/or forwards the same to the DED. In case there are corrections, the PMD Head writes on AL/RL as to which sections are for revisions. The PMD Head calls staff to give AL and discuss revisions.

7. The PMD Staff revises the AL/RL accordingly and returns the same to the PMD Head.

8. Upon review, the PMD head returns the AL/RL to the PMD Staff for further revisions or for forwarding to the DED.

9. The Staff forwards the AL/RL, with the attached document, to the DED.

10. The DED notes and comments on AL/RL and calls the Staff to discuss revisions.

11. Assigned PMD Personnel edits and finalizes the AL/RL for further review of the DED. The staff goes to the DED and discusses incorporated revisions on AL/RL.

12. The DED will then instruct the staff to finalize the letter.

13. The Staff finalizes the letter and forward the same to the PMD Head for initials, then to the DED for signature.

14. The staff forwards the letter to the Front Desk Officer for mailing while maintaining a copy of the signed letter, together with the document, for filing.

15. The Front Desk Staff logs in the database and mails the signed letter.