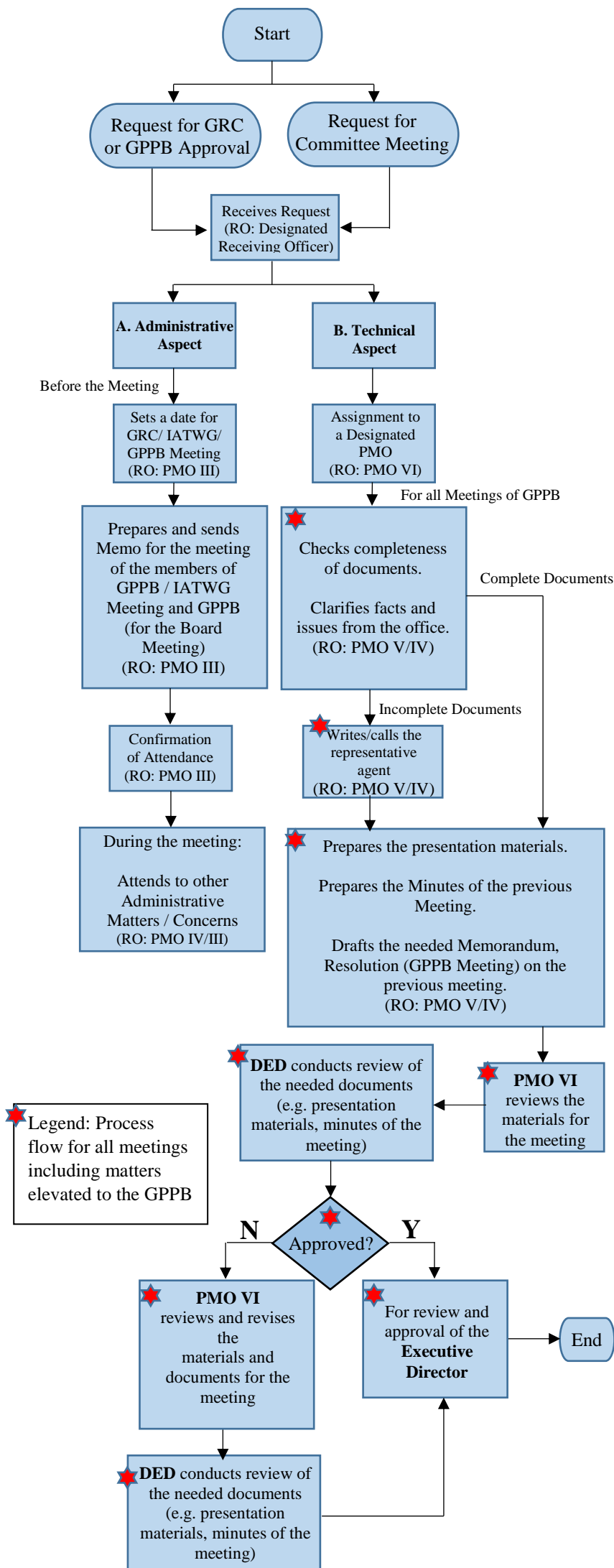


# **SECRETARIAT DIVISION**

## Process Flow Chart 4: All Meetings Including Matters Elevated to the Board



1. Upon receipt of a letter-request from agency, department, office or instrumentality of the government, the SD receives the same and undertakes two (2) aspects of preparation:

### A. Administrative Aspect:

*(Before the meeting)*

1. Administratively, the concerned Staff coordinates with any of the following: the Inter-Agency Technical Working Group (IATWG); the GPPB-TSO Review Committee (GRC) nor the Government Procurement Policy Board (Board) to check their schedules and set a date for a meeting;

2. Thereafter, the SD Staff sends memoranda-invitations to the members of either the IATWG or the GRC;

3. SD Staff takes confirmation of attendance prior to the date of the meeting to confirm the existence of a quorum on the scheduled meeting.

*(During the meeting)*

4. The SD staff takes care of all administrative and other related concerns during the meeting.

### A. Administrative Aspect:

1. SD Head assigns the letter request to the concerned Staff.

2. The assigned Staff undertakes complete staff work (CSW) which, among others, includes research work, study on the proprietary/validity of the request; checking of the completeness of the documents submitted in compliance with GPPB Rules and Regulations or relevant issuances; clarification of facts and issues from the concerned agency, if necessary;

3. If upon review and verification, the Staff found out that the documents submitted by the requesting office/agency is incomplete, the Staff either writes or calls the concerned office to request for additional documents or information from the latter;

4. If the review of the assigned Staff shows that the documents are complete, the concerned Staff, and other SD Staff if necessary, prepare/s the presentation materials, minutes of the previous meeting, memorandum and resolution on the previous meeting.

5. The SD Head coordinates with the assigned Staff and conducts the initial review of all the documents/materials necessary for the ensuing meeting.

6. The Deputy Executive Director (DED) undertakes further review of all the documents/materials necessary for the meeting and gives further instructions, if necessary, and may either approve or disapprove the documents/materials:

a. In case further revision is necessary, the SD Head returns documents/materials to the assigned Staff to effect the necessary revisions;

b. If the DED finds that the documents/materials needed are already complete and acceptable, the DED approves the documents/materials for endorsement to the ED.

7. The Executive Director (ED) reviews and approves all the documents/materials for the forthcoming meeting.