Office of the Director (MFO-OD)

External Services

1. MFO-OD01 Processing of Issuance of Checks Related to Utility and Communication Expenses, Janitorial Services, Security Services, Salaries, Supplier/Contractor/Service Provider and Others

Issuance of Checks Related to Utility and Communication Expenses, Janitorial Services, Security Services, Salaries, Supplier/Contractor/Service Provider and Others

Office or Division:	Office of the Director (MFO-OD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Suppliers/Bidders/Merchants
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. Utilities Expense (Water, Electricity, and Communication/Telephone Expenses	
A.1. Billing Invoice / Statement of Account (1) Original Copy	Applicant / Client
A.2. Notice of Award (1) Original Copy	Applicant / Client
A.3. Contract (1) Original Copy	Applicant / Client
A.4. Notice to Proceed (1) Original Copy	Applicant / Client
B. Janitorial / Security and other Service Provider	
B.1. Billing Invoice / Statement of Account (1) Original Copy	Applicant / Client
B.2. Duly Approved Daily Time Record (1) Original Copy	Applicant / Client
B.3. Duly approved attendance sheet with total no. of hours/days worked by Individual janitors and security guards (1) Original Copy	Applicant / Client
B.4. Notice of Award (1) Original Copy	Applicant / Client
B.5. Contract (1) Original Copy	Applicant / Client
B.6. Notice to Proceed (1) Original Copy	Applicant / Client
C. Salaries (Salary of individuals hired as Job order)	
C.1. Accomplishment Report (1) Original Copy	Applicant / Client
Remarks: *Shall be submitted by the Concerned Job Order Personnel*	
C.2. Approved Daily Time Record (1) Original Copy	Applicant / Client
Remarks: *Shall be submiited by the Concerned Job Order Personnel*	
D. Job Order for Repair and Maintenance	
D.1. Billing Invoice / Statement of Account (1) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit billing invoice/ Statement of Account (SOA) and other pertinent documents	1.1. Receive, evaluate, review and process Disbursement	None	1 working day/s	• Administrative Officer II; Office of

Location: Department of Energy-Mindanao Field Office 3rd Floor, Tolentino 2020 Bldg., Candelaria Ave., Ecoland, Matina, Davao City	Vouchers (DV) of its required documents			the Director (MFO-OD)
	1.2. Prepare DV and indicate and record the DV date, number, particulars and amount in individual index of payment		6 hour/s	• Administrative Officer II; Office of the Director (MFO-OD)
	1.3. Compute for applicable taxes		2 hour/s	• Administrative Officer II; Office of the Director (MFO-OD)
	1.4. Prepare Certificate of taxes withheld (BIR Form 2307)		2 hour/s	• Administrative Officer II; Office of the Director (MFO-OD)
	1.5. Certify DV (Box A- as to approval of expenses/cash advance necessary)		2 hour/s	• Admininstrative Officer IV; Office of the Director (MFO-OD)
	1.6. Certify DV (Box C - of as to availability of cash and completeness of documents)		2 hour/s	• Administrative Officer II; Office of the Director (MFO-OD)
	1.7. Approve DV (Box D - as to approval of payment)		4 hour/s	• Director; Office of the Director (MFO-OD)
	1.8. Issue check to provider/supplier		1 hour/s	• Administrative Officer IV; Office of the Director (MFO-OD)
	1.9. Encode and print necessary details on the check		1 hour/s	• Administrative Officer II; Office of the Director (MFO-OD)
	1.10. Signing of check with DV and its supporting documents		1 working day/s	• Disbursing Officers; Office of the Director (MFO-OD)
	1.11. Record the DV issued in the General Ledger, Employee Subsidiary Ledger and Supplier Subsidiary Ledger		4 hour/s	• Administrative Officer II; Office of the Director (MFO-OD)

General Remarks

Based on Commission on Audit (COA) Circular 2012-001 dated June 14, 2012 Revised Guidelines and Documentary Requirements for Common Government Transactions.

Total Processing Time:	Working Days: 5 working day/s
Total Processing Fee:	Total Standard Fee: None

2. MFO-OD08 Endorsement of the Disposal of Unserviceable Properties Thru Donation or Transfer Without Cost to Other Government Entities, LGUs, Schools, or State Universities

To ensure transparency and proper asset management, unserviceable government property is disposed of through donation or transfer, which includes moving items no longer needed by one agency to another government entity or qualified non-profit, often at no cost, while complying to strict procedures such as inspection, appraisal, and approval from bodies such as the Commission on Audit (COA) (COA) and Department of Budget and Management (DBM). The procedure frees up space, saves storage costs, and guarantees that valuable assets are not misused in accordance with the Revised Manual on the Disposal of Government Properties and National Budget Circular No. 425.

Office or Division:	Office of the Director (MFO-OD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Other Government Entities / LGUs / SUCs / Schools
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter of Intent from Qualified Recipients/ Donee - Donation (1) Original Copy	Other Government Entities / LGUs / SUCs / Schools - Other Government Entities / LGUs / SUCs / Schools
2. Duly accomplished Inspection and Inventory Report of Unserviceable Properties (IIRUP) – Sale (1) Original Copy	Department of Energy - Mindanao Field Office - Mindanao Field Office - Office of the Director (MFO-OD)
3. Return to Store (RTS) – Donation and Sale (1) Original Copy	Department of Energy - Mindanao Field Office - Mindanao Field Office - Office of the Director (MFO-OD)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits Letter Request of Property, Plant and Equipment (PPE) And Semi-Expendable Items thru Donation or Transfer without Cost **Location:** Department of Energy-Mindanao Field Office (DOE-MFO) Mindanao Field Office - Office of the Director (MFO-OD)	1.1. Receive letter of intent/request	None	30 minute/s	• Property Officer; Office of the Director (MFO-OD)
	1.2. Checks the availability of PPE and Semi- Expendable Items in the inventory list.		1 hour/s	• Property Officer; Office of the Director (MFO-OD)
	1.3. Draft letter of request to GSD & COA for inspection of the said PPE And Semi-Expendable Items for Donation.		1 hour/s	• Property Officer; Office of the Director (MFO-OD)
	1.4. Checks if the item/s are functioning in coordination with ITMS if the items are IT equipment, GSD for motor vehicles together with COA for inspections.		2 hour/s	• Property Officer; Office of the Director (MFO-OD)
	1.5. Prepares pertinent documents for donation to be endorsed to the Disposal Committee -Central Office for approval.		2 working day/s	• Property Officer; Office of the Director (MFO-OD)
	1.6. Transmit complete documents for the request for donation to Central Office		1 hour/s	• Administrative Aide III; Office of the Director (MFO-OD)
	1.7. After receiving the approval from the Disposal Committee, coordinate with Donee and request signature for DOD and PTR.		1 hour/s	• Property Officer; Office of the Director (MFO-OD)
2. Submits signed and notarized DOD and PTR **Location:** Department of Energy-Mindanao Field Office (DOE-MFO)	2.1. Receive notarized DOD and prepare the Property Gate Pass	None	30 minute/s	• Property Officer; Office of the Director (MFO-OD)

Mindanao Field Office-Office of the Director (MFO-OD)	2.2. Release properties for donation to Donee as scheduled with the presence of COA representative.		1 hour/s	• Property Officer; Office of the Director (MFO-OD)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

3. MFO-OD10 Legal Clearance (Certificate of No Violations)

Walk-in transaction only. For renewal of licenses/permits for ERDD and OIMD applicants.

Office or Division:	Office of the Director (MFO-OD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Applicant
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Accomplished request form for legal clearance (1) Original Copy	Department of Energy - Mindanao Field Office - Office of the Director

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submission of accomplished request form for legal clearance **Location:** Department of Energy - Mindanao Field Office **Notes/Instruction:** If with pending case: Return request for legal clearance If without pending case: Legal Officer to issue legal clearance	1.1. Receive request for legal clearance	None	1 hour/s	• Assigned Staff; Office of the Director (MFO-OD)
	1.2. Evaluation by Legal Officer		6 hour/s	• Legal Officer; Office of the Director (MFO-OD)
	1.3. Issuance and release of legal clearance		1 hour/s	• Assigned Staff; Office of the Director (MFO-OD)
Total Processing Time:		Working Days: 1 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Office of the Director (MFO-OD)

Internal Services

1. MFO-OD02 Processing of Petty Cash

This service covers the receipt, evaluation, processing, release, utilization, and liquidation of petty cash fund requests of the Department of Energy – Mindanao Field Office (DOE–MFO) for authorized minor and incidental expenses.

Office or Division:	Office of the Director (MFO-OD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	DOE-MFO Personnel
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Approved Petty Cash Voucher (2) Original Copy	DOE - End User's Division/Section
Remarks: *Must be completely filled out and approved by the authorized approving officer.*	
2. Official Receipts (1) Original Copy	Supplier - Applicant/Client
Remarks: *Must be valid, and issued in the name of the agency.*	
3. Approved Purchase Request (1) Original Copy	DOE-MFO End-user - Applicant/Client
Remarks: *Required for allowable petty cash purchases subject to agency guidelines.*	
4. Price Quotations (1) Original Copy	DOE–MFO End-User - Applicant/Client
Remarks: *From at least three (3) suppliers.*	
5. Abstract of Canvass (1) Original Copy	DOE - MFO - Applicant/Client
Remarks: *Must reflect the quotations received and the selected supplier.*	
6. Inspection and Acceptance Report (1) Original Copy	DOE - MFO - Applicant/Client
Remarks: *Required for goods received to certify completeness and acceptability.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit complete requirements and approved Petty Cash Vouchers (PCV) **Location:** 2nd Floor, Mindanao Field Office - Office of the Director	1.1. Receive, Check and Review complete documents and approved PCV from client.	None	2 hour/s	• Administrative Officer IV, MFO; Office of the Director (MFO-OD)
	1.2. Release of petty cash to client		2 hour/s	• Administrative Officer IV, MFO; Office of the Director (MFO-OD)
Total Processing Time:		Working Days: 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		

2. MFO-OD03 Processing of Procurements under RA 12009 The "Government Procurement Reform Act"

This service covers the processing, evaluation, approval, and awarding of procurement requests through allowable Mode of Procurements at the DOE–Mindanao Field Office. It includes receipt and verification of procurement documents, conduct of Technical Working Group (TWG) evaluation and BAC deliberations, issuance of BAC Resolution, Notice of Award (NOA), Purchase Order (PO) or Contract, and preparation of Notice to Proceed (NTP), in accordance with RA 12009 and applicable government rules and regulations.

Office or Division:	Office of the Director (MFO-OD)
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	All MFO Divisions
Operating Hours:	8:00 AM - 5:00 PM
Statute:	RA 12009 The "Government Procurement Reform Act"

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Memorandum Request to DOE Chair (1) Original Copy	Applicant / Client
2. Copy of approved APP or Supplemental APP (1) Original Copy	Applicant / Client
Remarks: *Copy can be secured from the Procurement Management Division or from DOE Website. (Please put link)*	
3. Approved and Numbered Purchase Request (PR)/ Request for Service (RFS) (1) Original Copy	Applicant / Client
4. Technical Specifications/ Terms of Reference approved by the Bureau/ Service Director (1) Original Copy	Applicant / Client
5. Proposals/ Quotations (3 Suppliers) (1) Original Copy	Applicant / Client
6. Abstract of Canvass (1) Original Copy	Applicant / Client
For Situational Requirement	
A. If procurements are related to the conduct o activities	
Sub Situational Requirement/s	
A.a. Above 10M	
A.a.1. Secretary's approval of activities (1) Electronic Copy	Applicant / Client
A.b. Php 1M to 10M	
A.b.1. Undersecretary's approval of activities (1) Original Copy Or (1) Electronic Copy	Applicant / Client
A.c. Php 1M below	
A.c.1. Director's approval of activities (1) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. End User (EU) submits complete procurement documents to MFO BAC Secretariat **Location:** 3F Mindanao Field Office - Bids and Awards Committee	1.1. Receive the procurement request, reviews completeness of documents per checklist and check if the procurement requires posting	None	1 hour/s	• Assigned BAC Secretariat; MFO BAC Secretariat
	1.2. Endorsement to BAC Chairman		15 minute/s	• Assigned BAC Secretariat; MFO BAC Secretariat
	1.3. Endorsement to TWG		15 minute/s	• MFO BAC Chairperson; MFO BAC Members

	1.4. Receive and assign a TWG member to review and evaluate procurement documents		30 minute/s	• MFO BAC TWG Head; MFO BAC Technical Working Group
	1.5. Review and evaluate procurement documents		5 working day/s	• Assigned BAC TWG Member; MFO BAC Technical Working Group
	1.6. Approve TWG Evaluation and endorse procurement to BAC Secretariat for BAC Meeting		1 hour/s	• MFO BAC TWG Head; MFO BAC Technical Working Group
	1.7. Prepare Notice of Meeting (NOM)		1 hour/s	• Assigned BAC Secretariat; MFO BAC Secretariat
	1.8. Conduct BAC Meeting as scheduled		1 working day/s	• BAC Members, TWG and Secretariats; MFO Bids and Awards Committee
	1.9. BAC Secretariat will do the following: If procurement is P200,000.00 above, request posting to Central Office. Endorse proposal/ quotation submitted to end user during posting period, if any. (proceed to Step 2.A) If procurement is P200,000.00 and below proceed to Step 2.B		5 working day/s	• Assigned BAC Secretariat; MFO BAC Secretariat
2.For Procurement is above or below Php 200,000				
***For If procurement is above Php 200,000.00** 2.A.End User moved to request posting of procurement to Central Office. **Location:** 3F DOE - Mindanao Field Office	2.A.1. Request for posting of procurement in coordination with Central Office - Procurement Management Division	None	1 hour/s	• Assigned MFO BAC Secretariat; MFO BAC Secretariat
	2.A.2. Endorse proposal/ quotation submitted to end user during posting period		1 hour/s	• Assigned MFO BAC Secretariat; MFO BAC Secretariat
	2.A.3. After posting period and receiving the Summary of Quotation from Central Office - Procurement Management Division, endorse to End User for preparation of pertinent documents.		5 working day/s, 1 hour/s	• Assigned MFO BAC Secretariat; MFO BAC Secretariat
***For If procurement is below Php 50,000.00** 2.B.Move to award procurement in the Bids and Awards Committee **Location:** DOE MFO Bids and Awards Committee	2.B.1. Prepare BAC Resolution and Notice of Award and transmit for signature.	None	4 hour/s	• MFO BAC Secretariat; Any of requesting office / division
	2.B.2. After receiving the signed Notice of Award, prepare Contract for long duration procurements and Purchase Order (PO) for one time transaction procurements.		4 hour/s	• MFO BAC Secretariat; Any of requesting office / division
3. End User (EU) submits complete procurement documents to MFO BAC TWG (after posting activity) **Location:** 3F Mindanao Field Office - Bids and Awards Committee	3.1. Receive and assign a TWG member to evaluate documents endorsed by EU	None	15 minute/s	• MFO BAC TWG Head; MFO BAC Technical Working Group
	3.2. Review and evaluate procurement documents and endorse TWG Evaluation to TWG Head for approval		5 working day/s	• MFO TWG Member; MFO BAC Technical Working Group
	3.3. Approve TWG Evaluation and endorse procurement to BAC Secretariat for BAC Meeting		1 hour/s	• MFO TWG Head; MFO BAC Technical Working Group
	3.4. Prepare Notice of Meeting (NOM)		1 hour/s	• Assigned MFO BAC Secretariat;

				MFO BAC Secretariat
	3.5. Conduct BAC Meeting as scheduled (Awarding of Posted Procurements)		1 working day/s	• MFO Bids and Awards Committee; MFO Bids and Awards Committee
	3.6. Prepare BAC Resolution and Notice of Award (NOA) for the MFO BAC Members' and Director's approval		4 hour/s	• Assigned MFO BAC Secretariat; MFO BAC Secretariat
	3.7. MFO BAC Members signs the BAC Resolution and MFO Director signs the NOA		1 working day/s	• MFO Director; Office of the Director (MFO-OD) • All MFO BAC Members; MFO BAC Members
	3.8. Transmit NOA to winning bidders for signature		2 hour/s	• Administrative Aide III; Office of the Director (MFO-OD)
4. End user (EU) submits signed NOA to BAC Secretariat **Location:** MFO - BAC	4.1. Receive signed NOA, prepare Contract for long duration procurements and Purchase Order (PO) for one time transaction procurements If PO, proceed to Step 3.1 If Contract, proceed to Step 4.1	None	4 hour/s	• End Users; Any of requesting office / division • Administrative Aide III; Office of the Director (MFO-OD)
	4.2. Endorse PO for approval		4 hour/s	• MFO Director; Office of the Director (MFO-OD)
	4.3. Transmit PO to winning bidders for signature		2 hour/s	• Administrative Aide III ; Any of requesting office / division
5. End User (EU) to submit draft contract of the awarded procurement **Location:** MFO - BAC	5.1. Endorse draft contracts for review	None	4 hour/s	• Legal Section; Legal Section (MFO-Legal)
	5.2. Endorse contracts for approval		4 hour/s	• MFO Director; Office of the Director (MFO-OD)
	5.3. Transmit contracts to winning bidders for signature		2 hour/s	• Administrative Aide III ; Any of requesting office / division
6. End User (EU) to submit signed contract of the awarded procurement **Location:** MFO - BAC	6.1. Receive contracts, prepare Notice to Proceed (NTP)	None	1 hour/s	• MFO BAC Secretariat; Any of requesting office / division
	6.2. Transmit NTP to winning bidders for signature		2 hour/s	• Administrative Aide III; Office of the Director (MFO-OD)
7. Continuation of No. 1 **Location:** MFO - BAC	7.1. If procurement is P50,000.00 and below, prepare BAC Resolution and Notice of Award and transmit for signature	None	4 hour/s	• MFO BAC Secretariat; Any of requesting office / division
	7.2. After receiving the signed NOA, prepare Contract for long duration procurements and Purchase Order (PO) for one time transaction procurements If PO, proceed to Step 6.3 If Contract, proceed to Step 7.		4 hour/s	• End Users (Contracts), MFO BAC Secretariats (Purchase Orders); Any of requesting office / division
	7.3. Endorse PO for approval		4 hour/s	• MFO Director; Office of the Director (MFO-OD)
	7.4. Transmit PO to winning bidders for signature		2 hour/s	• Administrative Aide III; Office of the Director (MFO-OD)

8. End User (EU) to submit draft contract of the awarded procurement **Location:** MFO - BAC	8.1. Endorse draft contracts for review	None	4 hour/s	• Legal Section; Legal Section (MFO-Legal)
	8.2. Endorse contracts for approval		4 hour/s	• MFO Director; Office of the Director (MFO-OD)
	8.3. Transmit contracts to winning bidders for signature		2 hour/s	• Adminstrative Aide III; Office of the Director (MFO-OD)
9. End user (EU) submits signed Contract to BAC Secretariat **Location:** MFO - BAC	9. After receiving signed contracts, prepare Notice to Proceed (NTP)	None	1 hour/s	• MFO BAC Secretariat; Any of requesting office / division

General Remarks

The MFO's threshold are as follows:

Direct Contracting (Sec. 31) - Php 500,000.00

Direct Acquisition (Sec. 32) - Php 200,000.00

Repeat Order (Sec. 33) - Not to exceed 25% of the quantity of each item in the original contract

Small Value Procurement (Sec. 34) - Php 1,000,000.00

Direct Sales (Sec. 36) - Php 500,000.00

Negotiated Procurement:

a. Emergency Cases (Sec. 35.2) - No threshold

b. Agency to Agency (Sec. 35.5) - Php 200,000.00

c. Lease of Real Property and Venue (Sec. 35.9) - Php 500,000.00

Amounts that are beyond threshold will be endorsed to Central Office.

Total Processing Time:	
***For If procurement is above Php 200,000.00**	Working Days: 30 working day/s, 7 hour/s, 15 minute/s
***For If procurement is below Php 50,000.00**	Working Days: 26 working day/s, 4 hour/s, 15 minute/s
Total Processing Fee:	
***For If procurement is above Php 200,000.00**	Total Standard Fee: None
***For If procurement is below Php 50,000.00**	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
MFO BAC Members					
Energy Utilization and Management Division (MFO-EUMD)	Energy Resource Development Division (MFO-ERDD)	Office of the Director (MFO-OD)	Oil Industry Management Division (MFO-OIMD)	Electric Power Industry Management Division (MFO-EPIMD)	
MFO BAC Secretariat					
Department of Energy - Mindanao Field Office	Energy Utilization and Management Division (MFO-EUMD)	Energy Resource Development Division (MFO-ERDD)	Office of the Director (MFO-OD)	Oil Industry Management Division (MFO-OIMD)	Electric Power Industry Management Division (MFO-EPIMD)
MFO BAC Technical Working Group					
Energy Utilization and Management Division (MFO-EUMD)	Energy Resource Development Division (MFO-ERDD)	Office of the Director (MFO-OD)	Legal Section (MFO-Legal)	Oil Industry Management Division (MFO-OIMD)	Electric Power Industry Management Division (MFO-EPIMD)
MFO Bids and Awards Committee					
Energy Utilization and Management Division (MFO-EUMD)	Energy Resource Development Division (MFO-ERDD)	Office of the Director (MFO-OD)	Legal Section (MFO-Legal)	Oil Industry Management Division (MFO-OIMD)	Electric Power Industry Management Division (MFO-EPIMD)

3. MFO-OD04 Processing of Transportation and Logistics

Processing and approval of requests for official vehicle use to support authorized official travel and activities of DOE–Mindanao Field Office personnel.

Office or Division:	Office of the Director (MFO-OD)			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Depatment of Energy - Mindanao Field Office Personnel			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			**WHERE TO SECURE**	
For Standard Requirement				
1. 1. Vehicle Trip Ticket (1) Original Copy			Applicant / Client	
2. Approved Travel Order (1) Original Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit Vehicle Trip Ticket (VTT) and Travel Order **Location:** 3F DOE - Mindanao Field Office	1.1. Receive Vehicle Trip Ticket from requesting Division/Section	None	1 hour/s	• Administrative Aide III; Office of the Director (MFO-OD)
	1.2. Approve VTT and assign vehicle and driver by transportation officer		1 hour/s	• Administrative Aide III; Office of the Director (MFO-OD)
	1.3. Endorse VTT to MFO Director for approval		4 hour/s	• Assigned Driver/ Authorized Driver; Any of requesting office / division
	1.4. Log approve VTT travel entries to Vehicle Management System (VMS)		1 hour/s	• Requesting Officer; Any of requesting office / division
	1.5. Vehicle ready for release and pick up by the assigned driver		1 hour/s	• Driver, Authorized Driver; Any of requesting office / division
Total Processing Time:		Working Days: 1 working day/s		
Total Processing Fee:		Total Standard Fee: None		

4. MFO-OD05 Liquidation of Cash Advance Local and Foreign Travel (with or without refund)

Processing, review, and recording of liquidation of cash advances incurred for authorized local and foreign travel of DOE personnel.

Office or Division:	Office of the Director (MFO-OD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Department of Energy - Mindanao Field Office Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. Local Travel Expenses	
A.1. Duly Approved Travel Order (1) Original Copy	Applicant / Client
A.2. Actual Itinerary of Travel duly approved by authorized officials (1) Original Copy	Applicant / Client
A.3. Certificate of Travel Completed (1) Original Copy	Applicant / Client
A.4. Certificate of Appearance / Attendance (1) Original Copy	Applicant / Client
A.5. Plane / Bus / Boat/Barge Tickets / Boarding Passes / Terminal Fees (1) Original Copy	Applicant / Client
A.6. Official receipts for hotel accommodation together with hotel Statements of Accounts and other related travel expenses claimed on actual basis (1) Original Copy	Applicant / Client
A.7. For hotel expenses incurred, a certification of expenses duly signed by the Head of Agency or authorized official, in excess of the alloted hotel, but not beyond the allowed amount as per Executive Order (EO) No. 77 (1) Original Copy	Applicant / Client
A.8. For taxi fare claimed, justification for the use of taxi rather than ordinary mode of transportation duly noted by Division Chief and proof of payment or Reimbursement Expense Receipt (RER) for each fare in excess of P300.00 (1) Original Copy	Applicant / Client
A.9. If cash advance was granted, copy of previously approved itinerary of travel (1) Original Copy	Applicant / Client
A.10. Liquidation Report (1) Original Copy	Applicant / Client
Sub Situational Requirement/s	
A.a. For chartered trips or special hires of Public Utility and garage car, launches, motorboats, extraordinary means of transportation:	
A.a.1. Justification for use duly noted by the Division Chief (1) Original Copy	Applicant / Client
A.a.2. Proof of Payment or RER for each fare in excess of Php 300.00 (1) Original Copy	Applicant / Client
A.a.3. Certification from local official regarding the prevailing charter rates of the place visited (1) Original Copy	Applicant / Client
A.b. For fuel expenses incurred:	
A.b.1. Official Receipt (1) Original Copy	Applicant / Client
A.b.2. Copy of duly accomplished Vehicle Trip Ticket (1) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Prepare and submit Liquidation Report of	1.1. Receive complete liquidation report and check completeness of	None	1 hour/s	• Admin. Officer II, MFO; Any of

Disbursements and Liquidation reports with supporting documents **Location:** 3rd Flr. Mindanao Field Office - Office of the Director	documents			requesting office / division
	1.2. Review and process liquidation papers / informs the employee to pay refund, if any.		2 working day/s	• Admin. Officer II; Any of requesting office / division
	1.3. Record Liquidation/submit to COA		4 hour/s	• Administrative Officer II ; Office of the Director (MFO-OD)
***For If there is a refund** 2.A.Prepare and submit Liquidation Report of Disbursements and Liquidation reports with supporting documents **Location:** 3rd Flr. Mindanao Field Office - Office of the Director	2.A. Prepare Order of Payment before paying at the cashier / submit receipt of payment	None	1 hour/s	• Administrative Officer II ; Office of the Director (MFO-OD)
***For If there is no refund** 2.B.Prepare and submit Liquidation Report of Disbursements and Liquidation reports with supporting documents **Location:** 3rd Flr. Mindanao Field Office - Office of the Director	2.B. Certify as to correctness and completeness of Liquidation Report	None	30 minute/s	• Administrative Officer II; Office of the Director (MFO-OD)
***For If there is an excess** 2.C.Prepare and submit Liquidation Report of Disbursements and Liquidation reports with supporting documents **Location:** 3rd Flr. Mindanao Field Office - Office of the Director	2.C. A Disbursement Voucher (DV) will be attached together with its supporting documents	None	1 hour/s	• Administrative Officer II; Office of the Director (MFO-OD)

Total Processing Time:	
***For If there is a refund**	Working Days: 2 working day/s, 6 hour/s
***For If there is no refund**	Working Days: 2 working day/s, 5 hour/s, 30 minute/s
***For If there is an excess**	Working Days: 2 working day/s, 6 hour/s
Total Processing Fee:	
***For If there is a refund**	Total Standard Fee: None
***For If there is no refund**	Total Standard Fee: None
***For If there is an excess**	Total Standard Fee: None

1. MFO-OD06 Processing of Issuance of Check (DV) Related to Local and Foreign Travels

Processing, evaluation, approval, and issuance of checks for duly approved disbursement vouchers (DV) covering authorized local and foreign travel expenses of DOE–MFO personnel.

Office or Division:	Administrative Officer II, MFO; Office of the Director (MFO-OD)
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	Department of Energy - Mindanao Field Office Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. Local Travel Expenses	
Sub Situational Requirement/s	
A.a. Prior to Departure	
A.a.1. Approved Travel Order, duly numbered (1) Electronic Copy	Applicant / Client
A.b. Upon Completion of Travel	
A.b.1. Duly Approved Travel Order (1) Original Copy	Applicant / Client
A.b.2. Actual Itinerary of Travel duly approved by authorized officials (1) Original Copy	Applicant / Client
A.b.3. Certificate of Travel Completed (1) Original Copy	Applicant / Client
A.b.4. Certificate of Appearance/ Attendance (1) Original Copy	Applicant / Client
A.b.5. Plane/Bus/Boat Tickets/ Boarding Passes/Terminal Fees (1) Original Copy	Applicant / Client
A.b.6. Official receipts for hotel accomodation together with hotel Statements of Accounts and other related travel expenses claimed (1) Original Copy	Applicant / Client
A.b.7. For hotel expenses incurred, a certification of expenses duly signed by the Head of Agency or authorized official, in excess of the allotted hotel, but not beyond the allowed amount as per Executive Order (EO) No. 77 (1) Original Copy	Applicant / Client
A.b.8. For taxi fare claimed, justification for the use of taxi rather than ordinary mode of transportation duly noted by Division Chief and proof of payment or Reimbursement Expense Receipt (RER) for each fare in excess of P300.00 (1) Original Copy	Applicant / Client
A.c. For chartered trips or special hires of Public Utility and garage car, motorboats, extraordinary means of transportation:	
A.c.1. Proof of Payment or RER for each fare in excess of P 300.00 (1) Original Copy	Applicant / Client
A.c.2. Certification from local official regarding the prevailing charter rates of the place visited (1) Original Copy	Applicant / Client
A.d. For fuel expenses incurred:	
A.d.1. Official Receipt (1) Original Copy	Applicant / Client
A.d.2. Copy of Duly Accomplished Trip Ticket (1) Original Copy	Applicant / Client
A.d.3. If cash advance was granted, copy of previously approved itinerary of travel (1) Original Copy	Applicant / Client
B. Foreign Travel	
Sub Situational Requirement/s	
B.a. Prior to Departure	

B.a.1. Approved Travel Authority (1) Original Copy	Applicant / Client
B.a.2. Approved Travel Order, duly numbered (1) Original Copy	Applicant / Client
B.b. Upon Completion of Travel	
B.b.1. Duly approved Travel Authority (1) Original Copy	Applicant / Client
B.b.2. Actual Itinerary of Travel duly approved by authorized officials (1) Original Copy	Applicant / Client
B.b.3. Certificate of Travel Completed (1) Original Copy	Applicant / Client
B.b.4. Certificate of Appearance/ Attendance (1) Original Copy	Applicant / Client
B.b.5. Plane tickets, Boarding Pass (1) Original Copy	Applicant / Client
B.b.6. Official Receipts/bills for non-commutable, in case entitled to travel allowance or for expenses claimed on actual basis (1) Original Copy	Applicant / Client
B.b.7. Narrative Report (1) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Prepare and submit the duly accomplished Disbursement Voucher (DV) and complete supporting documents **Location:** 3F Mindanao Field Office - Office of the Director	1.1. Receive DV as to the completeness of its required documents	None	1 hour/s	• Administrative Officer II; Office of the Director (MFO-OD)
	1.2. Review and Evaluate DV as to the completeness and validity of the claims		1 working day/s	• Administrative Officer II; Office of the Director (MFO-OD)
	1.3. Indicate and record the DV date, number, particulars and amount in individual index of payment		2 hour/s	• Administrative Officer II; Office of the Director (MFO-OD)
	1.4. Certify DV (Box C) of as to availabilty of cash, completeness of documents and if amount claimed is proper		2 hour/s	• Administrative Officer II; Office of the Director (MFO-OD)
	1.5. Approve DV (Box D) as to approval of payment		4 hour/s	• Director; Office of the Director (MFO-OD)
	1.6. Issue check		1 working day/s	• Administrative Officer IV; Office of the Director (MFO-OD)
	1.7. Encode and print necessary details on the check		1 hour/s	• Administrative Officer II; Office of the Director (MFO-OD)
	1.8. Forward check with DV and its supporting documents to the disbursing signatories		1 working day/s	• Disbursing Officers; Any of requesting office / division
	1.9. Record the DV issued at General Ledger, Employee Subsidiary Ledger and Supplier Subsidiary Ledger		4 hour/s	• Administrative Officer II; Office of the Director (MFO-OD)
Total Processing Time:		Working Days: 4 working day/s, 6 hour/s		
Total Processing Fee:		Total Standard Fee: None		

5. MFO-OD07 Processing of Requisition and Issue Slip (RIS) of Supplies and Materials

Processing and issuance of common office supplies and materials requested by DOE–Mindanao Field Office personnel through an approved Requisition and Issue Slip (RIS), including verification of stock availability, release of supplies, and updating of inventory records.

<table>
<tr><td>Office or Division:</td><td colspan="4">Office of the Director (MFO-OD)</td></tr>
<tr><td>Classification:</td><td colspan="4">Simple</td></tr>
<tr><td>Type of Transaction:</td><td colspan="4">G2G (Government to Government)</td></tr>
<tr><td>Who may avail:</td><td colspan="4">All DOE - MFO Personnel</td></tr>
<tr><td>Operating Hours:</td><td colspan="4">8:00 AM - 5:00 PM</td></tr>
<tr><td colspan="3">CHECKLIST OF REQUIREMENTS</td><td colspan="2">WHERE TO SECURE</td></tr>
<tr><td colspan="5">For Standard Requirement</td></tr>
<tr><td colspan="3">1. Properly filled-up Requisition and Issue Slip (RIS)
(1) Original Copy</td><td colspan="2">DOE - MFO - Office of the Director (OD)</td></tr>
<tr><td colspan="5">Remarks:
To issue common office supplies, materials</td></tr>
<tr><td>CLIENT STEPS</td><td>AGENCY ACTION</td><td>FEES TO BE PAID</td><td>PROCESSING TIME</td><td>PERSON RESPONSIBLE
(Designation; Office)</td></tr>
<tr><td rowspan="2">1. Submits approved Requisition Issuance Slip (RIS) for Issuance of Supplies and Office Equipment per Division and/or Individual
Location:
MFO-Office of the Director</td><td>1.1. Receive Requisition and Issue Slip (RIS) for supplies and materials and verify stocks on hand. Prepare and release supplies/stocks per Division and/or Individual</td><td rowspan="2">None</td><td>1 working day/s</td><td>• Administrative Assistant III; Office of the Director (MFO-OD)</td></tr>
<tr><td>1.2. Once issued, the Requisition and Issue Slip (RIS) shall be posted in the stock card for proper monitoring of the balances of stocks on hand</td><td>1 working day/s</td><td>• Administrative Assistant III; Office of the Director (MFO-OD)</td></tr>
<tr><td colspan="2">Total Processing Time:</td><td colspan="3">Working Days: 2 working day/s</td></tr>
<tr><td colspan="2">Total Processing Fee:</td><td colspan="3">Total Standard Fee: None</td></tr>
</table>

6. MFO-OD09 Issuance of Legal Advice

Walk-In transaction only.

Office or Division:	Office of the Director (MFO-OD)			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	MFO Employees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			**WHERE TO SECURE**	
No Requirements Needed				
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. . Submit accomplished request form and present document for clarification / Request for legal advice to the Office of the Director **Location:** Department of Energy - Mindanao Field Office	1.1. Receive accomplished request form for initial review and approval of the Director	None	1 hour/s	• Assigned Staff; Office of the Director (MFO-OD)
	1.2. Endorse to legal section for appropriate action		1 hour/s	• MFO Director; Office of the Director (MFO-OD)
	1.3. Legal section to receive, review and evaluate documents presented		3 hour/s	• Legal Officer; Office of the Director (MFO-OD)
	1.4. Issuance of legal advice		3 hour/s	• Legal Officer; Office of the Director (MFO-OD)
Total Processing Time:		Working Days: 1 working day/s		
Total Processing Fee:		Total Standard Fee: None		