



National Food Authority

Citizen's Charter 2025 1st Edition

I. Mandate

The NFA shall maintain sufficient rice buffer stock to be sourced solely from local farmers and distributed efficiently especially during calamities and emergencies.

II. Vision

An efficient, modern and resilient food agency providing food security and food sufficiency for all Filipinos in times of calamities and emergencies.

III. Mission

The NFA shall:

1. Help improve the lives of the Filipino rice farmers by safeguarding their profitability.
2. Ensure strategically located buffer stocks for faster rice issuance.
3. Promote adoption of advanced and environmentally sustainable technologies for optimized operations.
4. Actively support the Philippines' transition towards becoming a disaster-resilient nation.

IV. Service Pledge

- Service Excellence
- Organizational Awareness and Commitment
- Professionalism
- Interpersonal Relations
- Accountability

List of Services

External Services

<i>Administrative and General Services</i>
1. Processing of Request for Service Record (Record Available in the System)
2. Processing of Request for Service Record (Record Not Available in the System)
3. Processing of Request for Certificate of Employment/Certificate of Employment and Compensation (COE/COEC) - Active Record
4. Processing of Request for Updating of Personnel Record with the GSIS
5. Processing of Request for GSIS Loan Approval
6. Processing of Request for Certified Photocopies of Personnel Record (Active Record)
7. Processing of Request for Service Record (Record Available in the System)
8. Processing of Request for Service Record (Record Not Available in the System)
9. Processing of Request for Certification of Employment / Certificate of Employment and Compensation (COE/COEC) - Active Record
10. Processing of Request for Updating of Personnel Record with the GSIS
11. Processing of Request for GSIS Loan Approval
12. Processing of Request for Certified Photocopies of Personnel Record (Active Record)
<i>Finance Department</i>
1. Disbursements - Simple Transactions
2. COLLECTION OF PAYMENT FROM RICE PURCHASES, MISC FEES & OTHERS
3. DISBURSEMENTS
4. DISBURSEMENTS
5. COLLECTION OF PAYMENT FROM REFUND OF EXCESS CASH ADVANCES & OTHERS
6. DISBURSEMENTS
7. DISBURSEMENTS
<i>Human Resources Development and Services Division</i>
1. Processing of Request for Service Record (Record Available in the System)
2. Processing of Request for Service Record (Record not Available in the System)
3. Processing of Study Leave
4. Processing of Internal Training Request
5. Processing of Application for Scholarship Grant
6. Processing Request for the Grant of Personnel Development Award (PDA)
7. Processing of Request for Certified Photocopies of Personnel Record (Active Record)
8. Processing of Request for Certified Photocopies of Personnel Record (Inactive Record)
9. Processing of Request for Certificate of Employment/Certificate of Employment and Compensation (COE/COEC) – Active Record
10. Processing of Request for Certificate of Employment/Certificate of Employment and Compensation (COE/COEC) – Inactive Record
11. Processing of Request for Service Record (Record Available in the System)
12. Processing of Request for Service Record (Record not Available in the System)
13. Processing of Request for Certified Photocopies of Personnel Record (Active Record)
14. Processing of Request for Certificate of Employment/Certificate of Employment and Compensation (COE/COEC) – Active Record
15. Processing of Request for Updating of Personnel Record with the GSIS
16. Processing of Request for GSIS Loan Approval
17. Processing of Authority to Practice Profession

18. Processing of Appointments - Field Office
19. Processing of Local External Training Requests
20. Processing of Foreign External Training Request
21. Processing of Appointments - Central Office
<i>Legal Affairs Department</i>
1. REQUEST FOR CERTIFICATE ON EXISTENCE/NON-EXISTENCE OF CASE
2. REQUEST FOR CERTIFICATE ON EXISTENCE/NON-EXISTENCE OF CASE
3. REQUEST FOR LEGAL OPINION
<i>NFA Branch Office - Buffer Stocking Management</i>
1. Purchase of NFA Rice in Times of Calamities/Emergency
2. Purchase of Rice Under Executive Order No. 51 and other Rice Requirements of Government Offices, Legislators and Local Government Units (LGUs) for Non-Relief Programs/Operations
<i>NFA Branch Office – Buffer Stocking Management Section</i>
1. Withdrawal of Rice on One Time Rice Assistance to Government Employees Under Administrative Order (AO) No. 2 Series of 2022
<i>NFA Branch Offices - Buffer Stock Management Section</i>
1. Issuance of Master Passbook
2. Palay Procurement from Individual Farmers/Farmer Organizations
<i>NFA Regional Office - Buffer Stock Management</i>
1. Purchase of NFA Rice in Times of Calamities/Emergency
2. Endorsement on the Request for NFA Rice under Executive Order No. 51 and other Rice Requirements of Government Offices, Legislators and Local Government Units (LGUs) for Non-Relief Programs/Operations
<i>Operations Coordination Department</i>
1. Request for NFA Operational Statistical Information
2. Grain Analysis (External Service)
3. Endorsement for the Purchase of NFA Milled Rice under Regular Distribution Scheme
4. Endorsement for the Purchase of Rice under Executive Order No. 51 and other Rice Requirements of Government Offices, Legislators and Local Government Units (LGUs) for Non-Relief Programs/Operations (NFA Central Office)
5. Grain Analysis (Internal Service)
6. Provision of Technical Services/Assistance on Proposed Repair/Rehabilitation
7. Evaluation of FPA/FDA-Registered Pesticides for Use in NFA Pest Control Management Classified as "Exempted from Validation Test" (ExVaT)
8. Provision of Technical Services/Assistance on On-Site Evaluation
9. Evaluation of FPA/FDA-Registered Pesticides for Use in NFA Pest Control Management Classified as "Requiring Validation Test" (RVaT)
10. Preparation of Disbursement Voucher (DV) and Budget Utilization Request and Status (BUR) for Advance Payment and Progress Payment
11. Issuance of Pesticide Certification
12. Provision of Technical Services/Assistance on Proposed Construction
13. Endorsement for the Purchase of Rice of Participating Government Offices, Legislators and Local Government Units (LGUs) for Special Projects such as but not limited to P29 Projects
14. Endorsement for the Release of Rice to the Department of Agriculture - Food Terminal Incorporated (DA-FTI) under the Declared - Food Security Emergency on Rice
15. Evaluation of Cereal Procurement Fund (CPF) Request from Field Offices (Internal Services)

16. Evaluation of Request from the Field Offices for the Procurement of Various Operations Services
<i>Operations Coordination Department - Operations Planning and Monitoring Division</i>
1. Endorsement for the Purchase of NFA Milled Rice for the Office of Civil Defense (OCD)/ National Disaster Risk Reduction and Management Council (NDRRMC)
<i>Operations Coordination Department (OCD) – Operations Planning and Monitoring Division (OPMD)</i>
1. Endorsement for the Purchase of Rice under the P29 Special Project of Department of Agriculture – Food Terminal Inc. (DA-FTI)
Internal Services
<i>Administrative and General Services</i>
1. Processing of Request for Service Record (Record Available in the System)
2. Processing of Request for Service Record (Record Not Available in the System)
3. Processing of Request for Certificate of Employment/Certificate of Employment and Compensation (COE/COEC) - Active Record
4. Processing of Request for Updating of Personnel Record with the GSIS
5. Processing of Request for GSIS Loan Approval
6. Processing of Request for Certified Photocopies of Personnel Record (Active Record)
7. Processing of Request for Service Record (Record Available in the System)
8. Processing of Request for Service Record (Record Not Available in the System)
9. Processing of Request for Certification of Employment / Certificate of Employment and Compensation (COE/COEC) - Active Record
10. Processing of Request for Updating of Personnel Record with the GSIS
11. Processing of Request for GSIS Loan Approval
12. Processing of Request for Certified Photocopies of Personnel Record (Active Record)
<i>Administrative and General Services Department</i>
1. APPROVAL OF REQUEST FOR PROCUREMENT OF GOODS AND SERVICES
2. PROCESSING OR REQUEST FOR ISSUANCE OF SUPPLIES AND MATERIALS (STOCK AND ISSUE) TO NFA CENTRAL OFFICE DEPARTMENTS
3. Request for Retrieval of Records
4. Request for Transfer of Records to Records Center
5. Processing of Terminal Leave Benefit
6. Processing of Application for Monetization of Leave Credits
7. Processing of Travel Authority for Travel Abroad
8. Processing of Clearance on Property Accountability to NFA Central Office Employees
9. REQUEST FOR SERVICE VEHICLE
<i>Corporate Planning and Management Services Department</i>
1. Issuance of Certification for Office Performance Commitment and Review (OPCR) Form
<i>Finance Department</i>
1. Disbursements - Simple Transactions
2. COLLECTION OF PAYMENT FROM RICE PURCHASES, MISC FEES & OTHERS
3. DISBURSEMENTS
4. DISBURSEMENTS
5. COLLECTION OF PAYMENT FROM REFUND OF EXCESS CASH ADVANCES & OTHERS
6. DISBURSEMENTS

7. DISBURSEMENTS
<i>Finance Section</i>
1. Disbursement - Simple Transactions
2. Disbursement - Complex Transactions
3. Disbursement - Complex Transactions
4. Disbursement - Complex Transactions
5. Disbursement - Complex Transactions
<i>Finance Section</i>
1. Disbursement - Simple Transactions
<i>Human Resource Development and Services Division</i>
1. Processing of Certificate of Performance Rating
<i>Human Resources Development and Services Division</i>
1. Processing of Request for Service Record (Record Available in the System)
2. Processing of Request for Service Record (Record not Available in the System)
3. Processing of Study Leave
4. Processing of Internal Training Request
5. Processing of Application for Scholarship Grant
6. Processing Request for the Grant of Personnel Development Award (PDA)
7. Processing of Request for Certified Photocopies of Personnel Record (Active Record)
8. Processing of Request for Certified Photocopies of Personnel Record (Inactive Record)
9. Processing of Request for Certificate of Employment/Certificate of Employment and Compensation (COE/COEC) – Active Record
10. Processing of Request for Certificate of Employment/Certificate of Employment and Compensation (COE/COEC) – Inactive Record
11. Processing of Request for Service Record (Record Available in the System)
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15. Processing of Request for Updating of Personnel Record with the GSIS
16. Processing of Request for GSIS Loan Approval
17. Processing of Authority to Practice Profession
18. Processing of Appointments - Field Office
19. Processing of Local External Training Requests
20. Processing of Foreign External Training Request
21. Processing of Appointments - Central Office
<i>Information and Communications Technology Services Division</i>
1. A. Information and Communication Technology Services
<i>Legal Affairs Department</i>
1. REQUEST FOR CERTIFICATE ON EXISTENCE/NON-EXISTENCE OF CASE
2. REQUEST FOR CERTIFICATE ON EXISTENCE/NON-EXISTENCE OF CASE
3. REQUEST FOR LEGAL OPINION

<i>Operations Coordination Department</i>
1. Request for NFA Operational Statistical Information
2. Grain Analysis (External Service)
3. Endorsement for the Purchase of NFA Milled Rice under Regular Distribution Scheme
4. Endorsement for the Purchase of Rice under Executive Order No. 51 and other Rice Requirements of Government Offices, Legislators and Local Government Units (LGUs) for Non-Relief Programs/Operations (NFA Central Office)
5. Grain Analysis (Internal Service)
6. Provision of Technical Services/Assistance on Proposed Repair/Rehabilitation
7. Evaluation of FPA/FDA-Registered Pesticides for Use in NFA Pest Control Management Classified as "Exempted from Validation Test" (ExVaT)
8. Provision of Technical Services/Assistance on On-Site Evaluation
9. Evaluation of FPA/FDA-Registered Pesticides for Use in NFA Pest Control Management Classified as "Requiring Validation Test" (RVaT)
10. Preparation of Disbursement Voucher (DV) and Budget Utilization Request and Status (BUR) for Advance Payment and Progress Payment
11. Issuance of Pesticide Certification
12. Provision of Technical Services/Assistance on Proposed Construction
13. Endorsement for the Purchase of Rice of Participating Government Offices, Legislators and Local Government Units (LGUs) for Special Projects such as but not limited to P29 Projects
14. Endorsement for the Release of Rice to the Department of Agriculture - Food Terminal Incorporated (DA-FTI) under the Declared - Food Security Emergency on Rice
15. Evaluation of Cereal Procurement Fund (CPF) Request from Field Offices (Internal Services)
16. Evaluation of Request from the Field Offices for the Procurement of Various Operations Services
<i>Operations Coordination Department - Operations Planning and Monitoring Division (OPMD)</i>
1. Authorization for the Purchase of NFA Rice under Executive Order No. 51 and other Rice Requirements of Government Offices, Legislators and Local Government Units (LGUs) for Non-Relief Programs/Operations
<i>Operations Coordination Department -Operations Planning and Monitoring Division (OPMD)</i>
1. Authorization for the Purchase of Rice as Endorsed by the Regional Offices (Internal Services)
<i>Operations Coordination Department (OCD) - Operations Planning and Monitoring Division (OPMD)</i>
1. C. Authorization for the Purchase of NFA Rice under Executive Order No. 51 and other Rice Requirements of Government Offices, Legislators and Local Government Units (LGUs) for Non-Relief Programs/Operations (Internal Services)
<i>Public Affairs Division</i>
1. Provision of writeups, reports, articles, press releases, and editorials.
2. Event Photo Coverage and Documentation
3. Simple Request for Information/Data through the Electronic Freedom of Information (e-FOI)
4. Complex Request for Information/Data through the Electronic Freedom of Information (e-FOI)

External Services

Administrative and General Services

1. Processing of Request for Service Record (Record Available in the System)

Processing of requests for Service Record for internal clients of the NFA Regional Office with available record in the Human Resource Information System (HURIS)

Office or Division:	Administrative and General Services			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	NFA Regional Office Officials and Employees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1.Log-book entry (1) Original Copy		Agency - Division: NFA Regional Office - Administrative and General Services		
2.Request through email / memorandum / letter (1) Original Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits prescribed requirements. Location:	1.1. Receives and evaluates the request.	None	15 minute/s	• Senior Personnel Specialist / Supervising Administrative Officer / Regional Manager; Administrative and General Services

NFA Regional Office - Administrative and General Services	1.2. Generates Service Record from the Human Resource and Information System (HURIS)		15 minute/s	<ul style="list-style-type: none"> Senior Personnel Specialist / Supervising Administrative Officer; Administrative and General Services
	1.3. Endorses the Service Record for signature of the Regional Manager		15 minute/s	<ul style="list-style-type: none"> Senior Personnel Specialist / Supervising Administrative Officer / Regional Manager; Administrative and General Services
2. Receives the Service Record Location: NFA Regional Office - Administrative and General Services	2. Informs the requestor that the Service Record is already available / have the Service Record received by the requestor.	None	15 minute/s	<ul style="list-style-type: none"> Senior Personnel Specialist / Supervising Administrative Officer ; Administrative and General Services
General Remarks None				
Total Processing Time:			1 hour/s	
Total Processing Fee:			Total Standard Fee: None	

NFA Regional Offices

- NFA Regional Office I
- NFA Regional Office II
- NFA Regional Office III
- NFA Regional Office IV
- NFA Regional Office V
- NFA Regional Office VI
- NFA Regional Office VII
- NFA Regional Office VIII
- NFA Regional Office IX
- NFA Regional Office X
- NFA Regional Office XI
- NFA Regional Office XII
- NFA NCR
- NFA ARMM
- NFA CARAGA

2. Processing of Request for Service Record (Record Not Available in the System)

Processing of requests for Service Record for external clients of the NFA Regional Office with no record found in the Human Resource Information System (HURIS)

Office or Division:	Administrative and General Services			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Former NFA Officials and Employees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<div>For Standard Requirement</div> <div><div>1.Log-book entry (1) Original Copy</div><div>Agency - Division: NFA Regional Office - Administrative and General Services</div></div> <div><div>2.Request through email / memorandum / letter (1) Original Copy</div><div>Applicant / Client</div></div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits prescribed requirements. Location: NFA Regional Office - Administrative and General Services	1.1. Receives and evaluates the request.	None	15 minute/s	<ul style="list-style-type: none">Senior Personnel Specialist / Supervising Administrative Officer; Administrative and General Services
	1.2. Retrieval of records in the record's room		1 working day/s	<ul style="list-style-type: none">Senior Personnel Specialist / Supervising Administrative Officer; Administrative and General Services
	1.3. Manually prepares the retrieved document		1 working day/s	<ul style="list-style-type: none">Senior Personnel Specialist / Supervising Administrative Officer; Administrative and General Services

	1.4. Endorses the Service Record for signature of the Section Chief / Regional Manager.		15 minute/s	<ul style="list-style-type: none"> Senior Personnel Specialist / Supervising Administrative Officer; Administrative and General Services
2. Receives the Service Record Location: NFA Regional Office - Administrative and General Services	2. Informs the requestor that the Service Record is already available / have the Service Record received by the requestor.	None	15 minute/s	<ul style="list-style-type: none"> Senior Personnel Specialist / Supervising Administrative Officer; Administrative and General Services
General Remarks None				
Total Processing Time:			2 day/s, 45 minute/s	
Total Processing Fee:			Total Standard Fee: None	

NFA Regional Offices

- NFA Regional Office I
- NFA Regional Office II
- NFA Regional Office III
- NFA Regional Office IV
- NFA Regional Office V
- NFA Regional Office VI
- NFA Regional Office VII
- NFA Regional Office VIII
- NFA Regional Office IX
- NFA Regional Office X
- NFA Regional Office XI
- NFA Regional Office XII
- NFA NCR
- NFA ARMM
- NFA CARAGA

3. Processing of Request for Certificate of Employment/Certificate of Employment and Compensation (COE/COEC) - Active Record Processing of internal requests for Certificate of Employment / with Compensation, with Active Employee Record.

Office or Division:	Administrative and General Services
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2. Receives the COE/COEC Location: NFA Regional Office - Administrative and General Services	2. Informs the requestor that the COE/COEC is already available / have the COE/COEC received by the requestor.	None	15 minute/s	<ul style="list-style-type: none"> Senior Personnel Specialist / Supervising Administrative Officer; Administrative and General Services
General Remarks None				
Total Processing Time:			1 hour/s	
Total Processing Fee:			Total Standard Fee: None	

NFA Regional Offices

- NFA Regional Office I
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- NFA Regional Office VI
- NFA Regional Office VII
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- NFA Regional Office IX
- NFA Regional Office X
- NFA Regional Office XI
- NFA Regional Office XII
- NFA NCR
- NFA ARMM
- NFA CARAGA

4. Processing of Request for Updating of Personnel Record with the GSIS

Processing of internal request for updating of Personnel Record with the GSIS through the assigned Agency Authorized Officer (AAO) or Alternate Agency Authorized Officer (AAAO)

Office or Division:	Administrative and General Services
Category:	Internal Service
Classification:	Simple

Type of Transaction:	G2G (Government to Government)			
Who may avail:	NFA Regional Office Officials and Employees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<div>For Standard Requirement</div> <div><div><div>1.Signed request (1) Original Copy</div><div>2.Service Record (1) Original Copy</div><div>3.Birth Certificate (1) Original Copy</div><div>4.Marriage Contract (1) Original Copy</div><div>5.Certificate of Leave of Absence With/Without Pay (1) Original Copy</div><div>6.Member's Record from the employee's GSIS Touch account or printed image taken from the GSIS KIOSK, as applicable. (1) Original Copy</div></div><div><div>Applicant / Client</div><div>Agency - Division: NFA Regional Office - Administrative and General Services</div><div>Applicant / Client</div><div>Applicant / Client</div><div>Agency - Division: NFA Regional Office - Administrative and General Services</div><div>Agency - Division: NFA Regional Office - Administrative and General Services</div></div></div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Requestor submits signed request with the applicable attachment/s. Location:	1.1. Receives and evaluates the request.	None	15 minute/s	<div><div></div><div>Agency Authorized Officer (AAO) / Alternate Agency Authorized Officer (AAAO); Administrative and General Services</div></div>

NFA Regional Office - Administrative and General Services	1.2. Submits Agency Remittance Advice (ARA) via the GSIS WebMSP web application.		15 minute/s	<ul style="list-style-type: none"> Agency Authorized Officer (AAO) / Alternate Agency Authorized Officer (AAAO); Administrative and General Services
General Remarks None				
Total Processing Time:			30 minute/s	
Total Processing Fee:			Total Standard Fee: None	

NFA Regional Offices

- NFA Regional Office I
- NFA Regional Office II
- NFA Regional Office III
- NFA Regional Office IV
- NFA Regional Office V
- NFA Regional Office VI
- NFA Regional Office VII
- NFA Regional Office VIII
- NFA Regional Office IX
- NFA Regional Office X
- NFA Regional Office XI
- NFA Regional Office XII
- NFA NCR
- NFA ARMM
- NFA CARAGA

5. Processing of Request for GSIS Loan Approval

Processing of requests for approval of various GSIS loans through the assigned Agency Authorized Officer (AAO) or Alternate Agency Authorized Officer (AAAO).

Office or Division:	Administrative and General Services
Category:	Internal Service
Classification:	Simple

Type of Transaction:	G2G (Government to Government)			
Who may avail:	NFA Regional Office Officials and Employees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<div>For Standard Requirement</div> <div><div>1.Latest payslip with notation from the Representative for Administrative Matters (RAMs) that loan availee is not on leave without pay (or Certificate from HRDSD of No Leave Without Pay) (1) Photo Copy</div><div>Applicant / Client</div></div> <div><div>2.Certificate of No Pending Administrative Case (1) Original Copy</div><div>Agency - Division: NFA Central Office - Legal Affairs Department</div></div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Requestor submits the requirements. Location: NFA Regional Office - Administrative and General Services	1. Approves or disapproves the request.	None	15 minute/s	<ul style="list-style-type: none">Agency Authorized Officer (AAO) / Alternate Agency Authorized Officer (AAAO) ; Administrative and General Services
<div>General Remarks</div> <div>None</div>				
Total Processing Time:			15 minute/s	
Total Processing Fee:			Total Standard Fee: None	

- NFA Regional Offices
- NFA Regional Office I
 - NFA Regional Office II
 - NFA Regional Office III

- NFA Regional Office IV
- NFA Regional Office V
- NFA Regional Office VI
- NFA Regional Office VII
- NFA Regional Office VIII
- NFA Regional Office IX
- NFA Regional Office X
- NFA Regional Office XI
- NFA Regional Office XII
- NFA NCR
- NFA ARMM
- NFA CARAGA

6. Processing of Request for Certified Photocopies of Personnel Record (Active Record)

Processing of internal client request for certified photocopies of personnel record found in the Active 201 File such as, but limited to the following: Appointment, Certificate of Assumption to Duty, Notice of Salary Adjustments, Notice of Step Increments, and Personnel Data Sheet.

Office or Division:	Administrative and General Services	
Category:	Internal Service	
Classification:	Simple	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	NFA Officials and Employees	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<div>For Standard Requirement</div> <div> <div>1.Log-book entry (1) Original Copy</div> <div>Agency - Division: NFA Branch Office - Administrative and General Services</div> </div> <div> <div>2.Request through email / memorandum / letter (1) Original Copy</div> <div>Applicant / Client</div> </div>		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits prescribed requirements. Location: NFA Branch Office - Administrative and General Services	1.1. Receives and evaluates the request.	None	15 minute/s	<ul style="list-style-type: none"> Administrative Officer V / Administrative Officer II; Administrative and General Services
	1.2. Generates a copy of the requested file and certify it.		15 minute/s	<ul style="list-style-type: none"> Administrative Officer V / Administrative Officer II; Administrative and General Services
2. Receives the certified documents Location: NFA Branch Office - Administrative and General Services	2. Informs requestor that the document/s is already available / have the document/s received by the requestor.	None	15 minute/s	<ul style="list-style-type: none"> Administrative Officer V / Administrative Officer II; Administrative and General Services
General Remarks None				
Total Processing Time:			45 minute/s	
Total Processing Fee:			Total Standard Fee: None	

NFA Branch Offices

- Ilocos Norte
- Eastern Pangasinan
- La Union
- Isabela
- Cagayan
- Nueva Vizcaya
- Nueva Ecija
- Tarlac
- Pampanga
- Bulacan
- Batangas
- Laguna
- Oriental Mindoro
- Occidental Mindoro
- Palawan
- Quezon

- Albay
- Camarines Sur
- Sorsogon
- Iloilo
- Capiz
- Negros Occidental
- Cebu
- Negros Oriental
- Bohol
- Leyte
- Northern Samar
- Zamboanga City
- Zamboanga del Sur
- Misamis Oriental
- Bukidnon
- Lanao del Norte
- Davao del Norte
- Davao Oriental
- Davao del Sur
- North Cotabato
- South Cotabato
- Sultan Kudarat
- Central District Office
- East District Office
- Maguidanao
- Lanao del Sur
- Basilan
- Agusan del Sur
- Surigao del Sur

7. Processing of Request for Service Record (Record Available in the System)

Processing of requests for Service Record for internal clients of the NFA Branch Office with available record in the Human Resource Information System (HURIS)

Office or Division:	Administrative and General Services
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)

	None
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NFA Branch Offices

- Ilocos Norte
- Eastern Pangasinan
- La Union
- Isabela
- Cagayan
- Nueva Vizcaya
- Nueva Ecija
- Tarlac
- Pampanga
- Bulacan
- Batangas
- Laguna
- Oriental Mindoro
- Occidental Mindoro
- Palawan
- Quezon
- Albay
- Camarines Sur
- Sorsogon
- Iloilo
- Capiz
- Negros Occidental
- Cebu
- Negros Oriental
- Bohol
- Leyte
- Northern Samar
- Zamboanga City
- Zamboanga del Sur
- Misamis Oriental
- Bukidnon
- Lanao del Norte
- Davao del Norte
- Davao Oriental
- Davao del Sur
- North Cotabato
- South Cotabato
- Sultan Kudarat
- Central District Office
- East District Office

- Maguidanao
- Lanao del Sur
- Basilan
- Agusan del Sur
- Surigao del Sur

8. Processing of Request for Service Record (Record Not Available in the System)
 Processing of requests for Service Record for external clients of the NFA Branch Office with no record found in the Human Resource Information System (HURIS).

Office or Division:	Administrative and General Services			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Former NFA Officials and Employees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement <div> <div>1.Log-book entry (1) Original Copy</div> <div>Agency - Division: NFA Branch Office - Administrative and General Services</div> </div> <div> <div>2.Request through email / memorandum / letter (1) Original Copy</div> <div>Applicant / Client</div> </div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits prescribed requirements. Location:	1.1. Receives and evaluates the request.	None	15 minute/s	<ul style="list-style-type: none"> Administrative Officer V / Administrative Officer II; Administrative and General Services

NFA Branch Office - Administrative and General Services	1.2. Requests AGS for the retrieval of record at the NFA Records Room.		15 minute/s	<ul style="list-style-type: none"> Administrative Officer V / Administrative Officer II; Administrative and General Services
	1.3. Upon receipt of document from NFA Records Room, prepares the Service Record.		2 working day/s	<ul style="list-style-type: none"> Administrative Officer V / Administrative Officer II; Administrative and General Services
	1.4. Endorses the Service Record for signature of the Section Chief / Branch Manager.		15 minute/s	<ul style="list-style-type: none"> Administrative Officer V / Administrative Officer II; Administrative and General Services
2. Receives the Service Record Location: NFA Branch Office - Administrative and General Services	2. Informs the requestor that the Service Record is already available / have the Service Record received by the requestor.	None	15 minute/s	<ul style="list-style-type: none"> Administrative Officer V / Administrative Officer II; Administrative and General Services
Total Processing Time:			2 day/s, 1 hour/s	
Total Processing Fee:			Total Standard Fee: None	

NFA Branch Offices

- Ilocos Norte
- Eastern Pangasinan
- La Union
- Isabela
- Cagayan
- Nueva Vizcaya
- Nueva Ecija
- Tarlac
- Pampanga
- Bulacan
- Batangas
- Laguna
- Oriental Mindoro
- Occidental Mindoro
- Palawan
- Quezon
- Albay

- Camarines Sur
- Sorsogon
- Iloilo
- Capiz
- Negros Occidental
- Cebu
- Negros Oriental
- Bohol
- Leyte
- Northern Samar
- Zamboanga City
- Zamboanga del Sur
- Misamis Oriental
- Bukidnon
- Lanao del Norte
- Davao del Norte
- Davao Oriental
- Davao del Sur
- North Cotabato
- South Cotabato
- Sultan Kudarat
- Central District Office
- East District Office
- Maguidanao
- Lanao del Sur
- Basilan
- Agusan del Sur
- Surigao del Sur

9. Processing of Request for Certification of Employment / Certificate of Employment and Compensation (COE/COEC) - Active Record

Processing of internal requests for Certificate of Employment / with Compensation, with Active Employee Record.

Office or Division:	Administrative and General Services
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	NFA Officials and Employees

Operating Hours:		8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1.Log-book entry (1) Original Copy		Agency - Division: NFA Branch Office - Administrative and General Services		
2.Request through email / memorandum / letter (1) Original Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits prescribed requirements. Location: NFA Branch Office - Administrative and General Services	1.1. Receives and evaluates the request.	None	15 minute/s	<ul style="list-style-type: none">Administrative Officer V / Administrative Officer II; Administrative and General Services
	1.2. Prepares COE/COEC.		15 minute/s	<ul style="list-style-type: none">Administrative Officer V / Administrative Officer II; Administrative and General Services
	1.3. Endorses the COE/COEC for signature of the Section Chief / Branch Manager		15 minute/s	<ul style="list-style-type: none">Administrative Officer V / Administrative Officer II; Administrative and General Services
2. Receives the COE/COEC Location: NFA Branch Office - Administrative and General Services	2. Informs the requestor that the COE/COEC is already available / have the COE/COEC received by the requestor.	None	15 minute/s	<ul style="list-style-type: none">Administrative Officer V / Administrative Officer II; Administrative and General Services
Total Processing Time:			1 hour/s	
Total Processing Fee:			Total Standard Fee: None	

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- Davao Oriental
- Davao del Sur
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- Agusan del Sur

- Surigao del Sur

10. Processing of Request for Updating of Personnel Record with the GSIS

Processing of internal request for updating of Personnel Record with the GSIS through the assigned Agency Authorized Officer (AAO) or Alternate Agency Authorized Officer (AAAO)

Office or Division:	Administrative and General Services	
Category:	Internal Service	
Classification:	Simple	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	NFA Officials and Employees	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1.Signed request (1) Original Copy		Applicant / Client
2.Service Record (1) Original Copy		Agency - Division: NFA Branch Office - Administrative and General Services
3.Birth Certificate (1) Original Copy		Applicant / Client
4.Marriage Contract (1) Original Copy		Applicant / Client
5.Certificate of Leave of Absence With/Without Pay (1) Original Copy		Agency - Division: NFA Branch Office - Administrative and General Services

6.Member's Record from the employee's GSIS Touch account or printed image taken from the GSIS KIOSK, as applicable. (1) Original Copy					Applicant / Client
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
1. Requestor submits signed request with the applicable attachment/s. Location: NFA Branch - Administrative and General Services	1.1. Receives and evaluates the request.	None	15 minute/s	• Agency Authorized Officer (AAO) or Alternate Agency Authorized Officer (AAAO); Administrative and General Services	
	1.2. Submits Agency Remittance Advise (ARA) via the GSIS WebMSP web application.		15 minute/s	• Agency Authorized Officer (AAO) or Alternate Agency Authorized Officer (AAAO); Administrative and General Services	
Total Processing Time:			30 minute/s		
Total Processing Fee:			Total Standard Fee: None		

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- Davao Oriental
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11. Processing of Request for GSIS Loan Approval
 Processing of requests for approval of various GSIS loans through the assigned Agency Authorized Officer (AAO) or Alternate Agency Authorized Officer (AAAO).

Office or Division:	Administrative and General Services
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	NFA Officials and Employees

Operating Hours:		8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>For Standard Requirement</p> <p>1. Latest payslip with notation from the Representative for AGSD Administrative Matters (RAMs) that loan avalee is not on leave without pay (or Certificate from HRDSD of No Leave Without Pay) (1) Photo Copy</p> <p>2. Certificate of No Pending Administrative Case (1) Original Copy</p>				
		Applicant / Client		
		Agency - Division: NFA Central Office - Legal Affairs Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Requestor submits the requirements. Location: NFA Branch Office - Administrative and General Services	1. Approves or Disapproves the request.	None	15 minute/s	<ul style="list-style-type: none"> Agency Authorized Officer (AAO) / Alternate Agency Authorized Officer (AAAO) ; Administrative and General Services
Total Processing Time:			15 minute/s	
Total Processing Fee:			Total Standard Fee: None	

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- Misamis Oriental
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- Davao del Norte
- Davao Oriental
- Davao del Sur
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12. Processing of Request for Certified Photocopies of Personnel Record (Active Record)
 Processing of internal client request for certified photocopies of personnel record found in the Active 201 File such as, but limited to the following: Appointment, Certificate of Assumption to Duty, Notice of Salary Adjustments, Notice of Step Increments, and Personnel Data Sheet.

Office or Division:	Administrative and General Services
Category:	Internal Service

Total Processing Fee:	Total Standard Fee: None
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- NFA Regional Offices**
- NFA Regional Office I
 - NFA Regional Office II
 - NFA Regional Office III
 - NFA Regional Office IV
 - NFA Regional Office V
 - NFA Regional Office VI
 - NFA Regional Office VII
 - NFA Regional Office VIII
 - NFA Regional Office IX
 - NFA Regional Office X
 - NFA Regional Office XI
 - NFA Regional Office XII
 - NFA NCR
 - NFA ARMM
 - NFA CARAGA

Finance Department

1. Disbursements - Simple Transactions
Settlement of government payables/obligations by Check or Advice to Debit Account (ADA). (E.g Electricity/Water/Subscription)

Office or Division:	Finance Department
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	National Food Authority (NFA) - Central Office (CO) Employees
Operating Hours:	8:00 AM - 5:00 PM
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

<p>For Standard Requirement</p> <div> <div> 1.Approved and Signed Disbursement Voucher/s for Advice to Debit Account (1) Original Copy </div> <div> Agency - Division: Finance Department - Accounting Division </div> </div> <div> 2.Land Bank of the Philippines Financial Date Entry System (LBP-FinDES) Report Hard and Soft Copy (1) Original Copy Remarks: LBP-Findes Report (Hard Copy) LBP-Findes Report (Soft Copy) Sent Thru E-Mail (LBP North Avenue Branch) </div> <div> Agency - Division: Finance Departmnet - Budget Division </div> <div> 3.NFA ID (for Check) NFA Issued ID Other Government Issued Id </div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Forwards the approved DV to the Cashier Location: Budget Division - Cashier's Section	1.1. Receives the approved DV's and prepares a check or ADA	None	1 hour/s	<ul style="list-style-type: none"> Cashier III; Budget Division
	1.2. Transmits/releases to concerned signatories for approval of Check or ADA as stated in the Specifications of Authority		1 hour/s	<ul style="list-style-type: none"> Cashier III; Budget Division
2. Claims Payment (Check/ADA) Location: Budget Division - Cashier's Section	2. Releases check to claimant or forwards ADA to bank	None	2 hour/s	<ul style="list-style-type: none"> Cashier III; Budget Division
Total Processing Time:			4 hour/s	
Total Processing Fee:			Total Standard Fee: None	

2. COLLECTION OF PAYMENT FROM RICE PURCHASES, MISC FEES & OTHERS

Collection of Payment through Cash/Check/Fund Transfer from Local Government Units (LGUs) / Legislators / Government Offices /Other Relief Agencies, Institutions and Non-Government Organizations (NGOs), Suppliers and Contractors

Office or Division:	Finance Department			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local Government Units (LGUs) / Legislators / Government Offices /Other Relief Agencies, Institutions and Non-Government Organizations (NGOs), Suppliers and Contractors			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement <div> <div>1.Letter request to accept payment (1) Original Copy</div> <div>Agency - Division: NATIONAL FOOD AUTHORITY - Concerned Office / Department (Operations Coordination Department and Administrative & General Services Department)</div> </div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the endorsement letter with the attached Order of Payment (OP) from the concerned office / department to the Finance Department. Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT	1.1. Receive the endorsement letter with the attached Order of Payment from the concerned office / department	None	30 minute/s	<ul style="list-style-type: none"> Administrative Assistant ; Finance Department
	1.2. Validate the approved OP of the concerned Supplier / Contractor / Other Government / Agency		30 minute/s	<ul style="list-style-type: none"> Accounts Analyst ; Finance Department
2. 2. Proceed to the Cashier's Office to pay through cash or check along with the approved	2.1. 2.1 If Cash Payment - Issue the corresponding official receipt (OR) to the concerned Supplier / Contractor / Other Government Agency	None	10 minute/s	<ul style="list-style-type: none"> CASHIER III; Budget Division

and validated OP Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT	2.2. If Check payment - Issue a temporary receipt to the concerned Supplier / Contractor / Other Government Agency pending check clearance from the concerned bank. Once the check payment has been cleared & deposited to NFA’s bank account, the corresponding official receipt (OR) will be issued		10 minute/s	<ul style="list-style-type: none">CASHIER III; Budget Division
	2.3. If Online Fund Transfer – Issue the corresponding official receipt (OR) upon validation of transferred fund to NFA Bank account.		10 minute/s	<ul style="list-style-type: none">CASHIER III; Budget Division
Total Processing Time:			1 hour/s, 30 minute/s	
Total Processing Fee:			Total Standard Fee: None	

3. DISBURSEMENTS

Settlement of government payables/obligations by Check or Advice to Debit Account (ADA).

(E.g Electricity/Water/Subscription)

Office or Division:	Finance Department		
Category:	External Service		
Classification:	Simple		
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)		
Who may avail:	Government Agencies, Suppliers, Contractors, and other private entities		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Standard Requirement			

<div> <div> 1.Disbursement Voucher (DV) (4) Original Copy </div> <div> Agency - Division: COMMISSION ON AUDIT - COMMISSION ON AUDIT </div> </div> <div> <div> 2.Approved Budget Utilization Request and Status (BURS) (4) Original Copy </div> <div> Agency - Division: NATIONAL FOOD AUTHORITY - CONCERN DEPARTMENT </div> </div> <div> <div> 3.Documentary requirements For common government transactions per COA Circular No. 2012-001 dated June 14, 2012 For Procurement of Goods and Services per Revised Implementing Rules and Regulations of Republic Act No. 9184 (1) Original Copy And (1) Certified True Copy </div> <div> Agency - Division: NATIONAL FOOD AUTHORITY - CONCERN DEPARTMENT </div> </div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit BUR along with complete supporting documents to FD-Budget Division for Budget Availability Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT	1.1. Receive BUR along with complete supporting documents from the concerned office / department.	None	30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Finance Department
	1.2. Evaluate BUR if request is within the Approved Budget Ceiling and with issued ASA, assign BUR Number, and affix initials.		30 minute/s	<ul style="list-style-type: none"> BUDGET OFFICER I, BUDGET OFFICER II AND BUDGET OFFICER III; Budget Division
	1.3. Return BUR along with its supporting documents thru memo if request is not within the Approved Budget Ceiling or without issued ASA		30 minute/s	<ul style="list-style-type: none"> BUDGET OFFICER I, BUDGET OFFICER II AND BUDGET OFFICER III; Budget Division
2. 1. No activity Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT	2.1. 1. Review and sign the BUR for budget availability a. P 100,000 and below b. Above P100,000 to P500,000 c. above P500,000	None	1 hour/s	<ul style="list-style-type: none"> Budget Officer IV; Budget Division Budget Officer V ; Budget Division Department Manager ; Finance Department
	2.2. Releases the approved BUR with the related supporting documents to the concerned office / department		30 minute/s	<ul style="list-style-type: none"> BUDGET OFFICER I; Budget Division

				<ul style="list-style-type: none"> • BUDGET OFFICER II; Budget Division • Budget Officer III ; Budget Division
	2.3. Receive DVs from the concerned office / department. Forward to the designated processor.		30 minute/s	<ul style="list-style-type: none"> • Administrative Assistant I; Finance Department
	2.4. Process the DV together with the complete supporting documents. Record DV if compliant with the required documents. Return to end user if not, with notation as to deficiencies. Prepare Journal Entry Voucher (JEV) Prepare BIR Certificate of Taxes Withheld (2307), if applicable		1 working day/s	<ul style="list-style-type: none"> • ACCOUNTS ANALYST; Accounting Division • ACCOUNTANT I; Accounting Division • ACCOUNTANT II; Accounting Division
	2.5. Approve JEV, BIR Certificate of Taxes Withheld (2307), if applicable, and Certified supporting documents complete portion for DV a. P 100,000 and below b. Above P100,000 to P500,000 c. above P500,000		7 hour/s	<ul style="list-style-type: none"> • ACCOUNTANT IV; Accounting Division • CHIEF ACCOUNTANT; Accounting Division • DEPARTMENT MANAGER; Finance Department
	2.6. 7. Transmit/release to concerned signatories for approval of payment as stated in Specification of Authority: Below are the signatories: a) Department Manager b) Assistant Administrator c) Deputy Administrator d) Administrator		10 minute/s	<ul style="list-style-type: none"> • Administrative Assistant; Finance Department
	2.7. Receive the approved DV and forward it to the Cashier		10 minute/s	<ul style="list-style-type: none"> • Administrative Assistant; Finance Department
	2.8. Receive the approved DV and Prepare a Check or ADA. Transmit/release to concerned signatories for approval of Check or ADA as stated in Specification of Authority.		1 hour/s	<ul style="list-style-type: none"> • CASHIER III; Budget Division
	2.9. Review and approve check or ADA; a. 500,000.00 and below b. Above 500,000.00 to 1M Below are the signatories: a) Assistant Administrator for Finance and Administration b) Deputy Administrator c) Administrator		2 hour/s	<ul style="list-style-type: none"> • CASHIER III; Budget Division • BUDGET OFFICER V; Budget Division

				<ul style="list-style-type: none"> DEPARTMENT MANAGER; Finance Department
	2.10. Receive the approved check and forward it to the Cashier		10 minute/s	<ul style="list-style-type: none"> Administrative Assistant; Finance Department
3. Claim payment (check / ADA) Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT	3. Release check to claimant or forward ADA to bank	None	2 hour/s	<ul style="list-style-type: none"> CASHIER III; Budget Division
Total Processing Time:			3 day/s	
Total Processing Fee:			Total Standard Fee: None	

4. DISBURSEMENTS

Settlement of government payables/obligations by Check or Advice to Debit Account (ADA).
(E.g Capital Outlay/Janitorial/Security)

Office or Division:	Finance Department	
Category:	External Service	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Government Agencies, Suppliers, Contractors, and other private entities	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		

<div> <div> 1.Disbursement Voucher (DV) (4) Original Copy </div> <div> Agency - Division: COMMISSION ON AUDIT - COMMISSION ON AUDIT </div> </div> <div> <div> 2.Approved Budget Utilization Request and Status (BURS) (4) Original Copy </div> <div> Agency - Division: NATIONAL FOOD AUTHORITY - CONCERN DEPARTMENT </div> </div> <div> <div> 3.3. Documentary requirements • For common government transactions per COA Circular No. 2012-001 dated June 14, 2012 • For Procurement of Goods and Services per Revised Implementing Rules and Regulations of Republic Act No. 9184 (1) Original Copy And (1) Certified True Copy </div> <div> Agency - Division: COMMISSION ON AUDIT - CONCERN DEPARTMENT </div> </div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit BUR along with complete supporting documents to FD-Budget Division for Budget Availability Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT	1.1. Receive BUR along with complete supporting documents from concerned office / department	None	1 hour/s	<ul style="list-style-type: none"> Administrative Assistant I; Finance Department
	1.2. Evaluate BUR if request is within the Approved Budget Ceiling and with issued ASA, assign BUR Number, and affix initials. Return BUR along with its supporting documents thru memo if request is not within the Approved Budget Ceiling or without issued ASA.		1 hour/s	<ul style="list-style-type: none"> Budget Officer I; Budget Division Budget Officer II; Budget Division Budget Officer III; Budget Division
2. No Activity Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT	2.1. 2. Review and Sign the BUR for budget availability a. P 100,000 and below b. Above P100,000 to P500,000 c. above P500,000	None	1 hour/s	<ul style="list-style-type: none"> Budget Officer IV; Budget Division Budget Officer V; Budget Division Department Manager ; Finance Department
	2.2. Releases the approved BUR with the related supporting documents to the concerned office / department / FD- Accounting Division.		30 minute/s	<ul style="list-style-type: none"> Budget Officer I ; Budget Division Budget Officer II; Budget Division Budget Officer III; Budget Division

	2.3. Receive DVs from the concerned office / department / FD- Budget Division with attachments.Forward to the designated processor.		30 minute/s	<ul style="list-style-type: none"> • Administrative Assistant I; Finance Department
	2.4. Process the DV together with the complete supporting documents.Record DV if compliant with the required documents. Return to end user if not, with notation as to deficiencies.Prepare Journal Entry VoucherPrepare BIR Certificate of Taxes Withheld (2307), if applicable		3 working day/s	<ul style="list-style-type: none"> • ACCOUNTS ANALYST; Accounting Division • ACCOUNTANT I; Accounting Division • Accountant II; Accounting Division
	2.5. Review and affix initial on DV and BIR Certificate of Taxes Withheld (2307), if applicable.		5 hour/s	<ul style="list-style-type: none"> • Accountant IV; Accounting Division
	2.6. Approve JEV, BIR Certificate of Taxes Withheld (2307), if applicable, and Certified supporting documents complete portion for DV a. P 100,000 and below b. Above P100,000 to P500,000 c. above P500,000		2 working day/s	<ul style="list-style-type: none"> • ACCOUNTANT IV; Accounting Division • CHIEF ACCOUNTANT; Accounting Division • Department Manager ; Finance Department
	2.7. Transmit/release to concerned signatories for approval of payment as stated in Specification of Authority Below are the signatories: a. Department Manager b. Assistant Administrator c. Deputy Administrator d. Administrator		30 minute/s	<ul style="list-style-type: none"> • Administrative Assistant; Finance Department
	2.8. Receive the approved DV and forward it to the Cashier		15 minute/s	<ul style="list-style-type: none"> • Administrative Assistant; Finance Department
	2.9. Receive the approved DV and Prepare a Check or ADA.Transmit/release to concerned signatories for approval of Check or ADA as stated in Specification of Authority.		2 hour/s	<ul style="list-style-type: none"> • Cashier III; Budget Division
	2.10. Review and approve check or ADA; a. 500,000.00 and below b. Above 500,000.00 to 1M Below are the signatories: a) Assistant Administrator for Finance and Administration b) Deputy Administrator c) Administrator		2 hour/s	<ul style="list-style-type: none"> • Cashier III; Budget Division • Budget Officer V ; Budget Division • Department Manager; Finance Department

	2.11. Receive the approved check and forward it to the Cashier		15 minute/s	<ul style="list-style-type: none"> Administrative Assistant; Finance Department
3. Claim payment (check / ADA) Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT	3. Release check to claimant or forward ADA to bank	None	2 hour/s	<ul style="list-style-type: none"> CASHIER III; Budget Division
Total Processing Time:			7 day/s	
Total Processing Fee:			Total Standard Fee: None	

5. COLLECTION OF PAYMENT FROM REFUND OF EXCESS CASH ADVANCES & OTHERS

Collection of Cash or Check Payments from employees.

Office or Division:	Finance Department		
Category:	Internal Service		
Classification:	Simple		
Type of Transaction:	G2G (Government to Government)		
Who may avail:	Employees		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<p>For Standard Requirement</p> <p>1.Letter request to accept payment (1 original) (1) Original Copy</p> <p>Agency - Division: NATIONAL FOOD AUTHORITY - CONCERN DEPARTMENT</p>			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the endorsement letter with the attached Order of Payment (OP) from the concerned office / department to the Finance Department. Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT	1. Receive the endorsement letter with the attached Order of Payment from the concerned office / department. Validate the approved OP of the concerned employee.	None	1 hour/s	<ul style="list-style-type: none"> Administrative Assistant I ; Finance Department Accounts Analyst ; Accounting Division
2. Proceed to the Cashier's Office to pay through cash or check along with the approved and validated OP Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT	2. Receive check payment / online fund transfer: 2.1 If Cash Payment - Issue the corresponding official receipt (OR) to the concerned employee. 2.2 If Check payment - Issue a temporary receipt to the concerned employee. Once the check payment has been cleared & deposited to NFA's bank account, the corresponding official receipt (OR) will be issued. 2.3 If Online Fund Transfer – Issue the corresponding official receipt (OR) upon validation of transferred fund to NFA Bank account.	None	30 minute/s	<ul style="list-style-type: none"> CASHIER III; Budget Division
Total Processing Time:			1 hour/s, 30 minute/s	
Total Processing Fee:			Total Standard Fee: None	

6. DISBURSEMENTS

Settlement of government payables/obligations by Check or Advice to Debit Account (ADA).
(E.g. Domestic Travel/Loyalty Cash award/Communication Allowance)

Office or Division:	Finance Department
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)

Who may avail:	Government Agencies, Suppliers, Contractors, and other private entities			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1.Disbursement Voucher (DV) (4) Original Copy		Agency - Division: COMMISSION ON AUDIT - COMMISSION ON AUDIT		
2.Approved Budget Utilization Request and Status (BURS) (4) Original Copy		Agency - Division: NATIONAL FOOD AUTHORITY - CONCERN DEPARTMENT		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit BUR along with complete supporting documents to FD-Budget Division for Budget Availability Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT	1.1. Receive BUR along with complete supporting documents from the concerned office / department.	None	30 minute/s	<ul style="list-style-type: none">ADMINISTRATIVE ASSISTANT I; Finance Department
	1.2. Evaluate BUR if request is within the Approved Budget Ceiling and with issued ASA, assign BUR Number, and affix initials. Return BUR along with its supporting documents thru memo if request is not within the Approved Budget Ceiling or without issued ASA.		1 hour/s	<ul style="list-style-type: none">Budget Officer I ; Budget DivisionBudget Officer II; Budget DivisionBudget Officer III; Budget Division
2. No Activity Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT	2.1. 2. Review and Sign the BUR for budget availability a. P 100,000 and below b. Above P100,000 to P500,000 c. above P500,000	None	1 hour/s	<ul style="list-style-type: none">Budget Officer IV; Budget DivisionBudget Officer V; Budget DivisionDepartment Manager ; Finance Department
	2.2. Release the approved BUR with the related supporting documents to the concerned office / department / FD- Accounting Division.		30 minute/s	<ul style="list-style-type: none">Budget Officer I ; Budget Division

				<ul style="list-style-type: none"> • Budget Officer II; Budget Division • Budget Officer III; Budget Division
	2.3. Receive DVs from the concerned office / department / FD – Budget Division with attachments.Forward to the designated processor.		30 minute/s	<ul style="list-style-type: none"> • Administrative Assistant I; Finance Department
	2.4. Process the DV together with the complete supporting documents.Record DV if compliant with the required documents. Return to end user if not, with notation as to deficiencies.Prepare Journal Entry Voucher (JEV). Prepare BIR Certificate of Taxes Withheld (2307), if applicable.		1 working day/s	<ul style="list-style-type: none"> • Accounts Analyst; Accounting Division • Accountant I; Accounting Division • Accountant II; Accounting Division
	2.5. Approve JEV, BIR Certificate of Taxes Withheld (2307), if applicable, and Certified supporting documents complete portion for DV a. P 100,000 and below b. Above P100,000 to P500,000 c. above P500,000		7 hour/s	<ul style="list-style-type: none"> • Accountant IV; Accounting Division • Chief Accountant; Accounting Division • Department Manager ; Finance Department
	2.6. Transmit/release to concerned signatories for approval of payment as stated in Specification of Authority: Below are the signatories: a) Department Manager b) Assistant Administrator c) Deputy Administrator d) Administrator		10 minute/s	<ul style="list-style-type: none"> • Administrative Assistant; Finance Department
	2.7. Receive the approved DV and forward it to the Cashier		10 minute/s	<ul style="list-style-type: none"> • Administrative Assistant; Finance Department
	2.8. Receive the approved DV and Prepare a Check or ADA. Transmit/release to concerned signatories for approval of Check or ADA as stated in Specification of Authority.		1 hour/s	<ul style="list-style-type: none"> • Cashier III; Budget Division
	2.9. Review and approve check or ADA; a. 500,000.00 and below b. Above 500,000.00 to 1M Below are the signatories: a) Assistant Administrator for Finance and Administration b) Deputy Administrator c) Administrator		2 hour/s	<ul style="list-style-type: none"> • Cashier III; Budget Division • Budget Officer V ; Budget Division

				<ul style="list-style-type: none"> Department Manager; Finance Department
	2.10. Receive the approved check and forward it to the Cashier.		10 minute/s	<ul style="list-style-type: none"> Administrative Assistant; Finance Department
3. Claim payment (check / ADA) Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT	3. Release check to claimant or forward ADA to bank	None	2 hour/s	<ul style="list-style-type: none"> Cashier III; Budget Division
Total Processing Time:			3 day/s	
Total Processing Fee:			Total Standard Fee: None	

7. DISBURSEMENTS

Settlement of government payables/obligations by Check or Advice to Debit Account (ADA).
(E.g. First Salary/Terminal Pay/Magna Carta Benefits/Foreign Travel)

Office or Division:	Finance Department
Category:	Internal Service
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Government Agencies, Suppliers, Contractors, and other private entities
Operating Hours:	8:00 AM - 5:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	

1.Disbursement Voucher (DV)
(4) Original Copy

Agency - Division: COMMISSION ON AUDIT -
COMMISSION ON AUDIT

2.Approved Budget Utilization Request and Status (BURS)
(4) Original Copy

Agency - Division: NATIONAL FOOD
AUTHORITY - CONCERN DEPARTMENT

3.3. Documentary requirements • For common government transactions per COA Circular No. 2012-001 dated June 14, 2012 • For Procurement of Goods and Services per Revised Implementing Rules and Regulations of Republic Act No. 9184
(1) Original Copy And (1) Certified True Copy

Agency - Division: NATIONAL FOOD
AUTHORITY - CONCERN DEPARTMENT

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit BUR along with complete supporting documents to FD-Budget Division for Budget Availability Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT	1.1. 1. Receive BUR along with complete supporting documents from the concerned NFA Executive Offices and Central Office Departments, Office of the Council Secretary (OCS), and Commission on Audit (COA)	None	1 hour/s	<ul style="list-style-type: none"> Administrative Assistant I; Finance Department
	1.2. Evaluate BUR if request is within the Approved Budget Ceiling and with issued ASA, assign BUR Number, and affix initials. Return BUR along with its supporting documents thru memo if request is not within the Approved Budget Ceiling or without issued ASA.		1 hour/s	<ul style="list-style-type: none"> Budget Officer I ; Budget Division Budget Officer II; Budget Division Budget Officer III; Budget Division
2. No Activity Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT	2.1. 2. Review and Sign the BUR for budget availability a. P 100,000 and below b. Above P100,000 to P500,000 c. above P500,000	None	1 hour/s	<ul style="list-style-type: none"> Budget Officer IV; Budget Division Budget Officer V ; Budget Division Department Manager ; Finance Department
	2.2. Releases the approved BUR with the related supporting documents to the concerned department / FD- Accounting Division.		30 minute/s	<ul style="list-style-type: none"> Budget Officer I ; Budget Division Budget Officer II; Budget Division Budget Officer III; Budget Division

	2.3. Receive DVs from the concerned department with attachments. Forward to the designated processor.		30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Finance Department
	2.4. Process the DV together with the complete supporting documents. Record DV if compliant with the required documents. Return to end user if not, with notation as to deficiencies. Prepare Journal Entry Voucher. Prepare BIR Certificate of Taxes Withheld (2307), if applicable.		3 working day/s	<ul style="list-style-type: none"> Accounts Analyst; Accounting Division Accountant I; Accounting Division Accountant II; Accounting Division
	2.5. Review and affix initial on DV and BIR Certificate of Taxes Withheld (2307), if applicable.		5 hour/s	<ul style="list-style-type: none"> Accountant IV; Accounting Division
	2.6. Approve JEV, BIR Certificate of Taxes Withheld (2307), if applicable, and Certified supporting documents complete portion for DV a. P 100,000 and below b. Above P100,000 to P500,000 c. above P500,000		2 working day/s	<ul style="list-style-type: none"> Accountant IV; Accounting Division Chief Accountant; Accounting Division Department Manager ; Finance Department
	2.7. Transmit/release to concerned signatories for approval of payment as stated in Specification of Authority Below are the signatories: a. Department Manager b. Assistant Administrator c. Deputy Administrator d. Administrator		30 minute/s	<ul style="list-style-type: none"> Administrative Assistant; Finance Department
	2.8. Receive the approved DV and forward it to the Cashier		15 minute/s	<ul style="list-style-type: none"> Administrative Assistant; Finance Department
	2.9. Receive the approved DV and Prepare a Check or ADA. Transmit/release to concerned signatories for approval of Check or ADA as stated in Specification of Authority.		2 hour/s	<ul style="list-style-type: none"> Cashier III; Budget Division
	2.10. Review and approve check or ADA; a. 500,000.00 and below b. Above 500,000.00 to 1M Below are the signatories: a) Assistant Administrator for Finance and Administration b) Deputy Administrator c) Administrator		2 hour/s	<ul style="list-style-type: none"> Cashier III; Budget Division Budget Officer V ; Budget Division

				<ul style="list-style-type: none">Department Manager; Finance Department
	2.11. Receive the approved check and forward it to the Cashier		15 minute/s	<ul style="list-style-type: none">Administrative Assistant; Finance Department
3. Claim payment (check / ADA) Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT	3. Release check to claimant or forward ADA to bank.	None	2 hour/s	<ul style="list-style-type: none">CASHIER III; Budget Division
Total Processing Time:			7 day/s	
Total Processing Fee:			Total Standard Fee: None	

Human Resources Development and Services Division

1. Processing of Request for Service Record (Record Available in the System)
Processing of requests for Service Record for external clients of the NFA Central Office with available record in the Human Resource Information System (HURIS)

Office or Division:	Human Resources Development and Services Division	
Category:	External Service	
Classification:	Simple	
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Former employees/other government agencies.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

For Standard Requirement <div> <div>1. Log-book entry; or (1) Original Copy</div> <div>Agency - Division: NFA - AGSD-HRDSD-RIU</div> </div> <div> <div>2. Request through email / letter (1) Original Copy Or (1) Electronic Copy</div> <div>Applicant / Client</div> </div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits prescribed requirements. Location: Administrative and General Services Department - 6th Floor, NFA Building agsd@nfa.gov.ph Notes/Instruction: Request letter should be address to the Department manager, or send the letter to the abovementioned email address	1.1. Receives and evaluates the request for Service Record	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist and Requestor; Human Resources Development and Services Division
	1.2. Generates Service Record from the Human Resource and Information System (HURIS)		1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist ; Human Resources Development and Services Division
	1.3. Endorses the Service Record for signature of the Division Chief/Department Manager.		1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist ; Human Resources Development and Services Division
2. Receives the Service Record Location: Administrative and General Services Department - 6th Floor, NFA Building	2. Informs that the Service Record is already available/have the Service Record received by the requestor.	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
Total Processing Time:			4 hour/s	
Total Processing Fee:			Total Standard Fee: None	

2. Processing of Request for Service Record (Record not Available in the System)

Processing of requests for Service Record for external clients of the NFA Central Office no available record in the Human Resource Information System (HURIS)

Office or Division:	Human Resources Development and Services Division			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Former employees/other government agencies.			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<div>For Standard Requirement</div> <div><div>1.Log-book entry; or (1) Original Copy</div><div>Agency - Division: NFA - AGSD-HRDSD-RIU</div></div> <div><div>2.Request through email/letter (1) Original Copy Or (1) Electronic Copy</div><div>Applicant / Client</div></div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits prescribed requirements Location: Administrative and General Services Department - 6th Floor, NFA Building agsd@nfa.gov.ph Notes/Instruction: Request letter should be address to the Department manager, or send the letter to the abovementioned email address	1.1. Receives and evaluates the request for Service Record	None	1 hour/s	<ul style="list-style-type: none">Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
	1.2. Requests GSD for the retrieval of record at the NFA Records Center (ACA, Valenzuela).		1 hour/s	<ul style="list-style-type: none">Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Administrative and General Services Department

	1.3. Upon receipt of document from NFA Records Center (ACA, Valenzuela) manually prepares the Service Record.		1 working day/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
	1.4. Endorses the Service Record for signature of the Division Chief/Department Manager.		1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
2. Receives the Service Record Location: Administrative and General Services Department - 6th Floor, NFA Building	2. Informs that the Service Record is already available/have the Service Record received by the requestor.	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
Total Processing Time:			1 day/s, 4 hour/s	
Total Processing Fee:			Total Standard Fee: None	

3. Processing of Study Leave

Processing of application for study leave as part of career development program that provides opportunities for personnel development and career advancement for NFA employees.

Office or Division:	Human Resources Development and Services Division	
Category:	Internal Service	
Classification:	Complex	
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	National Food Authority Employees	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

1.Request for Study Leave
(1) Original Copy

2.Proof of enrollment
(1) Certified True Copy

For Master's / Doctorate Degree**Applicant /
Client**

1.Copy/Receipt of Bar Review Program / Classes
(1) Certified True Copy

3.Diploma
(1) Certified True Copy

4. Service Record

(1) Original Copy

Central and Field Office Employees

Agency - Division: National Food Authority - Human Resource Development and Services Division

Agency - Division: National Food Authority - Regional / Branch Office Administrative and General Services

Agency - Division: National Food Authority - Legal Affairs Department

<p>6.Duly accomplished of Application for Leave of Absence (ALA) (4) Original Copy Applicant / Client</p> <p>7.Last page of Perpetual Leave Card (1) Certified True Copy Agency - Division: National Food Authority - Human Resource Development and Services Division</p> <p>Central and Field Office Employees</p> <p>1.Last Page of Perpetual Leave for Central Office Employees (1) Original Copy Agency - Division: National Food Authority - Human Resource Development and Service Division</p> <p>2.Last Page of Perpetual Leave for Field Office Employees (1) Original Copy Agency - Division: National Food Authority - Regional / Branch Office Administrative and General Services</p> <p>8.Service Contract (4) Original Copy Applicant / Client</p> <p>9.NFA Clearance (1) Certified True Copy Applicant / Client</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request for approval of Study Leave and supporting documents/requirements Location: Administrative and General Services Department Notes/Instruction: Photocopied documents needs to be certified by the Administrative Officer	1.1. Evaluates request and validates submitted requirements if the applicant is qualified to avail Study Leave	None	2 working day/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.2. Prepares the following documents and submits to the Department Manager of Administrative and General Services Department for signature: a. Certificate of Very Satisfactory (VS) Rating during the course of the study; b. Certificate that the employee pursued his/her graduate studies through his/her own expense; c. Certificate that the employee did not avail of any study		2 hour/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division

	leave on official time for the duration of the graduate course.			
	1.3. Signs and approves the certificate/documents		4 hour/s	<ul style="list-style-type: none"> Department Manager; Administrative and General Services Department
	1.4. Prepares recommendation for approval of the Study Leave		1 hour/s	<ul style="list-style-type: none"> Supervising Personnel Specialist/Chief Personnel Specialist; Administrative and General Services Department
	1.5. Signs the recommendation for approval of the Study Leave		3 hour/s	<ul style="list-style-type: none"> Department Manager; Administrative and General Services Department
	1.6. Reviews and recommends the approval of the request for Study Leave		1 working day/s	<ul style="list-style-type: none"> Executive Assistant/Assistant Administrator for Finance and Administration; Office of the Assistant Administrator for Finance and Administration
	1.7. Reviews and recommends the approval of the request for Study Leave		1 working day/s	<ul style="list-style-type: none"> Executive Assistant/Deputy Administrator; Office of the Deputy Administrator
	1.8. Approves the request for Study Leave		1 working day/s	<ul style="list-style-type: none"> Special Assistant to the Administrator/Administrator; Office of the Administrator
2. Receives the approved request for Study Leave Location: Office of the requesting employee	2. Transmits the approved request for Study Leave to the concerned department/office	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
Total Processing Time:			6 day/s, 3 hour/s	
Total Processing Fee:			Total Standard Fee: None	

4. Processing of Internal Training Request

Any training program/activity such as seminar, workshop, or briefing initiated and conducted by the Administrative & General Services Department (AGSD), other NFA Central Office department/office, Field Offices, or in coordination with other government or private institutions.

Office or Division:	Human Resources Development and Services Division	
Category:	Internal Service	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	NFA Officials and employees	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<div>For Standard Requirement</div> <div><div><div>1.Request for approval to conduct internal training program (1) Original Copy Or (1) Electronic Copy Remarks: Central Office and Regional Offices of NFA</div><div>Agency - Division: National Food Authority - Central Office Departments/Offices and Regional Offices</div></div><div><div>2.Request for issuance of Training Directive (1) Original Copy Or (1) Electronic Copy Remarks: Central Office and Regional Offices of NFA</div><div>Agency - Division: National Food Authority - Central Office Departments/Offices and Regional Offices</div></div><div><div>3.Training Design / Modules and Computation of Budgetary Requirements (1) Original Copy Or (1) Electronic Copy Remarks: Central Office and Regional Offices of NFA</div><div>Agency - Division: National Food Authority - Central Office Departments/Offices and Regional Offices</div></div><div><div>4.List of Participants (1) Original Copy Or (1) Electronic Copy Remarks:</div><div>Agency - Division: National Food Authority - Central Office Departments/Offices and Regional Offices</div></div></div>		

Central Office and Regional Offices of NFA				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request for approval to conduct Internal Training Program Location: Human Resource Development Services Division	1.1. Receives memo-request and checks completeness and correctness of documents.	None	4 hour/s	<ul style="list-style-type: none"> Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.2. Evaluate request for approval to conduct Internal Training Program		1 working day/s	<ul style="list-style-type: none"> Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.3. Prepares recommendation for the approval of the request to conduct Internal Training Program.		1 hour/s	<ul style="list-style-type: none"> Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.4. Evaluates and approves the recommendation for the conduct of Internal Training Program.		3 working day/s	<ul style="list-style-type: none"> Department Manager; Finance Department Assistant Administrator for Finance and Administration; Office of the Assistant Administrator for Finance and Administration Deputy Administrator; Office of the Deputy Administrator Administrator; Office of the Administrator
2. Receive copy of the approval to conduct internal training program Location: Human Resources Development and Services Division	2. Receives the approval of the request to conduct internal training and forwards the same to concerned C.O. Department/Office or Field Office	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II; Human Resources Development and Services Division
3. Submit request for issuance of Training Directive Location:	3.1. Prepares Training Directive	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II; Human Resources Development and Services Division

Human Resources Development and Services Division	3.2. Approves Training Directive		2 working day/s	<ul style="list-style-type: none">• Department Manager; Administrative and General Services Department• Assistant Administrator for Finance and Administration; Office of the Assistant Administrator for Finance and Administration• Deputy Administrator; Office of the Deputy Administrator• Administrator; Office of the Administrator
	3.3. Transmits approved Training Directive to concerned C.O. Department/Office or Field Office		1 hour/s	<ul style="list-style-type: none">• Personnel Analyst/Personnel Specialist I/Personnel Specialist II; Human Resources Development and Services Division
Total Processing Time:			7 day/s	
Total Processing Fee:			Total Standard Fee: None	

5. Processing of Application for Scholarship Grant

Processing of application for local and foreign scholarships as part of career development program that provides opportunities for personnel development and career advancement for NFA employees.

Office or Division:	Human Resources Development and Services Division	
Category:	Internal Service	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	National Food Authority Employees	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

For Standard Requirement		
1.Scholarship Invitation (1) Original Copy		Applicant / Client
2.Application Letter (1) Original Copy Remarks: For application not yet confirmed/approved by the local/international scholarship provider/sponsor		Applicant / Client
3.Letter of Acceptance/Admission (1) Original Copy Remarks: Only for those employees already accepted for the local/international scholarship		Applicant / Client
4.Letter of Request for Leave on Scholarship endorsed by the Manager (1) Original Copy		Applicant / Client
5.Duly accomplished Application for Leave of Absence (ALA) (ndicating the purpose and period of Leave on Scholarship) (1) Certified True Copy		Applicant / Client
6.Diploma (1) Certified True Copy		Applicant / Client
7.Service Record (that will show that the applicant has already rendered two (2) years of service (without a gap in service) with the Agency upon his/her application for a scholarship) (1) Original Copy		Agency - Division: National Food Authority - Administrative and General Services Department
Central and Field Office Employees		
1.Service Record for Central Office Employees (1) Original Copy	Agency - Division: National Food Authority - Human Resource Development and Service Division	
2.Service Record for Field Office Employees (1) Original Copy	Agency - Division: National Food Authority - Regional / Branch Office Administrative and General Services	

8.Certification of No Pending Administrative/Criminal Case (1) Original Copy		Agency - Division: National Food Authority - Legal Affairs Department		
9.Last Page of Perpetual Leave (1) Certified True Copy		Agency - Division: National Food Authority - Human Resource Development and Services Division		
Central and Field Office Employees				
1.Last Page of Perpetual Leave for Central Office Employees (1) Original Copy		Agency - Division: National Food Authority - Human Resource Development and Service Division		
2.Last Page of Perpetual Leave for Field Office Employees (1) Original Copy		Agency - Division: National Food Authority - Regional / Branch Office Administrative and General Services		
10.NFA Clearance (1) Original Copy		Applicant / Client		
Additional Requirements for Application of Foreign Scholarship				
1.Travel Data Sheet (2) Original Copy		Agency - Division: National Food Authority - Human Resource Development and Services Division		
2.Re-Entry Action Plan (2) Original Copy		Agency - Division: National Food Authority - Human Resource Development and Services Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit letter request, application for scholarship and other supporting	1.1. Disseminates source invitation and other information regarding local/foreign scholarship to Central and Field Offices	None	3 hour/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division

documents Location: Human Resource Development and Services Division	1.2. Evaluates request and ensures completeness of the submitted requirements if the applicant is qualified to avail Scholarship		1 working day/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.3. Informs the concerned office/employee on the submission of additional or lacking documents, if any.		2 hour/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.4. Prepares the following documents and submits to the Department Manager of Administrative and General Services Department: a. Certificate of Very Satisfactory (VS) Rating during the course of the study; b. Certificate that the employee pursued his/her graduate studies through his/her own expense; c. Certificate that the employee did not avail of any study leave on official time for the duration of the graduate course.		3 hour/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.5. Signs/approves the documents/certificates		3 hour/s	<ul style="list-style-type: none"> Department Manager; Administrative and General Services Department
	1.6. Prepares recommendation for approval of the nomination to Scholarship Program		2 hour/s	<ul style="list-style-type: none"> Supervising Personnel Specialist/Chief Personnel Specialist; Human Resources Development and Services Division
	1.7. Signs the recommendation for approval of the nomination to Scholarship Program		3 hour/s	<ul style="list-style-type: none"> Department Manager; Administrative and General Services Department
	1.8. Evaluates the recommendation for approval to Scholarship Program		1 working day/s	<ul style="list-style-type: none"> Executive Assistant/Assistant Administrator for Finance and Administration; Office of the Assistant Administrator for Finance and Administration
	1.9. Evaluates the recommendation for approval of nomination to Scholarship Program		1 working day/s	<ul style="list-style-type: none"> Executive Assistant/Deputy Administrator; Office of the Administrator

	1.10. Approved the application of Scholarship		1 working day/s	<ul style="list-style-type: none"> Special Assistant of the Administrator/Administrator; Office of the Administrator
2. Receives the approved Scholarship Location: Central Office / Regional Office	2. Transmits the approved request of Scholarship to the concerned department/office	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
Total Processing Time:			6 day/s, 1 hour/s	
Total Processing Fee:			Total Standard Fee: None	

6. Processing Request for the Grant of Personnel Development Award (PDA)

Processing of application for personnel development award to recognize and reward employees' successful efforts to upgrade their knowledge and skills by acquiring Masteral and Doctoral degrees through their own personal expense.

Office or Division:	Human Resources Development and Services Division		
Category:	Internal Service		
Classification:	Simple		
Type of Transaction:	G2G (Government to Government)		
Who may avail:	NFA Employees		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Standard Requirement			
1.Diploma		Applicant / Client	

<p>(1) Certified True Copy</p> <p>2. Transcript of records (1) Certified True Copy</p> <p>3. Service Record (as proof that employee has already rendered one (1) year of service (without a gap in service) with the Agency at the time of enrolment) (1) Original Copy</p> <p>Central and Field Office Employees</p> <p>1. Service Record for Central Office Employees (1) Original Copy</p> <p>2. Service Record for Field Office Employees (1) Original Copy</p> <p>4. Certification of No Pending Administrative/Criminal case (1) Certified True Copy</p>					<p>Applicant / Client</p> <p>Agency - Division: National Food Authority - Administrative and General Services Department</p> <p>Agency - Division: National Food Authority - Human Resources Development and Service Division</p> <p>Agency - Division: National Food Authority - Regional / Branch Office Administrative and General Services</p> <p>Agency - Division: National Food Authority - Legal Affairs Department</p>
<p>For Central Office Employees Additional Requirements</p> <p>1. Disbursement Voucher (DV) (4) Original Copy</p> <p>2. Budget Utilization Request (BUR) (4) Original Copy</p>					<p>Applicant / Client</p> <p>Applicant / Client</p>
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
1. Submit letter request for the grant of Personnel Development Award Location:	1.1. Evaluates request and validates submitted requirements if the applicant is qualified to avail Personnel Development Award	None	3 hour/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; 	

Administrative and General Services Department				Human Resources Development and Services Division
	1.2. Prepares the following documents: a. Certificate of Very Satisfactory (VS) Rating during the course of the study; b. Certificate that the employee pursued his/her graduate studies through his/her own expense; c. Certificate that the employee did not avail of any study leave on official time for the duration of the graduate course.		2 hour/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.3. Prepares endorsement of the request for the grant of Personnel Development Award for approval by the Department Manager		1 hour/s	<ul style="list-style-type: none"> Supervising Personnel Specialist/Chief Personnel Specialist; Human Resources Development and Services Division
	1.4. Approves the grant of Personnel Development Award		1 working day/s	<ul style="list-style-type: none"> Department Manager; Administrative and General Services Department
	1.5. Prepares memorandum endorsing the approved request for grant of Personnel Development Award to Finance Department (FD) and requesting the remittance of funds for the cash award incentive.		1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
2. Receives copy of the approved request for the grant of Personnel Development Award Location: Concerned office of the requesting employee	2. Transmit the approved grant of Personnel Development Award	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
Total Processing Time:			2 day/s	
Total Processing Fee:			Total Standard Fee: None	

7. Processing of Request for Certified Photocopies of Personnel Record (Active Record)

Processing of external client requests for certified photocopies of personnel record found in the Active 201 File such as, but not limited to the following: Appointment, Certificate of Assumption to Duty, Notice of Salary Adjustments, Notice of Step Increments, and Personal Data Sheet.

Office or Division:	Human Resources Development and Services Division			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	<div>Former employees/other government agencies</div>			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1.Log-book entry; or (1) Original Copy		Agency - Division: NFA - AGSD-HRDSD-RIU		
2.Request through email / letter. (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits prescribed requirements Location: Administrative and General Services Department - 6th Floor, NFA Building agsd@nfa.gov.ph Notes/Instruction:	1.1. Receives and evaluates the request for Certified Photocopies of Personnel Record	None	1 hour/s	• Personnel Analyst/Personnel Specialist I/Personnel Specialist II/ Sr. Personnel Specialist; Human Resources Development and Services Division
	1.2. Generates a copy of the requested file and certify it.		1 hour/s	• Personnel Analyst/Personnel Specialist I/Personnel Specialist II/ Sr. Personnel

Request letter should be address to the Department manager, or send the letter to the abovementioned email address				Specialist; Human Resources Development and Services Division
2. Receives the certified documents Location: Administrative and General Services Department - 6th Floor, NFA Building	2. Informs requestor that the document/s is already available/have the document/s received by the requestor	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/ Sr. Personnel Specialist; Human Resources Development and Services Division
Total Processing Time:			3 hour/s	
Total Processing Fee:			Total Standard Fee: None	

8. Processing of Request for Certified Photocopies of Personnel Record (Inactive Record)

Processing of external requests for certified photocopies of personnel record found in the Inactive 201 Files such as, but not limited to the following: Appointment, Certificate of Assumption to Duty, Notice of Salary Adjustments, Notice of Step Increments, and Personal Data Sheet

Office or Division:	Human Resources Development and Services Division		
Category:	External Service		
Classification:	Simple		
Type of Transaction:	G2G (Government to Government)		
Who may avail:	Former employees/other government agencies		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Standard Requirement 1.Log-book entry (1) Original Copy <div>Agency - Division: NFA - AGSD-HRDSD-RIU</div>			

2.Request Letter (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits prescribed requirements. Location: Administrative and General Services Department - 6th Floor, NFA Building agsd@nfa.gov.ph Notes/Instruction: Request letter should be address to the Department manager, or send the letter to the abovementioned email address	1.1. Receives and evaluates the request for Certified Photocopies of Personnel Record	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
	1.2. Requests GSD for the retrieval of record at the NFA Records Center (ACA, Valenzuela).		1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
	1.3. Upon receipt of document from NFA Records Center (ACA, Valenzuela) certifies the record requested.		1 working day/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
2. Receives the certified documents Location: Administrative and General Services Department - 6th Floor, NFA Building	2. Informs requestor that the document/s is already available/have the document/s received by the requestor	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
Total Processing Time:			1 day/s, 3 hour/s	
Total Processing Fee:			Total Standard Fee: None	

9. Processing of Request for Certificate of Employment/Certificate of Employment and Compensation (COE/COEC) – Active Record
Processing of external requests for Certificate of Employment/with Compensation, with Active Employee Record.

Office or Division:	Human Resources Development and Services Division
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Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Former employees/other government agencies			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p>For Standard Requirement</p> <p>1.Log-book entry; or (1) Original Copy</p> <p style="text-align: right;">Agency - Division: NFA - AGSD-HRDSD-RIU</p> <p>2.Request through email/letter (1) Original Copy Or (1) Electronic Copy</p> <p style="text-align: right;">Applicant / Client</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submits prescribed requirements. Location: Administrative and General Services Department - 6th Floor, NFA Building agsd@nfa.gov.ph Notes/Instruction: Request letter should be address to the Department manager, or send the letter to the abovementioned email address</p>	1.1. Receives and evaluates the request for Certificate of Employment/Certificate of Employment and Compensation (COE/COEC)	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
	1.2. Prepares COE/COEC		1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
	1.3. Endorses the COE/COEC for signature of the Division Chief/ Department Manager		5 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division

2. Receives the COE/COEC. Location: AGSD-HRDSD-RIU	2. Informs requestor that the COE/COEC is already available/ have the COE/COEC received by the requestor	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
Total Processing Time:			1 day/s	
Total Processing Fee:			Total Standard Fee: None	

10. Processing of Request for Certificate of Employment/Certificate of Employment and Compensation (COE/COEC) – Inactive Record
Processing of external requests for Certificate of Employment/with Compensation, with Inactive Employee Record.

Office or Division:	Human Resources Development and Services Division		
Category:	External Service		
Classification:	Simple		
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)		
Who may avail:	Former employees/other government agencies		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<p>For Standard Requirement</p> <div> <div> 1. Log-book entry; or (1) Original Copy </div> <div> Agency - Division: NFA - AGSD-HRDSD-RIU </div> </div> <div> <div> 2.Request through email / letter (1) Original Copy Or (1) Electronic Copy </div> <div> Applicant / Client </div> </div>			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits prescribed requirements. Location: Administrative and General Services Department - 6th Floor, NFA Building agsd@nfa.gov.ph Notes/Instruction: Request letter should be address to the Department manager, or send the letter to the abovementioned email address	1.1. Receives and evaluates the request for Certificate of Employment/Certificate of Employment and Compensation (COE/COEC)	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/ Personnel Specialist II or Sr. Personnel Specialist; Human Resources Development and Services Division
	1.2. Requests GSD for the retrieval of record at the NFA Records Center (ACA, Valenzuela).		1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/ Personnel Specialist II or Sr. Personnel Specialist; Human Resources Development and Services Division
	1.3. Upon receipt of document from NFA Records Center (ACA, Valenzuela) prepares the COE/COEC		1 working day/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/ Personnel Specialist II or Sr. Personnel Specialist; Human Resources Development and Services Division
	1.4. Endorses the COE/COEC for signature of the Division Chief / Department Manager.		1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/ Personnel Specialist II or Sr. Personnel Specialist; Human Resources Development and Services Division
2. Receives the COE/COEC Location: AGSD-HRDSD-RIU	2. Informs requestor that the COE/COEC is already available / have the COE/COEC received by the requestor	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/ Personnel Specialist II or Sr. Personnel Specialist; Human Resources Development and Services Division
Total Processing Time:			1 day/s, 4 hour/s	
Total Processing Fee:			Total Standard Fee: None	

11. Processing of Request for Service Record (Record Available in the System)

Processing of requests for Service Record for internal clients of the NFA Central Office with available record in the Human Resource Information System (HURIS).

Office or Division:	Human Resources Development and Services Division
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Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	NFA Central Office Employees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p>For Standard Requirement</p> <p>1. Log-book entry; or (1) Original Copy</p> <p style="text-align: right;">Agency - Division: NFA - AGSD-HRDSD-RIU</p> <p>2. Request through email / memorandum/letter (1) Original Copy Or (1) Electronic Copy</p> <p style="text-align: right;">Applicant / Client</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submits prescribed requirements. Location: Administrative and General Services Department - 6th Floor, NFA Building agsd@nfa.gov.ph Notes/Instruction: Request letter should be address to the Department manager, or send the letter to the abovementioned email address</p>	1.1. Receives and evaluates the request for Service Record.	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist and Requestor; Human Resources Development and Services Division
	1.2. Generates Service Record from the Human Resource and Information System (HURIS)		1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist ; Human Resources Development and Services Division
	1.3. Endorses the Service Record for signature of the Division Chief/Department Manager.		5 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist ; Human Resources Development and Services Division

2. Receives the Service Record Location: Administrative and General Services Department - 6th Floor, NFA Building	2. Informs that the Service Record is already available/have the Service Record received by the requestor.	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
Total Processing Time:			1 day/s	
Total Processing Fee:			Total Standard Fee: None	

12. Processing of Request for Service Record (Record not Available in the System)

Processing of requests for Service Record for external clients of the NFA Central Office no available record in the Human Resource Information System (HURIS)

Office or Division:	Human Resources Development and Services Division		
Category:	Internal Service		
Classification:	Simple		
Type of Transaction:	G2G (Government to Government)		
Who may avail:	NFA Central Office Employees		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<p>For Standard Requirement</p> <p>1.Log-book entry; or (1) Original Copy</p> <p>2.Request through email/memorandum/letter. (1) Original Copy Or (1) Electronic Copy</p>			
		Agency - Division: NFA - AGSD-HRDSD-RIU	
		Applicant / Client	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits prescribed requirements Location: Administrative and General Services Department - 6th Floor, NFA Building agsd@nfa.gov.ph Notes/Instruction: Request letter should be address to the Department manager, or send the letter to the abovementioned email address	1.1. Receives and evaluates the request for Service Record.	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
	1.2. Requests GSD for the retrieval of record at the NFA Records Center (ACA, Valenzuela).		1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Administrative and General Services Department
	1.3. Upon receipt of document from NFA Records Center (ACA, Valenzuela) manually prepares the Service Record.		2 working day/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
	1.4. Endorses the Service Record for signature of the Division Chief/Department Manager.		1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
2. Receives the Service Record Location: Administrative and General Services Department - 6th Floor, NFA Building	2. Informs that the Service Record is already available/have the Service Record received by the requestor.	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
Total Processing Time:			2 day/s, 4 hour/s	
Total Processing Fee:			Total Standard Fee: None	

13. Processing of Request for Certified Photocopies of Personnel Record (Active Record)

Processing of external client requests for certified photocopies of personnel record found in the Active 201 File such as, but not limited to the following: Appointment, Certificate of Assumption to Duty, Notice of Salary Adjustments, Notice of Step Increments, and Personal Data Sheet.

Office or Division:	Human Resources Development and Services Division
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Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	NFA Central Office Employees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p>For Standard Requirement</p> <p>1.Log-book entry; or (1) Original Copy</p> <p style="text-align: right;">Agency - Division: NFA - AGSD-HRDSD-RIU</p> <p>2.Request through email/memorandum/letter (1) Original Copy Or (1) Electronic Copy</p> <p style="text-align: right;">Applicant / Client</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits prescribed requirements Location: Administrative and General Services Department - 6th Floor, NFA Building agsd@nfa.gov.ph Notes/Instruction: Request letter should be address to the Department manager, or send the letter to the abovementioned email address	1.1. Receives and evaluates the request for Certified Photocopies of Personnel Record.	None	2 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/ Sr. Personnel Specialist; Human Resources Development and Services Division
	1.2. Generates a copy of the requested file and certify it.		2 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/ Sr. Personnel Specialist; Human Resources Development and Services Division
2. Receives the certified documents Location: Administrative and General Services Department - 6th Floor, NFA Building	2. Informs requestor that the document/s is already available/have the document/s received by the requestor	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/ Sr. Personnel Specialist; Human Resources Development and Services Division

Total Processing Time:	5 hour/s
Total Processing Fee:	Total Standard Fee: None

14. Processing of Request for Certificate of Employment/Certificate of Employment and Compensation (COE/COEC) – Active Record
Processing of external requests for Certificate of Employment/with Compensation, with Active Employee Record.

Office or Division:	Human Resources Development and Services Division			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	NFA Central Office Employees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p>For Standard Requirement</p> <div> <div> 1.Log-book entry; or (1) Original Copy </div> <div>Agency - Division: NFA - AGSD-HRDSD-RIU</div> </div> <div> <div>2.Request through email/memorandum/letter. (1) Original Copy Or (1) Electronic Copy</div> <div>Applicant / Client</div> </div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submits prescribed requirements Location: Administrative and General Services Department - 6th Floor, NFA Building agsd@nfa.gov.ph Notes/Instruction: Request letter should be address to the Department manager, or send the letter to the abovementioned email address	1.1. Receives and evaluates the request for Certificate of Employment/Certificate of Employment and Compensation	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
	1.2. Prepares COE/COEC		1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
	1.3. Endorses the COE/COEC for signature of the Division Chief and Department Manager		5 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
2. Receives the COE/COEC. Location: AGSD-HRDSD-RIU	2. Informs requestor that the COE/COEC is already available. Have the COE/COEC received by the requestor	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
Total Processing Time:			1 day/s	
Total Processing Fee:			Total Standard Fee: None	

15. Processing of Request for Updating of Personnel Record with the GSIS

Processing of internal requests for updating of Personnel Record with the GSIS through the assigned Agency Authorized Officer (AAO) or Alternate Agency Authorized Officer (AAAO).

Office or Division:	Human Resources Development and Services Division
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)

Who may avail:	NFA Central Office Officials and Employees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p>For Standard Requirement</p> <p>1.Signed request, Birth Certificate, Marriage Contract, Member's Record from the employee's eGSIS MO account or printed image taken from the GSIS Kiosk, as applicable (1) Original Copy And (1) Certified True Copy</p> <p style="text-align: right;">Applicant / Client</p> <p>2.Service Record, Certificate of Leave of Absence With/Without Pay (1) Original Copy</p> <p style="text-align: right;">Agency - Division: NFA - AGSD- HRDSD-RIU</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Requestor submits signed request with the applicable attachment/s. Location: Administrative and General Services Department - 6th Floor, NFA Building	1.1. Receives and evaluates the request. Requires the client to submit additional lacking documents , if needed.	None	4 hour/s	<ul style="list-style-type: none"> Agency Authorized Officer (AAO)/ Alternate Agency Authorized Officer (AAAO); Human Resources Development and Services Division
	1.2. 1.2 Submits Agency Remittance Advise (ARA) via the GSIS WebMSP web application.		4 hour/s	<ul style="list-style-type: none"> Agency Authorized Officer (AAO)/ Alternate Agency Authorized Officer (AAAO); Human Resources Development and Services Division
Total Processing Time:			1 day/s	
Total Processing Fee:			Total Standard Fee: None	

16. Processing of Request for GSIS Loan Approval

Processing of requests for approval of various GSIS loans through the assigned Agency Authorized Officer (AAO) or Alternate Agency Authorized Officer (AAAO).

Office or Division:	Human Resources Development and Services Division			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	NFA Central Office Employees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<div>For Standard Requirement</div> <div><div>1. latest payslip with notation from the Representative for Administrative Matters (RAMs) that loan availee is not on leave without pay (or Certification from HRDSD of No Leave Without Pay) (1) Certified True Copy</div><div>Applicant / Client</div></div> <div><div>2.Certificate of No Pending Administrative Case (1) Original Copy</div><div>Agency - Division: NFA - Legal Affairs Department</div></div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Requestor submits the requirements Location: Administrative and General Services Department - 6th Floor, NFA Building	1. Approves or disapproves the request, Requires the submission of additional documents , if needed	None	1 working day/s	<ul style="list-style-type: none">Agency Authorized Officer (AAO)/ Alternate Agency Authorized Officer (AAAO); Human Resources Development and Services Division
Total Processing Time:			1 day/s	
Total Processing Fee:			Total Standard Fee: None	

17. Processing of Authority to Practice Profession
Processing of issuance of Authority to Practice Profession for employees and officials

Office or Division:	Human Resources Development and Services Division			
Category:	Internal Service			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	NFA Officials and Employees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>For Standard Requirement</p> <p>1.Request for Authority to Practice Profession (indicating the period) (1) Original Copy</p> <p>Applicant / Client</p> <p>For Request for Authority to Practice Profession as Professor</p> <p>1.Academic load and time schedule duly certified by authorized school one (1) month after receipt of the approval of your request. Failure on your part to submit within the prescribed time of said duly certified academic load and time schedule will cause the automatic revocation of this Authority. (1) Original Copy</p> <p>Applicant / Client</p> <p>2.Certification or an equivalent document from the authorized school official indicating whether you have performed satisfactorily in your teaching activity (1) Original Copy</p> <p>Applicant / Client</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submit letter request for approval of Authority to Practice Profession Location: Human Resource Development and Service Division Notes/Instruction: Letter request needs to indicate specific period and endorsed by the Manager	1.1. Receives and evaluates the request if the applicant is qualified to be given Authority to Practice Profession	None	2 working day/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist II/Personnel Specialist I/Senior Personnel Specialist; Human Resources Development and Services Division
	1.2. Informs the concerned office/employee on the submission of lacking or additional documents, if any.		2 hour/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.3. Prepares recommendation for the approval of the Authority to Practice Profession and forwards to the approving officials/authorities		2 hour/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist II/Personnel Specialist I/Senior Personnel Specialist/Supervising Personnel Specialist/Chief Personnel Specialist; Human Resources Development and Services Division
	1.4. Reviews and endorses the recommendation for approval of the Authority to Practice Profession		1 working day/s	<ul style="list-style-type: none"> Department Manager; Administrative and General Services Department
	1.5. Reviews and recommends the approval of request for Authority to Practice Profession		1 working day/s	<ul style="list-style-type: none"> Executive Assistant/Assistant Administrator for Finance and Administration; Office of the Assistant Administrator for Finance and Administration
	1.6. Reviews and recommends the approval of request for Authority to Practice Profession		1 working day/s	<ul style="list-style-type: none"> Executive Assistant/Deputy Administrator; Office of the Deputy Administrator
	1.7. Approves the request for Authority to Practice Profession		1 working day/s	<ul style="list-style-type: none"> Special Assistant to the Administrator/ Administrator; Office of the Administrator
2. Receives the request for Authority to Practice Profession Location: Office of the requesting employee	2. Forwards the approved request for Authority to Practice Profession to the concerned office of the requesting employee	None	3 hour/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist II/Personnel Specialist I/Senior Personnel Specialist; Human Resources Development and Services Division
Total Processing Time:			6 day/s, 7 hour/s	
Total Processing Fee:			Total Standard Fee: None	

18. Processing of Appointments - Field Office

Appointments processing is the review and evaluation of required documents for appointments of NFA employees submitted by the regional offices before its submission to the Civil Service Commission for attestation.

Appointments include hiring (original), promotion, transfer, reappointment, reemployment, reclassification, and demotion.

Office or Division:	Human Resources Development and Services Division	
Category:	Internal Service	
Classification:	Highly Technical	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	Regional Offices through the Supervising Administrative Officers (SAOs)	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1.Endorsement of Appointment from field office (1) Original Copy		Applicant / Client
2.Proof of position publication (1) Certified True Copy		Applicant / Client
Proof of vacancy of position (if applicable)		
1.Proof of vacancy of position (if applicable) (1) Certified True Copy		Applicant / Client
3.Application letter (1) Certified True Copy		Applicant / Client
4.Waiver(s) (if any) (1) Certified True Copy		Applicant / Client

5.Minutes of Deliberation (1) Certified True Copy	Applicant / Client
6.Summary of Scores of contenders (1) Certified True Copy	Applicant / Client
7.Personal Data Sheet and Work Experience Sheet CSC Form No. 212 (1) Certified True Copy	Applicant / Client
8.Position Description Form DBM-CSC Form No. 1 (1) Certified True Copy	Applicant / Client
9.Authenticated Certificate of Eligibility/Rating/ (1) Certified True Copy	Applicant / Client
10.Individual Performance Commitment Review (IPCR) for the last rating period (for promotional appointees) (1) Certified True Copy	Applicant / Client
11.Transcript of Records (for newcomers) (1) Certified True Copy	Applicant / Client
12.Diploma(s) (for newcomers) (1) Certified True Copy	Applicant / Client
13.Medical Certificate (for newcomers) (1) Certified True Copy	Applicant / Client
14.Birth Certificate (for newcomers) (1) Certified True Copy	Applicant / Client
15.National Bureau of Investigation (NBI) / Police Clearance (for newcomers) (1) Certified True Copy	Applicant / Client
16.Marriage Certificate (if any) (for newcomers) (1) Certified True Copy	Applicant / Client

<p>17.Certificate(s) of Employment (for newcomers, if any) (1) Certified True Copy</p> <p>18.Pre-Employment Psychological Test Result (1) Certified True Copy</p> <p>19.Certificate of Relevant Trainings (if any) (1) Certified True Copy</p> <p>20.Relevant Special Orders/Office Orders (if any) (1) Certified True Copy</p> <p>21.Appointment paper of the employee CSC Form No. 33-A (4) Original Copy</p>					Applicant / Client
					Applicant / Client
					Applicant / Client
					Applicant / Client
					Applicant / Client
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
<p>1. 1. Submit the required documents for processing of appointment Location: Human Resource Development and Services Division Administrative and General Services Department Office of the Assistant Administrator for Finance and Administration Office of the Deputy Administrator Administrator's Office</p>	1.1. Receives and reviews the documents submitted by the concerned field office	None	2 working day/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division 	
	1.2. Evaluates submitted documents		2 working day/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division 	
	1.3. Prepares transmittal / recommendation of appointment		4 hour/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division Department Manager; Administrative and General Services Department 	

	1.4. Signs transmittal / recommendation of appointment		1 working day/s	<ul style="list-style-type: none"> Chief Personnel Specialist / Department Manager; Administrative and General Services Department
	1.5. Evaluates and recommends the approval of the Appointment		1 working day/s	<ul style="list-style-type: none"> Executive Assistant/Assistant Administrator for Finance and Administration; Office of the Assistant Administrator for Finance and Administration
	1.6. Approval of the Appointment		3 working day/s	<ul style="list-style-type: none"> Special Assistant to the Administrator / Administrator; Office of the Administrator
2. Receives the approved Appointment Location: Supervising Administrative Officer for Regional Office and Representative on Administrative Matters for Central Office Notes/Instruction: courier / mailing required for transmitting approved appointments to regional offices	2. Forwards the Approved Appointment to the concerned office of the Supervising Administrative Officer	None	2 working day/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist II/Personnel Specialist I/Senior Personnel Specialist; Human Resources Development and Services Division
Total Processing Time:			11 day/s, 4 hour/s	
Total Processing Fee:			Total Standard Fee: None	

19. Processing of Local External Training Requests

Any training program/activity/conventions/conferences/seminars conducted by other offices/agencies and/or accredited training institutions to which NFA authorizes its employees to attend.

Office or Division:	Human Resources Development and Services Division
Category:	Internal Service
Classification:	Complex
Type of Transaction:	G2G (Government to Government)

Who may avail:	NFA Officials and employees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<div>For Standard Requirement</div> <div><div><div>1.Request for approval on the attendance of official/employee to local external training program. (1) Original Copy Or (1) Photo Copy</div><div>2.Profile of Nominee (1) Original Copy Or (1) Photo Copy</div><div>3.Training Contract (1) Original Copy</div><div>4.Invitation Letter from the Accredited Training Provider/Government Agencies (1) Original Copy Or (1) Photo Copy</div></div><div><div>Agency - Division: National Food Authority - Central Office Departments/Offices and Regional Offices</div><div>Agency - Division: National Food Authority - Central Office Departments/Offices and Regional Offices</div><div>Agency - Division: National Food Authority - Central Office Departments/Offices and Regional Offices</div><div>Agency - Division: National Food Authority - Central Office Departments/Offices and Regional Offices</div></div></div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit letter request for authority to attend local external training program and other requirements. Location: Human Resource Development Services Division	1.1. Receives request and checks completeness and correctness of supporting documents/requirements	None	1 hour/s	<div><div>•</div><div>Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division</div></div>
	1.2. Evaluate request for authority to attend local training program		4 hour/s	<div><div>•</div><div>Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division</div></div>

	1.3. Prepares Training Directive (for Central Office officials and employees and field office officials) and Authority to Attend Training (for field office Rank-and-File employees) with indorsement and submits the same for approval of concerned NFA official.		1 working day/s	<ul style="list-style-type: none"> Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.4. Approves Training Directive or Authority to Attend Training.		3 working day/s	<ul style="list-style-type: none"> Department Manager; Administrative and General Services Department Assistant Administrator for Finance and Administration; Office of the Assistant Administrator for Finance and Administration Deputy Administrator; Office of the Deputy Administrator Administrator; Office of the Administrator
2. Receive copy of approved Training Directive/Authority to Attend Training. Location: Human Resources Development and Services Division	2.1. Receives approved Training Directive/Authority to Attend Training and forwards copy to concerned CO Department/Office or Field Office	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II; Human Resources Development and Services Division
	2.2. Encodes in the NFA Training and Development Monitoring Sheet related data specified in the approved Training Directive/Authority to attend training.		1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II; Human Resources Development and Services Division
	2.3. Prepares and forwards to the Finance Department the Budget Utilization Request and Disbursement Voucher for the payment Registration Fee of the training participants (Central Office officials and employees)		2 hour/s	<ul style="list-style-type: none"> Personnel Specialist I/Personnel Specialist II / Senior Personnel Specialist; Human Resources Development and Services Division
	2.4. Prepares and forwards to the Finance Department the request for remittance/ authorization of fund for the registration fee of participants from the field offices.		1 hour/s	<ul style="list-style-type: none"> Personnel Specialist I/Personnel Specialist II / Senior Personnel Specialist; Human Resources Development and Services Division

Total Processing Time:	5 day/s, 2 hour/s
Total Processing Fee:	Total Standard Fee: None

20. Processing of Foreign External Training Request

Any training program/activity/conventions/conferences/seminars conducted by other offices/agencies and/or accredited training providers outside of the Philippines to which NFA authorizes its employees to attend.

Office or Division:	Human Resources Development and Services Division	
Category:	Internal Service	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	NFA Officials and employees	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1.Request for approval to attend foreign external training (1) Original Copy Or (1) Photo Copy	Agency - Division: National Food Authority - Central Office Departments/Offices and Regional Offices	
2.Profile of Nominee (1) Original Copy Or (1) Photo Copy	Agency - Division: National Food Authority - Central Office Departments/Offices and Regional Offices	
3.Training Contract (1) Original Copy	Agency - Division: National Food Authority - Central Office Departments/Offices and Regional Offices	

4. Invitation Letter from the Accredited Training Provider/Government Agencies (1) Original Copy Or (1) Photo Copy				
Agency - Division: National Food Authority - Central Office Departments/Offices and Regional Offices				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request for authority to attend foreign external training program and other requirements. Location: Human Resource Development Services Division	1.1. Receives request and checks completeness and correctness of supporting documents/requirements.	None	1 hour/s	<ul style="list-style-type: none"> Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.2. Evaluates request for authority to attend foreign external training program.		4 hour/s	<ul style="list-style-type: none"> Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.3. Prepares Training Directive and Training Contract (for Central Office officials and employees and field office officials) with indorsement and submits the same for approval of concerned NFA official.		1 working day/s	<ul style="list-style-type: none"> Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.4. Approves Training Directive and Training Contract.		3 working day/s	<ul style="list-style-type: none"> Department Manager; Administrative and General Services Department Assistant Administrator for Finance and Administration; Office of the Assistant Administrator for Finance and Administration Deputy Administrator; Office of the Deputy Administrator Administrator; Office of the Administrator
2. Receive copy of approved Training Directive and Training Contract. Location:	2.1. Receives approved Training Directive and Training Contract, and forwards copy to concerned CO Department/Office or Field Office.	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II; Human Resources Development and Services Division

Human Resources Development and Services Division	2.2. Encodes in the NFA Training and Development Monitoring Sheet related data specified in the approved Training Directive/Authority to attend training.		1 hour/s	<ul style="list-style-type: none">Personnel Analyst/Personnel Specialist I/Personnel Specialist II; Human Resources Development and Services Division
	2.3. Prepares and forwards to the Finance Department the Budget Utilization Request and Disbursement Voucher for the payment Registration Fee of the training participants, if any.		2 hour/s	<ul style="list-style-type: none">Personnel Specialist I/Personnel Specialist II / Senior Personnel Specialist; Human Resources Development and Services Division
Total Processing Time:			5 day/s, 1 hour/s	
Total Processing Fee:			Total Standard Fee: None	

21. Processing of Appointments - Central Office

Appointments processing is the review and evaluation of required documents for appointments of NFA employees submitted by central office departments and submission to the Civil Service Commission for attestation.

Appointments include hiring (original), promotion, transfer, reappointment, reemployment, reclassification, and demotion.

Office or Division:	Human Resources Development and Services Division		
Category:	Internal Service		
Classification:	Highly Technical		
Type of Transaction:	G2G (Government to Government)		
Who may avail:	Central Office through the Representative for Administrative Matters (RAMs)		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Standard Requirement			

1.Endorsement of Appointment from central office department (1) Original Copy	Applicant / Client
2.Proof of position publication (1) Certified True Copy	Applicant / Client
Proof of vacancy of position (if applicable) 1.Proof of vacancy of position (if applicable) (1) Certified True Copy	Applicant / Client
3.Application letter (1) Certified True Copy	Applicant / Client
4.Waiver(s) (if any) (1) Certified True Copy	Applicant / Client
5.Minutes of Deliberation (1) Certified True Copy	Applicant / Client
6.Summary of Scores of contenders (1) Certified True Copy	Applicant / Client
7.Personal Data Sheet and Work Experience Sheet CSC Form No. 212 (1) Certified True Copy	Applicant / Client
8.Position Description Form DBM-CSC Form No. 1 (1) Certified True Copy	Applicant / Client
9.Authenticated Certificate of Eligibility/Rating/ (1) Certified True Copy	Applicant / Client
10.Individual Performance Commitment Review (IPCR) for the last rating period (for promotional appointees) (1) Certified True Copy	Applicant / Client
11.Transcript of Records (for newcomers)	Applicant / Client

(1) Certified True Copy

12.Diploma(s) (for newcomers)

(1) Certified True Copy

Applicant / Client

13.Medical Certificate (for newcomers)

(1) Certified True Copy

Applicant / Client

14.Birth Certificate (for newcomers)

(1) Certified True Copy

Applicant / Client

15.National Bureau of Investigation (NBI) / Police Clearance (for newcomers)

(1) Certified True Copy

Applicant / Client

16.Marriage Certificate (if any) (for newcomers)

(1) Certified True Copy

Applicant / Client

17.Certificate(s) of Employment (for newcomers, if any)

(1) Certified True Copy

Applicant / Client

18.Pre-Employment Psychological Test Result

(1) Certified True Copy

Applicant / Client

19.Certificate of Relevant Trainings (if any)

(1) Certified True Copy

Applicant / Client

20.Relevant Special Orders/Office Orders (if any)

(1) Certified True Copy

Applicant / Client

21.Appointment paper of the employee CSC Form No. 33-A

(4) Original Copy

Applicant / Client

22.Certificate of Assumption to Duty CS Form No. 4

(1) Original Copy

Applicant / Client

23.Oath of Office CS Form No. 32

Applicant / Client

(1) Original Copy				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Submit the required documents for processing of appointment Location: Human Resource Development and Services Division Administrative and General Services Department Office of the Assistant Administrator for Finance and Administration Office of the Deputy Administrator Administrator's Office	1.1. Receives and reviews the documents submitted by the concerned department / office	None	2 working day/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.2. Evaluates submitted documents and prepares the Appointment Form		2 working day/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.3. Prepares transmittal / recommendation of appointment		4 hour/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division Department Manager; Administrative and General Services Department
	1.4. Signs transmittal / recommendation of appointment		1 working day/s	<ul style="list-style-type: none"> Chief Personnel Specialist; Human Resources Development and Services Division Department Manager; Administrative and General Services Department
	1.5. Certifies and signs the compliance of documents; posting and publication of the vacancy		1 working day/s	<ul style="list-style-type: none"> Department Manager; Administrative and General Services Department
	1.6. Evaluates and recommends the approval of the Appointment		1 working day/s	<ul style="list-style-type: none"> Executive Assistant/Assistant Administrator for Finance and Administration; Office of the Assistant Administrator for Finance and Administration
	1.7. Certifies the appointment as the Chairperson of the Human Resource Merit Promotion & Selection Board		2 working day/s	<ul style="list-style-type: none"> Deputy Administrator / Human Resource Merit Promotion & Selection Board Chairperson; Office of the Deputy Administrator

	1.8. Approval of the Appointment		3 working day/s	<ul style="list-style-type: none"> • Special Assistant to the Administrator / Administrator; Office of the Administrator
2. Receives the approved Appointment Location: Supervising Administrative Officer for Regional Office and Representative on Administrative Matters for Central Office Notes/Instruction: courier / mailing required for transmitting approved appointments to regional offices	2. Forwards the Approved Appointment to the concerned office of the Supervising Administrative Officer / Representative on Administrative Matters	None	2 working day/s	<ul style="list-style-type: none"> • Personnel Analyst/ Personnel Specialist II/Personnel Specialist I/Senior Personnel Specialist; Human Resources Development and Services Division
3. Informs the appointee of approved appointment Location: Human Resources Development and Services Division Representative for Administrative Matters Notes/Instruction: new employees submits documents to Representative for administrative matters / human resource staff	3. Informs the appointee of his/her signed appointment, and sets his/her date to report to work	None	1 working day/s	<ul style="list-style-type: none"> • Personnel Analyst/Personnel Specialists I & II; Human Resources Development and Services Division • Representative for Administrative Matters; Any of requesting office / division
4. Appointee signs the Oath of Office Location: Human Resource Development and Services Division Representative for Administrative Matters	4.1. Prepares appointee's Certificate of Assumption to Duty and Oath of Office	None	4 hour/s	<ul style="list-style-type: none"> • Personnel Analyst/Personnel Specialists I & II; Human Resources Development and Services Division • Representative for Administrative Matters; Any of requesting office / division
	4.2. Transmits/releases to concerned signatories for approval of Department Manager		1 working day/s	<ul style="list-style-type: none"> • Supervising Personnel Specialist/Chief Personnel Specialist/Department Manager ; Administrative and General Services Department • Representative for Administrative Matters / Department Manager; Any of requesting office / division
5. Signs the APPOINTMENT TRANSMITTAL AND ACTION FORM	5.1. Submits to Human Resource Development and Services Division the	None	1 working day/s	<ul style="list-style-type: none"> • Personnel Specialist I & II; Human Resources Development and Services Division

(ATAF) CS Form No. 1 Location: Human Resource Development and Services Division Representative for administrative matters	complete documents for the attestation of the appointment			<ul style="list-style-type: none"> Representative for administrative matters; Any of requesting office / division
	5.2. Preparation of APPOINTMENT TRANSMITTAL AND ACTION FORM (ATAF) CS Form No. 1		4 hour/s	<ul style="list-style-type: none"> Personnel Specialist I & II; Human Resources Development and Services Division
	5.3. Approval of APPOINTMENT TRANSMITTAL AND ACTION FORM (ATAF) CS Form No. 1		1 working day/s	<ul style="list-style-type: none"> Chief Personnel Specialist; Human Resources Development and Services Division Department Manager; Administrative and General Services Department
	5.4. Transmits/releases to concerned signatories for approval of Department Manager		4 hour/s	<ul style="list-style-type: none"> • Supervising Personnel Specialist/Chief Personnel Specialist/Department Manager : Human Resources Development and Services Division • Department Manager : Administrative and General Services Department; Administrative and General Services Department
6. Submits Appointment and required documents for Civil Service Commission for attestation Location: Human Resource Development and Services Division	6. Submits to Civil Service Commission field office the required documents for attestation of appointment	None	4 hour/s	<ul style="list-style-type: none"> Personnel Specialist I & II; Human Resources Development and Services Division
Total Processing Time:			20 day/s, 4 hour/s	
Total Processing Fee:			Total Standard Fee: None	

Legal Affairs Department

1. REQUEST FOR CERTIFICATE ON EXISTENCE/NON-EXISTENCE OF CASE

Issues appropriate Certification based on records of the Legal Affairs Department.

Office or Division:	Legal Affairs Department
Category:	External Service

Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	1. Former NFA Employees 2. Non-employees (Populace)			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<div>Former NFA Employees</div> <div><div>1.Request Form (1) Original Copy Remarks: Duly accomplished Request Form.</div><div>Agency - Division: Legal Affairs Department - Office of the Department Manager (Attorney VI)</div></div> <div><div>2.Service Record (1) Original Copy Remarks: Updated service record.</div><div>Agency - Division: Administrative and General Services Department - Human Resource Division</div></div>				
<div>Non Employees (Populace)</div> <div><div>1.Written request (1) Original Copy Remarks: A written request indicating the name and contact information of the requesting party, stating the reason or purpose of the request, accompanied by an attached valid proof of identification or authorization and every relevant document that pertains to the request.</div><div>Applicant / Client</div></div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the filled-up request form together with the attached updated service record and/or written	1.1. Receives and logs the request for certification and refers it directly to the Attorney VI.	None	20 minute/s	<ul style="list-style-type: none">Administrative Assistant I; Legal Affairs Department

request. Location: NFA Legal Affairs Department, 7th Floor NFA Bldg., Visayas Avenue, Quezon City	1.2. Forward the request to the Litigation and Prosecution Division (LPD) and Investigation and Documentation Division (IDD) of LAD for verification.		30 minute/s	<ul style="list-style-type: none">• Attorney VI; Legal Affairs Department
	1.3. Reviews the request and examines pertinent records.		2 hour/s	<ul style="list-style-type: none">• Attorney III; Investigation and Documentation Division• Attorney III; Litigation and Prosecution Division
	1.4. Gathers the verified request from the LPD/IDD and prepares the appropriate certification.		30 minute/s	<ul style="list-style-type: none">• Administrative Assistant I; Legal Affairs Department
	1.5. Approves the prepared certification.		30 minute/s	<ul style="list-style-type: none">• Attorney VI; Legal Affairs Department
	1.6. Releases the Certification to the requesting party		10 minute/s	<ul style="list-style-type: none">• Administrative Assistant I; Legal Affairs Department
Total Processing Time:			4 hour/s	
Total Processing Fee:			Total Standard Fee: None	

2. REQUEST FOR CERTIFICATE ON EXISTENCE/NON-EXISTENCE OF CASE

Issues appropriate Certification based on records of the Legal Affairs Department.

Office or Division:	Legal Affairs Department
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Current Employees of NFA

Operating Hours:		8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<div>For Standard Requirement</div> <div><div><div>1.Request Form (1) Original Copy Remarks: Duly accomplished Request Form.</div><div>Agency - Division: Legal Affairs Department - Office of the Department Manager (Attorney VI)</div></div><div><div>2.Service Record (1) Original Copy Remarks: Updated Service Record.</div><div>Agency - Division: Administrative and General Services Department - Human Resource Division</div></div></div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<div>1. 1. Submit the filled-up Request Form together with the attached updated Service Record. Location: NFA Legal Affairs Department, 7th Floor NFA Bldg., Visayas Avenue, Quezon City</div>	1.1. Receives and logs the request for certification and refers it directly to the Attorney VI	None	20 minute/s	<div><div>•</div>Administrative Assistant I; Legal Affairs Department</div>
	1.2. Forwards the request to the Litigation and Prosecution Division (LPD) and the Investigation and Documentation Division (IDD) of LAD for verification.		30 minute/s	<div><div>•</div>Attorney VI; Legal Affairs Department</div>
	1.3. Reviews the request and examines records.		2 hour/s	<div><div>•</div>Attorney III; Investigation and Documentation Division</div> <div><div>•</div>Attorney III; Litigation and Prosecution Division</div>
	1.4. Gathers the verified request from the LPD and IDD and prepares the appropriate certification.		30 minute/s	<div><div>•</div>Administrative Assistant I; Legal Affairs Department</div>
	1.5. Approves the prepared certification.		30 minute/s	<div><div>•</div>Attorney VI; Legal Affairs Department</div>

	1.6. Releases the Certification to the requesting party.		10 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Legal Affairs Department
General Remarks Current Employees of NFA				
Total Processing Time:			4 hour/s	
Total Processing Fee:			Total Standard Fee: None	

3. REQUEST FOR LEGAL OPINION

Legal Affairs Department (LAD) provides legal assistance by issuing legal opinion through the Office of the Administrator for Central, Regional, and Branch offices to serve as guide on implications of a particular action/decision, and to ensure that such action/decision is not in violation of any existing rule or law.

Office or Division:	Legal Affairs Department		
Category:	Internal Service		
Classification:	Highly Technical		
Type of Transaction:	G2G (Government to Government)		
Who may avail:	NFA Central and Field Office		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<div> <div>For Standard Requirement</div> <div> <div>1.Indorsement from the Administrator</div> <div>(1) Original Copy</div> <div>Remarks:</div> <div>Indorsement from the Administrator containing the following:</div> <div>1. Memorandum from the requesting party.</div> </div> <div>Agency - Division: Office of the Administrator - Office of the Administrator</div> </div>			

2. Complete documents relative to the request for legal opinion.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Refers the request for legal opinion to Legal Affairs Department. Location: NFA Legal Affairs Department, 7th Floor Bldg., Visayas Avenue, Quezon City	1.1. Receives the request and forwards it to the Attorney VI.	None	20 minute/s	<ul style="list-style-type: none">Administrative Assistant I; Legal Affairs Department
	1.2. Assigns the request to the appropriate Legal Affairs Department Division.		30 minute/s	<ul style="list-style-type: none">Attorney VI; Legal Affairs Department
	1.3. Reviews the request for completeness and assigns to Attorney III.		20 minute/s	<ul style="list-style-type: none">Attorney V; Legal Affairs Department
	1.4. Reviews the request and drafts the legal opinion.		5 working day/s	<ul style="list-style-type: none">Attorney III; Legal Affairs Department
	1.5. Reviews the final draft and indorses it for approval.		1 working day/s	<ul style="list-style-type: none">Attorney V; Legal Affairs Department
	1.6. Evaluates and approves the finalized legal opinion.		1 working day/s	<ul style="list-style-type: none">Attorney VI; Legal Affairs Department
	1.7. Releases the legal opinion to the Administrator’s Office.		10 minute/s	<ul style="list-style-type: none">Administrative Assistant I; Legal Affairs Department
Total Processing Time:			7 day/s, 1 hour/s, 20 minute/s	
Total Processing Fee:			Total Standard Fee: None	

NFA Branch Office - Buffer Stocking Management

1. Purchase of NFA Rice in Times of Calamities/Emergency

Procedures on the availment of rice of local government units, legislators, government offices and other relief agencies in times of occurrence of emergencies / calamities. (Approving authority for the purchase of rice below 500 bags is with the Branch Manager.)

Office or Division:	NFA Branch Office - Buffer Stocking Management	
Category:	External Service	
Classification:	Simple	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	Office of the Civil Defense/Department of Social Welfare and Development (DSWD) / Local Government Units (LGUs) / Legislators / Government Offices and Other Relief Agencies, Institutions	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>For Standard Requirement</p> <p>1.Letter Request (1) Original Copy Or (1) Electronic Copy Remarks: Letter-request for the availment of NFA rice indicating the volume of rice purchase, date and place of withdrawal and authorized representatives who will withdraw the rice duly signed by the head of the requesting agency with the submission of anyone of the following documents (1 Hardcopy or 1 Electronic Copy)</p> <p style="text-align: right;">Applicant / Client</p> <p>2.Memorandum of Agreement (1) Original Copy Remarks: - Agency to Agency Mode of Procurement under Section 53 of the Negotiated Procurement of the Government Procurement Reform Act or Republic Act or 9184, if required by the requesting government agency. - Memorandum of Agreement between NFA and the requesting party</p> <p style="text-align: right;">Applicant / Client</p> <p>3.Mode of Payment (1) Original Copy Remarks: For Check payment:</p> <p style="text-align: right;">Applicant / Client</p> <p>3.1. Disbursement Voucher - <i>(Requesting Party)</i> 3.2. Duly signed Purchase Order (PO) indicating the quantity of rice to be purchased <i>(Requesting Party and “Conforme” by the NFA Branch Office)</i></p>		

<p>3.3. Proof of Payment (<i>Note: Payment of Cashier's or Manager's check must be done prior to the withdrawal of rice from designated NFA warehouse</i>) <i>(Proof of payment for the Cashier's or Manager's Check to be secured from the bank.)</i></p> <p>4. Invoice Receipt (1) Original Copy</p> <p style="text-align: right;">Agency - Division: NFA Branch Office - Finance - Cashier</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the letter-request/letter of approval with the required supporting documents to NFA-Branch Office (B.O.) Location: NFA Branch Office	1.1. Receives, records and forwards to Branch Manager/Assistant Branch Manager for notation/ instruction	None	20 minute/s	<ul style="list-style-type: none"> Administrative Assistant; NFA Branch Offices
	1.2. Directs the Buffer Stocking Management (BSM) Section to prepare Order of Payment based on the agreed volume if approved. If disapproved due to limited rice stock inventory level, issue a Waiver of Authority to Supply Rice.		30 minute/s	<ul style="list-style-type: none"> Branch Manager ; NFA Branch Offices Assistant Branch Manager; NFA Branch Offices
2. Receives action taken on the request Location: NFA Branch Office	2. Notifies the client of the action taken by the Agency relative to the approval / disapproval of the request	None	30 minute/s	<ul style="list-style-type: none"> SGO; NFA Branch Offices
3. Presents NFA's Letter of Approval Location: NFA Branch Office Notes/Instruction: <i>(Proceeds to Client Step No. 5 if payment has been made at the NFA-Central Office and an authorization memorandum has been issued by the NFA-Central Office (NFA-CO) to the Regional/Branch Offices.)</i>	3.1. Prepares endorsement memorandum to Finance Department for the preparation of Order of Payment	None	30 minute/s	<ul style="list-style-type: none"> GOO I; Buffer Stock Management SGO; Buffer Stock Management
	3.2. Reviews and approves endorsement memorandum for the Order of Payment		10 minute/s	<ul style="list-style-type: none"> Branch Manager; NFA Branch Offices
	3.3. Issues Order of Payment to the client and advice client to pay the corresponding amount to the Cashier.		30 minute/s	<ul style="list-style-type: none"> GOO I; Buffer Stock Management

4. Proceeds to the cashier's window and pay corresponding amount Location: NFA Branch Office Notes/Instruction: Note: Processing time excludes clearing period for check payment. A provisional receipt will be issued.	4. Accepts payment, generate/issues the original copy of the Invoice Receipt (IR) and informs clients to return to Buffer Stock Management Section to present the IR.	None	30 minute/s	<ul style="list-style-type: none"> • Cashier II or Cashier III; NFA Branch Offices
5. Presents Invoice Receipt (IR) for the issuance of Authority to Issue (AI). Location: NFA Branch Office	5. Upon receipt of IR, prepares, review and approves AI	None	2 hour/s	<ul style="list-style-type: none"> • GOO I; Buffer Stock Management • SGO; NFA Branch Offices • Branch Manager; NFA Branch Offices • Assistant Branch Manager; NFA Branch Offices
6. Presents AI and IR to the Warehouse Supervisor for rice withdrawal Location: NFA Branch Office	6.1. Receives and verifies AI, IR and Authorization letter with two (2) valid IDs (if representative)	None	30 minute/s	<ul style="list-style-type: none"> • Warehouse Supervisor; NFA Branch Offices
	6.2. Weighs stocks and prepares Warehouse Stock Issue (WSI)		1 hour/s	<ul style="list-style-type: none"> • Warehouse Supervisor; NFA Branch Offices • Warehouse Assistant; NFA Branch Offices
	6.3. Classifies stocks for issuance of good quality rice		30 minute/s	<ul style="list-style-type: none"> • Quality Assurance Officer (QAO); NFA Branch Offices
7. Receives rice stocks and the client's copy of WSI Location: NFA Branch Office Notes/Instruction: Note: Processing Time is 30 minutes (per 100 bags of rice in 50 kg/bag)	7. Provides the client's copy of WSI and issue rice stocks. (WSI must be stamped with "Received Rice Stocks in Good Quality and Exact Weight")	None	30 minute/s	<ul style="list-style-type: none"> • Warehouse Supervisor; NFA Branch Offices
8. Surrenders Guard Stub of the WSI Location: NFA Branch Office	8. Accepts, verifies and records stub indicating the quantity of rice stocks withdrawn	None	30 minute/s	<ul style="list-style-type: none"> • Guard on Duty; NFA Branch Offices

Total Processing Time:	1 day/s
Total Processing Fee:	Total Standard Fee: None

NFA Branch Offices

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- Nueva Vizcaya
- Nueva Ecija
- Tarlac
- Pampanga
- Bulacan
- Batangas
- Laguna
- Oriental Mindoro
- Occidental Mindoro
- Palawan
- Quezon
- Albay
- Camarines Sur
- Sorsogon
- Iloilo
- Capiz
- Negros Occidental
- Cebu
- Negros Oriental
- Bohol
- Leyte
- Northern Samar
- Zamboanga City
- Zamboanga del Sur
- Misamis Oriental
- Bukidnon
- Lanao del Norte
- Davao del Norte
- Davao Oriental
- Davao del Sur
- North Cotabato
- South Cotabato

- Sultan Kudarat
- Central District Office
- East District Office
- Maguidanao
- Lanao del Sur
- Basilan
- Agusan del Sur
- Surigao del Sur

2. Purchase of Rice Under Executive Order No. 51 and other Rice Requirements of Government Offices, Legislators and Local Government Units (LGUs) for Non-Relief Programs/Operations

Procedures on the availment of rice of government offices, Legislators and LGUs to respond to their rice requirements / rice allowance in compliance to Executive Order No. 51 and other non-relief programs / operations. (Approving authority for rice purchase below 500 bags is the Branch Manager)

Office or Division:	NFA Branch Office - Buffer Stocking Management	
Category:	External Service	
Classification:	Simple	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	Department of Social Welfare and Development (DSWD) / Local Government Units (LGUs) / Legislators / Government Offices and Other Relief Agencies	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<div> <div>For Standard Requirement</div> <div> <div>1.Letter-request for the availment of NFA rice</div> <div>(1) Original Copy Or (1) Electronic Copy</div> <div>Remarks:</div> <div>Letter-request for the availment of NFA rice indicating the quantity of rice to be purchased, date and place of withdrawal duly signed by the concerned requesting party; (1 Original Copy or 1 Electronic Copy)</div> <div>2.Check payment (Government Check Only):</div> </div> <div> <div>Applicant / Client</div> <div>Applicant / Client</div> </div> </div>		

<p>(1) Original Copy</p> <p>Remarks:</p> <p>2.1.Disbursement Voucher</p> <p>2.2. Duly signed Purchase Order (PO) indicating the quantity of rice to be purchased (“Conforme” by the NFA Branch Office)</p> <p>2.3. Proof of Payment (Note: <i>Payment of Cashier’s or Manager’s check must be done prior to the withdrawal of rice from designated NFA warehouse</i>) (Proof of payment for the Cashier’s or Manager’s Check to be secured from the bank.)</p> <p>3.Invoice Receipt</p> <p>(1) Original Copy</p> <p style="text-align: right;">Agency - Division: NFA Branch Office - Finance - Cashier</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submits the letter-request/letter of approval with the required supporting documents to NFA-Branch Office (B.O.)</p> <p>Location: NFA Branch Office</p>	1.1. Receives, records and forwards to Branch Manager for notation / instruction	None	20 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Buffer Stock Management
	1.2. Directs the BSM Section to evaluate request and existing stock inventory level;		30 minute/s	<ul style="list-style-type: none"> Branch Manager ; NFA Branch Offices Assistant Branch Manager; NFA Branch Offices
	1.3. Prepares letter-reply to consider the following: 1.4. If approved, indicate volume of allocation, equivalent amount to be paid and payment procedures; 1.5. If disapproved due to limited rice stock inventory, issue Waiver of Authority to Supply Rice		30 minute/s	<ul style="list-style-type: none"> SGO; NFA Branch Offices
	1.4. Reviews and signs the letter-reply		30 minute/s	<ul style="list-style-type: none"> Branch Manager; NFA Branch Offices Assistant Branch Manager; NFA Branch Offices
<p>2. Receives action taken on the request</p> <p>Location: NFA Branch Office</p>	2. Notifies the client on the approval/disapproval of request	None	30 minute/s	<ul style="list-style-type: none"> SGO; NFA Branch Offices

3. Presents NFA's Letter of Approval Location: NFA Branch Office	3.1. Prepare the Order of Payment (OP)	None	30 minute/s	<ul style="list-style-type: none"> GOO I; Buffer Stock Management SGO; NFA Branch Offices
	3.2. Reviews and approves OP		10 minute/s	<ul style="list-style-type: none"> Branch Manager ; NFA Branch Offices
	3.3. Issue OP to the client and advises client to pay the corresponding amount to the Cashier		30 minute/s	<ul style="list-style-type: none"> GOO I; Buffer Stock Management
4. Proceeds to the cashier's window and pay corresponding amount Location: NFA Branch Office Notes/Instruction: Note: Processing time excludes clearing period for check payment	4. Accepts payment, generates/issues the original copy of the Invoice Receipt (IR) and informs clients to return to Buffer Stock Management Section to present the IR.	None	30 minute/s	<ul style="list-style-type: none"> Cashier II or Cashier III; NFA Branch Offices
5. Presents IR for the issuance of AI Location: NFA Branch Office	5. Upon receipt of IR, prepares, reviews and approves AI	None	1 hour/s	<ul style="list-style-type: none"> GOO I; Buffer Stock Management SGO; Buffer Stock Management Branch Manager; NFA Branch Offices
6. Presents AI and IR to the Warehouse Supervisor for rice withdrawal Location: NFA Branch Office	6.1. Receives and verifies AI, IR and SPA/Authorization letter with two (2) valid IDs (if representative)	None	30 minute/s	<ul style="list-style-type: none"> Warehouse Supervisor ; NFA Branch Offices
	6.2. Classifies stocks for issuance of good quality rice		30 minute/s	<ul style="list-style-type: none"> QAO; NFA Branch Offices
	6.3. Weighs stocks and prepares Warehouse Stock Issue (WSI)		1 hour/s	<ul style="list-style-type: none"> Warehouse Supervisor; NFA Branch Offices Warehouse Assistant; NFA Branch Offices

7. Receives rice stocks and the client's copy of WSI Location: NFA Branch Office	7. Provide the client's copy of WSI and issue rice stocks	None	30 minute/s	<ul style="list-style-type: none"> Warehouse Supervisor; NFA Branch Offices
8. Surrenders Guard Stub Location: NFA Branch Office	8. Accepts, verifies and records stub indicating the quantity of rice stocks withdrawn	None	30 minute/s	<ul style="list-style-type: none"> Guard on Duty; NFA Branch Offices
Total Processing Time:			1 day/s	
Total Processing Fee:			Total Standard Fee: None	

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- Bulacan
- Batangas
- Laguna
- Oriental Mindoro
- Occidental Mindoro
- Palawan
- Quezon
- Albay
- Camarines Sur
- Sorsogon
- Iloilo
- Capiz
- Negros Occidental
- Cebu
- Negros Oriental
- Bohol
- Leyte
- Northern Samar

- Zamboanga City
- Zamboanga del Sur
- Misamis Oriental
- Bukidnon
- Lanao del Norte
- Davao del Norte
- Davao Oriental
- Davao del Sur
- North Cotabato
- South Cotabato
- Sultan Kudarat
- Central District Office
- East District Office
- Maguidanao
- Lanao del Sur
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- Surigao del Sur

NFA Branch Office – Buffer Stocking Management Section

1. Withdrawal of Rice on One Time Rice Assistance to Government Employees Under Administrative Order (AO) No. 2 Series of 2022
Procedures on the availment of rice of qualified employee-beneficiaries from National Government Agencies, State Universities and Colleges, Military and Uniformed Personnel covered by the Contingent Fund.

Office or Division:	NFA Branch Office – Buffer Stocking Management Section	
Category:	External Service	
Classification:	Simple	
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	National Government Agencies, State Universities and Colleges and Military and Uniformed Personnel	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		

<p>1.Letter-request for the withdrawal of rice (1) Original Copy Remarks: Letter-request for the withdrawal of rice indicating the total number of qualified employee-beneficiaries, total number of bags, preferred NFA withdrawal area and withdrawal scheme and focal person who shall withdraw the rice duly signed by the head of the requesting party. (1 Original Copy)</p> <p>2.Masterlist of Beneficiaries (1) Original Copy Remarks: Masterlist of Beneficiaries (1 Original Copy)</p> <p>3.Acknowledgment Receipt (AR) (1) Original Copy Remarks: Acknowledgment Receipt (AR) (1 Original Copy)</p> <p>4.Government issued Identification Cards (IDs) (1) Original Copy Remarks: Government issued Identification Cards (IDs) of both the focal person and the employee-beneficiaries (1 Original Copy)</p> <p>5.Special Power of Attorney (1) Original Copy Remarks: Duly Notarized Special Power of Attorney (1 Original Copy)</p>					Applicant / Client
					Applicant / Client
					Applicant / Client
					Applicant / Client
					Applicant / Client
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
1. Submits the letter-request with the required supporting documents Location: NFA Branch Office	1.1. Receives, records in the log book and forwards to the Branch Manager for proper notation/instruction.	None	30 minute/s	<ul style="list-style-type: none"> Administrative Aide IV; NFA Branch Offices 	
	1.2. Forwards the letter-request with corresponding notation and all the attached supporting documents to the BSM Section.		30 minute/s	<ul style="list-style-type: none"> Branch Manager; NFA Branch Offices 	

	1.3. Records, checks for completeness and validity of submitted documents and prepare response based on the notation of the Branch Manager to consider enough rice buffer stocks, to wit: If documents are complete and there is an available rice stocks, schedule the release of rice: If documents are incomplete, notify the focal person of the requesting agency to submit lacking documents		1 hour/s	<ul style="list-style-type: none"> SGO; NFA Branch Offices
	1.4. Review and approves the letter-reply		1 hour/s	<ul style="list-style-type: none"> Branch Manager; NFA Branch Offices
2. Receives action taken on the request Location: NFA Branch Office	2. Notifies clients of the NFA's action on their request.	None	30 minute/s	<ul style="list-style-type: none"> GOO I; NFA Branch Offices SGO; NFA Branch Offices
3. Presents the NFA's Confirmation Letter on the withdrawal of rice for issuance of Authority to Issue (AI). Location: NFA Branch Office	3. Prepares, reviews and approves AI	None	30 minute/s	<ul style="list-style-type: none"> GOOI; Buffer Stock Management SGO; Buffer Stock Management Branch Manager; NFA Branch Offices
4. Presents AI to the Warehouse Supervisor for rice withdrawal Location: NFA Branch Office	4.1. Receives and verifies AI, SPA/Acknowledgment Receipt with two (2) valid IDs (if representative)	None	30 minute/s	<ul style="list-style-type: none"> Warehouse Supervisor; NFA Branch Offices
	4.2. Weighs stocks and prepares Warehouse Stock Issue (WSI)		1 hour/s	<ul style="list-style-type: none"> Warehouse Supervisor; NFA Branch Offices Warehouse Assistant ; NFA Branch Offices
5. Receives rice stocks and the client's copy of WSI Location: NFA Branch Office	5.1. Classifies stocks for issuance of good quality rice	None	30 minute/s	<ul style="list-style-type: none"> Quality Assurance Officer (QAO);
	5.2. Provides the client's copy of WSI and issues rice stocks (WSI must be stamped with "Received Rice Stocks in Good Quality and Exact Weight")		30 minute/s	<ul style="list-style-type: none"> Warehouse Supervisor; NFA Branch Offices
6. 7. Surrenders Guard Stub of the WSI in the guardhouse upon exit in NFA	6. Accepts, verifies and records stub indicating the quantity of rice stocks withdrawn	None	30 minute/s	<ul style="list-style-type: none"> Guard on Duty; Buffer Stock Management

compound Location: NFA Branch Office				
Total Processing Time:			7 hour/s	
Total Processing Fee:			Total Standard Fee: None	

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- Palawan
- Quezon
- Albay
- Camarines Sur
- Sorsogon
- Iloilo
- Capiz
- Negros Occidental
- Cebu
- Negros Oriental
- Bohol
- Leyte
- Northern Samar
- Zamboanga City
- Zamboanga del Sur
- Misamis Oriental
- Bukidnon
- Lanao del Norte

- Davao del Norte
- Davao Oriental
- Davao del Sur
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NFA Branch Offices - Buffer Stock Management Section

1. Issuance of Master Passbook
Procedures on how to secure Farmers’ Master Passbook from the National Food Authority (NFA)

Office or Division:	NFA Branch Offices - Buffer Stock Management Section	
Category:	External Service	
Classification:	Simple	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Farmers’ Organizations	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<div> <div> For Standard Requirement 1.Certificate of Registration (1) Photo Copy Remarks: Photocopy of Certificate of Registration </div> <div> Agency - Division: Securities and Exchange Commission (SEC)/ Cooperative Development Authority (CDA) / National Irrigation Administration (NIA) / Other registering government agencies - Concern Department </div> </div>		

<p>2.List of Officers and Members (1) Certified True Copy Remarks: Authenticated list of officers and member</p> <p>Applicant / Client</p>				
<p>3.Board Resolution (1) Original Copy Remarks: Board Resolution designating the farmer organization's authorized representative and his alternate representative, together with specimen signature and 2 pieces (1x1) picture</p> <p>Applicant / Client</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Secure forms and list of requirements at Branch Office or buying stations. Location: NFA Branch Office	1. Issues application form and list of required documents for accreditation: photocopy of SEC registration, authenticated list of members, and Board resolution designating authorized representative, specimen signature of representative/s, and 2 pieces 1x1 picture	None	15 minute/s	<ul style="list-style-type: none"> • GOO I; NFA Branch Offices • Statistician II; NFA Branch Offices • SGO; NFA Branch Offices
2. Submits to Branch Office the fully accomplished application form with complete requirements Location: NFA Branch Office	2.1. Receives, records, and reviews the completeness of required documents. If incomplete, require farmers to complete submission of lacking documents prior to issuance of passbook; If requirements are complete, proceed to issuance of Master Passbook	None	30 minute/s	<ul style="list-style-type: none"> • GOO I; NFA Branch Offices • Statistician II; NFA Branch Offices • SGO; NFA Branch Offices
	2.2. Prepares Master Passbook for approval of the Branch Manager		15 minute/s	<ul style="list-style-type: none"> • Supervising GO; NFA Branch Offices
	2.3. Approves the Master Passbook		15 minute/s	<ul style="list-style-type: none"> • Branch Manager; NFA Branch Offices
3. Secures Master Passbook Location: NFA Branch Office	3. Issues Master Passbook	None	5 minute/s	<ul style="list-style-type: none"> • Supervising GOO; NFA Branch Offices

Total Processing Time:	1 hour/s, 20 minute/s
Total Processing Fee:	Total Standard Fee: None

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- Batangas
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- Oriental Mindoro
- Occidental Mindoro
- Palawan
- Quezon
- Albay
- Camarines Sur
- Sorsogon
- Iloilo
- Capiz
- Negros Occidental
- Cebu
- Negros Oriental
- Bohol
- Leyte
- Northern Samar
- Zamboanga City
- Zamboanga del Sur
- Misamis Oriental
- Bukidnon
- Lanao del Norte
- Davao del Norte
- Davao Oriental
- Davao del Sur
- North Cotabato
- South Cotabato

- Sultan Kudarat
- Central District Office
- East District Office
- Maguidanao
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- Agusan del Sur
- Surigao del Sur

2. Palay Procurement from Individual Farmers/Farmer Organizations

Procedures on how the farmer / farmer organizations / associations sell palay to NFA in the different NFA warehouses/buying stations

Office or Division:	NFA Branch Offices - Buffer Stock Management Section	
Category:	External Service	
Classification:	Simple	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Individual Farmer (Owner-Tiller, Tenant or Agricultural Worker) / Farmers' Organizations (FOs)	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>For Standard Requirement</p> <p>1.Registered in the Registry System for Basic Sector in Agriculture (RSBSA) of the Department of Agriculture (DA) (1) Original Copy Remarks: Requirements for Individual Farmer</p> <p>2.NFA's list of existing farmers/FOs shall be used; or NFA Farmers Information Sheet (FIS); (1) Original Copy Remarks: Requirements for Individual Farmer</p>		
		<p>Agency - Division: National Food Authority - Branch Office</p> <p>Agency - Division: National Food Authority - Branch Office</p>

<div> <div> 3.Master Passbook (1) Original Copy Remarks: Requirements for Farmers' Organizations (FOs) / Farmers' Associations </div> <div> Agency - Division: National Food Authority - Branch Office </div> </div> <div> <div> 4.Statement of Individual Delivery (SID) (1) Original Copy Remarks: Requirements for Farmers' Organizations (FOs) / Farmers' Associations: </div> <div> Agency - Division: National Food Authority - Branch Office </div> </div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits documentary requirements to the warehouse together with sample palay for quality classification Location: NFA Branch Office	1.1. Receives, checks, records and reviews the completeness/validity of required documents	None	10 minute/s	<ul style="list-style-type: none"> Warehouse Assistant; NFA Branch Offices Warehouse Supervisor; NFA Branch Offices
	1.2. If incomplete, require farmers FO/FA to submit lacking documents/requirements.		10 minute/s	<ul style="list-style-type: none"> Warehouse Assistant; NFA Branch Offices Warehouse Supervisor; NFA Branch Offices
	1.3. If requirements are complete, forward to Warehouse Supervisor for evaluation.		10 minute/s	<ul style="list-style-type: none"> Warehouse Assistant; NFA Branch Offices Warehouse Supervisor; NFA Branch Offices
	1.4. Accepts sample of palay stocks to determine the quality of palay delivered if compliant with specifications. If compliant, proceeds to the next step; If not compliant, maintains samples for reference and records transaction for rejected palay samples		30 minute/s	<ul style="list-style-type: none"> Quality Assurance Officer (QAO) ; NFA Branch Offices Classifier; NFA Branch Offices
2. Proceeds for grains classification. Location: NFA Branch Office Notes/Instruction:	2. Classifies stocks in accordance with the NFA Quality Standards/Parameters: If palay deliveries passed the NFA Quality Standards, accepts and assigns variety code according to its classification, informs the farmer of acceptance of palay deliveries. (If	None	1 hour/s	<ul style="list-style-type: none"> Quality Assurance Officer (QAO) ; NFA Branch Offices

1 Hour per delivery of 100 bags	the palay did not conform to the set NFA Quality Standards, the NFA will not accept the stock and inform the farmer of the reason for the non-acceptance and accordingly encode/record in the logbook of rejected palay.)			<ul style="list-style-type: none"> Classifier; NFA Branch Offices
3. Farmers deliver his/her stock for re-bagging. Location: NFA Branch Office Notes/Instruction: 1 Hour per delivery of 100 bags	3.1. Accepts, re-bags, weighs, piles, and issues Warehouse Stock Receipt (WSR).	None	30 minute/s	<ul style="list-style-type: none"> Warehouse Assistant; NFA Branch Offices Warehouse Supervisor; NFA Branch Offices
	3.2. Indicates the classification of palay received in the WSR portion.		30 minute/s	<ul style="list-style-type: none"> QAO; NFA Branch Offices Classifier; NFA Branch Offices
4. Presents WSR to SDO and checks the correct entries in the PR and signs copy Location: NFA Branch Office	4. Compute the Equitable Net Weight (ENW) based on the WSR and issue Purchase Receipt (PR)	None	15 minute/s	<ul style="list-style-type: none"> Special Disbursing Officer; NFA Branch Offices
5. Accepts payment for the sold palay Location: NFA Branch Office	5. The farmer shall be paid in: (Whichever is applicable) Cash (up to P300,000.00) or Check (P300,001.00 to P500,000.00) or Combination of both	None	30 minute/s	<ul style="list-style-type: none"> Cashier / Designated Special Disbursing Officer (SDO); NFA Branch Offices
Total Processing Time:			3 hour/s, 45 minute/s	
Total Processing Fee:			Total Standard Fee: None	

NFA Branch Offices

- Ilocos Norte
- Eastern Pangasinan
- La Union
- Isabela
- Cagayan
- Nueva Vizcaya
- Nueva Ecija
- Tarlac
- Pampanga

- Bulacan
- Batangas
- Laguna
- Oriental Mindoro
- Occidental Mindoro
- Palawan
- Quezon
- Albay
- Camarines Sur
- Sorsogon
- Iloilo
- Capiz
- Negros Occidental
- Cebu
- Negros Oriental
- Bohol
- Leyte
- Northern Samar
- Zamboanga City
- Zamboanga del Sur
- Misamis Oriental
- Bukidnon
- Lanao del Norte
- Davao del Norte
- Davao Oriental
- Davao del Sur
- North Cotabato
- South Cotabato
- Sultan Kudarat
- Central District Office
- East District Office
- Maguidanao
- Lanao del Sur
- Basilan
- Agusan del Sur
- Surigao del Sur

NFA Regional Office - Buffer Stock Management

1. Purchase of NFA Rice in Times of Calamities/Emergency
 Procedures on the availment of rice of Local Government Units (LGUs), legislators, government offices and other relief agencies in times of occurrence of emergencies / calamities.
 (Approving authority for the purchase of rice from 501 – 2000 bags is with the Regional Manager

Office or Division:	NFA Regional Office - Buffer Stock Management
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Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Government Offices, Local Government Units (LGUs)/Legislators/and Other Relief Agencies, Institutions			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p>For Standard Requirement</p> <p>1.Letter Request (1) Original Copy Or (1) Electronic Copy Remarks: Letter-request for the availment of NFA rice indicating the volume of rice to be purchased, date and place of withdrawal duly signed by the concerned requesting party with the submission of anyone of the following documents (1 Hardcopy or 1 Electronic Copy)</p> <p style="text-align: right;">Applicant / Client</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the letter-request with the required supporting documents to NFA-Regional Office (R.O.) Location: NFA Regional Office	1.1. Receive, and record documents to be forwarded to the Office of the Regional Manager / Assistant Regional Manager for notation / instruction	None	30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; NFA Regional Office
	1.2. Forward the letter-request to the Buffer Stocking Management Section (BSM) with corresponding instruction.		30 minute/s	<ul style="list-style-type: none"> Regional Manager ; NFA Regional Office Assistant Regional Manager; NFA Regional Office
	1.3. Review, recommend and prepare the appropriate wire-authority to the concerned Branch Office		3 hour/s	<ul style="list-style-type: none"> Economist IV; NFA Regional Office

	1.4. Evaluate, sign the letter reply and forward to the BSM Section		3 hour/s	<ul style="list-style-type: none"> Regional Manager ; NFA Regional Office Administrative Assistant I; NFA Regional Office
	1.5. Endorse letter reply to concerned Branch Office		30 minute/s	<ul style="list-style-type: none"> Economist IV ; NFA Regional Office - Buffer Stock Management Grains Operations Officer I (GOO I); Buffer Stock Management
2. Receive action taken on the request Location: NFA Field Office	2. Inform the client of the action taken relative to the approval / disapproval of the request	None	30 minute/s	<ul style="list-style-type: none"> Economist IV ; NFA Regional Office - Buffer Stock Management GOO I; Buffer Stock Management
Total Processing Time:			1 day/s	
Total Processing Fee:			Total Standard Fee: None	

NFA Regional Office - Buffer Stock Management

- Office of the Administrator
- Office of the Deputy Administrator
- Office of the Assistant Administrator for Operations
- Operations Coordination Department
- Operations Planning and Monitoring Division
- Technical Services Division
- Office of the Assistant Administrator for Finance and Administration
- Administrative and General Services Department
- Human Resources Development and Services Division
- General Services Division
- Finance Department
- Accounting Division
- Budget Division
- Corporate Planning and Management Services Department
- Corporate Planning Division
- Information and Communications Technology Services Division
- Internal Audit Department

- Management Audit Division
- Operations Audit Division
- Legal Affairs Department
- Investigation and Documentation Division
- Litigation and Prosecution Division
- Public Affairs Division
- NFA Regional Office I
- Ilocos Norte
- Office of the Branch Manager
- Facility Management
- Buffer Stock Management
- Quality Assurance
- Administrative and General Services
- Finance
- Eastern Pangasinan
- La Union
- NFA Regional Office II
- Isabela
- Cagayan
- Nueva Vizcaya
- NFA Regional Office III
- Nueva Ecija
- Tarlac
- Pampanga
- Bulacan
- NFA Regional Office IV
- Batangas
- Laguna
- Oriental Mindoro
- Occidental Mindoro
- Palawan
- Quezon
- NFA Regional Office V
- Albay
- Camarines Sur
- Sorsogon
- NFA Regional Office VI
- Iloilo
- Capiz
- Negros Occidental
- NFA Regional Office VII
- Cebu
- Negros Oriental
- Bohol
- NFA Regional Office VIII

- Leyte
- Northern Samar
- NFA Regional Office IX
- Zamboanga City
- Zamboanga del Sur
- NFA Regional Office X
- Misamis Oriental
- Bukidnon
- Lanao del Norte
- NFA Regional Office XI
- Davao del Norte
- Davao Oriental
- Davao del Sur
- NFA Regional Office XII
- North Cotabato
- South Cotabato
- Sultan Kudarat
- NFA NCR
- Central District Office
- East District Office
- NFA ARMM
- Maguidanao
- Lanao del Sur
- Basilan
- NFA CARAGA
- Agusan del Sur
- Surigao del Sur

NFA Regional Office

- Office of the Administrator
- Office of the Deputy Administrator
- Office of the Assistant Administrator for Operations
- Operations Coordination Department
- Operations Planning and Monitoring Division
- Technical Services Division
- Office of the Assistant Administrator for Finance and Administration
- Administrative and General Services Department
- Human Resources Development and Services Division
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- Budget Division
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- Corporate Planning Division
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- Internal Audit Department

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- Investigation and Documentation Division
- Litigation and Prosecution Division
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- Maguidanao
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- NFA CARAGA
- Agusan del Sur
- Surigao del Sur

2. Endorsement on the Request for NFA Rice under Executive Order No. 51 and other Rice Requirements of Government Offices, Legislators and Local Government Units (LGUs) for Non-Relief Programs/Operations

Procedures on the availment of rice of government offices, Legislators and LGUs to respond to their rice requirements/rice allowance in compliance to Executive Order No. 51 and other non-relief programs / operations.

Office or Division:	NFA Regional Office - Buffer Stock Management
Category:	External Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)

Who may avail:	Local Government Units (LGUs) / Legislators / Government Offices and Other Relief Agencies, Institutions			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<div>For Standard Requirement</div> <div><div>1.Letter Request (1) Original Copy Or (1) Electronic Copy Remarks: Letter-request for the availment of NFA rice indicating the volume of rice to be purchased, date and place of withdrawal duly signed by the concerned requesting party (1 Hard Copy or 1 Electronic Copy)</div><div>Applicant / Client</div></div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the letter-request with the required supporting documents to NFA-Regional Office (R.O.) Location: NFA Regional Office	1.1. Receives, and records documents to be forwarded to the Office of the Regional Manager / Assistant Regional Manager for notation / instruction	None	30 minute/s	<ul style="list-style-type: none">Administrative Assistant I; NFA Regional Office
	1.2. Forwards the letter-request to the Buffer Stocking Management Section (BSM) with corresponding instruction.		30 minute/s	<ul style="list-style-type: none">Regional Manager ; NFA Regional OfficeAssistant Regional Manager; NFA Regional Office
	1.3. Reviews, recommends and prepares the appropriate letter-reply		3 hour/s	<ul style="list-style-type: none">Economist IV; NFA Regional Office - Buffer Stock Management
	1.4. Evaluates, approves the letter reply and forward the signed letter to the BSM Section		3 hour/s	<ul style="list-style-type: none">Regional Manager ; NFA Regional OfficeAdministrative Assistant I; NFA Regional Office
	1.5. Endorses letter reply to concerned Branch Office		30 minute/s	<ul style="list-style-type: none">Economist IV ; NFA Regional Office - Buffer Stock Management

				<ul style="list-style-type: none"> Grains Operations Officer I; Buffer Stock Management
2. Receive action taken on the request Location: NFA Regional Office	2. Informs the client of the action taken relative to the approval / disapproval of the request	None	30 minute/s	<ul style="list-style-type: none"> Economist IV; NFA Regional Office - Buffer Stock Management
Total Processing Time:			1 day/s	
Total Processing Fee:			Total Standard Fee: None	

NFA Regional Office - Buffer Stock Management

- Office of the Administrator
- Office of the Deputy Administrator
- Office of the Assistant Administrator for Operations
- Operations Coordination Department
- Operations Planning and Monitoring Division
- Technical Services Division
- Office of the Assistant Administrator for Finance and Administration
- Administrative and General Services Department
- Human Resources Development and Services Division
- General Services Division
- Finance Department
- Accounting Division
- Budget Division
- Corporate Planning and Management Services Department
- Corporate Planning Division
- Information and Communications Technology Services Division
- Internal Audit Department
- Management Audit Division
- Operations Audit Division
- Legal Affairs Department
- Investigation and Documentation Division
- Litigation and Prosecution Division
- Public Affairs Division
- NFA Regional Office I
- Ilocos Norte
- Office of the Branch Manager
- Facility Management
- Buffer Stock Management
- Quality Assurance

- Administrative and General Services
- Finance
- Eastern Pangasinan
- La Union
- NFA Regional Office II
- Isabela
- Cagayan
- Nueva Vizcaya
- NFA Regional Office III
- Nueva Ecija
- Tarlac
- Pampanga
- Bulacan
- NFA Regional Office IV
- Batangas
- Laguna
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- Occidental Mindoro
- Palawan
- Quezon
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- Sorsogon
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- NFA Regional Office XI
- Davao del Norte
- Davao Oriental

- Davao del Sur
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NFA Regional Office

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- Surigao del Sur

Operations Coordination Department

1. Request for NFA Operational Statistical Information

Procedures on the processing of requests for operational statistical information on palay procurement, rice distribution, rice stock inventory, dispersal of rice and other statistical data reports being generated by the division.

Office or Division:	Operations Coordination Department	
Category:	External Service	
Classification:	Simple	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	General Public	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<div>For Standard Requirement</div> <div>1.Letter request</div> <div>(1) Original Copy Or (1) Electronic Copy</div> <div>Applicant / Client</div>		

Remarks: Please indicate the specific statistical information requested with complete contact information duly signed by the requesting party.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sends inquiry/letter request Location: Email at ocd@nfa.gov.ph or to OCD at 7th Floor, NFA Building, Visayas Ave., Brgy. Vasra, Quezon City	1. Receives and records in the logbook	None	30 minute/s	<ul style="list-style-type: none"> Administrative Assistant II; Operations Coordination Department
Total Processing Time:			30 minute/s	
Total Processing Fee:			Total Standard Fee: None	

2. Grain Analysis (External Service)

This is a laboratory procedure to determine the quality characteristics of the grain sample/s submitted by any individual outside of the NFA organization.

Office or Division:	Operations Coordination Department		
Category:	External Service		
Classification:	Highly Technical		
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)		
Who may avail:	All		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Standard Requirement			

<p>1.Request letter (1) Original Copy Remarks: A letter addressed to the Department Manager of Operations Coordination Department requesting for the conduct of laboratory analysis on their grain sample. The letter must include the type of analysis they need and the reference standard to be used for the analysis.</p> <p>2.Request for Laboratory Services (RFLS) Form, OCD-TSD Form No. 2 (2) Original Copy</p> <p>3.NFA Official Receipt (OR) (1) Original Copy</p>					<p>Applicant / Client</p> <p>Agency - Division: Operations Coordination Department - Technical Services Division</p> <p>Agency - Division: NFA Cashier - Finance Division</p>
<p>For Physical Analysis and Sensory (organoleptic) Evaluation</p> <p>1.Grain sample (Sample: 2 kg.) Remarks: Sample must be homogenized, packed and sealed in a plastic bag, properly labeled.</p>					<p>Applicant / Client</p>
<p>For Chemical Analysis</p> <p>1.Grain sample (Sample: 1 kg.) Remarks: Sample must be homogenized, packed and sealed in a plastic bag, properly labeled.</p>					<p>Applicant / Client</p>
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
<p>1. Submit letter request and sample/s. Location: Office of the Department Manager of Operations Coordination Department</p>	<p>1.1. Receive the letter request and sample/s and refer to the Department Manager for instruction.</p>	<p>None</p>	<p>15 minute/s</p>	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department 	

Notes/Instruction: 1. Processing time is based on per sample and not per request. 2. Duration of analysis will depend on the complexity of analysis and quality of samples submitted. Due to limited analyst, the due dates of samples shall be on a queuing system, i.e. the samples shall be analyzed on a “first come – first served basis”.	1.2. Endorse the letter request and sample/s to the Technical Services Division for appropriate action.		30 minute/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department
	1.3. Review the request and inform the laboratory personnel.		15 minute/s	<ul style="list-style-type: none"> Division Manager; Technical Services Division Engineer IV; Technical Services Division
2. Give out the necessary information needed on the RLFS Form. Location: Technical Services Division	2.1. Ask the client for the necessary details needed in the RFLS Form. Fill-out the form.	None	30 minute/s	<ul style="list-style-type: none"> Laboratory Technician II; Technical Services Division Chemist I; Technical Services Division Chemist II; Technical Services Division Chemist III; Technical Services Division
	2.2. Approve the RFLS		15 minute/s	<ul style="list-style-type: none"> Engineer IV; Technical Services Division Division Manager; Technical Services Division Department Manager; Operations Coordination Department
3. Pay the laboratory analysis fee at the Cashier Location: NFA Cashier window (Sixth Floor NFA Building)	3. Give the payment stub portion of the RFLS to the client and request the client to pay for the requested analysis at the Cahier.	Formula Fees Breakdown: Grain Analysis Fee	5 minute/s	<ul style="list-style-type: none"> Laboratory Technician II; Technical Services Division Chemist I; Technical Services Division Chemist II; Technical Services Division Chemist III; Technical Services Division

4. Submit the Official Receipt (OR) Location: 7th Floor NFA Building Technical Services Division Office Notes/Instruction: Give the Functional User (Blue color) copy of the OR.	4. Receive the OR and attach to the RFLS.	None	5 minute/s	<ul style="list-style-type: none"> • Laboratory Technician II; Technical Services Division • Chemist I; Technical Services Division • Chemist II; Technical Services Division • Chemist III; Technical Services Division
5. Receive the claim stub. Location: 7th Floor NFA Building Technical Services Division Office	5.1. Give the claim stub portion of the RFLS to the client.	None	5 minute/s	<ul style="list-style-type: none"> • Laboratory Technician II; Technical Services Division • Chemist I; Technical Services Division • Chemist II; Technical Services Division • Chemist III; Technical Services Division
	5.2. Prepare the working sample/s based on the requested analysis.		1 hour/s	<ul style="list-style-type: none"> • Laboratory Technician II; Technical Services Division • Chemist I; Technical Services Division • Chemist II; Technical Services Division • Chemist III; Technical Services Division
	5.3. Analyze the sample/s		4 working day/s	<ul style="list-style-type: none"> • Chemist I; Technical Services Division • Chemist II; Technical Services Division • Chemist III; Technical Services Division
	5.4. Prepare the Laboratory Analysis Report (LAR).		1 working day/s	<ul style="list-style-type: none"> • Laboratory Technician II; Technical Services Division

				<ul style="list-style-type: none"> • Chemist I; Technical Services Division • Chemist II; Technical Services Division • Chemist III; Technical Services Division
	5.5. Recommend for approval and approval of the LAR		2 working day/s	<ul style="list-style-type: none"> • Engineer IV; Technical Services Division • Division Manager; Technical Services Division • Department Manager; Operations Coordination Department
6. Present the claim stub and receive the LAR. Location: 7th Floor NFA Building Operations Coordination Department	6. Release of the LAR.	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Assitant I; Operations Coordination Department
Total Processing Time:			7 day/s, 3 hour/s, 5 minute/s	
Total Processing Fee:			Total Standard Fee: None	

3. Endorsement for the Purchase of NFA Milled Rice under Regular Distribution Scheme

Procedures on the procurement/purchase of rice of Office of Civil Defense (OCD)/National Disaster Risk Reduction and Management Council (NDRRMC), Department of Social Welfare and Development (DSWD), Local Government Units (LGUs), Legislators and other government agencies / entities under the General Appropriations Act (GAA). (Approving authority for the purchase of rice above 2,001 bags is with the NFA Administrator)

Office or Division:	Operations Coordination Department
Category:	External Service
Classification:	Complex
Type of Transaction:	G2G (Government to Government)

Who may avail:	Office of Civil Defense (OCD)/National Disaster Risk Reduction and Management Council (NDRRMC), Department of Social Welfare and Development (DSWD), Local Government Units (LGUs), Legislators and other government agencies / entities under the General Appropriations Act (GAA)	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>For Standard Requirement</p> <p>1.For Disaster Preparedness: (1) Original Copy Or (1) Electronic Copy Remarks: 1.1 Memorandum of Agreement (MOA) with the provision that the requested rice to be purchased will be used solely for the intended purpose 1.2. Letter-request for the availment of rice indicating the volume of rice purchase, date and place of withdrawal and authorized representatives who will withdraw the rice duly signed by the head of the requesting agency with the submission of anyone of the following documents (1 Hardcopy or 1 Electronic Copy) 1.3. Purchase Order, whenever applicable 1.4. Deed of Undertaking 1.5. Justification supported by any of the following: <ul style="list-style-type: none"> • Historical record on the occurrence of natural or man-made calamities; • Risk Profile or Risk Map; • Disaster Risk Reduction and Management Plan • Forecast from the relevant government agencies such as the Philippine Atmospheric, Geophysical and Astronomical Service Administration (PAGASA), PHILVOLCS, NDRRMC of an imminent calamity /disaster such as but not limited to typhoons, volcanic eruption, and slow developing calamity such as but not limited to La Niña and El Niño Phenomenon </p> <p>2.For Disaster Response: (1) Original Copy Or (1) Electronic Copy Remarks: 2.1. Memorandum of Agreement (MOA) between NFA and the requesting party 2.2. Letter-request for the availment of rice indicating the volume of rice purchase, date and place of withdrawal and authorized representatives who will withdraw the rice duly signed by the head of the requesting agency with the submission of anyone of the following documents (1 Hardcopy or 1 Electronic Copy) 2.3. Purchase Order, whenever applicable 2.2. Any of the following documents:</p>		

Applicant / Client

Applicant / Client

- Certification from the requesting LGU (Provincial, City, Municipal) and government–relief agency of an actual calamity (typhoon/HABAGAT and others) supported with PAGASA weather forecast or /PHILVOLCS volcanic eruptions bulletin; or
- Situational report from the relevant government agencies such as the Philippine Atmospheric, Geophysical and Astronomical Service Administration (PAGASA), PHILVOLCS, NDRRMC; or
- Report by the concerned Disaster Risk Reduction Management Office (Provincial, City or Municipal).

3.For Disaster Rehabilitation and Recovery:

(1) Original Copy Or (1) Electronic Copy

Remarks:

3.1. Memorandum of Agreement (MOA) with the provision that the requested rice to be purchased will be used solely for the intended purpose.

3.2. Letter-request for the availment of rice indicating the volume of rice purchase, date and place of withdrawal and authorized representatives who will withdraw the rice duly signed by the head of the requesting agency with the submission of anyone of the following documents (1 Hardcopy or 1 Electronic Copy)

3.3. Purchase Order, whichever is applicable

3.4. Any of the following documents:

- Certification of the declaration of a state of calamity or certification from the Municipal Disaster Risk Reduction and Management Office (MDRRMO) to support the purchase of rice; or
- Certification from the requesting LGU (Provincial, City, Municipal) and government–relief agency of an actual calamity (typhoon/HABAGAT and others) supported with PAGASA/PHILVOLCS weather forecast or volcanic eruptions bulletin; or
- Situational Report by the concerned Disaster Risk Reduction Management Office (Provincial, City or Municipal).

Applicant / Client

4.Proof of payment in any of the following modes:

(1) Original Copy

Remarks:

A. Government Check (through voucher system) or manager’s check;

B. Electronic Modified Disbursement System (eMDS) per Joint Administrative Order (JAO) No. 2015-1 dated March 12, 2015 of the Department of Budget Management and Department of Finance;

C. List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA);

D. For disaster phase, any of the following are also accepted:

i. Cash Payment under the government/company bank account of the requesting agency supported by Identification Card (I.D.) of the designated/authorized representative who will settle the payment and the Certification that the Funds to be utilized for the purchase of rice is from the requesting government agency; or

ii. Online Fund Transfer under the government/company bank account of the requesting agency indicating the purpose of rice purchase with the submission of a Certification that Funds utilized for the purchase of rice is from the bank account of the requesting government agency.

Note : Proof of payment i.e. bills payment form stamped received/paid by the bank

Applicant / Client

5.Invoice Receipt**(1) Original Copy****Remarks:****Note:**

- Purchase Order (PO) under voucher system must be confirmed by the NFA Central Office
- Payment of Cashier's or Manager's check must be done prior to the withdrawal of rice from designated NFA warehouse

**Agency - Division: National Food
Authority - Finance Department**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the letter-request with the required supporting documents to the Office of the Administrator (AO) or Operations Coordination Department (OCD) Location: If email : administrator@nfa.gov.ph / ocd@nfa.gov.ph If in person (1) : Office of the Administrator 8th Floor National Food Authority Building Visayas Avenue, Barangay Vasra, Diliman, Quezon City If in person (2) : OCD 7th Floor National Food Authority Building Visayas Avenue, Barangay Vasra, Diliman, Quezon City	1.1. Receives and records in the log book	None	30 minute/s	<ul style="list-style-type: none">• Administrative Officer IV; Office of the Administrator
	1.2. If request is received by the Office of the Administrator, endorse to OCD with corresponding instructions.		1 hour/s	<ul style="list-style-type: none">• Special Assistant to the Administrator; Office of the Administrator• Executive Assistant IV; Office of the Administrator
	1.3. If the request is received by OCD, endorses to OPMD with corresponding instruction		30 minute/s	<ul style="list-style-type: none">• Department Manager; Operations Coordination Department• Division Manager; Operations Coordination Department• Supervising Grains Operations Officer (SGOO); Operations Coordination Department
	1.4. Checks completeness of documents, records and prepares letter-reply based on the corresponding instruction and availability of stocks in the concerned region/branch		1 hour/s	<ul style="list-style-type: none">• Senior Grains Operations Officer (SGOO); Operations Coordination Department

	1.5. Reviews letter-reply and approves for transmittal to the Office of the Assistant Administrator for Operations (OAAO)/Office of the Deputy Administrator (ODA)/Office of the Administrator (AO)		4 hour/s	<ul style="list-style-type: none"> • Department Manager; Operations Coordination Department • Division Manager; Operations Planning and Monitoring Division • Supervising GOO; Operations Planning and Monitoring Division
	1.6. Reviews, signs and returns the letter-reply to OCD		4 hour/s	<ul style="list-style-type: none"> • Administrator; Office of the Administrator • Deputy Administrator; Office of the Deputy Administrator • Assistant Administrator for Operations; Office of the Assistant Administrator for Operations • Administrative Assistant I; Operations Coordination Department
	1.7. Receives the signed letter-reply and provides client of the NFA's action on the status of their request		15 minute/s	<ul style="list-style-type: none"> • Administrative Assistant I; Operations Coordination Department
2. Receives action taken on the request Location: OCD 7 th Floor National Food Authority Building Visayas Avenue, Barangay Vavra, Diliman, Quezon City.	2. Informs client of the Agency's decision regarding the status of their request and settlement of payment.	None	15 minute/s	<ul style="list-style-type: none"> • Grains Operations Officer I; Operations Coordination Department
3. Pays and present NFA's letter of approval Location: OCD 7 th Floor National Food Authority Building Visayas Avenue, Barangay Vavra, Diliman, Quezon City.	3.1. Prepares endorsement memorandum to Finance Department for the preparation of Order of Payment	None	30 minute/s	<ul style="list-style-type: none"> • Senior Grains Operations Officer; Operations Coordination Department
	3.2. Reviews and approves endorsement memorandum for the issuance of Order of Payment		30 minute/s	<ul style="list-style-type: none"> • Department Manager/ Division ; Operations Coordination Department

				<ul style="list-style-type: none"> Division Manager; Operations Planning and Monitoring Division Supervising GOO; Operations Planning and Monitoring Division
	3.3. Forwards to Finance Department (FD) the approved endorsement memo and advises client to pay the corresponding amount.		30 minute/s	<ul style="list-style-type: none"> GOO I; Operations Planning and Monitoring Division
4. Proceeds to the cashier's window of the Finance Department and pay the corresponding amount Location: Finance Department 6 th Floor National Food Authority Building Visayas Avenue, Barangay Vasra, Diliman, Quezon City. Notes/Instruction: Processing time includes maximum of 1 working day clearing period for check payment. NFA Selling Price : Php1,950.00/ bag of 50 kg, subject to change as approved by the Administrator	4. Accepts payment, generates/issues the original copy of the Invoice Receipt (IR) and inform client to return to OPMD to present IR	Standard Fees Breakdown: NFA Selling Price: PHP 1950	1 working day/s	<ul style="list-style-type: none"> Cashier; Finance Department
		Total: PHP 1950		
5. Presents the NFA issued Invoice Receipt (IR) to OPMD Location: OCD 7 th Floor National Food Authority Building Visayas Avenue, Barangay Vasra, Diliman, Quezon City Notes/Instruction: For withdrawal on a staggered basis, present letter-request of withdrawal indicating the volume, name of authorized representative/s, date of withdrawal and the designated withdrawal area.	5.1. Prepares a memorandum to concerned regional/branch office authorizing the issuance of rice to clients	None	2 hour/s	<ul style="list-style-type: none"> Supervising Grains Operations Officer/ Senior Grains Operations Officer/ Grains Operations Officer III; Operations Coordination Department Grains Operations Officer III; Operations Coordination Department GOO I; Operations Planning and Monitoring Division
	5.2. Reviews and signs memorandum/authority and transmittal memorandum for endorsement to OAAO/ODA/AO		4 hour/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department

				<ul style="list-style-type: none"> Division Manager; Operations Coordination Department Supervising GOO; Operations Coordination Department
	5.3. Reviews, recommends and approves the authorization memorandum and returns to OCD-OPMD for transmittal to concerned Regional Office together with all the supporting documents.		4 hour/s	<ul style="list-style-type: none"> Administrator; Office of the Administrator Deputy Administrator; Office of the Deputy Administrator Assistant Administrator for Operations; Office of the Assistant Administrator for Operations
6. Coordinate to the designated Regional/Branch Office for the withdrawal of rice. Location: OCD 7 th Floor National Food Authority Building Visayas Avenue, Barangay Vasra, Diliman, Quezon City	6. Transmit the authorization to concerned NFA Regional/Branch Office who shall undertake the proper documentation procedures for the release of the requested volume of rice	None	30 minute/s	<ul style="list-style-type: none"> Grains Operations Officer I; Operations Coordination Department
Total Processing Time:			3 day/s, 7 hour/s, 30 minute/s	
Total Processing Fee:			Total Standard Fee: <ul style="list-style-type: none"> PHP 1950 	

4. Endorsement for the Purchase of Rice under Executive Order No. 51 and other Rice Requirements of Government Offices, Legislators and Local Government Units (LGUs) for Non-Relief Programs/Operations (NFA Central Office)

Procedures on the availment of rice of government offices, Legislators and LGUs to respond to their rice requirements / rice allowance in compliance to Executive Order No. 51 and other non-relief programs/operations. (Approving authority for the purchase of rice above 2,001 bags is with the NFA Administrator.)

Office or Division:	Operations Coordination Department
Category:	External Service

Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	Department of Social Welfare and Development (DSWD) / Local Government Units (LGUs) / Legislators other National Government Agencies/Institutions/Entities	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Executive Order No. 51	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>For Standard Requirement</p> <p>1.Memorandum of Agreement (1) Original Copy Remarks: Memorandum of Agreement between NFA and participating government agency/entity/LGU, if applicable;</p> <p>2.Letter-request for the purchase of NFA rice (1) Original Copy Remarks: Letter-request for the purchase of NFA rice indicating the volume of rice purchase, date and place of withdrawal and authorized representatives who will withdraw the rice duly signed by the requesting party. (1 Original Copy or 1 Electronic Copy)</p> <p>3.Purchase Order (1) Original Copy Remarks: Purchase Order, whenever applicable</p> <p>4.Proof of payment in any of the following modes: (1) Original Copy Remarks:</p> <ul style="list-style-type: none"> 4.1 Government Check (through voucher system) or manager's check; 		
	Applicant / Client	
	Applicant / Client	
	Applicant / Client	
	Applicant / Client	

- 4.2 Electronic Modified Disbursement System (eMDS) per Joint Administrative Order (JAO) No. 2015-1 dated March 12, 2015 of the Department of Budget Management and Department of Finance;
- 4.3 List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA);

Note: Proof of payment i.e. bills payment form stamped received/paid by the bank

5. Invoice Receipt

(1) Original Copy

Remarks:

Note:

- Purchase Order (PO) under voucher system must be confirmed by the NFA Central Office
- Payment of Cashier's or Manager's check must be done prior to the withdrawal of rice from designated NFA warehouse

Agency - Division: National Food
Authority - Finance Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the letter-request with the required supporting documents to the Office of the Administrator (AO) or Operations Coordination Department (OCD) at administrator@nfa.gov.ph/ to ocd@nfa.gov.ph or NFA Building Visayas Avenue, Barangay Vasra, Diliman, Quezon City. Submits the letter-request with the required supporting documents Location: NFA Building Visayas Avenue, Diliman, Quezon City	1.1. Receives and records in the log book.	None	30 minute/s	<ul style="list-style-type: none"> • Administrative Officer IV; Office of the Administrator
	1.2. If request is received by the Office of the Administrator, endorse to the OCD with corresponding instructions		1 hour/s	<ul style="list-style-type: none"> • Administrator; Office of the Administrator • Special Assistant to the Administrator; Office of the Administrator • Executive Assistant IV ; Office of the Administrator
	1.3. If the request is addressed to OCD, endorses to Operations Planning and Management Division (OPMD) with corresponding instruction		30 minute/s	<ul style="list-style-type: none"> • Department Manager; Operations Coordination Department • Division Manager ; Operations Planning and Monitoring Division

				<ul style="list-style-type: none"> Supervising GOO; Operations Planning and Monitoring Division
	1.4. Checks completeness of documents, records and prepares letter-reply based on the corresponding instruction and availability of stocks in the concerned region/branch		1 hour/s	<ul style="list-style-type: none"> Senior Grains Operations Officer (SGOO); Operations Coordination Department
	1.5. Reviews letter-reply and approves for transmittal to OAAO/ ODA/ AO		4 hour/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department Division Manager; Operations Coordination Department Supervising GOO;
	1.6. Reviews, signs and returns the letter-reply to OCD		4 hour/s	<ul style="list-style-type: none"> Administrator; Office of the Administrator Deputy Administrator; Office of the Deputy Administrator Assistant Administrator for Operations; Office of the Assistant Administrator for Operations Administrative Assistant I; Operations Coordination Department
	1.7. Receives the signed letter-reply and provides client of the NFA's action on the approval/disapproval of the request		15 minute/s	<ul style="list-style-type: none"> Grains Operations Officer I; Operations Coordination Department

2. Receives action taken on the request Location: Operations Coordination Department, 7th Floor NFA Building Visayas Avenue, Diliman, Quezon City	2. Informs client of the Agency's decision regarding the status of request and settlement of payment	None	30 minute/s	<ul style="list-style-type: none"> Grains Operations Officer I; Operations Coordination Department
3. Pays and present NFA's letter of approval Location: Operations Coordination Department 7th Floor NFA Building Visayas Avenue, Diliman, Quezon City	3.1. Prepares endorsement memorandum to Finance Department for the preparation of Order of Payment	None	30 minute/s	<ul style="list-style-type: none"> Senior Grains Operations Officer; Operations Coordination Department
	3.2. Reviews and approves endorsement memorandum for the Order of Payment		30 minute/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department Division Manager; Operations Coordination Department Supervising GOO; Operations Coordination Department
	3.3. Forwards to Finance Department and advice client to pay the corresponding amount		30 minute/s	<ul style="list-style-type: none"> Grains Operations Officer I; Operations Coordination Department
4. Proceeds to the cashier's window of the Finance Department and pay the corresponding amount Location: Finance Department 6th Floor NFA Building, Visayas Avenue, Diliman, Quezon City Notes/Instruction: Note: NFA Selling Price subject to change as approved by the Administrator Processing time includes maximum of one (1 working day clearing period for check payment).	4. Accepts payment, generates/issues the original copy of the Invoice Receipt (IR) and inform client to present IR to OPMD	Standard Fees Breakdown: NFA Selling Price: PHP 1450	1 working day/s	<ul style="list-style-type: none"> Cashier; Finance Department
		Total: PHP 1450		
5. Presents the NFA issued Invoice Receipt (IR) to OPMD Location:	5.1. Prepares a memorandum to concerned regional/branch office authorizing the issuance of rice to clients	None	1 hour/s	<ul style="list-style-type: none"> SGOO; Operations Coordination Department

Operations Coordination Department 7th Floor NFA Building, Visayas Avenue, Diliman, Quezon City				<ul style="list-style-type: none"> GOO III; Operations Coordination Department
	5.2. Reviews and signs memorandum/authority and transmittal memorandum for endorsement to the OAAO/ODA/AO		2 hour/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department Division Manager; Operations Coordination Department Supervising GOO; Operations Coordination Department
	5.3. Reviews, recommends and approves the authorization memo and returns to OCD-OPMD for transmittal to concern regional/branch office together with all the supporting documents.		4 hour/s	<ul style="list-style-type: none"> Administrator; Office of the Administrator Deputy Administrator; Office of the Deputy Administrator Assistant Administrator for Operations; Office of the Assistant Administrator for Operations
6. Coordinate to the designated Regional/Branch Office for the withdrawal of rice. Location: Operations Coordination Department 7th Floor NFA Building, Visayas Avenue, Diliman, Quezon City	6. Transmit the authority to concerned NFA Regional/Branch Office shall undertake the proper documentation procedures for the release of the requested volume of rice.	None	30 minute/s	<ul style="list-style-type: none"> Grains Operations Officer I; Operations Coordination Department
Total Processing Time:			3 day/s, 4 hour/s, 45 minute/s	
Total Processing Fee:			Total Standard Fee: <ul style="list-style-type: none"> PHP 1450 	

5. Grain Analysis (Internal Service)

This is a laboratory procedure to determine the quality characteristics of the grain sample/s submitted by any individual inside the NFA organization.

Office or Division:	Operations Coordination Department	
Category:	Internal Service	
Classification:	Highly Technical	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	Individual(s) within the NFA Organization	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement <div> <div> 1.Request letter (1) Original Copy Remarks: A letter addressed to the Department Manager of Operations Coordination Department requesting for the conduct of laboratory analysis on their grain sample. The letter must include the type of analysis they need and the reference standard to be used for the analysis. </div> <div>Applicant / Client</div> </div> <div> 2.Request for Laboratory Services (RFLS) Form, OCD-TSD Form No. 2 (2) Original Copy </div> <div>Agency - Division: Operations Coordination Department - Technical Services Division</div>		
For Physical Analysis and Sensory (organoleptic) Evaluation <div> <div> 1.Grain sample (Sample: 2 kg.) Remarks: Sample must be homogenized, packed and sealed in a plastic bag, properly labeled. </div> <div>Applicant / Client</div> </div>		
For Chemical Analysis <div> <div>1.Grain sample</div> <div>Applicant / Client</div> </div>		

<p>(Sample: 1 kg.)</p> <p>Remarks:</p> <p>Sample must be homogenized, packed and sealed in a plastic bag, properly labeled.</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submit letter request and sample/s.</p> <p>Location: Office of the Department Manager of Operations Coordination Department</p> <p>Notes/Instruction:</p> <p>1. Processing time is based on per sample and not per request.</p> <p>2. Duration of analysis will depend on the complexity of analysis and quality of samples submitted. Due to limited analyst, the due dates of samples shall be on a queuing system, i.e. the samples shall be analyzed on a “first come – first served basis”.</p>	1.1. Receive the letter request and sample/s and refer to the Department Manager for instruction.	None	15 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
	1.2. Endorse the letter request and sample/s to the Technical Services Division for appropriate action.		30 minute/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department
	1.3. Review the request and inform the laboratory personnel.		15 minute/s	<ul style="list-style-type: none"> Division Manager; Technical Services Division Engineer IV; Technical Services Division
<p>2. Give out the necessary information needed on the RLFS Form.</p> <p>Location: Technical Services Division</p>	2.1. Ask the client for the necessary details needed in the RFLS Form. Fill-out the form.	None	30 minute/s	<ul style="list-style-type: none"> Laboratory Technician II; Technical Services Division Chemist I; Technical Services Division Chemist II; Technical Services Division Chemist III; Technical Services Division
	2.2. Approve the RFLS		15 minute/s	<ul style="list-style-type: none"> Engineer IV; Technical Services Division Division Manager; Technical Services Division

				<ul style="list-style-type: none"> Department Manager; Operations Coordination Department
3. Receive the claim stub. Location: 7th Floor NFA Building Technical Services Division Office	3.1. Give the claim stub portion of the RFLS to the client.	None	5 minute/s	<ul style="list-style-type: none"> Laboratory Technician II; Technical Services Division Chemist I; Technical Services Division Chemist II; Technical Services Division Chemist III; Technical Services Division
	3.2. Prepare the working sample/s based on the requested analysis.		1 hour/s	<ul style="list-style-type: none"> Laboratory Technician II; Technical Services Division Chemist I; Technical Services Division Chemist II; Technical Services Division Chemist III; Technical Services Division
	3.3. Analyze the sample/s		4 working day/s	<ul style="list-style-type: none"> Chemist I; Technical Services Division Chemist II; Technical Services Division Chemist III; Technical Services Division
	3.4. Prepare the Laboratory Analysis Report (LAR).		1 working day/s	<ul style="list-style-type: none"> Laboratory Technician II; Technical Services Division Chemist I; Technical Services Division Chemist II; Technical Services Division Chemist III; Technical Services Division

	3.5. Recommend for approval and approval of the LAR		2 working day/s	<ul style="list-style-type: none"> Engineer IV; Technical Services Division Division Manager; Technical Services Division Department Manager; Operations Coordination Department
4. Present the claim stub and receive the LAR. Location: 7th Floor NFA Building Operations Coordination Department	4. Release of the LAR.	None	5 minute/s	<ul style="list-style-type: none"> Administrative Assitant I; Operations Coordination Department
Total Processing Time:			7 day/s, 2 hour/s, 55 minute/s	
Total Processing Fee:			Total Standard Fee: None	

6. Provision of Technical Services/Assistance on Proposed Repair/Rehabilitation
Evaluation of proposed repair/rehabilitation of existing Post-Harvest Facilities (PHF)/other infrastructures (site development, administrative and auxiliary facilities)/equipment.

Office or Division:	Operations Coordination Department	
Category:	Internal Service	
Classification:	Highly Technical	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	NFA Field Offices/Central Office Departments	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		

<p>1.Memorandum-request for technical services or assistance of Regional Office (R.O.) (1) Original Copy Or (1) Certified True Copy</p> <p>2.Completed Staff Work (CSW) which includes Background, Evaluation, Recommendations, Engineering details, Timeline/Gantt Chart and Mode of Implementation, Market Survey or Price Quotation, and Geotagged Photos; (1) Original Copy Or (1) Certified True Copy</p> <p>3.Copy of the approved COB for the current year showing the inclusion of the project. (1) Original Copy Or (1) Certified True Copy</p>					<p>Agency - Division: National Food Authority - Regional Office</p> <p>Agency - Division: National Food Authority - Regional Office</p> <p>Agency - Division: National Food Authority - OCD</p>
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
<p>1. Submits Memorandum-Request including requirements Location: Operations Coordination Department</p>	1.1. Receives, records, and forwards to the Department Manager/TSD Division Manager for instructions.	None	30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department 	
	1.2. Reviews and forwards request to TSD staff with instructions.		30 minute/s	<ul style="list-style-type: none"> Department Manager and Division Manager; Operations Coordination Department 	
	1.3. Evaluates and prepares recommendation/memorandum.		15 working day/s	<ul style="list-style-type: none"> Engineers I/II/III; Operations Coordination Department 	
	1.4. Reviews and recommends/endorsees to for approval.		1 working day/s	<ul style="list-style-type: none"> Engineer IV and Division Manager; Operations Coordination Department 	
	1.5. Recommends for approval of the EXCOM.		1 working day/s	<ul style="list-style-type: none"> Department Manager ; Operations Coordination Department 	
	1.6. Releases memorandum-request for approval		30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department 	

	1.7. Receives and records memorandum upon approval of the request. Forwards to Department Manager/TSD Division Manager		30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
	1.8. Endorses the approved memorandum to concerned TSD staff with instructions		30 minute/s	<ul style="list-style-type: none"> Department Manager and Division Manager; Operations Coordination Department
	1.9. Prepares memorandum-request for issuance of Advice of Sub-Allotment addressed to NFA Finance Department (copy-furnished requesting office).		1 working day/s	<ul style="list-style-type: none"> Engineers I/II/III; Operations Coordination Department
	1.10. Reviews and recommends to the Budget Division of the Finance Department.		1 working day/s	<ul style="list-style-type: none"> Engineer IV, Division Manager and Department Manager; Operations Coordination Department
2. Receive memorandum relative to the approval of request Location: Operation Coordination Department	2. Releases memorandum-request.	None	30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
Total Processing Time:			19 day/s, 3 hour/s	
Total Processing Fee:			Total Standard Fee: None	

7. Evaluation of FPA/FDA-Registered Pesticides for Use in NFA Pest Control Management Classified as "Exempted from Validation Test" (ExVaT)

Procedure on the evaluation of FPA- or FDA-registered pesticides for inclusion in the NFA's Pest Management Program to control stored-product and structural pests as requested by the supplier.

Office or Division:	Operations Coordination Department
Category:	External Service
Classification:	Highly Technical

Type of Transaction:	G2B (Government to Business)	
Who may avail:	Suppliers of Pesticides.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1.Request letter (1) Original Copy Remarks: A letter addressed to the Department Manager of Operations Coordination Department indicating the pesticides to be evaluated	Applicant / Client	
2.Updated Certificate of Product Registration (CPR) (1) Certified True Copy	Agency - Division: Fertilizer and Pesticide Authority - Food and Drug Administration	
3.Product Safety Data Sheet (SDS) (1) Original Copy	Applicant / Client	
4.Technical Brochure (1) Photo Copy	Applicant / Client	
5.Related Literatures (1) Photo Copy Remarks: Literatures or written books describing the chemicals in the pesticide.	Applicant / Client	
6.Results of Local and/or International Testing (1) Photo Copy	Applicant / Client	
7.Approved Terminal Report (1) Original Copy	Agency - Division: National Food Authority - Operations Coordination Department - Technical Services Division	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit letter request. Location: Office of the Department Manager of Operations Coordination Department	1.1. Receive the letter request from the requesting party and refer to the Department Manager for instruction.	None	30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
	1.2. Forward the letter request to the Technical Services Division for appropriate action.		2 hour/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department
	1.3. Review the request and forward the same to Sr. Grains Operations Officer (SGOO)/Research Specialist/Research Analyst II.		2 hour/s	<ul style="list-style-type: none"> Division Manager; Technical Services Division Engineer IV; Technical Services Division
	1.4. Check for completeness of the requirements.		2 hour/s	<ul style="list-style-type: none"> Senior Grain Operations Officer; Technical Services Division Research Specialist; Technical Services Division Research Analyst II; Technical Services Division
	1.5. Evaluate the submitted documents and determine the classification of the registered pesticide requested for evaluation.		3 working day/s	<ul style="list-style-type: none"> Senior Grains Operations Officer; Technical Services Division Research Specialist; Technical Services Division Research Analyst; Technical Services Division
	1.6. Conducts the paper-based evaluation; evaluates the product as to its technical specifications, features, and/or certain characteristics as		126 working day/s	<ul style="list-style-type: none"> Research Specialist; Technical Services Division

	indicated in the technical brochures and results of local and international testing. Prepares the Terminal Report.			<ul style="list-style-type: none"> • Research Analyst II; Technical Services Division • Senior Grains Operations Officer; Technical Services Division • Grains Operations Officer II; Technical Services Division • Grains Operations Officer I; Technical Services Division
	1.7. Reviews the Terminal Report. If with further suggestions, recommendations and/or corrections, returns to the evaluators for revision.		1 working day/s, 4 hour/s	<ul style="list-style-type: none"> • Senior Grains Operations Officer; Technical Services Division • Engineer IV; Technical Services Division • Division Manager; Technical Services Division
	1.8. Initial / signs and recommends for approval of the Department Manager.		4 hour/s	<ul style="list-style-type: none"> • Senior Grains Operations Officer; Technical Services Division • Engineer IV; Technical Services Division • Division Manager; Technical Services Division
	1.9. Reviews and approves the Terminal Report. If there is something to be verified, refers to the Division Manager.		1 working day/s	<ul style="list-style-type: none"> • Department Manager; Operations Coordination Department
	1.10. Prepares the Technology Package (TP) of the evaluated pesticide based on the approved terminal report.		20 working day/s	<ul style="list-style-type: none"> • Senior Grains Operations Officer; Technical Services Division • Research Specialist; Technical Services Division

				<ul style="list-style-type: none"> • Research Analyst II; Technical Services Division • Grains Operations Officer II; Technical Services Division
	1.11. Reviews and endorses the Technology Package for approval of the Administrator. If with correction, returns for revision.		20 working day/s	<ul style="list-style-type: none"> • Engineer IV; Technical Services Division • Division Manager; Technical Services Division
	1.12. Once Technology Package is approved, updates the List of NFA Recommended Pesticides for Pest Management Program.		2 working day/s	<ul style="list-style-type: none"> • Senior Grains Operations Officer; Technical Services Division
	1.13. Reviews and endorses the updated list for approval of the Administrator, returns to Senior Grains Operations Officer for correction.		1 working day/s	<ul style="list-style-type: none"> • Engineer IV; Technical Services Division • Division Manager; Technical Services Division
	1.14. Once approved, prepares a letter performing the requesting party that the pesticide is included in the NFA's list of recommended pesticides for Pest Management Program.		1 working day/s	<ul style="list-style-type: none"> • Senior Grains Operations Officer; Technical Services Division • Research Specialist; Technical Services Division • Research Analyst II; Technical Services Division • Grains Operations Officer II; Technical Services Division • Grains Operations Officer I; Technical Services Division

	1.15. Reviews and initials / signs on the letter, if no correction. Return if with correction.		1 working day/s	<ul style="list-style-type: none"> • Engineer IV; Technical Services Division • Division Manager; Technical Services Division • Department Manager; Operations Coordination Department
2. Receive the letter Location: Operations Coordination Department	2.1. Release the letter	None	30 minute/s	<ul style="list-style-type: none"> • Administrative Assistant I; Operations Coordination Department
	2.2. Prepares the Technology Package of the evaluated pesticide based on the approved terminal report.		20 working day/s	<ul style="list-style-type: none"> • Senior Grains Operations Officer; Technical Services Division • Grains Operations Officer II; Technical Services Division • Research Specialist; Technical Services Division
	2.3. Reviews and endorses the Technology Package for approval of the Administrator. If with correction, returns for revision.		20 working day/s	<ul style="list-style-type: none"> • Engineer IV; Technical Services Division • Division Manager; Technical Services Division
	2.4. Once Technology Package is approved, updates the List of NFA Recommended Pesticides for Pest Management Program.		2 working day/s	<ul style="list-style-type: none"> • Senior Grains Operations Officer; Technical Services Division
	2.5. Reviews and endorses the updated list for approval of the Administrator. If with correction, returns for revision.		1 working day/s	<ul style="list-style-type: none"> • Engineer IV; Technical Services Division • Division Manager; Technical Services Division

				<ul style="list-style-type: none"> Department Manager; Operations Coordination Department
	2.6. Once approved, prepares a letter informing the requesting party that the pesticide is included in the NFA's List of Recommended Pesticides for Pest Management Program.		1 working day/s	<ul style="list-style-type: none"> Senior Grains Operations Officer; Technical Services Division Research Specialist; Technical Services Division Research Analyst II; Technical Services Division
	2.7. Reviews and affix initial / signature on the letter, if no correction. If with correction, return for revision.		1 working day/s	<ul style="list-style-type: none"> Engineer IV; Technical Services Division Division Manager; Technical Services Division Department Manager; Operations Coordination Department
3. Receives the letter. Location: Operations Coordination Department	3. Releases the letter.	None	30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
Total Processing Time:			222 day/s, 7 hour/s, 30 minute/s	
Total Processing Fee:			Total Standard Fee: None	

8. Provision of Technical Services/Assistance on On-Site Evaluation

On-site evaluation/validation of proposed/on-going/completed projects (construction/acquisition of postharvest facilities (PHF), other infrastructures, and equipment)

Office or Division:	Operations Coordination Department
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Category:	Internal Service			
Classification:	Highly Technical			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	NFA Field Offices/Central Office Departments			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p>For Standard Requirement</p> <p>1.Memorandum-request from Regional Office (RO) and/or instruction to check/validate actual site of proposed, on-going, and completed project/s. (1) Original Copy</p> <p style="text-align: right;">Agency - Division: National Food Authority - Excom/Regional Office/Department Manager/Division Manager</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit Memorandum-Request and/or provide instruction Location: Operations Coordination Department	1.1. Receives, records, and forwards to Department Manager/TSD Division Manager for instruction.	None	30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
	1.2. Forwards to TSD staff with instructions of CSW.		30 minute/s	<ul style="list-style-type: none"> Department Manager and Division Manager; Operations Coordination Department
	1.3. Prepares Travel Authority and documents for approval.		1 working day/s	<ul style="list-style-type: none"> Engineers, I, II, III, IV; Operations Coordination Department
	1.4. Recommends Approval of Travel Authority (T.A.).		2 working day/s	<ul style="list-style-type: none"> Division Manager and Department Manager; Operations Coordination Department

	1.5. Releases T.A for approval.		30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
	1.6. Upon approval of T.A., proceeds to conduct site inspection/validation.		1 working day/s	<ul style="list-style-type: none"> Engineers, I, II, III, IV; Operations Coordination Department
	1.7. Conducts exit interview with the concerned regional office.		1 working day/s	<ul style="list-style-type: none"> Engineers, I, II, III, IV; Operations Coordination Department
	1.8. Prepares an actual or on-site evaluation report/CSW and furnish a copy to the Division Manager and Department Manager.		5 working day/s	<ul style="list-style-type: none"> Engineers, I, II, III, IV; Operations Coordination Department
	1.9. 9. Approves actual/on-site evaluation report/CSW.		2 working day/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department
2. Receives evaluation report Location: Operations Coordination Department	2. Provides concerned office a copy of the actual or on-site evaluation report / CSW.	None	30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
Total Processing Time:			12 day/s, 2 hour/s	
Total Processing Fee:			Total Standard Fee: None	

9. Evaluation of FPA/FDA-Registered Pesticides for Use in NFA Pest Control Management Classified as "Requiring Validation Test" (RVaT)

Procedure on the evaluation of FPA- or FDA-registered pesticides for inclusion in the NFA's Pest Management Program to control stored-product and structural pests as requested by the supplier.

Office or Division:	Operations Coordination Department
Category:	External Service
Classification:	Highly Technical

Type of Transaction:	G2B (Government to Business)	
Who may avail:	Suppliers of Pesticides.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>For Standard Requirement</p> <p>1.Request letter (1) Original Copy Remarks: A letter addressed to the Department Manager of Operations Coordination Department indicating the pesticides to be evaluated</p> <p>2.Updated Certificate of Product Registration (CPR) (1) Certified True Copy</p> <p>3.Product Safety Data Sheet (SDS) (1) Original Copy</p> <p>4.Technical Brochure (1) Photo Copy</p> <p>5.Related Literatures (1) Photo Copy Remarks: Literatures or written books describing the chemicals in the pesticide.</p> <p>6.Results of Local and/or International Testing (1) Photo Copy</p> <p>7.Approved Terminal Report (1) Original Copy</p>		
		Applicant / Client
		Agency - Division: Fertilizer and Pesticide Authority - Food and Drug Administration
		Applicant / Client
		Applicant / Client
		Applicant / Client
		Applicant / Client
		Agency - Division: National Food Authority - Operations Coordination Department - Technical Services Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit letter request. Location: Office of the Department Manager of Operations Coordination Department	1.1. Receive the letter request from the requesting party and refer to the Department Manager for instruction.	None	30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
	1.2. Forward the letter request to the Technical Services Division for appropriate action.		2 hour/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department
	1.3. Review the request and forward the same to Sr. Grains Operations Officer (SGOO)/Research Specialist/Research Analyst II.		2 hour/s	<ul style="list-style-type: none"> Division Manager; Technical Services Division Engineer IV; Technical Services Division
	1.4. Check for completeness of the requirements.		2 hour/s	<ul style="list-style-type: none"> Senior Grain Operations Officer; Technical Services Division Research Specialist; Technical Services Division Research Analyst II; Technical Services Division
	1.5. Evaluate the submitted documents and determine the classification of the registered pesticide requested for evaluation.		3 working day/s	<ul style="list-style-type: none"> Senior Grains Operations Officer; Technical Services Division Research Specialist; Technical Services Division Research Analyst; Technical Services Division
2. Attends the consultative meeting at the Technical Services Division Location: National Food Authority - Operations Coordination Department	2.1. Conducts a consultative meeting between the Technical Services Division and requesting party, to discuss the details of the collaborative project.	None	4 hour/s	<ul style="list-style-type: none"> Division Manager; Technical Services Division Engineer IV; Technical Services Division Senior Grains Operations Officer; Technical Services Division

				<ul style="list-style-type: none"> • Research Specialist; Technical Services Division • Research Analyst; Technical Services Division
	2.2. Develops / prepares the project proposal for the conduct of test and evaluation		20 working day/s	<ul style="list-style-type: none"> • Senior Grains Operations Officer; Technical Services Division • Research Specialist; Technical Services Division • Research Analyst II; Technical Services Division
	2.3. Discusses the project proposal with the Department Manager, Division Manager, and Engineer IV.		4 hour/s	<ul style="list-style-type: none"> • Senior Grains Operations Officer; Technical Services Division • Research Specialist; Technical Services Division • Research Analyst II; Technical Services Division
3. Attends the review of the project proposal. Location: Operations Coordination Department	3.1. Presents the project proposal to the requesting party for comments before finalization.	None	4 hour/s	<ul style="list-style-type: none"> • Senior Grains Operations Officer; Technical Services Division • Research Specialist; Technical Services Division • Research Analyst II; Technical Services Division
	3.2. Finalizes the project proposal for approval of the Administrator upon recommendation of the Assistant Administrator for Operations.		1 working day/s	<ul style="list-style-type: none"> • Senior Grains Operations Officer; Technical Services Division • Research Specialist; Technical Services Division • Research Analyst II; Technical Services Division
	3.3. Once approved, prepares the draft Memorandum of Agreement (MOA) pertaining to the project implementation, fund allocation,		1 working day/s	<ul style="list-style-type: none"> • Senior Grains Operations Officer; Technical Services Division

	logistics, personnel involvement, and ownership of the project output for review by the Legal Affairs Department.			<ul style="list-style-type: none"> • Research Specialist; Technical Services Division • Research Analyst II; Technical Services Division
4. Attends the presentation of the Memorandum of Agreement. Location: Operations Coordination Department	4.1. Present the Memorandum of Agreement (MOA) to the requesting party for comments.	None	4 hour/s	<ul style="list-style-type: none"> • Division Manager; Technical Services Division • Engineer IV; Technical Services Division • Senior Grains Operations Officer; Technical Services Division • Research Specialist; Technical Services Division • Research Analyst II; Technical Services Division
	4.2. If accepted, it shall be entered into by and between the NFA Administrator and the authorized representative of the requesting party.		4 hour/s	<ul style="list-style-type: none"> • Division Manager; Technical Services Division • Senior Grains Operations Officer; Technical Services Division • Engineer IV; Technical Services Division • Senior Grains Operations Officer; Technical Services Division • Research Specialist; Technical Services Division • Research Analyst II; Technical Services Division
	4.3. Conducts tests and evaluation simulated with the National Food Authority operations.		250 working day/s	<ul style="list-style-type: none"> • Senior Grains Operations Officer; Technical Services Division • Research Specialist; Technical Services Division • Research Analyst II; Technical Services Division • Grains Operations Officer II; Technical Services Division

				<ul style="list-style-type: none"> Grains Operations Officer I; Technical Services Division
	4.4. Prepares the terminal report based on the results of test and evaluation conducted in simulation with the National Food Authority operations		20 working day/s	<ul style="list-style-type: none"> Senior Grains Operations Officer; Technical Services Division Research Specialist; Technical Services Division Research Analyst II; Technical Services Division
	4.5. Reviews the Terminal Report. If with corrections, return to the evaluators for revision.		2 working day/s	<ul style="list-style-type: none"> Engineer IV; Technical Services Division Division Manager; Technical Services Division
	4.6. Recommends for approval by the Department Manager with initials		1 hour/s	<ul style="list-style-type: none"> Engineer IV; Technical Services Division Division Manager; Technical Services Division
	4.7. Reviews and approves the Terminal Report. If there is something to be verified, refers to the Division Manager.		1 working day/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department
	4.8. Informs in writing the requesting party of the result of test and evaluation conducted.		4 hour/s	<ul style="list-style-type: none"> Senior Grains Operations Officer; Technical Services Division Research Specialist; Technical Services Division Research Analyst II; Technical Services Division
	4.9. Reviews and approves the letter. If with correction, returns to the evaluators.		1 working day/s	<ul style="list-style-type: none"> Engineer IV; Technical Services Division Division Manager; Technical Services Division Department Manager; Technical Services Division

5. Receives the letter on the results of test and evaluation. Location: Operations Coordination Department - Technical Services Division	5. Releases the letter.	None	30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Technical Services Division
Total Processing Time:			303 day/s	
Total Processing Fee:			Total Standard Fee: None	

10. Preparation of Disbursement Voucher (DV) and Budget Utilization Request and Status (BUR) for Advance Payment and Progress Payment

Preparation of Disbursement Voucher (DV) and Budget Utilization Request and Status (BURs) for the advance and progress payments to contractors of Construction/Acquisition of Post-harvest Facilities/Equipment

Office or Division:	Operations Coordination Department		
Category:	External Service		
Classification:	Complex		
Type of Transaction:	G2B (Government to Business)		
Who may avail:	Contractors of NFA Projects		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<div>For Standard Requirement</div> <div><div>1.Disbursement Voucher (DV) (4) Original Copy And (4) Photo Copy</div><div>Applicant / Client</div></div>			

2.Budget Utilization Request and Status (BURS)

(4) Original Copy And (4) Photo Copy

Applicant / Client

3.Requirements For Advance Payment

(1) Original Copy

Remarks:

1. Budget Utilization Request
2. Notice to Proceed duly signed received by the supplier/contractor
3. Copy of Approved Contract
4. Special Condition of Contract
5. Notice of Award duly signed received by the supplier
6. BAC Resolution declaring winning bidder
7. Post Qualification Report of Technical Working Group
8. Abstract of Bids supported by winning bidders offer and bid tenders of other participation
9. Evidence of Invitation of three observers in all stages of procurement process
- 10.Minutes of Pre-Procurement Conference
- 11.Printout copy of Advertisement Posted in Philgeps
- 12.Certification from Head of BAC Secretariat on posting of advertisement at conspicuous places
- 13.Printout copy of Advertisement posted in NFA website
- 14.Printout copy of Posting of Notice to Award, Notice to Proceed and Contract of Award in the Philgeps
- 15.Purchase/Job Request
- 16.Detailed Breakdown of ABC
- 17.Annual Procurement Plan (APP) duly certified true copy by BAC Secretariat
- 18.Transmittal letter/Proof of Receipt by COA re: submission to COA of the Approved Contract and documents required under COA Circular no. 2009-01 dated Feb. 12, 2009 & COA memorandum no. 2005-027 dated Feb. 28, 2005.

**Agency - Division: National Food
Authority - Technical Services Division**

4.Requirements For Advance Payment

(1) Original Copy

Remarks:

1. BIR Registration
2. Performance Security
3. Detailed Breakdown of ABC
4. Program of Work and Detailed Estimates
5. Detailed Breakdown of Contract Cost: Including the detailed breakdown of estimates and/or unit cost analysis/derivation for each work item expressed in volume/area/lump sum/lot
6. Copy of Approved PERT/CPM Network Diagram and detailed computation of Contract time
7. Letter Request for advance payment from contractor
8. Irrevocable Standby Letter of Credit/Security Bond/Bank Guarantee
9. Insurance (from any reputable insurance company approved by the NFA Representative)
- 10.Program of Work Approved by the Authorized NFA Representative

Applicant / Client

11. Good for Construction Drawings (GFC Drawings)

5. Requirements for Progress Payment

(1) Original Copy

Remarks:

1. Letter request for collection;
2. Statement of Work Accomplishment Report; Budget Utilization Request
3. Contract and all documents specified as attachments;
4. Result of test analysis;
5. Statement of Time Elapsed;
6. Progressive Plans; Contractor Affidavit on payment of labor & materials;
7. Pictures before, during, and after construction of items of work;
8. Photocopy of vouchers, Performance Bond and Contractors All Risks;
9. Insurance from GSIS or any NFA accredited surety or insurance company;
10. Contractor Letter request for Extension, if any;
11. Approved suspension & resumption order, if any;
12. Duly approved revised PERT/CPM;
13. Duly approved Variation order and all attachments (if applicable)
14. Certificate of the amount to be paid from NFA.

Applicant / Client

6. Requirements for Progress Payment

(1) Original Copy

Remarks:

1. Inspection Report by the agency's authorized engineer;

**Agency - Division: National Food
Authority - Central Office**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request for Advance Payment including required documents. Location: Operations Coordination Department	1.1. Receive, record and forward to Department Manager / TSD Division Manager for instruction	None	30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
	1.2. Endorse the request to the corresponding TSD staff with instructions		30 minute/s	<ul style="list-style-type: none"> Department Manager / Division Manager; Operations Coordination Department
	1.3. Evaluate/Review completion of the submitted requirements from contractor.		4 hour/s	<ul style="list-style-type: none"> Engineers / Technical Personnel; Operations Coordination Department

	1.4. Prepare / secure other required documents coming from NFA side.		1 working day/s	<ul style="list-style-type: none">Engineers / Technical Personnel; Operations Coordination Department
	1.5. Prepare DV and BURS.		4 hour/s	<ul style="list-style-type: none">Engineers / Technical Personnel; Operations Coordination Department
	1.6. Review DV and BURS then recommend/ endorse for approval of the Department Manager		1 working day/s	<ul style="list-style-type: none">Engineer IV / Division Manager; Operations Coordination Department
	1.7. Endorse for approval of the designated authority (as per specifications of authority)		1 working day/s	<ul style="list-style-type: none">Department Manager; Operations Coordination Department
	1.8. Release DV and BURS including required documents to the Finance Department for their appropriate action.		30 minute/s	<ul style="list-style-type: none">Administrative Asst; Operations Coordination Department
Total Processing Time:			4 day/s, 1 hour/s, 30 minute/s	
Total Processing Fee:			Total Standard Fee: None	

11. Issuance of Pesticide Certification

This is a procedure on the issuance of Pesticide Certification to the suppliers (upon request) certifying that the pesticide/s they will be offering during the bidding activities has/have been officially evaluated and recommended for use in the Agency's Pest Management Program to control stored-product and structural pests.

Office or Division:	Operations Coordination Department
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Suppliers of Pesticides
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<div>For Standard Requirement</div> <div><div>1.Letter request indicating the list of pesticides to be certified (1) Original Copy Or (1) Electronic Copy Remarks: A letter addressed to the Department Manager of Operations Coordination Department requesting for the certification of the pesticide.</div><div>Applicant / Client</div></div> <div><div>2.Updated Certificate of Product Registration (CPR) (1) Original Copy Or (1) Electronic Copy</div><div>Agency - Division: Fertilizer and Pesticide Authority (FPA) - Food and Drug Administration (FDA)</div></div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<div>1. 1. Submit the letter request.</div> <div>Location: Office of the Department Manager of Operations Coordination Department, or through email at ocd.nfa@gov.ph</div>	1.1. Receive the letter request from the requesting party (walk-in or email) and refer to the Department Manager for instruction.	None	15 minute/s	<div><div></div><div>Administrative Assistant I; Operations Coordination Department</div></div>
	1.2. Forward the letter request to the Technical Services Division for appropriate action.		2 hour/s	<div><div></div><div>Department Manager; Operations Coordination Department</div></div>
	1.3. Review the request and assign the same to Sr. Grains Operations Officer (SGOO) / Grains Operations Officer II (GOO II).		1 hour/s	<div><div></div><div>Division Manager; Technical Services Division</div><div>Engineer IV; Technical Services Division</div></div>
	1.4. Evaluate the request and check for completeness of the requirements and validity dates of the CPR. Prepare the Pesticide Certification.		1 hour/s, 30 minute/s	<div><div></div><div>Senior Grains Operation Officer (SGOO); Technical Services Division</div><div>Grains Operation Officer II (GOO II); Technical Services Division</div><div>Research Specialist; Technical Services Division</div></div>

	1.5. Review the contents of the Certification.		1 hour/s, 30 minute/s	<ul style="list-style-type: none"> Engineer IV; Technical Services Division Division Manager; Technical Services Division
	1.6. Review the correctness of the Certification; if correct, affix the signature.		1 hour/s, 30 minute/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department
2. Receive the Pesticide Certification Location: Office of the Department Manager Operations Coordination Department	2. Release the Pesticide Certification	None	15 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
Total Processing Time:			1 day/s	
Total Processing Fee:			Total Standard Fee: None	

12. Provision of Technical Services/Assistance on Proposed Construction

Evaluation of proposed construction/acquisition of postharvest facilities (PHF), other infrastructures (site development, administrative and auxiliary facilities), and equipment

Office or Division:	Operations Coordination Department	
Category:	Internal Service	
Classification:	Highly Technical	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	NFA Field Offices/Central Office Departments	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

For Standard Requirement 1.Memorandum-request for technical services/assistance from Regional Office (R.O.) (1) Original Copy 2.Completed Staff Work (CSW) (1) Original Copy Remarks: Includes Background, Evaluation, Recommendations, Engineering Details, Timeline/Gantt Chart and Mode of Implementation, Market Survey/ Price Quotation, and Geotagged Photos 3.Result of Geotechnical Investigation & Topographical Survey (for structure & facilities). (1) Original Copy 4.Copy of the approved COB for the current year showing the inclusion of the project. (1) Original Copy					Applicant / Client
					Applicant / Client
					Applicant / Client
					Applicant / Client
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
1. Submits Memorandum-Request/Instruction including requirements Location: Operations Coordination Department	1.1. Receives, records, and forwards to the Department Manager/TSD Division Manager for instructions	None	30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department 	
	1.2. Reviews and forwards the request to TSD staff with instructions		30 minute/s	<ul style="list-style-type: none"> Department Manager and Division Manager; Operations Coordination Department 	
	1.3. Evaluates and prepares recommendation/memorandum		15 working day/s	<ul style="list-style-type: none"> Engineers I/II/III; Operations Coordination Department 	
	1.4. Reviews and recommends/endorses Department Manager for approval		1 working day/s	<ul style="list-style-type: none"> Engineer IV/Division Manager; Operations Coordination Department 	
	1.5. Recommends for approval of the DBCC and NFA Council		1 working day/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department 	

	1.6. Releases memorandum-request for approval		30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
	1.7. Receives and records memorandum upon approval of the request. Forwards to Department Manager/TSD Division Manager		30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
	1.8. Endorses the approved memorandum to corresponding TSD staff with instructions		30 minute/s	<ul style="list-style-type: none"> Department Manager/Division Manager; Operations Coordination Department
	1.9. Prepares memorandum-request for issuance of Advice of Sub-Allotment addressed to NFA-Finance Department (copy furnished requesting office).		1 working day/s	<ul style="list-style-type: none"> Engineer I/II/III; Operations Coordination Department
	1.10. Reviews and recommends.		1 working day/s	<ul style="list-style-type: none"> Engineer IV, Division Manager, and Department Manager; Operations Coordination Department
2. Receives memorandum relative to the approval of request Location: Operations Coordination Department	2. Releases memorandum-request.	None	30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
Total Processing Time:			19 day/s, 3 hour/s	
Total Processing Fee:			Total Standard Fee: None	

13. Endorsement for the Purchase of Rice of Participating Government Offices, Legislators and Local Government Units (LGUs) for Special Projects such as but not limited to P29 Projects

Procedures on the availment of rice of the National Government Agencies (NGAs), Local Government Units (LGUs), and Government-Owned and Controlled Corporations (GOCCs) to support the government programs on a case-to-case basis depending on the prevailing market situation. (Approving authority for the purchase of rice above 2,001 bags is with the NFA Administrator.)

Office or Division:	Operations Coordination Department
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Category:	External Service	
Classification:	Simple	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	National Government Agencies (NGAs), Local Government Units (LGUs), and Government-Owned and Controlled Corporations (GOCCs)	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>For Standard Requirement</p> <p>1.Consignment Agreement or Memorandum of Agreement (1) Original Copy Remarks: Consignment Agreement or Memorandum of Agreement between NFA and participating government agency/entity/LGU;</p> <p style="text-align: right;">Applicant / Client</p> <p>2.Letter-request for the availment of NFA rice (1) Original Copy Remarks: Letter-request for the availment of NFA rice indicating the volume of rice purchase, date and place of withdrawal and authorized representatives who will withdraw the rice duly signed by the requesting party. (1 Original Copy or 1 Electronic Copy)</p> <p style="text-align: right;">Applicant / Client</p> <p>3.Proof of payment in any of the following modes: (1) Original Copy Remarks:</p> <ul style="list-style-type: none"> 3.1 Government Check (through voucher system) or manager's check; 3.2 Electronic Modified Disbursement System (eMDS) per Joint Administrative Order (JAO) No. 2015-1 dated March 12, 2015 of the Department of Budget Management and Department of Finance; 3.3 List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA); 3.4 Cash Basis through Advance Payment or Consignment Agreement for FTI rice purchases <p style="text-align: right;">Applicant / Client</p> <p><i>Note: Proof of payment i.e. bills payment form stamped received/paid by the bank.</i></p>		

4.Invoice Receipt (1) Original Copy Remarks: Note: Purchase Order (PO) under voucher system must be confirmed by the NFA Payment of Cashier's or Manager's check must be done prior to the withdrawal of rice from designated NFA warehouse				
			Agency - Division: National Food Authority - Finance Department	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the letter-request with the required supporting documents Location: Office of the Administrator, NFA Building 7th Floor, Brgy. Vasra, Visayas Ave., Diliman, Quezon City	1.1. Receives and records in the log book	None	30 minute/s	<ul style="list-style-type: none"> Administrative Officer IV; Office of the Administrator
	1.2. If request is received by the Office of the Administrator, endorse to the OCD with corresponding instructions.		1 hour/s	<ul style="list-style-type: none"> Administrator; Office of the Administrator Special Assistant to the Administrator; Office of the Administrator Executive Assistant IV; Office of the Administrator
	1.3. If the request is received by OCD, endorses to OPMD with corresponding instruction		30 minute/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department Division Manager; Operations Coordination Department Supervising GOO; Operations Coordination Department
	1.4. Checks completeness of documents, records and prepares letter-reply and authorization memorandum to the regional/branch office authorizing the acceptance of payment and issuance of rice based on the corresponding instruction and availability of stocks in the concerned region/branch		2 hour/s	<ul style="list-style-type: none"> Senior Grains Operations Officer; Operations Coordination Department

	1.5. Reviews and signs the memorandum to regional/branch office authorizing the acceptance of client’s payment and issuance of rice to clients and transmittal memorandum to OAAO/ODA and AO		2 hour/s	<ul style="list-style-type: none">• Department Manager; Operations Coordination Department• Division Manager; Operations Coordination Department
	1.6. Reviews, recommends and approves the letter-reply/authorization memo and returns to OCD-OPMD for transmittal to concern regional/branch office together with all the supporting documents.		4 hour/s	<ul style="list-style-type: none">• Administrator; Office of the Administrator• Deputy Administrator; Office of the Deputy Administrator• Assistant Administrator for Operations; Office of the Assistant Administrator for Operations• Administrative Assistant I; Operations Coordination Department
	1.7. Receives the signed letter-reply and provides client of the NFA's action on the request		15 minute/s	<ul style="list-style-type: none">• Grains Operations Officer I; Operations Coordination Department
Total Processing Time:			1 day/s, 2 hour/s, 15 minute/s	
Total Processing Fee:			Total Standard Fee: None	

14. Endorsement for the Release of Rice to the Department of Agriculture - Food Terminal Incorporated (DA-FTI) under the Declared - Food Security Emergency on Rice
Procedures on the release of NFA milled rice to the Department of Agriculture (DA) or DA-authorized agency/office/entity to respond to their rice requirements during the Declaration of Food Security Emergency on Rice.

Office or Division:	Operations Coordination Department
Category:	External Service
Classification:	Simple

Type of Transaction:	G2G (Government to Government)			
Who may avail:	Department of Agriculture (DA) or DA-authorized agency/office/entity			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p>For Standard Requirement</p> <p>1.Consignment Agreement or Memorandum of Agreement (1) Original Copy Remarks: Consignment Agreement or Memorandum of Agreement between NFA and the DA-FTI</p> <p>2.2. Letter-request from FTI for the purchase of NFA rice (1) Original Copy Or (1) Electronic Copy Remarks: Letter-request from FTI for the purchase of NFA rice indicating the name of the requesting government agency, volume of rice purchase, date and place of withdrawal and authorized representatives who will withdraw the rice duly signed by the requesting party. (1 Original Copy or 1 Electronic Copy)</p> <p>3.Endorsement Letter (1) Original Copy Or (1) Electronic Copy Remarks: Endorsement letter by the DA-FTI</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the letter-request with the required supporting to the Office of the Administrator (AO) or Operations Coordination Department (OCD) at administrator@nfa.gov.ph/ to ocd@nfa.gov.ph or 8th/7th Floor NFA Building Visayas Avenue, Barangay Vasra, Diliman, Quezon City Location:	1.1. Receives and records in the log book	None	30 minute/s	<ul style="list-style-type: none"> Administrative Officer IV; Office of the Administrator
	1.2. If request is received by the Office of the Administrator, endorse to the OCD with corresponding instructions.		1 hour/s	<ul style="list-style-type: none"> Special Assistant to the Administrator; Office of the Administrator

8 th /7 th Floor NFA Building Visayas Avenue, Barangay Vasra, Diliman, Quezon City				<ul style="list-style-type: none"> Executive Assistant IV; Office of the Administrator
	1.3. If the request is received by OCD, endorses to OPMD with corresponding instruction		30 minute/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department Division Manager; Operations Coordination Department Supervising Grains Operations Officer; Operations Coordination Department
	1.4. Checks completeness of documents, records and prepares a memorandum to concerned regional/branch office authorizing the release of rice to clients		2 hour/s	<ul style="list-style-type: none"> Senior Grains Operations Officer (SGOO); Operations Coordination Department
	1.5. Reviews and signs memorandum/authority and transmittal memorandum for endorsement to the OAAO/ODA/AO		4 hour/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department Division Manager; Operations Coordination Department Supervising GOO; Operations Coordination Department
	1.6. Reviews, initials and approves the letter-reply, authorization memo on the issuance of rice and returns to OCD-OPMD for transmittal to		4 hour/s	<ul style="list-style-type: none"> Administrator; Office of the Administrator

	concern regional/branch office together with all the supporting documents			<ul style="list-style-type: none"> Deputy Administrator; Office of the Deputy Administrator Assistant Administrator for Operations; Office of the Assistant Administrator for Operations
2. Receives action taken on the request. Location: 7th Floor NFA Building Visayas Avenue, Barangay Vasra, Diliman, Quezon City	2. Transmits authority to the concerned NFA Regional/Branch Office who shall undertake the actual issuance of rice stocks, informs client of the NFA's action taken and request for settlement of payment after the thirty (30) calendar days grace period based on the submitted NFA Billing Statement	None	30 minute/s	<ul style="list-style-type: none"> Grains Operations Officer I; Operations Coordination Department
3. Presents the NFA's Billing Statement to OCD-OPMD for the settlement of payment after the thirty (30) day grace period. Location: NFA 7th Floor, Visayas Ave. Brgy. Vasra, Diliman, Quezon City	3.1. Prepares Order of Payment	None	30 minute/s	<ul style="list-style-type: none"> SGOO ; Operations Planning and Monitoring Division GOO III; Operations Planning and Monitoring Division
	3.2. Reviews and approves the Order of Payment		30 minute/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department Division Manager; Operations Planning and Monitoring Division Supervising Grains Operations Officer ; Operations Planning and Monitoring Division
	3.3. Forwards the Order of Payment to Finance Department and advises client to pay at the Cashier's Office		15 minute/s	<ul style="list-style-type: none"> GOO I; Operations Planning and Monitoring Division

4. Proceeds to the cashier's window of the Finance Department and pay the corresponding amount Location: NFA 6th Floor, Visayas Ave. Brgy. Vasra, Diliman, Quezon City Notes/Instruction: Note: Processing time includes maximum of one (1 working day clearing period for check payment). NFA Selling Price: Php1,650.00/bag of 50 kg for Regular Rice (0-3 months)	4. Accepts payment, generates/issues the original copy of the Invoice Receipt (IR) and inform client to present IR to OPMD to clear the transaction	Standard Fees Breakdown: NFA Selling Price: PHP 1650	1 working day/s	<ul style="list-style-type: none"> Cashier; Finance Department
		Total: PHP 1650		
Total Processing Time:			2 day/s, 5 hour/s, 45 minute/s	
Total Processing Fee:			Total Standard Fee: <ul style="list-style-type: none"> PHP 1650 	

15. Evaluation of Cereal Procurement Fund (CPF) Request from Field Offices (Internal Services)

Procedure in the processing of request of branch offices for the remittance of CPF necessary to timely carry-out their respective palay procurement activities

Office or Division:	Operations Coordination Department	
Category:	Internal Service	
Classification:	Simple	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	NFA Field Offices	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		

<p>1.Letter request for Cereal Procurement Fund (1) Original Copy Or (1) Electronic Copy Remarks: Memo request of concerned regional/branch offices. Note: Requesting Office shall submit the memorandum through email address ocd@nfa.gov.ph.</p> <p style="text-align: right;">Agency - Division: National Food Authority - NFA Regional/Branch Offices</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submits the CPF request with the signature of the requesting party to NFA-CO. Location: 7th Floor NFA Building, Visayas Ave. Brgy. Vasra, Diliman, Quezon City Notes/Instruction: <i>* Recommendation must be with FD not later than 11:00 am to ensure remittance of funds to Field Office during the day. Otherwise, funds will be remitted on the next operating working day.</i></p>	1.1. Records in the logbook and forwards to the Department Manager for instruction	None	30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
	1.2. Forwards request with corresponding instruction to OPMD or the assigned technical staff		30 minute/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department Division Manager; Operations Coordination Department Supervising GOO; Operations Coordination Department
	1.3. Evaluates and prepares memorandum recommending remittance of CPF to Finance Department to consider cut-off time*		2 hour/s	<ul style="list-style-type: none"> SGOO; Operations Coordination Department GOO III; Operations Coordination Department GOO II; Operations Coordination Department GOO I; Operations Coordination Department
	1.4. Reviews and approves the prepared memorandum		1 hour/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department Division Manager; Operations Coordination Department

				<ul style="list-style-type: none"> Supervising GOO; Operations Coordination Department
	1.5. Forwards the approved memorandum to Finance Department for the remittance of CPF on the account of the designated region.		30 minute/s	<ul style="list-style-type: none"> GOO II; Operations Coordination Department GOO I; Operations Coordination Department
Total Processing Time:			4 hour/s, 30 minute/s	
Total Processing Fee:			Total Standard Fee: None	

16. Evaluation of Request from the Field Offices for the Procurement of Various Operations Services

Procedure on the processing of memorandum from regional/branch offices to the NFA Central Office on the request for the issuance of authorization and approval of budget for the procurement of all the necessary operations-related services through competitive bidding or other applicable mode of procurement that must be aligned with the set approved marketing plan necessary to ensure that the set recommended Approved Budget for the Contract is within the approved Corporate Operating Budget (COB) ensuring field offices' compliance, and cost-efficiency measure to carry-out their respective operational activities as set forth in the approved marketing plan.

Office or Division:	Operations Coordination Department	
Category:	Internal Service	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	NFA Field Offices (F.O.)	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		

<p>1.Letter Request (1) Original Copy Or (1) Electronic Copy Remarks: Letter-request duly signed by the Head of Regional Office (1 Electronic Copy or 1 Hard Copy)</p> <p>2.Recommended Rates and Estimated Budget (1) Original Copy Or (1) Electronic Copy Remarks: Recommended Rates and Estimated Budget for the Contract of the Regional Evaluation Committee (1 Electronic Copy or 1 Hard Copy)</p> <p>3.Summary of Price Offer (1) Original Copy Or (1) Electronic Copy Remarks: Summary of Price Offer (1 Electronic Copy or 1 Hard Copy)</p> <p>4.Canvass Form (1) Original Copy Or (1) Electronic Copy Remarks: Duly Accomplished Canvass Form (1 Electronic Copy or 1 Hard Copy)</p> <p>5.Request for Quotation (1) Original Copy Or (1) Electronic Copy Remarks: Duly Accomplished Request for Quotation (1 Electronic Copy or 1 Hard Copy)</p>		<p>Agency - Division: National Food Authority - NFA Regional/Branch Offices</p> <p>Agency - Division: National Food Authority - NFA Regional/Branch Offices</p> <p>Agency - Division: National Food Authority - NFA Regional/Branch Offices</p> <p>Agency - Division: National Food Authority - NFA Regional/Branch Offices</p> <p>Agency - Division: National Food Authority - NFA Regional/Branch Offices</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. 1. Submits request with the signature of the requesting party through email address at ocd@nfa.gov.ph Location: 7th Floor NFA Building, Visayas Ave. Brgy. Vasra, Diliman, Quezon City</p>	<p>1.1. Accepts and records in the logbook the memorandum-request with corresponding instruction from the Department Manager</p>	<p>None</p>	<p>1 hour/s</p>	<ul style="list-style-type: none">Grains Operations Officer I; Operations Coordination Department
	<p>1.2. Evaluates, checks for completeness of submitted documentary requirements, and prepares memorandum of authorization and endorsement memorandum for the approval of the Administrator.</p>		<p>2 working day/s</p>	<ul style="list-style-type: none">SGOO; Operations Coordination DepartmentGOO III; Operations Coordination Department

				<ul style="list-style-type: none"> • GOO II; Operations Coordination Department • GOO I; Operations Coordination Department
	1.3. Reviews the memorandum of authorization to concerned regional/branch office and initials/signs on the endorsement memorandum for the approval of the Administrator		4 hour/s	<ul style="list-style-type: none"> • Department Manager; Operations Coordination Department • Division Manager; Operations Coordination Department • Supervising GOO; Operations Coordination Department
	1.4. Forwards the signed endorsement memorandum and authorization memo for review and confirmation of FD, OAAO, OAAFA and prior to the approval of the Administrator		30 minute/s	<ul style="list-style-type: none"> • GOO I; Operations Coordination Department
	1.5. Reviews and signs the endorsement memorandum		2 working day/s	<ul style="list-style-type: none"> • Deputy Administrator; Office of the Deputy Administrator • Assistant Administrator for Finance and Administration; Office of the Assistant Administrator for Finance and Administration • Assistant Administrator for Operations; Office of the Assistant Administrator for Operations • Department Manager ; Finance Department
	1.6. Forwards the endorsement memorandum and authorization memo for approval of the Administrator		30 minute/s	<ul style="list-style-type: none"> • Grains Operations Officer I; Operations Coordination Department
	1.7. Receives and records the endorsement memorandum and authorization memo for the approval of the Administrator		1 hour/s	<ul style="list-style-type: none"> • Administrative Officer (AO) V; Office of the Administrator
	1.8. Reviews and approves memorandum of authorization		2 working day/s	<ul style="list-style-type: none"> • Administrator; Office of the Administrator

	1.9. Records and forwards the signed communications to OCD for transmittal to field office.		30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
2. Receives approved authorization memorandum Location: 7th Floor NFA Building, Visayas Ave. Brgy. Vasra, Diliman, Quezon City Notes/Instruction: <i>Note: Memo-request received after the business hours of 5:00 pm will be processed on the next working day.</i>	2. Transmits the signed memorandum of authorization to the concerned regional/branch office.	None	30 minute/s	<ul style="list-style-type: none"> GOO I; Operations Coordination Department
Total Processing Time:			7 day/s	
Total Processing Fee:			Total Standard Fee: None	

Operations Coordination Department - Operations Planning and Monitoring Division

1. Endorsement for the Purchase of NFA Milled Rice for the Office of Civil Defense (OCD)/ National Disaster Risk Reduction and Management Council (NDRRMC)
 Procedures on the procurement/purchase of rice of the Office of Civil Defense (OCD)/National Disaster Risk Reduction and Management Council (NDRRMC) under the General Appropriations Act (GAA). (Approving authority for the purchase of rice above 2,001 bags is with the NFA Administrator)

Office or Division:	Operations Coordination Department - Operations Planning and Monitoring Division
Category:	External Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Office of Civil Defense (OCD)/National Disaster Risk Reduction and Management Council (NDRRMC)
Operating Hours:	8:00 AM - 5:00 PM
<div>CHECKLIST OF REQUIREMENTS</div> <div>WHERE TO SECURE</div>	

For Standard Requirement

1.Memorandum of Agreement

(1) Original Copy

Remarks:

Memorandum of Agreement (MOA) to be executed between NFA and OCD

Applicant / Client

2.Proof of payment in any of the following modes:

(1) Original Copy

Remarks:

2.1. Government Check (through voucher system) or manager's check;

2.2. Electronic Modified Disbursement System (eMDS) per Joint Administrative Order (JAO) No. 2015-1 dated March 12, 2015 of the Department of Budget Management and Department of Finance;

2.3. List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA);

Applicant / Client

3.Invoice Receipt

(1) Original Copy

**Agency - Division: National Food
Authority - Finance Department**

4.Letter request for the purchase of rice

(1) Original Copy Or (1) Electronic Copy

Remarks:

Letter-request for the purchase of rice indicating the volume of rice purchase, date and place of withdrawal and authorized representatives who will withdraw the rice duly signed by the head of the requesting agency (1 Hardcopy or 1 Electronic Copy)

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Submits the letter-request with the required supporting documents to the Office of the Administrator (AO) or Operations Coordination Department (OCD) at administrator@nfa.gov.ph/ to ocd@nfa.gov.ph Location: 7th Floor NFA Building Visayas Avenue, Barangay Vasra, Diliman, Quezon City	1.1. Receives and records in the log book	None	30 minute/s	<ul style="list-style-type: none"> Administrative Officer IV; Office of the Administrator
	1.2. If request is received by the Office of the Administrator, endorse to OCD with corresponding instructions.		1 hour/s	<ul style="list-style-type: none"> Administrator; Office of the Administrator Administrative Officer IV; Office of the Administrator
	1.3. If the request is received by OCD, endorses to OPMD with corresponding instruction		30 minute/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department

				<ul style="list-style-type: none"> • Division Manager; Operations Coordination Department • Supervising Grains Operations Officer ; Operations Planning and Monitoring Division
	1.4. Checks completeness of documents, records and prepares authority based on the corresponding instruction and availability of stocks in the concerned Regional/Branch Office		2 hour/s	<ul style="list-style-type: none"> • Senior Grains Operations Officer ; Operations Planning and Monitoring Division • GOO III; Operations Planning and Monitoring Division • GOO I;
	1.5. Reviews and signs memorandum/authority and transmittal memorandum for endorsement to OAAO/ODA/AO		4 hour/s	<ul style="list-style-type: none"> • Department Manager; Operations Coordination Department • Division Manager; Operations Coordination Department • Supervising GOO; Operations Planning and Monitoring Division
	1.6. Reviews, recommends and approves the authorization memorandum and returns to OCD-OPMD for transmittal to concerned Regional Office together with all the supporting documents.		4 hour/s	<ul style="list-style-type: none"> • Administrator; Office of the Administrator • Executive Assistant; Office of the Administrator • Deputy Administrator; Office of the Deputy Administrator • Assistant Administrator for Operations; Office of the Assistant Administrator for Operations • GOO I; Operations Planning and Monitoring Division

Total Processing Time:	1 day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None

Operations Coordination Department (OCD) – Operations Planning and Monitoring Division (OPMD)

1. Endorsement for the Purchase of Rice under the P29 Special Project of Department of Agriculture – Food Terminal Inc. (DA-FTI)
Procedures on the purchase of rice of the DA-FTI to support the P29 Special Project on a case-to-case basis depending on the prevailing market situation.

Office or Division:	Operations Coordination Department (OCD) – Operations Planning and Monitoring Division (OPMD)	
Category:	External Service	
Classification:	Simple	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	Department of Agriculture - Food Terminal Inc.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1.Consignment Agreement or Memorandum of Agreement (1) Original Copy Remarks: Consignment Agreement or Memorandum of Agreement between NFA and DA-FTI.		Applicant / Client
2.Letter-request from FTI for the purchase of NFA (1) Original Copy Remarks: Letter-request from FTI for the purchase of NFA rice indicating the name of the requesting government agency, volume of rice purchase, date and place of withdrawal and authorized representatives who will withdraw the rice duly signed by the requesting party. (1 Original Copy or 1 Electronic Copy)		Applicant / Client

<div> <div> 3.Billing Statement (1) Original Copy Remarks: Billing Statement of the NFA Branch Office supported with the following documents: <ul style="list-style-type: none"> Statement of Rice Issuance Original Copy of the WSI Certified Scanned Copy of AI </div> <div> Agency - Division: National Food Authority - Branch Office </div> </div> <div> <div> 4.Proof of payment (1) Original Copy Remarks: <ul style="list-style-type: none"> Consignment Basis: Government Check (through voucher system) or manager's check; Cash Basis through Advance Payment based on 2025 General Appropriations Act </div> <div> Applicant / Client </div> </div> <div> <div> 5.5. Invoice Receipt (1) Original Copy </div> <div> Agency - Division: National Food Authority - Finance Department </div> </div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the letter request with the required supporting documents to the Office of the Administrator (AO) or Operations Coordination Department (OCD) Location: NFA 7th Floor, Visayas Ave. Brgy. Vasra, Diliman, Quezon City	1.1. Receives and records in the log book	None	30 minute/s	<ul style="list-style-type: none"> Administrative Officer IV; Office of the Administrator
	1.2. If request is received by the Office of the Administrator, endorse to the OCD with corresponding instructions.		1 hour/s	<ul style="list-style-type: none"> Administrator; Office of the Administrator
	1.3. If the request is received by OCD, endorses to OPMD with corresponding instruction		30 minute/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department Division Manager; Operations Coordination Department Supervising GOO; Operations Coordination Department

	1.4. Checks completeness of documents, records and prepares letter-reply and authorization memorandum to the concerned regional/branch office on the issuance of rice based on the corresponding instruction and availability of stocks		1 hour/s	<ul style="list-style-type: none"> • Senior Grains Operations Officer ; Operations Coordination Department
	1.5. Reviews and approves the transmittal memo endorsing the letter-reply and authorization memorandum for recommendation and approval of the Assistant Administrator for Operations/ Deputy Administrator and Administrator		4 hour/s	<ul style="list-style-type: none"> • Department Manager; Operations Coordination Department • Division Manager; Operations Planning and Monitoring Division • Supervising GOO; Operations Planning and Monitoring Division
	1.6. Reviews, initials and approves the letter-reply and authorization memo and returns to OCD-OPMD for transmittal to concern regional/branch office together with all the supporting documents for the withdrawal of rice.		4 hour/s	<ul style="list-style-type: none"> • Administrator; Office of the Administrator • Deputy Administrator; Office of the Deputy Administrator • Assistant Administrator for Operations; Office of the Assistant Administrator for Operations • Administrative Assistant I; Operations Coordination Department
2. Receives action taken on the request Location: NFA 7th Floor, Visayas Ave. Brgy. Vasra, Diliman, Quezon City	2. Informs client of the NFA's action on the request and the settlement of payment after the thirty (30) calendar days grace period based on the submitted NFA Billing Statement	None	30 minute/s	<ul style="list-style-type: none"> • Grains Operations Officer I; Operations Coordination Department
3. Presents the NFA's Billing Statement to OCD-OPMD for the settlement of payment Location:	3.1. Prepares endorsement memorandum to Finance Department for the preparation of Order of Payment	None	30 minute/s	<ul style="list-style-type: none"> • SGOO; Operations Coordination Department • GOO III;

NFA 7th Floor, Visayas Ave. Brgy. Vasra, Diliman, Quezon City	3.2. Reviews and approves the endorsement memorandum to Finance Department		30 minute/s	<ul style="list-style-type: none"> • Department Manager; Operations Coordination Department • Division Manager; Operations Planning and Monitoring Division • SGO; Operations Planning and Monitoring Division
	3.3. Forwards to Finance Department for the issuance of Order of Payment		15 minute/s	<ul style="list-style-type: none"> • GOO I; Operations Planning and Monitoring Division
4. Proceeds to the cashier's window of the Finance Department and pay the corresponding amount Location: NFA 6th Floor, Visayas Ave. Brgy. Vasra, Diliman, Quezon City Notes/Instruction: Note: Processing time includes maximum of one (1) working day clearing period for check payment. NFA Selling Price : P1,450.00/bag of 50 kg for Aging Rice (> 3 months)	4. Accepts payment, generates/issues the original copy of the Invoice Receipt (IR) and inform client to present IR to OPMD to close the transaction.	Standard Fees Breakdown: NFA Selling Price: PHP 1450	1 working day/s	<ul style="list-style-type: none"> • Cashier; Finance Department
		Total: PHP 1450		
Total Processing Time:			2 day/s, 4 hour/s, 45 minute/s	
Total Processing Fee:			Total Standard Fee: <ul style="list-style-type: none"> • PHP 1450 	

Internal Services

Administrative and General Services

1. Processing of Request for Service Record (Record Available in the System)
Processing of requests for Service Record for internal clients of the NFA Regional Office with available record in the Human Resource Information System (HURIS)

Office or Division:	Administrative and General Services			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	NFA Regional Office Officials and Employees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1.Log-book entry (1) Original Copy		Agency - Division: NFA Regional Office - Administrative and General Services		
2.Request through email / memorandum / letter (1) Original Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits prescribed requirements. Location:	1.1. Receives and evaluates the request.	None	15 minute/s	• Senior Personnel Specialist / Supervising Administrative Officer / Regional Manager; Administrative and General Services

NFA Regional Office - Administrative and General Services	1.2. Generates Service Record from the Human Resource and Information System (HURIS)		15 minute/s	<ul style="list-style-type: none"> Senior Personnel Specialist / Supervising Administrative Officer; Administrative and General Services
	1.3. Endorses the Service Record for signature of the Regional Manager		15 minute/s	<ul style="list-style-type: none"> Senior Personnel Specialist / Supervising Administrative Officer / Regional Manager; Administrative and General Services
2. Receives the Service Record Location: NFA Regional Office - Administrative and General Services	2. Informs the requestor that the Service Record is already available / have the Service Record received by the requestor.	None	15 minute/s	<ul style="list-style-type: none"> Senior Personnel Specialist / Supervising Administrative Officer ; Administrative and General Services
General Remarks None				
Total Processing Time:			1 hour/s	
Total Processing Fee:			Total Standard Fee: None	

NFA Regional Offices

- NFA Regional Office I
- NFA Regional Office II
- NFA Regional Office III
- NFA Regional Office IV
- NFA Regional Office V
- NFA Regional Office VI
- NFA Regional Office VII
- NFA Regional Office VIII
- NFA Regional Office IX
- NFA Regional Office X
- NFA Regional Office XI
- NFA Regional Office XII
- NFA NCR
- NFA ARMM
- NFA CARAGA

2. Processing of Request for Service Record (Record Not Available in the System)

Processing of requests for Service Record for external clients of the NFA Regional Office with no record found in the Human Resource Information System (HURIS)

	1.4. Endorses the Service Record for signature of the Section Chief / Regional Manager.		15 minute/s	<ul style="list-style-type: none"> Senior Personnel Specialist / Supervising Administrative Officer; Administrative and General Services
2. Receives the Service Record Location: NFA Regional Office - Administrative and General Services	2. Informs the requestor that the Service Record is already available / have the Service Record received by the requestor.	None	15 minute/s	<ul style="list-style-type: none"> Senior Personnel Specialist / Supervising Administrative Officer; Administrative and General Services
General Remarks None				
Total Processing Time:			2 day/s, 45 minute/s	
Total Processing Fee:			Total Standard Fee: None	

NFA Regional Offices

- NFA Regional Office I
- NFA Regional Office II
- NFA Regional Office III
- NFA Regional Office IV
- NFA Regional Office V
- NFA Regional Office VI
- NFA Regional Office VII
- NFA Regional Office VIII
- NFA Regional Office IX
- NFA Regional Office X
- NFA Regional Office XI
- NFA Regional Office XII
- NFA NCR
- NFA ARMM
- NFA CARAGA

3. Processing of Request for Certificate of Employment/Certificate of Employment and Compensation (COE/COEC) - Active Record Processing of internal requests for Certificate of Employment / with Compensation, with Active Employee Record.

Office or Division:	Administrative and General Services
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2. Receives the COE/COEC Location: NFA Regional Office - Administrative and General Services	2. Informs the requestor that the COE/COEC is already available / have the COE/COEC received by the requestor.	None	15 minute/s	<ul style="list-style-type: none"> Senior Personnel Specialist / Supervising Administrative Officer; Administrative and General Services
General Remarks None				
Total Processing Time:			1 hour/s	
Total Processing Fee:			Total Standard Fee: None	

NFA Regional Offices

- NFA Regional Office I
- NFA Regional Office II
- NFA Regional Office III
- NFA Regional Office IV
- NFA Regional Office V
- NFA Regional Office VI
- NFA Regional Office VII
- NFA Regional Office VIII
- NFA Regional Office IX
- NFA Regional Office X
- NFA Regional Office XI
- NFA Regional Office XII
- NFA NCR
- NFA ARMM
- NFA CARAGA

4. Processing of Request for Updating of Personnel Record with the GSIS

Processing of internal request for updating of Personnel Record with the GSIS through the assigned Agency Authorized Officer (AAO) or Alternate Agency Authorized Officer (AAAO)

Office or Division:	Administrative and General Services
Category:	Internal Service
Classification:	Simple

Type of Transaction:	G2G (Government to Government)			
Who may avail:	NFA Regional Office Officials and Employees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<div>For Standard Requirement</div> <div><div><div>1.Signed request (1) Original Copy</div><div>2.Service Record (1) Original Copy</div><div>3.Birth Certificate (1) Original Copy</div><div>4.Marriage Contract (1) Original Copy</div><div>5.Certificate of Leave of Absence With/Without Pay (1) Original Copy</div><div>6.Member's Record from the employee's GSIS Touch account or printed image taken from the GSIS KIOSK, as applicable. (1) Original Copy</div></div><div><div>Applicant / Client</div><div>Agency - Division: NFA Regional Office - Administrative and General Services</div><div>Applicant / Client</div><div>Applicant / Client</div><div>Agency - Division: NFA Regional Office - Administrative and General Services</div><div>Agency - Division: NFA Regional Office - Administrative and General Services</div></div></div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Requestor submits signed request with the applicable attachment/s. Location:	1.1. Receives and evaluates the request.	None	15 minute/s	<div><div></div><div>Agency Authorized Officer (AAO) / Alternate Agency Authorized Officer (AAAO); Administrative and General Services</div></div>

NFA Regional Office - Administrative and General Services	1.2. Submits Agency Remittance Advice (ARA) via the GSIS WebMSP web application.		15 minute/s	<ul style="list-style-type: none"> Agency Authorized Officer (AAO) / Alternate Agency Authorized Officer (AAAO); Administrative and General Services
General Remarks None				
Total Processing Time:			30 minute/s	
Total Processing Fee:			Total Standard Fee: None	

NFA Regional Offices

- NFA Regional Office I
- NFA Regional Office II
- NFA Regional Office III
- NFA Regional Office IV
- NFA Regional Office V
- NFA Regional Office VI
- NFA Regional Office VII
- NFA Regional Office VIII
- NFA Regional Office IX
- NFA Regional Office X
- NFA Regional Office XI
- NFA Regional Office XII
- NFA NCR
- NFA ARMM
- NFA CARAGA

5. Processing of Request for GSIS Loan Approval

Processing of requests for approval of various GSIS loans through the assigned Agency Authorized Officer (AAO) or Alternate Agency Authorized Officer (AAAO).

Office or Division:	Administrative and General Services
Category:	Internal Service
Classification:	Simple

Type of Transaction:	G2G (Government to Government)			
Who may avail:	NFA Regional Office Officials and Employees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>For Standard Requirement</p> <p>1.Latest payslip with notation from the Representative for Administrative Matters (RAMs) that loan availee is not on leave without pay (or Certificate from HRDSD of No Leave Without Pay) (1) Photo Copy</p> <p>2.Certificate of No Pending Administrative Case (1) Original Copy</p> <p>Applicant / Client</p> <p>Agency - Division: NFA Central Office - Legal Affairs Department</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Requestor submits the requirements. Location: NFA Regional Office - Administrative and General Services	1. Approves or disapproves the request.	None	15 minute/s	<ul style="list-style-type: none"> Agency Authorized Officer (AAO) / Alternate Agency Authorized Officer (AAAO) ; Administrative and General Services
<p>General Remarks</p> <p>None</p>				
Total Processing Time:			15 minute/s	
Total Processing Fee:			Total Standard Fee: None	

- NFA Regional Offices
- NFA Regional Office I
 - NFA Regional Office II
 - NFA Regional Office III

- NFA Regional Office IV
- NFA Regional Office V
- NFA Regional Office VI
- NFA Regional Office VII
- NFA Regional Office VIII
- NFA Regional Office IX
- NFA Regional Office X
- NFA Regional Office XI
- NFA Regional Office XII
- NFA NCR
- NFA ARMM
- NFA CARAGA

6. Processing of Request for Certified Photocopies of Personnel Record (Active Record)
 Processing of internal client request for certified photocopies of personnel record found in the Active 201 File such as, but limited to the following: Appointment, Certificate of Assumption to Duty, Notice of Salary Adjustments, Notice of Step Increments, and Personnel Data Sheet.

Office or Division:	Administrative and General Services	
Category:	Internal Service	
Classification:	Simple	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	NFA Officials and Employees	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<div>For Standard Requirement</div> <div> <div> 1.Log-book entry (1) Original Copy </div> <div> Agency - Division: NFA Branch Office - Administrative and General Services </div> </div> <div> <div> 2.Request through email / memorandum / letter (1) Original Copy </div> <div> Applicant / Client </div> </div>		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits prescribed requirements. Location: NFA Branch Office - Administrative and General Services	1.1. Receives and evaluates the request.	None	15 minute/s	<ul style="list-style-type: none"> Administrative Officer V / Administrative Officer II; Administrative and General Services
	1.2. Generates a copy of the requested file and certify it.		15 minute/s	<ul style="list-style-type: none"> Administrative Officer V / Administrative Officer II; Administrative and General Services
2. Receives the certified documents Location: NFA Branch Office - Administrative and General Services	2. Informs requestor that the document/s is already available / have the document/s received by the requestor.	None	15 minute/s	<ul style="list-style-type: none"> Administrative Officer V / Administrative Officer II; Administrative and General Services
General Remarks None				
Total Processing Time:			45 minute/s	
Total Processing Fee:			Total Standard Fee: None	

NFA Branch Offices

- Ilocos Norte
- Eastern Pangasinan
- La Union
- Isabel
- Cagayan
- Nueva Vizcaya
- Nueva Ecija
- Tarlac
- Pampanga
- Bulacan
- Batangas
- Laguna
- Oriental Mindoro
- Occidental Mindoro
- Palawan

- Quezon
- Albay
- Camarines Sur
- Sorsogon
- Iloilo
- Capiz
- Negros Occidental
- Cebu
- Negros Oriental
- Bohol
- Leyte
- Northern Samar
- Zamboanga City
- Zamboanga del Sur
- Misamis Oriental
- Bukidnon
- Lanao del Norte
- Davao del Norte
- Davao Oriental
- Davao del Sur
- North Cotabato
- South Cotabato
- Sultan Kudarat
- Central District Office
- East District Office
- Maguidanao
- Lanao del Sur
- Basilan
- Agusan del Sur
- Surigao del Sur

7. Processing of Request for Service Record (Record Available in the System)

Processing of requests for Service Record for internal clients of the NFA Branch Office with available record in the Human Resource Information System (HURIS)

Office or Division:	Administrative and General Services
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)

Who may avail:	NFA Officials and Employees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement <div> <div>1.Log-book entry (1) Original Copy</div> <div>Agency - Division: NFA Branch Office - Administrative and General Services</div> </div> <div> <div>2.Request through email / memorandum / letter (1) Original Copy</div> <div>Applicant / Client</div> </div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits prescribed requirements. Location: NFA Branch Office - Administrative and General Services	1.1. Receives and evaluates the request.	None	15 minute/s	<ul style="list-style-type: none"> Administrative Officer V / Administrative Officer II; Administrative and General Services
	1.2. Generates Service Record from the Human Resource and Information System (HURIS)		15 minute/s	<ul style="list-style-type: none"> Administrative Officer V / Administrative Officer II; Administrative and General Services
	1.3. Endorses the Service Record for signature of the Branch Manager		15 minute/s	<ul style="list-style-type: none"> Administrative Officer V / Administrative Officer II; Administrative and General Services
2. Receives the Service Record Location: NFA Branch Office - Administrative and General Services	2. Informs the requestor that the Service Record is already available / have the Service Record received by the requestor.	None	15 minute/s	<ul style="list-style-type: none"> Administrative Officer V / Administrative Officer II; Administrative and General Services
Total Processing Time:			1 hour/s	
Total Processing Fee:			Total Standard Fee:	

	None
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NFA Branch Offices

- Ilocos Norte
- Eastern Pangasinan
- La Union
- Isabela
- Cagayan
- Nueva Vizcaya
- Nueva Ecija
- Tarlac
- Pampanga
- Bulacan
- Batangas
- Laguna
- Oriental Mindoro
- Occidental Mindoro
- Palawan
- Quezon
- Albay
- Camarines Sur
- Sorsogon
- Iloilo
- Capiz
- Negros Occidental
- Cebu
- Negros Oriental
- Bohol
- Leyte
- Northern Samar
- Zamboanga City
- Zamboanga del Sur
- Misamis Oriental
- Bukidnon
- Lanao del Norte
- Davao del Norte
- Davao Oriental
- Davao del Sur
- North Cotabato
- South Cotabato
- Sultan Kudarat
- Central District Office
- East District Office

- Maguidanao
- Lanao del Sur
- Basilan
- Agusan del Sur
- Surigao del Sur

8. Processing of Request for Service Record (Record Not Available in the System)
 Processing of requests for Service Record for external clients of the NFA Branch Office with no record found in the Human Resource Information System (HURIS).

Office or Division:	Administrative and General Services			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Former NFA Officials and Employees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement <div> <div>1.Log-book entry (1) Original Copy</div> <div>Agency - Division: NFA Branch Office - Administrative and General Services</div> </div> <div> <div>2.Request through email / memorandum / letter (1) Original Copy</div> <div>Applicant / Client</div> </div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits prescribed requirements. Location:	1.1. Receives and evaluates the request.	None	15 minute/s	<ul style="list-style-type: none"> Administrative Officer V / Administrative Officer II; Administrative and General Services

NFA Branch Office - Administrative and General Services	1.2. Requests AGS for the retrieval of record at the NFA Records Room.		15 minute/s	<ul style="list-style-type: none"> Administrative Officer V / Administrative Officer II; Administrative and General Services
	1.3. Upon receipt of document from NFA Records Room, prepares the Service Record.		2 working day/s	<ul style="list-style-type: none"> Administrative Officer V / Administrative Officer II; Administrative and General Services
	1.4. Endorses the Service Record for signature of the Section Chief / Branch Manager.		15 minute/s	<ul style="list-style-type: none"> Administrative Officer V / Administrative Officer II; Administrative and General Services
2. Receives the Service Record Location: NFA Branch Office - Administrative and General Services	2. Informs the requestor that the Service Record is already available / have the Service Record received by the requestor.	None	15 minute/s	<ul style="list-style-type: none"> Administrative Officer V / Administrative Officer II; Administrative and General Services
Total Processing Time:			2 day/s, 1 hour/s	
Total Processing Fee:			Total Standard Fee: None	

NFA Branch Offices

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- Pampanga
- Bulacan
- Batangas
- Laguna
- Oriental Mindoro
- Occidental Mindoro
- Palawan
- Quezon
- Albay

- Camarines Sur
- Sorsogon
- Iloilo
- Capiz
- Negros Occidental
- Cebu
- Negros Oriental
- Bohol
- Leyte
- Northern Samar
- Zamboanga City
- Zamboanga del Sur
- Misamis Oriental
- Bukidnon
- Lanao del Norte
- Davao del Norte
- Davao Oriental
- Davao del Sur
- North Cotabato
- South Cotabato
- Sultan Kudarat
- Central District Office
- East District Office
- Maguidanao
- Lanao del Sur
- Basilan
- Agusan del Sur
- Surigao del Sur

9. Processing of Request for Certification of Employment / Certificate of Employment and Compensation (COE/COEC) - Active Record

Processing of internal requests for Certificate of Employment / with Compensation, with Active Employee Record.

Office or Division:	Administrative and General Services
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	NFA Officials and Employees

Operating Hours:		8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>For Standard Requirement</p> <p>1.Log-book entry (1) Original Copy</p> <p>2.Request through email / memorandum / letter (1) Original Copy</p> <p>Agency - Division: NFA Branch Office - Administrative and General Services</p> <p>Applicant / Client</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits prescribed requirements. Location: NFA Branch Office - Administrative and General Services	1.1. Receives and evaluates the request.	None	15 minute/s	<ul style="list-style-type: none"> Administrative Officer V / Administrative Officer II; Administrative and General Services
	1.2. Prepares COE/COEC.		15 minute/s	<ul style="list-style-type: none"> Administrative Officer V / Administrative Officer II; Administrative and General Services
	1.3. Endorses the COE/COEC for signature of the Section Chief / Branch Manager		15 minute/s	<ul style="list-style-type: none"> Administrative Officer V / Administrative Officer II; Administrative and General Services
2. Receives the COE/COEC Location: NFA Branch Office - Administrative and General Services	2. Informs the requestor that the COE/COEC is already available / have the COE/COEC received by the requestor.	None	15 minute/s	<ul style="list-style-type: none"> Administrative Officer V / Administrative Officer II; Administrative and General Services
Total Processing Time:			1 hour/s	
Total Processing Fee:			Total Standard Fee: None	

NFA Branch Offices

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- Pampanga
- Bulacan
- Batangas
- Laguna
- Oriental Mindoro
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- Quezon
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- Sorsogon
- Iloilo
- Capiz
- Negros Occidental
- Cebu
- Negros Oriental
- Bohol
- Leyte
- Northern Samar
- Zamboanga City
- Zamboanga del Sur
- Misamis Oriental
- Bukidnon
- Lanao del Norte
- Davao del Norte
- Davao Oriental
- Davao del Sur
- North Cotabato
- South Cotabato
- Sultan Kudarat
- Central District Office
- East District Office
- Maguidanao
- Lanao del Sur
- Basilan
- Agusan del Sur

- Surigao del Sur

10. Processing of Request for Updating of Personnel Record with the GSIS

Processing of internal request for updating of Personnel Record with the GSIS through the assigned Agency Authorized Officer (AAO) or Alternate Agency Authorized Officer (AAAO)

Office or Division:	Administrative and General Services	
Category:	Internal Service	
Classification:	Simple	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	NFA Officials and Employees	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1.Signed request (1) Original Copy		Applicant / Client
2.Service Record (1) Original Copy		Agency - Division: NFA Branch Office - Administrative and General Services
3.Birth Certificate (1) Original Copy		Applicant / Client
4.Marriage Contract (1) Original Copy		Applicant / Client
5.Certificate of Leave of Absence With/Without Pay (1) Original Copy		Agency - Division: NFA Branch Office - Administrative and General Services

6.Member's Record from the employee's GSIS Touch account or printed image taken from the GSIS KIOSK, as applicable. (1) Original Copy					Applicant / Client
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
1. Requestor submits signed request with the applicable attachment/s. Location: NFA Branch - Administrative and General Services	1.1. Receives and evaluates the request.	None	15 minute/s	• Agency Authorized Officer (AAO) or Alternate Agency Authorized Officer (AAAO); Administrative and General Services	
	1.2. Submits Agency Remittance Advise (ARA) via the GSIS WebMSP web application.		15 minute/s	• Agency Authorized Officer (AAO) or Alternate Agency Authorized Officer (AAAO); Administrative and General Services	
Total Processing Time:			30 minute/s		
Total Processing Fee:			Total Standard Fee: None		

NFA Branch Offices

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- Nueva Ecija
- Tarlac
- Pampanga
- Bulacan
- Batangas
- Laguna
- Oriental Mindoro
- Occidental Mindoro
- Palawan
- Quezon
- Albay
- Camarines Sur

- Sorsogon
- Iloilo
- Capiz
- Negros Occidental
- Cebu
- Negros Oriental
- Bohol
- Leyte
- Northern Samar
- Zamboanga City
- Zamboanga del Sur
- Misamis Oriental
- Bukidnon
- Lanao del Norte
- Davao del Norte
- Davao Oriental
- Davao del Sur
- North Cotabato
- South Cotabato
- Sultan Kudarat
- Central District Office
- East District Office
- Maguidanao
- Lanao del Sur
- Basilan
- Agusan del Sur
- Surigao del Sur

11. Processing of Request for GSIS Loan Approval
 Processing of requests for approval of various GSIS loans through the assigned Agency Authorized Officer (AAO) or Alternate Agency Authorized Officer (AAAO).

Office or Division:	Administrative and General Services
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	NFA Officials and Employees

Operating Hours:		8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement <div> <div> 1.Latest payslip with notation from the Representative for AGSD Administrative Matters (RAMs) that loan avalee is not on leave without pay (or Certificate from HRDSD of No Leave Without Pay) (1) Photo Copy </div> <div>Applicant / Client</div> </div> <div> <div>2.Certificate of No Pending Administrative Case (1) Original Copy</div> <div>Agency - Division: NFA Central Office - Legal Affairs Department</div> </div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Requestor submits the requirements. Location: NFA Branch Office - Administrative and General Services	1. Approves or Disapproves the request.	None	15 minute/s	<ul style="list-style-type: none"> Agency Authorized Officer (AAO) / Alternate Agency Authorized Officer (AAAO) ; Administrative and General Services
Total Processing Time:			15 minute/s	
Total Processing Fee:			Total Standard Fee: None	

- NFA Branch Offices**
- Ilocos Norte
 - Eastern Pangasinan
 - La Union
 - Isabela
 - Cagayan
 - Nueva Vizcaya
 - Nueva Ecija
 - Tarlac
 - Pampanga
 - Bulacan
 - Batangas
 - Laguna

- Oriental Mindoro
- Occidental Mindoro
- Palawan
- Quezon
- Albay
- Camarines Sur
- Sorsogon
- Iloilo
- Capiz
- Negros Occidental
- Cebu
- Negros Oriental
- Bohol
- Leyte
- Northern Samar
- Zamboanga City
- Zamboanga del Sur
- Misamis Oriental
- Bukidnon
- Lanao del Norte
- Davao del Norte
- Davao Oriental
- Davao del Sur
- North Cotabato
- South Cotabato
- Sultan Kudarat
- Central District Office
- East District Office
- Maguidanao
- Lanao del Sur
- Basilan
- Agusan del Sur
- Surigao del Sur

12. Processing of Request for Certified Photocopies of Personnel Record (Active Record)
 Processing of internal client request for certified photocopies of personnel record found in the Active 201 File such as, but limited to the following: Appointment, Certificate of Assumption to Duty, Notice of Salary Adjustments, Notice of Step Increments, and Personnel Data Sheet.

Office or Division:	Administrative and General Services
Category:	Internal Service

Total Processing Fee:	Total Standard Fee: None
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- NFA Regional Offices**
- NFA Regional Office I
 - NFA Regional Office II
 - NFA Regional Office III
 - NFA Regional Office IV
 - NFA Regional Office V
 - NFA Regional Office VI
 - NFA Regional Office VII
 - NFA Regional Office VIII
 - NFA Regional Office IX
 - NFA Regional Office X
 - NFA Regional Office XI
 - NFA Regional Office XII
 - NFA NCR
 - NFA ARMM
 - NFA CARAGA

Administrative and General Services Department

1. APPROVAL OF REQUEST FOR PROCUREMENT OF GOODS AND SERVICES
 Prescribed procedures and documentary requirements for approval of requests for procurement of goods and services

Office or Division:	Administrative and General Services Department	
Category:	Internal Service	
Classification:	Simple	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	NFA Central Office Departments	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

For Standard Requirement 1.Requisition and Issue (RIS) (for goods) (3) Original Copy 2.Purchase Request (PR) (for goods and services) (indicate Accountable Officer, if applicable) (4) Original Copy 3.Certified photocopy of the approved Project Procurement Management Plan (PPMP) (1) Certified True Copy 4.Technical Specifications (for goods and services, infrastructure)/Terms of Reference (for consulting services) (1) Original Copy 5.Canvass of Prices from at least three (3) suppliers with quotations sent by supplier and proof of request for quotation (for items not available in stock and issue) (3) Original Copy					Applicant / Client Applicant / Client Applicant / Client Applicant / Client Applicant / Client
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
1. Submits request. Location: General Services Division	1.1. Receives Purchase Request (PR) and/or Requisition and Issue Slip (RIS) with supporting documents	None	20 minute/s	<ul style="list-style-type: none"> Receiving (Incoming Documents); General Services Division 	
	1.2. Checks the completeness of supporting documents submitted then forwards to Supply Officer III or II		30 minute/s	<ul style="list-style-type: none"> Procurement Management Officer III; General Services Division 	
	1.3. Checks the availability of items in stock / checks if there is no existing accountability.		1 hour/s	<ul style="list-style-type: none"> Supply Officer II/III; General Services Division 	
	1.4. Signs Requisition and Issue Slip (RIS) and initials on the Purchase Request (PR)		1 hour/s	<ul style="list-style-type: none"> Chief Administrative Officer; General Services Division 	
	1.5. Signs Purchase Request (PR)		1 hour/s	<ul style="list-style-type: none"> Department Manager; General Services Division 	

	1.6. If items are available in stock, follows the schedule of issuance of supplies		45 minute/s	<ul style="list-style-type: none">• Supply Officer II/III; General Services Division
	1.7. If items are not available in stock, forwards Purchase Request (PR) to GSD Procurement Unit.		30 minute/s	<ul style="list-style-type: none">• Procurement Management Officer III/IV; General Services Division
Total Processing Time:			5 hour/s, 5 minute/s	
Total Processing Fee:			Total Standard Fee: None	

2. PROCESSING OR REQUEST FOR ISSUANCE OF SUPPLIES AND MATERIALS (STOCK AND ISSUE) TO NFA CENTRAL OFFICE DEPARTMENTS

Prescribed procedures and documentary requirements for processing of requests for issuance of Supplies and materials to NFA Central Office Departments

Office or Division:	Administrative and General Services Department		
Category:	Internal Service		
Classification:	Simple		
Type of Transaction:	G2G (Government to Government)		
Who may avail:	NFA Central Office Departments		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Standard Requirement			
1.Requisition and Issue Slip (RIS) (3) Original Copy		Applicant / Client	
2.Waste Material (2) Original Copy		Applicant / Client	

Situational Requirement				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits Requisition and Issue Slip to GSD Location: General Services Division	1.1. Receives Requisition and Issue Slip (RIS) from the Departments/End-user	None	30 minute/s	<ul style="list-style-type: none">Supply Officer II/III; General Services Division
	1.2. Checks the availability of stocks in the Supplies Ledger Card. If stock is available, endorses the Requisition and Issue Slip (RIS) to the Chief Administrative Officer for approval.		45 minute/s	<ul style="list-style-type: none">Supply Officer II/III; General Services Division
	1.3. If the request is not in the list of Stock and Issue Items, process on the Approval of Request for Procurement of Goods and Services applies.		45 minute/s	<ul style="list-style-type: none">End-user; Any of requesting office / division
	1.4. Approves Requisition and Issue Slip (RIS).		1 hour/s	<ul style="list-style-type: none">Chief Administrative Officer; General Services Division
	1.5. Issues supplies based on the schedule of issuance of supplies		1 hour/s	<ul style="list-style-type: none">Supply Officer II/III; General Services Division
Total Processing Time:			4 hour/s	
Total Processing Fee:			Total Standard Fee: None	

3. Request for Retrieval of Records

Request of department/employee to retrieve a particular document which will be used as attachment for official transactions or as supporting documents to different claims.

Office or Division:	Administrative and General Services Department
Category:	Internal Service
Classification:	Complex

Type of Transaction:	G2G (Government to Government)			
Who may avail:	NFA department/employee			
Operating Hours:	8:00 AM - 8:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1.Request for Retrieval of Document Form (3) Original Copy		Agency - Division: AGSD - GSD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits request for retrieval signed by the Department Manager. Location: AGSD-GSD	1.1. Receives the signed Request for Retrieval	None	1 hour/s	<ul style="list-style-type: none">Records Officer III; General Services DivisionRecords Management Analyst II; General Services Division
	1.2. Approves the request for retrieval of documents.		1 hour/s	<ul style="list-style-type: none">Department Manager; General Services Division
	1.3. Retrieves the scanned copy of the document and reproduces the required number of copies requested.		1 working day/s	<ul style="list-style-type: none">Records Officer III; General Services DivisionRecords Management Analyst II; General Services Division
	1.4. Stamps the document with "Certified True Copy" then signs and indicates the date on all pages of the document.		1 hour/s	<ul style="list-style-type: none">Records Officer III; General Services DivisionRecords Management Analyst II; General Services Division

	1.5. Should there be no available scanned copy, the hard copy will be retrieved at the ACA Valenzuela Records Center, depending on the availability of service vehicle and personnel who will retrieve the document.		5 working day/s	<ul style="list-style-type: none"> Records Officer III; General Services Division Records Management Analyst II; General Services Division
2. Requesting party signs in the receiving logbook. Location: AGSD-GSD	2. Asks the requesting party to sign in the receiving logbook.	None	1 hour/s	<ul style="list-style-type: none"> Records Officer III; General Services Division Records Management Analyst II; General Services Division
Total Processing Time:			6 day/s, 4 hour/s	
Total Processing Fee:			Total Standard Fee: None	

4. Request for Transfer of Records to Records Center

Transfer of records is requested to unclog departments of non-active records based on NFA SOP on Records and Disposition and RA 9470 (An Act to Strengthen the System of Management and Administration of Archival Records, Establishing for the Purpose the National Archives of the Philippines, and for other Purposes).

Office or Division:	Administrative and General Services Department	
Category:	Internal Service	
Classification:	Simple	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	NFA Central Office Departments	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		

1.Request for Transfer of Records (3) Original Copy		Agency - Division: AGSD - GSD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits Request for records transfer signed by the Department Manager. Location: AGSD-GSD	1.1. Receives the signed Request for Records Transfer.	None	1 hour/s	<ul style="list-style-type: none">Records Officer III/Records Management Analyst II; General Services Division
	1.2. Evaluates request if compliant with the existing Standard Operating procedure (SOP) on Records Management. If not compliant, return to requesting office.		1 working day/s	<ul style="list-style-type: none">Records Officer III; General Services DivisionRecords Management Analyst II; General Services Division
	1.3. Approves the request for records transfer.		1 hour/s	<ul style="list-style-type: none">Department Manager; General Services Division
	1.4. Collects the documents/records from the requisitioner for transfer to the Records Center.		1 working day/s	<ul style="list-style-type: none">Records Management Analyst II; General Services Division
Total Processing Time:			2 day/s, 2 hour/s	
Total Processing Fee:			Total Standard Fee: None	

5. Processing of Terminal Leave Benefit

Processing of terminal leave benefit in review of documents and computation claim based on employee's leave balances.

Office or Division:	Administrative and General Services Department
Category:	Internal Service
Classification:	Complex

Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	NFA Central Office officials and employees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<div>For Standard Requirement</div> <div><div><div>1.NFA Clearance (1) Original Copy And (1) Certified True Copy</div><div>Agency - Division: National Food Authority - Central Office</div></div><div><div>2.GSIS Clearance (1) Certified True Copy</div><div>Agency - Division: GSIS - GSIS</div></div><div><div>3.Perpetual Leave Cards (PLC) (1) Original Copy</div><div>Agency - Division: National Food Authority - Central Office</div></div><div><div>4.Application for Terminal Leave Benefit (1) Original Copy</div><div>Agency - Division: National Food Authority - Employee</div></div><div><div>5.Application for Leave of Absence (TLB Claim) (1) Original Copy</div><div>Agency - Division: National Food Authority - Employee</div></div><div><div>6.Authority to Deduct (1) Original Copy</div><div>Agency - Division: National Food Authority - Employee</div></div><div><div>7.Disbursement Voucher (1) Original Copy</div><div>Agency - Division: National Food Authority - Processor</div></div></div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submits the application for terminal benefit claim together with all the requirements (original and certified true copy) except the Perpetual Leave Cards. Location: Administrative and General Services Department - Human Resource Development and Services Division	1. Receives and reviews the documents. Informs the employee of lacking documents, if any.	None	1 working day/s	<ul style="list-style-type: none"> Senior Personnel Specialist/ Personnel Specialist II/ Personnel Specialist I/ Personnel Analyst; Human Resources Development and Services Division
2. Retrieve employee's Perpetual Leave Cards. Location: Administrative and General Services Department - Records Center	2. Audits, closes, and prepares the employee's perpetual leave cards, and indicates the leave balance in the submitted ALA.	None	3 working day/s	<ul style="list-style-type: none"> Senior Personnel Specialist/ Personnel Specialist II/ Personnel Specialist I/ Personnel Analyst; Human Resource Development and Services Division (HRDSD)
3. Prepare Certificate of Leave Without Pay and Last Day of Service and compute amount of TLB based on the leave balance. Location: Human Resource Development and Services Division	3. Issues certification of leave without pay and last day of service and compute the amount of TLB based on the leave balance	None	1 working day/s	<ul style="list-style-type: none"> Senior Personnel Specialist/ Personnel Specialist II/ Personnel Specialist I/ Personnel Analyst; Human Resource Development and Services Division (HRDSD)
4. Prepare endorsement for approval of authorized signatories based on the existing Specifications of Authority. Location: Administrative and General Services Department - Human Resource Development and Services Department.	4. Receives endorsement for approval of authorized signatories based on the existing Specifications of Authority	None	1 working day/s	<ul style="list-style-type: none"> Senior Personnel Specialist/ Supervising Personnel Specialist/ Chief Personnel Specialist; Human Resource Development and Services Division (HRDSD)
5. Forward the approved Terminal Leave Benefit to the requesting office / employee's. Location: Administrative and General Services Department - Human Resource Development and Services Division	5. Receives the approved Terminal Leave Benefit of the requesting office / employee's.	None	1 working day/s	<ul style="list-style-type: none"> Senior Personnel Specialist/ Personnel Specialist II/ Personnel Specialist I/ Personnel Analyst / Representative for Administrative Matters; Human Resource Development and Services Division (HRDSD)
Total Processing Time:			7 day/s	
Total Processing Fee:			Total Standard Fee: None	

6. Processing of Application for Monetization of Leave Credits

Processing of application for monetization of leave credits may be allowed for valid and justifiable reasons subject to the discretion of the agency head and availability of funds (CSC-MC No. 41 s. 1998).

Office or Division:	Administrative and General Services Department			
Category:	Internal Service			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	NFA officials and employees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<div>For Standard Requirement</div> <div><div>1.Letter of Application for monetization of leave credits (1) Original Copy</div><div>Agency - Division: National Food Authority - Employee</div></div> <div><div>2.Recommendation letter from the regional offices (1) Original Copy</div><div>Agency - Division: National Food Authority - Regional Office</div></div> <div><div>3.Perpetual Leave Card (PLC) (1) Certified True Copy</div><div>Agency - Division: National Food Authority - Field or Central Office</div></div> <div><div>4.Application for Leave of Absence (for monetization of leave credits) (1) Original Copy</div><div>Agency - Division: National Food Authority - Employee</div></div> <div><div>5.Supporting documents based on SOP No. HR-PB01-2023 (1) Original Copy</div><div>Agency - Division: National Food Authority - Field Office or Central Office</div></div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submits the requirements Location: National Food Authority - Human Resource Development and Services Division	1. 1. Receives and evaluates the documents for completeness and correctness; Inform the employee/Representative for Administrative Matters / Supervising Administrative Officer on the submission of lacking documents, if any.	None	1 working day/s	<ul style="list-style-type: none"> • Senior Personnel Specialist/Personnel Specialist II/Personnel Specialist I/Personnel Analyst; Human Resources Development and Services Division
2. No Activity. Location: National Food Authority - Human Resource Development and Services Division	2. 2. Audits Central Office applicant's Perpetual Leave Cards and indicates the monetization of leave balance in the submitted Application for Leave of Absence (ALA).	None	1 working day/s	<ul style="list-style-type: none"> • Senior Personnel Specialist/Personnel Specialist II/Personnel Specialist I/Personnel Analyst; Human Resources Development and Services Division
3. No Activity. Location: National Food Authority - Human Resource Development and Services Division	3. 3. Computes the amount of the monetized leave credits, based on the leave balance.	None	4 hour/s	<ul style="list-style-type: none"> • Senior Personnel Specialist/Personnel Specialist II/Personnel Specialist I/Personnel Analyst; Human Resources Development and Services Division
4. No Activity. Location: National Food Authority - Human Resource Development and Services Division	4. 1. Prepare recommendation for approval of request for monetization and ALA by the: a) Assistant Administrator for Finance and Administration b) Deputy Administrator c) Administrator Below are the signatories: a) Assistant Administrator for Finance and Administration b) Deputy Administrator c) Administrator	None	3 working day/s	<ul style="list-style-type: none"> • Senior Personnel Specialist/Supervising Personnel Specialist/ Chief Personnel Specialist/ Department Manager; Human Resources Development and Services Division
5. 5. Approval Location: National Food Authority - Human Resource Management and Services Division	5. 5. Receives the approved monetization of leave credits from the Office of the Administrator and forwards to the concerned office.	None	1 working day/s	<ul style="list-style-type: none"> • Senior Personnel Specialist/Personnel Specialist II/Personnel Specialist I/Personnel Analyst; Human Resources Development and Services Division
6. Receives the approved monetization request. Location: National Food Authority - Human Resource Management and Services Division	6. Prepares request for fund remittance	None	4 hour/s	<ul style="list-style-type: none"> • Senior Personnel Specialist/Personnel Specialist II/Personnel Specialist I/Personnel Analyst; Human Resources Development and Services Division

Total Processing Time:	7 day/s
Total Processing Fee:	Total Standard Fee: None

7. Processing of Travel Authority for Travel Abroad

Processing of Travel Authority for travel abroad in relation to OP Memorandum Circular No. 35 and NFA SOP No. HR-PB01-2023

Office or Division:	Administrative and General Services Department	
Category:	Internal Service	
Classification:	Highly Technical	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	NFA officials and employees	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1.Letter Request (1) Original Copy Or (1) Electronic Copy		Agency - Division: National Food Authority - Employee
2.Endorsement Letter (1) Original Copy Or (1) Electronic Copy		Agency - Division: National Food Authority - Head of Regional Office, Departments or Executive Offices
3.Approved Application for Leave of Absence (ALA) (1) Original Copy Or (1) Electronic Copy		Agency - Division: National Food Authority - Employee
4.Certificate of No Pending Case (1) Original Copy Or (1) Electronic Copy		Agency - Division: National Food Authority - Legal Affairs Department

<p>5.Certified copy of valid Passport Passport</p> <p>6.Plane Ticket or Itinerary (except for Visa purposes) (1) Original Copy Or (1) Electronic Copy</p> <p>7.Medical Certificate (for application of Sick Leave - SL in advance) (1) Original Copy Or (1) Electronic Copy</p> <p>8.Approved Certificate of Clearance for ALA of VL or SL exceeding thirty (3) calendar days (1) Original Copy Or (1) Electronic Copy</p> <p>Agency - Division: National Food Authority - Employee</p> <p>Agency - Division: National Food Authority - Employee</p> <p>Agency - Division: National Food Authority - Employee</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submit the application for Travel Authority together with all the requirements Location: Administrative and General Services Department - Human Resource Development and Services Division</p>	<p>1. Receives and evaluates the documents for completeness and correctness. Inform the requesting party of lacking documents, if any</p>	None	2 working day/s	<ul style="list-style-type: none"> • Senior Personnel Specialist / Personnel Specialist II / Personnel Specialist I / Personnel Analyst; Human Resources Development and Services Division
<p>2. Issue Travel Authority and prepare endorsement for approval of the AGSD Department Manager Location: National Food Authority - Human Resource Development and Services Division</p>	<p>2. Receives Travel Authority for approval of the AGSD Department Manager</p>	None	4 hour/s	<ul style="list-style-type: none"> • Senior Personnel Specialist / Personnel Specialist II / Personnel Specialist I / Personnel Analyst; Human Resources Development and Services Division
<p>3. Submit the application for Travel Authority for approval of Assistant Administrator, Deputy Administrator and NFA Administrator Location: National Food Authority - Human Resource Development and Services Division</p>	<p>3. Reviews and recommends approval: Below are the signatories: a. Assistant Administrator for Finance and Administration b. Deputy Administrator c. NFA Administrator</p>	None	3 working day/s	<ul style="list-style-type: none"> • Senior Personnel Specialist / Supervising Personnel Specialist / Chief Personnel Specialist / Department Manager; Human Resources Development and Services Division

4. Submit the application for Travel Authority to the Department of Agriculture - Office of the Secretary for approval Location: Department of Agriculture - Personnel Unit	4. Receives the approved application for Travel Authority from the Department of Agriculture - Office of the Secretary	None	10 working day/s	<ul style="list-style-type: none"> Personnel Specialist II / Personnel Specialist I / Personnel Analyst; Human Resources Development and Services Division
5. Submit the approved application for Travel Authority to the requesting office Location: Requesting Office	5. Receives the approved application for Travel Authority	None	1 working day/s	<ul style="list-style-type: none"> Senior Personnel Specialist / Personnel Specialist II / Personnel Specialist I / Personnel Analyst; Human Resources Development and Services Division
Total Processing Time:			16 day/s, 4 hour/s	
Total Processing Fee:			Total Standard Fee: None	

8. Processing of Clearance on Property Accountability to NFA Central Office Employees

Prescribing the procedures and documentary requirements for processing of the Clearances on Property Accountability of NFA officials and employees.

Office or Division:	Administrative and General Services Department		
Category:	Internal Service		
Classification:	Simple		
Type of Transaction:	G2G (Government to Government)		
Who may avail:	NFA Central Office Departments		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Standard Requirement			
1.Exhibit 1 of Certificate of Clearance		Agency - Division: Requesting Department - End-User	

Total Processing Fee:	Total Standard Fee: None
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9. REQUEST FOR SERVICE VEHICLE

Requests of departments/employees who need to use NFA service vehicles for official purposes.

Office or Division:	Administrative and General Services Department			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	NFA Central Office Departments			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p>For Standard Requirement</p> <p>1.Vehicle Requisition Slip (VRS) (3) Original Copy</p> <p>Applicant / Client</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submits accomplished Vehicle Requisition Slip (VRS) to AGSD-GSD one (1) day before the trip for Metro Manila (MM) and at least three (3) days for provincial trips</p> <p>Location: General Services Division</p>	1.1. Stamps received and checks correctness of information in the VRS	None	30 minute/s	<ul style="list-style-type: none"> Designated Motorpool Supervisor; General Services Division
	1.2. Checks availability of vehicles		30 minute/s	<ul style="list-style-type: none"> Designated Motorpool Supervisor; General Services Division

	1.3. Approves the Vehicle Requisition Slip (VRS) according to Specifications of Authority		1 hour/s	<ul style="list-style-type: none">Chief Administrative Officer/Department Manager (for Metro Manila); General Services Division
	1.4. If approved, Motorpool Supervisor provides a copy of the approved Vehicle Requisition Slip (VRS) to the requisitioner		30 minute/s	<ul style="list-style-type: none">Designated Motorpool Supervisor; General Services Division
	1.5. If not approved, the Vehicle Requisition Slip (VRS) will be returned back to the requisitioner		30 minute/s	<ul style="list-style-type: none">Designated Motorpool Supervisor; General Services Division
	1.6. Prepares Trip Ticket		1 hour/s	<ul style="list-style-type: none">Designated Motorpool Supervisor; General Services Division
Total Processing Time:			4 hour/s	
Total Processing Fee:			Total Standard Fee: None	

Corporate Planning and Management Services Department

1. Issuance of Certification for Office Performance Commitment and Review (OPCR) Form

This service facilitates the issuance of Certification for Office Performance Commitment and Review Form

Office or Division:	Corporate Planning and Management Services Department
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	NFA Executives

Operating Hours:		8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<div>For Standard Requirement</div> <div><div>1.Letter Request (1) Original Copy Remarks: Letter request adressed to the Department Manager, indicating the covered period to be certified</div><div>Applicant / Client</div></div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits a letter request Location: 3rd floor, Corporate Planning and Management Services Department or through email: cpmsd@nfa.gov.ph	1.1. Receives the request and refers to the Department Manager for instruction	None	15 minute/s	<ul style="list-style-type: none">Administrative Assistant I; Corporate Planning and Management Services Department
	1.2. Forwards the request to the Corporate Planning Division for appropriate action.		2 hour/s	<ul style="list-style-type: none">Administrative Assistant I; Corporate Planning and Management Services Department
	1.3. Reviews the request and assigns to Planning Officer II		1 hour/s	<ul style="list-style-type: none">Planning Officer V; Corporate Planning Division
	1.4. Evaluates the request and checks the completeness of the requirements and dates of coverage. Prepares the certification document.		1 hour/s, 30 minute/s	<ul style="list-style-type: none">Planning Officer II; Corporate Planning Division
	1.5. Review the contents of the Certification; Initials and forward to the Department Manager for signature.		1 hour/s, 30 minute/s	<ul style="list-style-type: none">Planning Officer V; Corporate Planning Division
	1.6. Signs the Certification.		1 hour/s, 30 minute/s	<ul style="list-style-type: none">Department Manager; Corporate Planning and Management Services Department

2. Receives the Certification document Location: 3rd Floor, Corporate Planning and Management Services Department or through client's email.	2. Releases the Certification document.	None	15 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Corporate Planning and Management Services Department
Total Processing Time:			1 day/s	
Total Processing Fee:			Total Standard Fee: None	

Finance Department

1. Disbursements - Simple Transactions
Settlement of government payables/obligations by Check or Advice to Debit Account (ADA). (E.g Electricity/Water/Subscription)

Office or Division:	Finance Department	
Category:	Internal Service	
Classification:	Simple	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	National Food Authority (NFA) - Central Office (CO) Employees	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1.Approved and Signed Disbursement Voucher/s for Advice to Debit Account (1) Original Copy		Agency - Division: Finance Department - Accounting Division
2.Land Bank of the Philippines Financial Date Entry System (LBP-FinDES) Report Hard and Soft Copy (1) Original Copy		Agency - Division: Finance Departmnet - Budget Division

Remarks: LBP-Findes Report (Hard Copy) LBP-Findes Report (Soft Copy) Sent Thru E-Mail (LBP North Avenue Branch) 3.NFA ID (for Check) NFA Issued ID Other Government Issued Id				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Forwards the approved DV to the Cashier Location: Budget Division - Cashier's Section	1.1. Receives the approved DV's and prepares a check or ADA	None	1 hour/s	<ul style="list-style-type: none"> Cashier III; Budget Division
	1.2. Transmits/releases to concerned signatories for approval of Check or ADA as stated in the Specifications of Authority		1 hour/s	<ul style="list-style-type: none"> Cashier III; Budget Division
2. Claims Payment (Check/ADA) Location: Budget Division - Cashier's Section	2. Releases check to claimant or forwards ADA to bank	None	2 hour/s	<ul style="list-style-type: none"> Cashier III; Budget Division
Total Processing Time:			4 hour/s	
Total Processing Fee:			Total Standard Fee: None	

2. COLLECTION OF PAYMENT FROM RICE PURCHASES, MISC FEES & OTHERS

Collection of Payment through Cash/Check/Fund Transfer from Local Government Units (LGUs) / Legislators / Government Offices /Other Relief Agencies, Institutions and Non-Government Organizations (NGOs), Suppliers and Contractors

Office or Division:	Finance Department
Category:	External Service
Classification:	Simple

Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local Government Units (LGUs) / Legislators / Government Offices /Other Relief Agencies, Institutions and Non-Government Organizations (NGOs), Suppliers and Contractors			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1.Letter request to accept payment (1) Original Copy				
Agency - Division: NATIONAL FOOD AUTHORITY - Concerned Office / Department (Operations Coordination Department and Administrative & General Services Department)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the endorsement letter with the attached Order of Payment (OP) from the concerned office / department to the Finance Department. Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT	1.1. Receive the endorsement letter with the attached Order of Payment from the concerned office / department	None	30 minute/s	• Administrative Assistant ; Finance Department
	1.2. Validate the approved OP of the concerned Supplier / Contractor / Other Government / Agency		30 minute/s	• Accounts Analyst ; Finance Department
2. 2. Proceed to the Cashier’s Office to pay through cash or check along with the approved and validated OP Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT	2.1. 2.1 If Cash Payment - Issue the corresponding official receipt (OR) to the concerned Supplier / Contractor / Other Government Agency	None	10 minute/s	• CASHIER III; Budget Division
	2.2. If Check payment - Issue a temporary receipt to the concerned Supplier / Contractor / Other Government Agency pending check clearance from the concerned bank. Once the check payment has been cleared & deposited to NFA’s bank account, the corresponding official receipt (OR) will be issued		10 minute/s	• CASHIER III; Budget Division

	2.3. If Online Fund Transfer – Issue the corresponding official receipt (OR) upon validation of transferred fund to NFA Bank account.		10 minute/s	<ul style="list-style-type: none"> CASHIER III; Budget Division
Total Processing Time:			1 hour/s, 30 minute/s	
Total Processing Fee:			Total Standard Fee: None	

3. DISBURSEMENTS

Settlement of government payables/obligations by Check or Advice to Debit Account (ADA).
(E.g Electricity/Water/Subscription)

Office or Division:	Finance Department		
Category:	External Service		
Classification:	Simple		
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)		
Who may avail:	Government Agencies, Suppliers, Contractors, and other private entities		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Standard Requirement			
1.Disbursement Voucher (DV) (4) Original Copy		Agency - Division: COMMISSION ON AUDIT - COMMISSION ON AUDIT	
2.Approved Budget Utilization Request and Status (BURS) (4) Original Copy		Agency - Division: NATIONAL FOOD AUTHORITY - CONCERN DEPARTMENT	

3.Documentary requirements For common government transactions per COA Circular No. 2012-001 dated June 14, 2012 For Procurement of Goods and Services per Revised Implementing Rules and Regulations of Republic Act No. 9184
(1) Original Copy And (1) Certified True Copy

Agency - Division: NATIONAL FOOD
AUTHORITY - CONCERN DEPARTMENT

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit BUR along with complete supporting documents to FD-Budget Division for Budget Availability Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT	1.1. Receive BUR along with complete supporting documents from the concerned office / department.	None	30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Finance Department
	1.2. Evaluate BUR if request is within the Approved Budget Ceiling and with issued ASA, assign BUR Number, and affix initials.		30 minute/s	<ul style="list-style-type: none"> BUDGET OFFICER I, BUDGET OFFICER II AND BUDGET OFFICER III; Budget Division
	1.3. Return BUR along with its supporting documents thru memo if request is not within the Approved Budget Ceiling or without issued ASA		30 minute/s	<ul style="list-style-type: none"> BUDGET OFFICER I, BUDGET OFFICER II AND BUDGET OFFICER III; Budget Division
2. 1. No activity Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT	2.1. 1. Review and sign the BUR for budget availability a. P 100,000 and below b. Above P100,000 to P500,000 c. above P500,000	None	1 hour/s	<ul style="list-style-type: none"> Budget Officer IV; Budget Division Budget Officer V ; Budget Division Department Manager ; Finance Department
	2.2. Releases the approved BUR with the related supporting documents to the concerned office / department		30 minute/s	<ul style="list-style-type: none"> BUDGET OFFICER I; Budget Division BUDGET OFFICER II; Budget Division Budget Officer III ; Budget Division
	2.3. Receive DVs from the concerned office / department. Forward to the designated processor.		30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Finance Department

	2.4. Process the DV together with the complete supporting documents. Record DV if compliant with the required documents. Return to end user if not, with notation as to deficiencies. Prepare Journal Entry Voucher (JEV) Prepare BIR Certificate of Taxes Withheld (2307), if applicable		1 working day/s	<ul style="list-style-type: none"> ACCOUNTS ANALYST; Accounting Division ACCOUNTANT I; Accounting Division ACCOUNTANT II; Accounting Division
	2.5. Approve JEV, BIR Certificate of Taxes Withheld (2307), if applicable, and Certified supporting documents complete portion for DV a. P 100,000 and below b. Above P100,000 to P500,000 c. above P500,000		7 hour/s	<ul style="list-style-type: none"> ACCOUNTANT IV; Accounting Division CHIEF ACCOUNTANT; Accounting Division DEPARTMENT MANAGER; Finance Department
	2.6. 7. Transmit/release to concerned signatories for approval of payment as stated in Specification of Authority: Below are the signatories: a) Department Manager b) Assistant Administrator c) Deputy Administrator d) Administrator		10 minute/s	<ul style="list-style-type: none"> Administrative Assistant; Finance Department
	2.7. Receive the approved DV and forward it to the Cashier		10 minute/s	<ul style="list-style-type: none"> Administrative Assistant; Finance Department
	2.8. Receive the approved DV and Prepare a Check or ADA. Transmit/release to concerned signatories for approval of Check or ADA as stated in Specification of Authority.		1 hour/s	<ul style="list-style-type: none"> CASHIER III; Budget Division
	2.9. Review and approve check or ADA; a. 500,000.00 and below b. Above 500,000.00 to 1M Below are the signatories: a) Assistant Administrator for Finance and Administration b) Deputy Administrator c) Administrator		2 hour/s	<ul style="list-style-type: none"> CASHIER III; Budget Division BUDGET OFFICER V; Budget Division DEPARTMENT MANAGER; Finance Department
	2.10. Receive the approved check and forward it to the Cashier		10 minute/s	<ul style="list-style-type: none"> Administrative Assistant; Finance Department
3. Claim payment (check / ADA) Location:	3. Release check to claimant or forward ADA to bank	None	2 hour/s	<ul style="list-style-type: none"> CASHIER III; Budget Division

NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT				
Total Processing Time:			3 day/s	
Total Processing Fee:			Total Standard Fee: None	

4. DISBURSEMENTS

Settlement of government payables/obligations by Check or Advice to Debit Account (ADA).
(E.g Capital Outlay/Janitorial/Security)

Office or Division:	Finance Department		
Category:	External Service		
Classification:	Complex		
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)		
Who may avail:	Government Agencies, Suppliers, Contractors, and other private entities		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Standard Requirement			
1.Disbursement Voucher (DV) (4) Original Copy		Agency - Division: COMMISSION ON AUDIT - COMMISSION ON AUDIT	
2.Approved Budget Utilization Request and Status (BURS) (4) Original Copy		Agency - Division: NATIONAL FOOD AUTHORITY - CONCERN DEPARTMENT	

3.3. Documentary requirements • For common government transactions per COA Circular No. 2012-001 dated June 14, 2012 • For Procurement of Goods and Services per Revised Implementing Rules and Regulations of Republic Act No. 9184
(1) Original Copy And (1) Certified True Copy

Agency - Division: COMMISSION ON AUDIT - CONCERN DEPARTMENT

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit BUR along with complete supporting documents to FD-Budget Division for Budget Availability Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT	1.1. Receive BUR along with complete supporting documents from concerned office / department	None	1 hour/s	<ul style="list-style-type: none"> • Administrative Assistant I; Finance Department
	1.2. Evaluate BUR if request is within the Approved Budget Ceiling and with issued ASA, assign BUR Number, and affix initials. Return BUR along with its supporting documents thru memo if request is not within the Approved Budget Ceiling or without issued ASA.		1 hour/s	<ul style="list-style-type: none"> • Budget Officer I; Budget Division • Budget Officer II; Budget Division • Budget Officer III; Budget Division
2. No Activity Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT	2.1. 2. Review and Sign the BUR for budget availability a. P 100,000 and below b. Above P100,000 to P500,000 c. above P500,000	None	1 hour/s	<ul style="list-style-type: none"> • Budget Officer IV; Budget Division • Budget Officer V; Budget Division • Department Manager ; Finance Department
	2.2. Releases the approved BUR with the related supporting documents to the concerned office / department / FD- Accounting Division.		30 minute/s	<ul style="list-style-type: none"> • Budget Officer I ; Budget Division • Budget Officer II; Budget Division • Budget Officer III; Budget Division
	2.3. Receive DVs from the concerned office / department / FD- Budget Division with attachments.Forward to the designated processor.		30 minute/s	<ul style="list-style-type: none"> • Administrative Assistant I; Finance Department
	2.4. Process the DV together with the complete supporting documents.Record DV if compliant with the required documents. Return to end user if not, with notation as to deficiencies.Prepare		3 working day/s	<ul style="list-style-type: none"> • ACCOUNTS ANALYST; Accounting Division

	Journal Entry VoucherPrepare BIR Certificate of Taxes Withheld (2307), if applicable			<ul style="list-style-type: none"> ACCOUNTANT I; Accounting Division Accountant II; Accounting Division
	2.5. Review and affix initial on DV and BIR Certificate of Taxes Withheld (2307), if applicable.		5 hour/s	<ul style="list-style-type: none"> Accountant IV; Accounting Division
	2.6. Approve JEV, BIR Certificate of Taxes Withheld (2307), if applicable, and Certified supporting documents complete portion for DV a. P 100,000 and below b. Above P100,000 to P500,000 c. above P500,000		2 working day/s	<ul style="list-style-type: none"> ACCOUNTANT IV; Accounting Division CHIEF ACCOUNTANT; Accounting Division Department Manager ; Finance Department
	2.7. Transmit/release to concerned signatories for approval of payment as stated in Specification of Authority Below are the signatories: a. Department Manager b. Assistant Administrator c. Deputy Administrator d. Administrator		30 minute/s	<ul style="list-style-type: none"> Administrative Assistant; Finance Department
	2.8. Receive the approved DV and forward it to the Cashier		15 minute/s	<ul style="list-style-type: none"> Administrative Assistant; Finance Department
	2.9. Receive the approved DV and Prepare a Check or ADA.Transmit/release to concerned signatories for approval of Check or ADA as stated in Specification of Authority.		2 hour/s	<ul style="list-style-type: none"> Cashier III; Budget Division
	2.10. Review and approve check or ADA; a. 500,000.00 and below b. Above 500,000.00 to 1M Below are the signatories: a) Assistant Administrator for Finance and Administration b) Deputy Administrator c) Administrator		2 hour/s	<ul style="list-style-type: none"> Cashier III; Budget Division Budget Officer V ; Budget Division Department Manager; Finance Department
	2.11. Receive the approved check and forward it to the Cashier		15 minute/s	<ul style="list-style-type: none"> Administrative Assistant; Finance Department

3. Claim payment (check / ADA) Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT	3. Release check to claimant or forward ADA to bank	None	2 hour/s	<ul style="list-style-type: none"> CASHIER III; Budget Division
Total Processing Time:			7 day/s	
Total Processing Fee:			Total Standard Fee: None	

5. COLLECTION OF PAYMENT FROM REFUND OF EXCESS CASH ADVANCES & OTHERS

Collection of Cash or Check Payments from employees.

Office or Division:	Finance Department			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Employees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<div> <div>For Standard Requirement</div> <div> <div>1.Letter request to accept payment (1 original)</div> <div>(1) Original Copy</div> </div> <div>Agency - Division: NATIONAL FOOD AUTHORITY - CONCERN DEPARTMENT</div> </div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submit the endorsement letter with the attached Order of Payment (OP) from the concerned office / department to the Finance Department. Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT	1. Receive the endorsement letter with the attached Order of Payment from the concerned office / department. Validate the approved OP of the concerned employee.	None	1 hour/s	<ul style="list-style-type: none"> • Administrative Assistant I ; Finance Department • Accounts Analyst ; Accounting Division
2. Proceed to the Cashier's Office to pay through cash or check along with the approved and validated OP Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT	2. Receive check payment / online fund transfer: 2.1 If Cash Payment - Issue the corresponding official receipt (OR) to the concerned employee. 2.2 If Check payment - Issue a temporary receipt to the concerned employee. Once the check payment has been cleared & deposited to NFA's bank account, the corresponding official receipt (OR) will be issued. 2.3 If Online Fund Transfer – Issue the corresponding official receipt (OR) upon validation of transferred fund to NFA Bank account.	None	30 minute/s	<ul style="list-style-type: none"> • CASHIER III; Budget Division
Total Processing Time:			1 hour/s, 30 minute/s	
Total Processing Fee:			Total Standard Fee: None	

6. DISBURSEMENTS

Settlement of government payables/obligations by Check or Advice to Debit Account (ADA).
(E.g. Domestic Travel/Loyalty Cash award/Communication Allowance)

Office or Division:	Finance Department
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Government Agencies, Suppliers, Contractors, and other private entities

Operating Hours:		8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1.Disbursement Voucher (DV) (4) Original Copy		Agency - Division: COMMISSION ON AUDIT - COMMISSION ON AUDIT		
2.Approved Budget Utilization Request and Status (BURS) (4) Original Copy		Agency - Division: NATIONAL FOOD AUTHORITY - CONCERN DEPARTMENT		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit BUR along with complete supporting documents to FD-Budget Division for Budget Availability Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT	1.1. Receive BUR along with complete supporting documents from the concerned office / department.	None	30 minute/s	<ul style="list-style-type: none">ADMINISTRATIVE ASSISTANT I; Finance Department
	1.2. Evaluate BUR if request is within the Approved Budget Ceiling and with issued ASA, assign BUR Number, and affix initials. Return BUR along with its supporting documents thru memo if request is not within the Approved Budget Ceiling or without issued ASA.		1 hour/s	<ul style="list-style-type: none">Budget Officer I ; Budget DivisionBudget Officer II; Budget DivisionBudget Officer III; Budget Division
2. No Activity Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT	2.1. 2. Review and Sign the BUR for budget availability a. P 100,000 and below b. Above P100,000 to P500,000 c. above P500,000	None	1 hour/s	<ul style="list-style-type: none">Budget Officer IV; Budget DivisionBudget Officer V; Budget DivisionDepartment Manager ; Finance Department
	2.2. Release the approved BUR with the related supporting documents to the concerned office / department / FD- Accounting Division.		30 minute/s	<ul style="list-style-type: none">Budget Officer I ; Budget DivisionBudget Officer II; Budget Division

				<ul style="list-style-type: none"> Budget Officer III; Budget Division
	2.3. Receive DVs from the concerned office / department / FD – Budget Division with attachments.Forward to the designated processor.		30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Finance Department
	2.4. Process the DV together with the complete supporting documents.Record DV if compliant with the required documents. Return to end user if not, with notation as to deficiencies.Prepare Journal Entry Voucher (JEV). Prepare BIR Certificate of Taxes Withheld (2307), if applicable.		1 working day/s	<ul style="list-style-type: none"> Accounts Analyst; Accounting Division Accountant I; Accounting Division Accountant II; Accounting Division
	2.5. Approve JEV, BIR Certificate of Taxes Withheld (2307), if applicable, and Certified supporting documents complete portion for DV a. P 100,000 and below b. Above P100,000 to P500,000 c. above P500,000		7 hour/s	<ul style="list-style-type: none"> Accountant IV; Accounting Division Chief Accountant; Accounting Division Department Manager ; Finance Department
	2.6. Transmit/release to concerned signatories for approval of payment as stated in Specification of Authority: Below are the signatories: a) Department Manager b) Assistant Administrator c) Deputy Administrator d) Administrator		10 minute/s	<ul style="list-style-type: none"> Administrative Assistant; Finance Department
	2.7. Receive the approved DV and forward it to the Cashier		10 minute/s	<ul style="list-style-type: none"> Administrative Assistant; Finance Department
	2.8. Receive the approved DV and Prepare a Check or ADA. Transmit/release to concerned signatories for approval of Check or ADA as stated in Specification of Authority.		1 hour/s	<ul style="list-style-type: none"> Cashier III; Budget Division
	2.9. Review and approve check or ADA; a. 500,000.00 and below b. Above 500,000.00 to 1M Below are the signatories: a) Assistant Administrator for Finance and Administration b) Deputy Administrator c) Administrator		2 hour/s	<ul style="list-style-type: none"> Cashier III; Budget Division Budget Officer V ; Budget Division Department Manager; Finance Department

	2.10. Receive the approved check and forward it to the Cashier.		10 minute/s	<ul style="list-style-type: none"> Administrative Assistant; Finance Department
3. Claim payment (check / ADA) Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT	3. Release check to claimant or forward ADA to bank	None	2 hour/s	<ul style="list-style-type: none"> Cashier III; Budget Division
Total Processing Time:			3 day/s	
Total Processing Fee:			Total Standard Fee: None	

7. DISBURSEMENTS

Settlement of government payables/obligations by Check or Advice to Debit Account (ADA).
(E.g. First Salary/Terminal Pay/Magna Carta Benefits/Foreign Travel)

Office or Division:	Finance Department			
Category:	Internal Service			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Government Agencies, Suppliers, Contractors, and other private entities			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement 1.Disbursement Voucher (DV) (4) Original Copy			Agency - Division: COMMISSION ON AUDIT - COMMISSION ON AUDIT	

<p>2.Approved Budget Utilization Request and Status (BURS) (4) Original Copy</p> <p>Agency - Division: NATIONAL FOOD AUTHORITY - CONCERN DEPARTMENT</p> <p>3.3. Documentary requirements • For common government transactions per COA Circular No. 2012-001 dated June 14, 2012 • For Procurement of Goods and Services per Revised Implementing Rules and Regulations of Republic Act No. 9184 (1) Original Copy And (1) Certified True Copy</p> <p>Agency - Division: NATIONAL FOOD AUTHORITY - CONCERN DEPARTMENT</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submit BUR along with complete supporting documents to FD-Budget Division for Budget Availability Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT</p>	<p>1.1. 1. Receive BUR along with complete supporting documents from the concerned NFA Executive Offices and Central Office Departments, Office of the Council Secretary (OCS), and Commission on Audit (COA)</p>	None	1 hour/s	<ul style="list-style-type: none"> • Administrative Assistant I; Finance Department
	<p>1.2. Evaluate BUR if request is within the Approved Budget Ceiling and with issued ASA, assign BUR Number, and affix initials. Return BUR along with its supporting documents thru memo if request is not within the Approved Budget Ceiling or without issued ASA.</p>		1 hour/s	<ul style="list-style-type: none"> • Budget Officer I ; Budget Division • Budget Officer II; Budget Division • Budget Officer III; Budget Division
<p>2. No Activity Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT</p>	<p>2.1. 2. Review and Sign the BUR for budget availability a. P 100,000 and below b. Above P100,000 to P500,000 c. above P500,000</p>	None	1 hour/s	<ul style="list-style-type: none"> • Budget Officer IV; Budget Division • Budget Officer V ; Budget Division • Department Manager ; Finance Department
	<p>2.2. Releases the approved BUR with the related supporting documents to the concerned department / FD- Accounting Division.</p>		30 minute/s	<ul style="list-style-type: none"> • Budget Officer I ; Budget Division • Budget Officer II; Budget Division • Budget Officer III; Budget Division

	2.3. Receive DVs from the concerned department with attachments. Forward to the designated processor.		30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Finance Department
	2.4. Process the DV together with the complete supporting documents. Record DV if compliant with the required documents. Return to end user if not, with notation as to deficiencies. Prepare Journal Entry Voucher. Prepare BIR Certificate of Taxes Withheld (2307), if applicable.		3 working day/s	<ul style="list-style-type: none"> Accounts Analyst; Accounting Division Accountant I; Accounting Division Accountant II; Accounting Division
	2.5. Review and affix initial on DV and BIR Certificate of Taxes Withheld (2307), if applicable.		5 hour/s	<ul style="list-style-type: none"> Accountant IV; Accounting Division
	2.6. Approve JEV, BIR Certificate of Taxes Withheld (2307), if applicable, and Certified supporting documents complete portion for DV a. P 100,000 and below b. Above P100,000 to P500,000 c. above P500,000		2 working day/s	<ul style="list-style-type: none"> Accountant IV; Accounting Division Chief Accountant; Accounting Division Department Manager ; Finance Department
	2.7. Transmit/release to concerned signatories for approval of payment as stated in Specification of Authority Below are the signatories: a. Department Manager b. Assistant Administrator c. Deputy Administrator d. Administrator		30 minute/s	<ul style="list-style-type: none"> Administrative Assistant; Finance Department
	2.8. Receive the approved DV and forward it to the Cashier		15 minute/s	<ul style="list-style-type: none"> Administrative Assistant; Finance Department
	2.9. Receive the approved DV and Prepare a Check or ADA. Transmit/release to concerned signatories for approval of Check or ADA as stated in Specification of Authority.		2 hour/s	<ul style="list-style-type: none"> Cashier III; Budget Division
	2.10. Review and approve check or ADA; a. 500,000.00 and below b. Above 500,000.00 to 1M Below are the signatories: a) Assistant Administrator for Finance and Administration b) Deputy Administrator c) Administrator		2 hour/s	<ul style="list-style-type: none"> Cashier III; Budget Division Budget Officer V ; Budget Division

				<ul style="list-style-type: none"> Department Manager; Finance Department
	2.11. Receive the approved check and forward it to the Cashier		15 minute/s	<ul style="list-style-type: none"> Administrative Assistant; Finance Department
3. Claim payment (check / ADA) Location: NATIONAL FOOD AUTHORITY FINANCE DEPARTMENT	3. Release check to claimant or forward ADA to bank.	None	2 hour/s	<ul style="list-style-type: none"> CASHIER III; Budget Division
Total Processing Time:			7 day/s	
Total Processing Fee:			Total Standard Fee: None	

Finance Section

1. Disbursement - Simple Transactions
Settlement of government payables / obligations by Check or Advice to Debit Account (ADA).
(E.g. Domestic Travel / Loyalty Cash award / Communication Allowance)

Office or Division:	Finance Section
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	NFA Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM
<div>CHECKLIST OF REQUIREMENTS</div> <div>WHERE TO SECURE</div>	

<p>For Standard Requirement</p> <div> <div> 1.Disbursement Voucher (DV) (4) Original Copy And (4) Photo Copy </div> <div>Agency - Division: NFA Regional Office - Finance Section</div> </div> <div> <div> 2.Approved Budget Utilization Request and Status (BURS) (4) Original Copy And (4) Photo Copy </div> <div>Agency - Division: NFA Regional Office - Finance Section</div> </div> <div> <div> 3.Documentary requirements for common government transactions per COA Circular no. 2012-001 dated June 14, 2012 (1) Original Copy Remarks: Download from the COA website </div> <div>Applicant / Client</div> </div> <div> <div> 4.Documentary requirements for Procurement of Goods and Services per Revised Implementing Rules and Regulations of Republic Act No. 9184 (1) Original Copy Remarks: Download from the COA website </div> <div>Applicant / Client</div> </div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the DV Location: NFA Regional Office - Finance Section	1.1. Receives DVs from the concerned department with attachments	None	30 minute/s	<ul style="list-style-type: none"> Accounts Analyst; NFA Regional Offices
	1.2. Processes the DV together with the complete supporting documents, Records DV if compliant with the required documents. Return to end user if not, with notation as to deficiencies. Prepares Journal Entry Voucher (JEV) Prepared BIR Certificate of Taxes Withheld (2307), if applicable		1 working day/s	<ul style="list-style-type: none"> Accounts Analyst/Accountant II; NFA Regional Offices
	1.3. Reviews and initials on DV and BIR Certificate of Taxes Withheld (2307), if applicable.		2 hour/s	<ul style="list-style-type: none"> Accountant IV; NFA Regional Offices
	1.4. Approves JEV, BIR Certificate of Taxes Withheld (2307), if applicable and Certified supporting documents complete portion for DV		1 working day/s	<ul style="list-style-type: none"> Accountant IV; NFA Regional Offices

	1.5. Transmits / releases to concerned signatories for approval of payment as stated in Specifications of Authority: Below are the signatories: Assistant Regional Manager: Regional Manager:		10 minute/s	• Accounts Analyst; NFA Regional Offices
	1.6. Receive the approved DV and forward it to the Cashier		10 minute/s	• Accounts Analyst; NFA Regional Offices
	1.7. Receives the approved DV and prepares a Check or ADA Transmits / releases to concerned signatories for approval of Check or ADA as stated in Specifications of Authority.		1 hour/s	• Budget Officer III; NFA Regional Offices
	1.8. Reviews and approves check or ADA; Below are the signatories: Assistant Regional Manager: Regional Manager:		2 hour/s	• Accountant IV; NFA Regional Offices
	1.9. Receives the approved check and forwards it to the Cashier		10 minute/s	• Accounts Analyst; NFA Regional Offices
2. Claims payment (check/ADA) Location: NFA Regional Office - Finance Section	2. Releases check to claimant or forwards ADA to bank	None	2 hour/s	• Budget Officer III; NFA Regional Offices
Total Processing Time:			3 day/s	
Total Processing Fee:			Total Standard Fee: None	

NFA Regional Offices

- NFA Regional Office I
- NFA Regional Office II
- NFA Regional Office III
- NFA Regional Office IV
- NFA Regional Office V
- NFA Regional Office VI
- NFA Regional Office VII
- NFA Regional Office VIII
- NFA Regional Office IX
- NFA Regional Office X

- NFA Regional Office XI
- NFA Regional Office XII
- NFA NCR
- NFA ARMM
- NFA CARAGA

2. Disbursement - Complex Transactions

Settlement of government payables / obligations by Check or Advice to Debit Account (ADA)

Office or Division:	Finance Section	
Category:	Internal Service	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	NFA Officials and Employees	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<div> <div> For Standard Requirement </div> <div> <div> 1.Disbursement Voucher (DV) (4) Original Copy And (4) Photo Copy </div> <div> 2.Approved Budget Utilization Request and Status (BURS) (4) Original Copy And (4) Photo Copy </div> <div> 3.Documentary requirements for common government transactions per COA Circular No. 2012-001 dated June 14, 2012 (1) Original Copy Remarks: Download from COA website </div> </div> <div> <div> Agency - Division: NFA Branch Office - Finance Section </div> <div> Agency - Division: NFA Branch Office - Finance Section </div> <div> Applicant / Client </div> </div> </div>		

4.Documentary requirements for Procurement of Goods and Services per Revised Implementing Rules and Regulations of Republic Act No. 9184 (1) Original Copy Remarks: Download form the COA website					Applicant / Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)		
1. Submits the DV Location: NFA Branch Office - Finance Section	1.1. Receives DVs from the concerned department with complete attachments and complete signatures. Forwards to Finance Department	None	30 minute/s	• Accounts Analyst; NFA Branch Offices		
	1.2. Processes the DV together with the complete supporting documents. Records DV if compliant with the required documents. Return to end user if not, with notations as to deficiencies. Prepares Journal Entry Voucher Prepares BIR Certificate o Tax Withheld (2307), if applicable		3 working day/s	• Accounts Analyst / Accountant II; NFA Branch Offices		
	1.3. Reviews and affixes initial on DV and BIR Certificate of Taxes Withheld (2307), if applicalbe.		4 hour/s	• Accountant IV; NFA Branch Offices		
	1.4. Approves JEV, BIR Certificate of Taxes Withheld (2307), if applicable, and Certified supporting documents complete portion of DV		4 hour/s	• Accountant IV; NFA Branch Offices		
	1.5. Transmits / releases DV to concerned signatories for approval of payment as stated in Specifications of Authority Below are the signatories: Assistant Branch Manager: Branch Manager:		30 minute/s	• Accounts Analyst; NFA Branch Offices		
	1.6. Receives the approved DV and forward it to the Cashier		10 minute/s	• Accounts Analyst; NFA Branch Offices		
	1.7. Receives the approved DV and prepares a Check or ADA Transmits / releases DV to concerned signatories for approval of Check or ADA as stated in Specifications of Authority		1 hour/s	• Budget Officer III; NFA Branch Offices		
	1.8. Reviews and approves check or ADA; a. 50,000.00 and below b. Above 50,000.00 Below are signatories: Assistant Branch Manager Branch Manager		2 hour/s	• Accountant IV; NFA Branch Offices		

	1.9. Receives the approved check and forwards it to the Cashier		10 minute/s	<ul style="list-style-type: none"> Accounts Analyst; NFA Branch Offices
2. Claims payment (check / ADA) Location: NFA Branch Office - Finance Section	2. Releases check to claimant or forwards ADA to bank	None	2 hour/s	<ul style="list-style-type: none"> Budget Officer III; NFA Branch Offices
Total Processing Time:			4 day/s, 6 hour/s, 20 minute/s	
Total Processing Fee:			Total Standard Fee: None	

NFA Branch Offices

- Ilocos Norte
- Eastern Pangasinan
- La Union
- Isabela
- Cagayan
- Nueva Vizcaya
- Nueva Ecija
- Tarlac
- Pampanga
- Bulacan
- Batangas
- Laguna
- Oriental Mindoro
- Occidental Mindoro
- Palawan
- Quezon
- Albay
- Camarines Sur
- Sorsogon
- Iloilo
- Capiz
- Negros Occidental
- Cebu
- Negros Oriental
- Bohol
- Leyte
- Northern Samar

- Zamboanga City
- Zamboanga del Sur
- Misamis Oriental
- Bukidnon
- Lanao del Norte
- Davao del Norte
- Davao Oriental
- Davao del Sur
- North Cotabato
- South Cotabato
- Sultan Kudarat
- Central District Office
- East District Office
- Maguidanao
- Lanao del Sur
- Basilan
- Agusan del Sur
- Surigao del Sur

3. Disbursement - Complex Transactions

Settlement of government payables / obligations by Check or Advice to Debit Account (ADA)

Office or Division:	Finance Section	
Category:	Internal Service	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	NFA Officials and Employees	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		

<p>1.Disbursement Voucher (DV) (4) Original Copy And (4) Photo Copy</p> <p>2.Approved Budget Utilization Request and Status (BURS) (4) Original Copy And (4) Photo Copy</p> <p>3.Documentary requirements for common government transactions per COA Circular No. 2012-001 dated June 14, 2012 (1) Original Copy Remarks: Download from COA website</p> <p>4.Documentary requirements for Procurement of Goods and Services per Revised Implementing Rules and Regulations of Republic Act No. 9184 (1) Original Copy Remarks: Download form the COA website</p>					<p>Agency - Division: NFA Regional Office - Finance Section</p> <p>Agency - Division: NFA Regional Office - Finance Section</p> <p>Applicant / Client</p> <p>Applicant / Client</p>
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
1. Submits the DV Location: NFA Regional Office - Finance Section	1.1. Receives DVs from the concerned department with attachments. Forwards to the designated processor	None	30 minute/s	<ul style="list-style-type: none"> Accounts Analyst ; NFA Regional Offices 	
	1.2. Processes the DV together with the complete supporting documents. Records DV if compliant with the required documents. Return to end user if not, with notations as to deficiencies. Prepares Journal Entry Voucher Prepares BIR Certificate o Tax Withheld (2307), if applicable		3 working day/s	<ul style="list-style-type: none"> Accounts Analyst / Accountant II; NFA Regional Offices 	
	1.3. Reviews and affixes initial on DV and BIR Certificate of Taxes Withheld (2307), if applicalbe.		4 hour/s	<ul style="list-style-type: none"> Accountant IV; NFA Regional Offices 	
	1.4. Approves JEV, BIR Certificate of Taxes Withheld (2307), if applicable, and Certified supporting documents complete portion of DV		2 working day/s	<ul style="list-style-type: none"> Accountant IV; NFA Regional Offices 	

	1.5. Transmits / releases DV to concerned signatories for approval of payment as stated in Specifications of Authority Below are the signatories: Assistant Regional Manager: Regional Manager:		30 minute/s	• Accounts Analyst; NFA Regional Offices
	1.6. Receives the approved DV and forward it to the Cashier		10 minute/s	• Accounts Analyst; NFA Regional Offices
	1.7. Receives the approved DV and prepares a Check or ADA Transmits / releases DV to concerned signatories for approval of Check or ADA as stated in Specifications of Authority		1 hour/s	• Budget Officer III; NFA Regional Offices
	1.8. Reviews and approves check or ADA; a. 50,000.00 and below b. Above 50,000.00 Below are signatories: Regional Manager		2 hour/s	• Accountant IV; NFA Regional Offices
	1.9. Receives the approved check and forwards it to the Cashier		10 minute/s	• Accounts Analyst; NFA Regional Offices
2. Claims payment (check / ADA) Location: NFA Regional Office - Finance Section	2. Releases check to claimant or forwards ADA to bank	None	2 hour/s	• Budget Officer III; NFA Regional Offices
Total Processing Time:			6 day/s, 2 hour/s, 20 minute/s	
Total Processing Fee:			Total Standard Fee: None	

NFA Regional Offices

- NFA Regional Office I
- NFA Regional Office II
- NFA Regional Office III
- NFA Regional Office IV
- NFA Regional Office V
- NFA Regional Office VI
- NFA Regional Office VII
- NFA Regional Office VIII
- NFA Regional Office IX
- NFA Regional Office X

- NFA Regional Office XI
- NFA Regional Office XII
- NFA NCR
- NFA ARMM
- NFA CARAGA

4. Disbursement - Complex Transactions
 Settlement of government payables / obligations by Check or Advice to Debit Account (ADA).
 (E.g. First Salary Terminal Pay / Magna Carta Benefits)

Office or Division:	Finance Section	
Category:	Internal Service	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	Government Agencies, Suppliers, Contractors, and other private entities	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<div> <div> For Standard Requirement <div> 1.Disbursement Voucher (DV) (4) Original Copy And (4) Photo Copy <div> Agency - Division: NFA Branch Office - Finance Section </div> </div> </div> <div> 2.Approved Budget Utilization Request and Status (BURS) (4) Original Copy And (4) Photo Copy <div> Agency - Division: NFA Branch Office - Finance Section </div> </div> <div> 3.Documentary requirements for common government transactions per COA Circular No. 2012-001 dated June 14, 2012 (1) Original Copy <div> Applicant / Client </div> </div> <div> Remarks: Download from COA website </div> </div>		

4.Documentary requirements for Procurement of Goods and Services per Revised Implementing Rules and Regulations of Republic Act No. 9184 (1) Original Copy Remarks: Download form the COA website					Applicant / Client				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)					
1. Submits the DV Location: NFA Branch Office - Finance Section	1.1. Receives DVs from the concerned department with complete attachments and complete signatures. Forwards to Finance Department	None	30 minute/s	<ul style="list-style-type: none"> Accounts Analyst; NFA Branch Offices 					
	1.2. Processes the DV together with the complete supporting documents. Records DV if compliant with the required documents. Return to end user if not, with notations as to deficiencies. Prepares Journal Entry Voucher Prepares BIR Certificate o Tax Withheld (2307), if applicable		3 working day/s	<ul style="list-style-type: none"> Accounts Analyst / Accountant II; NFA Branch Offices 					
	1.3. Reviews and affixes initial on DV and BIR Certificate of Taxes Withheld (2307), if applicalbe.		4 hour/s	<ul style="list-style-type: none"> Accountant IV; NFA Branch Offices 					
	1.4. Approves JEV, BIR Certificate of Taxes Withheld (2307), if applicable, and Certified supporting documents complete portion of DV		4 hour/s	<ul style="list-style-type: none"> Accountant IV; NFA Branch Offices 					
	1.5. Transmits / releases DV to concerned signatories for approval of payment as stated in Specifications of Authority Below are the signatories: Assistant Branch Manager: Branch Manager:		30 minute/s	<ul style="list-style-type: none"> Accounts Analyst ; NFA Branch Offices 					
	1.6. Receives the approved DV and forward it to the Cashier		10 minute/s	<ul style="list-style-type: none"> Accounts Analyst ; NFA Branch Offices 					
	1.7. Receives the approved DV and prepares a Check or ADA Transmits / releases DV to concerned signatories for approval of Check or ADA as stated in Specifications of Authority		1 hour/s	<ul style="list-style-type: none"> Budget Officer III; NFA Branch Offices 					
	1.8. Reviews and approves check or ADA; a. 50,000.00 and below b. Above 50,000.00 Below are signatories: Assistant Branch Manager Branch Manager		2 hour/s	<ul style="list-style-type: none"> Accountant IV; NFA Branch Offices 					

	1.9. Receives the approved check and forwards it to the Cashier		10 minute/s	<ul style="list-style-type: none"> Accounts Analyst ; NFA Branch Offices
2. Claims payment (check / ADA) Location: NFA Branch Office - Finance Section	2. Releases check to claimant or forwards ADA to bank	None	2 hour/s	<ul style="list-style-type: none"> Budget Officer III; NFA Branch Offices
Total Processing Time:			4 day/s, 6 hour/s, 20 minute/s	
Total Processing Fee:			Total Standard Fee: None	

NFA Branch Offices

- Ilocos Norte
- Eastern Pangasinan
- La Union
- Isabela
- Cagayan
- Nueva Vizcaya
- Nueva Ecija
- Tarlac
- Pampanga
- Bulacan
- Batangas
- Laguna
- Oriental Mindoro
- Occidental Mindoro
- Palawan
- Quezon
- Albay
- Camarines Sur
- Sorsogon
- Iloilo
- Capiz
- Negros Occidental
- Cebu
- Negros Oriental
- Bohol
- Leyte
- Northern Samar

- Zamboanga City
- Zamboanga del Sur
- Misamis Oriental
- Bukidnon
- Lanao del Norte
- Davao del Norte
- Davao Oriental
- Davao del Sur
- North Cotabato
- South Cotabato
- Sultan Kudarat
- Central District Office
- East District Office
- Maguidanao
- Lanao del Sur
- Basilan
- Agusan del Sur
- Surigao del Sur

5. Disbursement - Complex Transactions
 Settlement of government payables / obligations by Check or Advice to Debit Account (ADA).
 (E.g. First Salary / Terminal Pay / Magnda Carta Benefits)

Office or Division:	Finance Section	
Category:	Internal Service	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	Government Agencies, Suppliers, Contractors, and other private entities	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		

<p>1.Disbursement Voucher (DV) (4) Original Copy And (4) Photo Copy</p> <p>2.Approved Budget Utilization Request and Status (BURS) (4) Original Copy And (4) Photo Copy</p> <p>3.Documentary requirements for common government transactions per COA Circular No. 2012-001 dated June 14, 2012 (1) Original Copy Remarks: Download from COA website</p> <p>4.Documentary requirements for Procurement of Goods and Services per Revised Implementing Rules and Regulations of Republic Act No. 9184 (1) Original Copy Remarks: Download form the COA website</p>					<p>Agency - Division: NFA Regional Office - Finance Section</p> <p>Agency - Division: NFA Regional Office - Finance Section</p> <p>Applicant / Client</p> <p>Applicant / Client</p>
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
1. Submits the DV Location: NFA Regional Office - Finance Section	1.1. Receives DVs from the concerned department with attachments. Forwards to the designated processor	None	30 minute/s	<ul style="list-style-type: none"> Accounts Analyst; NFA Regional Offices 	
	1.2. Processes the DV together with the complete supporting documents. Records DV if compliant with the required documents. Return to end user if not, with notations as to deficiencies. Prepares Journal Entry Voucher Prepares BIR Certificate o Tax Withheld (2307), if applicable		3 working day/s	<ul style="list-style-type: none"> Accounts Analyst / Accountant II; NFA Regional Offices 	
	1.3. Reviews and affixes initial on DV and BIR Certificate of Taxes Withheld (2307), if applicalbe.		4 hour/s	<ul style="list-style-type: none"> Accountant IV; NFA Regional Offices 	
	1.4. Approves JEV, BIR Certificate of Taxes Withheld (2307), if applicable, and Certified supporting documents complete portion of DV		2 working day/s	<ul style="list-style-type: none"> Accountant IV; NFA Regional Offices 	

	1.5. Transmits / releases DV to concerned signatories for approval of payment as stated in Specifications of Authority Below are the signatories: Assistant Regional Manager: Regional Manager:		30 minute/s	• Accounts Analyst ; NFA Regional Offices
	1.6. Receives the approved DV and forward it to the Cashier		10 minute/s	• Accounts Analyst; NFA Regional Offices
	1.7. Receives the approved DV and prepares a Check or ADA Transmits / releases DV to concerned signatories for approval of Check or ADA as stated in Specifications of Authority		1 hour/s	• Budget Officer III; NFA Regional Offices
	1.8. Reviews and approves check or ADA; a. 50,000.00 and below b. Above 50,000.00 Below are signatories: Regional Manager		2 hour/s	• Accountant IV; NFA Regional Offices
	1.9. Receives the approved check and forwards it to the Cashier		10 minute/s	• Accounts Analyst ; NFA Regional Offices
2. Claims payment (check / ADA) Location: NFA Regional Office - Finance Section	2. Releases check to claimant or forwards ADA to bank	None	2 hour/s	• Budget Officer III; NFA Regional Offices
Total Processing Time:			6 day/s, 2 hour/s, 20 minute/s	
Total Processing Fee:			Total Standard Fee: None	

NFA Regional Offices

- NFA Regional Office I
- NFA Regional Office II
- NFA Regional Office III
- NFA Regional Office IV
- NFA Regional Office V
- NFA Regional Office VI
- NFA Regional Office VII
- NFA Regional Office VIII
- NFA Regional Office IX
- NFA Regional Office X

- NFA Regional Office XI
- NFA Regional Office XII
- NFA NCR
- NFA ARMM
- NFA CARAGA

Finance Section

1. Disbursement - Simple Transactions
 Settlement of government payables / obligations by Check or Advice to Debit Account (ADA).
 (E.g. Domestic Travel / Loyalty Cash award / Communication Allowance)

Office or Division:	Finance Section		
Category:	Internal Service		
Classification:	Simple		
Type of Transaction:	G2G (Government to Government)		
Who may avail:	NFA Officials and Employees		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<div> <div> For Standard Requirement <div> 1.Disbursement Voucher (DV) (4) Original Copy And (4) Photo Copy <div> Agency - Division: NFA Branch Office - Finance Section </div> </div> </div> <div> 2.Approved Budget Utilization Request and Status (BURS) (4) Original Copy And (4) Photo Copy <div> Agency - Division: NFA Branch Office - Finance Section </div> </div> <div> 3.Documentary requirements for common government transactions per COA Circular no. 2012-001 dated June 14, 2012 (1) Original Copy <div> Applicant / Client </div> </div> <div> Remarks: Download from the COA website </div> </div>			

4.Documentary requirements for Procurement of Goods and Services per Revised Implementing Rules and Regulations of Republic Act No. 9184

(1) Original Copy

Remarks:

Download from the COA website

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the DV Location: NFA Branch Office - Finance Section	1.1. Receives DVs from the concerned department with attachments	None	30 minute/s	<ul style="list-style-type: none"> Accounts Analyst; NFA Branch Offices
	1.2. Processes the DV together with the complete supporting documents, records DV if compliant with the required documents. Return to end user if not, with notation as to deficiencies. Prepares Journal Entry Voucher (JEV) Prepared BIR Certificate of Taxes Withheld (2307), if applicable		1 working day/s	<ul style="list-style-type: none"> Accounts Analyst; NFA Branch Offices
	1.3. Reviews and initials on DV and BIR Certificate of Taxes Withheld (2307), if applicable.		2 hour/s	<ul style="list-style-type: none"> Accountant II; NFA Branch Offices
	1.4. Approves JEV, BIR Certificate of Taxes Withheld (2307), if applicable and Certified supporting documents complete portion for DV		1 working day/s	<ul style="list-style-type: none"> Accountant III; NFA Branch Offices
	1.5. Transmits / releases to concerned signatories for approval of payment as stated in Specifications of Authority: Below are the signatories: Assistant Regional Manager: Regional Manager:		10 minute/s	<ul style="list-style-type: none"> Accounts Analyst; NFA Branch Offices
	1.6. Receive the approved DV and forward it to the Cashier		10 minute/s	<ul style="list-style-type: none"> Accounts Analyst; NFA Branch Offices
	1.7. Receives the approved DV and prepares a Check or ADA Transmits / releases to concerned signatories for approval of Check or ADA as stated in Specifications of Authority.		1 hour/s	<ul style="list-style-type: none"> Cashier II/Cashier III; NFA Branch Offices
	1.8. Reviews and approves check or ADA a. 50,000.00 and below b. Above 50,000.00 Below are the signatories: Assistant Branch Manager: Branch Manager:		2 hour/s	<ul style="list-style-type: none"> Cashier II/Cashier III/Assistant Branch Manager/Branch Manager; NFA Branch Offices

	1.9. Receives the approved check and forwards it to the Cashier		10 minute/s	<ul style="list-style-type: none"> Accounts Analyst; NFA Branch Offices
2. Claims payment (check/ADA) Location: NFA Branch Office - Finance Section	2. Releases check to claimant or forwards ADA to bank	None	2 hour/s	<ul style="list-style-type: none"> Cashier II/Cahier III; NFA Branch Offices
Total Processing Time:			3 day/s	
Total Processing Fee:			Total Standard Fee: None	

NFA Branch Offices

- Ilocos Norte
- Eastern Pangasinan
- La Union
- Isabela
- Cagayan
- Nueva Vizcaya
- Nueva Ecija
- Tarlac
- Pampanga
- Bulacan
- Batangas
- Laguna
- Oriental Mindoro
- Occidental Mindoro
- Palawan
- Quezon
- Albay
- Camarines Sur
- Sorsogon
- Iloilo
- Capiz
- Negros Occidental
- Cebu
- Negros Oriental
- Bohol
- Leyte
- Northern Samar

- Zamboanga City
- Zamboanga del Sur
- Misamis Oriental
- Bukidnon
- Lanao del Norte
- Davao del Norte
- Davao Oriental
- Davao del Sur
- North Cotabato
- South Cotabato
- Sultan Kudarat
- Central District Office
- East District Office
- Maguidanao
- Lanao del Sur
- Basilan
- Agusan del Sur
- Surigao del Sur

Human Resource Development and Services Division

1. Processing of Certificate of Performance Rating

Issuance of Certificate of Perfomance Rating for NFA Employees

Office or Division:	Human Resource Development and Services Division	
Category:	Internal Service	
Classification:	Simple	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	National Food Authority Central Office Employees	
Operating Hours:	8:00 AM - 8:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		

1.Letter Request signed by the requesting party (1) Original Copy					Applicant / Client
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
1. Request for Certificate of Performance Rating Location: Human Resource Development and Services Division	1.1. Receives and acknowledge the request	None	1 hour/s	<ul style="list-style-type: none">Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division	
	1.2. Prepares Certificate of Rating or No Rating		3 hour/s	<ul style="list-style-type: none">Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resource Development and Services Division	
	1.3. Evaluates and endorses the Certificate of Rating or No Rating		2 hour/s	<ul style="list-style-type: none">Supervising Personnel Specialist/Chief Personnel Specialist; Human Resource Development and Services Division	
	1.4. Sign and approves the Certificate of Rating or No Rating		1 hour/s	<ul style="list-style-type: none">Department Manager; Administrative and General Services Department	
	1.5. Filing of Receiving Copy of the Certificate		1 hour/s	<ul style="list-style-type: none">Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resource Development and Services Division	
Total Processing Time:			1 day/s		
Total Processing Fee:			Total Standard Fee: None		

Human Resources Development and Services Division

1. Processing of Request for Service Record (Record Available in the System)
Processing of requests for Service Record for external clients of the NFA Central Office with available record in the Human Resource Information System (HURIS)

Office or Division:	Human Resources Development and Services Division
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Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Former employees/other government agencies.			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p>For Standard Requirement</p> <p>1. Log-book entry; or (1) Original Copy</p> <p style="text-align: right;">Agency - Division: NFA - AGSD-HRDSD-RIU</p> <p>2. Request through email / letter (1) Original Copy Or (1) Electronic Copy</p> <p style="text-align: right;">Applicant / Client</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submits prescribed requirements. Location: Administrative and General Services Department - 6th Floor, NFA Building agsd@nfa.gov.ph Notes/Instruction: Request letter should be address to the Department manager, or send the letter to the abovementioned email address</p>	1.1. Receives and evaluates the request for Service Record	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist and Requestor; Human Resources Development and Services Division
	1.2. Generates Service Record from the Human Resource and Information System (HURIS)		1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist ; Human Resources Development and Services Division
	1.3. Endorses the Service Record for signature of the Division Chief/Department Manager.		1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist ; Human Resources Development and Services Division

2. Receives the Service Record Location: Administrative and General Services Department - 6th Floor, NFA Building	2. Informs that the Service Record is already available/have the Service Record received by the requestor.	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
Total Processing Time:			4 hour/s	
Total Processing Fee:			Total Standard Fee: None	

2. Processing of Request for Service Record (Record not Available in the System)

Processing of requests for Service Record for external clients of the NFA Central Office no available record in the Human Resource Information System (HURIS)

Office or Division:	Human Resources Development and Services Division		
Category:	External Service		
Classification:	Simple		
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)		
Who may avail:	Former employees/other government agencies.		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<p>For Standard Requirement</p> <p>1.Log-book entry; or (1) Original Copy</p> <p>2.Request through email/letter (1) Original Copy Or (1) Electronic Copy</p>			
		<p>Agency - Division: NFA - AGSD-HRDSD-RIU</p> <p>Applicant / Client</p>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits prescribed requirements Location: Administrative and General Services Department - 6th Floor, NFA Building agsd@nfa.gov.ph Notes/Instruction: Request letter should be address to the Department manager, or send the letter to the abovementioned email address	1.1. Receives and evaluates the request for Service Record	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
	1.2. Requests GSD for the retrieval of record at the NFA Records Center (ACA, Valenzuela).		1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Administrative and General Services Department
	1.3. Upon receipt of document from NFA Records Center (ACA, Valenzuela) manually prepares the Service Record.		1 working day/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
	1.4. Endorses the Service Record for signature of the Division Chief/Department Manager.		1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
2. Receives the Service Record Location: Administrative and General Services Department - 6th Floor, NFA Building	2. Informs that the Service Record is already available/have the Service Record received by the requestor.	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
Total Processing Time:			1 day/s, 4 hour/s	
Total Processing Fee:			Total Standard Fee: None	

3. Processing of Study Leave

Processing of application for study leave as part of career development program that provides opportunities for personnel development and career advancement for NFA employees.

Office or Division:	Human Resources Development and Services Division
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Category:	Internal Service	
Classification:	Complex	
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	National Food Authority Employees	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>For Standard Requirement</p> <p>1.Request for Study Leave (1) Original Copy</p> <p>Applicant / Client</p> <p>2.Proof of enrollment (1) Certified True Copy</p> <p>Applicant / Client</p> <p>For Master's / Doctorate Degree</p> <p>1.Certification from School as to the Tentative Completion of Comprehensive Examination / Certification from School as to the Conduction of Thesis (1) Certified True Copy</p> <p>Applicant / Client</p> <p>For Bar Review</p> <p>1.Copy/Receipt of Bar Review Program / Classes (1) Certified True Copy</p> <p>Applicant / Client</p> <p>3.Diploma (1) Certified True Copy</p> <p>Applicant / Client</p> <p>4.Service Record (1) Original Copy</p> <p>Agency - Division: National Food Authority - Human Resource Development and Services Division</p>		

Central and Field Office Employees

1.Service Record for Central Office Employees (1) Original Copy	Agency - Division: National Food Authority - Human Resource Development and Services Division
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2.Service Record for Field Office Employees (1) Original Copy	Agency - Division: National Food Authority - Regional / Branch Office Administrative and General Services
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5.Certification of No Pending Administrative/Criminal Case (1) Original Copy	Agency - Division: National Food Authority - Legal Affairs Department
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6.Duly accomplished of Application for Leave of Absence (ALA) (4) Original Copy	Applicant / Client
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7.Last page of Perpetual Leave Card (1) Certified True Copy	Agency - Division: National Food Authority - Human Resource Development and Services Division
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Central and Field Office Employees

1.Last Page of Perpetual Leave for Central Office Employees (1) Original Copy	Agency - Division: National Food Authority - Human Resource Development and Service Division
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2.Last Page of Perpetual Leave for Field Office Employees (1) Original Copy	Agency - Division: National Food Authority - Regional / Branch Office Administrative and General Services
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8.Service Contract (4) Original Copy	Applicant / Client
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9.NFA Clearance (1) Certified True Copy	Applicant / Client
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request for approval of Study Leave and supporting documents/requirements Location: Administrative and General Services Department Notes/Instruction: Photocopied documents needs to be certified by the Administrative Officer	1.1. Evaluates request and validates submitted requirements if the applicant is qualified to avail Study Leave	None	2 working day/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.2. Prepares the following documents and submits to the Department Manager of Administrative and General Services Department for signature: a. Certificate of Very Satisfactory (VS) Rating during the course of the study; b. Certificate that the employee pursued his/her graduate studies through his/her own expense; c. Certificate that the employee did not avail of any study leave on official time for the duration of the graduate course.		2 hour/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.3. Signs and approves the certificate/documents		4 hour/s	<ul style="list-style-type: none"> Department Manager; Administrative and General Services Department
	1.4. Prepares recommendation for approval of the Study Leave		1 hour/s	<ul style="list-style-type: none"> Supervising Personnel Specialist/Chief Personnel Specialist; Administrative and General Services Department
	1.5. Signs the recommendation for approval of the Study Leave		3 hour/s	<ul style="list-style-type: none"> Department Manager; Administrative and General Services Department
	1.6. Reviews and recommends the approval of the request for Study Leave		1 working day/s	<ul style="list-style-type: none"> Executive Assistant/Assistant Administrator for Finance and Administration; Office of the Assistant Administrator for Finance and Administration
	1.7. Reviews and recommends the approval of the request for Study Leave		1 working day/s	<ul style="list-style-type: none"> Executive Assistant/Deputy Administrator; Office of the Deputy Administrator

	1.8. Approves the request for Study Leave		1 working day/s	<ul style="list-style-type: none"> Special Assistant to the Administrator/Administrator; Office of the Administrator
2. Receives the approved request for Study Leave Location: Office of the requesting employee	2. Transmits the approved request for Study Leave to the concerned department/office	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
Total Processing Time:			6 day/s, 3 hour/s	
Total Processing Fee:			Total Standard Fee: None	

4. Processing of Internal Training Request

Any training program/activity such as seminar, workshop, or briefing initiated and conducted by the Administrative & General Services Department (AGSD), other NFA Central Office department/office, Field Offices, or in coordination with other government or private institutions.

Office or Division:	Human Resources Development and Services Division		
Category:	Internal Service		
Classification:	Complex		
Type of Transaction:	G2G (Government to Government)		
Who may avail:	NFA Officials and employees		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<p>For Standard Requirement</p> <p>1.Request for approval to conduct internal training program (1) Original Copy Or (1) Electronic Copy</p> <p>Agency - Division: National Food Authority - Central Office Departments/Offices and Regional Offices</p>			

<p>Remarks: Central Office and Regional Offices of NFA</p> <p>2.Request for issuance of Training Directive (1) Original Copy Or (1) Electronic Copy Remarks: Central Office and Regional Offices of NFA</p> <p>3.Training Design / Modules and Computation of Budgetary Requirements (1) Original Copy Or (1) Electronic Copy Remarks: Central Office and Regional Offices of NFA</p> <p>4.List of Participants (1) Original Copy Or (1) Electronic Copy Remarks: Central Office and Regional Offices of NFA</p> <p style="text-align: right;">Agency - Division: National Food Authority - Central Office Departments/Offices and Regional Offices</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request for approval to conduct Internal Training Program Location: Human Resource Development Services Division	1.1. Receives memo-request and checks completeness and correctness of documents.	None	4 hour/s	<ul style="list-style-type: none"> Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.2. Evaluate request for approval to conduct Internal Training Program		1 working day/s	<ul style="list-style-type: none"> Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.3. Prepares recommendation for the approval of the request to conduct Internal Training Program.		1 hour/s	<ul style="list-style-type: none"> Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division

	1.4. Evaluates and approves the recommendation for the conduct of Internal Training Program.		3 working day/s	<ul style="list-style-type: none">• Department Manager; Finance Department• Assistant Administrator for Finance and Administration; Office of the Assistant Administrator for Finance and Administration• Deputy Administrator; Office of the Deputy Administrator• Administrator; Office of the Administrator
2. Receive copy of the approval to conduct internal training program Location: Human Resources Development and Services Division	2. Receives the approval of the request to conduct internal training and forwards the same to concerned C.O. Department/Office or Field Office	None	1 hour/s	<ul style="list-style-type: none">• Personnel Analyst/Personnel Specialist I/Personnel Specialist II; Human Resources Development and Services Division
3. Submit request for issuance of Training Directive Location: Human Resources Development and Services Division	3.1. Prepares Training Directive	None	1 hour/s	<ul style="list-style-type: none">• Personnel Analyst/Personnel Specialist I/Personnel Specialist II; Human Resources Development and Services Division
	3.2. Approves Training Directive		2 working day/s	<ul style="list-style-type: none">• Department Manager; Administrative and General Services Department• Assistant Administrator for Finance and Administration; Office of the Assistant Administrator for Finance and Administration• Deputy Administrator; Office of the Deputy Administrator• Administrator; Office of the Administrator
	3.3. Transmits approved Training Directive to concerned C.O. Department/Office or Field Office		1 hour/s	<ul style="list-style-type: none">• Personnel Analyst/Personnel Specialist I/Personnel Specialist II; Human Resources Development and Services Division
Total Processing Time:			7 day/s	
Total Processing Fee:			Total Standard Fee: None	

5. Processing of Application for Scholarship Grant

Processing of application for local and foreign scholarships as part of career development program that provides opportunities for personnel development and career advancement for NFA employees.

Office or Division:	Human Resources Development and Services Division	
Category:	Internal Service	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	National Food Authority Employees	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1.Scholarship Invitation (1) Original Copy		Applicant / Client
2.Application Letter (1) Original Copy Remarks: For application not yet confirmed/approved by the local/international scholarship provider/sponsor		Applicant / Client
3.Letter of Acceptance/Admission (1) Original Copy Remarks: Only for those employees already accepted for the local/international scholarship		Applicant / Client
4.Letter of Request for Leave on Scholarship endorsed by the Manager (1) Original Copy		Applicant / Client
5.Duly accomplished Application for Leave of Absence (ALA) (ndicating the purpose and period of Leave on Scholarship) (1) Certified True Copy		Applicant / Client

6.Diploma
(1) Certified True Copy

Applicant / Client

7.Service Record (that will show that the applicant has already rendered two (2) years of service (without a gap in service) with the Agency upon his/her application for a scholarship)
(1) Original Copy

**Agency - Division: National Food Authority -
Administrative and General Services Department**

Central and Field Office Employees

**1.Service Record for Central Office
Employees**
(1) Original Copy

Agency - Division: National Food Authority - Human Resource Development and Service Division

**2.Service Record for Field Office
Employees**
(1) Original Copy

**Agency - Division: National Food Authority - Regional / Branch Office Administrative and General
Services**

8.Certification of No Pending Administrative/Criminal Case
(1) Original Copy

**Agency - Division: National Food Authority -
Legal Affairs Department**

9.Last Page of Perpetual Leave
(1) Certified True Copy

**Agency - Division: National Food Authority -
Human Resource Development and Services
Division**

Central and Field Office Employees

**1.Last Page of Perpetual Leave for Central Office
Employees**
(1) Original Copy

**Agency - Division: National Food Authority - Human Resource Development and Service
Division**

**2.Last Page of Perpetual Leave for Field Office
Employees**
(1) Original Copy

**Agency - Division: National Food Authority - Regional / Branch Office Administrative and
General Services**

10.NFA Clearance
(1) Original Copy

Applicant / Client

Additional Requirements for Application of Foreign Scholarship <div> <div> 1.Travel Data Sheet (2) Original Copy </div> <div> Agency - Division: National Food Authority - Human Resource Development and Services Division </div> </div> <div> <div> 2.Re-Entry Action Plan (2) Original Copy </div> <div> Agency - Division: National Food Authority - Human Resource Development and Services Division </div> </div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit letter request, application for scholarship and other supporting documents Location: Human Resource Development and Services Division	1.1. Disseminates source invitation and other information regarding local/foreign scholarship to Central and Field Offices	None	3 hour/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.2. Evaluates request and ensures completeness of the submitted requirements if the applicant is qualified to avail Scholarship		1 working day/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.3. Informs the concerned office/employee on the submission of additional or lacking documents, if any.		2 hour/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.4. Prepares the following documents and submits to the Department Manager of Administrative and General Services Department: a. Certificate of Very Satisfactory (VS) Rating during the course of the study; b. Certificate that the employee pursued his/her graduate studies through his/her own expense; c. Certificate that the employee did not avail of any study leave on official time for the duration of the graduate course.		3 hour/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.5. Signs/approves the documents/certificates		3 hour/s	<ul style="list-style-type: none"> Department Manager; Administrative and General Services Department

	1.6. Prepares recommendation for approval of the nomination to Scholarship Program		2 hour/s	<ul style="list-style-type: none"> Supervising Personnel Specialist/Chief Personnel Specialist; Human Resources Development and Services Division
	1.7. Signs the recommendation for approval of the nomination to Scholarship Program		3 hour/s	<ul style="list-style-type: none"> Department Manager; Administrative and General Services Department
	1.8. Evaluates the recommendation for approval to Scholarship Program		1 working day/s	<ul style="list-style-type: none"> Executive Assistant/Assistant Administrator for Finance and Administration; Office of the Assistant Administrator for Finance and Administration
	1.9. Evaluates the recommendation for approval of nomination to Scholarship Program		1 working day/s	<ul style="list-style-type: none"> Executive Assistant/Deputy Administrator; Office of the Administrator
	1.10. Approved the application of Scholarship		1 working day/s	<ul style="list-style-type: none"> Special Assistant of the Administrator/Administrator; Office of the Administrator
2. Receives the approved Scholarship Location: Central Office / Regional Office	2. Transmits the approved request of Scholarship to the concerned department/office	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
Total Processing Time:			6 day/s, 1 hour/s	
Total Processing Fee:			Total Standard Fee: None	

6. Processing Request for the Grant of Personnel Development Award (PDA)

Processing of application for personnel development award to recognize and reward employees' successful efforts to upgrade their knowledge and skills by acquiring Masteral and Doctoral degrees through their own personal expense.

Office or Division:	Human Resources Development and Services Division
Category:	Internal Service

Classification:	Simple	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	NFA Employees	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1.Diploma (1) Certified True Copy		Applicant / Client
2.Transcript of records (1) Certified True Copy		Applicant / Client
3.Service Record (as proof that employee has already rendered one (1) year of service (without a gap in service) with the Agency at the time of enrolment) (1) Original Copy		Agency - Division: National Food Authority - Administrative and General Services Department
Central and Field Office Employees		
1.Service Record for Central Office Employees (1) Original Copy	Agency - Division: National Food Authority - Human Resources Development and Service Division	
2.Service Record for Field Office Employees (1) Original Copy	Agency - Division: National Food Authority - Regional / Branch Office Administrative and General Services	
4.Certification of No Pending Administrative/Criminal case (1) Certified True Copy		Agency - Division: National Food Authority - Legal Affairs Department
For Central Office Employees Additional Requirements		

1.Disbursement Voucher (DV) (4) Original Copy		Applicant / Client		
2.Budget Utilization Request (BUR) (4) Original Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit letter request for the grant of Personnel Development Award Location: Administrative and General Services Department	1.1. Evaluates request and validates submitted requirements if the applicant is qualified to avail Personnel Development Award	None	3 hour/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.2. Prepares the following documents: a. Certificate of Very Satisfactory (VS) Rating during the course of the study; b. Certificate that the employee pursued his/her graduate studies through his/her own expense; c. Certificate that the employee did not avail of any study leave on official time for the duration of the graduate course.		2 hour/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.3. Prepares endorsement of the request for the grant of Personnel Development Award for approval by the Department Manager		1 hour/s	<ul style="list-style-type: none"> Supervising Personnel Specialist/Chief Personnel Specialist; Human Resources Development and Services Division
	1.4. Approves the grant of Personnel Development Award		1 working day/s	<ul style="list-style-type: none"> Department Manager; Administrative and General Services Department
	1.5. Prepares memorandum endorsing the approved request for grant of Personnel Development Award to Finance Department (FD) and requesting the remittance of funds for the cash award incentive.		1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division

2. Receives copy of the approved request for the grant of Personnel Development Award Location: Concerned office of the requesting employee	2. Transmit the approved grant of Personnel Development Award	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
Total Processing Time:			2 day/s	
Total Processing Fee:			Total Standard Fee: None	

7. Processing of Request for Certified Photocopies of Personnel Record (Active Record)
 Processing of external client requests for certified photocopies of personnel record found in the Active 201 File such as, but not limited to the following: Appointment, Certificate of Assumption to Duty, Notice of Salary Adjustments, Notice of Step Increments, and Personal Data Sheet.

Office or Division:	Human Resources Development and Services Division		
Category:	External Service		
Classification:	Simple		
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)		
Who may avail:	<div>Former employees/other government agencies</div>		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<div> <div>For Standard Requirement</div> <div> 1.Log-book entry; or (1) Original Copy <div>Agency - Division: NFA - AGSD-HRDSD-RIU</div> </div> </div>			

2.Request through email / letter. (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits prescribed requirements Location: Administrative and General Services Department - 6th Floor, NFA Building agsd@nfa.gov.ph Notes/Instruction: Request letter should be address to the Department manager, or send the letter to the abovementioned email address	1.1. Receives and evaluates the request for Certified Photocopies of Personnel Record	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/ Sr. Personnel Specialist; Human Resources Development and Services Division
	1.2. Generates a copy of the requested file and certify it.		1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/ Sr. Personnel Specialist; Human Resources Development and Services Division
2. Receives the certified documents Location: Administrative and General Services Department - 6th Floor, NFA Building	2. Informs requestor that the document/s is already available/have the document/s received by the requestor	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/ Sr. Personnel Specialist; Human Resources Development and Services Division
Total Processing Time:			3 hour/s	
Total Processing Fee:			Total Standard Fee: None	

8. Processing of Request for Certified Photocopies of Personnel Record (Inactive Record)

Processing of external requests for certified photocopies of personnel record found in the Inactive 201 Files such as, but not limited to the following: Appointment, Certificate of Assumption to Duty, Notice of Salary Adjustments, Notice of Step Increments, and Personal Data Sheet

Office or Division:	Human Resources Development and Services Division
Category:	External Service
Classification:	Simple

Type of Transaction:	G2G (Government to Government)			
Who may avail:	Former employees/other government agencies			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<div>For Standard Requirement</div> <div><div>1.Log-book entry (1) Original Copy</div><div>Agency - Division: NFA - AGSD-HRDSD-RIU</div></div> <div><div>2.Request Letter (1) Original Copy Or (1) Electronic Copy</div><div>Applicant / Client</div></div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<div>1. Submits prescribed requirements.</div> <div>Location: Administrative and General Services Department - 6th Floor, NFA Building agsd@nfa.gov.ph</div> <div>Notes/Instruction: Request letter should be address to the Department manager, or send the letter to the abovementioned email address</div>	1.1. Receives and evaluates the request for Certified Photocopies of Personnel Record	None	1 hour/s	<div><div>•</div><div>Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division</div></div>
	1.2. Requests GSD for the retrieval of record at the NFA Records Center (ACA, Valenzuela).		1 hour/s	<div><div>•</div><div>Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division</div></div>
	1.3. Upon receipt of document from NFA Records Center (ACA, Valenzuela) certifies the record requested.		1 working day/s	<div><div>•</div><div>Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division</div></div>
<div>2. Receives the certified documents</div> <div>Location:</div>	2. Informs requestor that the document/s is already available/have	None	1 hour/s	<div><div>•</div><div>Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel</div></div>

Administrative and General Services Department - 6th Floor, NFA Building	the document/s received by the requestor			Specialist; Human Resources Development and Services Division
Total Processing Time:			1 day/s, 3 hour/s	
Total Processing Fee:			Total Standard Fee: None	

9. Processing of Request for Certificate of Employment/Certificate of Employment and Compensation (COE/COEC) – Active Record
Processing of external requests for Certificate of Employment/with Compensation, with Active Employee Record.

Office or Division:	Human Resources Development and Services Division			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Former employees/other government agencies			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p>For Standard Requirement</p> <p>1.Log-book entry; or (1) Original Copy</p> <p style="text-align: right;">Agency - Division: NFA - AGSD-HRDSD-RIU</p> <p>2.Request through email/letter (1) Original Copy Or (1) Electronic Copy</p> <p style="text-align: right;">Applicant / Client</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submits prescribed requirements. Location: Administrative and General Services Department - 6th Floor, NFA Building agsd@nfa.gov.ph Notes/Instruction: Request letter should be address to the Department manager, or send the letter to the abovementioned email address	1.1. Receives and evaluates the request for Certificate of Employment/Certificate of Employment and Compensation (COE/COEC)	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
	1.2. Prepares COE/COEC		1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
	1.3. Endorses the COE/COEC for signature of the Division Chief/ Department Manager		5 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
2. Receives the COE/COEC. Location: AGSD-HRDS-RIU	2. Informs requestor that the COE/COEC is already available/ have the COE/COEC received by the requestor	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
Total Processing Time:			1 day/s	
Total Processing Fee:			Total Standard Fee: None	

10. Processing of Request for Certificate of Employment/Certificate of Employment and Compensation (COE/COEC) – Inactive Record
Processing of external requests for Certificate of Employment/with Compensation, with Inactive Employee Record.

Office or Division:	Human Resources Development and Services Division
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Former employees/other government agencies

Operating Hours:		8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<div>For Standard Requirement</div> <div><div>1. Log-book entry; or (1) Original Copy</div><div>Agency - Division: NFA - AGSD-HRDSD-RIU</div></div> <div><div>2.Request through email / letter (1) Original Copy Or (1) Electronic Copy</div><div>Applicant / Client</div></div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<div>1. Submits prescribed requirements.</div> <div>Location: Administrative and General Services Department - 6th Floor, NFA Building agsd@nfa.gov.ph</div> <div>Notes/Instruction: Request letter should be address to the Department manager, or send the letter to the abovementioned email address</div>	1.1. Receives and evaluates the request for Certificate of Employment/Certificate of Employment and Compensation (COE/COEC)	None	1 hour/s	<div><div>•</div><div>Personnel Analyst/Personnel Specialist I/ Personnel Specialist II or Sr. Personnel Specialist; Human Resources Development and Services Division</div></div>
	1.2. Requests GSD for the retrieval of record at the NFA Records Center (ACA, Valenzuela).		1 hour/s	<div><div>•</div><div>Personnel Analyst/Personnel Specialist I/ Personnel Specialist II or Sr. Personnel Specialist; Human Resources Development and Services Division</div></div>
	1.3. Upon receipt of document from NFA Records Center (ACA, Valenzuela) prepares the COE/COEC		1 working day/s	<div><div>•</div><div>Personnel Analyst/Personnel Specialist I/ Personnel Specialist II or Sr. Personnel Specialist; Human Resources Development and Services Division</div></div>
	1.4. Endorses the COE/COEC for signature of the Division Chief / Department Manager.		1 hour/s	<div><div>•</div><div>Personnel Analyst/Personnel Specialist I/ Personnel Specialist II or Sr. Personnel Specialist; Human Resources Development and Services Division</div></div>
<div>2. Receives the COE/COEC</div> <div>Location: AGSD-HRDSD-RIU</div>	2. Informs requestor that the COE/COEC is already available / have the COE/COEC received by the requestor	None	1 hour/s	<div><div>•</div><div>Personnel Analyst/Personnel Specialist I/ Personnel Specialist II or Sr. Personnel</div></div>

				Specialist; Human Resources Development and Services Division
Total Processing Time:				1 day/s, 4 hour/s
Total Processing Fee:				Total Standard Fee: None

11. Processing of Request for Service Record (Record Available in the System)
 Processing of requests for Service Record for internal clients of the NFA Central Office with available record in the Human Resource Information System (HURIS).

Office or Division:	Human Resources Development and Services Division		
Category:	Internal Service		
Classification:	Simple		
Type of Transaction:	G2G (Government to Government)		
Who may avail:	NFA Central Office Employees		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Standard Requirement			
1. Log-book entry; or (1) Original Copy		Agency - Division: NFA - AGSD-HRDSD-RIU	
2.Request through email / memorandum/letter (1) Original Copy Or (1) Electronic Copy		Applicant / Client	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits prescribed requirements. Location: Administrative and General Services Department - 6th Floor, NFA Building agsd@nfa.gov.ph Notes/Instruction: Request letter should be address to the Department manager, or send the letter to the abovementioned email address	1.1. Receives and evaluates the request for Service Record.	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist and Requestor; Human Resources Development and Services Division
	1.2. Generates Service Record from the Human Resource and Information System (HURIS)		1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist ; Human Resources Development and Services Division
	1.3. Endorses the Service Record for signature of the Division Chief/Department Manager.		5 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist ; Human Resources Development and Services Division
2. Receives the Service Record Location: Administrative and General Services Department - 6th Floor, NFA Building	2. Informs that the Service Record is already available/have the Service Record received by the requestor.	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
Total Processing Time:			1 day/s	
Total Processing Fee:			Total Standard Fee: None	

12. Processing of Request for Service Record (Record not Available in the System)

Processing of requests for Service Record for external clients of the NFA Central Office no available record in the Human Resource Information System (HURIS)

Office or Division:	Human Resources Development and Services Division
Category:	Internal Service
Classification:	Simple

Type of Transaction:	G2G (Government to Government)			
Who may avail:	NFA Central Office Employees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<div>For Standard Requirement</div> <div><div>1.Log-book entry; or (1) Original Copy</div><div>Agency - Division: NFA - AGSD-HRDSD-RIU</div></div> <div><div>2.Request through email/memorandum/letter. (1) Original Copy Or (1) Electronic Copy</div><div>Applicant / Client</div></div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<div>1. Submits prescribed requirements</div> <div>Location: Administrative and General Services Department - 6th Floor, NFA Building agsd@nfa.gov.ph</div> <div>Notes/Instruction: Request letter should be address to the Department manager, or send the letter to the abovementioned email address</div>	1.1. Receives and evaluates the request for Service Record.	None	1 hour/s	<div><div></div><div>Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division</div></div>
	1.2. Requests GSD for the retrieval of record at the NFA Records Center (ACA, Valenzuela).		1 hour/s	<div><div></div><div>Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Administrative and General Services Department</div></div>
	1.3. Upon receipt of document from NFA Records Center (ACA, Valenzuela) manually prepares the Service Record.		2 working day/s	<div><div></div><div>Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division</div></div>
	1.4. Endorses the Service Record for signature of the Division Chief/Department Manager.		1 hour/s	<div><div></div><div>Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel</div></div>

				Specialist; Human Resources Development and Services Division
2. Receives the Service Record Location: Administrative and General Services Department - 6th Floor, NFA Building	2. Informs that the Service Record is already available/have the Service Record received by the requestor.	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division
Total Processing Time:			2 day/s, 4 hour/s	
Total Processing Fee:			Total Standard Fee: None	

13. Processing of Request for Certified Photocopies of Personnel Record (Active Record)

Processing of external client requests for certified photocopies of personnel record found in the Active 201 File such as, but not limited to the following: Appointment, Certificate of Assumption to Duty, Notice of Salary Adjustments, Notice of Step Increments, and Personal Data Sheet.

Office or Division:	Human Resources Development and Services Division		
Category:	Internal Service		
Classification:	Simple		
Type of Transaction:	G2G (Government to Government)		
Who may avail:	NFA Central Office Employees		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Standard Requirement <div> <div>1.Log-book entry; or (1) Original Copy</div> <div>Agency - Division: NFA - AGSD-HRDSD-RIU</div> </div>			

2.Request through email/memorandum/letter (1) Original Copy Or (1) Electronic Copy				
Applicant / Client				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits prescribed requirements Location: Administrative and General Services Department - 6th Floor, NFA Building agsd@nfa.gov.ph Notes/Instruction: Request letter should be address to the Department manager, or send the letter to the abovementioned email address	1.1. Receives and evaluates the request for Certified Photocopies of Personnel Record.	None	2 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/ Sr. Personnel Specialist; Human Resources Development and Services Division
	1.2. Generates a copy of the requested file and certify it.		2 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/ Sr. Personnel Specialist; Human Resources Development and Services Division
2. Receives the certified documents Location: Administrative and General Services Department - 6th Floor, NFA Building	2. Informs requestor that the document/s is already available/have the document/s received by the requestor	None	1 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialist I/Personnel Specialist II/ Sr. Personnel Specialist; Human Resources Development and Services Division
Total Processing Time:			5 hour/s	
Total Processing Fee:			Total Standard Fee: None	

14. Processing of Request for Certificate of Employment/Certificate of Employment and Compensation (COE/COEC) – Active Record
Processing of external requests for Certificate of Employment/with Compensation, with Active Employee Record.

Office or Division:	Human Resources Development and Services Division
Category:	Internal Service
Classification:	Simple

Type of Transaction:	G2G (Government to Government)			
Who may avail:	NFA Central Office Employees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<div>For Standard Requirement</div> <div><div>1.Log-book entry; or (1) Original Copy</div><div>Agency - Division: NFA - AGSD-HRDSD-RIU</div></div> <div><div>2.Request through email/memorandum/letter. (1) Original Copy Or (1) Electronic Copy</div><div>Applicant / Client</div></div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<div>1. Submits prescribed requirements</div> <div>Location: Administrative and General Services Department - 6th Floor, NFA Building agsd@nfa.gov.ph</div> <div>Notes/Instruction: Request letter should be address to the Department manager, or send the letter to the abovementioned email address</div>	1.1. Receives and evaluates the request for Certificate of Employment/Certificate of Employment and Compensation	None	1 hour/s	<div><div>•</div><div>Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division</div></div>
	1.2. Prepares COE/COEC		1 hour/s	<div><div>•</div><div>Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division</div></div>
	1.3. Endorses the COE/COEC for signature of the Division Chief and Department Manager		5 hour/s	<div><div>•</div><div>Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel Specialist; Human Resources Development and Services Division</div></div>
<div>2. Receives the COE/COEC.</div> <div>Location: AGSD-HRDSD-RIU</div>	2. Informs requestor that the COE/COEC is already available. Have the COE/COEC received by the requestor	None	1 hour/s	<div><div>•</div><div>Personnel Analyst/Personnel Specialist I/Personnel Specialist II/Sr. Personnel</div></div>

				Specialist; Human Resources Development and Services Division
Total Processing Time:				1 day/s
Total Processing Fee:				Total Standard Fee: None

15. Processing of Request for Updating of Personnel Record with the GSIS
 Processing of internal requests for updating of Personnel Record with the GSIS through the assigned Agency Authorized Officer (AAO) or Alternate Agency Authorized Officer (AAAO).

Office or Division:	Human Resources Development and Services Division		
Category:	Internal Service		
Classification:	Simple		
Type of Transaction:	G2G (Government to Government)		
Who may avail:	NFA Central Office Officials and Employees		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<div> <div> For Standard Requirement </div> <div> <div> 1.Signed request, Birth Certificate, Marriage Contract, Member’s Record from the employee’s eGSIS MO account or printed image taken from the GSIS Kiosk, as applicable (1) Original Copy And (1) Certified True Copy </div> <div> 2.Service Record, Certificate of Leave of Absence With/Without Pay (1) Original Copy </div> </div> <div> <div>Applicant / Client</div> <div>Agency - Division: NFA - AGSD- HRDSD-RIU</div> </div> </div>			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Requestor submits signed request with the applicable attachment/s. Location: Administrative and General Services Department - 6th Floor, NFA Building	1.1. Receives and evaluates the request. Requires the client to submit additional lacking documents , if needed.	None	4 hour/s	<ul style="list-style-type: none">Agency Authorized Officer (AAO)/ Alternate Agency Authorized Officer (AAAO); Human Resources Development and Services Division
	1.2. 1.2 Submits Agency Remittance Advise (ARA) via the GSIS WebMSP web application.		4 hour/s	<ul style="list-style-type: none">Agency Authorized Officer (AAO)/ Alternate Agency Authorized Officer (AAAO); Human Resources Development and Services Division
Total Processing Time:			1 day/s	
Total Processing Fee:			Total Standard Fee: None	

16. Processing of Request for GSIS Loan Approval

Processing of requests for approval of various GSIS loans through the assigned Agency Authorized Officer (AAO) or Alternate Agency Authorized Officer (AAAO).

Office or Division:	Human Resources Development and Services Division
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	NFA Central Office Employees
Operating Hours:	8:00 AM - 5:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

For Standard Requirement <div style="display: flex; justify-content: space-between;"> <div> 1. latest payslip with notation from the Representative for Administrative Matters (RAMs) that loan availee is not on leave without pay (or Certification from HRDSD of No Leave Without Pay) (1) Certified True Copy 2.Certificate of No Pending Administrative Case (1) Original Copy </div> <div> Applicant / Client Agency - Division: NFA - Legal Affairs Department </div> </div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Requestor submits the requirements Location: Administrative and General Services Department - 6th Floor, NFA Building	1. Approves or disapproves the request, Requires the submission of additional documents , if needed	None	1 working day/s	<ul style="list-style-type: none"> Agency Authorized Officer (AAO)/ Alternate Agency Authorized Officer (AAAO); Human Resources Development and Services Division
Total Processing Time:			1 day/s	
Total Processing Fee:			Total Standard Fee: None	

17. Processing of Authority to Practice Profession
Processing of issuance of Authority to Practice Profession for employees and officials

Office or Division:	Human Resources Development and Services Division
Category:	Internal Service
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	NFA Officials and Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<div>For Standard Requirement</div> <div>1.Request for Authority to Practice Profession (indicating the period) (1) Original Copy</div> <div>Applicant / Client</div> <div>For Request for Authority to Practice Profession as Professor</div> <div>1.Academic load and time schedule duly certified by authorized school one (1) month after receipt of the approval of your request. Failure on your part to submit within the prescribed time of said duly certified academic load and time schedule will cause the automatic revocation of this Authority. (1) Original Copy</div> <div>Applicant / Client</div> <div>2.Certification or an equivalent document from the authorized school official indicating whether you have performed satisfactorily in your teaching activity (1) Original Copy</div> <div>Applicant / Client</div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit letter request for approval of Authority to Practice Profession Location: Human Resource Development and Service Division Notes/Instruction: Letter request needs to indicate specific period and endorsed by the Manager	1.1. Receives and evaluates the request if the applicant is qualified to be given Authority to Practice Profession	None	2 working day/s	<ul style="list-style-type: none">Personnel Analyst/ Personnel Specialist II/Personnel Specialist I/Senior Personnel Specialist; Human Resources Development and Services Division
	1.2. Informs the concerned office/employee on the submission of lacking or additional documents, if any.		2 hour/s	<ul style="list-style-type: none">Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.3. Prepares recommendation for the approval of the Authority to Practice Profession and forwards to the approving officials/authorities		2 hour/s	<ul style="list-style-type: none">Personnel Analyst/ Personnel Specialist II/Personnel Specialist I/Senior Personnel Specialist/Supervising Personnel Specialist/Chief Personnel Specialist; Human Resources Development and Services Division
	1.4. Reviews and endorses the recommendation for approval of the Authority to Practice Profession		1 working day/s	<ul style="list-style-type: none">Department Manager; Administrative and General Services Department

	1.5. Reviews and recommends the approval of request for Authority to Practice Profession		1 working day/s	<ul style="list-style-type: none"> Executive Assistant/Assistant Administrator for Finance and Administration; Office of the Assistant Administrator for Finance and Administration
	1.6. Reviews and recommends the approval of request for Authority to Practice Profession		1 working day/s	<ul style="list-style-type: none"> Executive Assistant/Deputy Administrator; Office of the Deputy Administrator
	1.7. Approves the request for Authority to Practice Profession		1 working day/s	<ul style="list-style-type: none"> Special Assistant to the Administrator/ Administrator; Office of the Administrator
2. Receives the request for Authority to Practice Profession Location: Office of the requesting employee	2. Forwards the approved request for Authority to Practice Profession to the concerned office of the requesting employee	None	3 hour/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist II/Personnel Specialist I/Senior Personnel Specialist; Human Resources Development and Services Division
Total Processing Time:			6 day/s, 7 hour/s	
Total Processing Fee:			Total Standard Fee: None	

18. Processing of Appointments - Field Office

Appointments processing is the review and evaluation of required documents for appointments of NFA employees submitted by the regional offices before its submission to the Civil Service Commission for attestation.

Appointments include hiring (original), promotion, transfer, reappointment, reemployment, reclassification, and demotion.

Office or Division:	Human Resources Development and Services Division
Category:	Internal Service
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	Regional Offices through the Supervising Administrative Officers (SAOs)

Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1.Endorsement of Appointment from field office (1) Original Copy		Applicant / Client
2.Proof of position publication (1) Certified True Copy		Applicant / Client
Proof of vacancy of position (if applicable)		
1.Proof of vacancy of position (if applicable) (1) Certified True Copy	Applicant / Client	
3.Application letter (1) Certified True Copy		Applicant / Client
4.Waiver(s) (if any) (1) Certified True Copy		Applicant / Client
5.Minutes of Deliberation (1) Certified True Copy		Applicant / Client
6.Summary of Scores of contenders (1) Certified True Copy		Applicant / Client
7.Personal Data Sheet and Work Experience Sheet CSC Form No. 212 (1) Certified True Copy		Applicant / Client
8.Position Description Form DBM-CSC Form No. 1 (1) Certified True Copy		Applicant / Client
9.Authenticated Certificate of Eligibility/Rating/		Applicant / Client

(1) Certified True Copy

10.Individual Performance Commitment Review (IPCR) for the last rating period (for promotional appointees)

(1) Certified True Copy

Applicant / Client

11.Transcript of Records (for newcomers)

(1) Certified True Copy

Applicant / Client

12.Diploma(s) (for newcomers)

(1) Certified True Copy

Applicant / Client

13.Medical Certificate (for newcomers)

(1) Certified True Copy

Applicant / Client

14.Birth Certificate (for newcomers)

(1) Certified True Copy

Applicant / Client

15.National Bureau of Investigation (NBI) / Police Clearance (for newcomers)

(1) Certified True Copy

Applicant / Client

16.Marriage Certificate (if any) (for newcomers)

(1) Certified True Copy

Applicant / Client

17.Certificate(s) of Employment (for newcomers, if any)

(1) Certified True Copy

Applicant / Client

18.Pre-Employment Psychological Test Result

(1) Certified True Copy

Applicant / Client

19.Certificate of Relevant Trainings (if any)

(1) Certified True Copy

Applicant / Client

20.Relevant Special Orders/Office Orders (if any)

(1) Certified True Copy

Applicant / Client

21.Appointment paper of the employee CSC Form No. 33-A

Applicant / Client

(4) Original Copy				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Submit the required documents for processing of appointment Location: Human Resource Development and Services Division Administrative and General Services Department Office of the Assistant Administrator for Finance and Administration Office of the Deputy Administrator Administrator's Office	1.1. Receives and reviews the documents submitted by the concerned field office	None	2 working day/s	<ul style="list-style-type: none"> • Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.2. Evaluates submitted documents		2 working day/s	<ul style="list-style-type: none"> • Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.3. Prepares transmittal / recommendation of appointment		4 hour/s	<ul style="list-style-type: none"> • Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division • Department Manager; Administrative and General Services Department
	1.4. Signs transmittal / recommendation of appointment		1 working day/s	<ul style="list-style-type: none"> • Chief Personnel Specialist / Department Manager; Administrative and General Services Department
	1.5. Evaluates and recommends the approval of the Appointment		1 working day/s	<ul style="list-style-type: none"> • Executive Assistant/Assistant Administrator for Finance and Administration; Office of the Assistant Administrator for Finance and Administration
	1.6. Approval of the Appointment		3 working day/s	<ul style="list-style-type: none"> • Special Assistant to the Administrator / Administrator; Office of the Administrator
2. Receives the approved Appointment Location:	2. Forwards the Approved Appointment to the concerned office of the Supervising Administrative Officer	None	2 working day/s	<ul style="list-style-type: none"> • Personnel Analyst/ Personnel Specialist II/Personnel Specialist I/Senior Personnel

Supervising Administrative Officer for Regional Office and Representative on Administrative Matters for Central Office Notes/Instruction: courier / mailing required for transmitting approved appointments to regional offices				Specialist; Human Resources Development and Services Division
Total Processing Time:			11 day/s, 4 hour/s	
Total Processing Fee:			Total Standard Fee: None	

19. Processing of Local External Training Requests

Any training program/activity/conventions/conferences/seminars conducted by other offices/agencies and/or accredited training institutions to which NFA authorizes its employees to attend.

Office or Division:	Human Resources Development and Services Division		
Category:	Internal Service		
Classification:	Complex		
Type of Transaction:	G2G (Government to Government)		
Who may avail:	NFA Officials and employees		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<p>For Standard Requirement</p> <p>1.Request for approval on the attendance of official/employee to local external training program. (1) Original Copy Or (1) Photo Copy</p> <p>Agency - Division: National Food Authority - Central Office Departments/Offices and Regional Offices</p>			

<div> <div> 2.Profile of Nominee (1) Original Copy Or (1) Photo Copy </div> <div> Agency - Division: National Food Authority - Central Office Departments/Offices and Regional Offices </div> </div> <div> <div> 3.Training Contract (1) Original Copy </div> <div> Agency - Division: National Food Authority - Central Office Departments/Offices and Regional Offices </div> </div> <div> <div> 4.Invitation Letter from the Accredited Training Provider/Government Agencies (1) Original Copy Or (1) Photo Copy </div> <div> Agency - Division: National Food Authority - Central Office Departments/Offices and Regional Offices </div> </div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit letter request for authority to attend local external training program and other requirements. Location: Human Resource Development Services Division	1.1. Receives request and checks completeness and correctness of supporting documents/requirements	None	1 hour/s	<ul style="list-style-type: none"> Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.2. Evaluate request for authority to attend local training program		4 hour/s	<ul style="list-style-type: none"> Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.3. Prepares Training Directive (for Central Office officials and employees and field office officials) and Authority to Attend Training (for field office Rank-and-File employees) with indorsement and submits the same for approval of concerned NFA official.		1 working day/s	<ul style="list-style-type: none"> Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.4. Approves Training Directive or Authority to Attend Training.		3 working day/s	<ul style="list-style-type: none"> Department Manager; Administrative and General Services Department Assistant Administrator for Finance and Administration; Office of the Assistant Administrator for Finance and Administration

				<ul style="list-style-type: none">• Deputy Administrator; Office of the Deputy Administrator• Administrator; Office of the Administrator
2. Receive copy of approved Training Directive/Authority to Attend Training. Location: Human Resources Development and Services Division	2.1. Receives approved Training Directive/Authority to Attend Training and forwards copy to concerned CO Department/Office or Field Office	None	1 hour/s	<ul style="list-style-type: none">• Personnel Analyst/Personnel Specialist I/Personnel Specialist II; Human Resources Development and Services Division
	2.2. Encodes in the NFA Training and Development Monitoring Sheet related data specified in the approved Training Directive/Authority to attend training.		1 hour/s	<ul style="list-style-type: none">• Personnel Analyst/Personnel Specialist I/Personnel Specialist II; Human Resources Development and Services Division
	2.3. Prepares and forwards to the Finance Department the Budget Utilization Request and Disbursement Voucher for the payment Registration Fee of the training participants (Central Office officials and employees)		2 hour/s	<ul style="list-style-type: none">• Personnel Specialist I/Personnel Specialist II / Senior Personnel Specialist; Human Resources Development and Services Division
	2.4. Prepares and forwards to the Finance Department the request for remittance/ authorization of fund for the registration fee of participants from the field offices.		1 hour/s	<ul style="list-style-type: none">• Personnel Specialist I/Personnel Specialist II / Senior Personnel Specialist; Human Resources Development and Services Division
Total Processing Time:			5 day/s, 2 hour/s	
Total Processing Fee:			Total Standard Fee: None	

20. Processing of Foreign External Training Request

Any training program/activity/conventions/conferences/seminars conducted by other offices/agencies and/or accredited training providers outside of the Philippines to which NFA authorizes its employees to attend.

Office or Division:	Human Resources Development and Services Division
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Category:	Internal Service											
Classification:	Complex											
Type of Transaction:	G2G (Government to Government)											
Who may avail:	NFA Officials and employees											
Operating Hours:	8:00 AM - 5:00 PM											
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE									
<p>For Standard Requirement</p> <table border="0"> <tr> <td>1.Request for approval to attend foreign external training (1) Original Copy Or (1) Photo Copy</td> <td>Agency - Division: National Food Authority - Central Office Departments/Offices and Regional Offices</td> </tr> <tr> <td>2.Profile of Nominee (1) Original Copy Or (1) Photo Copy</td> <td>Agency - Division: National Food Authority - Central Office Departments/Offices and Regional Offices</td> </tr> <tr> <td>3.Training Contract (1) Original Copy</td> <td>Agency - Division: National Food Authority - Central Office Departments/Offices and Regional Offices</td> </tr> <tr> <td>4.Invitation Letter from the Accredited Training Provider/Government Agencies (1) Original Copy Or (1) Photo Copy</td> <td>Agency - Division: National Food Authority - Central Office Departments/Offices and Regional Offices</td> </tr> </table>					1.Request for approval to attend foreign external training (1) Original Copy Or (1) Photo Copy	Agency - Division: National Food Authority - Central Office Departments/Offices and Regional Offices	2.Profile of Nominee (1) Original Copy Or (1) Photo Copy	Agency - Division: National Food Authority - Central Office Departments/Offices and Regional Offices	3.Training Contract (1) Original Copy	Agency - Division: National Food Authority - Central Office Departments/Offices and Regional Offices	4.Invitation Letter from the Accredited Training Provider/Government Agencies (1) Original Copy Or (1) Photo Copy	Agency - Division: National Food Authority - Central Office Departments/Offices and Regional Offices
1.Request for approval to attend foreign external training (1) Original Copy Or (1) Photo Copy	Agency - Division: National Food Authority - Central Office Departments/Offices and Regional Offices											
2.Profile of Nominee (1) Original Copy Or (1) Photo Copy	Agency - Division: National Food Authority - Central Office Departments/Offices and Regional Offices											
3.Training Contract (1) Original Copy	Agency - Division: National Food Authority - Central Office Departments/Offices and Regional Offices											
4.Invitation Letter from the Accredited Training Provider/Government Agencies (1) Original Copy Or (1) Photo Copy	Agency - Division: National Food Authority - Central Office Departments/Offices and Regional Offices											
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)								
1. Submit request for authority to attend foreign external training program and other requirements. Location:	1.1. Receives request and checks completeness and correctness of supporting documents/requirements.	None	1 hour/s	<ul style="list-style-type: none"> Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division 								

Human Resource Development Services Division	1.2. Evaluates request for authority to attend foreign external training program.		4 hour/s	<ul style="list-style-type: none">• Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.3. Prepares Training Directive and Training Contract (for Central Office officials and employees and field office officials) with indorsement and submits the same for approval of concerned NFA official.		1 working day/s	<ul style="list-style-type: none">• Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.4. Approves Training Directive and Training Contract.		3 working day/s	<ul style="list-style-type: none">• Department Manager; Administrative and General Services Department• Assistant Administrator for Finance and Administration; Office of the Assistant Administrator for Finance and Administration• Deputy Administrator; Office of the Deputy Administrator• Administrator; Office of the Administrator
2. Receive copy of approved Training Directive and Training Contract. Location: Human Resources Development and Services Division	2.1. Receives approved Training Directive and Training Contract, and forwards copy to concerned CO Department/Office or Field Office.	None	1 hour/s	<ul style="list-style-type: none">• Personnel Analyst/Personnel Specialist I/Personnel Specialist II; Human Resources Development and Services Division
	2.2. Encodes in the NFA Training and Development Monitoring Sheet related data specified in the approved Training Directive/Authority to attend training.		1 hour/s	<ul style="list-style-type: none">• Personnel Analyst/Personnel Specialist I/Personnel Specialist II; Human Resources Development and Services Division
	2.3. Prepares and forwards to the Finance Department the Budget Utilization Request and Disbursement Voucher for the payment Registration Fee of the training participants, if any.		2 hour/s	<ul style="list-style-type: none">• Personnel Specialist I/Personnel Specialist II / Senior Personnel Specialist; Human Resources Development and Services Division
Total Processing Time:			5 day/s, 1 hour/s	
Total Processing Fee:			Total Standard Fee:	

	None
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21. Processing of Appointments - Central Office

Appointments processing is the review and evaluation of required documents for appointments of NFA employees submitted by central office departments and submission to the Civil Service Commission for attestation.

Appointments include hiring (original), promotion, transfer, reappointment, reemployment, reclassification, and demotion.

Office or Division:	Human Resources Development and Services Division		
Category:	Internal Service		
Classification:	Highly Technical		
Type of Transaction:	G2G (Government to Government)		
Who may avail:	Central Office through the Representative for Administrative Matters (RAMs)		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<div>For Standard Requirement</div> <div> <div>1.Endorsement of Appointment from central office department</div> <div>(1) Original Copy</div> <div>Applicant / Client</div> </div> <div> <div>2.Proof of position publication</div> <div>(1) Certified True Copy</div> <div>Applicant / Client</div> </div> <div> <div>Proof of vacancy of position (if applicable)</div> <div> <div>1.Proof of vacancy of position (if applicable)</div> <div>(1) Certified True Copy</div> <div>Applicant / Client</div> </div> </div> <div> <div>3.Application letter</div> <div>Applicant / Client</div> </div>			

(1) Certified True Copy

4.Waiver(s) (if any)

(1) Certified True Copy

Applicant / Client

5.Minutes of Deliberation

(1) Certified True Copy

Applicant / Client

6.Summary of Scores of contenders

(1) Certified True Copy

Applicant / Client

7.Personal Data Sheet and Work Experience Sheet CSC Form No. 212

(1) Certified True Copy

Applicant / Client

8.Position Description Form DBM-CSC Form No. 1

(1) Certified True Copy

Applicant / Client

9.Authenticated Certificate of Eligibility/Rating/

(1) Certified True Copy

Applicant / Client

10.Individual Performance Commitment Review (IPCR) for the last rating period (for promotional appointees)

(1) Certified True Copy

Applicant / Client

11.Transcript of Records (for newcomers)

(1) Certified True Copy

Applicant / Client

12.Diploma(s) (for newcomers)

(1) Certified True Copy

Applicant / Client

13.Medical Certificate (for newcomers)

(1) Certified True Copy

Applicant / Client

14.Birth Certificate (for newcomers)

(1) Certified True Copy

Applicant / Client

15.National Bureau of Investigation (NBI) / Police Clearance (for newcomers)

Applicant / Client

<p>(1) Certified True Copy</p> <p>16.Marriage Certificate (if any) (for newcomers) (1) Certified True Copy</p> <p>17.Certificate(s) of Employment (for newcomers, if any) (1) Certified True Copy</p> <p>18.Pre-Employment Psychological Test Result (1) Certified True Copy</p> <p>19.Certificate of Relevant Trainings (if any) (1) Certified True Copy</p> <p>20.Relevant Special Orders/Office Orders (if any) (1) Certified True Copy</p> <p>21.Appointment paper of the employee CSC Form No. 33-A (4) Original Copy</p> <p>22.Certificate of Assumption to Duty CS Form No. 4 (1) Original Copy</p> <p>23.Oath of Office CS Form No. 32 (1) Original Copy</p> <p style="text-align: right;">Applicant / Client</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Submit the required documents for processing of appointment Location: Human Resource Development and Services Division Administrative and General Services Department	1.1. Receives and reviews the documents submitted by the concerned department / office	None	2 working day/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division
	1.2. Evaluates submitted documents and prepares the Appointment Form		2 working day/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division

Office of the Assistant Administrator for Finance and Administration Office of the Deputy Administrator Administrator's Office	1.3. Prepares transmittal / recommendation of appointment		4 hour/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist I/Personnel Specialist II/Senior Personnel Specialist; Human Resources Development and Services Division Department Manager; Administrative and General Services Department
	1.4. Signs transmittal / recommendation of appointment		1 working day/s	<ul style="list-style-type: none"> Chief Personnel Specialist; Human Resources Development and Services Division Department Manager; Administrative and General Services Department
	1.5. Certifies and signs the compliance of documents; posting and publication of the vacancy		1 working day/s	<ul style="list-style-type: none"> Department Manager; Administrative and General Services Department
	1.6. Evaluates and recommends the approval of the Appointment		1 working day/s	<ul style="list-style-type: none"> Executive Assistant/Assistant Administrator for Finance and Administration; Office of the Assistant Administrator for Finance and Administration
	1.7. Certifies the appointment as the Chairperson of the Human Resource Merit Promotion & Selection Board		2 working day/s	<ul style="list-style-type: none"> Deputy Administrator / Human Resource Merit Promotion & Selection Board Chairperson; Office of the Deputy Administrator
	1.8. Approval of the Appointment		3 working day/s	<ul style="list-style-type: none"> Special Assistant to the Administrator / Administrator; Office of the Administrator
2. Receives the approved Appointment Location: Supervising Administrative Officer for Regional Office and Representative on Administrative Matters for Central Office Notes/Instruction: courier / mailing required for transmitting approved appointments to regional offices	2. Forwards the Approved Appointment to the concerned office of the Supervising Administrative Officer / Representative on Administrative Matters	None	2 working day/s	<ul style="list-style-type: none"> Personnel Analyst/ Personnel Specialist II/Personnel Specialist I/Senior Personnel Specialist; Human Resources Development and Services Division
3. Informs the appointee of approved appointment Location:	3. Informs the appointee of his/her signed appointment, and sets his/her date to report to work	None	1 working day/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialists I & II; Human Resources Development and Services Division

Human Resources Development and Services Division Representative for Administrative Matters Notes/Instruction: new employees submits documents to Representative for administrative matters / human resource staff				<ul style="list-style-type: none"> Representative for Administrative Matters; Any of requesting office / division
4. Appointee signs the Oath of Office Location: Human Resource Development and Services Division Representative for Administrative Matters	4.1. Prepares appointee's Certificate of Assumption to Duty and Oath of Office	None	4 hour/s	<ul style="list-style-type: none"> Personnel Analyst/Personnel Specialists I & II; Human Resources Development and Services Division Representative for Administrative Matters; Any of requesting office / division
	4.2. Transmits/releases to concerned signatories for approval of Department Manager		1 working day/s	<ul style="list-style-type: none"> Supervising Personnel Specialist/Chief Personnel Specialist/Department Manager ; Administrative and General Services Department Representative for Administrative Matters / Department Manager; Any of requesting office / division
5. Signs the APPOINTMENT TRANSMITTAL AND ACTION FORM (ATAF) CS Form No. 1 Location: Human Resource Development and Services Division Representative for administrative matters	5.1. Submits to Human Resource Development and Services Division the complete documents for the attestation of the appointment	None	1 working day/s	<ul style="list-style-type: none"> Personnel Specialist I & II; Human Resources Development and Services Division Representative for administrative matters; Any of requesting office / division
	5.2. Preparation of APPOINTMENT TRANSMITTAL AND ACTION FORM (ATAF) CS Form No. 1		4 hour/s	<ul style="list-style-type: none"> Personnel Specialist I & II; Human Resources Development and Services Division
	5.3. Approval of APPOINTMENT TRANSMITTAL AND ACTION FORM (ATAF) CS Form No. 1		1 working day/s	<ul style="list-style-type: none"> Chief Personnel Specialist; Human Resources Development and Services Division Department Manager; Administrative and General Services Department
	5.4. Transmits/releases to concerned signatories for approval of Department Manager		4 hour/s	<ul style="list-style-type: none"> Supervising Personnel Specialist/Chief Personnel Specialist/Department Manager : Human Resources Development and Services Division • Department Manager : Administrative and General Services

				Department; Administrative and General Services Department
6. Submits Appointment and required documents for Civil Service Commission for attestation Location: Human Resource Development and Services Division	6. Submits to Civil Service Commission field office the required documents for attestation of appointment	None	4 hour/s	<ul style="list-style-type: none"> Personnel Specialist I & II; Human Resources Development and Services Division
Total Processing Time:			20 day/s, 4 hour/s	
Total Processing Fee:			Total Standard Fee: None	

Information and Communications Technology Services Division

1. A. Information and Communication Technology Services

Provide various Information and Communication Technology (ICT) services to requesting Central and Field Offices

Office or Division:	Information and Communications Technology Services Division	
Category:	Internal Service	
Classification:	Simple	
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	All National Food Authority employees.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		

<div> <div>1.Phone call, Memo; (1) Original Copy</div> <div>Applicant / Client</div> </div> <div> <div>2.ICTSD Job/Service Request Form and Job/Service Report Form; CPMSD - ICTSD (1) Original Copy</div> <div>Agency - Division: CPMSD - ICTSD</div> </div> <div> <div>3.Other supporting documents. (1) Original Copy</div> <div>Applicant / Client</div> </div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits request for ICT services. Location: None	1.1. Receive client request and log job request then endorse to the Chief Information Technology	None	30 minute/s	<ul style="list-style-type: none"> Computer Maintenance Technologist (CMT) I; Information and Communications Technology Services Division
	1.2. Assigns ICT personnel/s to attend to job request.		5 minute/s	<ul style="list-style-type: none"> Chief Information Technology Officer; Information and Communications Technology Services Division
	1.3. Maintenance / Troubleshooting of NFA ICT Infrastructure (LAN, WAN, Hardware, Software & Etc.)		2 hour/s	<ul style="list-style-type: none"> Computer Maintenance Technologist (CMT) I; Computer Maintenance Technologist (CMT) II and Computer Technologist (CMT) III; Information and Communications Technology Services Division
	1.4. Development, Maintenance and Support of Internal Information Systems and other Management Systems		1 working day/s	<ul style="list-style-type: none"> Computer Programmer II; Computer Programmer III; Information Systems Analyst II and Information Systems Analyst III; Information and Communications Technology Services Division
	1.5. Assigned ICT Personnel to Accomplishes Job/Service Report Form.		30 minute/s	<ul style="list-style-type: none"> Computer Maintenance Technologist (CMT) I; Computer Maintenance Technologist (CMT) II and Computer Technologist (CMT) III,Computer Programmer II; Computer Programmer III; Information Systems Analyst II and Information Systems Analyst III ; Information and Communications Technology Services Division

2. Rates and submits satisfaction rating Service Report Form. Location: None	2. Receives the rated Service Report Form	None	5 minute/s	<ul style="list-style-type: none">Personnel that accomplished the services; Information and Communications Technology Services Division
Total Processing Time:			1 day/s, 3 hour/s, 10 minute/s	
Total Processing Fee:			Total Standard Fee: None	

Legal Affairs Department

1. REQUEST FOR CERTIFICATE ON EXISTENCE/NON-EXISTENCE OF CASE
Issues appropriate Certification based on records of the Legal Affairs Department.

Office or Division:	Legal Affairs Department		
Category:	External Service		
Classification:	Simple		
Type of Transaction:	G2C (Government to Citizen)		
Who may avail:	1. Former NFA Employees 2. Non-employees (Populace)		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<div>Former NFA Employees</div> <div>1.Request Form (1) Original Copy Remarks: Duly accomplished Request Form.</div> <div>Agency - Division: Legal Affairs Department - Office of the Department Manager (Attorney VI)</div>			

<p>2.Service Record (1) Original Copy Remarks: Updated service record.</p> <p style="text-align: center;">Agency - Division: Administrative and General Services Department - Human Resource Division</p>				
<p>Non Employees (Populace)</p> <p>1.Written request (1) Original Copy Remarks: A written request indicating the name and contact information of the requesting party, stating the reason or purpose of the request, accompanied by an attached valid proof of identification or authorization and every relevant document that pertains to the request.</p> <p style="text-align: right;">Applicant / Client</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submit the filled-up request form together with the attached updated service record and/or written request. Location: NFA Legal Affairs Department, 7th Floor NFA Bldg., Visayas Avenue, Quezon City</p>	1.1. Receives and logs the request for certification and refers it directly to the Attorney VI.	None	20 minute/s	<ul style="list-style-type: none"> • Administrative Assistant I; Legal Affairs Department
	1.2. Forward the request to the Litigation and Prosecution Division (LPD) and Investigation and Documentation Division (IDD) of LAD for verification.		30 minute/s	<ul style="list-style-type: none"> • Attorney VI; Legal Affairs Department
	1.3. Reviews the request and examines pertinent records.		2 hour/s	<ul style="list-style-type: none"> • Attorney III; Investigation and Documentation Division • Attorney III; Litigation and Prosecution Division
	1.4. Gathers the verified request from the LPD/IDD and prepares the appropriate certification.		30 minute/s	<ul style="list-style-type: none"> • Administrative Assistant I; Legal Affairs Department
	1.5. Approves the prepared certification.		30 minute/s	<ul style="list-style-type: none"> • Attorney VI; Legal Affairs Department
	1.6. Releases the Certification to the requesting party		10 minute/s	<ul style="list-style-type: none"> • Administrative Assistant I; Legal Affairs Department

Total Processing Time:	4 hour/s
Total Processing Fee:	Total Standard Fee: None

2. REQUEST FOR CERTIFICATE ON EXISTENCE/NON-EXISTENCE OF CASE
Issues appropriate Certification based on records of the Legal Affairs Department.

Office or Division:	Legal Affairs Department			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Current Employees of NFA			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p>For Standard Requirement</p> <p>1.Request Form (1) Original Copy Remarks: Duly accomplished Request Form.</p> <p>2.Service Record (1) Original Copy Remarks: Updated Service Record.</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. 1. Submit the filled-up Request Form together with the attached updated Service Record. Location: NFA Legal Affairs Department, 7th Floor NFA Bldg., Visayas Avenue, Quezon City	1.1. Receives and logs the request for certification and refers it directly to the Attorney VI	None	20 minute/s	<ul style="list-style-type: none">Administrative Assistant I; Legal Affairs Department
	1.2. Forwards the request to the Litigation and Prosecution Division (LPD) and the Investigation and Documentation Division (IDD) of LAD for verification.		30 minute/s	<ul style="list-style-type: none">Attorney VI; Legal Affairs Department
	1.3. Reviews the request and examines records.		2 hour/s	<ul style="list-style-type: none">Attorney III; Investigation and Documentation DivisionAttorney III; Litigation and Prosecution Division
	1.4. Gathers the verified request from the LPD and IDD and prepares the appropriate certification.		30 minute/s	<ul style="list-style-type: none">Administrative Assistant I; Legal Affairs Department
	1.5. Approves the prepared certification.		30 minute/s	<ul style="list-style-type: none">Attorney VI; Legal Affairs Department
	1.6. Releases the Certification to the requesting party.		10 minute/s	<ul style="list-style-type: none">Administrative Assistant I; Legal Affairs Department
General Remarks Current Employees of NFA				
Total Processing Time:			4 hour/s	
Total Processing Fee:			Total Standard Fee: None	

3. REQUEST FOR LEGAL OPINION

Legal Affairs Department (LAD) provides legal assistance by issuing legal opinion through the Office of the Administrator for Central, Regional, and Branch offices to serve as guide on implications of a particular action/decision, and to ensure that such action/decision is not in violation of any existing rule or law.

Office or Division:	Legal Affairs Department
Category:	Internal Service

Classification:	Highly Technical			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	NFA Central and Field Office			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p>For Standard Requirement</p> <p>1.Indorsement from the Administrator (1) Original Copy Remarks: Indorsement from the Administrator containing the following: 1. Memorandum from the requesting party. 2. Complete documents relative to the request for legal opinion.</p> <p style="text-align: right;">Agency - Division: Office of the Administrator - Office of the Administrator</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Refers the request for legal opinion to Legal Affairs Department. Location: NFA Legal Affairs Department, 7th Floor Bldg., Visayas Avenue, Quezon City	1.1. Receives the request and forwards it to the Attorney VI.	None	20 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Legal Affairs Department
	1.2. Assigns the request to the appropriate Legal Affairs Department Division.		30 minute/s	<ul style="list-style-type: none"> Attorney VI; Legal Affairs Department
	1.3. Reviews the request for completeness and assigns to Attorney III.		20 minute/s	<ul style="list-style-type: none"> Attorney V; Legal Affairs Department
	1.4. Reviews the request and drafts the legal opinion.		5 working day/s	<ul style="list-style-type: none"> Attorney III; Legal Affairs Department
	1.5. Reviews the final draft and indorses it for approval.		1 working day/s	<ul style="list-style-type: none"> Attorney V; Legal Affairs Department

	1.6. Evaluates and approves the finalized legal opinion.		1 working day/s	<ul style="list-style-type: none">Attorney VI; Legal Affairs Department
	1.7. Releases the legal opinion to the Administrator's Office.		10 minute/s	<ul style="list-style-type: none">Administrative Assistant I; Legal Affairs Department
Total Processing Time:			7 day/s, 1 hour/s, 20 minute/s	
Total Processing Fee:			Total Standard Fee: None	

Operations Coordination Department

1. Request for NFA Operational Statistical Information
 Procedures on the processing of requests for operational statistical information on palay procurement, rice distribution, rice stock inventory, dispersal of rice and other statistical data reports being generated by the division.

Office or Division:	Operations Coordination Department		
Category:	External Service		
Classification:	Simple		
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)		
Who may avail:	General Public		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<div> <div> For Standard Requirement <div> 1.Letter request (1) Original Copy Or (1) Electronic Copy Remarks: </div> </div> <div>Applicant / Client</div> </div>			

Please indicate the specific statistical information requested with complete contact information duly signed by the requesting party.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sends inquiry/letter request Location: Email at ocd@nfa.gov.ph or to OCD at 7th Floor, NFA Building, Visayas Ave., Brgy. Vasra, Quezon City	1. Receives and records in the logbook	None	30 minute/s	<ul style="list-style-type: none"> Administrative Assistant II; Operations Coordination Department
Total Processing Time:			30 minute/s	
Total Processing Fee:			Total Standard Fee: None	

2. Grain Analysis (External Service)

This is a laboratory procedure to determine the quality characteristics of the grain sample/s submitted by any individual outside of the NFA organization.

Office or Division:	Operations Coordination Department	
Category:	External Service	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	All	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		

<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>1.Request letter (1) Original Copy Remarks: A letter addressed to the Department Manager of Operations Coordination Department requesting for the conduct of laboratory analysis on their grain sample. The letter must include the type of analysis they need and the reference standard to be used for the analysis.</p> <p>2.Request for Laboratory Services (RFLS) Form, OCD-TSD Form No. 2 (2) Original Copy</p> <p>3.NFA Official Receipt (OR) (1) Original Copy</p> </div> <div style="width: 35%;"> <p>Applicant / Client</p> <p>Agency - Division: Operations Coordination Department - Technical Services Division</p> <p>Agency - Division: NFA Cashier - Finance Division</p> </div> </div>				
<p>For Physical Analysis and Sensory (organoleptic) Evaluation</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>1.Grain sample (Sample: 2 kg.) Remarks: Sample must be homogenized, packed and sealed in a plastic bag, properly labeled.</p> </div> <div style="width: 35%; text-align: right;"> <p>Applicant / Client</p> </div> </div>				
<p>For Chemical Analysis</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>1.Grain sample (Sample: 1 kg.) Remarks: Sample must be homogenized, packed and sealed in a plastic bag, properly labeled.</p> </div> <div style="width: 35%; text-align: right;"> <p>Applicant / Client</p> </div> </div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit letter request and sample/s. Location: Office of the Department Manager of Operations Coordination Department	1.1. Receive the letter request and sample/s and refer to the Department Manager for instruction.	None	15 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department

Notes/Instruction: 1. Processing time is based on per sample and not per request. 2. Duration of analysis will depend on the complexity of analysis and quality of samples submitted. Due to limited analyst, the due dates of samples shall be on a queuing system, i.e. the samples shall be analyzed on a “first come – first served basis”.	1.2. Endorse the letter request and sample/s to the Technical Services Division for appropriate action.		30 minute/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department
	1.3. Review the request and inform the laboratory personnel.		15 minute/s	<ul style="list-style-type: none"> Division Manager; Technical Services Division Engineer IV; Technical Services Division
2. Give out the necessary information needed on the RLFS Form. Location: Technical Services Division	2.1. Ask the client for the necessary details needed in the RFLS Form. Fill-out the form.	None	30 minute/s	<ul style="list-style-type: none"> Laboratory Technician II; Technical Services Division Chemist I; Technical Services Division Chemist II; Technical Services Division Chemist III; Technical Services Division
	2.2. Approve the RFLS		15 minute/s	<ul style="list-style-type: none"> Engineer IV; Technical Services Division Division Manager; Technical Services Division Department Manager; Operations Coordination Department
3. Pay the laboratory analysis fee at the Cashier Location: NFA Cashier window (Sixth Floor NFA Building)	3. Give the payment stub portion of the RFLS to the client and request the client to pay for the requested analysis at the Cahier.	Formula Fees Breakdown: Grain Analysis Fee	5 minute/s	<ul style="list-style-type: none"> Laboratory Technician II; Technical Services Division Chemist I; Technical Services Division Chemist II; Technical Services Division Chemist III; Technical Services Division

4. Submit the Official Receipt (OR) Location: 7th Floor NFA Building Technical Services Division Office Notes/Instruction: Give the Functional User (Blue color) copy of the OR.	4. Receive the OR and attach to the RFLS.	None	5 minute/s	<ul style="list-style-type: none"> • Laboratory Technician II; Technical Services Division • Chemist I; Technical Services Division • Chemist II; Technical Services Division • Chemist III; Technical Services Division
5. Receive the claim stub. Location: 7th Floor NFA Building Technical Services Division Office	5.1. Give the claim stub portion of the RFLS to the client.	None	5 minute/s	<ul style="list-style-type: none"> • Laboratory Technician II; Technical Services Division • Chemist I; Technical Services Division • Chemist II; Technical Services Division • Chemist III; Technical Services Division
	5.2. Prepare the working sample/s based on the requested analysis.		1 hour/s	<ul style="list-style-type: none"> • Laboratory Technician II; Technical Services Division • Chemist I; Technical Services Division • Chemist II; Technical Services Division • Chemist III; Technical Services Division
	5.3. Analyze the sample/s		4 working day/s	<ul style="list-style-type: none"> • Chemist I; Technical Services Division • Chemist II; Technical Services Division • Chemist III; Technical Services Division
	5.4. Prepare the Laboratory Analysis Report (LAR).		1 working day/s	<ul style="list-style-type: none"> • Laboratory Technician II; Technical Services Division

				<ul style="list-style-type: none"> • Chemist I; Technical Services Division • Chemist II; Technical Services Division • Chemist III; Technical Services Division
	5.5. Recommend for approval and approval of the LAR		2 working day/s	<ul style="list-style-type: none"> • Engineer IV; Technical Services Division • Division Manager; Technical Services Division • Department Manager; Operations Coordination Department
6. Present the claim stub and receive the LAR. Location: 7th Floor NFA Building Operations Coordination Department	6. Release of the LAR.	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Assitant I; Operations Coordination Department
Total Processing Time:			7 day/s, 3 hour/s, 5 minute/s	
Total Processing Fee:			Total Standard Fee: None	

3. Endorsement for the Purchase of NFA Milled Rice under Regular Distribution Scheme

Procedures on the procurement/purchase of rice of Office of Civil Defense (OCD)/National Disaster Risk Reduction and Management Council (NDRRMC), Department of Social Welfare and Development (DSWD), Local Government Units (LGUs), Legislators and other government agencies / entities under the General Appropriations Act (GAA). (Approving authority for the purchase of rice above 2,001 bags is with the NFA Administrator)

Office or Division:	Operations Coordination Department
Category:	External Service
Classification:	Complex
Type of Transaction:	G2G (Government to Government)

Who may avail:	Office of Civil Defense (OCD)/National Disaster Risk Reduction and Management Council (NDRRMC), Department of Social Welfare and Development (DSWD), Local Government Units (LGUs), Legislators and other government agencies / entities under the General Appropriations Act (GAA)	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>For Standard Requirement</p> <p>1.For Disaster Preparedness: (1) Original Copy Or (1) Electronic Copy Remarks: 1.1 Memorandum of Agreement (MOA) with the provision that the requested rice to be purchased will be used solely for the intended purpose 1.2. Letter-request for the availment of rice indicating the volume of rice purchase, date and place of withdrawal and authorized representatives who will withdraw the rice duly signed by the head of the requesting agency with the submission of anyone of the following documents (1 Hardcopy or 1 Electronic Copy) 1.3. Purchase Order, whenever applicable 1.4. Deed of Undertaking 1.5. Justification supported by any of the following: <ul style="list-style-type: none"> • Historical record on the occurrence of natural or man-made calamities; • Risk Profile or Risk Map; • Disaster Risk Reduction and Management Plan • Forecast from the relevant government agencies such as the Philippine Atmospheric, Geophysical and Astronomical Service Administration (PAGASA), PHILVOLCS, NDRRMC of an imminent calamity /disaster such as but not limited to typhoons, volcanic eruption, and slow developing calamity such as but not limited to La Niña and El Niño Phenomenon </p> <p>2.For Disaster Response: (1) Original Copy Or (1) Electronic Copy Remarks: 2.1. Memorandum of Agreement (MOA) between NFA and the requesting party 2.2. Letter-request for the availment of rice indicating the volume of rice purchase, date and place of withdrawal and authorized representatives who will withdraw the rice duly signed by the head of the requesting agency with the submission of anyone of the following documents (1 Hardcopy or 1 Electronic Copy) 2.3. Purchase Order, whenever applicable 2.2. Any of the following documents:</p>		

Applicant / Client

Applicant / Client

- Certification from the requesting LGU (Provincial, City, Municipal) and government–relief agency of an actual calamity (typhoon/HABAGAT and others) supported with PAGASA weather forecast or /PHILVOLCS volcanic eruptions bulletin; or
- Situational report from the relevant government agencies such as the Philippine Atmospheric, Geophysical and Astronomical Service Administration (PAGASA), PHILVOLCS, NDRRMC; or
- Report by the concerned Disaster Risk Reduction Management Office (Provincial, City or Municipal).

3.For Disaster Rehabilitation and Recovery:

(1) Original Copy Or (1) Electronic Copy

Remarks:

3.1. Memorandum of Agreement (MOA) with the provision that the requested rice to be purchased will be used solely for the intended purpose.

3.2. Letter-request for the availment of rice indicating the volume of rice purchase, date and place of withdrawal and authorized representatives who will withdraw the rice duly signed by the head of the requesting agency with the submission of anyone of the following documents (1 Hardcopy or 1 Electronic Copy)

3.3. Purchase Order, whichever is applicable

3.4. Any of the following documents:

- Certification of the declaration of a state of calamity or certification from the Municipal Disaster Risk Reduction and Management Office (MDRRMO) to support the purchase of rice; or
- Certification from the requesting LGU (Provincial, City, Municipal) and government–relief agency of an actual calamity (typhoon/HABAGAT and others) supported with PAGASA/PHILVOLCS weather forecast or volcanic eruptions bulletin; or
- Situational Report by the concerned Disaster Risk Reduction Management Office (Provincial, City or Municipal).

Applicant / Client

4.Proof of payment in any of the following modes:

(1) Original Copy

Remarks:

A. Government Check (through voucher system) or manager’s check;

B. Electronic Modified Disbursement System (eMDS) per Joint Administrative Order (JAO) No. 2015-1 dated March 12, 2015 of the Department of Budget Management and Department of Finance;

C. List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA);

D. For disaster phase, any of the following are also accepted:

i. Cash Payment under the government/company bank account of the requesting agency supported by Identification Card (I.D.) of the designated/authorized representative who will settle the payment and the Certification that the Funds to be utilized for the purchase of rice is from the requesting government agency; or

ii. Online Fund Transfer under the government/company bank account of the requesting agency indicating the purpose of rice purchase with the submission of a Certification that Funds utilized for the purchase of rice is from the bank account of the requesting government agency.

Note : Proof of payment i.e. bills payment form stamped received/paid by the bank

Applicant / Client

<p>5.Invoice Receipt (1) Original Copy Remarks: Note:</p> <ul style="list-style-type: none"> • Purchase Order (PO) under voucher system must be confirmed by the NFA Central Office • Payment of Cashier's or Manager's check must be done prior to the withdrawal of rice from designated NFA warehouse <p style="text-align: right;">Agency - Division: National Food Authority - Finance Department</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submits the letter-request with the required supporting documents to the Office of the Administrator (AO) or Operations Coordination Department (OCD) Location: If email : administrator@nfa.gov.ph / ocd@nfa.gov.ph If in person (1) : Office of the Administrator 8th Floor National Food Authority Building Visayas Avenue, Barangay Vasra, Diliman, Quezon City If in person (2) : OCD 7th Floor National Food Authority Building Visayas Avenue, Barangay Vasra, Diliman, Quezon City</p>	1.1. Receives and records in the log book	None	30 minute/s	<ul style="list-style-type: none"> • Administrative Officer IV; Office of the Administrator
	1.2. If request is received by the Office of the Administrator, endorse to OCD with corresponding instructions.		1 hour/s	<ul style="list-style-type: none"> • Special Assistant to the Administrator; Office of the Administrator • Executive Assistant IV; Office of the Administrator
	1.3. If the request is received by OCD, endorses to OPMD with corresponding instruction		30 minute/s	<ul style="list-style-type: none"> • Department Manager; Operations Coordination Department • Division Manager; Operations Coordination Department • Supervising Grains Operations Officer (SGOO); Operations Coordination Department
	1.4. Checks completeness of documents, records and prepares letter-reply based on the corresponding instruction and availability of stocks in the concerned region/branch		1 hour/s	<ul style="list-style-type: none"> • Senior Grains Operations Officer (SGOO); Operations Coordination Department

	1.5. Reviews letter-reply and approves for transmittal to the Office of the Assistant Administrator for Operations (OAAO)/Office of the Deputy Administrator (ODA)/Office of the Administrator (AO)		4 hour/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department Division Manager; Operations Planning and Monitoring Division Supervising GOO; Operations Planning and Monitoring Division
	1.6. Reviews, signs and returns the letter-reply to OCD		4 hour/s	<ul style="list-style-type: none"> Administrator; Office of the Administrator Deputy Administrator; Office of the Deputy Administrator Assistant Administrator for Operations; Office of the Assistant Administrator for Operations Administrative Assistant I; Operations Coordination Department
	1.7. Receives the signed letter-reply and provides client of the NFA's action on the status of their request		15 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
2. Receives action taken on the request Location: OCD 7 th Floor National Food Authority Building Visayas Avenue, Barangay Vasra, Diliman, Quezon City.	2. Informs client of the Agency's decision regarding the status of their request and settlement of payment.	None	15 minute/s	<ul style="list-style-type: none"> Grains Operations Officer I; Operations Coordination Department
3. Pays and present NFA's letter of approval Location: OCD 7 th Floor National Food Authority Building Visayas Avenue, Barangay Vasra, Diliman, Quezon City.	3.1. Prepares endorsement memorandum to Finance Department for the preparation of Order of Payment	None	30 minute/s	<ul style="list-style-type: none"> Senior Grains Operations Officer; Operations Coordination Department
	3.2. Reviews and approves endorsement memorandum for the issuance of Order of Payment		30 minute/s	<ul style="list-style-type: none"> Department Manager/ Division ; Operations Coordination Department

				<ul style="list-style-type: none"> Division Manager; Operations Planning and Monitoring Division Supervising GOO; Operations Planning and Monitoring Division
	3.3. Forwards to Finance Department (FD) the approved endorsement memo and advises client to pay the corresponding amount.		30 minute/s	<ul style="list-style-type: none"> GOO I; Operations Planning and Monitoring Division
4. Proceeds to the cashier's window of the Finance Department and pay the corresponding amount Location: Finance Department 6 th Floor National Food Authority Building Visayas Avenue, Barangay Vasra, Diliman, Quezon City. Notes/Instruction: Processing time includes maximum of 1 working day clearing period for check payment. NFA Selling Price : Php1,950.00/ bag of 50 kg, subject to change as approved by the Administrator	4. Accepts payment, generates/issues the original copy of the Invoice Receipt (IR) and inform client to return to OPMD to present IR	Standard Fees Breakdown: NFA Selling Price: PHP 1950	1 working day/s	<ul style="list-style-type: none"> Cashier; Finance Department
		Total: PHP 1950		
5. Presents the NFA issued Invoice Receipt (IR) to OPMD Location: OCD 7 th Floor National Food Authority Building Visayas Avenue, Barangay Vasra, Diliman, Quezon City Notes/Instruction: For withdrawal on a staggered basis, present letter-request of withdrawal indicating the volume, name of authorized representative/s, date of withdrawal and the designated withdrawal area.	5.1. Prepares a memorandum to concerned regional/branch office authorizing the issuance of rice to clients	None	2 hour/s	<ul style="list-style-type: none"> Supervising Grains Operations Officer/ Senior Grains Operations Officer/ Grains Operations Officer III; Operations Coordination Department Grains Operations Officer III; Operations Coordination Department GOO I; Operations Planning and Monitoring Division
	5.2. Reviews and signs memorandum/authority and transmittal memorandum for endorsement to OAAO/ODA/AO		4 hour/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department

				<ul style="list-style-type: none"> Division Manager; Operations Coordination Department Supervising GOO; Operations Coordination Department
	5.3. Reviews, recommends and approves the authorization memorandum and returns to OCD-OPMD for transmittal to concerned Regional Office together with all the supporting documents.		4 hour/s	<ul style="list-style-type: none"> Administrator; Office of the Administrator Deputy Administrator; Office of the Deputy Administrator Assistant Administrator for Operations; Office of the Assistant Administrator for Operations
6. Coordinate to the designated Regional/Branch Office for the withdrawal of rice. Location: OCD 7 th Floor National Food Authority Building Visayas Avenue, Barangay Vasra, Diliman, Quezon City	6. Transmit the authorization to concerned NFA Regional/Branch Office who shall undertake the proper documentation procedures for the release of the requested volume of rice	None	30 minute/s	<ul style="list-style-type: none"> Grains Operations Officer I; Operations Coordination Department
Total Processing Time:			3 day/s, 7 hour/s, 30 minute/s	
Total Processing Fee:			Total Standard Fee: <ul style="list-style-type: none"> PHP 1950 	

4. Endorsement for the Purchase of Rice under Executive Order No. 51 and other Rice Requirements of Government Offices, Legislators and Local Government Units (LGUs) for Non-Relief Programs/Operations (NFA Central Office)

Procedures on the availment of rice of government offices, Legislators and LGUs to respond to their rice requirements / rice allowance in compliance to Executive Order No. 51 and other non-relief programs/operations. (Approving authority for the purchase of rice above 2,001 bags is with the NFA Administrator.)

Office or Division:	Operations Coordination Department
Category:	External Service

Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	Department of Social Welfare and Development (DSWD) / Local Government Units (LGUs) / Legislators other National Government Agencies/Institutions/Entities	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Executive Order No. 51	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>For Standard Requirement</p> <p>1.Memorandum of Agreement (1) Original Copy Remarks: Memorandum of Agreement between NFA and participating government agency/entity/LGU, if applicable;</p> <p>2.Letter-request for the purchase of NFA rice (1) Original Copy Remarks: Letter-request for the purchase of NFA rice indicating the volume of rice purchase, date and place of withdrawal and authorized representatives who will withdraw the rice duly signed by the requesting party. (1 Original Copy or 1 Electronic Copy)</p> <p>3.Purchase Order (1) Original Copy Remarks: Purchase Order, whenever applicable</p> <p>4.Proof of payment in any of the following modes: (1) Original Copy Remarks:</p> <ul style="list-style-type: none"> 4.1 Government Check (through voucher system) or manager's check; 		
	Applicant / Client	
	Applicant / Client	
	Applicant / Client	
	Applicant / Client	

- 4.2 Electronic Modified Disbursement System (eMDS) per Joint Administrative Order (JAO) No. 2015-1 dated March 12, 2015 of the Department of Budget Management and Department of Finance;
- 4.3 List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA);

Note: Proof of payment i.e. bills payment form stamped received/paid by the bank

5. Invoice Receipt

(1) Original Copy

Remarks:

Note:

- Purchase Order (PO) under voucher system must be confirmed by the NFA Central Office
- Payment of Cashier's or Manager's check must be done prior to the withdrawal of rice from designated NFA warehouse

Agency - Division: National Food
Authority - Finance Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the letter-request with the required supporting documents to the Office of the Administrator (AO) or Operations Coordination Department (OCD) at administrator@nfa.gov.ph/ to ocd@nfa.gov.ph or NFA Building Visayas Avenue, Barangay Vasra, Diliman, Quezon City. Submits the letter-request with the required supporting documents Location: NFA Building Visayas Avenue, Diliman, Quezon City	1.1. Receives and records in the log book.	None	30 minute/s	<ul style="list-style-type: none"> • Administrative Officer IV; Office of the Administrator
	1.2. If request is received by the Office of the Administrator, endorse to the OCD with corresponding instructions		1 hour/s	<ul style="list-style-type: none"> • Administrator; Office of the Administrator • Special Assistant to the Administrator; Office of the Administrator • Executive Assistant IV ; Office of the Administrator
	1.3. If the request is addressed to OCD, endorses to Operations Planning and Management Division (OPMD) with corresponding instruction		30 minute/s	<ul style="list-style-type: none"> • Department Manager; Operations Coordination Department • Division Manager ; Operations Planning and Monitoring Division

				<ul style="list-style-type: none"> Supervising GOO; Operations Planning and Monitoring Division
	1.4. Checks completeness of documents, records and prepares letter-reply based on the corresponding instruction and availability of stocks in the concerned region/branch		1 hour/s	<ul style="list-style-type: none"> Senior Grains Operations Officer (SGOO); Operations Coordination Department
	1.5. Reviews letter-reply and approves for transmittal to OAAO/ ODA/ AO		4 hour/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department Division Manager; Operations Coordination Department Supervising GOO;
	1.6. Reviews, signs and returns the letter-reply to OCD		4 hour/s	<ul style="list-style-type: none"> Administrator; Office of the Administrator Deputy Administrator; Office of the Deputy Administrator Assistant Administrator for Operations; Office of the Assistant Administrator for Operations Administrative Assistant I; Operations Coordination Department
	1.7. Receives the signed letter-reply and provides client of the NFA's action on the approval/disapproval of the request		15 minute/s	<ul style="list-style-type: none"> Grains Operations Officer I; Operations Coordination Department

2. Receives action taken on the request Location: Operations Coordination Department, 7th Floor NFA Building Visayas Avenue, Diliman, Quezon City	2. Informs client of the Agency's decision regarding the status of request and settlement of payment	None	30 minute/s	<ul style="list-style-type: none"> Grains Operations Officer I; Operations Coordination Department
3. Pays and present NFA's letter of approval Location: Operations Coordination Department 7th Floor NFA Building Visayas Avenue, Diliman, Quezon City	3.1. Prepares endorsement memorandum to Finance Department for the preparation of Order of Payment	None	30 minute/s	<ul style="list-style-type: none"> Senior Grains Operations Officer; Operations Coordination Department
	3.2. Reviews and approves endorsement memorandum for the Order of Payment		30 minute/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department Division Manager; Operations Coordination Department Supervising GOO; Operations Coordination Department
	3.3. Forwards to Finance Department and advice client to pay the corresponding amount		30 minute/s	<ul style="list-style-type: none"> Grains Operations Officer I; Operations Coordination Department
4. Proceeds to the cashier's window of the Finance Department and pay the corresponding amount Location: Finance Department 6th Floor NFA Building, Visayas Avenue, Diliman, Quezon City Notes/Instruction: Note: NFA Selling Price subject to change as approved by the Administrator Processing time includes maximum of one (1 working day clearing period for check payment).	4. Accepts payment, generates/issues the original copy of the Invoice Receipt (IR) and inform client to present IR to OPMD	Standard Fees Breakdown: NFA Selling Price: PHP 1450	1 working day/s	<ul style="list-style-type: none"> Cashier; Finance Department
		Total: PHP 1450		
5. Presents the NFA issued Invoice Receipt (IR) to OPMD Location:	5.1. Prepares a memorandum to concerned regional/branch office authorizing the issuance of rice to clients	None	1 hour/s	<ul style="list-style-type: none"> SGOO; Operations Coordination Department

Operations Coordination Department 7th Floor NFA Building, Visayas Avenue, Diliman, Quezon City				<ul style="list-style-type: none"> GOO III; Operations Coordination Department
	5.2. Reviews and signs memorandum/authority and transmittal memorandum for endorsement to the OAAO/ODA/AO		2 hour/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department Division Manager; Operations Coordination Department Supervising GOO; Operations Coordination Department
	5.3. Reviews, recommends and approves the authorization memo and returns to OCD-OPMD for transmittal to concern regional/branch office together with all the supporting documents.		4 hour/s	<ul style="list-style-type: none"> Administrator; Office of the Administrator Deputy Administrator; Office of the Deputy Administrator Assistant Administrator for Operations; Office of the Assistant Administrator for Operations
6. Coordinate to the designated Regional/Branch Office for the withdrawal of rice. Location: Operations Coordination Department 7th Floor NFA Building, Visayas Avenue, Diliman, Quezon City	6. Transmit the authority to concerned NFA Regional/Branch Office shall undertake the proper documentation procedures for the release of the requested volume of rice.	None	30 minute/s	<ul style="list-style-type: none"> Grains Operations Officer I; Operations Coordination Department
Total Processing Time:			3 day/s, 4 hour/s, 45 minute/s	
Total Processing Fee:			Total Standard Fee: <ul style="list-style-type: none"> PHP 1450 	

5. Grain Analysis (Internal Service)

This is a laboratory procedure to determine the quality characteristics of the grain sample/s submitted by any individual inside the NFA organization.

Office or Division:	Operations Coordination Department	
Category:	Internal Service	
Classification:	Highly Technical	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	Individual(s) within the NFA Organization	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement <div> <div> 1.Request letter (1) Original Copy Remarks: A letter addressed to the Department Manager of Operations Coordination Department requesting for the conduct of laboratory analysis on their grain sample. The letter must include the type of analysis they need and the reference standard to be used for the analysis. </div> <div>Applicant / Client</div> </div> <div> <div> 2.Request for Laboratory Services (RFLS) Form, OCD-TSD Form No. 2 (2) Original Copy </div> <div>Agency - Division: Operations Coordination Department - Technical Services Division</div> </div>		
For Physical Analysis and Sensory (organoleptic) Evaluation <div> <div> 1.Grain sample (Sample: 2 kg.) Remarks: Sample must be homogenized, packed and sealed in a plastic bag, properly labeled. </div> <div>Applicant / Client</div> </div>		
For Chemical Analysis <div> <div>1.Grain sample</div> <div>Applicant / Client</div> </div>		

<p>(Sample: 1 kg.)</p> <p>Remarks:</p> <p>Sample must be homogenized, packed and sealed in a plastic bag, properly labeled.</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submit letter request and sample/s.</p> <p>Location: Office of the Department Manager of Operations Coordination Department</p> <p>Notes/Instruction:</p> <p>1. Processing time is based on per sample and not per request.</p> <p>2. Duration of analysis will depend on the complexity of analysis and quality of samples submitted. Due to limited analyst, the due dates of samples shall be on a queuing system, i.e. the samples shall be analyzed on a “first come – first served basis”.</p>	1.1. Receive the letter request and sample/s and refer to the Department Manager for instruction.	None	15 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
	1.2. Endorse the letter request and sample/s to the Technical Services Division for appropriate action.		30 minute/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department
	1.3. Review the request and inform the laboratory personnel.		15 minute/s	<ul style="list-style-type: none"> Division Manager; Technical Services Division Engineer IV; Technical Services Division
<p>2. Give out the necessary information needed on the RLFS Form.</p> <p>Location: Technical Services Division</p>	2.1. Ask the client for the necessary details needed in the RFLS Form. Fill-out the form.	None	30 minute/s	<ul style="list-style-type: none"> Laboratory Technician II; Technical Services Division Chemist I; Technical Services Division Chemist II; Technical Services Division Chemist III; Technical Services Division
	2.2. Approve the RFLS		15 minute/s	<ul style="list-style-type: none"> Engineer IV; Technical Services Division Division Manager; Technical Services Division

				<ul style="list-style-type: none"> Department Manager; Operations Coordination Department
3. Receive the claim stub. Location: 7th Floor NFA Building Technical Services Division Office	3.1. Give the claim stub portion of the RFLS to the client.	None	5 minute/s	<ul style="list-style-type: none"> Laboratory Technician II; Technical Services Division Chemist I; Technical Services Division Chemist II; Technical Services Division Chemist III; Technical Services Division
	3.2. Prepare the working sample/s based on the requested analysis.		1 hour/s	<ul style="list-style-type: none"> Laboratory Technician II; Technical Services Division Chemist I; Technical Services Division Chemist II; Technical Services Division Chemist III; Technical Services Division
	3.3. Analyze the sample/s		4 working day/s	<ul style="list-style-type: none"> Chemist I; Technical Services Division Chemist II; Technical Services Division Chemist III; Technical Services Division
	3.4. Prepare the Laboratory Analysis Report (LAR).		1 working day/s	<ul style="list-style-type: none"> Laboratory Technician II; Technical Services Division Chemist I; Technical Services Division Chemist II; Technical Services Division Chemist III; Technical Services Division

	3.5. Recommend for approval and approval of the LAR		2 working day/s	<ul style="list-style-type: none"> • Engineer IV; Technical Services Division • Division Manager; Technical Services Division • Department Manager; Operations Coordination Department
4. Present the claim stub and receive the LAR. Location: 7th Floor NFA Building Operations Coordination Department	4. Release of the LAR.	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Assitant I; Operations Coordination Department
Total Processing Time:			7 day/s, 2 hour/s, 55 minute/s	
Total Processing Fee:			Total Standard Fee: None	

6. Provision of Technical Services/Assistance on Proposed Repair/Rehabilitation
Evaluation of proposed repair/rehabilitation of existing Post-Harvest Facilities (PHF)/other infrastructures (site development, administrative and auxiliary facilities)/equipment.

Office or Division:	Operations Coordination Department	
Category:	Internal Service	
Classification:	Highly Technical	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	NFA Field Offices/Central Office Departments	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		

<p>1.Memorandum-request for technical services or assistance of Regional Office (R.O.) (1) Original Copy Or (1) Certified True Copy</p> <p>2.Completed Staff Work (CSW) which includes Background, Evaluation, Recommendations, Engineering details, Timeline/Gantt Chart and Mode of Implementation, Market Survey or Price Quotation, and Geotagged Photos; (1) Original Copy Or (1) Certified True Copy</p> <p>3.Copy of the approved COB for the current year showing the inclusion of the project. (1) Original Copy Or (1) Certified True Copy</p>					<p>Agency - Division: National Food Authority - Regional Office</p> <p>Agency - Division: National Food Authority - Regional Office</p> <p>Agency - Division: National Food Authority - OCD</p>
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
<p>1. Submits Memorandum-Request including requirements Location: Operations Coordination Department</p>	1.1. Receives, records, and forwards to the Department Manager/TSD Division Manager for instructions.	None	30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department 	
	1.2. Reviews and forwards request to TSD staff with instructions.		30 minute/s	<ul style="list-style-type: none"> Department Manager and Division Manager; Operations Coordination Department 	
	1.3. Evaluates and prepares recommendation/memorandum.		15 working day/s	<ul style="list-style-type: none"> Engineers I/II/III; Operations Coordination Department 	
	1.4. Reviews and recommends/endorsees to for approval.		1 working day/s	<ul style="list-style-type: none"> Engineer IV and Division Manager; Operations Coordination Department 	
	1.5. Recommends for approval of the EXCOM.		1 working day/s	<ul style="list-style-type: none"> Department Manager ; Operations Coordination Department 	
	1.6. Releases memorandum-request for approval		30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department 	

	1.7. Receives and records memorandum upon approval of the request. Forwards to Department Manager/TSD Division Manager		30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
	1.8. Endorses the approved memorandum to concerned TSD staff with instructions		30 minute/s	<ul style="list-style-type: none"> Department Manager and Division Manager; Operations Coordination Department
	1.9. Prepares memorandum-request for issuance of Advice of Sub-Allotment addressed to NFA Finance Department (copy-furnished requesting office.		1 working day/s	<ul style="list-style-type: none"> Engineers I/II/III; Operations Coordination Department
	1.10. Reviews and recommends to the Budget Division of the Finance Department.		1 working day/s	<ul style="list-style-type: none"> Engineer IV, Division Manager and Department Manager; Operations Coordination Department
2. Receive memorandum relative to the approval of request Location: Operation Coordination Department	2. Releases memorandum-request.	None	30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
Total Processing Time:			19 day/s, 3 hour/s	
Total Processing Fee:			Total Standard Fee: None	

7. Evaluation of FPA/FDA-Registered Pesticides for Use in NFA Pest Control Management Classified as "Exempted from Validation Test" (ExVaT)

Procedure on the evaluation of FPA- or FDA-registered pesticides for inclusion in the NFA's Pest Management Program to control stored-product and structural pests as requested by the supplier.

Office or Division:	Operations Coordination Department
Category:	External Service
Classification:	Highly Technical

Type of Transaction:	G2B (Government to Business)	
Who may avail:	Suppliers of Pesticides.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1.Request letter (1) Original Copy Remarks: A letter addressed to the Department Manager of Operations Coordination Department indicating the pesticides to be evaluated	Applicant / Client	
2.Updated Certificate of Product Registration (CPR) (1) Certified True Copy	Agency - Division: Fertilizer and Pesticide Authority - Food and Drug Administration	
3.Product Safety Data Sheet (SDS) (1) Original Copy	Applicant / Client	
4.Technical Brochure (1) Photo Copy	Applicant / Client	
5.Related Literatures (1) Photo Copy Remarks: Literatures or written books describing the chemicals in the pesticide.	Applicant / Client	
6.Results of Local and/or International Testing (1) Photo Copy	Applicant / Client	
7.Approved Terminal Report (1) Original Copy	Agency - Division: National Food Authority - Operations Coordination Department - Technical Services Division	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit letter request. Location: Office of the Department Manager of Operations Coordination Department	1.1. Receive the letter request from the requesting party and refer to the Department Manager for instruction.	None	30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
	1.2. Forward the letter request to the Technical Services Division for appropriate action.		2 hour/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department
	1.3. Review the request and forward the same to Sr. Grains Operations Officer (SGOO)/Research Specialist/Research Analyst II.		2 hour/s	<ul style="list-style-type: none"> Division Manager; Technical Services Division Engineer IV; Technical Services Division
	1.4. Check for completeness of the requirements.		2 hour/s	<ul style="list-style-type: none"> Senior Grain Operations Officer; Technical Services Division Research Specialist; Technical Services Division Research Analyst II; Technical Services Division
	1.5. Evaluate the submitted documents and determine the classification of the registered pesticide requested for evaluation.		3 working day/s	<ul style="list-style-type: none"> Senior Grains Operations Officer; Technical Services Division Research Specialist; Technical Services Division Research Analyst; Technical Services Division
	1.6. Conducts the paper-based evaluation; evaluates the product as to its technical specifications, features, and/or certain characteristics as		126 working day/s	<ul style="list-style-type: none"> Research Specialist; Technical Services Division

	indicated in the technical brochures and results of local and international testing. Prepares the Terminal Report.			<ul style="list-style-type: none"> • Research Analyst II; Technical Services Division • Senior Grains Operations Officer; Technical Services Division • Grains Operations Officer II; Technical Services Division • Grains Operations Officer I; Technical Services Division
	1.7. Reviews the Terminal Report. If with further suggestions, recommendations and/or corrections, returns to the evaluators for revision.		1 working day/s, 4 hour/s	<ul style="list-style-type: none"> • Senior Grains Operations Officer; Technical Services Division • Engineer IV; Technical Services Division • Division Manager; Technical Services Division
	1.8. Initial / signs and recommends for approval of the Department Manager.		4 hour/s	<ul style="list-style-type: none"> • Senior Grains Operations Officer; Technical Services Division • Engineer IV; Technical Services Division • Division Manager; Technical Services Division
	1.9. Reviews and approves the Terminal Report. If there is something to be verified, refers to the Division Manager.		1 working day/s	<ul style="list-style-type: none"> • Department Manager; Operations Coordination Department
	1.10. Prepares the Technology Package (TP) of the evaluated pesticide based on the approved terminal report.		20 working day/s	<ul style="list-style-type: none"> • Senior Grains Operations Officer; Technical Services Division • Research Specialist; Technical Services Division

				<ul style="list-style-type: none"> • Research Analyst II; Technical Services Division • Grains Operations Officer II; Technical Services Division
	1.11. Reviews and endorses the Technology Package for approval of the Administrator. If with correction, returns for revision.		20 working day/s	<ul style="list-style-type: none"> • Engineer IV; Technical Services Division • Division Manager; Technical Services Division
	1.12. Once Technology Package is approved, updates the List of NFA Recommended Pesticides for Pest Management Program.		2 working day/s	<ul style="list-style-type: none"> • Senior Grains Operations Officer; Technical Services Division
	1.13. Reviews and endorses the updated list for approval of the Administrator, returns to Senior Grains Operations Officer for correction.		1 working day/s	<ul style="list-style-type: none"> • Engineer IV; Technical Services Division • Division Manager; Technical Services Division
	1.14. Once approved, prepares a letter performing the requesting party that the pesticide is included in the NFA's list of recommended pesticides for Pest Management Program.		1 working day/s	<ul style="list-style-type: none"> • Senior Grains Operations Officer; Technical Services Division • Research Specialist; Technical Services Division • Research Analyst II; Technical Services Division • Grains Operations Officer II; Technical Services Division • Grains Operations Officer I; Technical Services Division

	1.15. Reviews and initials / signs on the letter, if no correction. Return if with correction.		1 working day/s	<ul style="list-style-type: none"> • Engineer IV; Technical Services Division • Division Manager; Technical Services Division • Department Manager; Operations Coordination Department
2. Receive the letter Location: Operations Coordination Department	2.1. Release the letter	None	30 minute/s	<ul style="list-style-type: none"> • Administrative Assistant I; Operations Coordination Department
	2.2. Prepares the Technology Package of the evaluated pesticide based on the approved terminal report.		20 working day/s	<ul style="list-style-type: none"> • Senior Grains Operations Officer; Technical Services Division • Grains Operations Officer II; Technical Services Division • Research Specialist; Technical Services Division
	2.3. Reviews and endorses the Technology Package for approval of the Administrator. If with correction, returns for revision.		20 working day/s	<ul style="list-style-type: none"> • Engineer IV; Technical Services Division • Division Manager; Technical Services Division
	2.4. Once Technology Package is approved, updates the List of NFA Recommended Pesticides for Pest Management Program.		2 working day/s	<ul style="list-style-type: none"> • Senior Grains Operations Officer; Technical Services Division
	2.5. Reviews and endorses the updated list for approval of the Administrator. If with correction, returns for revision.		1 working day/s	<ul style="list-style-type: none"> • Engineer IV; Technical Services Division • Division Manager; Technical Services Division

				<ul style="list-style-type: none"> Department Manager; Operations Coordination Department
	2.6. Once approved, prepares a letter informing the requesting party that the pesticide is included in the NFA's List of Recommended Pesticides for Pest Management Program.		1 working day/s	<ul style="list-style-type: none"> Senior Grains Operations Officer; Technical Services Division Research Specialist; Technical Services Division Research Analyst II; Technical Services Division
	2.7. Reviews and affix initial / signature on the letter, if no correction. If with correction, return for revision.		1 working day/s	<ul style="list-style-type: none"> Engineer IV; Technical Services Division Division Manager; Technical Services Division Department Manager; Operations Coordination Department
3. Receives the letter. Location: Operations Coordination Department	3. Releases the letter.	None	30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
Total Processing Time:			222 day/s, 7 hour/s, 30 minute/s	
Total Processing Fee:			Total Standard Fee: None	

8. Provision of Technical Services/Assistance on On-Site Evaluation

On-site evaluation/validation of proposed/on-going/completed projects (construction/acquisition of postharvest facilities (PHF), other infrastructures, and equipment)

Office or Division:	Operations Coordination Department
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Category:	Internal Service			
Classification:	Highly Technical			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	NFA Field Offices/Central Office Departments			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p>For Standard Requirement</p> <p>1.Memorandum-request from Regional Office (RO) and/or instruction to check/validate actual site of proposed, on-going, and completed project/s. (1) Original Copy</p> <p style="text-align: right;">Agency - Division: National Food Authority - Excom/Regional Office/Department Manager/Division Manager</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit Memorandum-Request and/or provide instruction Location: Operations Coordination Department	1.1. Receives, records, and forwards to Department Manager/TSD Division Manager for instruction.	None	30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
	1.2. Forwards to TSD staff with instructions of CSW.		30 minute/s	<ul style="list-style-type: none"> Department Manager and Division Manager; Operations Coordination Department
	1.3. Prepares Travel Authority and documents for approval.		1 working day/s	<ul style="list-style-type: none"> Engineers, I, II, III, IV; Operations Coordination Department
	1.4. Recommends Approval of Travel Authority (T.A.).		2 working day/s	<ul style="list-style-type: none"> Division Manager and Department Manager; Operations Coordination Department

	1.5. Releases T.A for approval.		30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
	1.6. Upon approval of T.A., proceeds to conduct site inspection/validation.		1 working day/s	<ul style="list-style-type: none"> Engineers, I, II, III, IV; Operations Coordination Department
	1.7. Conducts exit interview with the concerned regional office.		1 working day/s	<ul style="list-style-type: none"> Engineers, I, II, III, IV; Operations Coordination Department
	1.8. Prepares an actual or on-site evaluation report/CSW and furnish a copy to the Division Manager and Department Manager.		5 working day/s	<ul style="list-style-type: none"> Engineers, I, II, III, IV; Operations Coordination Department
	1.9. 9. Approves actual/on-site evaluation report/CSW.		2 working day/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department
2. Receives evaluation report Location: Operations Coordination Department	2. Provides concerned office a copy of the actual or on-site evaluation report / CSW.	None	30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
Total Processing Time:			12 day/s, 2 hour/s	
Total Processing Fee:			Total Standard Fee: None	

9. Evaluation of FPA/FDA-Registered Pesticides for Use in NFA Pest Control Management Classified as "Requiring Validation Test" (RVaT)

Procedure on the evaluation of FPA- or FDA-registered pesticides for inclusion in the NFA's Pest Management Program to control stored-product and structural pests as requested by the supplier.

Office or Division:	Operations Coordination Department
Category:	External Service
Classification:	Highly Technical

Type of Transaction:	G2B (Government to Business)	
Who may avail:	Suppliers of Pesticides.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>For Standard Requirement</p> <p>1.Request letter (1) Original Copy Remarks: A letter addressed to the Department Manager of Operations Coordination Department indicating the pesticides to be evaluated</p> <p>2.Updated Certificate of Product Registration (CPR) (1) Certified True Copy</p> <p>3.Product Safety Data Sheet (SDS) (1) Original Copy</p> <p>4.Technical Brochure (1) Photo Copy</p> <p>5.Related Literatures (1) Photo Copy Remarks: Literatures or written books describing the chemicals in the pesticide.</p> <p>6.Results of Local and/or International Testing (1) Photo Copy</p> <p>7.Approved Terminal Report (1) Original Copy</p>		
		Applicant / Client
		Agency - Division: Fertilizer and Pesticide Authority - Food and Drug Administration
		Applicant / Client
		Applicant / Client
		Applicant / Client
		Applicant / Client
		Agency - Division: National Food Authority - Operations Coordination Department - Technical Services Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit letter request. Location: Office of the Department Manager of Operations Coordination Department	1.1. Receive the letter request from the requesting party and refer to the Department Manager for instruction.	None	30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
	1.2. Forward the letter request to the Technical Services Division for appropriate action.		2 hour/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department
	1.3. Review the request and forward the same to Sr. Grains Operations Officer (SGOO)/Research Specialist/Research Analyst II.		2 hour/s	<ul style="list-style-type: none"> Division Manager; Technical Services Division Engineer IV; Technical Services Division
	1.4. Check for completeness of the requirements.		2 hour/s	<ul style="list-style-type: none"> Senior Grain Operations Officer; Technical Services Division Research Specialist; Technical Services Division Research Analyst II; Technical Services Division
	1.5. Evaluate the submitted documents and determine the classification of the registered pesticide requested for evaluation.		3 working day/s	<ul style="list-style-type: none"> Senior Grains Operations Officer; Technical Services Division Research Specialist; Technical Services Division Research Analyst; Technical Services Division
2. Attends the consultative meeting at the Technical Services Division Location: National Food Authority - Operations Coordination Department	2.1. Conducts a consultative meeting between the Technical Services Division and requesting party, to discuss the details of the collaborative project.	None	4 hour/s	<ul style="list-style-type: none"> Division Manager; Technical Services Division Engineer IV; Technical Services Division Senior Grains Operations Officer; Technical Services Division

				<ul style="list-style-type: none"> • Research Specialist; Technical Services Division • Research Analyst; Technical Services Division
	2.2. Develops / prepares the project proposal for the conduct of test and evaluation		20 working day/s	<ul style="list-style-type: none"> • Senior Grains Operations Officer; Technical Services Division • Research Specialist; Technical Services Division • Research Analyst II; Technical Services Division
	2.3. Discusses the project proposal with the Department Manager, Division Manager, and Engineer IV.		4 hour/s	<ul style="list-style-type: none"> • Senior Grains Operations Officer; Technical Services Division • Research Specialist; Technical Services Division • Research Analyst II; Technical Services Division
3. Attends the review of the project proposal. Location: Operations Coordination Department	3.1. Presents the project proposal to the requesting party for comments before finalization.	None	4 hour/s	<ul style="list-style-type: none"> • Senior Grains Operations Officer; Technical Services Division • Research Specialist; Technical Services Division • Research Analyst II; Technical Services Division
	3.2. Finalizes the project proposal for approval of the Administrator upon recommendation of the Assistant Administrator for Operations.		1 working day/s	<ul style="list-style-type: none"> • Senior Grains Operations Officer; Technical Services Division • Research Specialist; Technical Services Division • Research Analyst II; Technical Services Division
	3.3. Once approved, prepares the draft Memorandum of Agreement (MOA) pertaining to the project implementation, fund allocation,		1 working day/s	<ul style="list-style-type: none"> • Senior Grains Operations Officer; Technical Services Division

	logistics, personnel involvement, and ownership of the project output for review by the Legal Affairs Department.			<ul style="list-style-type: none"> • Research Specialist; Technical Services Division • Research Analyst II; Technical Services Division
4. Attends the presentation of the Memorandum of Agreement. Location: Operations Coordination Department	4.1. Present the Memorandum of Agreement (MOA) to the requesting party for comments.	None	4 hour/s	<ul style="list-style-type: none"> • Division Manager; Technical Services Division • Engineer IV; Technical Services Division • Senior Grains Operations Officer; Technical Services Division • Research Specialist; Technical Services Division • Research Analyst II; Technical Services Division
	4.2. If accepted, it shall be entered into by and between the NFA Administrator and the authorized representative of the requesting party.		4 hour/s	<ul style="list-style-type: none"> • Division Manager; Technical Services Division • Senior Grains Operations Officer; Technical Services Division • Engineer IV; Technical Services Division • Senior Grains Operations Officer; Technical Services Division • Research Specialist; Technical Services Division • Research Analyst II; Technical Services Division
	4.3. Conducts tests and evaluation simulated with the National Food Authority operations.		250 working day/s	<ul style="list-style-type: none"> • Senior Grains Operations Officer; Technical Services Division • Research Specialist; Technical Services Division • Research Analyst II; Technical Services Division • Grains Operations Officer II; Technical Services Division

				<ul style="list-style-type: none"> Grains Operations Officer I; Technical Services Division
	4.4. Prepares the terminal report based on the results of test and evaluation conducted in simulation with the National Food Authority operations		20 working day/s	<ul style="list-style-type: none"> Senior Grains Operations Officer; Technical Services Division Research Specialist ; Technical Services Division Research Analyst II; Technical Services Division
	4.5. Reviews the Terminal Report. If with corrections, return to the evaluators for revision.		2 working day/s	<ul style="list-style-type: none"> Engineer IV; Technical Services Division Division Manager; Technical Services Division
	4.6. Recommends for approval by the Department Manager with initials		1 hour/s	<ul style="list-style-type: none"> Engineer IV; Technical Services Division Division Manager; Technical Services Division
	4.7. Reviews and approves the Terminal Report. If there is something to be verified, refers to the Division Manager.		1 working day/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department
	4.8. Informs in writing the requesting party of the result of test and evaluation conducted.		4 hour/s	<ul style="list-style-type: none"> Senior Grains Operations Officer; Technical Services Division Research Specialist; Technical Services Division Research Analyst II; Technical Services Division
	4.9. Reviews and approves the letter. If with correction, returns to the evaluators.		1 working day/s	<ul style="list-style-type: none"> Engineer IV; Technical Services Division Division Manager; Technical Services Division Department Manager; Technical Services Division

5. Receives the letter on the results of test and evaluation. Location: Operations Coordination Department - Technical Services Division	5. Releases the letter.	None	30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Technical Services Division
Total Processing Time:			303 day/s	
Total Processing Fee:			Total Standard Fee: None	

10. Preparation of Disbursement Voucher (DV) and Budget Utilization Request and Status (BUR) for Advance Payment and Progress Payment

Preparation of Disbursement Voucher (DV) and Budget Utilization Request and Status (BURs) for the advance and progress payments to contractors of Construction/Acquisition of Post-harvest Facilities/Equipment

Office or Division:	Operations Coordination Department		
Category:	External Service		
Classification:	Complex		
Type of Transaction:	G2B (Government to Business)		
Who may avail:	Contractors of NFA Projects		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Standard Requirement			
1.Disbursement Voucher (DV) (4) Original Copy And (4) Photo Copy		Applicant / Client	

2.Budget Utilization Request and Status (BURS)

(4) Original Copy And (4) Photo Copy

Applicant / Client

3.Requirements For Advance Payment

(1) Original Copy

Remarks:

1. Budget Utilization Request
2. Notice to Proceed duly signed received by the supplier/contractor
3. Copy of Approved Contract
4. Special Condition of Contract
5. Notice of Award duly signed received by the supplier
6. BAC Resolution declaring winning bidder
7. Post Qualification Report of Technical Working Group
8. Abstract of Bids supported by winning bidders offer and bid tenders of other participation
9. Evidence of Invitation of three observers in all stages of procurement process
- 10.Minutes of Pre-Procurement Conference
- 11.Printout copy of Advertisement Posted in Philgeps
- 12.Certification from Head of BAC Secretariat on posting of advertisement at conspicuous places
- 13.Printout copy of Advertisement posted in NFA website
- 14.Printout copy of Posting of Notice to Award, Notice to Proceed and Contract of Award in the Philgeps
- 15.Purchase/Job Request
- 16.Detailed Breakdown of ABC
- 17.Annual Procurement Plan (APP) duly certified true copy by BAC Secretariat
- 18.Transmittal letter/Proof of Receipt by COA re: submission to COA of the Approved Contract and documents required under COA Circular no. 2009-01 dated Feb. 12, 2009 & COA memorandum no. 2005-027 dated Feb. 28, 2005.

**Agency - Division: National Food
Authority - Technical Services Division**

4.Requirements For Advance Payment

(1) Original Copy

Remarks:

1. BIR Registration
2. Performance Security
3. Detailed Breakdown of ABC
4. Program of Work and Detailed Estimates
5. Detailed Breakdown of Contract Cost: Including the detailed breakdown of estimates and/or unit cost analysis/derivation for each work item expressed in volume/area/lump sum/lot
6. Copy of Approved PERT/CPM Network Diagram and detailed computation of Contract time
7. Letter Request for advance payment from contractor
8. Irrevocable Standby Letter of Credit/Security Bond/Bank Guarantee
9. Insurance (from any reputable insurance company approved by the NFA Representative)
- 10.Program of Work Approved by the Authorized NFA Representative

Applicant / Client

11. Good for Construction Drawings (GFC Drawings)

5. Requirements for Progress Payment

(1) Original Copy

Remarks:

1. Letter request for collection;
2. Statement of Work Accomplishment Report; Budget Utilization Request
3. Contract and all documents specified as attachments;
4. Result of test analysis;
5. Statement of Time Elapsed;
6. Progressive Plans; Contractor Affidavit on payment of labor & materials;
7. Pictures before, during, and after construction of items of work;
8. Photocopy of vouchers, Performance Bond and Contractors All Risks;
9. Insurance from GSIS or any NFA accredited surety or insurance company;
10. Contractor Letter request for Extension, if any;
11. Approved suspension & resumption order, if any;
12. Duly approved revised PERT/CPM;
13. Duly approved Variation order and all attachments (if applicable)
14. Certificate of the amount to be paid from NFA.

Applicant / Client

6. Requirements for Progress Payment

(1) Original Copy

Remarks:

1. Inspection Report by the agency's authorized engineer;

**Agency - Division: National Food
Authority - Central Office**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request for Advance Payment including required documents. Location: Operations Coordination Department	1.1. Receive, record and forward to Department Manager / TSD Division Manager for instruction	None	30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
	1.2. Endorse the request to the corresponding TSD staff with instructions		30 minute/s	<ul style="list-style-type: none"> Department Manager / Division Manager; Operations Coordination Department
	1.3. Evaluate/Review completion of the submitted requirements from contractor.		4 hour/s	<ul style="list-style-type: none"> Engineers / Technical Personnel; Operations Coordination Department

	1.4. Prepare / secure other required documents coming from NFA side.		1 working day/s	<ul style="list-style-type: none">Engineers / Technical Personnel; Operations Coordination Department
	1.5. Prepare DV and BURS.		4 hour/s	<ul style="list-style-type: none">Engineers / Technical Personnel; Operations Coordination Department
	1.6. Review DV and BURS then recommend/ endorse for approval of the Department Manager		1 working day/s	<ul style="list-style-type: none">Engineer IV / Division Manager; Operations Coordination Department
	1.7. Endorse for approval of the designated authority (as per specifications of authority)		1 working day/s	<ul style="list-style-type: none">Department Manager; Operations Coordination Department
	1.8. Release DV and BURS including required documents to the Finance Department for their appropriate action.		30 minute/s	<ul style="list-style-type: none">Administrative Asst; Operations Coordination Department
Total Processing Time:			4 day/s, 1 hour/s, 30 minute/s	
Total Processing Fee:			Total Standard Fee: None	

11. Issuance of Pesticide Certification

This is a procedure on the issuance of Pesticide Certification to the suppliers (upon request) certifying that the pesticide/s they will be offering during the bidding activities has/have been officially evaluated and recommended for use in the Agency's Pest Management Program to control stored-product and structural pests.

Office or Division:	Operations Coordination Department
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Suppliers of Pesticides
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<div>For Standard Requirement</div> <div><div>1.Letter request indicating the list of pesticides to be certified (1) Original Copy Or (1) Electronic Copy Remarks: A letter addressed to the Department Manager of Operations Coordination Department requesting for the certification of the pesticide.</div><div>Applicant / Client</div></div> <div><div>2.Updated Certificate of Product Registration (CPR) (1) Original Copy Or (1) Electronic Copy</div><div>Agency - Division: Fertilizer and Pesticide Authority (FPA) - Food and Drug Administration (FDA)</div></div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<div>1. 1. Submit the letter request. Location: Office of the Department Manager of Operations Coordination Department, or through email at ocd.nfa@gov.ph</div>	1.1. Receive the letter request from the requesting party (walk-in or email) and refer to the Department Manager for instruction.	None	15 minute/s	<div><div>•</div>Administrative Assistant I; Operations Coordination Department</div>
	1.2. Forward the letter request to the Technical Services Division for appropriate action.		2 hour/s	<div><div>•</div>Department Manager; Operations Coordination Department</div>
	1.3. Review the request and assign the same to Sr. Grains Operations Officer (SGOO) / Grains Operations Officer II (GOO II).		1 hour/s	<div><div>•</div>Division Manager; Technical Services Division</div> <div><div>•</div>Engineer IV; Technical Services Division</div>
	1.4. Evaluate the request and check for completeness of the requirements and validity dates of the CPR. Prepare the Pesticide Certification.		1 hour/s, 30 minute/s	<div><div>•</div>Senior Grains Operation Officer (SGOO); Technical Services Division</div> <div><div>•</div>Grains Operation Officer II (GOO II); Technical Services Division</div> <div><div>•</div>Research Specialist; Technical Services Division</div>

	1.5. Review the contents of the Certification.		1 hour/s, 30 minute/s	<ul style="list-style-type: none"> Engineer IV; Technical Services Division Division Manager; Technical Services Division
	1.6. Review the correctness of the Certification; if correct, affix the signature.		1 hour/s, 30 minute/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department
2. Receive the Pesticide Certification Location: Office of the Department Manager Operations Coordination Department	2. Release the Pesticide Certification	None	15 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
Total Processing Time:			1 day/s	
Total Processing Fee:			Total Standard Fee: None	

12. Provision of Technical Services/Assistance on Proposed Construction

Evaluation of proposed construction/acquisition of postharvest facilities (PHF), other infrastructures (site development, administrative and auxiliary facilities), and equipment

Office or Division:	Operations Coordination Department	
Category:	Internal Service	
Classification:	Highly Technical	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	NFA Field Offices/Central Office Departments	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

For Standard Requirement 1.Memorandum-request for technical services/assistance from Regional Office (R.O.) (1) Original Copy 2.Completed Staff Work (CSW) (1) Original Copy Remarks: Includes Background, Evaluation, Recommendations, Engineering Details, Timeline/Gantt Chart and Mode of Implementation, Market Survey/ Price Quotation, and Geotagged Photos 3.Result of Geotechnical Investigation & Topographical Survey (for structure & facilities). (1) Original Copy 4.Copy of the approved COB for the current year showing the inclusion of the project. (1) Original Copy					Applicant / Client
					Applicant / Client
					Applicant / Client
					Applicant / Client
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
1. Submits Memorandum-Request/Instruction including requirements Location: Operations Coordination Department	1.1. Receives, records, and forwards to the Department Manager/TSD Division Manager for instructions	None	30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department 	
	1.2. Reviews and forwards the request to TSD staff with instructions		30 minute/s	<ul style="list-style-type: none"> Department Manager and Division Manager; Operations Coordination Department 	
	1.3. Evaluates and prepares recommendation/memorandum		15 working day/s	<ul style="list-style-type: none"> Engineers I/II/III; Operations Coordination Department 	
	1.4. Reviews and recommends/endorses Department Manager for approval		1 working day/s	<ul style="list-style-type: none"> Engineer IV/Division Manager; Operations Coordination Department 	
	1.5. Recommends for approval of the DBCC and NFA Council		1 working day/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department 	

	1.6. Releases memorandum-request for approval		30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
	1.7. Receives and records memorandum upon approval of the request. Forwards to Department Manager/TSD Division Manager		30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
	1.8. Endorses the approved memorandum to corresponding TSD staff with instructions		30 minute/s	<ul style="list-style-type: none"> Department Manager/Division Manager; Operations Coordination Department
	1.9. Prepares memorandum-request for issuance of Advice of Sub-Allotment addressed to NFA-Finance Department (copy furnished requesting office).		1 working day/s	<ul style="list-style-type: none"> Engineer I/II/III; Operations Coordination Department
	1.10. Reviews and recommends.		1 working day/s	<ul style="list-style-type: none"> Engineer IV, Division Manager, and Department Manager; Operations Coordination Department
2. Receives memorandum relative to the approval of request Location: Operations Coordination Department	2. Releases memorandum-request.	None	30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
Total Processing Time:			19 day/s, 3 hour/s	
Total Processing Fee:			Total Standard Fee: None	

13. Endorsement for the Purchase of Rice of Participating Government Offices, Legislators and Local Government Units (LGUs) for Special Projects such as but not limited to P29 Projects

Procedures on the availment of rice of the National Government Agencies (NGAs), Local Government Units (LGUs), and Government-Owned and Controlled Corporations (GOCCs) to support the government programs on a case-to-case basis depending on the prevailing market situation. (Approving authority for the purchase of rice above 2,001 bags is with the NFA Administrator.)

Office or Division:	Operations Coordination Department
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Category:	External Service	
Classification:	Simple	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	National Government Agencies (NGAs), Local Government Units (LGUs), and Government-Owned and Controlled Corporations (GOCCs)	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>For Standard Requirement</p> <p>1.Consignment Agreement or Memorandum of Agreement (1) Original Copy Remarks: Consignment Agreement or Memorandum of Agreement between NFA and participating government agency/entity/LGU;</p> <p style="text-align: right;">Applicant / Client</p> <p>2.Letter-request for the availment of NFA rice (1) Original Copy Remarks: Letter-request for the availment of NFA rice indicating the volume of rice purchase, date and place of withdrawal and authorized representatives who will withdraw the rice duly signed by the requesting party. (1 Original Copy or 1 Electronic Copy)</p> <p style="text-align: right;">Applicant / Client</p> <p>3.Proof of payment in any of the following modes: (1) Original Copy Remarks:</p> <ul style="list-style-type: none"> 3.1 Government Check (through voucher system) or manager's check; 3.2 Electronic Modified Disbursement System (eMDS) per Joint Administrative Order (JAO) No. 2015-1 dated March 12, 2015 of the Department of Budget Management and Department of Finance; 3.3 List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA); 3.4 Cash Basis through Advance Payment or Consignment Agreement for FTI rice purchases <p style="text-align: right;">Applicant / Client</p> <p><i>Note: Proof of payment i.e. bills payment form stamped received/paid by the bank.</i></p>		

4.Invoice Receipt (1) Original Copy Remarks: Note: Purchase Order (PO) under voucher system must be confirmed by the NFA Payment of Cashier's or Manager's check must be done prior to the withdrawal of rice from designated NFA warehouse				
			Agency - Division: National Food Authority - Finance Department	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the letter-request with the required supporting documents Location: Office of the Administrator, NFA Building 7th Floor, Brgy. Vasra, Visayas Ave., Diliman, Quezon City	1.1. Receives and records in the log book	None	30 minute/s	<ul style="list-style-type: none"> Administrative Officer IV; Office of the Administrator
	1.2. If request is received by the Office of the Administrator, endorse to the OCD with corresponding instructions.		1 hour/s	<ul style="list-style-type: none"> Administrator; Office of the Administrator Special Assistant to the Administrator; Office of the Administrator Executive Assistant IV; Office of the Administrator
	1.3. If the request is received by OCD, endorses to OPMD with corresponding instruction		30 minute/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department Division Manager; Operations Coordination Department Supervising GOO; Operations Coordination Department
	1.4. Checks completeness of documents, records and prepares letter-reply and authorization memorandum to the regional/branch office authorizing the acceptance of payment and issuance of rice based on the corresponding instruction and availability of stocks in the concerned region/branch		2 hour/s	<ul style="list-style-type: none"> Senior Grains Operations Officer; Operations Coordination Department

	1.5. Reviews and signs the memorandum to regional/branch office authorizing the acceptance of client’s payment and issuance of rice to clients and transmittal memorandum to OAAO/ODA and AO		2 hour/s	<ul style="list-style-type: none">• Department Manager; Operations Coordination Department• Division Manager; Operations Coordination Department
	1.6. Reviews, recommends and approves the letter-reply/authorization memo and returns to OCD-OPMD for transmittal to concern regional/branch office together with all the supporting documents.		4 hour/s	<ul style="list-style-type: none">• Administrator; Office of the Administrator• Deputy Administrator; Office of the Deputy Administrator• Assistant Administrator for Operations; Office of the Assistant Administrator for Operations• Administrative Assistant I; Operations Coordination Department
	1.7. Receives the signed letter-reply and provides client of the NFA's action on the request		15 minute/s	<ul style="list-style-type: none">• Grains Operations Officer I; Operations Coordination Department
Total Processing Time:			1 day/s, 2 hour/s, 15 minute/s	
Total Processing Fee:			Total Standard Fee: None	

14. Endorsement for the Release of Rice to the Department of Agriculture - Food Terminal Incorporated (DA-FTI) under the Declared - Food Security Emergency on Rice
Procedures on the release of NFA milled rice to the Department of Agriculture (DA) or DA-authorized agency/office/entity to respond to their rice requirements during the Declaration of Food Security Emergency on Rice.

Office or Division:	Operations Coordination Department
Category:	External Service
Classification:	Simple

Type of Transaction:	G2G (Government to Government)			
Who may avail:	Department of Agriculture (DA) or DA-authorized agency/office/entity			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p>For Standard Requirement</p> <p>1.Consignment Agreement or Memorandum of Agreement (1) Original Copy Remarks: Consignment Agreement or Memorandum of Agreement between NFA and the DA-FTI</p> <p>Applicant / Client</p> <p>2.2. Letter-request from FTI for the purchase of NFA rice (1) Original Copy Or (1) Electronic Copy Remarks: Letter-request from FTI for the purchase of NFA rice indicating the name of the requesting government agency, volume of rice purchase, date and place of withdrawal and authorized representatives who will withdraw the rice duly signed by the requesting party. (1 Original Copy or 1 Electronic Copy)</p> <p>Applicant / Client</p> <p>3.Endorsement Letter (1) Original Copy Or (1) Electronic Copy Remarks: Endorsement letter by the DA-FTI</p> <p>Applicant / Client</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits the letter-request with the required supporting to the Office of the Administrator (AO) or Operations Coordination Department (OCD) at administrator@nfa.gov.ph/ to ocd@nfa.gov.ph or 8th/7th Floor NFA Building Visayas Avenue, Barangay Vasra, Diliman, Quezon City Location:	1.1. Receives and records in the log book	None	30 minute/s	<ul style="list-style-type: none"> Administrative Officer IV; Office of the Administrator
	1.2. If request is received by the Office of the Administrator, endorse to the OCD with corresponding instructions.		1 hour/s	<ul style="list-style-type: none"> Special Assistant to the Administrator; Office of the Administrator

8 th /7 th Floor NFA Building Visayas Avenue, Barangay Vasra, Diliman, Quezon City				<ul style="list-style-type: none"> Executive Assistant IV; Office of the Administrator
	1.3. If the request is received by OCD, endorses to OPMD with corresponding instruction		30 minute/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department Division Manager; Operations Coordination Department Supervising Grains Operations Officer; Operations Coordination Department
	1.4. Checks completeness of documents, records and prepares a memorandum to concerned regional/branch office authorizing the release of rice to clients		2 hour/s	<ul style="list-style-type: none"> Senior Grains Operations Officer (SGOO); Operations Coordination Department
	1.5. Reviews and signs memorandum/authority and transmittal memorandum for endorsement to the OAAO/ODA/AO		4 hour/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department Division Manager; Operations Coordination Department Supervising GOO; Operations Coordination Department
	1.6. Reviews, initials and approves the letter-reply, authorization memo on the issuance of rice and returns to OCD-OPMD for transmittal to		4 hour/s	<ul style="list-style-type: none"> Administrator; Office of the Administrator

	concern regional/branch office together with all the supporting documents			<ul style="list-style-type: none"> Deputy Administrator; Office of the Deputy Administrator Assistant Administrator for Operations; Office of the Assistant Administrator for Operations
2. Receives action taken on the request. Location: 7th Floor NFA Building Visayas Avenue, Barangay Vasra, Diliman, Quezon City	2. Transmits authority to the concerned NFA Regional/Branch Office who shall undertake the actual issuance of rice stocks, informs client of the NFA's action taken and request for settlement of payment after the thirty (30) calendar days grace period based on the submitted NFA Billing Statement	None	30 minute/s	<ul style="list-style-type: none"> Grains Operations Officer I; Operations Coordination Department
3. Presents the NFA's Billing Statement to OCD-OPMD for the settlement of payment after the thirty (30) day grace period. Location: NFA 7th Floor, Visayas Ave. Brgy. Vasra, Diliman, Quezon City	3.1. Prepares Order of Payment	None	30 minute/s	<ul style="list-style-type: none"> SGOO ; Operations Planning and Monitoring Division GOO III; Operations Planning and Monitoring Division
	3.2. Reviews and approves the Order of Payment		30 minute/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department Division Manager; Operations Planning and Monitoring Division Supervising Grains Operations Officer ; Operations Planning and Monitoring Division
	3.3. Forwards the Order of Payment to Finance Department and advises client to pay at the Cashier's Office		15 minute/s	<ul style="list-style-type: none"> GOO I; Operations Planning and Monitoring Division

4. Proceeds to the cashier's window of the Finance Department and pay the corresponding amount Location: NFA 6th Floor, Visayas Ave. Brgy. Vasra, Diliman, Quezon City Notes/Instruction: Note: Processing time includes maximum of one (1 working day clearing period for check payment). NFA Selling Price: Php1,650.00/bag of 50 kg for Regular Rice (0-3 months)	4. Accepts payment, generates/issues the original copy of the Invoice Receipt (IR) and inform client to present IR to OPMD to clear the transaction	Standard Fees Breakdown: NFA Selling Price: PHP 1650	1 working day/s	<ul style="list-style-type: none"> Cashier; Finance Department
		Total: PHP 1650		
Total Processing Time:			2 day/s, 5 hour/s, 45 minute/s	
Total Processing Fee:			Total Standard Fee: <ul style="list-style-type: none"> PHP 1650 	

15. Evaluation of Cereal Procurement Fund (CPF) Request from Field Offices (Internal Services)

Procedure in the processing of request of branch offices for the remittance of CPF necessary to timely carry-out their respective palay procurement activities

Office or Division:	Operations Coordination Department	
Category:	Internal Service	
Classification:	Simple	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	NFA Field Offices	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		

<p>1.Letter request for Cereal Procurement Fund (1) Original Copy Or (1) Electronic Copy Remarks: Memo request of concerned regional/branch offices. Note: Requesting Office shall submit the memorandum through email address ocd@nfa.gov.ph.</p> <p style="text-align: right;">Agency - Division: National Food Authority - NFA Regional/Branch Offices</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submits the CPF request with the signature of the requesting party to NFA-CO. Location: 7th Floor NFA Building, Visayas Ave. Brgy. Vasra, Diliman, Quezon City Notes/Instruction: <i>* Recommendation must be with FD not later than 11:00 am to ensure remittance of funds to Field Office during the day. Otherwise, funds will be remitted on the next operating working day.</i></p>	1.1. Records in the logbook and forwards to the Department Manager for instruction	None	30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
	1.2. Forwards request with corresponding instruction to OPMD or the assigned technical staff		30 minute/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department Division Manager; Operations Coordination Department Supervising GOO; Operations Coordination Department
	1.3. Evaluates and prepares memorandum recommending remittance of CPF to Finance Department to consider cut-off time*		2 hour/s	<ul style="list-style-type: none"> SGOO; Operations Coordination Department GOO III; Operations Coordination Department GOO II; Operations Coordination Department GOO I; Operations Coordination Department
	1.4. Reviews and approves the prepared memorandum		1 hour/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department Division Manager; Operations Coordination Department

				<ul style="list-style-type: none"> Supervising GOO; Operations Coordination Department
	1.5. Forwards the approved memorandum to Finance Department for the remittance of CPF on the account of the designated region.		30 minute/s	<ul style="list-style-type: none"> GOO II; Operations Coordination Department GOO I; Operations Coordination Department
Total Processing Time:			4 hour/s, 30 minute/s	
Total Processing Fee:			Total Standard Fee: None	

16. Evaluation of Request from the Field Offices for the Procurement of Various Operations Services
 Procedure on the processing of memorandum from regional/branch offices to the NFA Central Office on the request for the issuance of authorization and approval of budget for the procurement of all the necessary operations-related services through competitive bidding or other applicable mode of procurement that must be aligned with the set approved marketing plan necessary to ensure that the set recommended Approved Budget for the Contract is within the approved Corporate Operating Budget (COB) ensuring field offices’ compliance, and cost-efficiency measure to carry-out their respective operational activities as set forth in the approved marketing plan.

Office or Division:	Operations Coordination Department	
Category:	Internal Service	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	NFA Field Offices (F.O.)	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		

<div>1.Letter Request (1) Original Copy Or (1) Electronic Copy Remarks: Letter-request duly signed by the Head of Regional Office (1 Electronic Copy or 1 Hard Copy)</div> <div>2.Recommended Rates and Estimated Budget (1) Original Copy Or (1) Electronic Copy Remarks: Recommended Rates and Estimated Budget for the Contract of the Regional Evaluation Committee (1 Electronic Copy or 1 Hard Copy)</div> <div>3.Summary of Price Offer (1) Original Copy Or (1) Electronic Copy Remarks: Summary of Price Offer (1 Electronic Copy or 1 Hard Copy)</div> <div>4.Canvass Form (1) Original Copy Or (1) Electronic Copy Remarks: Duly Accomplished Canvass Form (1 Electronic Copy or 1 Hard Copy)</div> <div>5.Request for Quotation (1) Original Copy Or (1) Electronic Copy Remarks: Duly Accomplished Request for Quotation (1 Electronic Copy or 1 Hard Copy)</div> <div>Agency - Division: National Food Authority - NFA Regional/Branch Offices</div> <div>Agency - Division: National Food Authority - NFA Regional/Branch Offices</div> <div>Agency - Division: National Food Authority - NFA Regional/Branch Offices</div> <div>Agency - Division: National Food Authority - NFA Regional/Branch Offices</div> <div>Agency - Division: National Food Authority - NFA Regional/Branch Offices</div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Submits request with the signature of the requesting party through email address at ocd@nfa.gov.ph Location: 7th Floor NFA Building, Visayas Ave. Brgy. Vasra, Diliman, Quezon City	1.1. Accepts and records in the logbook the memorandum-request with corresponding instruction from the Department Manager	None	1 hour/s	<ul style="list-style-type: none">Grains Operations Officer I; Operations Coordination Department
	1.2. Evaluates, checks for completeness of submitted documentary requirements, and prepares memorandum of authorization and endorsement memorandum for the approval of the Administrator.		2 working day/s	<ul style="list-style-type: none">SGOO; Operations Coordination DepartmentGOO III; Operations Coordination Department

				<ul style="list-style-type: none"> • GOO II; Operations Coordination Department • GOO I; Operations Coordination Department
	1.3. Reviews the memorandum of authorization to concerned regional/branch office and initials/signs on the endorsement memorandum for the approval of the Administrator		4 hour/s	<ul style="list-style-type: none"> • Department Manager; Operations Coordination Department • Division Manager; Operations Coordination Department • Supervising GOO; Operations Coordination Department
	1.4. Forwards the signed endorsement memorandum and authorization memo for review and confirmation of FD, OAAO, OAAFA and prior to the approval of the Administrator		30 minute/s	<ul style="list-style-type: none"> • GOO I; Operations Coordination Department
	1.5. Reviews and signs the endorsement memorandum		2 working day/s	<ul style="list-style-type: none"> • Deputy Administrator; Office of the Deputy Administrator • Assistant Administrator for Finance and Administration; Office of the Assistant Administrator for Finance and Administration • Assistant Administrator for Operations; Office of the Assistant Administrator for Operations • Department Manager ; Finance Department
	1.6. Forwards the endorsement memorandum and authorization memo for approval of the Administrator		30 minute/s	<ul style="list-style-type: none"> • Grains Operations Officer I; Operations Coordination Department
	1.7. Receives and records the endorsement memorandum and authorization memo for the approval of the Administrator		1 hour/s	<ul style="list-style-type: none"> • Administrative Officer (AO) V; Office of the Administrator
	1.8. Reviews and approves memorandum of authorization		2 working day/s	<ul style="list-style-type: none"> • Administrator; Office of the Administrator

	1.9. Records and forwards the signed communications to OCD for transmittal to field office.		30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
2. Receives approved authorization memorandum Location: 7th Floor NFA Building, Visayas Ave. Brgy. Vasra, Diliman, Quezon City Notes/Instruction: <i>Note: Memo-request received after the business hours of 5:00 pm will be processed on the next working day.</i>	2. Transmits the signed memorandum of authorization to the concerned regional/branch office.	None	30 minute/s	<ul style="list-style-type: none"> GOO I; Operations Coordination Department
Total Processing Time:			7 day/s	
Total Processing Fee:			Total Standard Fee: None	

Operations Coordination Department - Operations Planning and Monitoring Division (OPMD)

1. Authorization for the Purchase of NFA Rice under Executive Order No. 51 and other Rice Requirements of Government Offices, Legislators and Local Government Units (LGUs) for Non-Relief Programs/Operations

Procedures on the availment of rice of government offices, Legislators and LGUs to respond to their rice requirements/rice allowance in compliance to Executive Order No. 51 and other non-relief programs / operations. (Approving authority for the purchase of rice from 2,001 bags and above is with the NFA Administrator)

Office or Division:	Operations Coordination Department - Operations Planning and Monitoring Division (OPMD)
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	NFA Field Offices
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<div>For Standard Requirement</div> <div>1.Endorsement for the received Letter-request for the availment of NFA rice (1) Original Copy Or (1) Electronic Copy Remarks: Endorsement for the received Letter-request for the availment of NFA rice indicating the volume of rice to be purchased, date and place of withdrawal duly signed by the concerned requesting party (1 Hard Copy or 1 Electronic Copy)</div> <div>Applicant / Client</div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Endorse request with the complete set of supporting documents to the NFA-CO. Location: NFA 7th Floor, Visayas Ave. Brgy. Vasra, Diliman, Quezon City	1.1. Records in the logbook and forwards to the Department Manager for instruction	None	30 minute/s	<ul style="list-style-type: none">Administrative Assistant I; Operations Coordination Department - Operations Planning and Monitoring Division (OPMD)
	1.2. Forwards request with corresponding instruction to OPMD or the assigned technical staff		30 minute/s	<ul style="list-style-type: none">Department Manager; Operations Coordination DepartmentDivision Manager; Operations Planning and Monitoring Division
	1.3. Evaluates and prepares memorandum recommending authorization for the purchase of rice		2 hour/s	<ul style="list-style-type: none">Supervising GOO; Operations Planning and Monitoring DivisionSGOO; Operations Planning and Monitoring DivisionGOO III; Operations Planning and Monitoring DivisionGOO II; Operations Planning and Monitoring DivisionGOO I; Operations Planning and Monitoring Division
	1.4. Reviews and signs the prepared memorandum		1 hour/s	<ul style="list-style-type: none">Department Manager; Operations Planning and Monitoring DivisionDivision Manager; Operations Planning and Monitoring Division

	1.5. Forwards the memorandum to the Office of the Deputy Administrator		30 minute/s	<ul style="list-style-type: none">• GOO II; Operations Planning and Monitoring Division• GOO I; Operations Planning and Monitoring Division
	1.6. Evaluates and signs for the subsequent recommendation to the Office of the Administrator		30 minute/s	<ul style="list-style-type: none">• Deputy Administrator; Office of the Deputy Administrator
	1.7. Submits the recommendation to the Office of the Administrator		30 minute/s	<ul style="list-style-type: none">• Administrative Assistant I; Operations Coordination Department
	1.8. Receives the recommendation from the Deputy Administrator		30 minute/s	<ul style="list-style-type: none">• Administrative Officer V; Office of the Administrator
	1.9. Reviews and approves/signs the recommendation		1 hour/s	<ul style="list-style-type: none">• Administrator; Office of the Administrator• Special Assistant to the Administrator; Office of the Administrator
	1.10. Release approved memorandum to the NFA-OCD		30 minute/s	<ul style="list-style-type: none">• Administrative Officer V; Office of the Administrator
	1.11. Receives and transmits to the concerned Regional Office the memorandum on the authority to release requested volume of rice stocks		30 minute/s	<ul style="list-style-type: none">• GOO I; Operations Planning and Monitoring Division• Administrative Assistant I; Operations Planning and Monitoring Division
Total Processing Time:			1 day/s	
Total Processing Fee:			Total Standard Fee: None	

NFA Branch Offices

- Ilocos Norte
- Eastern Pangasinan
- La Union
- Isabela
- Cagayan
- Nueva Vizcaya

- Nueva Ecija
 - Tarlac
 - Pampanga
 - Bulacan
 - Batangas
 - Laguna
 - Oriental Mindoro
 - Occidental Mindoro
 - Palawan
 - Quezon
 - Albay
 - Camarines Sur
 - Sorsogon
 - Iloilo
 - Capi
 - Negros Occidental
 - Cebu
 - Negros Oriental
 - Bohol
 - Leyte
 - Northern Samar
 - Zamboanga City
 - Zamboanga del Sur
 - Misamis Oriental
 - Bukidnon
 - Lanao del Norte
 - Davao del Norte
 - Davao Oriental
 - Davao del Sur
 - North Cotabato
 - South Cotabato
 - Sultan Kudarat
 - Central District Office
 - East District Office
 - Maguidanao
 - Lanao del Sur
 - Basilan
 - Agusan del Sur
 - Surigao del Sur
- NFA Regional Offices**
- NFA Regional Office I
 - NFA Regional Office II
 - NFA Regional Office III
 - NFA Regional Office IV
 - NFA Regional Office V

- NFA Regional Office VI
- NFA Regional Office VII
- NFA Regional Office VIII
- NFA Regional Office IX
- NFA Regional Office X
- NFA Regional Office XI
- NFA Regional Office XII
- NFA NCR
- NFA ARMM
- NFA CARAGA

Operations Coordination Department -Operations Planning and Monitoring Division (OPMD)

1. Authorization for the Purchase of Rice as Endorsed by the Regional Offices (Internal Services)
Procedures on the procurement/purchase of rice of Local Government Units (LGUs), Legislators and other government relief agencies for calamity/emergency-related purchases.
(Approving authority for the purchase of rice from 2,001 bags and above is with the NFA Administrator)

Office or Division:	Operations Coordination Department -Operations Planning and Monitoring Division (OPMD)		
Category:	Internal Service		
Classification:	Simple		
Type of Transaction:	G2G (Government to Government)		
Who may avail:	NFA Field Offices		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<div> <div> For Standard Requirement </div> <div> 1.Endorsement by the concerned regional offices with attached complete supporting documents as follows: (1) Original Copy Or (1) Electronic Copy Remarks: 1. For Disaster Preparedness: 1.1emorandum of Agreement (MOA) with the provision that the requested rice to be purchased will be used solely for the intended purpose </div> <div> Applicant / Client </div> </div>			

1.2.Letter-request for the availment of rice indicating the volume of rice purchase, date and place of withdrawal and authorized representatives who will withdraw the rice duly signed by the head of the requesting agency with the submission of anyone of the following documents (1 Hardcopy or 1 Electronic Copy)

1.3. Purchase Order

1.4 Deed of Undertaking

1.5. Justification supported by any of the following:

- Historical record on the occurrence of natural or man-made calamities;
- Risk Profile or Risk Map;
- Disaster Risk Reduction and Management Plan
- Forecast from the relevant government agencies such as the Philippine Atmospheric, Geophysical and Astronomical Service Administration (PAGASA), PHILVOLCS, NDRRMC of an imminent calamity /disaster such as but not limited to typhoons, volcanic eruption, and slow developing calamity such as but not limited to La Niña and El Niño Phenomenon

2.For Disaster Response:

(1) Original Copy Or (1) Electronic Copy

Remarks:

2.1.Memorandum of Agreement (MOA) with the provision that the requested rice to be purchased will be used solely for the intended purpose

2.2.Letter-request for the availment of rice indicating the volume of rice purchase, date and place of withdrawal and authorized representatives who will withdraw the rice duly signed by the head of the requesting agency with the submission of anyone of the following documents (1 Hardcopy or 1 Electronic Copy)

2.3.Purchase Order, whichever is applicable

2.4. Any of the following documents:

2.4.1Certification from the requesting LGU (Provincial, City, Municipal) and government–relief agency of an actual calamity (typhoon/HABAGAT and others) supported with PAGASA weather forecast or /PHILVOLCS volcanic eruptions bulletin; or

2.4.2.Situational report from the relevant government agencies such as the Philippine Atmospheric, Geophysical and Astronomical Service Administration (PAGASA), PHILVOLCS, NDRRMC; or

2.4.3.Report by the concerned Disaster Risk Reduction Management Office (Provincial, City or Municipal).

Applicant /
Client

3.For Disaster Rehabilitation and Recovery:

(1) Original Copy Or (1) Electronic Copy

Remarks:

3.1. Memorandum of Agreement (MOA) with the provision that the requested rice to be purchased will be used solely for the intended purpose.

3.2. Letter-request for the availment of rice indicating the volume of rice purchase, date and place of withdrawal and authorized representatives who will withdraw the rice duly signed by the head of the requesting agency with the submission of anyone of the following documents (1 Hardcopy or 1 Electronic Copy)

3.3. Purchase Order, whichever is applicable

4.1Any of the following documents:

Applicant /
Client

<ul style="list-style-type: none"> • Certification of the declaration of a state of calamity or certification from the Municipal Disaster Risk Reduction and Management Office (MDRRMO) to support the purchase of rice; or • Certification from the requesting LGU (Provincial, City, Municipal) and government–relief agency of an actual calamity (typhoon/HABAGAT and others) supported with PAGASA/PHILVOLCS weather forecast or volcanic eruptions bulletin; or • Situational Report by the concerned Disaster Risk Reduction Management Office (Provincial, City or Municipal). 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Endorse request with the complete set of supporting documents to the NFA-CO. Location: NFA Building 7th Floor, Visayas Ave. Diliman, Quezon City	1.1. Records in the logbook and forwards to the Department Manager for instruction	None	30 minute/s	<ul style="list-style-type: none"> • Administrative Assistant I; Operations Coordination Department
	1.2. Forwards request with corresponding instruction to OPMD or the assigned technical staff		30 minute/s	<ul style="list-style-type: none"> • Department Manager; Operations Coordination Department • Division Manager; Operations Planning and Monitoring Division
	1.3. Evaluates and prepares memorandum recommending authorization for the purchase of rice		1 hour/s	<ul style="list-style-type: none"> • Supervising GOO; Operations Planning and Monitoring Division • SGOO; Operations Planning and Monitoring Division • GOO III; Operations Planning and Monitoring Division • GOO II; Operations Planning and Monitoring Division • GOO I; Operations Planning and Monitoring Division
	1.4. Reviews and signs the prepared memorandum		2 hour/s	<ul style="list-style-type: none"> • Department Manager; Operations Coordination Department • Division Manager; Operations Planning and Monitoring Division

	1.5. Forwards the memorandum to the Office of the Deputy Administrator		30 minute/s	<ul style="list-style-type: none">• GOO II; Operations Planning and Monitoring Division• GOO I; Operations Planning and Monitoring Division
	1.6. Evaluates and signs for the subsequent recommendation to the Office of the Administrator		30 minute/s	<ul style="list-style-type: none">• Deputy Administrator; Office of the Deputy Administrator
	1.7. Submits the recommendation to the Office of the Administrator		30 minute/s	<ul style="list-style-type: none">• Administrative Assistant I; Operations Coordination Department
	1.8. Receives the recommendation from the Deputy Administrator		30 minute/s	<ul style="list-style-type: none">• Administrative Officer V; Office of the Administrator
	1.9. Reviews and approves/signs the recommendation		1 hour/s	<ul style="list-style-type: none">• Administrator; Office of the Administrator• Special Assistant to the Administrator;
	1.10. Release approved memorandum to the NFA-OCD		30 minute/s	<ul style="list-style-type: none">• Administrative Officer V; Office of the Administrator
	1.11. Receives and transmits to the concerned Regional Office the memorandum on the authority to release requested volume of rice stocks		30 minute/s	<ul style="list-style-type: none">• GOO I; Operations Coordination Department• Administrative Assistant I; Operations Coordination Department
Total Processing Time:			1 day/s	
Total Processing Fee:			Total Standard Fee: None	

Operations Coordination Department (OCD) - Operations Planning and Monitoring Division (OPMD)

1. C. Authorization for the Purchase of NFA Rice under Executive Order No. 51 and other Rice Requirements of Government Offices, Legislators and Local Government Units (LGUs) for Non-Relief Programs/Operations (Internal Services)

Procedures on the availment of rice of government offices, Legislators and LGUs to respond to their rice requirements/rice allowance in compliance to Executive Order No. 51 and other non-relief programs / operations. (Approving authority for the purchase of rice from 2,001 bags and above is with the NFA Administrator)

Office or Division:	Operations Coordination Department (OCD) - Operations Planning and Monitoring Division (OPMD)			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	NFA Field Offices			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<div>For Standard Requirement</div> <div>1.Endorsement Letter (1) Original Copy Or (1) Electronic Copy</div> <div>Remarks: Endorsement for the received Letter-request for the availment of NFA rice indicating the volume of rice to be purchased, date and place of withdrawal duly signed by the concerned requesting party (1 Hard Copy or 1 Electronic Copy)</div> <div>Applicant / Client</div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Endorse request with the complete set of supporting documents to the NFA-CO. Location: NFA 7th Floor, Visayas Ave. Brgy. Vasra, Diliman, Quezon City	1.1. Records in the logbook and forwards to the Department Manager for instruction	None	30 minute/s	<ul style="list-style-type: none">Administrative Assistant I; Operations Coordination Department
	1.2. Forwards request with corresponding instruction to OPMD or the assigned technical staff		30 minute/s	<ul style="list-style-type: none">Department Manager; Operations Coordination DepartmentDivision Manager; Operations Planning and Monitoring Division

	1.3. Evaluates and prepares memorandum recommending authorization for the purchase of rice		2 hour/s	<ul style="list-style-type: none"> Supervising GOO; Operations Planning and Monitoring Division SGOO; Operations Planning and Monitoring Division GOO III; Operations Planning and Monitoring Division GOO II; Operations Planning and Monitoring Division GOO I; Operations Planning and Monitoring Division
	1.4. Reviews and signs the prepared memorandum		1 hour/s	<ul style="list-style-type: none"> Department Manager; Operations Coordination Department Division Manager; Operations Planning and Monitoring Division
	1.5. Forwards the memorandum to the Office of the Deputy Administrator		30 minute/s	<ul style="list-style-type: none"> GOO II; Operations Planning and Monitoring Division GOO I; Operations Planning and Monitoring Division
	1.6. Evaluates and signs for the subsequent recommendation to the Office of the Administrator		30 minute/s	<ul style="list-style-type: none"> Deputy Administrator; Office of the Deputy Administrator
	1.7. Submits the recommendation to the Office of the Administrator		30 minute/s	<ul style="list-style-type: none"> Administrative Assistant I; Operations Coordination Department
	1.8. Receives the recommendation from the Deputy Administrator		30 minute/s	<ul style="list-style-type: none"> Administrative Officer V; Office of the Administrator
	1.9. Reviews and approves/signs the recommendation		30 minute/s	<ul style="list-style-type: none"> Administrator; Office of the Administrator Special Assistant; Office of the Administrator

	1.10. Receives and transmits to the concerned Regional Office the memorandum on the authority to release requested volume of rice stocks		30 minute/s	<ul style="list-style-type: none"> GOO I; Operations Coordination Department Administrative Assistant I; Operations Coordination Department
Total Processing Time:			7 hour/s	
Total Processing Fee:			Total Standard Fee: None	

Public Affairs Division

1. Provision of writeups, reports, articles, press releases, and editorials.

This service covers the preparation and provision of written content for official use by the National Food Authority. It includes the development of reports, articles, press releases, editorials, and other written materials required for public information, internal documentation, and official communications.

The service ensures that all written outputs adhere to the agency's communication standards and align with the agency's mandate, policies, and objectives.

Office or Division:	Public Affairs Division		
Category:	Internal Service		
Classification:	Simple		
Type of Transaction:	G2G (Government to Government)		
Who may avail:	National Food Authority officials, department heads, and division chiefs.		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<div> <div>For Standard Requirement</div> <div> <div>1.Request Form</div> <div>(1) Original Copy</div> </div> <div>Agency - Division: National Food Authority - Public Affairs Division</div> </div>			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request to the Public Affairs Division Location: Public Affairs Division	1. Upon receipt of the request, the Public Relations Officer V delegates the Public Relations Officer IV to take action.	None	5 minute/s	<ul style="list-style-type: none"> Public Relations Officer V; Public Affairs Division
2. Provide necessary details. Location: Public Affairs Division Notes/Instruction: Provide necessary details including key information such as purpose, target audience, required format (report, article, press release, etc.). Attach relevant materials if available.	2.1. The Public Relations Officer IV evaluates the completeness and clarity of the submitted request.	None	5 minute/s	<ul style="list-style-type: none"> Public Relations Officer IV; Public Affairs Division Writer II; Public Affairs Division
	2.2. The PRO III and Writer II draft the requested write-up based on the provided details, ensuring compliance with NFA standards and guidelines.		1 hour/s	<ul style="list-style-type: none"> Public Relations Officer IV; Public Affairs Division Writer II; Public Affairs Division
	2.3. The draft undergoes internal review and editing before final approval by the Public Relations Officer V.		20 minute/s	<ul style="list-style-type: none"> Public Relations Officer V; Public Affairs Division
	2.4. The approved writeup is sent to the requesting party via email or printed copy, as specified in the request.		5 minute/s	<ul style="list-style-type: none"> Writer II; Public Affairs Division
3. The requesting NFA official, employee, or department receives the completed writeup via the agreed delivery method. Location: Public Affairs Division	3. Once the requesting party acknowledges receipt and is satisfied with the output, the request is marked as completed.	None	5 minute/s	<ul style="list-style-type: none"> Public Relations Officer V; Public Affairs Division
Total Processing Time:			1 hour/s, 40 minute/s	
Total Processing Fee:			Total Standard Fee: None	

2. Event Photo Coverage and Documentation

This service provides professional photo coverage for official activities, events, meetings, conferences, and other engagements hosted or organized by any department, office, or division within the National Food Authority.

The photos will be delivered in digital format, available for use in internal communications, reports, promotional materials, and archival purposes. This service ensures that the images accurately represent the event and align with the agency's standards for professionalism and documentation.

Office or Division:	Public Affairs Division			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	National Food Authority officials and employees.			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1.Task Request Form (1) Original Copy				
Agency - Division: National Food Authority - Public Affairs Division				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Submit request to the Public Affairs Division. Location: Public Affairs Division	1. 1. Upon receipt of the request, the Public Relations Officer V assigns Public Relations Officer IV to take action.	None	5 minute/s	<ul style="list-style-type: none">Public Relations Officer V; Public Affairs Division
2. Provide event details. Location: Public Affairs Division Notes/Instruction:	2.1. The Public Relations Officer IV evaluates the submitted request, and once all details are complete, the Public Relations Officer V finalizes the coverage plan, including photographer assignments and logistical arrangements.	None	5 minute/s	<ul style="list-style-type: none">Public Relations Officer V; Public Affairs Division

The requester provides the event details including the event date, venue, and key activities.	2.2. The designated photographer attends the event and captures high-quality images, ensuring all key moments, participants, and activities are documented.		4 hour/s	<ul style="list-style-type: none"> Writer II; Public Affairs Division
	2.3. The complete photo set is sent to the requesting department, office, or division via the agreed method.		2 hour/s	<ul style="list-style-type: none"> Writer II; Public Affairs Division
3. The requesting department, office, or division receives the complete photo set via the agreed delivery method. Location: Public Affairs Division	3. Once the requesting party acknowledges receipt and is satisfied with the output, the request is marked as completed.	None	5 minute/s	<ul style="list-style-type: none"> Public Relations Officer V; Public Affairs Division
Total Processing Time:			6 hour/s, 15 minute/s	
Total Processing Fee:			Total Standard Fee: None	

3. Simple Request for Information/Data through the Electronic Freedom of Information (e-FOI)

Acting on requests for information or data lodged through the e-FOI portal

Office or Division:	Public Affairs Division	
Category:	Internal Service	
Classification:	Simple	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	General Public	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		

1.Request using the e-FOI Portal

1. e-Card / UMID
2. Employee's ID / Office Id
3. Driver's License
4. Professional Regulation Commission (PRC) ID
5. Passport
6. Senior Citizen ID
7. SSS ID
8. COMELEC / Voter's ID / COMELEC Registration Form
9. Philippine Identification (PhilID / ePhilID)
- 10.NBI Clearance
- 11.Integrated Bar of the Philippines (IBP) ID
- 12.Firearms License
- 13.AFPSLAI ID
- 14.PVAO ID
- 15.AFP Beneficiary ID
- 16.BIR (TIN)
- 17.Pag-ibig ID
- 18.Person's With Disability (PWD) ID
- 19.Solo Parent ID
- 20.Pantawid Pamilya Pilipino Program (4Ps) ID
- 21.Barangay ID
- 22.Philippine Postal ID
- 23.Philhealth ID
- 24.School ID

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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Logs-in to the e-FOI portal and fills out FOI request form Location: www.foi.gov.ph	1.1. Checks or evaluates if the request is for: a. Denial: End of transaction b. Acceptance: PRO III or Writer II to determine if the requested data or information is: b.1 Maintained in the agency's transparency seal; Provides link to the requesting party. b.2 Not maintained in the agency's transparency seal; Refer to the FOI Decision-maker.	None	15 minute/s	<ul style="list-style-type: none">• PRO III; Public Affairs Division• Writer II; Public Affairs Division
	1.2. Receives and records the referral from PAD.		15 minute/s	<ul style="list-style-type: none">• Administrative Assistant III; Office of the Assistant Administrator for Finance and Administration

	1.3. Endorses request to the concerned Department, Region, or Branch.		30 minute/s	<ul style="list-style-type: none">• Assistant Administrator for Finance and Administration; Office of the Assistant Administrator for Finance and Administration
	1.4. Acts on the Request		2 working day/s	<ul style="list-style-type: none">• Department Head; Any of requesting office / division• Regional Manager II; Any of requesting office / division• Branch Manager; Any of requesting office / division
	1.5. Receives information from the FOI Decision-maker, and releases it to the requesting party.		15 minute/s	<ul style="list-style-type: none">• PRO III; Public Affairs Division• Writer II; Public Affairs Division
Total Processing Time:			2 day/s, 1 hour/s, 15 minute/s	
Total Processing Fee:			Total Standard Fee: None	

4. Complex Request for Information/Data through the Electronic Freedom of Information (e-FOI)
Acting on requests for information or data lodged through the e-FOI portal

Office or Division:	Public Affairs Division		
Category:	Internal Service		
Classification:	Complex		
Type of Transaction:	G2C (Government to Citizen)		
Who may avail:	General Public		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	

For Standard Requirement

1.Request using the e-FOI Portal

1. e-Card / UMID
2. Employee's ID / Office Id
3. Driver's License
4. Professional Regulation Commission (PRC) ID
5. Passport
6. Senior Citizen ID
7. SSS ID
8. COMELEC / Voter's ID / COMELEC Registration Form
9. Philippine Identification (PhilID / ePhilID)
- 10.NBI Clearance
- 11.Integrated Bar of the Philippines (IBP) ID
- 12.Firearms License
- 13.AFPSLAI ID
- 14.PVAO ID
- 15.AFP Beneficiary ID
- 16.BIR (TIN)
- 17.Pag-ibig ID
- 18.Person's With Disability (PWD) ID
- 19.Solo Parent ID
- 20.Pantawid Pamilya Pilipino Program (4Ps) ID
- 21.Barangay ID
- 22.Philippine Postal ID
- 23.Philhealth ID
- 24.School ID

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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Logs-in to the e-FOI portal and fills out FOI request form Location: www.foi.gov.ph	1.1. Checks or evaluates if the request is for: a. Denial: End of transaction b. Acceptance: PRO III or Writer II to determine if the requested data or information is: b.1 Not maintained in the agency's transparency seal; Refer to the FOI Decision-maker.	None	15 minute/s	<ul style="list-style-type: none">Public Relations Officer III; Public Affairs DivisionPublic Relations Officer V; Public Affairs Division
	1.2. Receives and records the referral from PAD.		15 minute/s	<ul style="list-style-type: none">Administrative Assistant III; Office of the Assistant Administrator for Finance and Administration

	1.3. Endorses request to the concerned Department, Region, or Branch.		15 minute/s	<ul style="list-style-type: none">Assistant Administrator for Finance and Administration; Office of the Assistant Administrator for Finance and Administration
	1.4. Acts on the Request		5 working day/s	<ul style="list-style-type: none">Department Head; Any of requesting office / divisionRegional Manager II; Any of requesting office / divisionBranch Manager; Any of requesting office / division
	1.5. Checks on the results and/or action taken by the concerned Department, Region, or Branch.		15 minute/s	<ul style="list-style-type: none">Assistant Administrator for Finance and Administration; Office of the Assistant Administrator for Finance and AdministrationRegional Manager II; Any of requesting office / division
	1.6. Receives information from the FOI Decision-maker and releases it to the requesting party.		15 minute/s	<ul style="list-style-type: none">Public Relations Officer III; Public Affairs Division
Total Processing Time:			5 day/s, 1 hour/s, 15 minute/s	
Total Processing Fee:			Total Standard Fee: None	