



WORK PROCEDURES

ISO 9001:2015

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WORK PROCEDURES MANUAL**Effectivity date:**
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1 of 5**1.0 Objective**


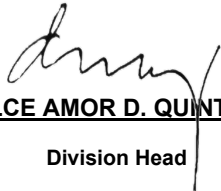

The objective of this procedure is to ensure the proper and systematic turnover of footages taken by Media Production Division to the responsible personnel from Research and Archives Division.

2.0 Scope

This covers the turnover of P2 Cards and/or hard disk drives containing raw footages directly handed to Research and Archives Division personnel, as well as footages turned over through the "dumper."

3.0 Definition of Terms

- 3.1 Dumper - A device geared with built-in Compact Flash (CF), SD, SDHC, and SDXC slots, and removable drive modules that can simultaneously make two or three backup copies and can quickly and easily copy all files to another device.
- 3.2 Memory Card - A professional digital recording solid-state memory storage media format especially tailored to electronic news gathering application
- 3.3. External Hard Drive (EHD) - is a portable storage device that can be attached to a computer through a USB or Firewire connection. It typically have high storage capacities and are often used to back up computers or serve as network drive.

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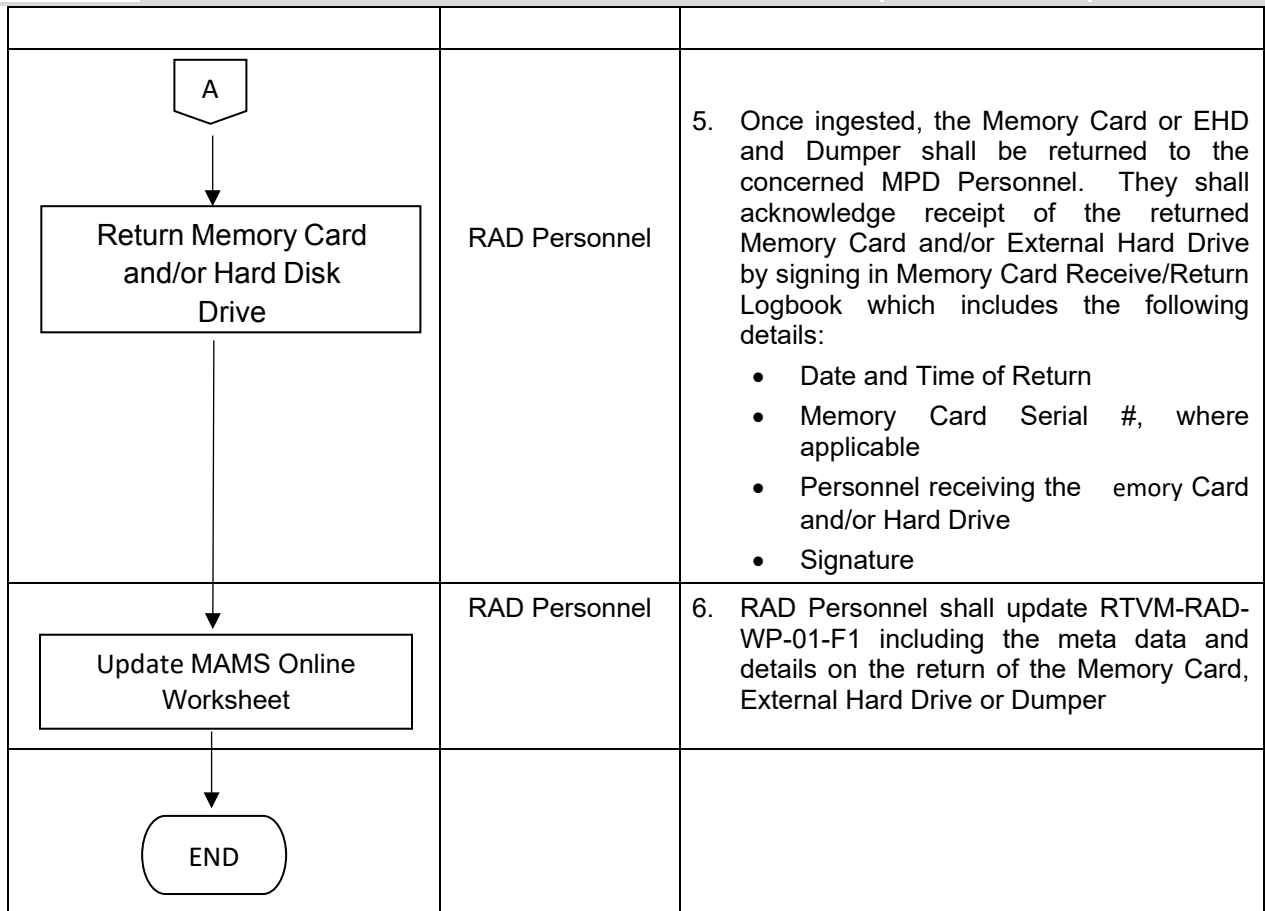
4.0 Policies and Flowchart

4.1 Turnover and Return of Memory Card External Hard Drive and Dumper

ACTIVITY	REPSNSIBILITY	PROCEDURE DETAILS
START		
Receive Memory Card, EHD or Dumper from Close in Cameraman, Production or TOC personnel	Video Librarian	1. RAD personnel shall receive Memory Card and/or External Hard Drive from Media Production and TOC personnel
Record in MPD Logbook	Video Librarian	2. RAD personnel shall acknowledge receipt by signing in the MPD Memory Card Logbook.
Record details in MAMS Online Worksheet	Video Librarian	3. To ensure proper identification and traceability, RAD Personnel shall maintain a record of all received footages from MPD. The following details shall be recorded: <ul style="list-style-type: none"> • Time and Date • Footage Title • Venue • Classification • Coverage Type • Memory Card Serial Number, where applicable • Name of Cameraman or VTR Technician
Ingesting of Memory Card and EHD or Dumper	RAD Personnel	4. Footage shall be ingested upon complete documentation of receipt. Refer to RTVM-RAD-WP-02 for details and steps to be taken during ingesting of videos.
A		



Footage Turnover





4.2 Retrieval of Videos through Dumper and File Server

ACTIVITY	RESPONSIBILITY	PROCEDURE DETAILS
START		
Check Dumper	Video Librarian	1. Every day, Video Librarian checks dumper for footages temporarily stored by MPD Personnel.
Check Server	Video Librarian	2. Video Librarian shall also check the server for video materials dumped by RTVM Davao Team or personnel on official international assignment
Record in MAMS Online worksheet	Video Librarian	3. To ensure proper identification and traceability, RAD Personnel shall maintain a record of all received footages from MPD. The following details shall be recorded: <ul style="list-style-type: none"> a. Time and Date b. Event Title c. Venue d. Classification e. Coverage Type f. Name of Cameraman or VTR Technician
END		

5.0 References

ISO 9001:2015 Clause 8.5 Production and Service Provision



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6.0 Attachments and Forms

6.1 RTVM-RAD-WP-01-F1

2021 INGESTED VIDEO MATERIALS

6.2 RTVM-RAD-WP-01-F2

P2 Card Receive/Return Logbook

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1.0 Objective


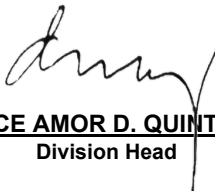
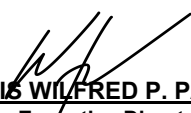
The objective of this procedure is to provide guidelines on the proper ingesting of footages turned over by MPD personnel.

2.0 Scope

This procedure covers all videos for presidential and non-presidential events turned over by MPD personnel to the Research and Archives Division.

3.0 Definition of Terms


- 3.1 FCP - Final Cut Pro, a series of non-linear video editing software
- 3.2 Ingestion - Process of obtaining and importing data for immediate use or storage in a database
- 3.3 Video Rendering - Process by which a computer processes information from a coded data source and uses that information to produce and display an image

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4.0 Policies and Flowchart

ACTIVITY	REPONSIBILITY	PROCEDURE DETAILS
START		
Copy videos received to Desktop Computer	Video Librarian	<p>1. Videos shall be ingested by copying files to the desktop computer. This shall take within three working hours, depending on the length of the footage.</p> <p>2. Temporary Folder shall be created and the video file shall be saved using a temporary filename which shall include the following details:</p> <ul style="list-style-type: none"> • Date • Title • Cameraman • P2 Card Serial #
Import videos	Video Librarian	3. After ingesting the files, Video Librarian shall import the videos to the FCP software.
Render videos	Video Librarian	<p>4. Video Librarian shall render the videos. He/She shall check the proper sequencing of the media, including the audio level and video format.</p> <p>5. The files shall be encoded and converted to MOV or MP4 Format.</p> <p>6. Update RTVM-RAD-WP-01-F1 Online MAMS Worksheet</p>
Upload videos to NAS and MAMS	Video Librarian	7. For more details, refer to RTVM-RAD-WP-03 Video Archiving Procedure.
END		

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5.0 References

5.1 ISO 9001:2015 Clause 8.5 Production and Service Provision

6.0 Attachments and Forms

6.1 RTVM-RAD-WP-02-F1

Digitization of Video Materials Weekly Report

6.2 RTVM-RAD-WP-01-F1

Online MAMS Worksheet



Video Archiving

1.0 Objective


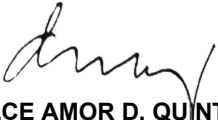

The objective of this procedure is to ensure the timely and systematic archiving of videos being stored in the Media Asset Management System of RTVM.

2.0 Scope

This covers the archiving of all videos in relation to presidential and non-presidential events covered by RTVM.

3.0 Definition of Terms


- | | |
|--------------|---|
| 3.1 MAMS | - Media Asset Management System, a single repository for storing and managing video and multi-media files |
| 3.2 Metadata | - Provides information about content of an image may include (how large the image is, the resolution, and when the image was created) |
| 3.3 NAS | - Network Attached Storage, this serves as back up storage for (MAMS) is a file-level computer data storage server connected to a computer network providing data access to a heterogenous group of clients |

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4.0 Policies and Flowchart

ACTIVITY	REPPONSIBILITY	PROCEDURE DETAILS
START		
Upload rendered videos to NAS Server	Video Librarian	1. All rendered videos shall be uploaded to the NAS Server. Video Librarian shall ensure that the metadata of videos are properly encoded so that the videos are searchable and traceable.
Conduct final review	MAMS Section Head	2. A final review shall be undertaken to ensure that the following are in proper order: <ul style="list-style-type: none"> Title, date, video Validate correctness of video against the schedule and/or appointments of the President Update Presidential and Non-Presidential Schedule Update and online syndication of "MAMS" worksheet
With discrepancies?		
Yes	Resolve problems	3. Section Head shall return videos with discrepancy to the Video Librarian for resolution. Details of the discrepancy, including actions undertaken to resolve them, shall be logged in RTVM-RAD-WP-03-F1 Nonconforming Videos Log.
No	Upload to MAMS	4. Video Librarian shall correct the noted discrepancies. In cases of videos that can no longer be repaired, MAMS Section Head shall inform the concerned MPD Personnel, and this shall be noted in the Nonconforming Videos Log.
END		

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5.0 References

- 5.1 ISO 9001:2015 Clause 8.5 Production and Service Provision
- 5.2 ISO 9001:2015 Clause 8.7 Control of Nonconforming Outputs

6.0 Attachments and Forms

- 6.1 RTVM-RAD-WP-03–F1 Nonconforming Videos Report
- 6.2 RTVM-RAD-WP-01-F1 Online MAMS Worksheet

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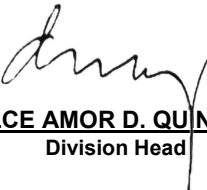

The objective of this procedure is to provide guidelines to respond to video requests from customers and stakeholders in a timely and systematic manner.


2.0 Scope

This covers video requests received through email, SMS, RTVM website, and walk-in requesting party and stakeholders.

3.0 Definition of Terms


None

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4.0 Policies and Flowchart

ACTIVITY	REPONSIBILITY	PROCEDURE DETAILS
<div>START</div>		
<div>Receive Request</div>	Archives Section or Executive Office	1. For online access or copy, client will email a letter of request addressed to the Executive Director and copy furnishing Archives Head; 2. For walk-in requesting party and stakeholders with a prepared letter of request, the Executive Office personnel will have it approved by the Executive Director; 3. Walk-in requesting party without a letter of request have to fill up RTVM-RAD-WP-04-F1 Video Request Form and will be forwarded to the Executive Office for approval;
<div>Approved request by the Executive Director</div>	Executive Office	4. Executive Office will forward approved request to Archives Section;
<div>Approved</div>	MAMS Section Head	5. Record the approved request in RTVM-RAD-WP-04-F2 Video Request Log Sheet
<div>Inform client</div>		6. For video requests not approved, the client shall be informed on the reasons for disapproval.
<div>Determine preferred manner of receipt</div>	Video Librarian	7. Once Executive Director signifies approval of the request, the client shall be contacted on the preferred manner of receipt of the video/s requested. 8. For online access, a letter of permission to use will be sent to the client; 9. Customers seeking for a copy of the media content must be required to bring 2 "clean"

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		and new hard disk drives that do not contain any files and/or maybe sent through email;
<div>Acknowledge receipt of video</div> <div></div>	Clients	10. Upon turnover of video/s, clients shall acknowledge receipt through RTVM-RAD-WP-04-F2 Video Request Log sheet 11. Video Librarian shall record accomplished video request in the 2021 Video Request Worksheet RTVM-RAD-WP-04-F3 12. A Customer Satisfaction Survey Form RTVM-RAD-SP-F6 shall be given to the client upon turnover of the video.
<div>END</div>		

5.0 References

- 5.1 ISO 9001:2015 Clause 8.2 Requirements for Products and Services
- 5.2 ISO 9001:2015 Clause 8.5 Production and Service Provision
- 5.3 ISO 9001:2015 Clause 8.6 Release of Products and Services

6.0 Attachments and Forms

- 6.1 RTVM-RAD-WP-04-F1 Video Request Form
- 6.2 RTVM-RAD-WP-04-F2 Video Request Log sheet
- 6.3 RTVM-RAD-WP-04-F3 2021 Video Request Worksheet
- 6.4 RTMV-QMS-SP-F6-01 Customer Satisfaction Survey Form

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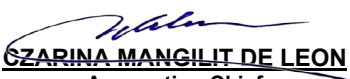
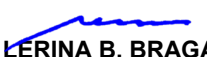

To provide standard procedures and guide the Agency to utilize its funds, efficiently and effectively, ensures accuracy, timeliness and completeness of financial data in accordance with existing rules and regulations.

2.0 Scope

It applies to budget, accounting and cashing procedures.

3.0 Definition of Terms

- | | | |
|------------|-------------------------------|--|
| 3.1 | External Hard Drive | - a hardware device that is capable of storing a very large amount of data due to its vast memory capacity |
| 3.2 | Financial Management | - refers to the efficient and effective management of funds in such a manner as to accomplish the objectives of the AGENCY. |
| 3.3 | Report of Checks Issued (RCI) | - the Report of Checks Issued shall be prepared by the Cashiers/Disbursing Officers to report checks actually received by the payer or authorized representatives during the period including cancelled ones. |
| 3.4 | Financial statements | - are a structured representation of the financial position and financial performance of an entity. |
| 3.5 | Cash | - comprises cash on hand and cash in bank (held under current and savings account) and cash treasury accounts. |
| 3.6 | Disbursements | - constitute all cash paid out during a given period in currency (cash) or by check/ADA. It may also mean the settlement of government payables/obligations by cash, check or ADA. It shall be covered by DV/Petty Cash Voucher (PCV)/Payroll. |
| 3.7 | Disbursement Voucher | - a form used to pay an obligation to employees/individuals/agencies/creditors for goods purchased or services rendered. |
| 3.8 | Report of Checks Issued | - a report used by the Disbursing Officer to report daily or as often as necessary his/her disbursements made through checks. It shall include cancelled checks and be maintained by fund cluster. |
| 3.9 | Report of ADA Issued | - a report used by the Disbursing Officer to report daily or as often as necessary his/her disbursements made through ADA. It shall include cancelled ADA and be maintained by fund cluster. |

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- 3.10** General Appropriation Act - refers to the legislative authorization that contains the new appropriations in terms of specific amounts of Personnel services, maintenance and other operating expenses and capital outlays authorized to be spent for the implementation of various programs/projects/activities of all departments for a given year.
- 3.11** Annual Procurement Plan - yearly forecast of expected procurements in government agencies and seek to provide suppliers with advance notice of possible government contract opportunities.
- 3.12** Project Procurement Management Plan - serves as a guide document in the procurement and contract implementation process, as well as a vital reference in procurement monitoring.
- 3.13** Journal Entry Voucher - a form used to record all transactions of the NGAs, whether cash receipts, cash disbursements or non-cash transactions. Accounting journal entries shall be reflected therein and it shall serve as the basis for recording in the books of accounts.
- 3.14** Advice to Debit Account - refers to an authorization issued by the NGA/OU appearing in the lower portion of the List of Due and Demandable Accounts Payable- Advice to Debit Account (LDDAP-ADA). It serves as instruction to the Modified Disbursement System, Government Servicing Banks (MDS-GSBs) to debit a specified amount from its available NCA balance under regular MDS subaccount for payment of creditors/payees through the Expanded Modified Disbursement Payment Scheme (ExMDPS).
- 3.15** Modified Disbursement System (MDS) Check - refers to a check issued by government agencies chargeable against the account of the Treasurer of the Philippines, which are maintained with different MDS AGDBs. MDS checks are covered by NCA.
- 3.16** List of Due and Demandable Accounts Payable-Advice to Debit Account - refers to accountable form integrating the Advice to Debit Account (ADA) with the LDDAP, which is a list reflecting the names of creditors/payees to be paid by the NGA/OU and the corresponding amounts of the unpaid claims.
- 3.17** Petty Cash Fund - refers to the amount granted to duly designated Petty Cash Fund Custodian for payment of authorized petty or miscellaneous expenses which cannot be conveniently paid through checks/LDDAP-ADA.
- 3.18** Petty Cash Voucher - use of disbursement out of petty cash fund.
- 3.19** Agency - refers to any department, bureau or office of the national government, or any of its branches and instrumentalities, or any political subdivision, as well as any GOCCs, including its subsidiaries, or other self-governing board or commission of the government.
- 3.20** Regular Cash Advance - refers to the amount granted to cashiers, disbursing officers, paymasters, and/or other accountable officers for the payment of expenses such as salaries and wages, commutable allowances, honoraria and other similar payments to officials and employees.
- 3.21** Notice of Cash Allocation - authority issued by the DBM to central, regional and provincial offices and operating units to cover the cash requirements of the agencies.
- 3.22** Financial Statements - is the formal record of financial activities and position of an agency.
- 3.23** General Ledger - is a book of final entry containing accounts arrange in the same sequence as in the chart of accounts.
- 3.24** Subsidiary Ledger - is a book final entry containing the details or breakdown of the balance of the controlling account appearing in the General Ledger.
- 3.25** Check Disbursement Journal - used to record checks payment made by the cashier or disbursing officer.



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- 3.26 Index of payments - use to record payments made to each employee, supplier and other agency creditors.
- 3.27 Purchase Order - used to support purchase of equipment, supplies and materials

4.0 Reference/s

- 4.1. General Appropriations Act (GAA)
- 4.2. Republic Act 9184 (RA 9184)
- 4.3. Government Accounting Manual (GAM)
- 4.4. National Government Agencies System (NGAS)
- 4.5. Commission on Audit (COA) Guidelines
- 4.6. Department of Budget Management (DBM) Guidelines

5.0 Procedure Details

5.1. Budget Procedure

ACTIVITY	RESPONSIBLE PERSONS	DETAILS	REFERENCES/FORMS
1.) Planning/ Preparation of the Annual Budget. (Personal Services-PS, Maintenance and other Operating Expenses- MOOE, and Capital Outlay- CO)	Head of the Agency Head of Admin & Finance Division Planning/Budget End-User Representatives	Evaluate and Approve Project Procurement and Management Plan (PPMP) from End-Users. Consolidate PPMP to form an Annual Procurement Plan (APP) Attend Budget Forum (Budget Call) Fill out Budget Proposal Forms (BP) as indicated in the Budget Call. Computes schedules/ justifications (PS, MOOE, CO). Submits Annual Budget Proposal to the Department of Budget and Management through Online Submission of Budget Proposal (OSBP) Approval by inserting Electronic Signature send through viber and electronic mails while in Work from Home arrangement) Attends Technical Budget Hearing at DBM Confirmation/Approval of National Expenditure Program (NEP)	Annual Procurement Plan Budget Proposal (Budget Proposal Forms) National Expenditure Program (NEP)



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2.) Budget Legislation	Head of the Agency Head of Administrative and Finance Division Chief Accountant Planning/Budget Officer	Submits Briefing Folio to Senate/Congress based on National Expenditure Program (NEP) Approval by inserting Electronic Signature send through viber and electronic mails while in Work from Home arrangement) Attend Technical Budget Hearing at Senate/Congress Approved General Appropriations Act (GAA) which serves as a release budget document for the utilization of funds	Budget Briefing Folio General Appropriations Act (GAA)
3.) Budget Execution/ Utilization of Funds	Budget Officer and Staff	Prepares Approved Budget for the Contract (ABC) Budget Staff send end-user request and other supporting documents through viber and emails. Approval by inserting Electronic Signature send through viber and electronic mails while in Work from Home arrangement) Preparation of Obligation Request and Status (ORS) <ul style="list-style-type: none"> - Receives documents for preparation of ORS from concerned offices - Check completeness of supporting documents Prepares ORS, assigns ORS number and forward it to the requesting unit and Head of the Budget unit for signature Approval by inserting Electronic Signature send through viber and electronic mails while in Work from Home arrangement) <ul style="list-style-type: none"> - Retain original copy, records the same in the Registry of Allotment and Obligation 	General Appropriations Act (GAA) Annual Procurement Plan (APP) Obligation Request and Status (ORS)



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		<ul style="list-style-type: none"> - Forwards documents to: <ul style="list-style-type: none"> a.) Property & Procurement - Purchase Order/ Job Order/Contracts b.) Accounting – Personnel Services, Fixed Expenses and Travelling Expenses Posting of Allotments and Obligation on designated registries (PS, MOOE, CO) Preparation/Review/Approval of Financial Accountability Reports (FARS) Budget Staff send downloaded online copy through viber and electronic mails for review of Budget Officer and Approval by inserting Electronic Signature send through viber and electronic mails while in Work from Home arrangement) Submission of FARS/ BEDS/ BARS through the online and hard copies to DBM and COA 	<p>Registry of Allotments and Obligations (RAOPS, RAOMO, RAOCO)</p> <p>Financial Accountability Reports (FARS)</p>
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5.2. Accounting Procedure

ACTIVITY	RESPONSIBLE PERSONS	DETAILS	REFERENCES/FORMS
1.) Preparation of Disbursement Vouchers	Accounting Staff Accounting Staff	<p>Receives document from Property & Procurement and Budget Section</p> <p>Checks Index of Payments from file and determines whether there was prior payment of the same claim. If the claim was already paid, returns the supporting documents to the claimant, if not yet paid, prepares Disbursement Vouchers.</p>	<p>Disbursement Vouchers</p> <p>Index of payment to suppliers</p>



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	Accounting Staff	Assigns DV number and records in the logbook the DV number and date, payee and amount	Logbook
	Chief Accountant	Reviews and signs the DV and supporting documents. Signs in Box B of DV and ORS. (Approval by inserting Electronic Signature send through viber and electronic mails while in Work from Home arrangement)	
	Accounting Staff	Records in the logbook the date of release of the DVs and supporting docs from the Chief Accountant to the Head of Agency/ Authorized Representative	
	Executive Director		
	Accounting Staff	Approves documents for payments	
		Forward the approved documents to the Accounting staff	

2. Preparation of Checks/ADA	Accounting staff	Receives Copies 1-3 of approved DV, Copy 3 of ORS and originals of supporting documents from Accounting	Disbursement Vouchers
		Verifies completeness of signatories on the DV. Prepares checks/ ADA	
	Accounting staff	Reviews checks/ ADA for correctness	Advice of Check Issued
	Accounting Staff	Forward Checks/ ADA together with supporting documents to the authorized Signatories for signature	
	Accounting Staff	Forward the Checks/ADA to Landbank of the Philippines (LBP) for the uploading of Advice of Check Issued and Cancelled (ACIC)	
		Records in the logbook and files	Logbook and Files



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3. Releasing of payments to Supplier	Cashier	Receives Official receipt from the supplier	Logbook/files
	Cashier	Release Checks and copy of withholding tax certificate to Supplier	
	Cashier	Acknowledges the Disbursement Voucher and payment by the payee	
	Accounting staff	Log and files the received Disbursement Vouchers, ADA/Checks and Supporting Documents	

4. Preparation of Report of Check/ADA Issued	Accounting Staff	Prepares Report of Check/ADA Issued in 3 copies	Report of check issued
	Cashier	Review the prepared Report of Check/ADA and initials in "Certification" portion of RCI	Logbook and Files
	Cashier	Forward original copy of RCI together with checks,DVs copy of ORS and supporting documents to Accounting Unit for JEV preparation	
	Cashier	Retain the third copy of Report of Check Issued for Filing	
5. Preparation of JEV	Accounting Staff	Examines DVs and checks against RCI.	Report of Check Issued
	Accounting Staff	Verifies if the serial number of checks actually issued, including spoiled and cancelled ones, are all accounted for.	Logbook
	Chief Accountant	Prepares JEV in two copies and signs in the "Prepared by" portion	



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		Reviews correctness of the journal entries and signs on 'Certified Correct by' portion of the JEV. Forward copies of JEV, RCI, checks, DVs, ORS and originals of supporting documents for the recording of Check/ADA Disbursement Journal (While in work from home arrangement, the accounting staff scan and send through viber and electronic mails all JEVs and supporting documents to Chief Accountant for review and approval)	
6. Recording in the Check/ADA Disbursement Journal	Chief Accountant Chief Accountant Chief Accountant	Records the JEV in the CKDJ/ADADJ Forwards copy of JEV, RCI and DV, Checks, ORS and supporting documents for submission to COA for audit Records in the logbook the date of submission of above reports (and filing of transmittal letter received by the resident auditor)	Check Disbursement Journal /ADA Disbursement Journal Journal Entry Voucher Report of Check Issued
7. Preparation of Financial Reports	Chief Accountant Chief Accountant Chief Accountant	Records expenses, refunds and liquidations in subsidiary ledger Consolidates balances recorded in subsidiary ledger to General Ledger Prepares financial Reports: a.) Trial Balance b.) Balance Sheet c.) Income Statement d.) Cash Flow e.) Changes in Equity f.) Notes t FS g.) Budget and Financial Accountability Reports.	Check/ADA Disbursement Journal Cash Disbursement Journal Subsidiary Ledger General Ledger Schedules Annual/Monthly Financial Reports



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5.3. Cashiering Procedure

5.3.1. Petty Cash and Advances

ACTIVITY	RESPONSIBLE PERSON	DETAILS	REFERENCES/FORMS
1. Receipt of Check for the Establishment of Petty cash Fund	Petty Cash Custodian	Receives check for the establishment of petty cash fund.	Petty Cash Voucher
	Petty Cash Custodian	Encashed check in GSB and keeps the cash in a safety vault.	Petty Cash Replenishment Report
2. Utilization of Petty Cash Fund	Requesting Personnel	Accomplishes Box A 'Requested portion of the Petty Cash Voucher (PCV)	
	Immediate Supervisor	Signs Box A 'Approved by' portion of the PCV and returns to Requesting Personnel	
	Requesting Personnel	Submits to the Petty Cash Custodian the release of fund	
	Petty Cash Custodian	Receives from the Requesting Personnel the PCV duly approved by concerned official	
	Petty cash Custodian	Upon granting of the petty cash advance and signs in Box B 'Paid by' portion of the PCV	
	Requesting Personnel	Receives petty cash and signs in Box B 'Cash Received by' portion of the PCV	
	Petty Cash Custodian	Issues Copy 2 of the PCV to requesting personnel	
	Petty Cash Custodian	Retrieves CDR from file and records paid PCV. Fills up the following columns: date, reference, name of payee, nature of payment, amount in the credit column and cash advance balance	



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	Petty Cash Custodian	Files the original PCV awaiting for liquidation.	
3. Liquidation of Petty Cash Advance	Petty Cash Custodian	Receives from the requesting personnel copy 2 of the PCV together with supporting documents.	
	Petty Cash Custodian	Checks and reviews completeness of documents such as the date, amount and nature of expenses paid as shown in the supporting documents.	
	Petty Cash Custodian	If incomplete, returns to Requesting Personnel for completion of needed supporting documents. If incomplete, retrieves the original of PCV from file and fills up Box D "Liquidation Submitted" portion of the original and copy of 2 of PCVs Checks the appropriate boxes for "Received Refund" of "Reimbursement Paid" portion and signs Box C of the PCV.	
	Petty Cash Custodian	Checks and fills up the appropriate boxes for "Liquidation Submitted" and "Reimbursement paid" upon submission of necessary supporting documents and receipt or reimbursement of cash, if any, and signs the PCV	
	Requesting Unit	Returns Copy 2 of the PCV to the Requesting Personnel	
	Petty Cash Custodian	Files the original of the PCV together with the supporting documents awaiting replenishment if amount granted is equal to the amount paid in the	



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		liquidation of PCV. If not record the necessary adjustments based on the liquidated PCV.	
4. Replenishment of Petty Cash Fund	Petty Cash Custodian	Retrieves from the file the original PCV together with supporting documents. Checks the completeness of all PCVs for replenishment	
	Petty Cash Custodian	Prepares the Petty Cash Replenishment Report (PCRR) in two copies based on PCVs in numerical sequence and fills up the following columns: date, PCV No. particulars and amount. Signs in the 'Certified Correct by" portion of the PCRR	

5.4. Cash Advance Procedure (Foreign Travel)

ACTIVITY	RESPONSIBLE PERSON	DETAILS	REFERENCES/FORMS
1. Submission of Budget estimate based on pre-approved CAS to Executive Director	Project Officers/Team Leader	Submit to the Executive Director for pre-approval the Budget estimate of expenses for: <ul style="list-style-type: none"> • Vehicle Rental • Booth Rental • Internet Expenses • Supplies • and other miscellaneous expenses with the signature of the Project Officer/ Team Leader	
2. Pre-Approval of Budget Estimate by the Executive Director	Executive Director	The executive Director signed/conformed to the budget estimate of project Officer/team leader	

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RTVM-AFD-WP-01**ADMIN AND FINANCE DIVISION
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Page No.:
13 of 13**6.0 Attachments and Forms**

- 6.1 Approved Budget for the Contract
- 6.2 Annual Procurement Plan
- 6.3 Financial Accountability Report (1, 1-1 and 1-B)
- 6.4 Obligation Request and Status
- 6.5 Registries of Allotment and Obligation (Capital Outlay, Maintenance and Other Operating Expenses, and Personal Services)
- 6.6 Advice of Check Issued and Cancelled
- 6.7 Cash Disbursement Journal
- 6.8 Check Disbursement Journal
- 6.9 Disbursement Voucher
- 6.10 General Ledger
- 6.11 Index of Payment
- 6.12 Journal Entry Voucher
- 6.13 Reports of Check Issued
- 6.14 Subsidiary Ledger
- 6.15 Certification of Expense
- 6.16 Meal Request Form
- 6.17 Petty Cash Replenishment Report
- 6.18 Petty Cash Voucher

RTVM-AFD-WP-01-F1

**PRESIDENTIAL BROADCAST STAFF-RTVM****Document code:**
RTVM-AFD-WP-02**ADMIN AND FINANCE DIVISION
WORK PROCEDURE****Effectivity date:**
April 12, 2021**RECRUITMENT****Revision No.:**
1
Page No.:
1 of 5**1.0 Objective**

The purpose of this procedure is to increase efficiency in hiring and promotion of employees and to ensure consistency and compliance with the existing rules and regulations of oversight agencies.

2.0 Scope

This procedure applies to selection and promotion of employees based on merit and fitness and shall cover all positions in the agency classified under the first and second level in the career service and non-career service.

3.0 Definition of Terms**3.1 Career Service**

- is a category of service in the Philippine Civil Service characterized by entrance to positions based on merit and fitness to be determined as far as practicable by competitive examinations or based on highly technical qualifications, opportunity for advancement to higher career positions and security of tenure

3.2 First Level Position




- shall include clerical, trades, crafts and custodial service positions which involve sub-professional work in a non-supervisory or supervisory capacity requiring less than four years of college studies

3.3 Human Resource Management Officer (HRMO)

- responsible for providing support in the various human resource functions, which include recruitment, staffing, training and development, performance monitoring and employee counseling.

3.4 Non-Career Service

- positions expressly declared by law to be in the non-career service; or those whose entrance in the service is characterized by (1) entrance on bases other than those of the usual tests of merit and fitness utilized for the career service; and (2) tenure which is limited to the duration of a particular project for which purpose employment was made.

Prepared by:  DANILYN P. FLORES Admin Officer V, Personnel Section	Reviewed by:  LERINA B. BRAGA Division Head	Approved by:  DENNIS WILFRED P. PABALAN Executive Director
Date: April 9, 2021	Date: April 9, 2021	Date: April 9, 2021



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3.5 Promotion

- means advancement of an employee from one position to another with an increase in duties and responsibilities authorized by laws, and usually accompanied by an increase in salary. Promotion may be from one department or agency to another or from one organizational unit to another within the same department or agency.

3.6 Promotional Line-Up

- is a listing of incumbents of positions next-in-rank to a vacancy, as well as those who are not considered next-in-rank but are deemed qualified and competent.

3.7 Qualification Standards (QS)

- a statement of the minimum qualifications for a position which shall include education, training, experience, civil service eligibility, and physical characteristics and personality traits required in the performance of the job.

3.8 Second Level Position

- shall include professional, technical and scientific work in nonsupervisory capacity requiring at least four years of college studies up to Division Chief Level.

3.9 Selection

- the systematic method of determining the merit and fitness of a person on the basis of qualifications and ability to perform the duties and responsibilities of the position.

3.10 Selection Line-up

- a listing of qualified and competent applicants for consideration to a vacancy which includes, but not limited to, the comparative information of their education

3.11 Superior Qualification

- shall mean an outstanding relevant work experience and specialized academic preparation or training appropriate for the position to be filled. It shall also include an outstanding performance representing an extraordinary level of achievement and commitment in terms of quality and time, technical knowledge and skill, ingenuity, creativity and initiative and demonstration of exceptional job mastery in all major areas of responsibility.

4.0 Reference/s

4.1. Civil Service Commission Qualification Standards Manual

4.2. Revised Omnibus Rules on Appointments and Other Human Resource Actions

4.3. PBS-RTVM Merit Selection and Promotion Plan



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5.0 Procedure Details

ACTIVITY	RESPONSIBILITY	DETAILS	REFERENCES/FORMS
START			
List of Vacant Positions for Publication approved by the ED	<ul style="list-style-type: none"> Division Heads Personnel Officer 	List of vacancies to be submitted and approved by the Executive Director before publication.	Manpower request form
Publication of Vacant Positions	Personnel Officer	Posting of complete list of vacant positions (both first and second level) for a period of at least 10 days in the CSC Bulletin of Vacant Positions; in the agency's website/social media page and/or at least three (3) conspicuous places in the agency.	<ul style="list-style-type: none"> CS Form No. 9, s. Revised 2018 RTVM Website under Careers
Identification of Candidates for Recruitment and Promotion	<ul style="list-style-type: none"> Personnel Officer PSB Secretariat Division Head 	<ul style="list-style-type: none"> Preliminary evaluation of applications to identify qualified and not qualified candidates based on the CSC qualification standards Preparation of comparative information of applicants' education, training, work experience and eligibility Applicants' qualifications are then consulted with the Division Head to identify its relevancy for the position 	<ul style="list-style-type: none"> RTVM Checklist of Qualification Standards
Pre-employment examinations	Personnel Section	Candidates will be notified through email or text message for the schedule of examination. Examinations, be it virtual or actual, will be conducted by the HRMPSB secretariat. The exams will then be scored and interpreted. All applicants examined will also be qualified for Panel Interview.	<ul style="list-style-type: none"> Examinations Test Reports
Scheduling of Panel Interview	HRMPSB Chairperson	<ul style="list-style-type: none"> Within 20 working days after closing of the application period, HRMPSB Panel Interview will be scheduled. Signed memo will be posted at the Bulletin Board and/or circulated per division. Notify candidates of their schedule of Panel Interview thru email or text message 	Memoranda of list of qualified applicants for panel interview

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ACTIVITY	RESPONSIBILITY	DETAILS	REFERENCES/FORMS
<div>HRMPSB Panel Interview</div>	HRMPSB	HRMPSB will convene in person or thru video conference call to conduct Panel Interview; they shall be guided by the CSC approved Criteria Matrix and the functions/duties of the vacant positions.	RTVM QS Checklist, Personal Data Sheet, Test Reports
<div>HRMPSB Deliberation</div>	HRMPSB	<ul style="list-style-type: none"> HRMPSB shall discuss the ratings based on the Criteria Matrix which includes evaluation from other references i.e. immediate supervisor, peers and subordinates Determination of the top ranking applicants 	<ul style="list-style-type: none"> CSC Approved Criteria Matrix Summary of Scores based on Criteria Matrices submitted by the Panel
<div>Comprehensive Evaluation Report of the Conducted Deliberation</div>	HRMPSB	Comprehensive report of the deliberation, that is prepared by the HRMPSB Secretariat, to be approved by the Board, before submitting to the Executive Director/Appointing Authority; Top 5 applicants based on the rankings are included in the list to be presented in the report together with comments.	<ul style="list-style-type: none"> Deliberation Report
<div>Appointment by the Appointing Authority</div>	Head of the Agency	The Appointing Authority selects the most qualified candidates from the top ranking applicants; May appoint other qualified applicants taking into consideration the candidates' superior qualifications and the interest of the service.	Report signed by the Appointing Authority
<div>Notice of Appointment and Denial Letter</div>	Personnel Officer	<ul style="list-style-type: none"> Posting of a notice of appointment or promotion of an employee in three (3) conspicuous places in the agency. Candidates not selected for the position to be notified through a denial letter sent through email stating. 	
<div>END</div>			



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6.0 Attachments and Forms

- | | | |
|----------------------------|---|---|
| 6.1 RTVM-AFD-WP-02-F1 | - | RTVM Criteria Matrix Form approved by the CSC |
| 6.2 RTVM-AFD-WP-02-F2 | - | RTVM Checklist of Qualification Standards |
| 6.3 RTVM-AFD-WP-02-F3 | - | Manpower Request Form |
| 6.4 CS Form No. 9, s. 2018 | - | Request for Publication of Vacant Position |



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ADMINISTRATIVE AND FINANCE DIVISION WORK PROCEDURE

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Learning and Development Training

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1

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1.0 Objective

The objective of this procedure is to provide guidelines in the planning and preparation of the RTVM personnel trainings and seminar requirements, be it actual or through virtual training, that will equip and enhance their knowledge and skills with relation to their duties and responsibilities.

This procedure also aims to ensure that RTVM personnel will be sent to at least 1 training intervention annually.

2.0 Scope




This procedure provides the cost limitations, scheduling, and post procedure after the participant's attendance to the provided Learning and Development Plan.

3.0 Definition of Terms

- 3.1.** Learning and Development Plan - establishes specific professional development objectives and actions that will contribute to the employee's achievement of skills and knowledge required to successfully perform their functions, project accountabilities and career aspirations.
- 3.2.** Personnel Development Committee - The Committee, created by the agency to organize, implements, and monitors the effectiveness of the L & D plan of the agency.

4.0 Reference/s

- 4.1. CSC Rules on Learning and Development Plan (2014-2016)
4.2. National Budget Circular No. 563 – DBM

Prepared by:  DANILYN P. FLORES Admin Officer V, Personnel Section	Reviewed by:  LERINA B. BRAGA Division Head	Approved by:  DENNIS WILFRED P. PABALAN Executive Director
Date: April 09, 2021	Date: April 09, 2021	Date: April 09, 2021



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5.0 Procedure Details

ACTIVITY	PHASE	RESPONSIBILITY	DETAILS	FORMS
START				
Submission of Training Proposal	PLANNING	PDC	Before the end of the fiscal year, division representatives are requested to submit their proposed training/seminar/ workshop stating the objectives and cost for verification and scheduling of the proposed learning and development program.	Training Proposal Form
Personnel Development Committee (PDC)		PDC	The Personnel Development Committee (PDC) will convene, in person or thru video conference call, to assess and qualify the applicability and feasibility of the submitted L&D program.	
<div>Free Training/ Seminar/ Webinar</div> <div>P 2,000 or below per day per participant</div>		PDC	Approved L&D program will further be qualified if within the cost allowed by law (P 2,000 and below per participant per day); free trainings will be directly calendared.	
<div>YES</div> <div>NO</div>		Division Representatives	If it exceeds the allowable cost (P 2,000 and above per day), the division representative will be required to submit a justification letter to the PDC.	
Justification Letter from Division Reps		Executive Director	The Executive Director may directly suggest training/seminar with participants of his choice.	
Trainings from the Executive Director		<ul style="list-style-type: none"> Training Focal Person PDC Secretariat 	Approved L&D Program will be calendared and scheduled for appropriate budget allocation.	Training Calendar List
Scheduling and Mapping of Trainings to the Training Calendar List		<ul style="list-style-type: none"> PDC Division Reps HRMO 	<ul style="list-style-type: none"> Once calendared, the PDC respective division representatives will determine and recommend the qualified trainees Office orders will then be issued authorizing the employees to attend the approved seminar/training. 	Office Order
Assignment of Trainees				

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TRAINING PROPER	ACTUAL	Trainee/ Participant	Actual Training/Seminar/ Webinar/Workshop	
Submission of Report, Certificates, Training Program and to the Head of the Agency and to the Personnel Section for Documentation	POST	Participant of Trainings	<ul style="list-style-type: none"> Within five (5) working days after the Training, trainees are required to submit photocopies of Certificate of Attendance/Completion, Training Program, and Report to the Head of the Agency and Personnel Section for record purposes. Training Documents should be filed in the employees' records and logged on the PDC records/report. 	
Cascading and Reporting of gained knowledge from the Training		Participant of Trainings	On paid trainings, the summary of the training report and other learning materials should be cascaded to the employees concerned within ten (10) working days.	ALaM Program Form
Evaluation/ Assessment of the Trainee by the Supervisors		Participant of Trainings	The PDC should monitor the effectiveness of the trainings attended using Training Effectiveness Assessment (TEA) Form. This form should be accomplished by the immediate supervisor of the trainee within 90days from the date of attendance.	TEA Form
END				



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6.0 Attachments and Forms

The following are the standard forms that will be used in this procedure.

- | | | |
|------------------------------|----------|---|
| 6.1 RTVM-AFD-WP-03-F1 | - | Training Proposal Form |
| 6.2 RTVM-AFD-WP-03-F2 | - | Training Calendar List |
| 6.3 RTVM-AFD-WP-03-F3 | - | ALaM Program Form |
| 6.3 RTVM-AFD-WP-03-F4 | - | Training Effectiveness Assessment (TEA) Form |

**PRESIDENTIAL BROADCAST STAFF-RTVM****Document code:**
RTVM-AFD-WP-04**ADMIN AND FINANCE DIVISION
WORK PROCEDURE****Effectivity date:**
September 1, 2020**Procurement (50K above)****Revision No.:**
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1 of 4**1.0 Objective**

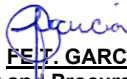


The objective of this procedure is to provide for the workflow in the procurement of goods at PBS-RTVM in compliance with the provisions of the Revised Implementing Rules and Regulations of Republic ACT 9184.

2.0 Scope

This procedure covers the process for the purchase of goods within the threshold of Fifty Thousand Pesos (Php 50,000) above but below One Million (Php1,000,000) Pesos Approved Budget for the Contract.

3.0 Definition of Terms

- 3.1 Approved Budget for the Contract (ABC) – refers to the budget for the contract duly approved by the Head of the Procuring Entity as provided in the General Appropriations ACT (GAA) (refer to Sec. 5 of RA 9184)
- 3.2 Goods – refer to all items, supplies, materials or general support services, except Consulting Services and Infrastructure Projects which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity. (Refer to Sec. 5 of the Revised Implementing Rules and Regulations of RA 9184)
- 3.3 PhilGEPS – stands for the Philippine Government Electronic Procurement System. It is a single portal that serves as the primary source of information on all government procurement.
- 3.4 BAC – stands for Bids and Awards Committee.
- 3.5 PR – Purchase Request
- 3.6 RFQ – Request for Quotation
- 3.7 PO – Purchase Order

Prepared by:  FET. GARCIA Property and Procurement Chief	Reviewed by:  LERINA B. BRAGA Division Head	Approved by:  DENNIS WILFREDO P. PABALAN Executive Director
Date: August 17, 2020	Date: August 19, 2020	Date: August 21, 2020



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4.0 Reference/s

Republic Act 9184(RA 9184) 2016 Revised Implementing Rules and Regulations

5.0 Procedure Details

ACTIVITY	RESPONSIBILITY	NOTES/REFERENCES
START		
Receive End-User's Request with ABC and Prepares the Purchase Request	Procurement and Property Staff Division Chief of Requisitioning Office Head of the Agency	1. Receives the End-User's Request with ABC from the Budget Office. 2. Prepares Purchase Request (PR) and Inputs Control Number. Use Form Appendix 60 for PR 3. Submits Purchase Request for Signature of Division Chief of Requisitioning Office and Approval of the Head of the Agency.
Prepare RFQs	Procurement Officer	4. Prepares RFQ in accordance with the specifications described on the Purchase Request. *Use Form PROC-RFQ-00
Publish RFQ on PhilGEPS portal	RTVM Authorized PhilGEPS User	5. Post RFQ at PhilGEPS portal for publication.
Prepares and Evaluates Received RFQs	Procurement Officer End-User and Bids Awards Committee	6. Presents received RFQs in End-User's Evaluation Report Sheet and Abstract of Quotation to End-user Representative and Bids and Awards Committee. *Use Form PROC-EER-00 AND Form PROC-AQ-00 7. Ranks received Quotations as to Responsiveness and Recommends Award for Purchase Order for the Lowest Calculated
A		

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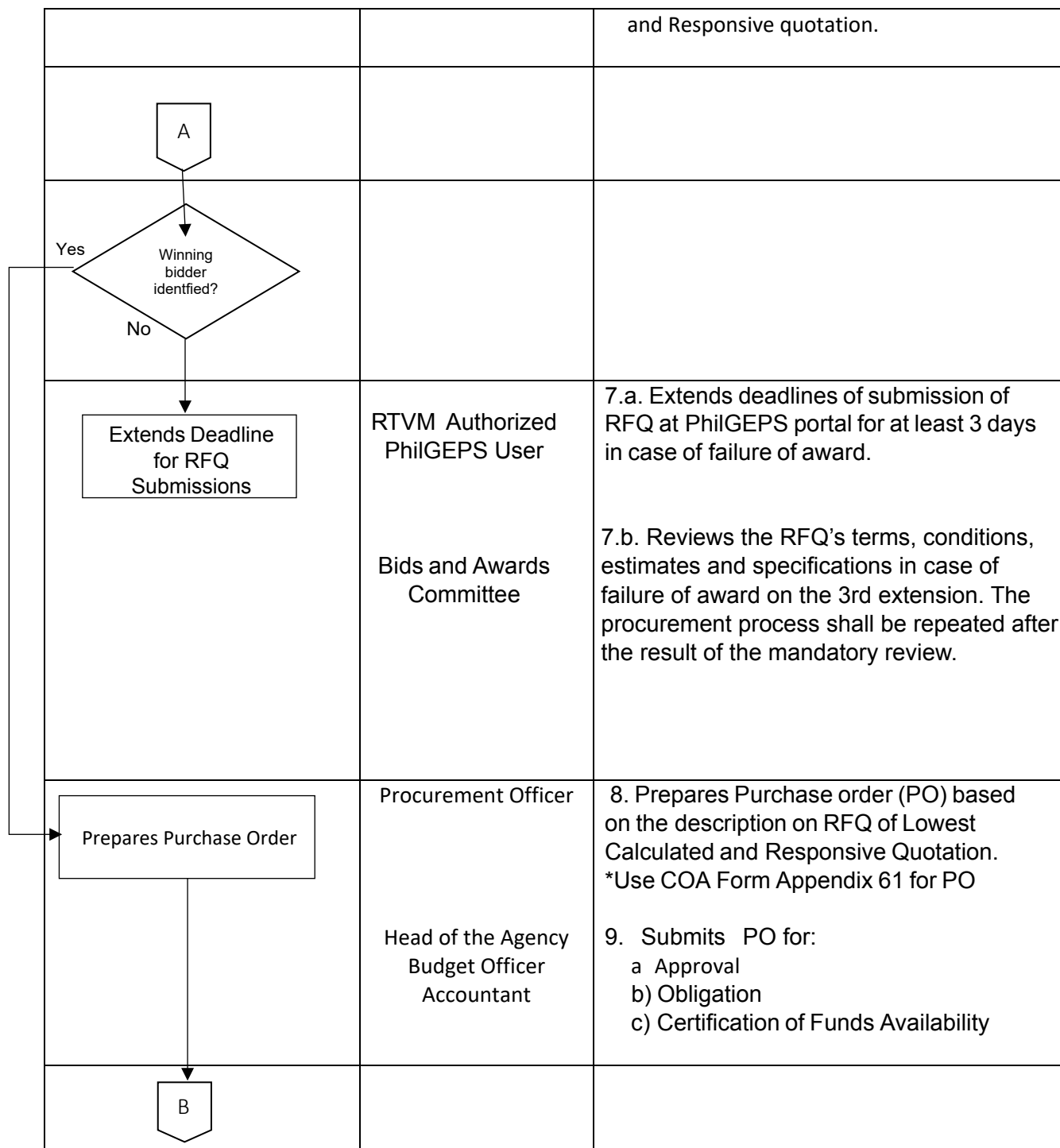
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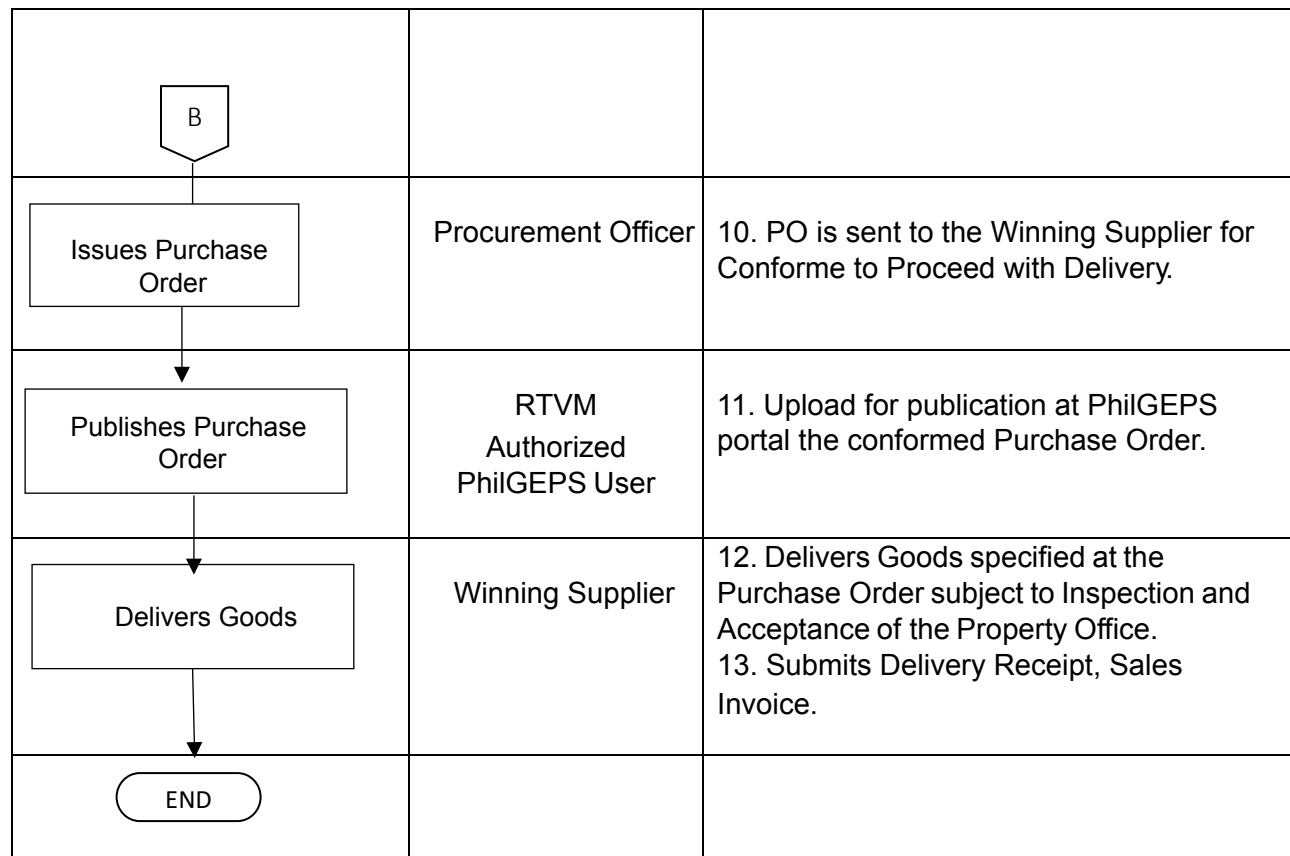
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6.0 Attachments and Forms

- 6.1 End User's Request
- 6.2 Request for Quotation
- 6.3 End User's Evaluation Report
- 6.4 Abstract of Quotations
- 6.5 Purchase Request
- 6.6 Purchase Order

- PROC-ER-00
- PROC-RFQ-00
- PROC-EER-00
- PROC-AQ-00
- COA Form Appendix 60
- COA Form Appendix 61

- RTVM-AFD-WP-04-F1
- RTVM-AFD-WP-04-F2
- RTVM-AFD-WP-04-F3
- RTVM-AFD-WP-04-F4



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ADMIN AND FINANCE DIVISION WORK PROCEDURE

Effectivity date:

September 1, 2020

Procurement through Public Bidding

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1.0 Objective




The objective of this procedure is to provide for the workflow in the procurement of goods at PBS-RTVM in compliance with the provisions of the Revised Implementing Rules and Regulations of Republic ACT 9184.

2.0 Scope

This procedure covers the process for the purchase of goods with One Million Pesos and Above Approved Budget for the Contract (ABC) through competitive public bidding.

3.0 Definition of Terms

- 3.1 Approved Budget for the Contract (ABC) – refers to the budget for the contract duly approved by the Head of the Procuring Entity as provided in the General Appropriations ACT (GAA) (Refer to Sec. 5 of Revised Implementing Rules and Regulations of RA 9184)
- 3.2 Goods – refer to all items, supplies, materials or general support services, except Consulting Services and Infrastructure Projects which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity. (Refer to Sec. 5 of the Revised Implementing Rules and Regulations of RA 9184)
- 3.3 PhilGEPS – stands for the Philippine Government Electronic Procurement System. It is a single portal that serves as the primary source of information on all government procurement.
- 3.4 Public Bidding – refers to a method of procurement which is open to participation by any interested party (Refer to Sec. 5 of Revised Implementing Rules and Regulations of RA 9184)
- 3.5 HOPE – Head of the Procuring Entity
- 3.6 BAC – Bids and Awards Committee.
- 3.7 TWG – Technical Working Group
- 3.8 LCB – Lowest Calculated Bid
- 3.9 SCB – Single Calculated Bid
- 3.10 SCRB – Single Calculated and Responsive Bid
- 3.11 LCRB – Lowest Calculated and Responsive Bid
- 3.12 PR – Purchase Request

Prepared by:  FE J. GARCIA Property and Procurement Chief	Reviewed by:  LERINA B. BRAGA Division Head	Approved by:  DENNIS WILFRED P. PABALAN Executive Director
Date: August 17, 2020	Date: August 19, 2020	Date: August 21, 2020

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4.0 Reference/s

Republic Act 9184(RA 9184) 2016 Revised Implementing Rules and Regulations

5.0 Procedure Details

ACTIVITY	RESPONSIBILITY	NOTES/REFERENCES
START		
Submit End-User's Request with Approved Budget of the Contract	End-User Budget Officer	1. Submits the End-User's Request with Approved Budget for the Contract to the BAC through the BAC Secretariat.
Prepare the Purchase Request	BAC Secretariat Division Chief of Requisitioning Office; HOPE	2. Prepares Purchase Request (PR) *Use Form Appendix 60 for PR 3. Submits Purchase Request for Signature of Division Chief of Requisitioning Office and Approval of the Head of the Agency.
Prepare the Bid Documents	BAC Secretariat	4. Prepares the Bid Documents of Purchase Request in accordance with the Standardized Form of Philippine Public Bidding Documents
A		

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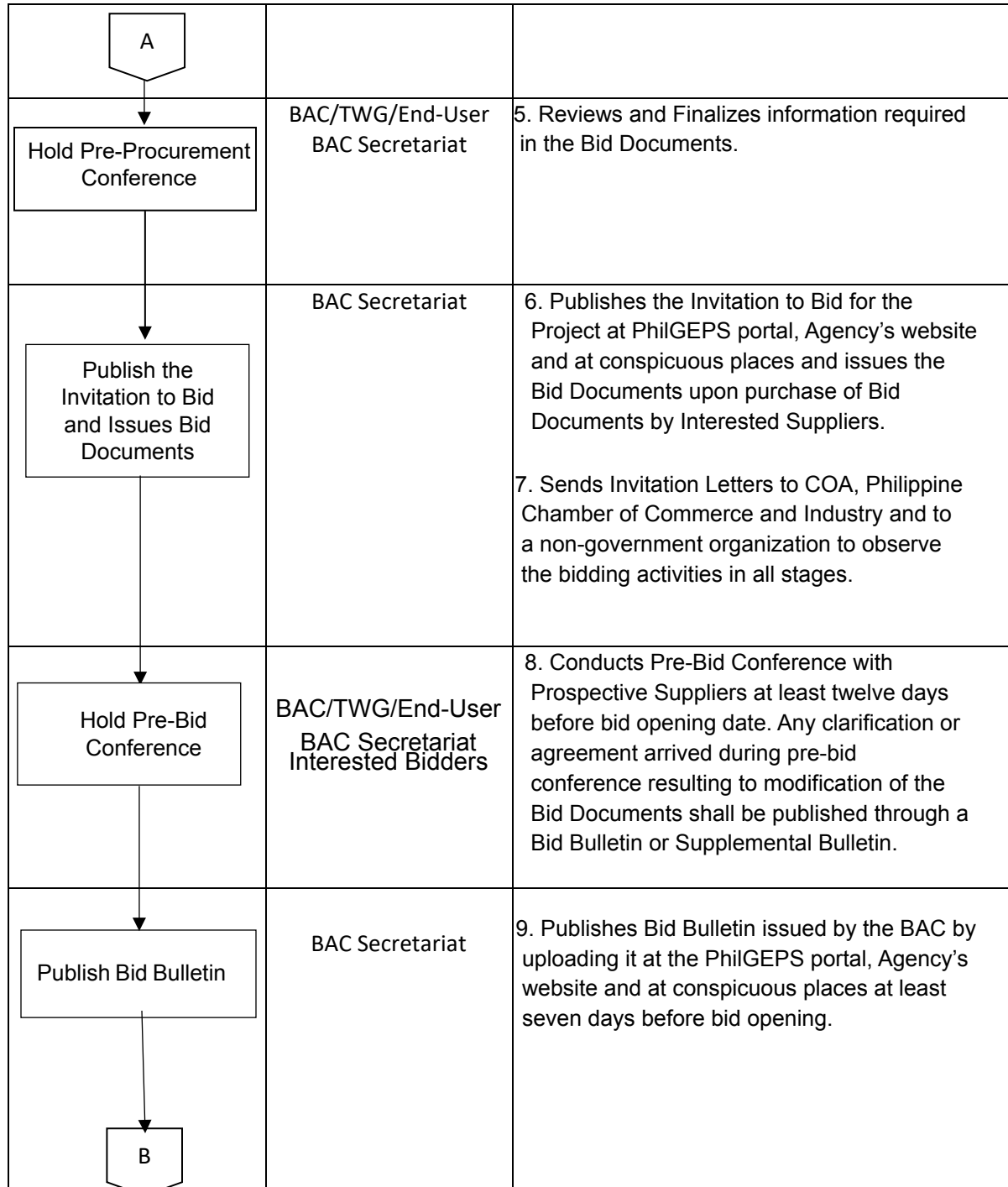
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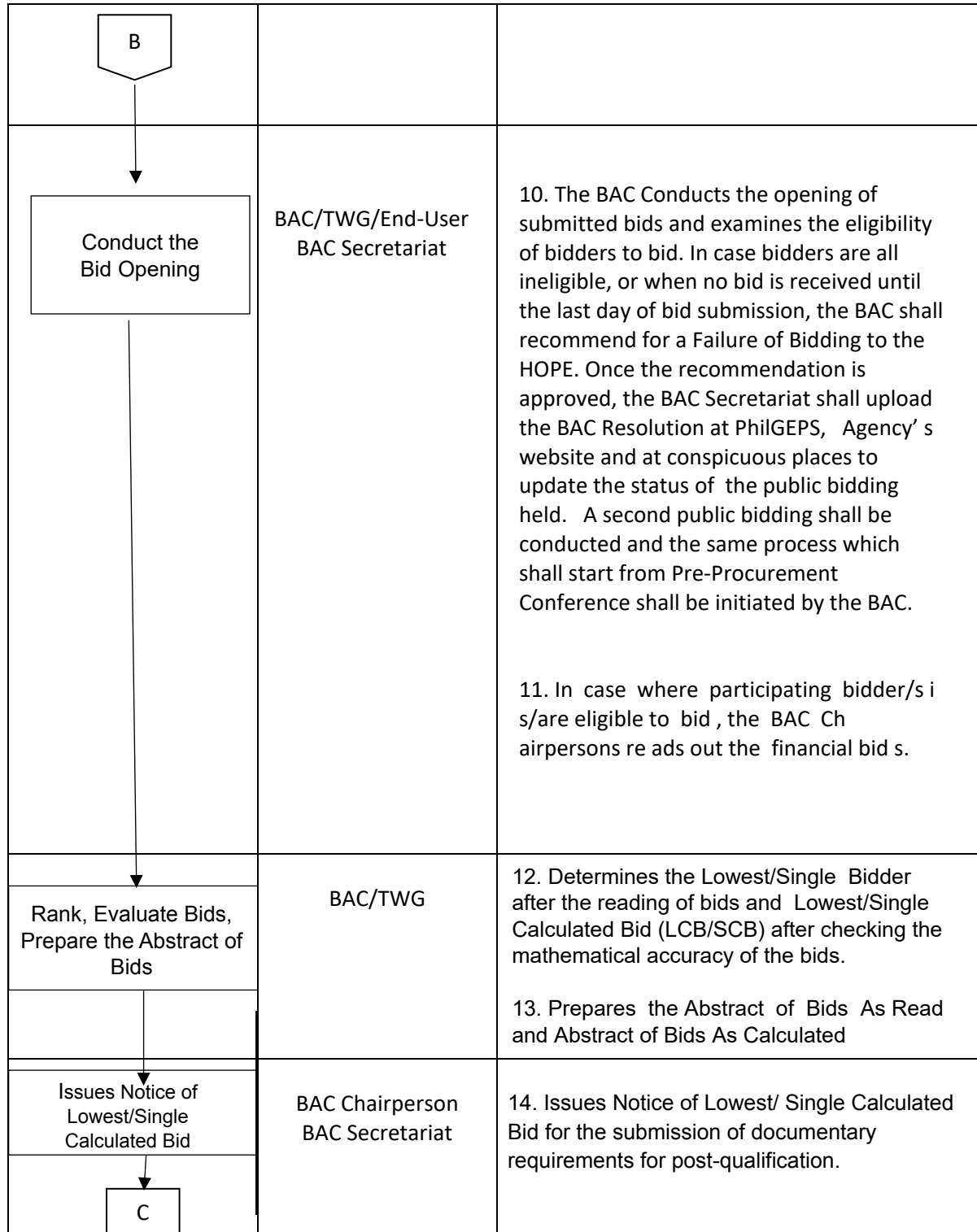
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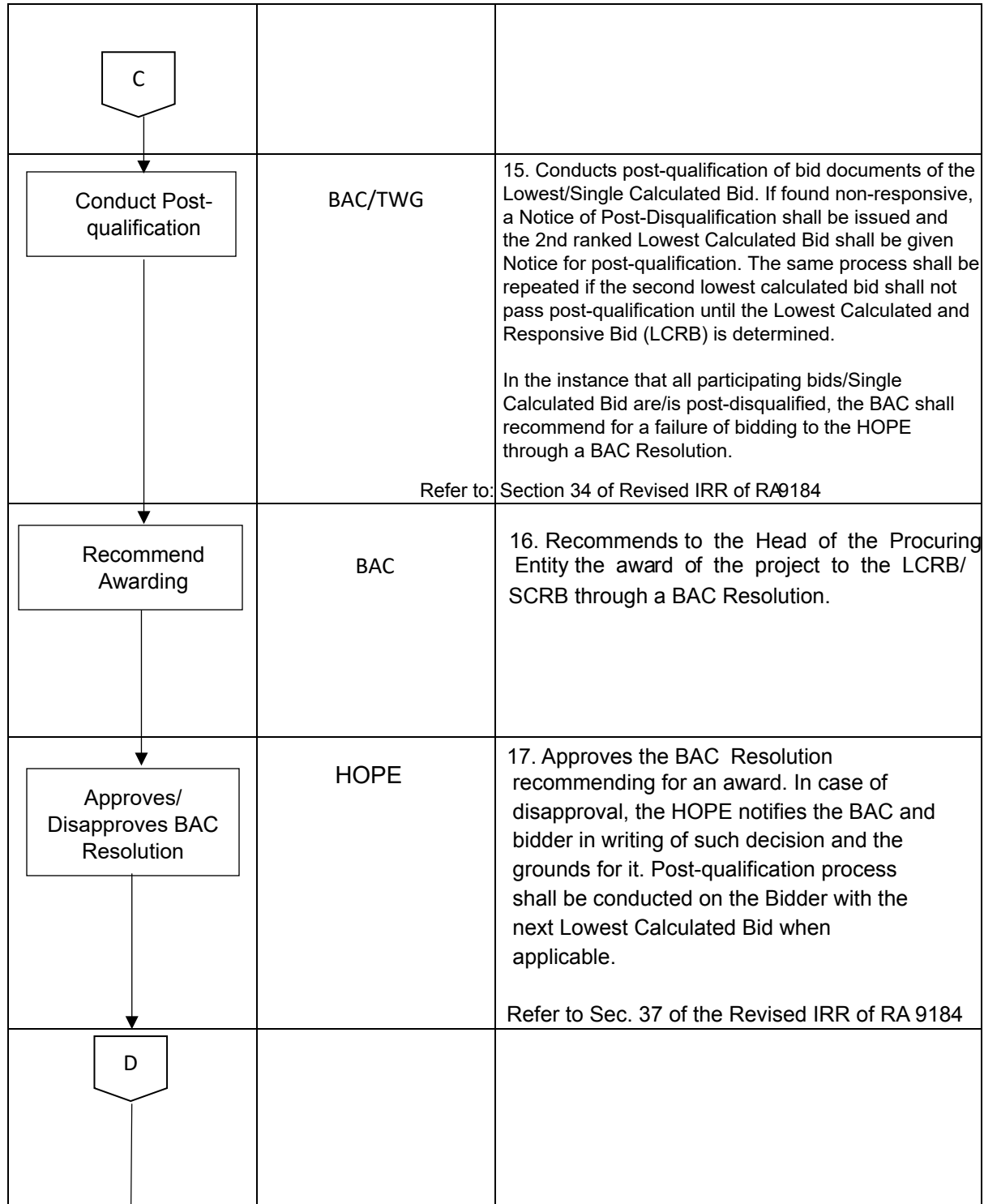
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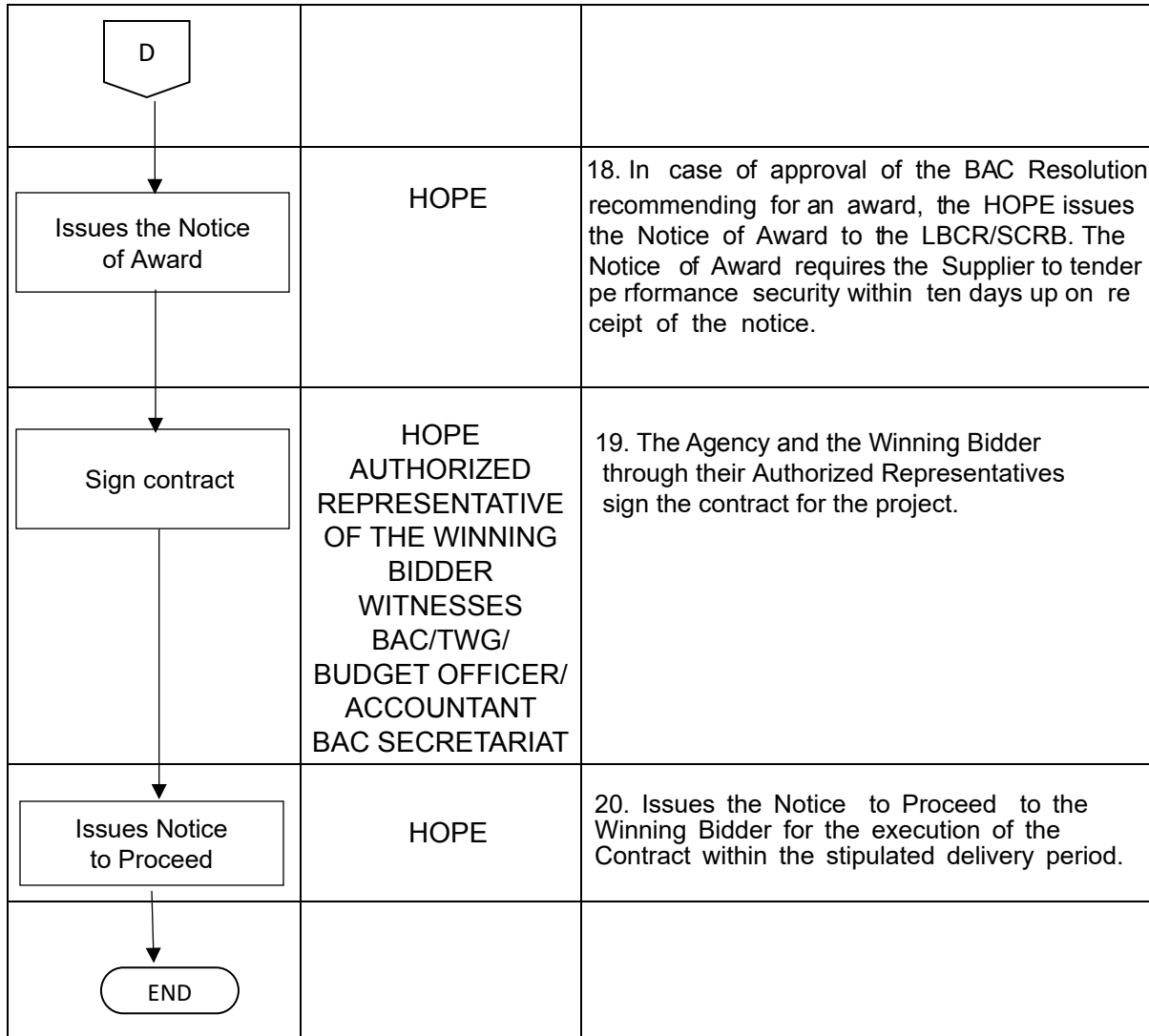
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6.0 Attachments and Forms

- 6.1 End User's Request
- 6.2 Purchase Request

PROC-ER-00
COA Form Appendix 60

RTVM-AFD-WP-04-F1

**PRESIDENTIAL BROADCAST STAFF-RTVM****Document code:**
RTVM-AFD-WP-06**ADMIN AND FINANCE DIVISION
WORK PROCEDURE****Effectivity date:**
September 1, 2020**Motor Vehicle Maintenance****Revision No.:**
0
Page No.:
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This procedure aims to provide guidelines in the performance of periodic maintenance for RTVM motor vehicles which are no longer covered by warranty period.

2.0 Scope

This procedure covers the process of planning, procurement and or implementation of periodic maintenance of RTVM Motor Vehicles

3.0 Definition of Terms / Acronyms

- 3.1 Approved Budget for the Contract (ABC) – refers to the budget for the contract duly approved by the Head of the Agency as provided in the General Appropriations ACT (GAA) (Refer to Sec. 5 of RA 9184)
- 3.2 Transportation Services Unit – a unit under the Property and Procurement of the Administrative and Finance Division of PBS-RTVM which is in charge of the maintenance and deployment of RTVM motor vehicles.
- 3.3 PPMP – Project Procurement Management Plan (an annual plan for the goods required to be procured by an implementing unit for its operations)
- 3.4 PR – Purchase Request
- 3.5 RFQ – Request for Quotation
- 3.6 PO – Purchase Order
- 3.7 IAR – Inspection and Acceptance Report
- 3.8 WMR – Waste Material Report

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Date: August 17, 2020	Date: August 19, 2020	Date: August 21, 2020



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4.0 Reference/s

None

5.0 Procedure Details

ACTIVITY	RESPONSIBILITY	NOTES/REFERENCES
<p>START</p> <p>↓</p> <p>Prepares Annual Plan for Motor Vehicles' Periodic Maintenance Services (PMS)</p> <p>↓</p>		
	Transportation Services Unit Head or Representative	<p>1. An Annual Periodic Maintenance Plan is prepared:</p> <p>A.) For vehicles under warranty period – Periodic Maintenance Services (PMS) is performed in accordance with the schedules specified on the vehicle's warranty booklet.</p> <p>B.) For vehicles beyond warranty period</p> <p>B.1. Light Vehicles – PMS is performed at a 4-month interval or at 5,000KM odometer reading whichever comes first.</p> <p>B.2. Medium/Heavy Vehicles beyond warranty period – PMS is performed at a 6-month interval or at 5,000KM odometer reading whichever comes first.</p> <p>* Refer to Current Year Periodic Maintenance of Transportation Services Unit</p>
<p>Monitors odometer reading and time interval of PMS</p> <p>↓</p>	Transportation Services' Staff	2. Uses logbook for vehicle's record.



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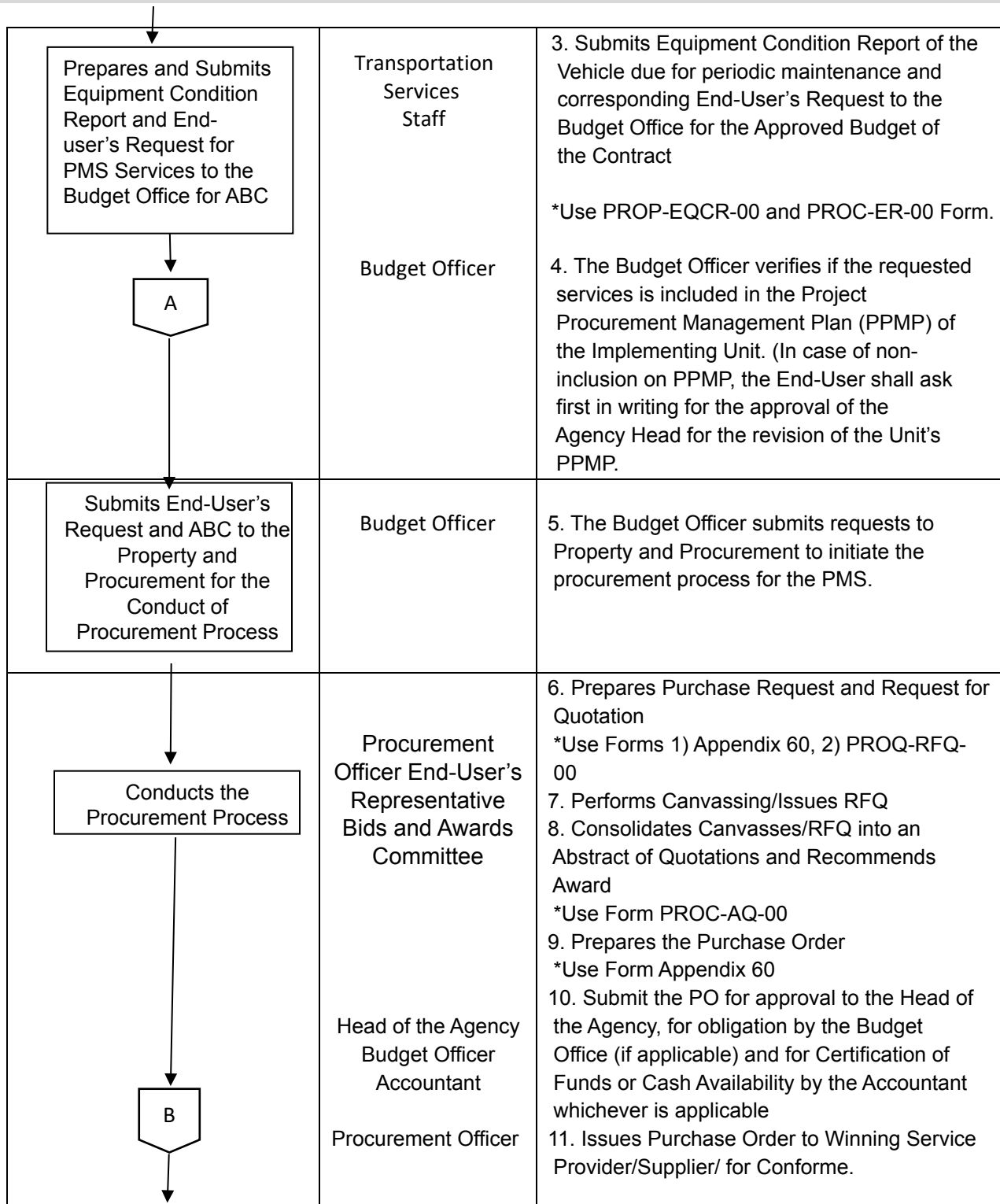
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6.0 Attachments and Forms

6.1	Equipment Condition Report Form	PROC-EQCR-00	RTVM-AFD-WP-06-F1
6.2	End User's Request Form	PROC-ER-00	RTVM-AFD-WP-04-F1
6.3	Request for Quotation	PROC-RFQ-00	RTVM-AFD-WP-04-F2
6.4	Abstract of Quotations	PROC-AQ-00	RTVM-AFD-WP-04-F4
6.5	Purchase Request	COA Form Appendix 60	
6.6	Purchase Order	COA Form Appendix 61	
6.7	Inspection and Acceptance Report	COA Form Appendix 62	
6.8	Waste Material Report	COA Form Appendix 65	