



WORK PROCEDURES

ISO 9001:2015

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**RESEARCH AND ARCHIVES DIVISION****WORK PROCEDURES MANUAL****Footage Turnover****Effectivity date:****July 1, 2022****Revision No.:****2****Page No.:****1 of 5****1.0 Objective**

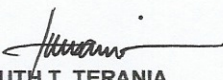
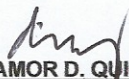
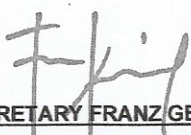

The objective of this procedure is to ensure the proper and systematic turnover of footages taken by Media Production Division and/or Engineering Division to the responsible personnel from Research and Archives Division.

2.0 Scope

This covers the turnover of memory card and/or portable storage device 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. Portable Storage Device (PSD) - A small hard drive designed to hold any kind of digital data.

Prepared by:  RUTH T. TERANIA Archives Section Chief	Reviewed by:  DULCE AMOR D. QUINTANA Division Head	Approved by:  UNDERSECRETARY FRANZ GERARD F. IMPERIAL Executive Director 
Date: July 1, 2022	Date: July 1, 2022	Date: July 1, 2022



Footage Turnover

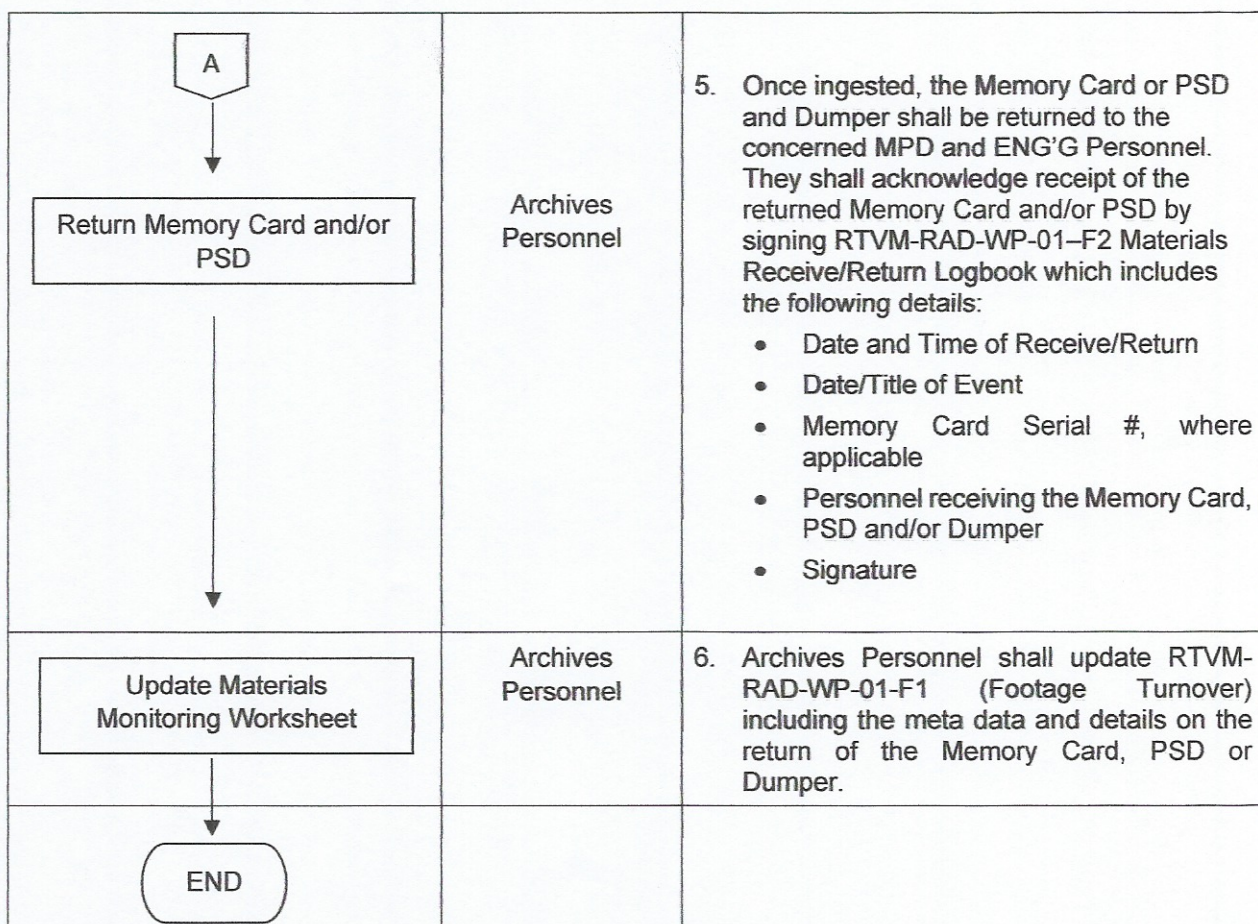
4.0 Policies and Flowchart

4.1 Turnover and Return of Memory Card, Portable Storage Device and Dumper

ACTIVITY	REPSONSIBILITY	PROCEDURE DETAILS
START		
Receive Memory Card, PSD or Dumper from MPD or Engineering personnel	Archives Personnel	1. Archives Personnel shall receive Memory Card or PSD from Media Production and Engineering personnel
Record in MPD Logbook	Archives Personnel	2. Archives personnel shall acknowledge receipt by signing in the MPD Memory Card Logbook.
Record details in Materials Monitoring Worksheet	Archives Personnel	3. To ensure proper identification and traceability, Archives Personnel shall maintain a record of all received footages from MPD and/or Engineering Division. The following details shall be recorded: <ul style="list-style-type: none"> • Status • Key Personnel • Verified by • Category • Event Date • Event Title • Source • Serial Number (if applicable) • MPD/Engineering Personnel
Ingesting of Memory Card, PSD or Dumper	Archives Personnel	4. Footage shall be ingested upon complete documentation of receipt. Refer to RTVM-RAD-WP-02 Video Ingestion for details and steps to be taken during ingesting of videos.
A		



Footage Turnover





Footage Turnover

4.2 Retrieval of Videos through Dumper and File Server

ACTIVITY	RESPONSIBILITY	PROCEDURE DETAILS
START		
Check Dumper	Archives Personnel	1. Every day, Archives Personnel checks dumper for footages temporarily stored by MPD Personnel.
Check Server	Archives Personnel	2. Archives Personnel shall also check the server for video materials uploaded by MPD or personnel on official international assignment
Record in Materials Monitoring Worksheet	Archives Personnel	3. To ensure proper identification and traceability, Archives Personnel shall maintain a record of all received footages from MPD and ENG'G personnel. The following details shall be recorded: <ul style="list-style-type: none"> • Status • Key Personnel • Verified by • Category • Event Date • Event Title • Source • Serial Number (if applicable) • MPD/Engineering Personnel
END		



PRESIDENTIAL BROADCAST STAFF-RTVM

RESEARCH AND ARCHIVES DIVISION WORK PROCEDURES MANUAL

Footage Turnover

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RTVM-RAD-WP-01

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5.0 References

ISO 9001:2015 Clause 8.5 Production and Service Provision


6.0 Attachments and Forms

6.1 RTVM-RAD-WP-01-F1

Materials Monitoring Worksheet

6.2 RTVM-RAD-WP-01-F2

Materials Receive/Return Logbook

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	RESEARCH AND ARCHIVES DIVISION		RTVM-RAD-WP-02	
	WORK PROCEDURES MANUAL		Effectivity date:	
Video Ingestion		Revision No.:		Page No.:
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1.0 Objective

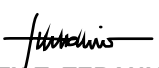
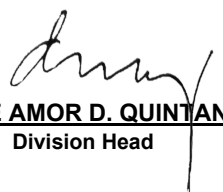

The objective of this procedure is to provide guidelines on the proper ingesting of footages turned over by MPD and/or Engineering personnel.

2.0 Scope

This procedure covers all videos for presidential and non-presidential events turned over by MPD and/or Engineering 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. | Adobe Premiere Pro | - Timeline-based video editing software application |
| 3.3. | Ingestion | - Process of obtaining and importing data for immediate use or storage in a database |
| 3.4. | Video Rendering | - Process by which a computer processes information from a coded data source and uses that information to produce and display an image |

Prepared by:  RUTH T. TERANIA Archives Section Chief	Reviewed by:  DULCE AMOR D. QUINTANA Division Head	Approved by:  ASEC. DENNIS WILFRED P. PABALAN Acting Executive Director
Date: November 15, 2021	Date: November 15, 2021	Date: November 15, 2021

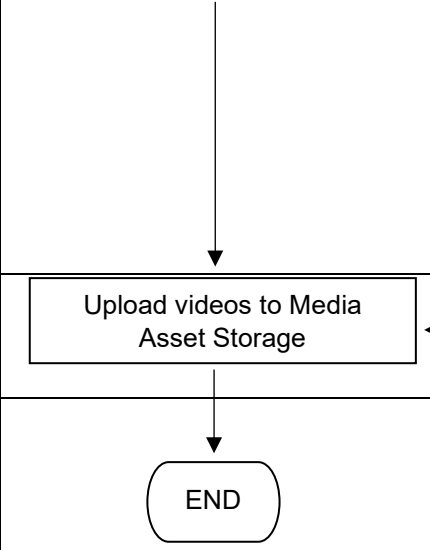


Video Ingestion

4.0 Policies and Flowchart

ACTIVITY	REPSONSIBILITY	PROCEDURE DETAILS
<p>START</p> <p>↓</p> <p>Copy videos received to Desktop Computer</p> <p>↓</p>		
<p>Import videos</p> <p>↓</p> <p>Render videos</p> <p>↓</p>	Archives Personnel	<ol style="list-style-type: none"> Videos shall be ingested by copying the files to the desktop computer. This shall take within three working hours, depending on the length of the footage. Temporary Folder shall be created and the video file shall be saved using a temporary filename which shall include the following details: <ul style="list-style-type: none"> Date Title MPD / Engineering personnel Memory Card Serial # or other source
<p>↓</p> <p>Videos with discrepancies</p> <p>Yes</p> <p>No</p> <p>↓</p>	Archives Personnel	<ol style="list-style-type: none"> After ingesting the files, Archives Personnel shall import the videos to the FCP/Adobe Premiere Pro software. Archives Personnel shall render the videos. They shall check the proper sequencing of the media, including the audio level and video format.
<p>↓</p> <p>Resolve problems</p> <p>↓</p>		<ol style="list-style-type: none"> The ingested files with no discrepancies shall be encoded and converted to MP4 format.

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			RTVM-RAD-WP-02	
	RESEARCH AND ARCHIVES DIVISION		Effectivity date:	
	WORK PROCEDURES MANUAL		November 17, 2021	
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		6. Videos with discrepancies will be logged in the Nonconforming Videos Report. Inform concerned MPD/Engineering personnel of the discrepancy. 7. Update RTVM-RAD-WP-01-F1 Materials Monitoring Worksheet.
	Archives Personnel	8. For more details, refer to RTVM-RAD-WP-03 Video Archiving Procedure.

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 | Materials Monitoring Worksheet Rev. 2 |



PRESIDENTIAL BROADCAST STAFF-RTVM

Document code:
RTVM-RAD-WP-03

RESEARCH AND ARCHIVES DIVISION WORK PROCEDURES MANUAL

Effectivity date:
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Video Archiving

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1.0 Objective


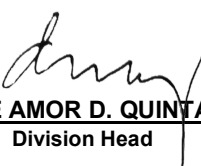
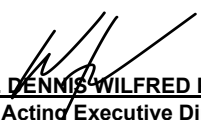
The objective of this procedure is to ensure the timely and systematic archiving of videos being stored in the Media Asset Storage of RTVM.

2.0 Scope

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

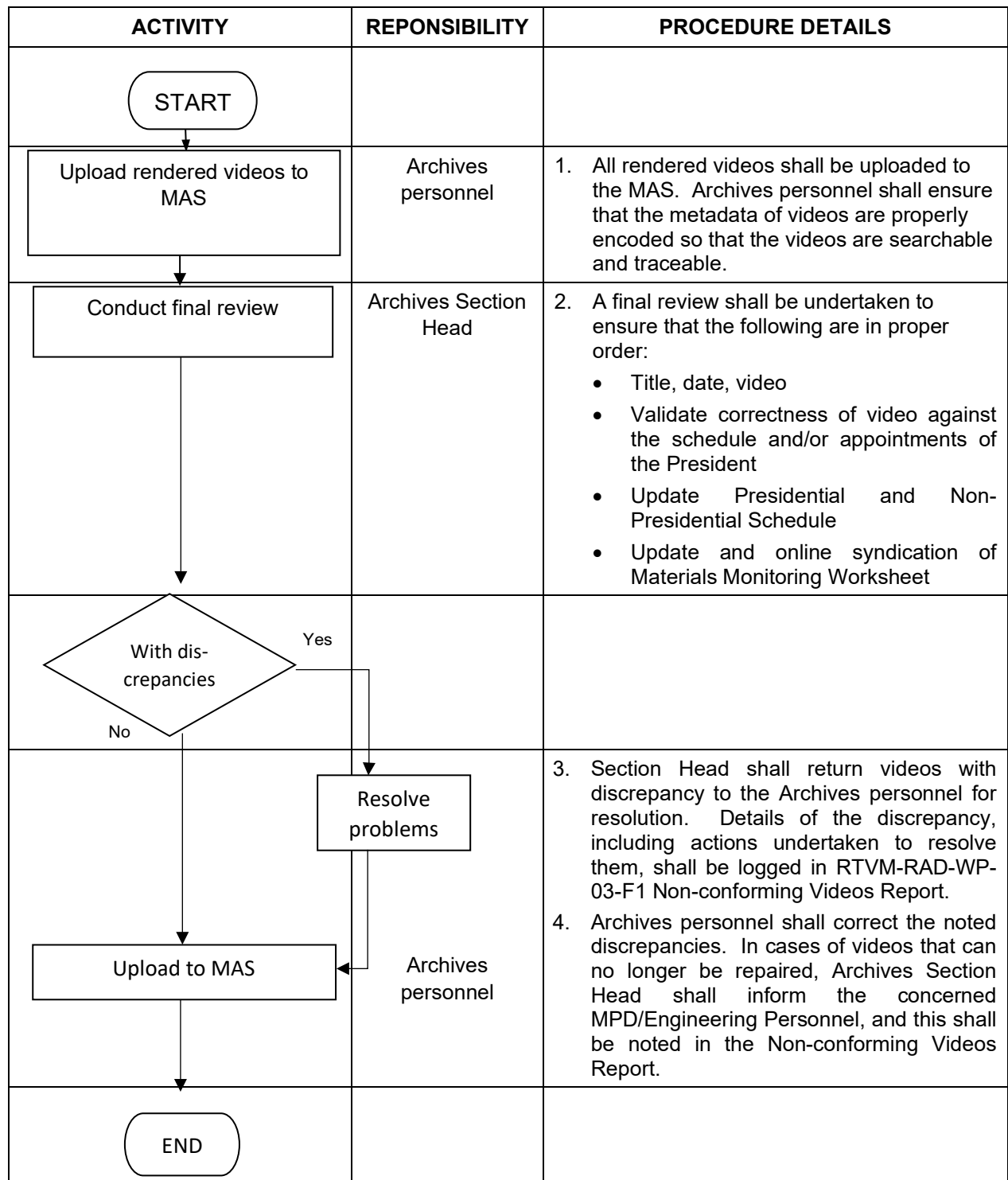
3.0 Definition of Terms


- 3.1 Media Asset Storage (MAS) - 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)

Prepared by:  RUTH T. TERANIA Archives Section Chief	Reviewed by:  DULCE AMOR D. QUINTANA Division Head	Approved by:  ASEC. DENNIS WILFRED P. PABALAN Acting Executive Director
Date: October 21, 2021	Date: October 21, 2021	Date: October 21, 2021



4.0 Policies and Flowchart




	PRESIDENTIAL BROADCAST STAFF-RTVM		Document code: RTVM-RAD-WP-03	
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	Video Archiving		Revision No.: 1	Page No.: 3 of 3

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 Non-conforming Videos Report Materials
- 6.2 RTVM-RAD-WP-01-F1 Monitoring Worksheet Rev 2.

	PRESIDENTIAL BROADCAST STAFF-RTVM		Document code: RTVM-RAD-WP-04	
	RESEARCH AND ARCHIVES DIVISION WORK PROCEDURES MANUAL		Effectivity date: November 16, 2021	
	Video Requests		Revision No.: 4	Page No.: 1 of 3

1.0 Objective


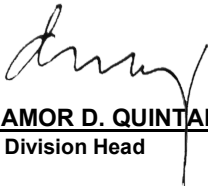

The objective of this procedure is to provide guidelines to respond to video requests from customers and stakeholders in a timely and systematic manner.

2.0 Scope

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

3.0 Definition of Terms

- | | |
|------------------------------------|--|
| 3.1. Portable Storage Device (PSD) | - A small hard drive designed to hold any kind of digital data. |
| 3.2. Google Drive file storage | - A cloud-based storage solution that allows you to save files online and access them anywhere |


Prepared by:  RUTH T. TERANIA Archives Section Chief	Reviewed by:  DULCE AMOR D. QUINTANA Division Head	Approved by:  ASEC. DENNIS WILFRED P. PABALAN Acting Executive Director
Date: November 12, 2021	Date: November 16, 2021	Date: November 16, 2021



Video Requests

4.0 Policies and Flowchart

ACTIVITY	REPONSIBILITY	PROCEDURE DETAILS
<p>START</p> <p>↓</p> <p>Receive Request</p> <p>↓</p>		
<p>Approved request by the Executive Director</p> <p>↓</p> <p>Approved</p> <p>Yes</p> <p>↓</p>	Executive Office Staff or Archives Section	<ol style="list-style-type: none"> For online request, client will email a letter of request addressed to the Executive Director and forward approved request to Archives Section; For walk-in requesting party or clients with a prepared letter of request, the Executive Office Staff will have it approved by the Executive Director; Walk-in requesting party without a letter of request have to fill out RTVM-RAD-WP-04-F1 Video Request Form and will be forwarded to the Executive Office for approval;
<p>↓</p> <p>Inform client</p> <p>↓</p>	Executive Office Staff	<ol style="list-style-type: none"> Executive Office Staff will forward approved request to Archives Section;
<p>↓</p> <p>Determine preferred manner of receipt</p> <p>↓</p>	Archives Section Head	<ol style="list-style-type: none"> Record the approved request in RTVM-RAD-WP-04-F2 Video Request Worksheet
		<ol style="list-style-type: none"> For disapproved request or videos not available, a Reply Letter will be sent to requesting party.
	Archives personnel	<ol style="list-style-type: none"> For approved request, the client shall be contacted on the preferred manner of receipt of the video/s requested. For online access, a letter of 'Permission to Use' will be sent to the client; Clients requesting for a copy of the video are required to provide portable storage device, maybe shared through Google Drive file storage and/or maybe sent through email;

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<div>Acknowledge receipt of video</div> <div>↓</div>	Archives Personnel/Client	<div>10. Upon release of video/s, clients shall acknowledge receipt through RTVM-RAD-WP-04-F2 Video Request Worksheet</div> <div>11. Archives personnel shall update accomplished video request in the online Video Request Worksheet RTVM-RAD-WP-04-F2</div> <div>12. A Video Request Monthly Summary Report will be accomplished in the RTVM-RAD-WP-04-F3 Form</div> <div>13. A Customer-Client Satisfaction Survey Form RTMV-QMS-SP-F6-01 shall be given to the client upon turnover of the video.</div>
<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 Rev.1 |
| 6.2 RTVM-RAD-WP-04–F2 | Video Request Worksheet Rev. 3 |
| 6.3 RTVM-RAD-WP-04-F3 | Video Request Monthly Summary Report |
| 6.4 RTMV-QMS-SP-F6-01 | Customer-Client Satisfaction Survey Form |

**PRESIDENTIAL BROADCAST STAFF-RTVM****Document code:**
RTVM-AFD-WP-02**ADMIN AND FINANCE DIVISION
WORK PROCEDURE****Effectivity date:**
March 1, 2022**Financial Management****Revision No.:**
1
Page No.:
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To deliver an approved budget to the agency and ensures the transparent and accountable allocation and use of funds in accordance to existing rules and regulations.

1.2 SCOPE:

It applies to preparation of a well-planned and realistic budget of the agency and proper allocation of funds.

1.3 DEFINITION OF TERMS:**1.3.1 Annual Procurement Plan (APP)**

- yearly forecast of expected procurements in government agencies and seek to provide suppliers with advance notice of possible government contract opportunities.

1.3.2 Approved Budget for the Contract (ABC)

- The budget for the contract duly approved by the head of the procuring entity, as provided for in the General Appropriations Act (GAA) and/or continuing appropriations, in the case of national government agencies (NGAs)

1.3.3 Budget and Financial Accountability Reports (BFARs)




- Prepared by all agencies in reporting the appropriations, the allotments received the obligations, the disbursements made and balances for the reporting period.

1.3.4 External Hard Drive

- a hardware device that is capable of storing a very large amount of data due to its vast memory capacity

1.3.5 Financial Management

- refers to the efficient and effective management of funds in such a manner as to accomplish the objectives of the AGENCY.

Prepared by:  CZARINA M. DE LEON Accounting Chief	Reviewed by:  ANGELINA D. MONDOÑEDO Division Head	Approved by:  ASEC DENNIS WILFRED P. PABALAN Acting Executive Director
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1.3.6 General Appropriations Act (GAA)

– 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.

1.3.7 National Expenditure Program (NEP)

– presents the proposed budget allocation by agency, and spells out the General and Special Provisions¹ or the rules that shall apply in the implementation of the Appropriations Law.

1.3.8 Project Procurement Management Plan (PPMP)

– serves as a guide document in the procurement and contract implementation process, as well as a vital reference in procurement monitoring.

1.3.9 Obligation Request and Status (ORS)

– This form shall be used by the Requesting/ Originating Offices in the utilization of their approved budget allocations for off budgetary and custodial funds

1.4 Reference/s

- 1.4.1 General Appropriations Act (GAA)
- 1.4.2 Republic Act 9184 (RA 9184)
- 1.4.3 Government Accounting Manual (GAM)
- 1.4.4 National Government Agencies System (NGAS)
- 1.4.5 Commission on Audit (COA) Guidelines
- 1.4.6 Department of Budget Management (DBM) Guidelines

1.5 Procedure Details

ACTIVITY	RESPONSIBLE PERSONS	DETAILS	REFERENCES/FORMS
<div>START</div> <div>↓</div>			



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<p>Planning/ Preparation of the Annual Budget.</p> <p>(Personnel Services - PS, Maintenance and Other Operating Expenses – MOOE, and Capital Outlay – CO)</p> 	<p>Head of the Agency</p> <p>Head of Admin & Finance Division</p> <p>Planning/Budget</p> <p>End-User Representatives</p>	<p>Evaluate and Approve Project Procurement and Management Plan (PPMP) from End-Users. Consolidate PPMP to form an Annual Procurement Plan (APP)</p> <p>Attend Budget Forum (Budget Call)</p> <p>Fill out Budget Proposal Forms (BP) as indicated in the Budget Call. Computes schedules/ justifications (PS, MOOE, CO).</p> <p>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.</p> <p>Attends Technical Budget Hearing at DBM</p> <p>Confirmation/Approval of National Expenditure Program (NEP)</p>	<p>Project Procurement Management Plan (PPMP)</p> <p>Annual Procurement Plan</p> <p>Budget Proposal (Budget Proposal Forms)</p> <p>National Expenditure Program (NEP)</p>
<p>Budget Legislation</p> 	<p>Head of the Agency</p> <p>Head of Administrative and Finance Division</p> <p>Chief Accountant</p> <p>Planning/Budget Officer</p>	<p>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.</p> <p>Attend Technical Budget Hearing at Senate/Congress</p> <p>Approved General Appropriations Act (GAA) which serves as a releasing budget document for the release of funds</p>	<p>Budget Briefing Folio</p> <p>General Appropriations Act (GAA)</p>



PRESIDENTIAL BROADCAST STAFF-RTVM

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<div data-bbox="188 443 434 676" data-label="Text"> <p>Budget Execution/ Utilization of Funds</p> </div> <div data-bbox="268 712 338 1008" data-label="Image"> </div> <div data-bbox="274 1223 344 1944" data-label="Image"> </div>	<p>Budget Officer and Staff</p>	<p>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.</p> <p>Preparation of Obligation Request and Status (ORS) - 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. - Retain original copy, records the same in the Registry of Allotment and Obligation</p> <p>- Forwards documents to:</p> <ol style="list-style-type: none"> Property & Procurement - Purchase Order/ Job Order/Contracts Accounting – Personnel Services, Fixed Expenses and Travelling Expenses <p>Posting of Allotments and Obligation on designated registries (PS, MOOE, CO)</p> <p>Preparation/Review/Approval of Financial Accountability Reports (FARS) Budget Staff send downloaded online copy through viber and electronic mails for</p>	<p>General Appropriations Act (GAA)</p> <p>Annual Procurement Plan (APP)</p> <p>Obligation Request and Status (ORS)</p> <p>Logbook (ABC, ORS)</p> <p>Registry of Allotments and Obligations (RAOPS, RAOMO, RAOCO)</p> <p>Financial Accountability Reports (FARS)</p>
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<div>END</div>		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	
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2.0 Accounting Procedures

2.1 Objective

To provide standard procedures in proper utilization/disbursements of funds and in preparation of accurate and timely financial report that is in conformity with the Generally Accepted Accounting Manual and maintain a system of accounting and reporting that provides for the necessary internal controls to ensure that transactions are properly authorized and recorded.

2.2 Scope

It applies to proper utilization of funds and recording of accounting transactions.

2.3 Definition of Terms

- | | |
|--|--|
| 2.3.1 External Hard Drive | - a hardware device that is capable of storing a very large amount of data due to its vast memory capacity |
| 2.3.2 Financial Management | - refers to the efficient and effective management of funds in such a manner as to accomplish the objectives of the AGENCY. |
| 2.3.3 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. |
| 2.3.4 Financial statements | - are a structured representation of the financial position and financial performance of an entity. |
| 2.3.5 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. |
| 2.3.6 Disbursement Voucher | - a form used to pay an obligation to employees/individuals/agencies/creditors for goods purchased or services rendered. |
| 2.3.7 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. |
| 2.3.8 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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2.4 Reference/s

- 2.4.1 General Appropriations Act (GAA)
- 2.4.2 Republic Act 9184 (RA 9184)
- 2.4.3 Government Accounting Manual (GAM)
- 2.4.4 National Government Agencies System (NGAS)
- 2.4.5 Commission on Audit (COA) Guidelines
- 2.4.6 Department of Budget Management (DBM) Guidelines

2.5 Procedure Details

ACTIVITY	RESPONSIBLE PERSONS	DETAILS	REFERENCES/FORMS
<div>Start</div> <div>↓</div>			
<div>Preparation of Disbursement Vouchers</div> <div>↓</div>	<p>Accounting Staff</p> <p>Accounting Staff</p> <p>Accounting Staff</p> <p>Chief Accountant</p>	<p>Receives and checks completeness of documents 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>Prepares the DV in accordance with the instruction on the preparation of DV to initiate the payment of claims.</p> <p>Assigns DV number and records in the logbook the DV number and date, payee and amount</p> <p>Reviews and signs the DV and supporting documents. Signs in Box C of DV and ORS. (Approval by inserting Electronic Signature send through viber and electronic</p>	<p>List of documents</p> <p>Index of payment to suppliers</p> <p>Disbursement Vouchers</p> <p>Logbook</p> <p>Disbursement Vouchers</p>



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	Accounting Staff	mails while in Work from Home arrangement)	
	Executive Director	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 Office Staff	Reviews DV and signs in Box D "Approved for Payment" portion.	
		Forward the approved documents to the Accounting staff	

<div>Preparation of Checks/ADA</div>	Accounting staff	Receives Copies 1-3 of approved DV, Copy 3 of ORS and originals of supporting documents from Executive Office	Disbursement Vouchers
		Verifies completeness of signatories on the DV. Prepares checks/ ADA	
	Accounting staff	Reviews the amount of checks/ ADA against the DV.	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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<div>Releasing of payments to Supplier</div>	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	

<div>Preparation of Report of Check/ADA Issued</div>	Accounting Staff	Prepares Report of Check/ADA Issued in 3 copies and initials in "Certification" portion of the RCI	Report of check issued
	Cashier	Review the prepared Report of Check/ADA and signs 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	
<div>Preparation of JEV</div>	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
	Accounting Staff		



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	Chief Accountant	<p>Prepares JEV in two copies and signs in the "Prepared by" portion</p> <p>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)</p>	
<p>Recording in the Check/ADA Disbursement Journal</p>	<p>Accounting Staff</p> <p>Accounting Staff</p> <p>Accounting Staff</p>	<p>Records the JEV in the CKDJ/ADADJ</p> <p>Forwards copy of JEV, RCI and DV, Checks, ORS and supporting documents for submission to COA for audit</p> <p>Records in the logbook the date of submission of above reports (and filing of transmittal letter received by the resident auditor)</p>	<p>Check Disbursement Journal /ADA Disbursement Journal Journal Entry Voucher Report of Check Issued</p>
<p>Preparation of Financial Reports</p>	<p>Accounting Staff</p> <p>Accounting Staff</p> <p>Chief Accountant</p>	<p>Records expenses, refunds and liquidations in subsidiary ledger</p> <p>Consolidates balances recorded in subsidiary ledger to General Ledger</p> <p>Prepares financial Reports: a.) Trial Balance b.) Balance Sheet c.) Income Statement d.) Cash Flow e.) Changes in Equity</p>	<p>Check/ADA Disbursement Journal</p> <p>Cash Disbursement Journal Subsidiary Ledger General Ledger</p>



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		f.) Notes t FS g.) Budget and Financial Accountability Reports.	Schedules Annual/Monthly Financial Reports
END			

3 Cashiering Procedure

3.1 Objective

To provide standard procedures in proper utilization/disbursements of funds and cash receipts.

3.2 Scope

It applies to proper utilization of funds, timely liquidation and reporting of disbursements.

3.3 Definition of Terms

- | | |
|---|--|
| 3.3.1 External Hard Drive | - a hardware device that is capable of storing a very large amount of data due to its vast memory capacity |
| 3.3.2 Financial Management | - refers to the efficient and effective management of funds in such a manner as to accomplish the objectives of the AGENCY. |
| 3.3.3 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. |
| 3.3.4 Cash | - comprises of cash on hand and cash in bank (held under current and savings account) and treasury account |
| 3.3.5 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. |
| 3.3.6 Disbursement Voucher | - a form used to pay an obligation to employees/individuals/agencies/creditors for goods purchased or services rendered. |
| 3.3.7 Report of Checks Issued and Cancelled | - 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. |
| 3.3.8 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. |

3.4 Reference/s

- 3.4.1 General Appropriations Act (GAA)
- 3.4.2 Republic Act 9184 (RA 9184)
- 3.4.3 Government Accounting Manual (GAM)
- 3.4.4 National Government Agencies System (NGAS)
- 3.4.5 Commission on Audit (COA) Guidelines
- 3.4.6 Department of Budget Management (DBM) Guidelines



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3.5 Procedure Details

ACTIVITY	RESPONSIBLE PERSONS	DETAILS	REFERENCES/FOR MS
<div>Start</div> <div>↓</div>			

<div>Approval of Checks/ADA</div> <div>↓</div>	Cashier	Receives copies 1-5 of approved LDDAP-ADA Copies 1-4 of DVs and SDs. Records the date of receipt of LDDAP-ADA covering DV numbers, payees, particulars and amounts	Advice of Check Issued
<div>Releasing of payments to Supplier</div> <div>↓</div>	<p>Cashier</p> <p>Cashier</p> <p>Cashier</p>	<p>Receives Official receipt from the supplier</p> <p>Release Checks and copy of withholding tax certificate to Supplier</p> <p>Acknowledges the Disbursement Voucher and payment by the payee</p>	Logbook/files

<div>Preparation of Report of Check/ADA Issued</div>	Cashier	Review the prepared Report of Check/ADA and signs in "Certification" portion of RCI	Report of check issued
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	Cashier	Forward original copy of RCI together with checks, DVs copy of ORS and supporting documents to Accounting Unit for JEV preparation	Logbook and Files
	Cashier	Retain the third copy of Report of Check Issued for Filing	
<div>Verification of LDDAP and DV</div>	Cashier	Verifies completeness of signatures on LDDAP-ADA and DVs Reviews amount on LDDAP-ADA vs. DV and SD and signs ADA	LDDAP-ADA DV
<div>Record SLIAE</div>	Cashier	Received copies 1-4 of SLIAE and copies of LDDAP-ADA issued.	
<div>Monitor return of documents</div>	Cashier	Monitors return and completeness of submission of the duly validated LDDAP-ADA from the MDS-GSB and receipt of the OR or other proof of receipt of payments	
<div>Initial in RADAI</div>	Cashier	Initials in the RADAI	
<div>Certification</div>	Cashier	Reviews RADAI and signs Certification	
<div>END</div>			



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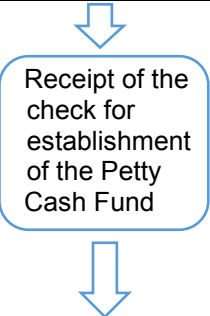

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3.5 Petty Cash and Advances

ACTIVITY	RESPONSIBLE PERSON	DETAILS	REFERENCES/FORMS
START			
	Cashier	<p>Receives check for the establishment of the petty cash fund</p> <p>Encash check in GSB and keeps the cash in safety vault</p>	<p>Petty Cash Voucher</p> <p>Petty Cash Replenishment Report</p>
	<p>Cashier</p> <p>Immediate Supervisor</p> <p>Requesting Personnel</p> <p>Petty Cash Custodian</p> <p>Petty Cash Custodian</p> <p>Requesting Personnel</p> <p>Petty Cash Custodian</p> <p>Petty Cash Custodian</p>	<p>Accomplishes the request portion of the Petty Cash Voucher</p> <p>Signs the Approved By of the PCV and returns to the requesting Personnel</p> <p>Submits to the Petty Cash Custodian for the release of funds</p> <p>Received the accomplished PCV</p> <p>Payment of requested amount and signs PAID BY portion of the PCV</p> <p>Receives the amount and signs in the RECEIVED BY portion of the PCV</p> <p>Issues copy 2 of the PCV to Requesting Personnel</p> <p>Retrieves CDR from the file and records paid PCV. Fills up the date, reference, name</p>	



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	Petty Cash Custodian	of payee, nature of payment amount in the credit column and cash advance balance	
	Petty Cash Custodian	Files the original PCV awaiting liquidation.	
<div>Liquidation of Petty Cash Advances</div>	Petty Cash Custodian	Receives from the requesting personnel copy of 2 PCVs together with the supporting documents	
	Petty Cash Custodian	Checks and reviews the 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 documents to the requesting personnel for completion of the needed supporting documents. If incomplete, retrieves the original of PCV from the file and fills up Box D "liquidation submitted" portion of the original and copy of 2 of PCVs checks the appropriate boxes "Received Refund of Reimbursement Paid portion and signs Box C of the PCV.	
	Petty Cash Custodian	Checks and fills up the appropriate boxes for the liquidation submitted and reimbursement paid upon submission of necessary supporting documents and receipt or reimbursement of cash if any and signs the PCV	
	Petty Cash Custodian	Returns Copy 2 of the PCV to the Requesting Personnel Files the original of PCV together with the supporting documents awaiting	



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		replenishment if amount granted is equal to the amount paid in the liquidation of PCV. If not record the necessary adjustments based liquidated PCV.	
<div>Replenishment of Petty Cash Fund</div> <div>↓</div>	Petty Cash Custodian Petty Cash Custodian	Retrieves from the files the original PCV together with the supporting documents. Checks the completeness of all PCVs for the replenishment Prepares the Petty Cash replenishment report (PCRR) in two copies based on PCVs in numerical sequence and fills up the ff. columns – date, PCV no. particulars and amount. Signs the Certified Correct By: portion of the PCRR	
END			

4. Cash Advance Procedure (Foreign Travel)

ACTIVITY	RESPONSIBLE PERSON	DETAILS	REFERENCES/FORMS
START			
<div>↓</div> <div>Submission of Budget estimate based on pre-approved CAS to Executive Director</div> <div>↓</div>	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 	



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		with the signature of the Project Officer/ Team Leader	
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	
Received of the pre-approved Budget Estimates by Budget Section ↓	Budget Officer Budget Staff/Acctg Staff Budget Staff	<ul style="list-style-type: none"> The budget Officer review the approved budget estimates and compare to the historical cost of 3 years preceding the foreign travel If the budget estimates is approximately the same with the last 3 years actual travel expenses, then an office order to draw the cash advance is prepared Prepares Obligation Request and Status in 2 copies Signed the prepared Obligation Request and Status by the Immediate Supervisor and Budget Officer Records in the log-book However, If the budget estimates is far from the historical cost (last 3 years actual travel expenses) the same will be return to the team leader/project officer for revision/ justification. 	
Please refer to the first step of accounting procedure	Accounting Staff/ Chief Accountant/Executive Director	<ul style="list-style-type: none"> Preparation of Disbursement Voucher 	<ul style="list-style-type: none"> Disbursement Vouchers Index of payment to suppliers Logbook



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 Please refer to cashiering procedure	Cashier/Accounting Staff	<ul style="list-style-type: none"> • Preparation of Check/ ADA • Releasing of payments/ Checks to Payee 	<ul style="list-style-type: none"> • Advice of Check Issued • Logbook and Files
 Liquidation of cash advance 	Project Officer/team Leader	Submit all the liquidation paper/documents to accounting for recording in the books of accounts within 60 days from the day of return in the Philippines subject to COA rules and regulation (EO 248/298)	Liquidation report
END			

5.0 Attachments and Forms

- 5.1 Approved Budget for the Contract
- 5.2 Annual Procurement Plan
- 5.3 Financial Accountability Report (1, 1-1 and 1-B)
- 5.4 Obligation Request and Status
- 5.4 Registries of Allotment and Obligation (Capital Outlay, Maintenance and Other Operating Expenses, and Personal Services)
- 5.5 Advice of Check Issued and Cancelled
- 5.6 Cash Disbursement Journal
- 5.7 Check Disbursement Journal
- 5.8 Disbursement Voucher
- 5.9 General Ledger
- 5.10 Index of Payment
- 5.11 Journal Entry Voucher
- 5.12 Reports of Check Issued
- 5.13 Subsidiary Ledger
- 5.14 Certification of Expense
- 5.15 Meal Request Form
- 5.16 Petty Cash Replenishment Report
- 5.17 Petty Cash Voucher

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**PRESIDENTIAL BROADCAST STAFF-RTVM****Document code:**
RTVM-AFD-WP-02**ADMIN AND FINANCE DIVISION
WORK PROCEDURE****Effectivity date:**
October 21, 2021**RECRUITMENT****Revision No.:** 2
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



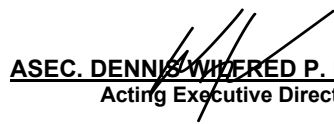
- shall include clerical, trades, crafts and custodial service positions which involve sub-professional work in a non-supervisory or supervisory capacity requiring less than four years of college studies

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:  DAMIEL N. P. FLORES Admin Officer V, Personnel Section	Reviewed by:  LERINA B. BRAGA Division Head	Approved by:  ASEC. DENNIS WILFRED P. PABALAN Acting Executive Director
Date: October 21, 2021	Date: October 21, 2021	Date: October 21, 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



5.0 Procedure Details

ACTIVITY	RESPONSIBILITY	DETAILS	REFERENCES/FORMS
START			
<div> <div>List of Vacant Positions for Publication approved by the ED</div> </div>	<ul style="list-style-type: none"> Division Heads Personnel Officer 	List of vacancies to be submitted to and approved by the Executive Director before publication.	Manpower request form
<div> <div>Publication of Vacant Positions</div> </div>	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
<div> <div>Identification of Candidates for Recruitment and Promotion</div> </div>	<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
<div> <div>Pre-employment examinations</div> </div>	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
<div> <div>Scheduling of Panel Interview</div> </div>	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 notice of appointment or promotion of an employee in three (3) conspicuous places in the agency a day after the issuance of appointment. Candidates not selected for the position to be notified through a denial letter to be sent within 3 working days from the conclusion of process and selection of Appointing Authority. 	<ul style="list-style-type: none"> Notice of Appointment Denial Letter
<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-F1.A | - | Summary of Scores |
| 6.3 | RTVM-AFD-WP-02-F2 | - | RTVM Checklist of Qualification Standards |
| 6.4 | RTVM-AFD-WP-02-F3 | - | Manpower Request Form |
| 6.5 | RTVM-AFD-WP-02-F4 | - | Test Report |
| 6.6 | RTVM-AFD-WP-02-F5 | - | Monitoring of New Hired and Promoted Employees |
| 6.7 | RTVM-AFD-WP-02-F6 | - | Notice of Appointment |
| 6.8 | RTVM-AFD-WP-02-F7 | - | Denial Letter |
| 6.9 | CS Form No. 9, s. 2018 | - | Request for Publication of Vacant Position |

**PRESIDENTIAL BROADCAST STAFF-RTVM****Document code:****RTVM-AFD-WP-03****ADMINISTRATIVE AND FINANCE DIVISION
WORK PROCEDURE****Effectivity date:****December 3, 2021****Learning and Development Training****Revision No.:****3****Page No.:****1 of 3****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 all RTVM employees will be sent to at least 1 training intervention annually.

2.0 Scope


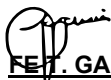

This procedure provides the cost limitations, scheduling, and post procedure after the participant's attendance to the provided Learning and Development Plan.

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:  FET. GARCIA OIC, Admin and Finance Division	Approved by:  ASEC. DENNIS WILFRED P. PABALAN Acting Executive Director
Date: December 3, 2021	Date: December 3, 2021	Date: December 3, 2021



PRESIDENTIAL BROADCAST STAFF-RTVM

Document code:

RTVM-AFD-WP-03

ADMINISTRATIVE AND FINANCE DIVISION WORK PROCEDURE

Effectivity date:

December 3, 2021

Learning and Development Training

Revision No.:

3

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2 of 3

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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PRESIDENTIAL BROADCAST STAFF-RTVM

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RTVM-AFD-WP-03

ADMINISTRATIVE AND FINANCE DIVISION WORK PROCEDURE

Effectivity date:

December 3, 2021

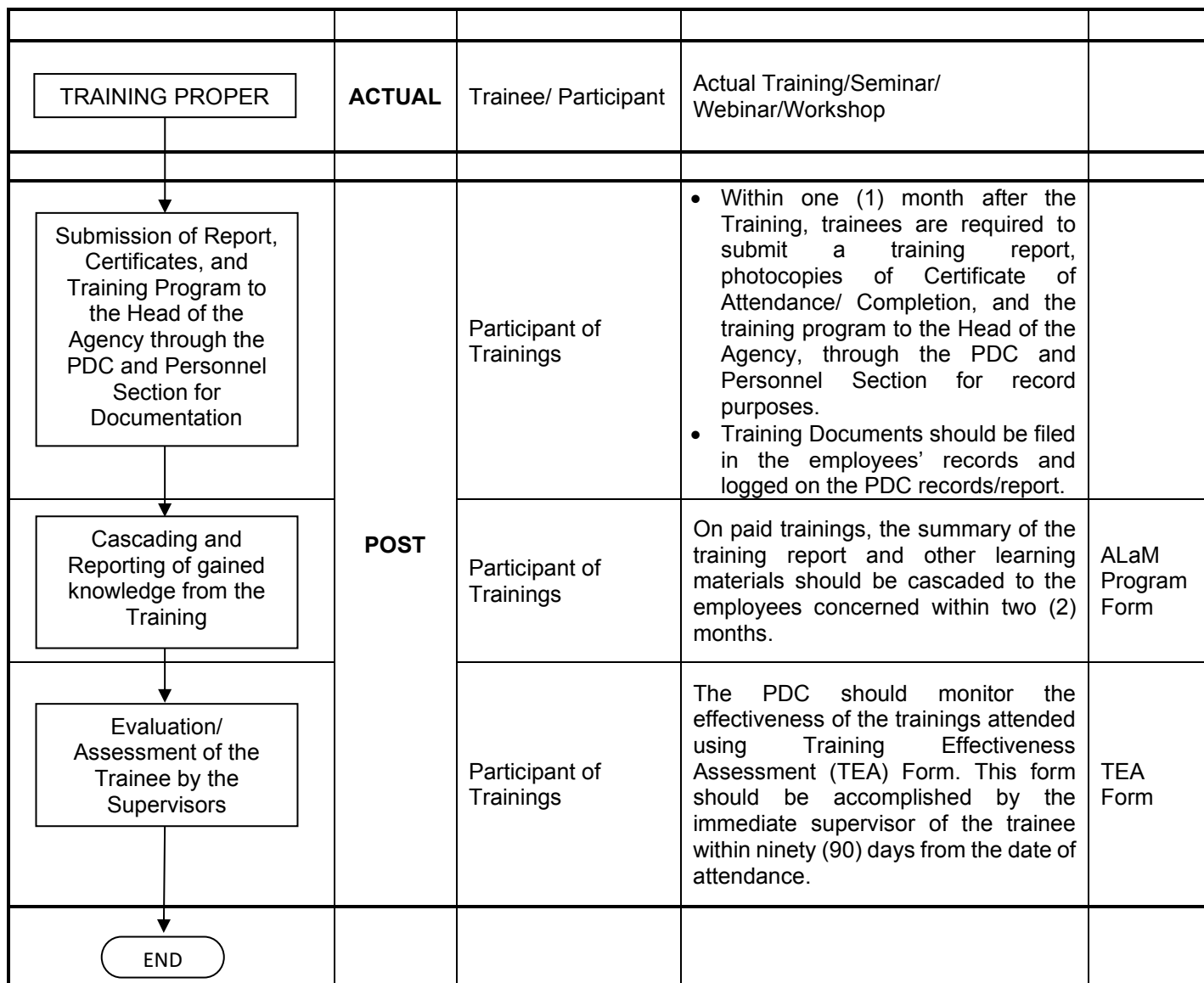
Learning and Development Training

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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 |

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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.: **0** Page No.: **1 of 4**

1.0 Objective

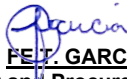


The objective of this procedure is to provide for the workflow in the procurement of goods at PBS-RTVM in compliance with the provisions of the Revised Implementing Rules and Regulations of Republic ACT 9184.

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



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.: 0
Page No.: 2 of 4

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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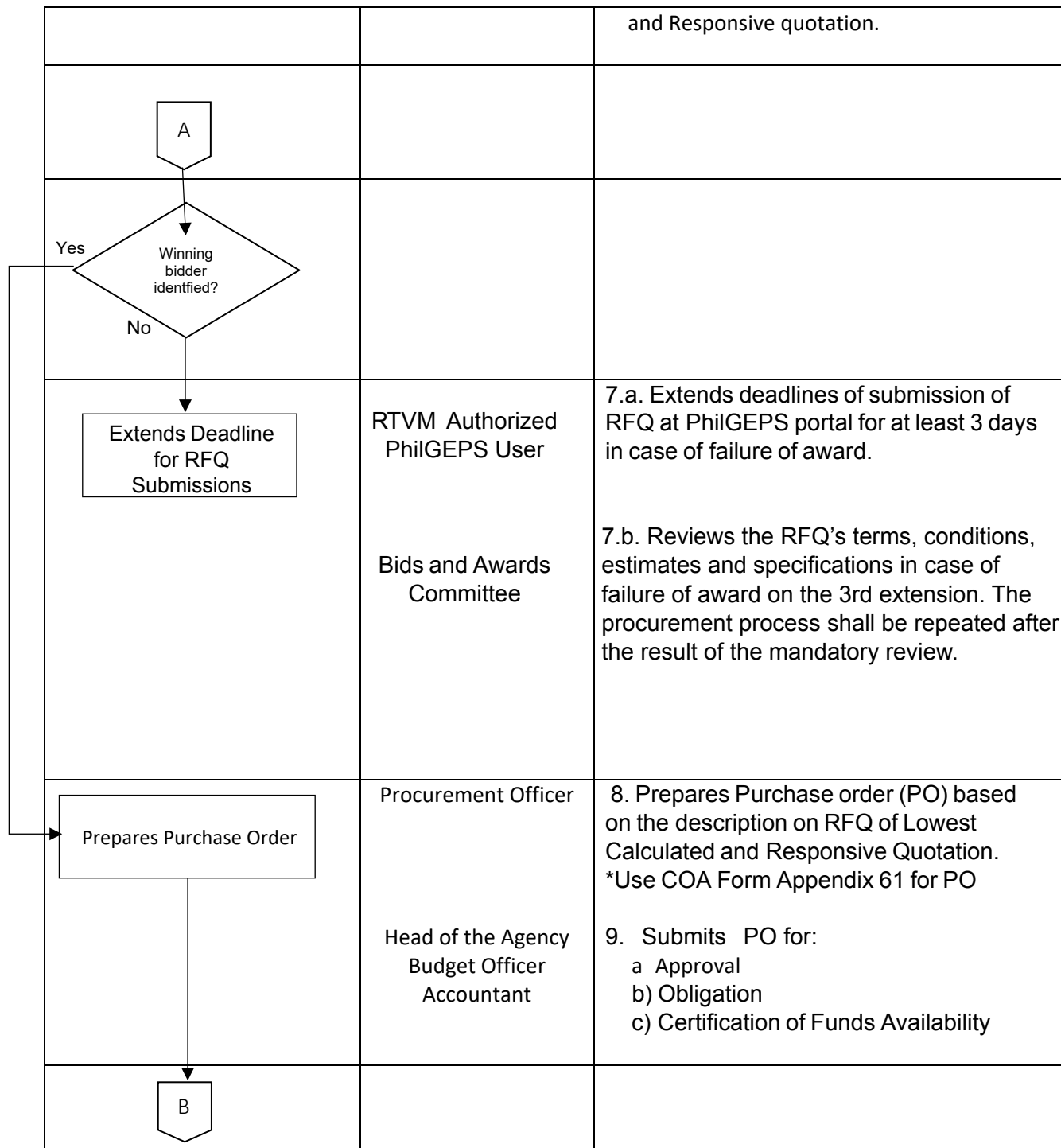
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ADMIN AND FINANCE DIVISION WORK PROCEDURE

Effectivity date:
September 1, 2020

Procurement (50K above)

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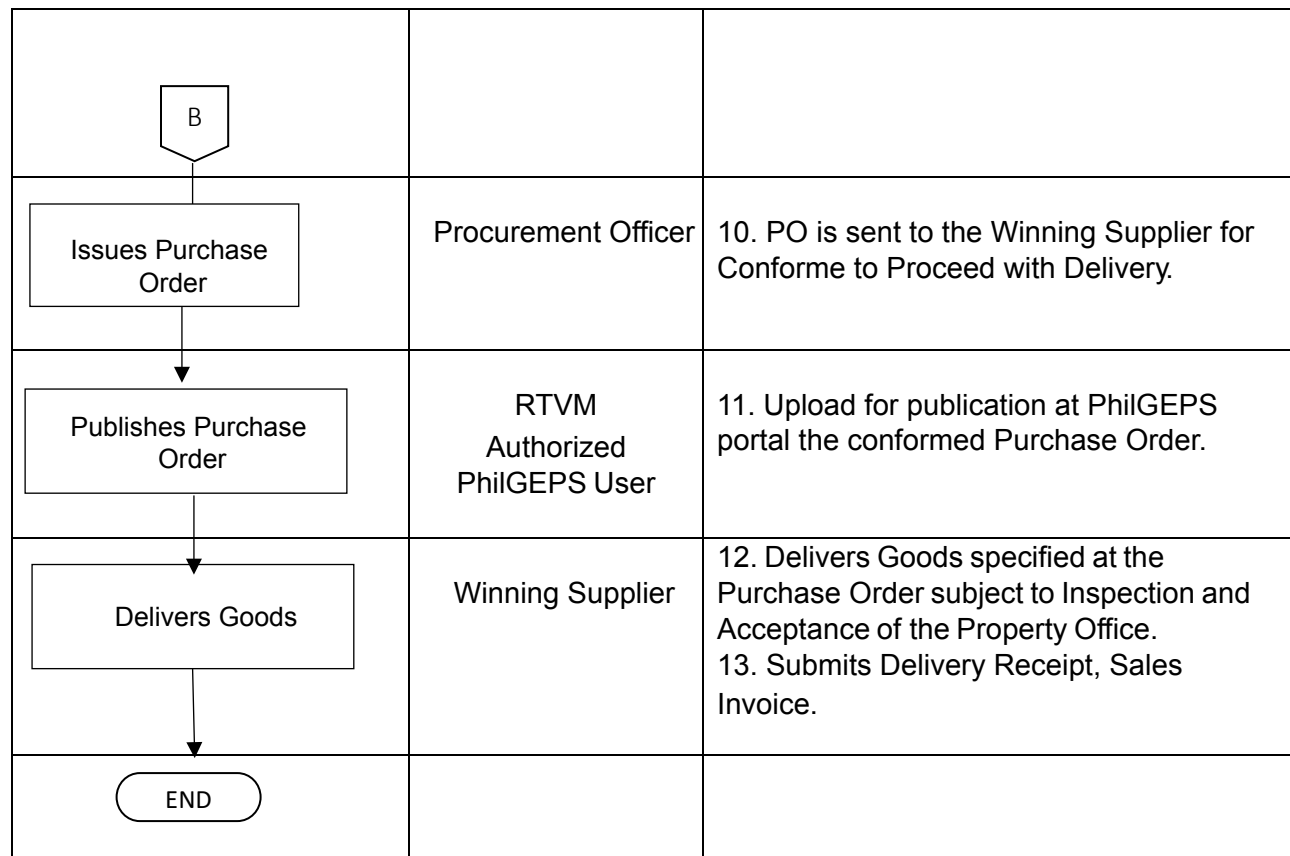
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ADMIN AND FINANCE DIVISION WORK PROCEDURE

Effectivity date:
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Procurement (50K above)

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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



PRESIDENTIAL BROADCAST STAFF-RTVM

Document code:
RTVM-AFD-WP-05

ADMIN AND FINANCE DIVISION WORK PROCEDURE

Effectivity date:
September 1, 2020

Procurement through Public Bidding

Revision No.: 0
Page No.: 1 of 6

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



PRESIDENTIAL BROADCAST STAFF-RTVM

Document code:
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ADMIN AND FINANCE DIVISION WORK PROCEDURE

Effectivity date:
September 1, 2020

Procurement through Public Bidding

Revision No.: 0
Page No.: 2 of 6

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
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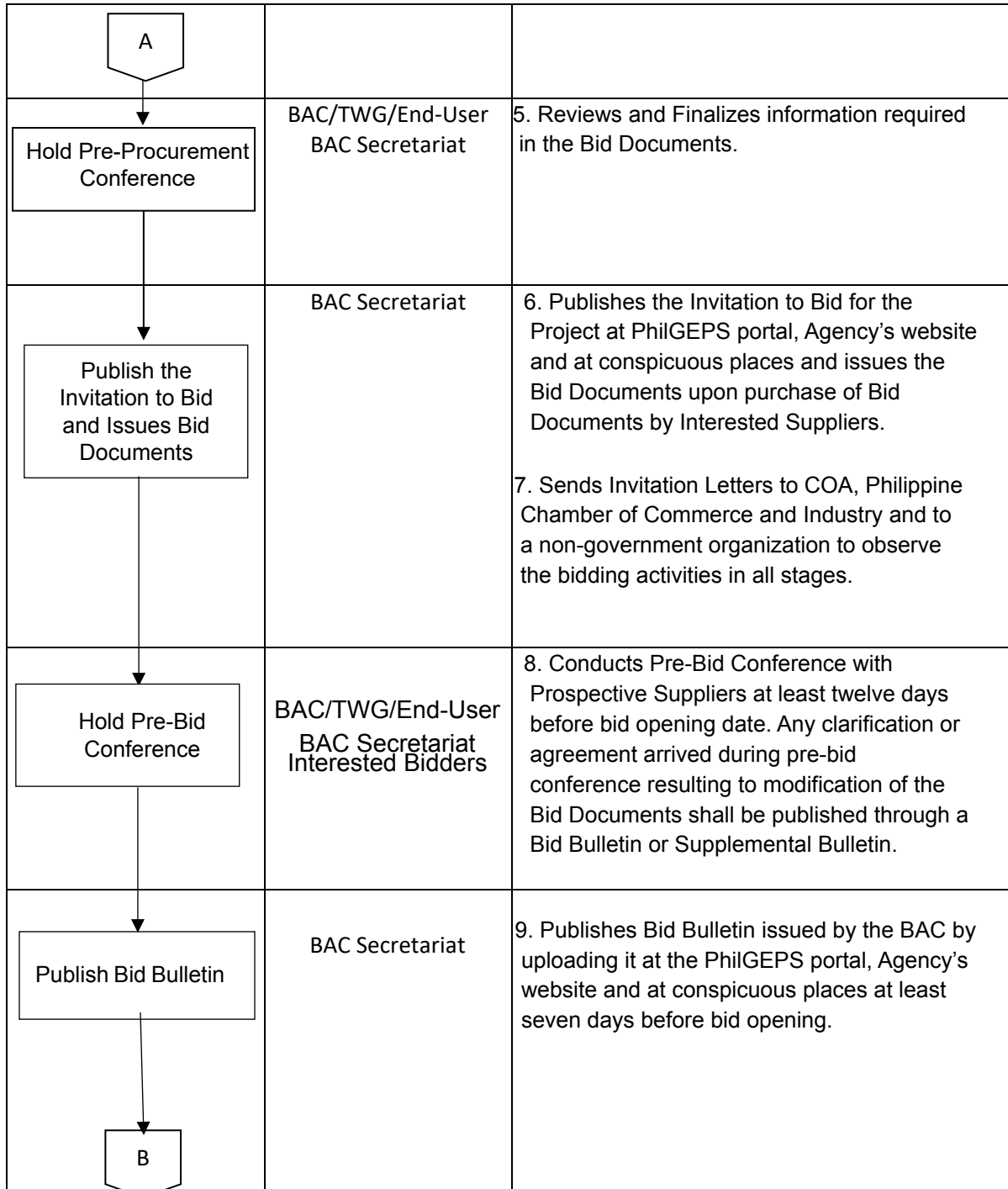
ADMIN AND FINANCE DIVISION WORK PROCEDURE

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Procurement through Public Bidding

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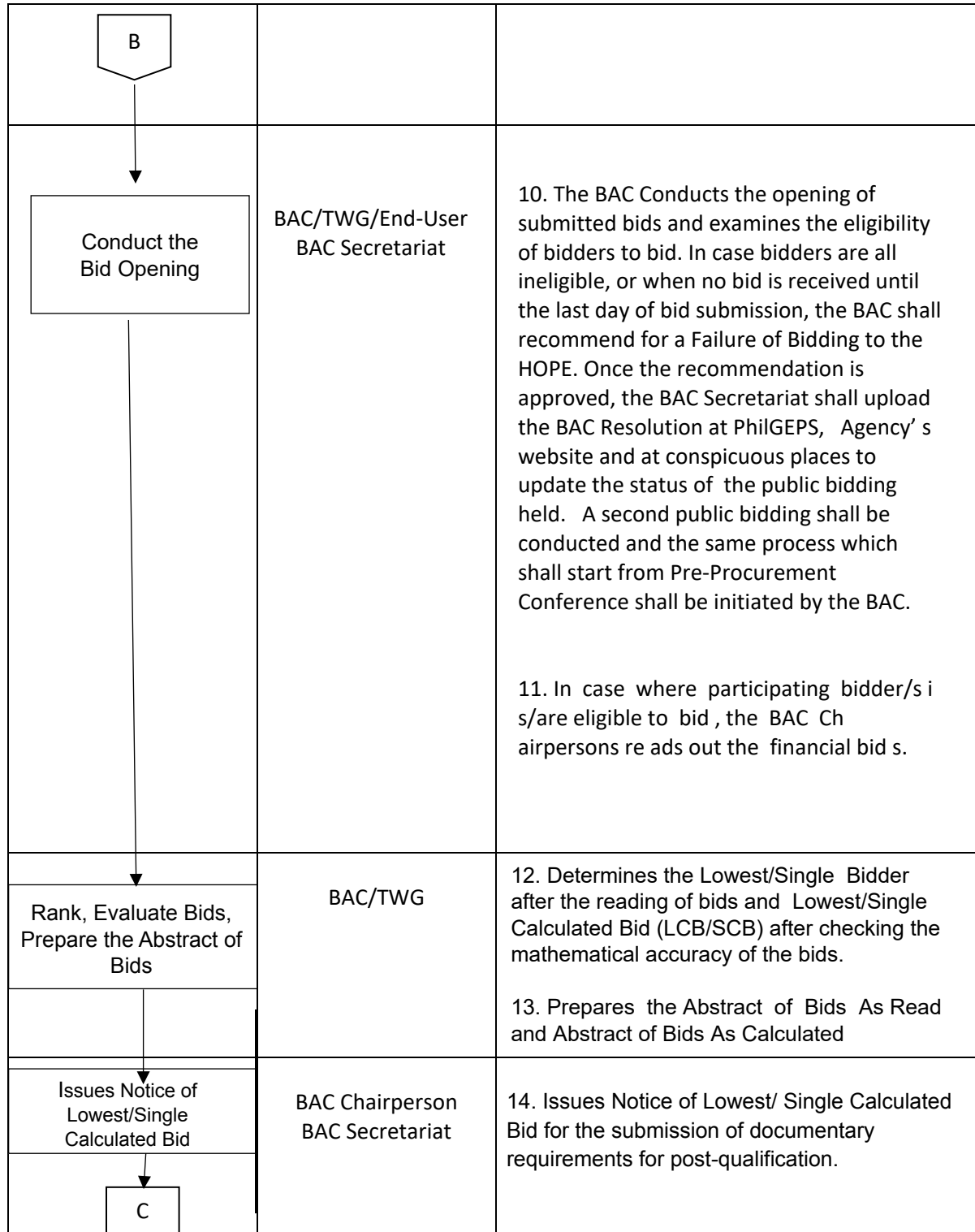
Procurement through Public Bidding

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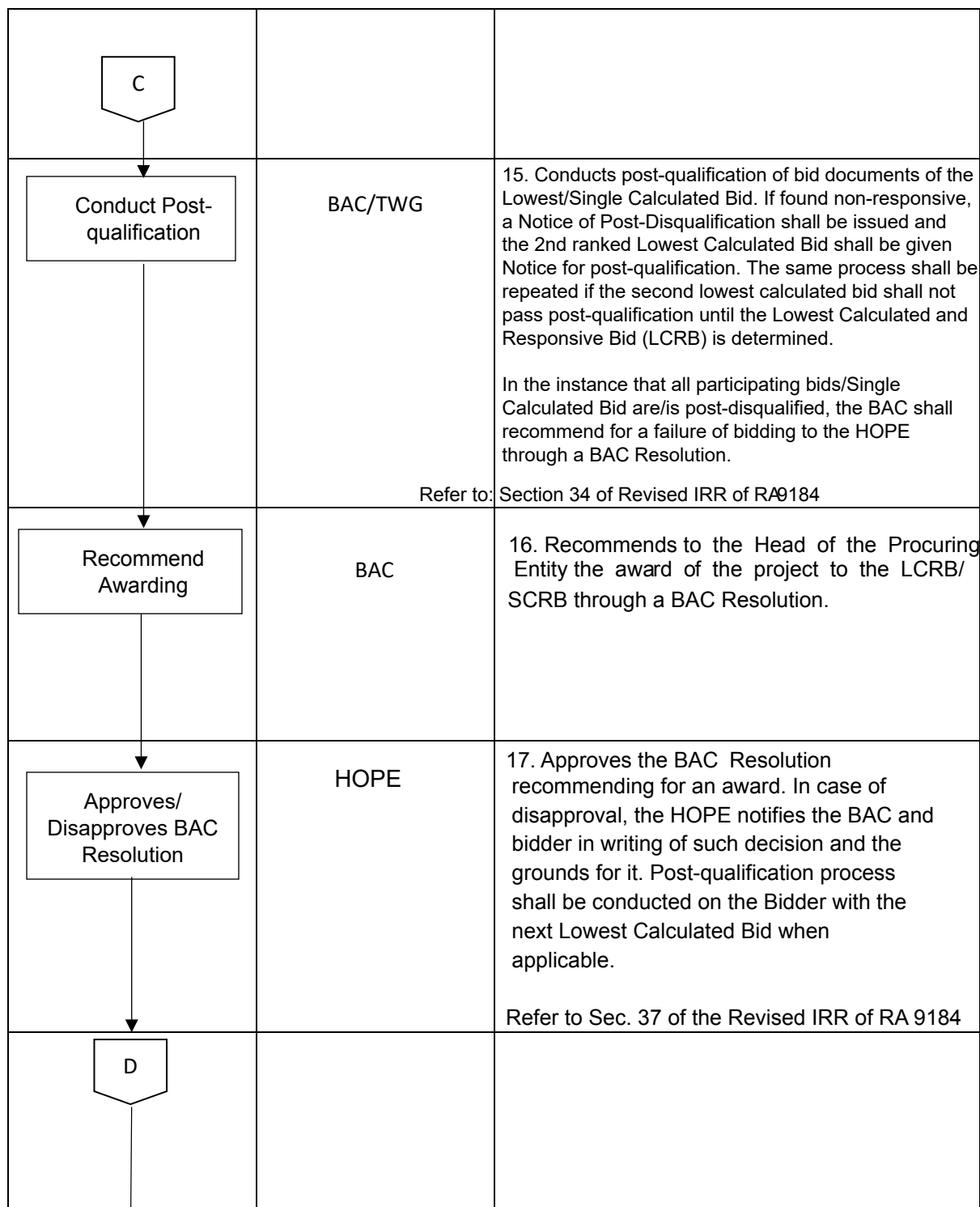
Procurement through Public Bidding

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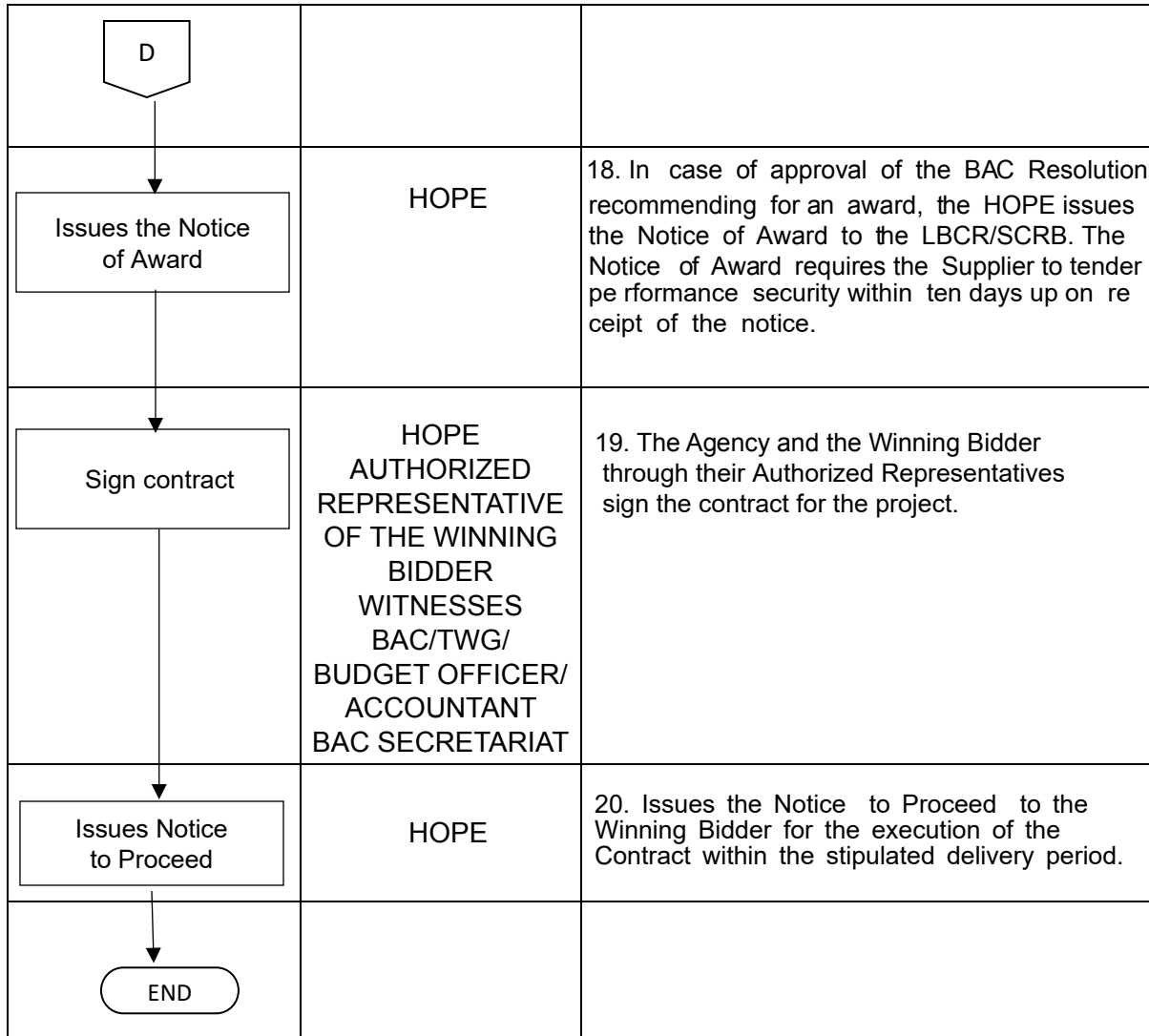
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Effectivity date:
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Procurement through Public Bidding

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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:

November 16, 2021

Motor Vehicle Maintenance

Revision No.:

1

Page No.:

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1.0 Objective




This procedure aims to provide guidelines in the performance of periodic maintenance for RTVM motor vehicles which are covered by warranty and beyond 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 – stands for the Transportation and Communication 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

Prepared by:  FET GARCIA Section Chief	Reviewed by:  LERINA B. BRAGA Division Head	Approved by:  DENNIS WILFRED P. PABALAN Executive Director
Date: November 16, 2021	Date: November 16, 2021	Date: November 16, 2021



PRESIDENTIAL BROADCAST STAFF-RTVM

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RTVM-AFD-WP-06

ADMIN AND FINANCE DIVISION WORK PROCEDURE

Effectivity date:

November 16, 2021

Motor Vehicle Maintenance

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1

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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 TRANSCOM Section</p>
<p>Monitors odometer reading and time interval of PMS</p> <p>↓</p>	Transportation Services' Staff	<p>2. Uses logbook for vehicle's record.</p>



PRESIDENTIAL BROADCAST STAFF-RTVM

Document code:
RTVM-AFD-WP-06

ADMIN AND FINANCE DIVISION WORK PROCEDURE

Effectivity date:
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Motor Vehicle Maintenance

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ACTIVITY	RESPONSIBILITY	NOTES/REFERENCES
<p>Prepares and Submits Equipment Condition Report and End-user's Request for PMS Services to the Budget Office for ABC</p> <p>↓</p> <p>A</p> <p>↓</p>	<p>Transportation Services' Staff</p> <p>Budget Officer</p>	<p>3. Submits Equipment Condition Report of the Vehicle due for periodic maintenance and corresponding End-User's Request to the Budget Office for the Approved Budget of the Contract</p> <p>*Use PROP-EQCR-00 and PROC-ER-00 Form.</p> <p>4. The Budget Officer verifies if the requested services is included in the Project Procurement Management Plan (PPMP) of the Implementing Unit. (In case of non-inclusion on PPMP, the End-User shall ask first in writing for the approval of the Agency Head for the revision of the Unit's PPMP.</p>
<p>Submits End-User's Request and ABC to the Property and Procurement for the Conduct of Procurement Process</p> <p>↓</p>	<p>Budget Officer</p>	<p>5. The Budget Officer submits requests to Property and Procurement to initiate the procurement process for the PMS.</p>
<p>Conducts the Procurement Process</p> <p>↓</p> <p>B</p> <p>↓</p>	<p>Procurement Officer End-User's Representative Bids and Awards Committee</p> <p>Head of the Agency Budget Officer Accountant</p> <p>Procurement Officer</p>	<p>6. Prepares Purchase Request and Request for Quotation *Use Forms 1) Appendix 60, 2) PROQ-RFQ-00</p> <p>7. Performs Canvassing/Issues RFQ</p> <p>8. Consolidates Canvasses/RFQ into an Abstract of Quotations and Recommends Award *Use Form PROC-AQ-00</p> <p>9. Prepares the Purchase Order *Use Form Appendix 60</p> <p>10. Submit the PO for approval to the Head of the Agency, for obligation by the Budget Office (if applicable) and for Certification of Funds or Cash Availability by the Accountant whichever is applicable</p> <p>11. Issues Purchase Order to Winning Service Provider/Supplier/ for Conforme.</p>



PRESIDENTIAL BROADCAST STAFF-RTVM

Document code:
RTVM-AFD-WP-06

ADMIN AND FINANCE DIVISION WORK PROCEDURE

Effectivity date:
November 16, 2021

Motor Vehicle Maintenance

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ACTIVITY	RESPONSIBILITY	NOTES/REFERENCES
<p>↓</p> <p>B</p>		
<p>↓</p> <p>Submits Vehicle to Service Center for Execution of Purchase Order</p>	<p>Property Staff</p> <p>Procurement Officer</p> <p>Service Provider</p>	<p>12. Prepares Gatepass for Motor Vehicle prior to submission to Service Center for the conduct of periodic maintenance services. *Use Form PP-GP-00</p> <p>13. Submits Motor Vehicle to Service Center for the performance of PMS.</p> <p>14. Performs PMS in accordance with PO specifications.</p> <p>15. Issues Billing Statement/Service Invoice</p>
<p>↓</p> <p>Presents the Vehicle for inspection and Acceptance after PMS</p>	<p>Procurement Officer</p> <p>Property Staff</p>	<p>16. Presents the Motor Vehicle and Waste Materials (if there are any) for Inspection and Acceptance to the Property Office upon completion of the Periodic Maintenance Services.</p> <p>17. Prepares and accomplishes the Inspection and Acceptance Report and Waste Material Report (if applicable)</p> <p>Use COA Form Appendix 62 and Appendix 65 (if applicable)</p>
<p>↓</p> <p>Records the Periodic Maintenance Services Undertaken</p> <p>↓</p> <p>END</p>	<p>Property Staff</p> <p>Transcom Staff</p>	<p>18. Records PMS undertaken on Assigned Property Card of Motor Vehicle</p> <p>19. Records PMS undertaken on Transcom Log Book</p>



PRESIDENTIAL BROADCAST STAFF-RTVM

Document code:
RTVM-AFD-WP-06

ADMIN AND FINANCE DIVISION WORK PROCEDURE

Effectivity date:
November 16, 2021

Motor Vehicle Maintenance

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6.0 Attachments and Forms

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



ADMIN AND FINANCE DIVISION

Effectivity date:

November 28, 2022

BUILDING MAINTENANCE

Revision No.: Page No.:

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1.0 Objective

This workflow aims to provide guidelines in the performance of planned and unplanned building maintenance directly connected to the Research and Archives core and support processes for its video ingestion and archiving.

2.0 Scope

The workflow covers the process of inspection, reporting, implementation of corrective actions and proper recording of maintenance being undertaken at office rooms and spaces identified as directly connected to the core and support processes.

3.0 Definition of Terms**3.1. Gantt Chart**

- a type of bar chart that illustrates a project schedule which shows the dependency relationships between the projected activities and the current schedule status

3.2. Planned Maintenance

- refers to any maintenance activity that is planned, documented and scheduled

3.3. Unplanned Maintenance

- refers to any maintenance task that occurs unexpectedly which is usually a result of incidents that were not anticipated

3.4. Corrective Action

- realizing, defining the problem, determining its cause and taking appropriate action to prevent it from happening again

Prepared by: BETHEHEM M. DELA CRUZ Administrative Officer V	Reviewed by: FE T. GARCIA Supervising Administrative Officer	Approved by: UNDERSECRETARY FRANZ GERARD R. IMPERIAL Executive Director <i>pn/</i>
Date: October 14, 2022	Date: October 14, 2022	Date: November 28, 2022



PRESIDENTIAL BROADCAST STAFF-RTVM

Document code:

RTVM-AFD-WP-07

ADMIN AND FINANCE DIVISION

Effectivity date:

November 28, 2022

BUILDING MAINTENANCE

Revision No.:

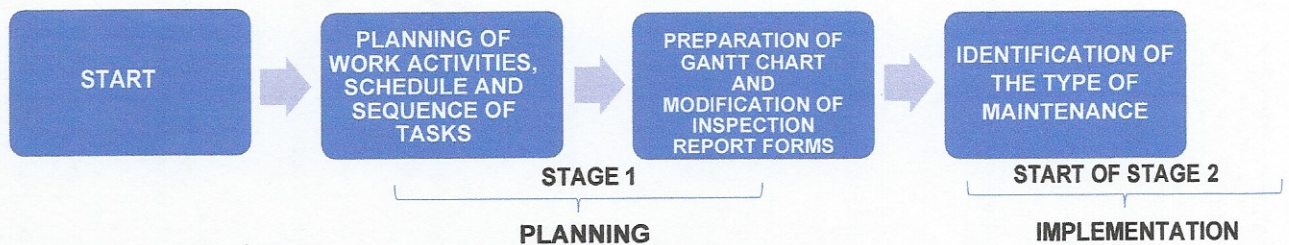
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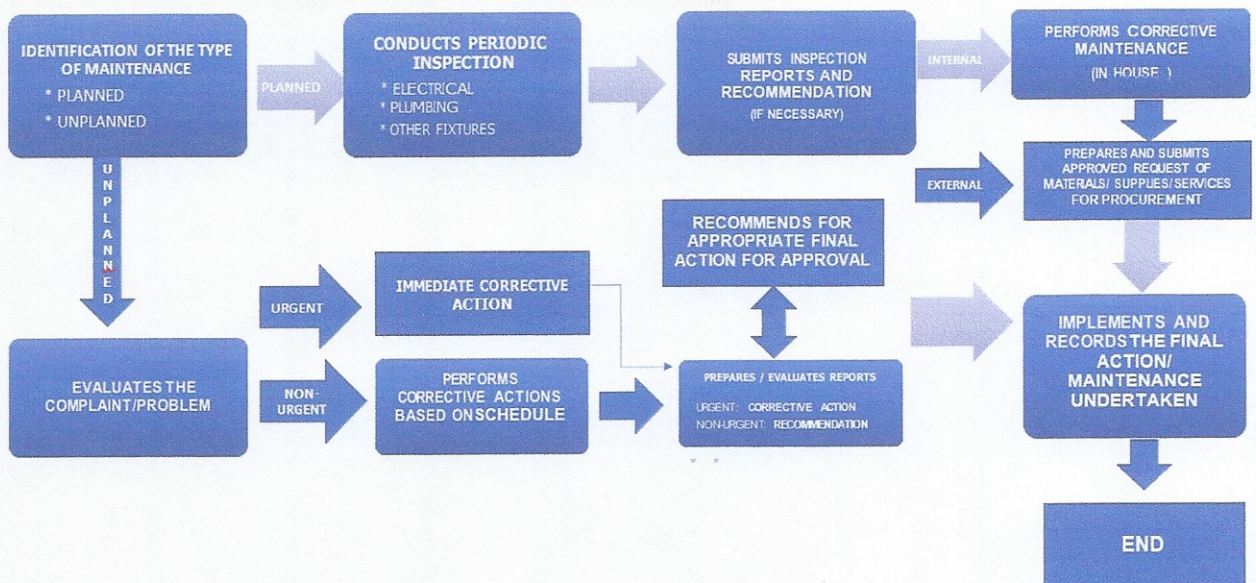
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4.0 Policies and Flowchart

STAGE 1: PREPARATION OF ANNUAL BUILDING MAINTENANCE PLAN



STAGE 2: IDENTIFICATION OF THE TYPE OF MAINTENANCE





ACTIVITY	RESPONSIBILITY	NOTES/REFERENCES
START		
PLANNING OF WORK ACTIVITIES, SCHEDULE AND SEQUENCE OF TASKS	<ul style="list-style-type: none"> Supervising Administrative Officer Property Officer Building Maintenance Services Unit 	<ul style="list-style-type: none"> Brainstorming will be conducted as part of the planning stage. Prior Year Records and Inspection Reports will be used as references
PREPARATION OF GANTT CHART AND MODIFICATION OF INSPECTION REPORT FORMS	<ul style="list-style-type: none"> Property Officer 	<ul style="list-style-type: none"> Preparation of Gantt Chart shall include identification of activities needed for the annual building maintenance plan, schedule of inspection/activities, and sequence/ process of tasks Review/modification of existing inspection report forms/template (if needed)
IDENTIFICATION OF THE TYPE OF MAINTENANCE		
PLANNED MAINTENANCE/ PERIODIC INSPECTION	<ul style="list-style-type: none"> Property Officer Building Maintenance Services Staff End-Users 	<ul style="list-style-type: none"> Planned Maintenance/Periodic Inspection will be conducted based on the approved GANTT Chart
UNPLANNED MAINTENANCE/ INSPECTION	<ul style="list-style-type: none"> Building Maintenance Staff End-Users 	<ul style="list-style-type: none"> Unplanned Maintenance/Inspection is being done following the Written Report or Verbal Notices from the room occupant/s Use logbook for proper recording
PLANNED		
CONDUCTS PERIODIC INSPECTION	<ul style="list-style-type: none"> Electrical – Building Electrician Plumbing – Carpentry Staff Other Fixtures – Carpentry & Utility 	<ul style="list-style-type: none"> Schedule based on the approved GANTTChart



SUBMITS INSPECTION REPORTS (AND RECOMMENDATION IF NECESSARY)	INSPECTION REPORTS: <ul style="list-style-type: none"> Electrical – Building Electrician Plumbing – Carpentry Other Fixtures – Carpentry & Utility IDENTIFICATION/EVALUATION OF NEEDED SERVICES <ul style="list-style-type: none"> Building Maintenance Supervisor 	<ul style="list-style-type: none"> Use INSPECTION REPORT Template/Forms
PERFORMS CORRECTIVE MAINTENANCE <ul style="list-style-type: none"> CORRECTIVE ACTION BEING UNDERTAKEN THROUGH Internal Service (In-House) External Service Provider 	<ul style="list-style-type: none"> Electrical – Building Electrician Plumbing – Carpentry Staff Other Fixtures – Carpentry Staff 	<ul style="list-style-type: none"> Corrective Maintenance/Actions will be based on the findings and recommendations stated on the Inspection Report/s
CONDUCTS PROCUREMENT PROCESS FOR: (INTERNAL SERVICE -FOR MATERIALS NEEDED IF NOT AVAILABLE ON STOCK) (EXTERNAL SERVICE PROVIDER – MATERIALS AND/OR SERVICES)	<ul style="list-style-type: none"> Property and Procurement Section 	<ul style="list-style-type: none"> Procurement Process will be based on the submitted Inspection Report and Approved End-User's request (EUR)
UNPLANNED		
EVALUATES THE COMPLAINT/PROBLEM (UNPLANNED) <ul style="list-style-type: none"> URGENT NON-URGENT 	<ul style="list-style-type: none"> Property Officer Building Maintenance Services Unit 	<ul style="list-style-type: none"> Performs Joint Inspection for proper assessment of the problem Prepares Evaluation Report/s for reference
IMPLEMENT IMMEDIATE CORRECTIVE ACTION (Urgent & non-urgent)	<ul style="list-style-type: none"> Property Officer Building Maintenance Services Unit 	<ul style="list-style-type: none"> Use of available materials/items needed for immediate corrective actions (For both Urgent and Non-Urgent) Immediate preparation of Purchase Request of needed items (if not available) Recording of Immediate Corrective Action Taken on Log Book



ACTIVITY	RESPONSIBILITY	NOTES/REFERENCES
PERFORMS CORRECTIVE ACTIONS BASED ON SCHEDULE	<ul style="list-style-type: none"> Property Officer Building Maintenance Services Unit External Provider (if applicable) 	<ul style="list-style-type: none"> Schedule for corrective actions will be based on the availability of needed items and service provider either internal or external) Recording of executed corrective action on Logbook
PREPARES AND EVALUATES REPORTS <ul style="list-style-type: none"> URGENT: CORRECTIVE NON-URGENT: RECOMMENDATION 	<ul style="list-style-type: none"> Property Officer Building Maintenance Services Unit 	<ul style="list-style-type: none"> Use of Corrective Action Report Template
RECOMMEND FOR APPROPRIATE FINAL ACTION FOR APPROVAL	<ul style="list-style-type: none"> Property and Procurement Section 	<ul style="list-style-type: none"> Action of the Section specifically the Procurement is based on the identified Corrective Action and recommendation cited on the Corrective Action Report Implementation Schedule of Final Action to be determined after approval
PLANNED AND UNPLANNED		
IMPLEMENTS AND RECORDS FINAL ACTION/ MAINTENANCE UNDERTAKEN	<ul style="list-style-type: none"> Property Officer Building Maintenance Services Unit 	<ul style="list-style-type: none"> Use of Final Action/ Maintenance Report Template, Recording on Logbook

5.0 References

5.1 NONE

6.0 Attachments and Forms

- 6.1 RTVM-AFD-WP-07-F1 INSPECTION REPORT (Planned)
 6.2 RTVM-AFD-WP-07-F2 INSPECTION REPORT (Unplanned)
 6.3 RTVM-AFD-WP-07-F3 AIR MONITORING REPORT

**PRESIDENTIAL BROADCAST STAFF-RTVM**

Document code:

RTVM-ENG-WP-01**ENGINEERING DIVISION
WORK PROCEDURES MANUAL**

Effectivity date:

November 28, 2022**Workstation Maintenance**

Revision No.:

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1 of 3**1.0 Objective**

RTVM's mandate is to provide necessary media services to the incumbent President, and the Executive Branch, and provide the fastest news update and information to the public. Desktop and Laptop computers are an essential equipment to every personnel to make the work accurate, fast and can accomplish many tasks.

RTVM IT-Section is responsible for the design, installation, maintenance, repair and overall management of hardware and software of desktop and laptop computers of the agency.

Computer maintenances are carried out to detect issues before they become problems, prevents against viruses and malware, and keep the operating system up to date.

2.0 Scope

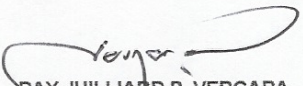

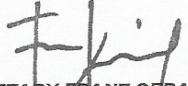
Maintenance activity of IT section shall cover all desktop and laptop owned by RTVM.

3.0 Definition of Terms**3.1. End-user**

- Employee who uses an RTVM issued desktop or laptop.

3.2. Workstation

- A desktop or laptop issued by the agency to RTVM end users to perform their professional work.

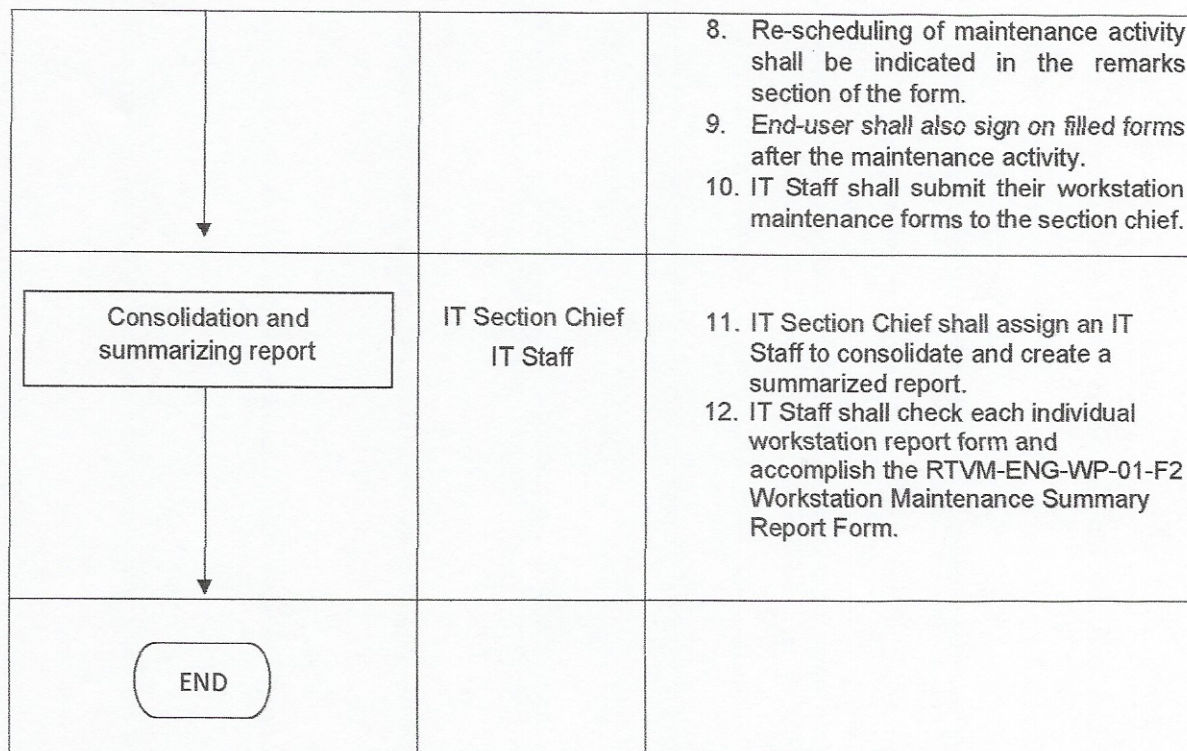
Prepared by:  RAY JULLIARD P. VERGARA Information Technology Section	Reviewed by:  ENGR. BRANDO P. AGUILAN Division Head	Approved by:  UNDERSECRETARY FRANZ GERARD R. IMPERIAL Executive Director
Date: October 24, 2022	Date: October 24, 2022	Date: November 28, 2022

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4.0 Policies and Flowchart

ACTIVITY	REPONSIBILITY	PROCEDURE DETAILS
START		
Create an office memorandum for mandatory maintenance of workstation	IT Section Chief	<ol style="list-style-type: none"> 1. IT Section head shall prepare and submit an Office Memorandum for the schedule of workstation maintenance one month prior to the actual activity. 2. Memo shall indicate assigned IT Staff on each division. 3. Workstation maintenance shall be scheduled twice a year (March and September).
Approved Office Memo by the Executive Director	Executive Office Staff	<ol style="list-style-type: none"> 4. Executive Office Staff will forward approved request to IT Section to be forwarded to each Division Chief.
Scheduling for end-users and workstation availability	IT staff	<ol style="list-style-type: none"> 5. Assigned IT Staff shall communicate with end-users on the initial actual date of workstation maintenance. 6. Workstation maintenance shall subject to a re-schedule due to following factors: <ol style="list-style-type: none"> a. End-user workstation is needed on a critical operation like Presidential coverages and/or work deadlines. b. Availability of personnel assigned to execute maintenance and the end user.
Performing of maintenance on workstation	IT Staff End-user	<ol style="list-style-type: none"> 7. Workstation maintenance shall be performed on desktop and laptops. The RTVM-ENG-WP-01-F1 workstation maintenance form which indicates the procedure for Windows and Mac workstation shall be filled up and signed by the assigned IT staff.



5.0 References

5.1 ISO 9001:2015 Clause 7.1.3 Infrastructure

6.0 Attachments and Forms

6.1 RTVM-ENG-WP-01-F1 Workstation Maintenance Form

6.2 RTVM-ENG-WP-01-F2 Workstation Maintenance Summary Report Form

**ENGINEERING DIVISION
WORK PROCEDURES MANUAL**

Effectivity date:

November 28, 2022**Server Maintenance**

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1 of 3

1.0 Objective

RTVM's mandate is to provide necessary media services to the incumbent President and the Executive Branch as well as to provide the fastest news update and information to the public. Servers are part of the Agency's business integrity where coverage documentations are stored and retrieved to be provided to clients as needed.

Server maintenance is part of server monitoring and ensures that servers are kept updated so that networks can run smoothly. If initiated on a regular basis, the Agency ensures to avoid partial or total service failure and that servers run efficiently.

2.0 Scope

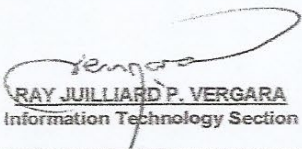
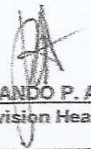
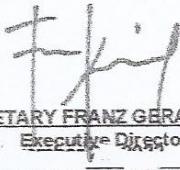
Maintenance activity of IT section shall cover Windows Servers, Linux Servers and NAS owned by RTVM.

3.0 Definition of Terms**3.1. Server**

- a computer hardware or software that provides functionality or manages access to a centralized resource or service in a network.

3.2. NAS (Network-Attached Storage)

- a computer data storage attached to a computer network providing data access to a group of clients.

Prepared by:  RAY JUILLIARD P. VERGARA Information Technology Section	Reviewed by:  ENGR. BRANDO P. AGULAN Division Head	Approved by:  UNDERSECRETARY FRANZ GERARD R. IMPERIAL Executive Director PM
Date: October 24, 2022	Date: October 24, 2022	Date: November 28, 2022



4.0 Policies and Flowchart

ACTIVITY	REPONSIBILITY	PROCEDURE DETAILS
START		
Assignment of Personnel	IT Section Chief	1. IT Section Chief head shall assign an IT Staff to perform maintenance of RTVM servers.
Scheduling of maintenance activity	IT staff	2. Regular maintenance should be performed once every 2 months. Preferably on the last week but may be re-scheduled until the 1 st week of the next month at most. 3. Server maintenance shall subject to a re-schedule due to following factors: a. Server/s is/are needed on a critical operation like Presidential coverages and/or conferences. b. Availability of personnel assigned to execute maintenance.
Performing of maintenance on servers	IT Staff	4. Server maintenance shall be performed on RTVM servers. The RTVM-ENG-WP-02-F1 Server Maintenance Form which indicates the procedure for Windows Server, Linux Server and NAS Storages shall be filled up and signed by the assigned IT staff.



PRESIDENTIAL BROADCAST STAFF-RTVM

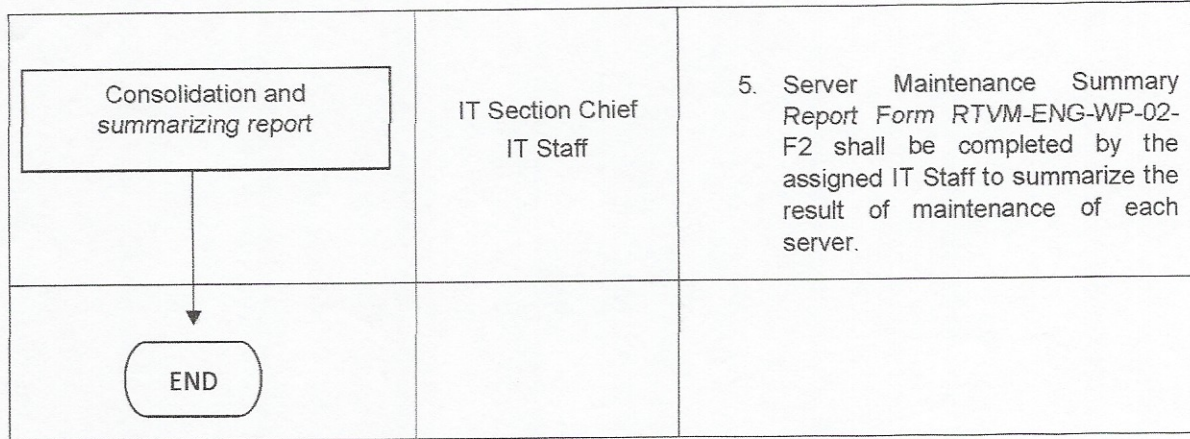
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5.0 References

5.1 ISO 9001:2015 Clause 7.1.3 Infrastructure

6.0 Attachments and Forms

6.1 RTVM-ENG-WP-02-F1 Server Maintenance Form

6.2 RTVM-ENG-WP-02-F2 Server Maintenance Summary Report Form