



# WORK PROCEDURES

ISO 9001:2015

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| 5.0   | References                |                |
| 6.0   | Attachments and Forms     |                |



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

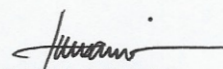
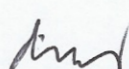
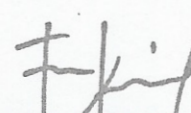

The objective of this procedure is to ensure the proper and systematic turnover of footages taken by Media Production Division and/or Engineering Division to the responsible personnel from Research and Archives Division.

**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.

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





# **Footage Turnover**

## **4.0 Policies and Flowchart**

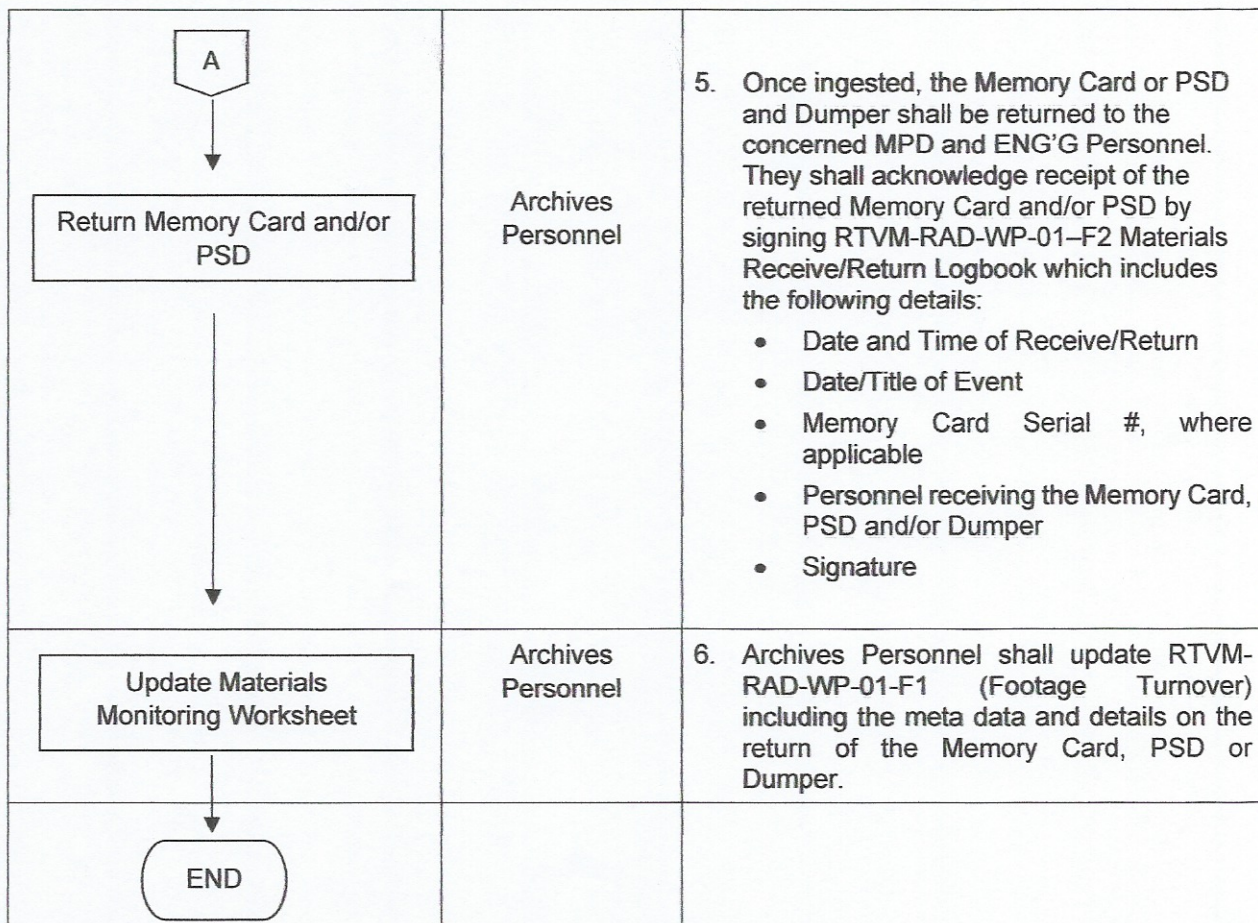
### **4.1 Turnover and Return of Memory Card, Portable Storage Device and Dumper**

| ACTIVITY   | REPSNSIBILITY      | 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"> <li>• Status</li> <li>• Key Personnel</li> <li>• Verified by</li> <li>• Category</li> <li>• Event Date</li> <li>• Event Title</li> <li>• Source</li> <li>• Serial Number (if applicable)</li> <li>• MPD/Engineering Personnel</li> </ul> |
| 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"> <li>• Status</li> <li>• Key Personnel</li> <li>• Verified by</li> <li>• Category</li> <li>• Event Date</li> <li>• Event Title</li> <li>• Source</li> <li>• Serial Number (if applicable)</li> <li>• MPD/Engineering Personnel</li> </ul> |
| END                                      |                    |   |





## **Footage Turnover**

### **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

|   |  |          |                          |                  |
|---|--|----------|--------------------------|------------------|
|  | <b>PRESIDENTIAL BROADCAST STAFF-RTVM</b> |          | <b>Document code:</b>    |                  |
|   |  |          | <b>RTVM-RAD-WP-02</b>    |                  |
|   | <b>RESEARCH AND ARCHIVES DIVISION</b>    |          | <b>Effectivity date:</b> |                  |
|   | <b>WORK PROCEDURES MANUAL</b>            |          | <b>November 17, 2021</b> |                  |
|   | <b>Video Ingestion</b>                   |          | <b>Revision No.:</b>     | <b>Page No.:</b> |
|   |  | <b>3</b> | <b>1 of 3</b>            |                  |

## 1.0 Objective

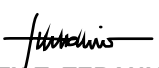
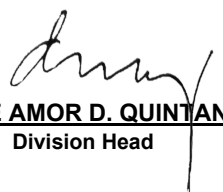

The objective of this procedure is to provide guidelines on the proper ingesting of footages turned over by MPD and/or Engineering personnel.

## 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 |

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

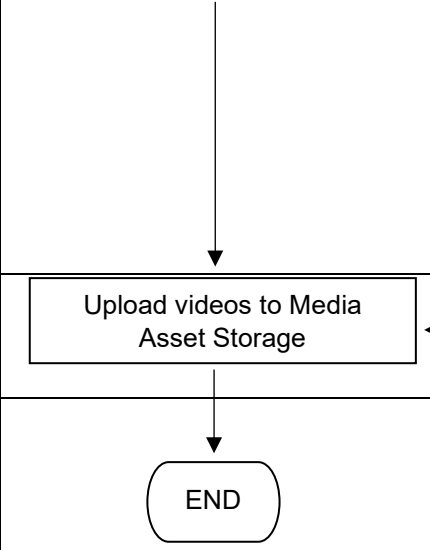


## Video Ingestion

### 4.0 Policies and Flowchart

| ACTIVITY   | REPSNSIBILITY      | 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"> <li>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.</li> <li>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"> <li>Date</li> <li>Title</li> <li>MPD / Engineering personnel</li> <li>Memory Card Serial # or other source</li> </ul> </li> </ol> |
| <p>↓</p> <p>Videos with discrepancies</p> <p>Yes</p> <p>No</p>                 | Archives Personnel | <ol style="list-style-type: none"> <li>After ingesting the files, Archives Personnel shall import the videos to the FCP/Adobe Premiere Pro software.</li> <li>Archives Personnel shall render the videos. They shall check the proper sequencing of the media, including the audio level and video format.</li> </ol>   |
| <p>↓</p> <p>Resolve problems</p> <p>↓</p>                                      |                    | <ol style="list-style-type: none"> <li>The ingested files with no discrepancies shall be encoded and converted to MP4 format.</li> </ol>  |

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|  | <b>PRESIDENTIAL BROADCAST STAFF-RTVM</b> |          | <b>Document code:</b>    |                  |
|   |  |          | <b>RTVM-RAD-WP-02</b>    |                  |
|   | <b>RESEARCH AND ARCHIVES DIVISION</b>    |          | <b>Effectivity date:</b> |                  |
|   | <b>WORK PROCEDURES MANUAL</b>            |          | <b>November 17, 2021</b> |                  |
|   | <b>Video Ingestion</b>                   |          | <b>Revision No.:</b>     | <b>Page No.:</b> |
|   |  | <b>3</b> | <b>3 of 3</b>            |                  |

|  |                    |   |
|--|--------------------|---|
|  |                    | 6. Videos with discrepancies will be logged in the Nonconforming Videos Report. Inform concerned MPD/Engineering personnel of the discrepancy.<br><br>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:  
October 21, 2021

## Video Archiving

|               |           |
|---------------|-----------|
| Revision No.: | Page No.: |
| 1             | 1 of 3    |

### 1.0 Objective


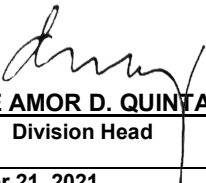
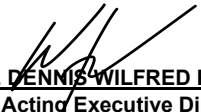
The objective of this procedure is to ensure the timely and systematic archiving of videos being stored in the Media Asset Storage of RTVM.

### 2.0 Scope

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

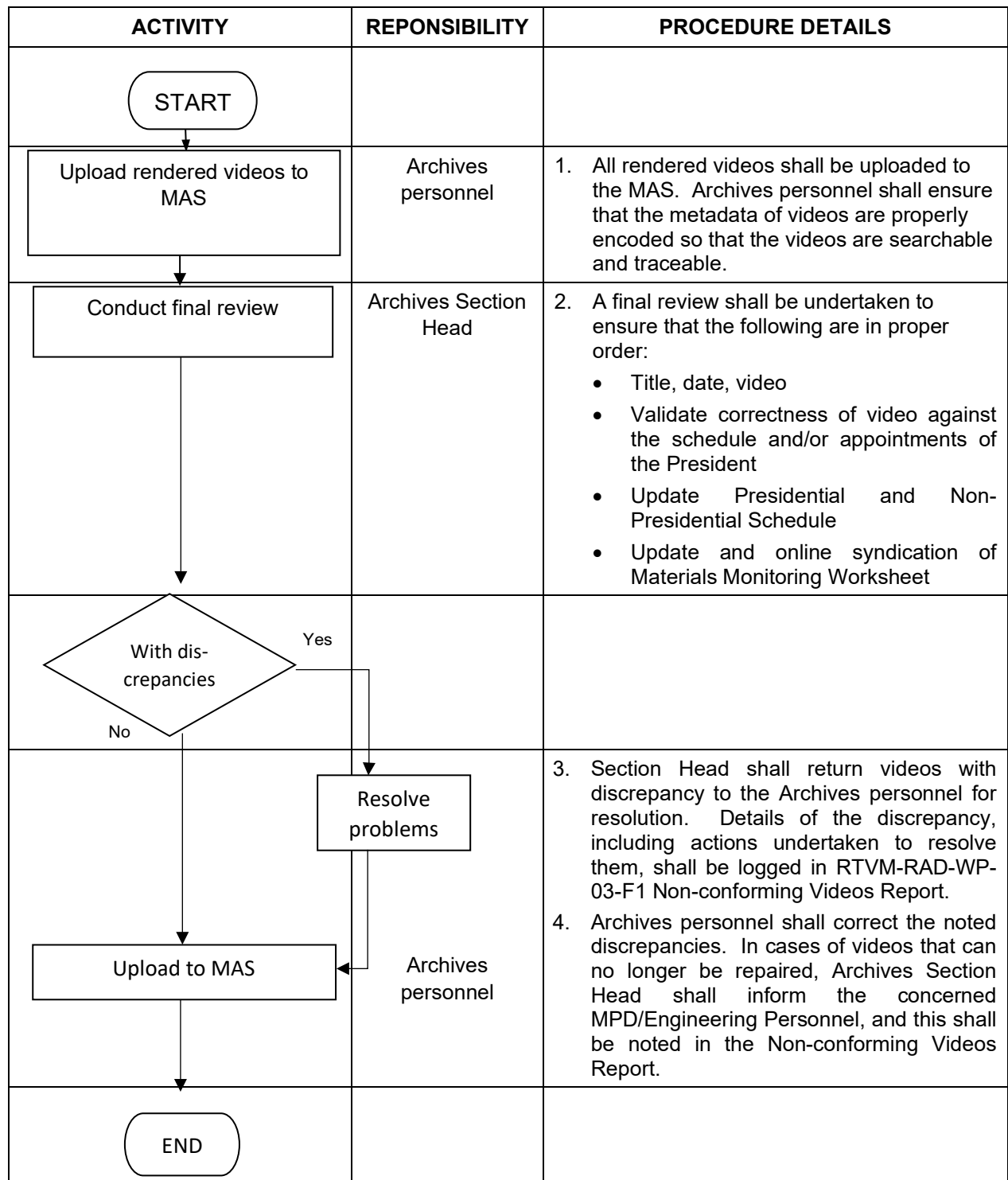
### 3.0 Definition of Terms


- 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)

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|---|---|--|
| Prepared by:<br><br><br><b>RUTH T. TERANIA</b><br>Archives Section Chief | Reviewed by:<br><br><br><b>DULCE AMOR D. QUINTANA</b><br>Division Head | Approved by:<br><br><br><b>ASEC. DENNIS WILFRED P. PABALAN</b><br>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:<br>RTVM-RAD-WP-03      |                     |
|   | RESEARCH AND ARCHIVES DIVISION<br>WORK PROCEDURES MANUAL |  | Effectivity date:<br>October 21, 2021 |                     |
|   | Video Archiving  |  | Revision No.:<br>1                    | Page No.:<br>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.



## Video Requests

### 1.0 Objective




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

### 2.0 Scope

This covers video requests received through email, RTVM website, walk-in requesting parties 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              |
| 3.3. Security credentials          | - Login or authentication data that verify a user's identity and grant them access to the system or service |

|   |   |  |
|---|---|--|
| Prepared by:<br><br><br><b>RUTH T. TERANIA</b><br>Archives Section Chief | Reviewed by:<br><br><br><b>DULCE AMOR D. QUINTANA</b><br>Division Head | Approved by:<br><br><br><b>USEC. FRANZ GERARD R. IMPERIAL</b><br>Head of Agency |
| Date: March 22, 2024  | Date: March 22, 2024  | Date: March 22, 2024   |



## Video Requests

### 4.0 Policies and Flowchart

| ACTIVITY  | REPONSIBILITY             | PROCEDURE DETAILS  |
|---|---------------------------|--|
| START   |                           |  |
| Receive Request   | Archives Section          | <ol style="list-style-type: none"> <li>1. Clients shall fill out the 'Request for Video Material Form' available on the RTVM website.</li> <li>2. An approval request from will be automatically generated for review by the Archives Section before endorsing to the Executive Office for approval.</li> </ol>  |
| Request/s for approval by the HOA                             | Executive Office Staff    | <ol style="list-style-type: none"> <li>3. Requests that are either approved or disapproved will be forwarded to the Archives Section.</li> </ol>   |
| <div> <div>Approved</div> <div>No</div> <div>Yes</div> </div> | Archives Section Head     | <ol style="list-style-type: none"> <li>4. Document the request by filling out the RTVM-RAD-WP-04-F2 Video Request Worksheet.</li> <li>5. In cases where requests are disapproved or the requested videos are unavailable, a Reply Letter will be promptly sent to the requesting party.</li> </ol>   |
| Determining the preferred manner of receipt                   | Archives Personnel        | <ol style="list-style-type: none"> <li>6. Once a request is approved, the requester will receive temporary security credentials or a Google Drive link via email to download the video/s. Additionally, a Customer Satisfaction Measurement (CSM) form is attached to gather feedback and comments.</li> <li>7. For video consent, the client will receive a letter granting permission, enabling them to download and use the content.</li> </ol> |
| Acknowledge receipt of video                                  | Archives Personnel/Client | <ol style="list-style-type: none"> <li>8. Upon completion of the request, the Video Request Worksheet should be filled out and completed.</li> </ol>   |

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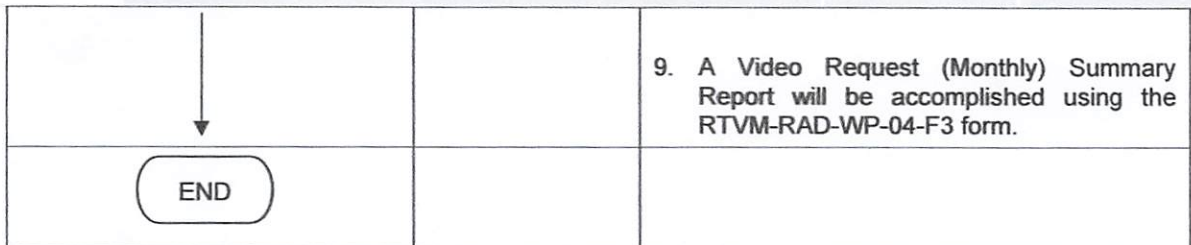


RESEARCH AND ARCHIVES DIVISION  
WORK PROCEDURES MANUAL

Effectivity date:  
March 25, 2024

Video Requests

Revision No.: 5      Page No.: 3 of 3



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-F2 | Video Request Worksheet Rev.4         |
| 6.2 RTVM-RAD-WP-04-F3 | Video Request Summary Report          |
| 6.3 RTVM-RAD-WP-04-F4 | Request for Video Material Form (new) |
| 6.4 RTMV-QMS-SP-F6-01 | Client Satisfaction Measurement 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.:**  
**1 of 17****1.0 Budget Procedure****1.1 OBJECTIVES:**

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.

|   |   |  |
|---|---|--|
| <b>Prepared by:</b><br><br><b>CZARINA M. DE LEON</b><br>Accounting Chief | <b>Reviewed by:</b><br><br><b>ANGELINA D. MONDOÑEDO</b><br>Division Head | <b>Approved by:</b><br><br><b>ASEC DENNIS WILFRED P. PABALAN</b><br>Acting Executive Director |
| <b>Date: February 28, 2022</b>  | <b>Date: February 28, 2022</b>  | <b>Date: February 28, 2022</b>   |



## 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.:  
**2 of 17**

#### 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 Provisions<sup>1</sup> 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/<br/>Preparation of<br/>the Annual<br/>Budget.</p> <p>(Personnel<br/>Services - PS,<br/>Maintenance<br/>and Other<br/>Operating<br/>Expenses –<br/>MOOE, and<br/>Capital Outlay<br/>– CO)</p>  | <p>Head of the<br/>Agency</p> <p>Head of Admin &amp;<br/>Finance Division</p> <p>Planning/Budget</p> <p>End-User<br/>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<br/>Legislation</p>   | <p>Head of the<br/>Agency</p> <p>Head of<br/>Administrative<br/>and<br/>Finance Division</p> <p>Chief Accountant</p> <p>Planning/Budget<br/>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>  |



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|   |                                 |  |  |
|---|---------------------------------|--|--|
| <div data-bbox="188 443 432 674"> <p>Budget Execution/<br/>Utilization of Funds</p> </div> <div data-bbox="268 712 338 1010"> </div> <div data-bbox="274 1223 344 1944"> </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<br/>Check completeness of supporting documents<br/>Prepares ORS, assigns ORS number and forward it to the requesting unit and Head of the Budget unit for signature<br/>Approval by inserting Electronic Signature send through viber and electronic mails while in Work from Home arrangement.<br/>- 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"> <li>Property &amp; Procurement - Purchase Order/ Job Order/Contracts</li> <li>Accounting – Personnel Services, Fixed Expenses and Travelling Expenses</li> </ol> <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 style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center; width: fit-content; margin: 0 auto;">END</div> |  | <p>review of Budget Officer and Approval by inserting Electronic Signature send through viber and electronic mails while in Work from Home arrangement.</p> <p>Submission of FARS/ BEDS/ BARS through the online and hard copies to DBM and COA</p> |  |
|--|--|---|--|

## 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

- |  |  |
|--|--|
| <b>2.3.1</b> External Hard Drive           | - a hardware device that is capable of storing a very large amount of data due to its vast memory capacity   |
| <b>2.3.2</b> Financial Management          | - refers to the efficient and effective management of funds in such a manner as to accomplish the objectives of the AGENCY.  |
| <b>2.3.3</b> 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.                                  |
| <b>2.3.4</b> Financial statements          | - are a structured representation of the financial position and financial performance of an entity.  |
| <b>2.3.5</b> 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. |
| <b>2.3.6</b> Disbursement Voucher          | - a form used to pay an obligation to employees/individuals/agencies/creditors for goods purchased or services rendered.   |
| <b>2.3.7</b> 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.   |
| <b>2.3.8</b> 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 &amp; 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  |
|                                      | Accounting staff | 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> |  |
|  | Accounting Staff | Records the JEV in the CKDJ/ADADJ  | <p>Check Disbursement Journal /ADA Disbursement Journal Journal Entry Voucher Report of Check Issued</p> |
|  | Accounting Staff | Forwards copy of JEV, RCI and DV, Checks, ORS and supporting documents for submission to COA for audit   |  |
|  | Accounting Staff | Records in the logbook the date of submission of above reports (and filing of transmittal letter received by the resident auditor)   |  |
|  | Accounting Staff | Records expenses, refunds and liquidations in subsidiary ledger  | <p>Check/ADA Disbursement Journal</p> <p>Cash Disbursement Journal Subsidiary Ledger General Ledger</p>  |
|  | Accounting Staff | Consolidates balances recorded in subsidiary ledger to General Ledger  |  |
|  | Chief Accountant | <p>Prepares financial Reports:</p> <p>a.) Trial Balance</p> <p>b.) Balance Sheet</p> <p>c.) Income Statement</p> <p>d.) Cash Flow</p> <p>e.) Changes in Equity</p>   |  |





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|     |  |   |  |
|-----|--|---|--|
|     |  | f.) Notes t FS<br>g.) Budget and Financial<br>Accountability Reports. | Schedules<br>Annual/Monthly<br>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<br>Reviews amount on LDDAP-ADA vs. DV and SD and signs ADA   | LDDAP-ADA<br><br>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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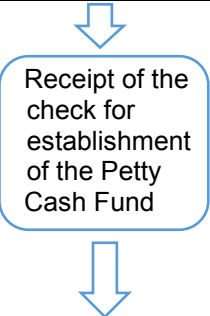

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### 3.5 Petty Cash and Advances

| 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<br><br>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<br><br>Petty Cash Custodian | Retrieves from the files the original PCV together with the supporting documents. Checks the completeness of all PCVs for the replenishment<br><br>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 |  |
| <div>END</div>   |  |   |  |

#### 4. Cash Advance Procedure (Foreign Travel)

| ACTIVITY   | RESPONSIBLE PERSON           | DETAILS  | REFERENCES/FORMS |
|--|------------------------------|--|------------------|
| <div>START</div>   |                              |  |                  |
| <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"> <li>• Vehicle Rental</li> <li>• Booth Rental</li> <li>• Internet Expenses</li> <li>• Supplies</li> <li>• and other miscellaneous expenses</li> </ul> |                  |



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|  |  |  |  |
|--|--|--|--|
|  |  | with the signature of the Project Officer/ Team Leader   |  |
| Pre-Approval of Budget Estimate by the Executive Director<br>↓       | 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<br>↓ | Budget Officer<br><br>Budget Staff/Acctg Staff<br><br>Budget Staff | <ul style="list-style-type: none"> <li>The budget Officer review the approved budget estimates and compare to the historical cost of 3 years preceding the foreign travel</li> <li>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</li> <li>Prepares Obligation Request and Status in 2 copies</li> <li>Signed the prepared Obligation Request and Status by the Immediate Supervisor and Budget Officer</li> <li>Records in the log-book</li> <li>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.</li> </ul> |  |
| Please refer to the first step of accounting procedure               | Accounting Staff/ Chief Accountant/Executive Director              | <ul style="list-style-type: none"> <li>Preparation of Disbursement Voucher</li> </ul>  | <ul style="list-style-type: none"> <li>Disbursement Vouchers</li> <li>Index of payment to suppliers Logbook</li> </ul> |



## 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.:**  
**17 of 17**

|   |                             |  |   |
|---|-----------------------------|--|---|
| <br>Please refer to cashiering procedure   | Cashier/Accounting Staff    | <ul style="list-style-type: none"> <li>• Preparation of Check/ ADA</li> <li>• Releasing of payments/ Checks to Payee</li> </ul>  | <ul style="list-style-type: none"> <li>• Advice of Check Issued</li> <li>• Logbook and Files</li> </ul> |
| <br>Liquidation of cash advance<br> | 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

RTVM-AFD-WP-01-F1



**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**



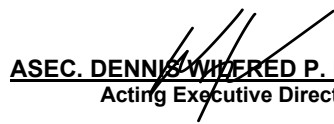
- shall include clerical, trades, crafts and custodial service positions which involve sub-professional work in a non-supervisory or supervisory capacity requiring less than four years of college studies

**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.

|  |   |  |
|--|---|--|
| <b>Prepared by:</b><br><br><br><b>DAMIEL N. P. FLORES</b><br>Admin Officer V, Personnel Section | <b>Reviewed by:</b><br><br><br><b>LERINA B. BRAGA</b><br>Division Head | <b>Approved by:</b><br><br><br><b>ASEC. DENNIS WILFRED P. PABALAN</b><br>Acting Executive Director |
| <b>Date:</b> October 21, 2021  | <b>Date:</b> October 21, 2021   | <b>Date:</b> October 21, 2021  |



## PRESIDENTIAL BROADCAST STAFF-RTVM

**Document code:**  
**RTVM-AFD-WP-02**

### ADMIN AND FINANCE DIVISION WORK PROCEDURE

**Effectivity date:**  
**October 21, 2021**

### RECRUITMENT

|                                  |                                   |
|----------------------------------|-----------------------------------|
| <b>Revision No.:</b><br><b>2</b> | <b>Page No.:</b><br><b>2 of 5</b> |
|----------------------------------|-----------------------------------|

#### 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"> <li>Division Heads</li> <li>Personnel Officer</li> </ul>                         | 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"> <li>CS Form No. 9, s. Revised 2018</li> <li>RTVM Website under Careers</li> </ul> |
| <div> <div>Identification of Candidates for Recruitment and Promotion</div> </div>  | <ul style="list-style-type: none"> <li>Personnel Officer</li> <li>PSB Secretariat</li> <li>Division Head</li> </ul> | <ul style="list-style-type: none"> <li>Preliminary evaluation of applications to identify qualified and not qualified candidates based on the CSC qualification standards</li> <li>Preparation of comparative information of applicants' education, training, work experience and eligibility</li> <li>Applicants' qualifications are then consulted with the Division Head to identify its relevancy for the position</li> </ul> | <ul style="list-style-type: none"> <li>RTVM Checklist of Qualification Standards</li> </ul>                          |
| <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"> <li>Examinations</li> <li>Test Reports</li> </ul>                                 |
| <div> <div>Scheduling of Panel Interview</div> </div>                               | HRMPSB Chairperson  | <ul style="list-style-type: none"> <li>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.</li> <li>Notify candidates of their schedule of Panel Interview thru email or text message</li> </ul>   | Memoranda of list of qualified applicants for panel interview  |



# 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.:** 4 of 5

| 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"> <li>HRMPSB shall discuss the ratings based on the Criteria Matrix which includes evaluation from other references i.e. immediate supervisor, peers and subordinates</li> <li>Determination of the top ranking applicants</li> </ul>  | <ul style="list-style-type: none"> <li>CSC Approved Criteria Matrix</li> <li>Summary of Scores based on Criteria Matrices submitted by the Panel</li> </ul> |
| <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"> <li>Deliberation Report</li> </ul>   |
| <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"> <li>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.</li> <li>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.</li> </ul> | <ul style="list-style-type: none"> <li>Notice of Appointment</li> <li>Denial Letter</li> </ul>  |
| <div>END</div>   |                    |   |   |



## **PRESIDENTIAL BROADCAST STAFF-RTVM**

**Document code:**  
**RTVM-AFD-WP-02**

### **ADMIN AND FINANCE DIVISION WORK PROCEDURE**

**Effectivity date:**  
**October 21, 2021**

### **RECRUITMENT**

|                                  |                                   |
|----------------------------------|-----------------------------------|
| <b>Revision No.:</b><br><b>2</b> | <b>Page No.:</b><br><b>5 of 5</b> |
|----------------------------------|-----------------------------------|

#### **6.0 Attachments and Forms**

- |            |                               |          |   |
|------------|-------------------------------|----------|---|
| <b>6.1</b> | <b>RTVM-AFD-WP-02-F1</b>      | <b>-</b> | <b>RTVM Criteria Matrix Form approved by the CSC</b>  |
| <b>6.2</b> | <b>RTVM-AFD-WP-02-F1.A</b>    | <b>-</b> | <b>Summary of Scores</b>                              |
| <b>6.3</b> | <b>RTVM-AFD-WP-02-F2</b>      | <b>-</b> | <b>RTVM Checklist of Qualification Standards</b>      |
| <b>6.4</b> | <b>RTVM-AFD-WP-02-F3</b>      | <b>-</b> | <b>Manpower Request Form</b>                          |
| <b>6.5</b> | <b>RTVM-AFD-WP-02-F4</b>      | <b>-</b> | <b>Test Report</b>                                    |
| <b>6.6</b> | <b>RTVM-AFD-WP-02-F5</b>      | <b>-</b> | <b>Monitoring of New Hired and Promoted Employees</b> |
| <b>6.7</b> | <b>RTVM-AFD-WP-02-F6</b>      | <b>-</b> | <b>Notice of Appointment</b>                          |
| <b>6.8</b> | <b>RTVM-AFD-WP-02-F7</b>      | <b>-</b> | <b>Denial Letter</b>                                  |
| <b>6.9</b> | <b>CS Form No. 9, s. 2018</b> | <b>-</b> | <b>Request for Publication of Vacant Position</b>     |

**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**


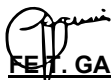

This procedure provides the cost limitations, scheduling, and post procedure after the participant's attendance to the provided Learning and Development Plan.

**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:<br><br><br><b>DANILYN P. FLORES</b><br>Admin Officer V, Personnel Section | Reviewed by:<br><br><br><b>FET. GARCIA</b><br>OIC, Admin and Finance Division | Approved by:<br><br><br><b>ASEC. DENNIS WILFRED P. PABALAN</b><br>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

Page No.:

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"> <li>Training Focal Person</li> <li>PDC Secretariat</li> </ul> | 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"> <li>PDC</li> <li>Division Reps</li> <li>HRMO</li> </ul>       | <ul style="list-style-type: none"> <li>Once calendared, the PDC respective division representatives will determine and recommend the qualified trainees</li> <li>Office orders will then be issued authorizing the employees to attend the approved seminar/ training.</li> </ul> | Office Order           |
| Assignment of Trainees   |          |  |   |                        |

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## PRESIDENTIAL BROADCAST STAFF-RTVM

Document code:

RTVM-AFD-WP-03

### ADMINISTRATIVE AND FINANCE DIVISION WORK PROCEDURE

Effectivity date:

December 3, 2021

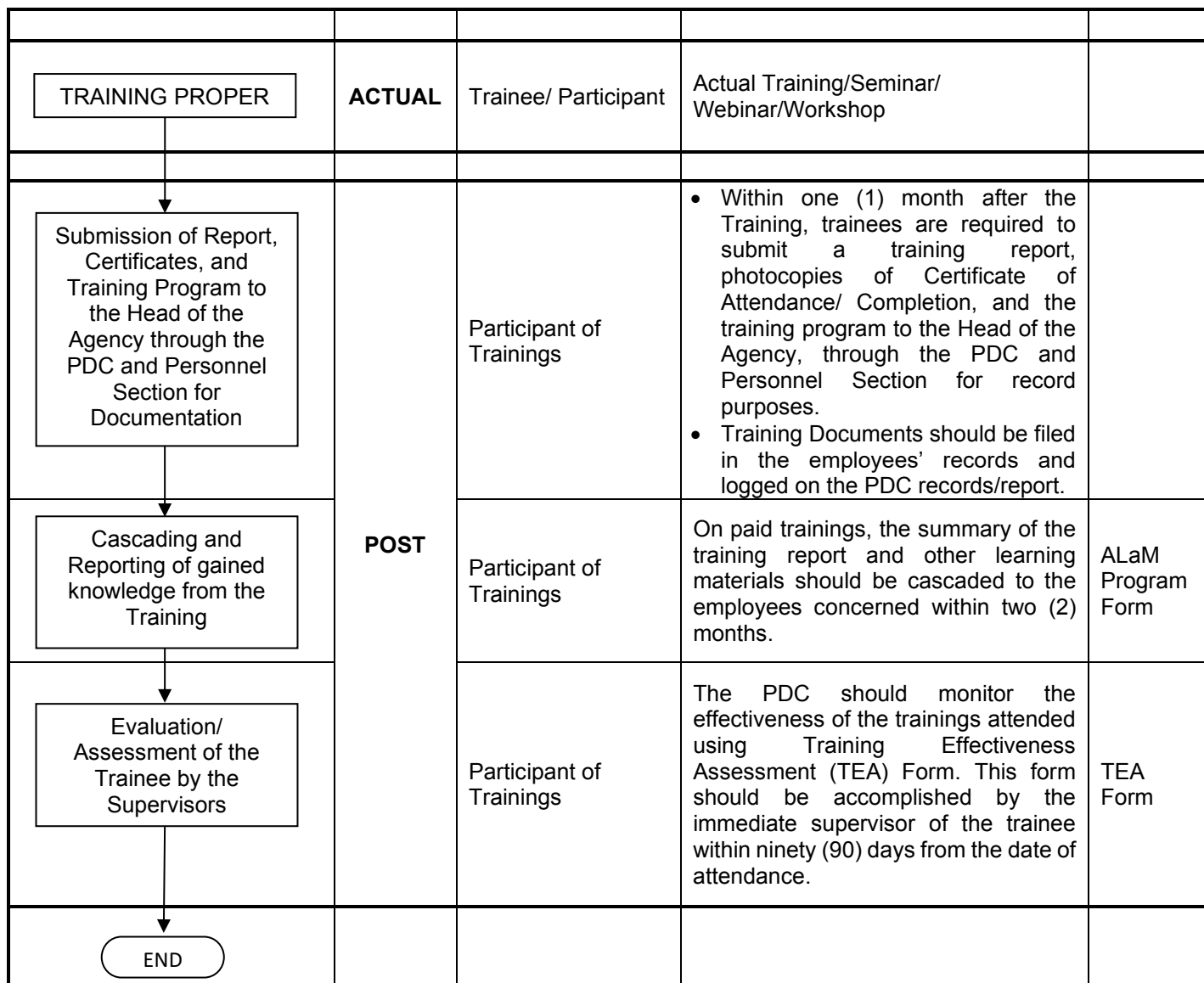
### Learning and Development Training

Revision No.:

3

Page No.:

3 of 3



## 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**

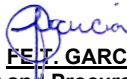


The objective of this procedure is to provide for the workflow in the procurement of goods at PBS-RTVM in compliance with the provisions of the Revised Implementing Rules and Regulations of Republic ACT 9184.

**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

|  |   |   |
|--|---|---|
| <b>Prepared by:</b><br><br><br><b>FET. GARCIA</b><br>Property and Procurement Chief | <b>Reviewed by:</b><br><br><br><b>LERINA B. BRAGA</b><br>Division Head | <b>Approved by:</b><br><br><br><b>DENNIS WILFREDO P. PABALAN</b><br>Executive Director |
| <b>Date:</b> August 17, 2020   | <b>Date:</b> August 19, 2020  | <b>Date:</b> 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<br><br>Division Chief of Requisitioning Office<br>Head of the Agency | 1. Receives the End-User's Request with ABC from the Budget Office.<br>2. Prepares Purchase Request (PR) and Inputs Control Number.<br>Use Form Appendix 60 for PR<br>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.<br>*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<br><br>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.<br>*Use Form PROC-EER-00 AND Form PROC-AQ-00<br>7. Ranks received Quotations as to Responsiveness and Recommends Award for Purchase Order for the Lowest Calculated |
| A   |   |   |

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# PRESIDENTIAL BROADCAST STAFF-RTVM

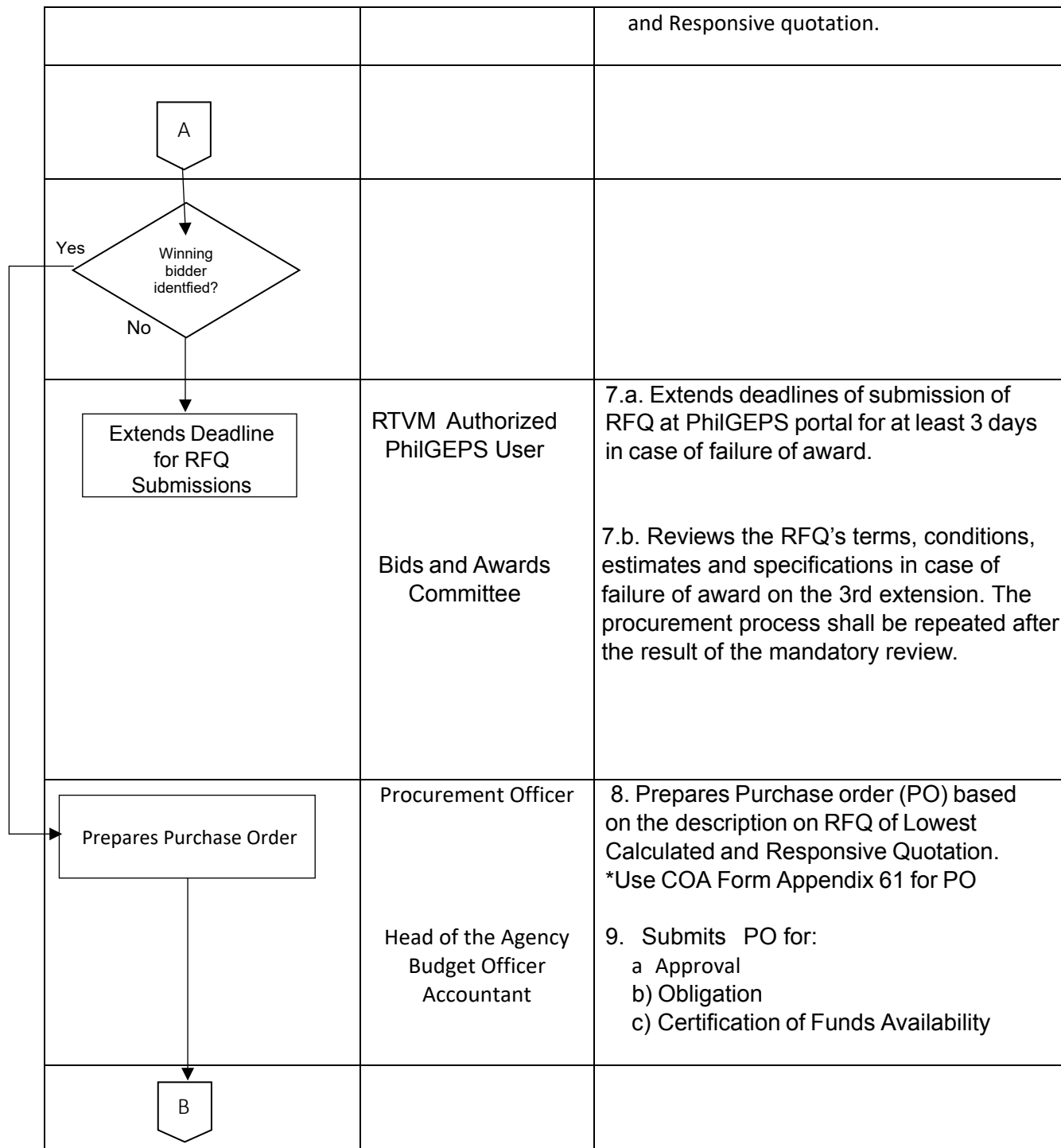
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RTVM-AFD-WP-04

## ADMIN AND FINANCE DIVISION WORK PROCEDURE

Effectivity date:  
September 1, 2020

### Procurement (50K above)

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# PRESIDENTIAL BROADCAST STAFF-RTVM

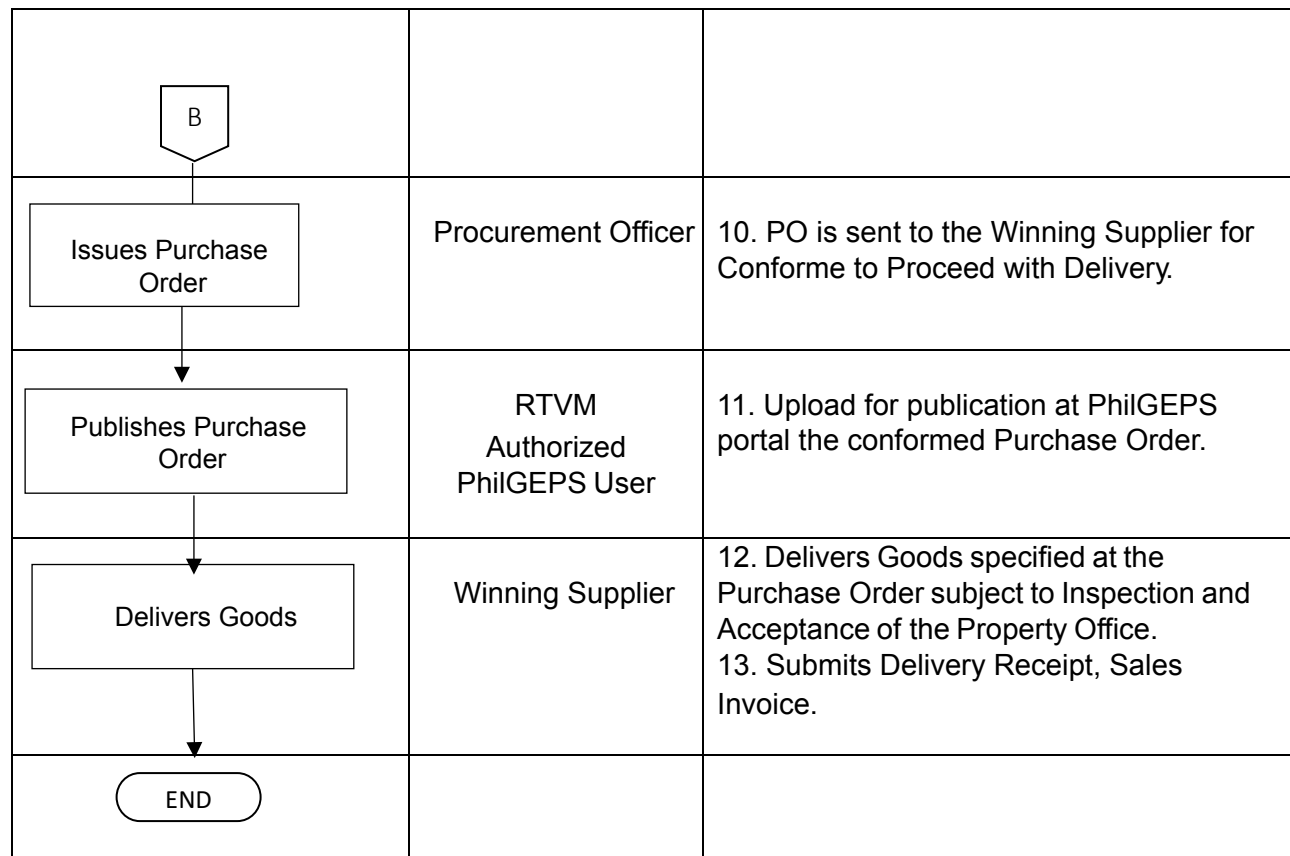
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## ADMIN AND FINANCE DIVISION WORK PROCEDURE

Effectivity date:  
September 1, 2020

### Procurement (50K above)

Revision No.: 0  
Page No.: 4 of 4



## 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

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



## 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.: 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<br><br>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<br><br><br>Division Chief of Requisitioning Office; HOPE | 2. Prepares Purchase Request (PR)<br><br>*Use Form Appendix 60 for PR<br><br>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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# PRESIDENTIAL BROADCAST STAFF-RTVM

**Document code:**  
**RTVM-AFD-WP-05**

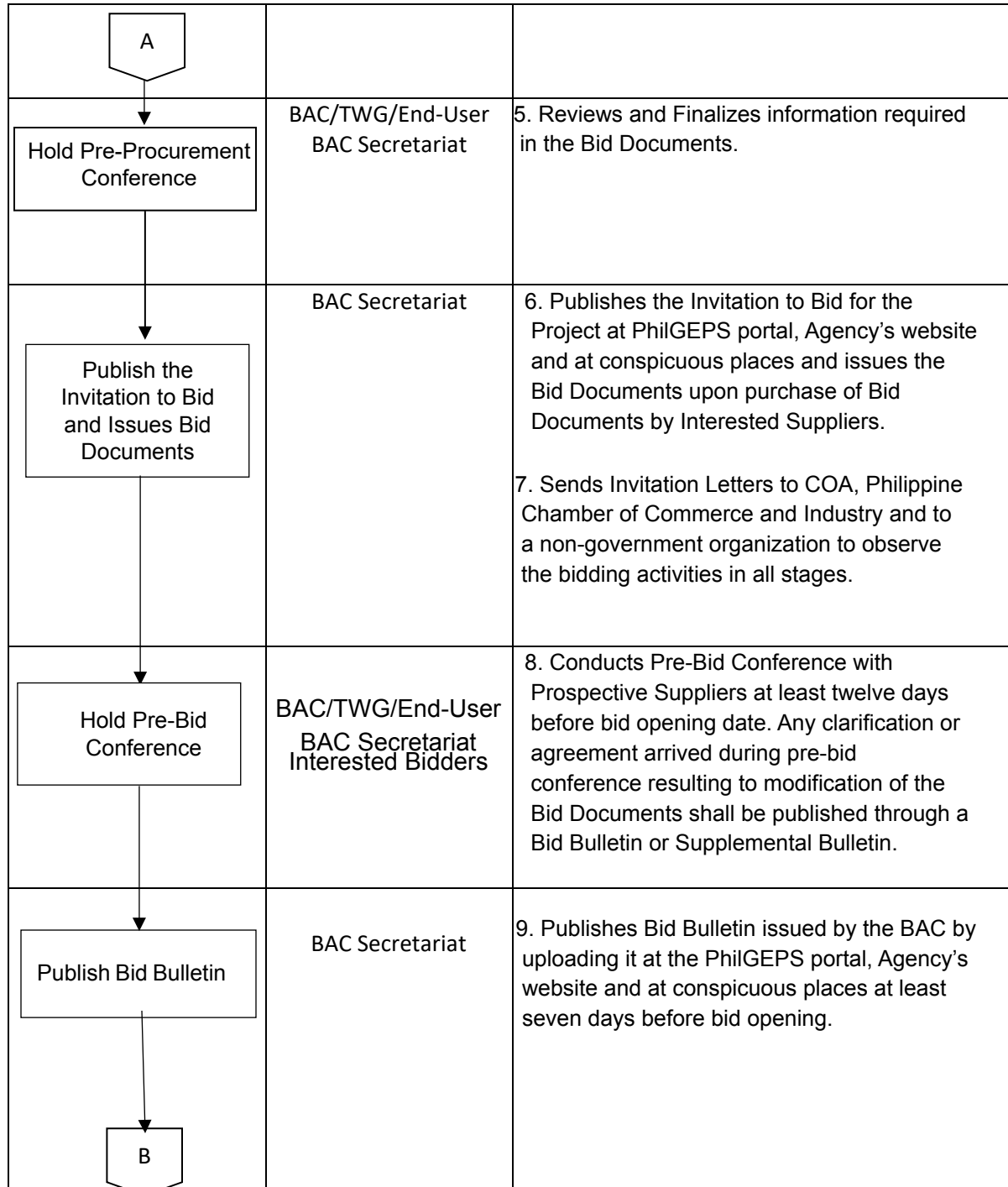
## ADMIN AND FINANCE DIVISION WORK PROCEDURE

**Effectivity date:**  
**September 1, 2020**

### Procurement through Public Bidding

**Revision No.:**  
**0**

**Page No.:**  
**3 of 6**







## PRESIDENTIAL BROADCAST STAFF-RTVM

Document code:

RTVM-AFD-WP-05

### ADMIN AND FINANCE DIVISION WORK PROCEDURE

Effectivity date:

September 1, 2020

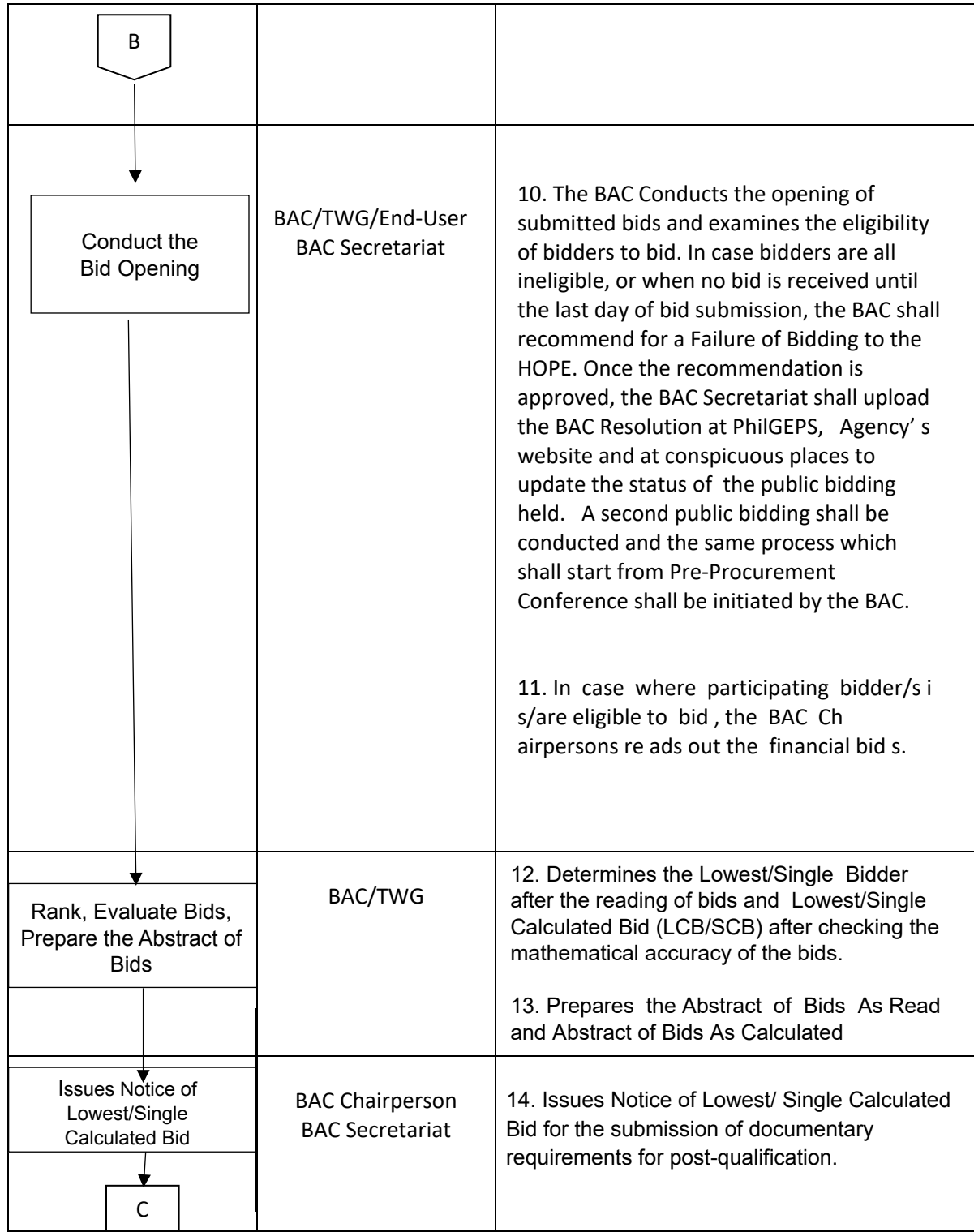
### Procurement through Public Bidding

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Document code:

RTVM-AFD-WP-05

### ADMIN AND FINANCE DIVISION WORK PROCEDURE

Effectivity date:

September 1, 2020

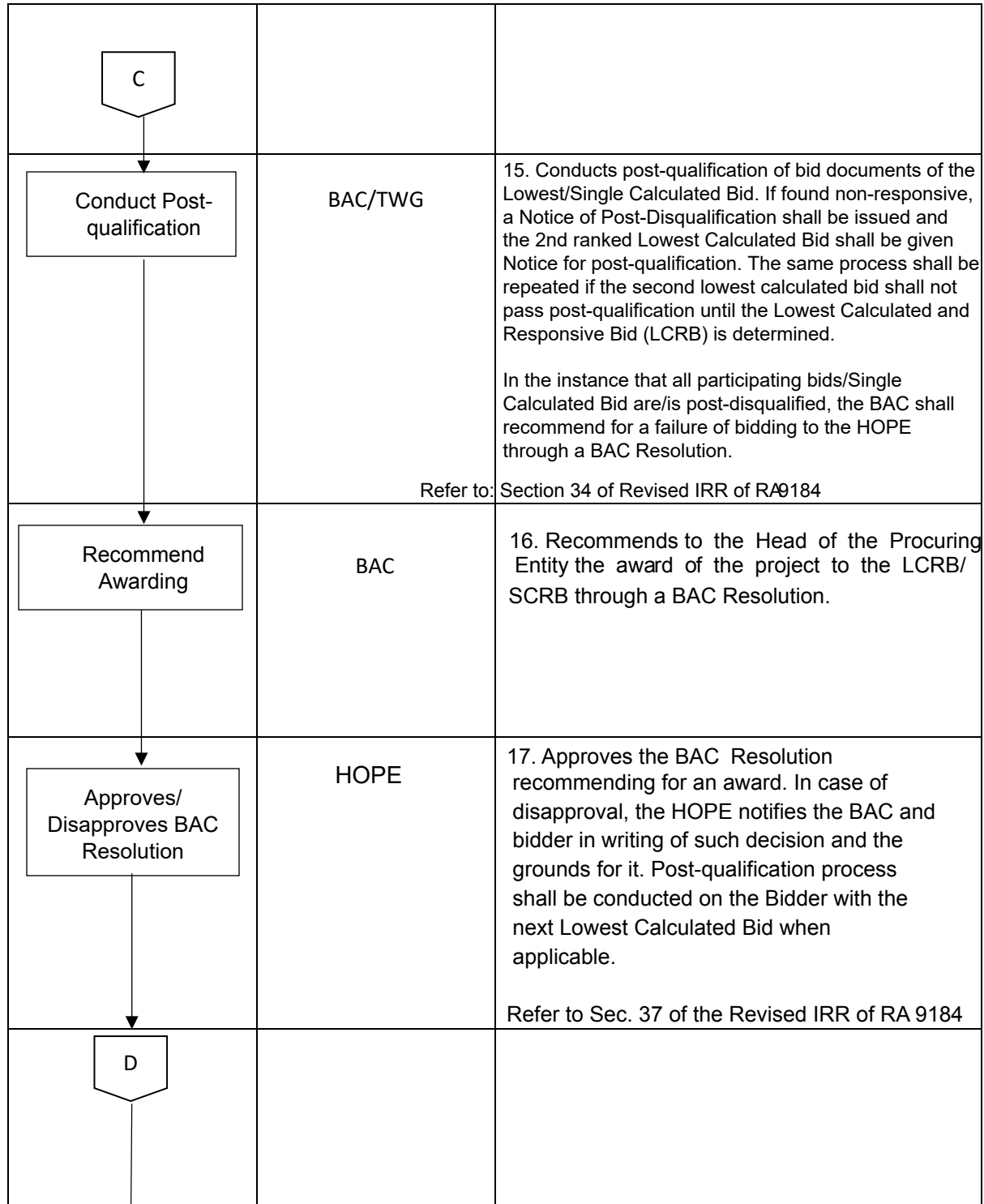
### Procurement through Public Bidding

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0

Page No.:

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# PRESIDENTIAL BROADCAST STAFF-RTVM

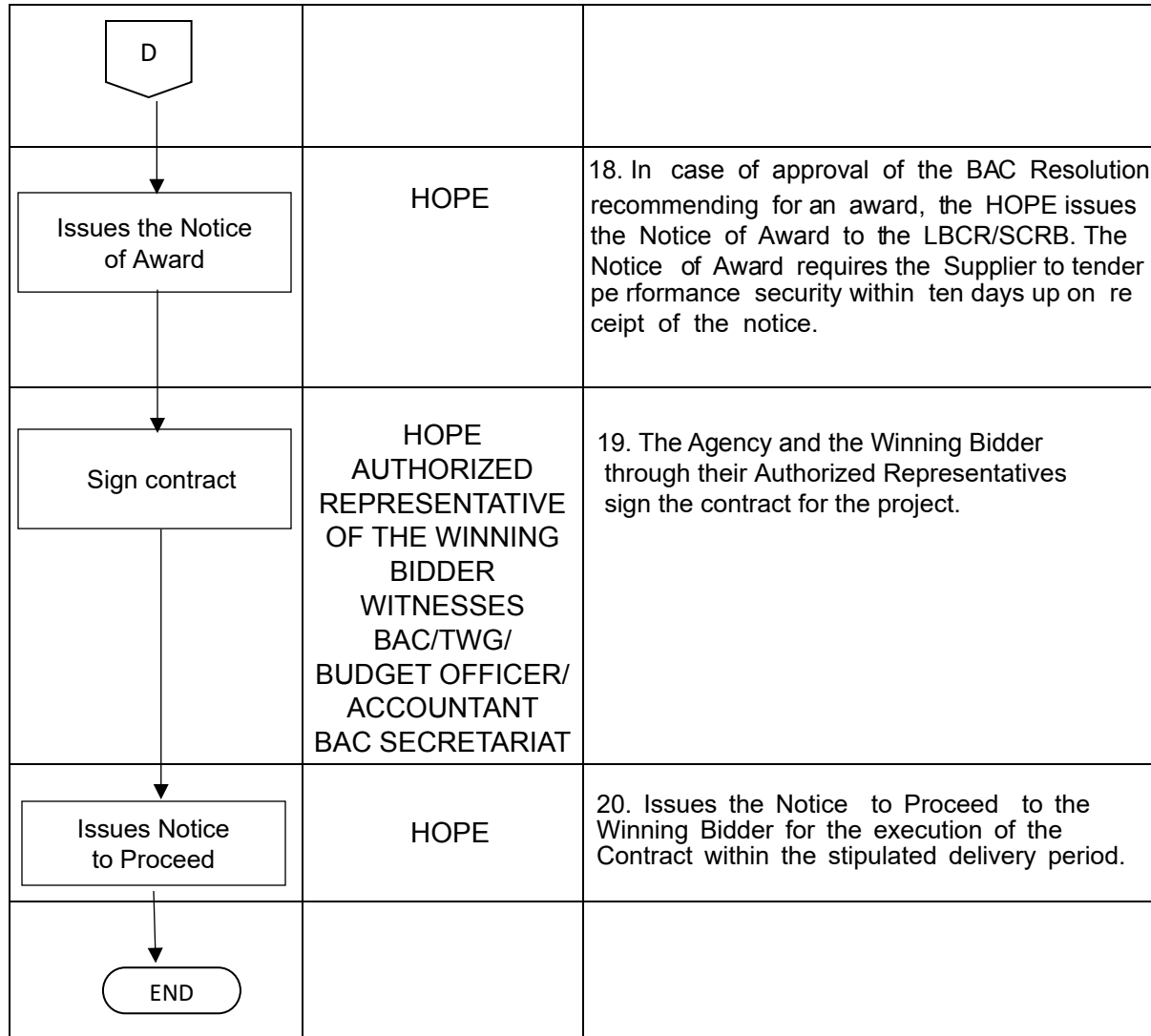
Document code:  
RTVM-AFD-WP-05

## ADMIN AND FINANCE DIVISION WORK PROCEDURE

Effectivity date:  
September 1, 2020

### Procurement through Public Bidding

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



## 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.:

1 of 5

#### 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:<br><br><br><b>FET GARCIA</b><br>Section Chief | Reviewed by:<br><br><br><b>LERINA B. BRAGA</b><br>Division Head | Approved by:<br><br><br><b>DENNIS WILFRED P. PABALAN</b><br>Executive Director |
| Date: November 16, 2021   | Date: November 16, 2021  | Date: November 16, 2021   |



## 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.:

2 of 5

#### 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:  
November 16, 2021

### Motor Vehicle Maintenance

Revision No.: 1  
Page No.: 4 of 5

| 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.<br/>*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

|                           |                            |
|---------------------------|----------------------------|
| <b>Revision No.:</b><br>1 | <b>Page No.:</b><br>5 of 5 |
|---------------------------|----------------------------|

#### 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.:

0

1 of 5

**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   |

|   |  |  |
|---|--|--|
| <b>Prepared by:</b><br><br><b>BETHEHEM M. DELA CRUZ</b><br>Administrative Officer V | <b>Reviewed by:</b><br><br><b>FE T. GARCIA</b><br>Supervising Administrative Officer | <b>Approved by:</b><br><br><b>UNDERSECRETARY FRANZ GERARD R. IMPERIAL</b><br>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.:

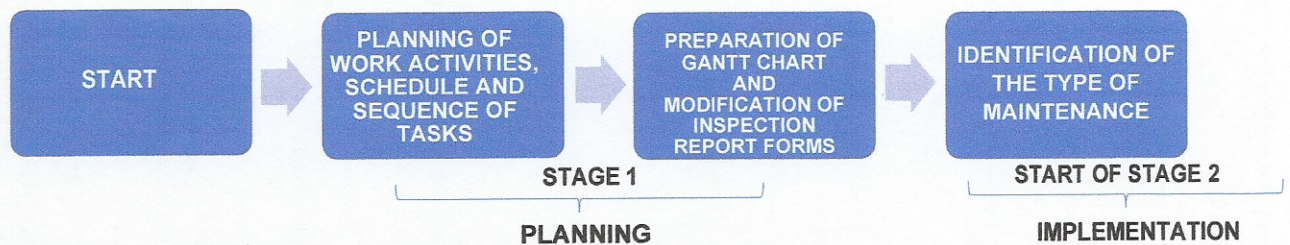
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Page No.:

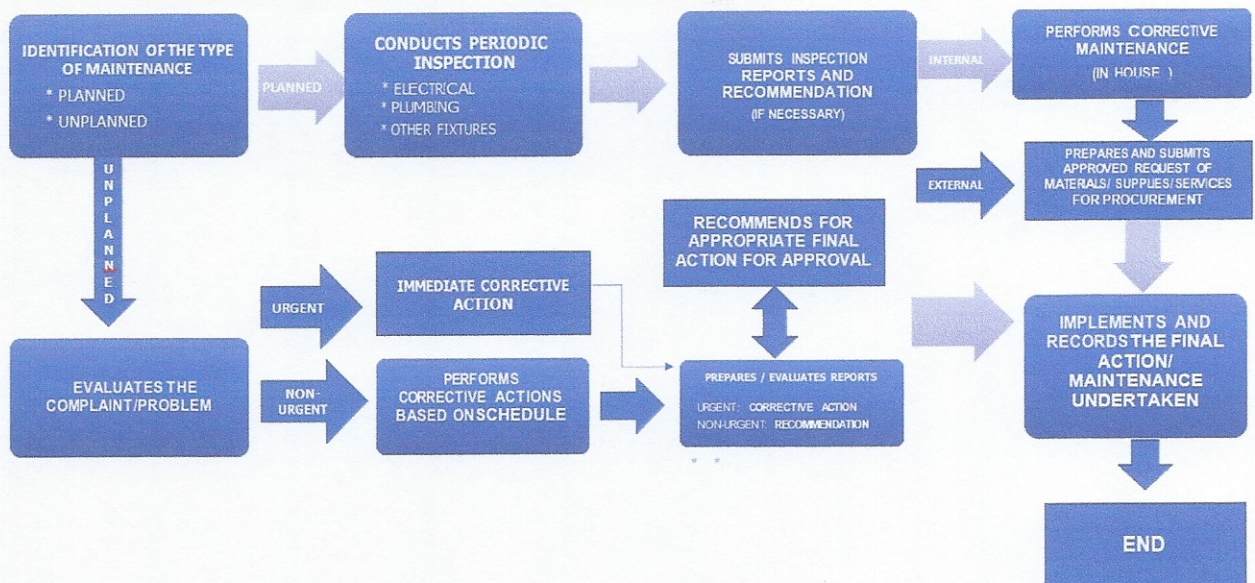
2 of 5

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





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





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

## 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



**ENGINEERING DIVISION  
WORK PROCEDURES MANUAL****Effectivity date:****January 22, 2024****Workstation Maintenance****Revision No.:****1****Page No.:****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 updates and information to the public. Desktop and Laptop computers are essential equipment to every personnel to make the work accurate, fast, and 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 maintenance is carried out to detect issues before they become problems, prevent against viruses and malware, and keep the operating system up to date.

**2.0 Scope**


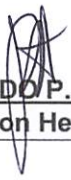

Maintenance activity of IT section shall cover all desktop and laptop owned by RTVM.

**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.

|   |   |   |
|---|---|---|
| <b>Prepared by:</b><br><br><br><b>RAY JUILLIARD P. VERGARA</b><br>Information Technology Section | <b>Reviewed by:</b><br><br><br><b>ENGR. BRANDO P. AGUILAN</b><br>Division Head | <b>Approved by:</b><br><br><br><b>USEC. FRANZ GERARD R. IMPERIAL</b><br>Executive Director |
| <b>Date: January 15, 2024</b>   | <b>Date: January 15, 2024</b>   | <b>Date: January 15, 2024</b>   |



#### 4.0 Policies and Flowchart

| ACTIVITY   | RESPONSIBILITY         | PROCEDURE DETAILS  |
|--|------------------------|--|
| START  |                        |  |
| Create an office memorandum for mandatory maintenance of workstations. | IT Section Chief       | <ol style="list-style-type: none"> <li>The IT Section head shall prepare and submit an Office Memorandum for the schedule of workstation maintenance one month before the actual activity.</li> <li>The memo shall indicate the assigned IT Staff in each division.</li> <li>Workstation maintenance shall be scheduled once every year.</li> </ol>  |
| Approved Office Memo by the Executive Director                         | Executive Office Staff | <ol style="list-style-type: none"> <li>Executive Office Staff will forward approved requests to the IT Section to be forwarded to each Division Chief.</li> </ol>  |
| Scheduling for end-users and workstation availability                  | IT staff               | <ol style="list-style-type: none"> <li>Assigned IT Staff shall communicate with end-users on the initial actual date of workstation maintenance.</li> <li>Workstation maintenance shall be subject to a re-schedule due to the following factors: <ol style="list-style-type: none"> <li>End-user workstation is needed on a critical operation like Presidential coverages and/or work deadlines.</li> <li>Availability of personnel assigned to execute maintenance and the end user.</li> </ol> </li> </ol> |
| Performing of maintenance on workstation                               | IT Staff<br>End-user   | <ol style="list-style-type: none"> <li>Workstation maintenance shall be performed on desktops and laptops. The RTVM-ENG-WP-01-F1 workstation maintenance form which indicates the procedure for Windows and Mac workstations shall be filled up and signed by the assigned IT staff.</li> </ol>  |





## PRESIDENTIAL BROADCAST STAFF-RTVM

Document code:

RTVM-ENG-WP-01

### ENGINEERING DIVISION WORK PROCEDURES MANUAL

Effectivity date:

January 22, 2024

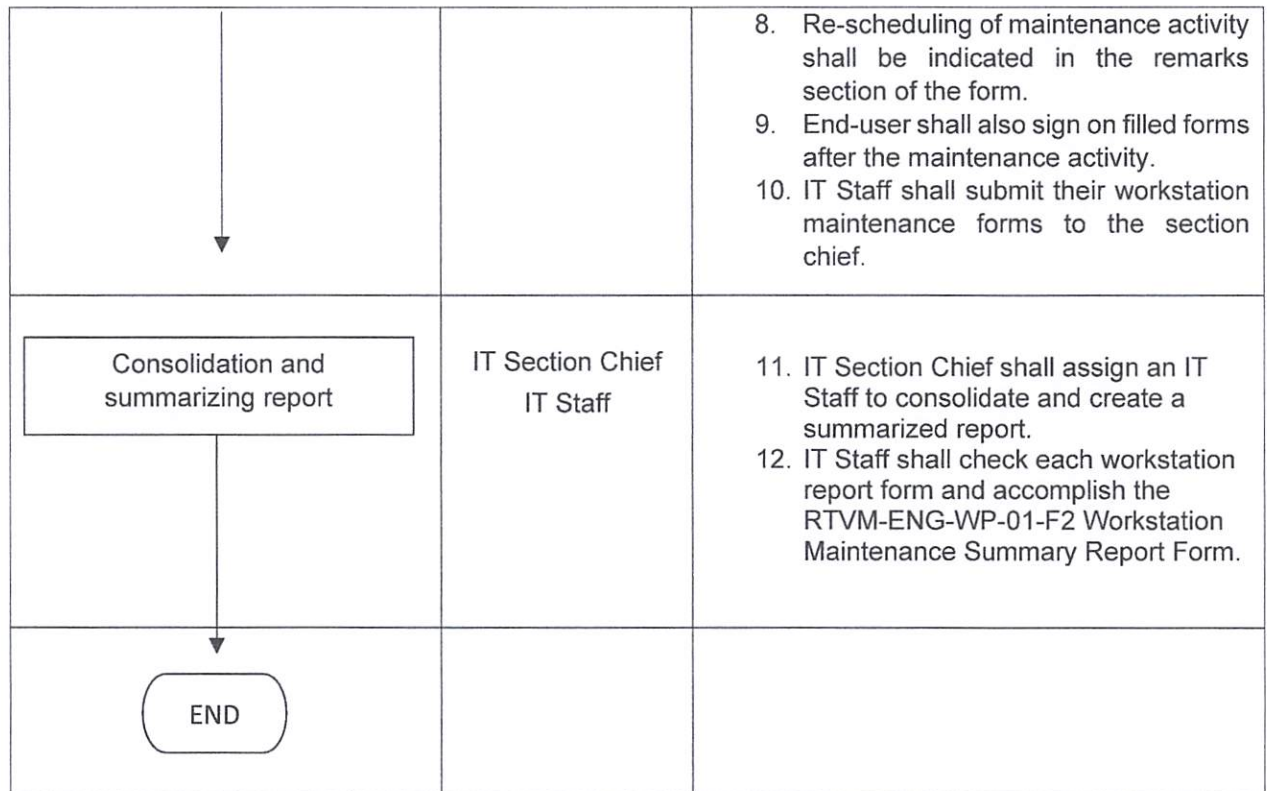
#### Workstation Maintenance

Revision No.:

1

Page No.:

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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-01-F1 Workstation Maintenance Form

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



## PRESIDENTIAL BROADCAST STAFF-RTVM

Document code:  
RTVM-ENG-WP-02

### ENGINEERING DIVISION WORK PROCEDURES MANUAL

Effectivity date:  
January 22, 2024

#### Server Maintenance

| Revision No.: | Page No.: |
|---------------|-----------|
| 1             | 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.

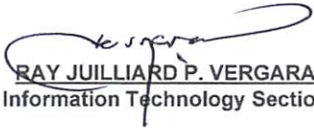
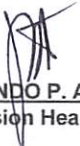

### 3.0 Definition of Terms

#### 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:<br><br><br><b>RAY JUILLIARD P. VERGARA</b><br>Information Technology Section | Reviewed by:<br><br><br><b>ENGR. BRANDO P. AGUILAN</b><br>Division Head | Approved by:<br><br><br><b>USEC. FRANZ GERARD R. IMPERIAL</b><br>Executive Director |
| Date: January 15, 2024   | Date: January 15, 2024   | Date: January 15, 2024   |





#### 4.0 Policies and Flowchart

| ACTIVITY  | REPONSIBILITY    | PROCEDURE DETAILS   |
|---|------------------|---|
| <div>START</div>                                |                  |   |
| <div>Assignment of Personnel</div>              | IT Section Chief | 1. The IT Section Chief head shall assign an IT Staff to perform maintenance of RTVM servers.   |
| <div>Scheduling of maintenance activity</div>   | IT staff         | 2. Regular maintenance should be performed once every 3 months. Preferably on the last week but may be rescheduled until the 1 <sup>st</sup> week of the next month at most.<br><br>3. Server maintenance shall be subject to a re-schedule due to the following factors: <ul style="list-style-type: none"> <li>a. Server/s is/are needed on critical operations like Presidential coverages and/or conferences.</li> <li>b. Availability of personnel assigned to execute maintenance.</li> </ul> |
| <div>Performing of maintenance on servers</div> | 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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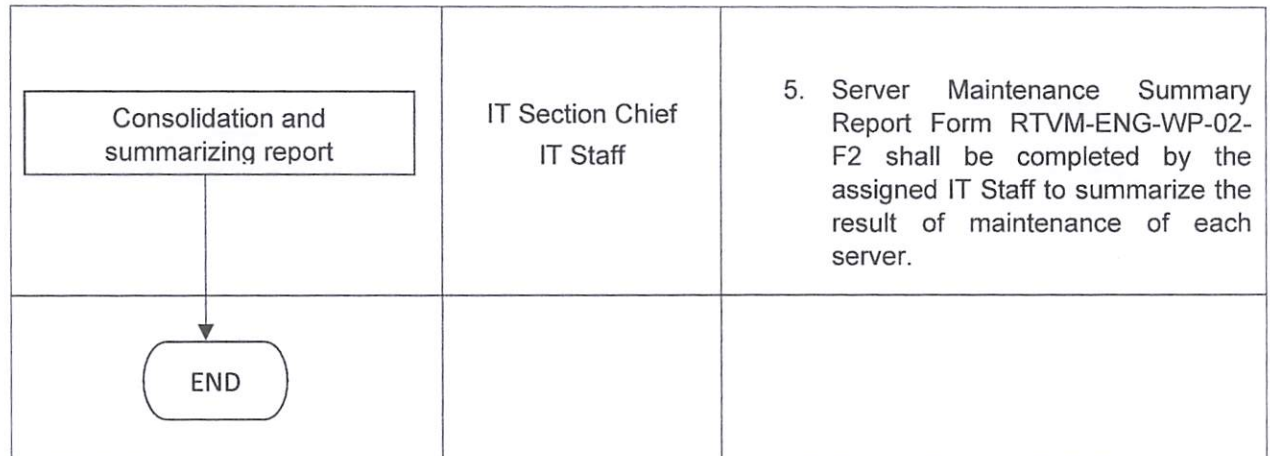
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**5.0 References**

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