



CITIZEN'S CHARTER NO.R6-AF-04.PhilGEPS POSTING

This Service is made for Contractor to view in the website.

Office or Division:	DENR Regional Office, PENRO Management Services Division			
Classification:	Complex			
Type of Transaction:	G2C –GovernmenttoCitizen			
Who may avail:	Internal Clients/Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Approved PR		Requesting Party		
2.Approved PPMP		Requesting Party		
3.Memo Request for Posting		Requesting Party		
4.Terms of Reference		Requesting Party		
Additional if Private Property				
Additional if School/Organization				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
PENRO				
1. Submit Memorandum request for PhilGEPS posting	1.1Receives the Memorandum request and supporting documents, stamp the date and forward to PENR Officer	None	15 min.	<i>Regional Office PENRO Staff/Secretary</i>
	2.2Receive, review and approve the Memorandum Request and Supporting Documents for referral toBAC c/oBAC Secretariat	None	1 day	<i>Procurement Section PENRO Officer</i>
	2.3Receive, review the Memorandum Request and its Supporting Documents and schedule deliberation with BAC	None	3 days	<i>BAC Secretariat</i>



	members with regards to the mode of procurement			
	2.4 Posting to PhilGEPS website	None	30 min.	<i>BAC Secretariat</i>
	2.5 Post is reflected in the PhilGEPS website	None	1 day	<i>PhilGEPS Website Administrator</i>
		None	5 days 45 min	