

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 –Government to Citizen			
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		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
REGIONAL OFFICE				
1. Submit Memorandum request for PhilGEPS posting	1.1 Receives the Memorandum request and supporting documents, stamp the date and forward to Procurement Section.	None	15 min.	SALVACION S. SURMILA <i>Forest Technician I Office of the Regional Executive Director</i>
	2.2 Receive, review and approve the Memorandum Request and Supporting Documents for referral to BAC c/o BAC Secretariat	None	1 day	CIRILA C. LORQUE <i>OIC Chief, Procurement Section</i>

	2.3 Receive, review the Memorandum Request and its Supporting Documents and schedule deliberation with BAC members with regards to the mode of procurement	None	7 days	CHRISTINE JOY S. HUELE <i>Administrative Officer I/ BAC Secretariat, Procurement Section</i>
	2.4 Posting to PhilGEPS website	None	1 hour	JOMELYN V. BALDEVIESO <i>Forest Technician I, In- Charge, PhilGEPS posting Procurement Section</i>
	2.5 Post is reflected in the PhilGEPS website	None	1 day	<i>PhilGEPS Website Administrator</i>
	TOTAL:	None	9 days, 1 hour and 15 min.	