



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		
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	1.1 Receives the Memorandum request and supporting documents, stamp the date and forward to PENR Officer	None	15 min.	 <i>Regielina V. Nervar</i> <i>Forest Technician I</i>
	2.2 Receive, review and approve the Memorandum Request and Supporting Documents for referral to BAC c/o BAC Secretariat	None	1 day	 <i>Merlene B. Aborka</i> <i>PENR Officer</i>



*Renaliz T. Francisco
EMS II*



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EMS II*

	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	 <i>Renaliz T. Francisco EMS II</i>
	2.4 Posting to PhilGEPS website	None	1 hour	 <i>Renaliz T. Francisco EMS II</i>
	2.5 Post is reflected in the PhilGEPS website	None	1 day	 <i>Renaliz T. Francisco EMS II</i>
	TOTAL:	None	9 days, 1 hour and 15 min.	