



Republic of the Philippines  
Province of Benguet  
Municipality of Itogon

**Office of the Municipal Mayor**

Tel. No.: (074) 423-0818 Fax No.: (074) 442-3526

Email Address: vic. palangdan@gmail.com

June 25, 2014

Administrative Order 14-009

**SUBJECT: FLOWCHARTS AND DOCUMENT TRACKING PAPER FOR COMMON GOODS/SERVICES, PAYMENT FOR PROGRESS/FINAL BILLING AND REFUND OF RETENTION MONEY FOR INFRASTRUCTURE PROJECTS**

**WHEREAS**, in 2007, the Philippine Government made a remarkable stride in enacting republic Act Number 9485, otherwise known as “An Act to improve the efficiency in the Delivery of Government Service to the Public by Reducing Bureaucratic Red Tape, Preventing Graft and Corruption , and Providing Penalties thereof” or the Anti- Red tape Act of 2007;

**WHEREAS**, the ARTA has become the most evident legal mechanism which is now the focus of public sector reform that spells out the reengineering of systems and procedures for an efficient and effective delivery of frontline services;

**WHEREAS**, one of the key points of the law is to ensure transparency through the Citizen’s Charter as a requirement with respect to frontline services. The inclusion of relevant flowcharts on the Citizen’s Charter provides a guide that shows a clear set of step-by-step procedures, the response time, and the person-in-charge;

**WHEREAS**, the flowcharts are hereby adopted as a measure to implement the tenets of the Citizen’s Charter specifically on the procurement and disbursement of common goods and services and in payment of progress/final billings and refund of retention money for infrastructure projects;

**WHEREAS**, the adoption of unified procedures for the strengthening of effective practices aimed to promote transparency with regard to the manner of transacting with the public;


**WHEREAS**, the flowcharts and tracking papers are hereby enclosed to form as an integral part of this administrative order;

**WHEREAS**, a document tracking paper shall be always attached for every disbursement of common goods/services and payment of progress/final billing and refund of retention money;

**NOW THEREFORE, I, VICTORIO T. PALANGDAN**, by virtue of the power vested in me as the Local Chief Executive of this municipality do hereby mandate the use of the flowcharts and tracking papers in line with RA 9485.

This administrative order shall take effectively.

Issued this 25<sup>th</sup> day of June 2014 at Itogon, Benguet Philippines.

  
**ATTY. VICTORIO T. PALANGDAN**  
Municipal Mayor

Cc:

- All Offices
- SB Chair on Infrastructure
- DILG
- file



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**PROGRESS/FINAL BILLING AND REFUND OF RETENTION MONEY FOR INFRASTRUCTURE PROJECTS FLOWCHART  
 DOCUMENT TRACKING PAPER**

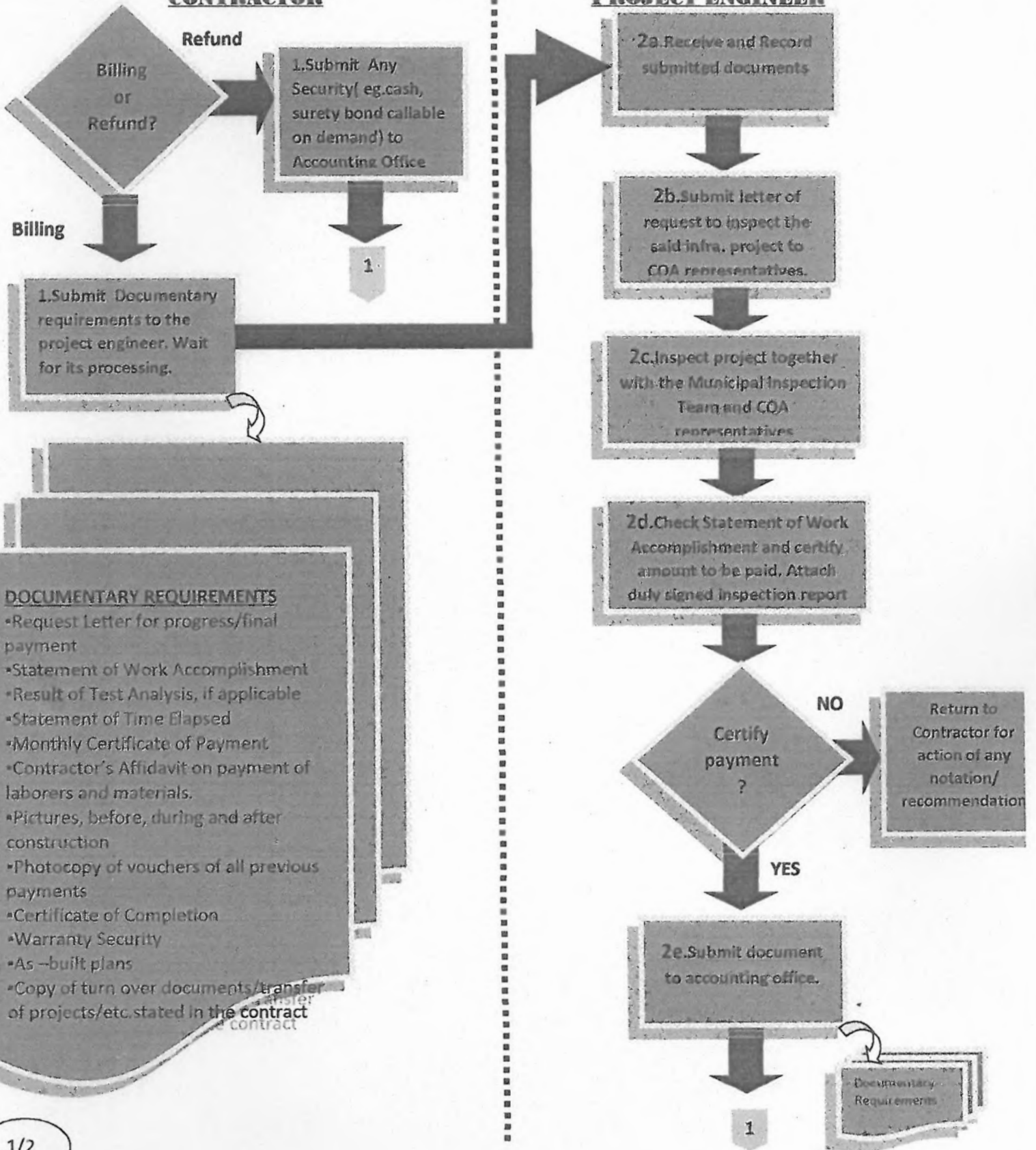
PAYEE:						
DATE:						
Step	Responsible Office	Activity/ Document Attached	Est. Mins./Hours/ Day to Complete	Date and Time Completed	Signature of designated personnel	Remarks
1	Contractor	Submit Documentary Requirements	XXX			
2	Engineering Office	a.Receive and Record Documents	2 mins.			
		b.Submit letter for inspection of the said project to COA	1 day			
		c.Inspect Project together with the Project Monitoring Team and COA Representative.	1 day			
		d.Check Statement of Work Accomplishment. Attach duly signed inspection/monitoring report	1 hour			
		e.Forward documents to Accounting Office	5 mins.			
3	Mun. Accounting Office(a,b)	Account;Affix Signature;Record: Disbursement Voucher	15 mins.			
4	Mun. Treasury Office(a,b)	Verify, Affix Signature/ Record DV	10 mins.			
5	Mayor's Office	Record;Approve; Affix signature	Receive/record=5 mins. Mun. Admin=3 mins. LCB=10 mins.			
6	Mun. Treasury Office	Prepare <i>Check</i> : affix signature/ Record	15 mins.			
7	Mayor's Office	Countersign check	5 mins.			
8	Mun. Accounting Office	Prepare <i>Accountant advice</i> : affix signature	15 mins.			
9	Mun. Treasury Office	Receive;Record;issue check to claimant	10 mins. (All checks issued must be paid/released within a month)			
10	Mun. Accounting Office	Approve JEV	15 mins			
11	Commission on Audit	Post Audit	XXX			

**Note:** Supporting documents are the general documentary requirements. Other necessary documents to support the transaction must be attached depending on the nature of expense. This document tracking paper must be attached for every disbursement of progress/final billing or refund of retention money for infrastructure projects.

# PAYMENT FOR PROGRESS/FINAL BILLING AND REFUND OF RETENTION MONEY FOR INFRASTRUCTURE PROJECTS FLOWCHART

## CONTRACTOR

## PROJECT ENGINEER

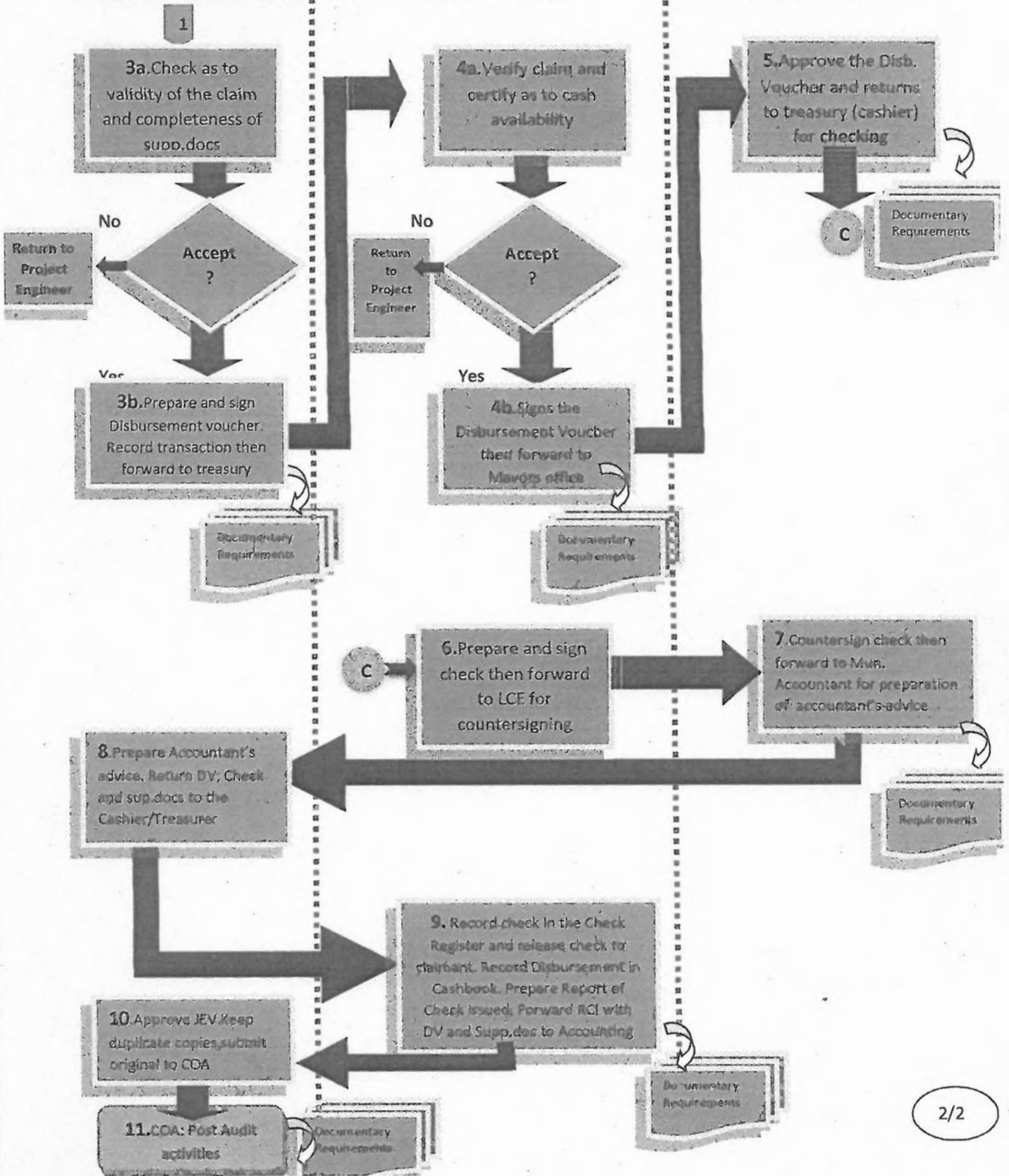


# COMMON GOODS/SUPPLIES/SERVICE PROCUREMENT FLOWCHART

**MUN. ACCOUNTANT**

**MUN. TREASURER**

**LOCAL CHIEF EXECUTIVE**





**PERIOD OF ACTION ON INFRASTRUCTURE PROCUREMENT PROCESS**

7 cd	<ul style="list-style-type: none"><li>◦ STAGE 1</li><li>◦ Advertisement/Posting of Invitation to Bid/ Request for Expression of Interest</li></ul>	- Ms. Rowena Cariño
Refer to Stage 5	<ul style="list-style-type: none"><li>◦ STAGE 2</li><li>◦ Eligibility check</li></ul>	-Tech. Working Group ( Mr. Francisco Lictag)
From 1st day of stage 1 until stage 5	<ul style="list-style-type: none"><li>◦ STAGE 3</li><li>◦ Issuance and Availability of Bidding Documents</li></ul>	- Ms. Judy Ann Lacmaan
1 cd	<ul style="list-style-type: none"><li>◦ STAGE 4</li><li>◦ Pre-Bid Conference</li></ul>	- Bids and Awards Committee
10 cd before stage 5	<ul style="list-style-type: none"><li>◦ Request for clarification</li></ul>	- Bids and Awards Committee
7 cd before stage 5	<ul style="list-style-type: none"><li>◦ Supplemental/ Bid Bulletin</li></ul>	- Ms. Rowena Cariño
1 cd	<ul style="list-style-type: none"><li>◦ STAGE 5</li><li>◦ Submission and Receipt of Bids ( day includes opening of bids and eligibility check)</li></ul>	- Mayor's Office(BAC Secretariat)
3 cd after stage 5	<ul style="list-style-type: none"><li>◦ Submission of Additional Requirements</li></ul>	- Ms. Judy Ann Lacmaan
1-5 cd	<ul style="list-style-type: none"><li>◦ STAGE 6</li><li>◦ Bid Evaluation</li></ul>	- Tech. Working Group ( Mr. Francisco Lictag)
1-30 cd	<ul style="list-style-type: none"><li>◦ STAGE 7</li><li>◦ Post Qualification</li></ul>	- Tech. Working Group ( Mr. Francisco Lictag)
2-4cd	<ul style="list-style-type: none"><li>◦ STAGE 8</li><li>◦ Approval of resolution / Issuance of Notice of Award</li><li>◦ ( 1 cd for BAC, 1 cd for NOA)</li></ul>	- Ms. Florida T. Velasco
2-10 cd	<ul style="list-style-type: none"><li>◦ STAGE 9</li><li>◦ Contract Preparation and Signing</li></ul>	- Ms. Florida T. Velasco
1-5 cd	<ul style="list-style-type: none"><li>◦ STAGE 10</li><li>◦ SB Confirmation for Contracts amounting to Php 250,000.00 and above</li><li>◦ Approval of Contract by higher authority</li></ul>	- SB; Local Chief Executive
1-2 cd	<ul style="list-style-type: none"><li>◦ STAGE 11</li><li>◦ Issuance of Notice to Proceed</li></ul>	- Ms. Florida T. Velasco