

Request for Updates of PNOC Projects and Other Information

Schedule of Availability of Service

Monday to Friday
8:00 A.M. to 5:00 P.M.

Who may avail of the Service

Department of Energy
National Economic and Development Authority
Office of the President - Presidential Management Staff

Duration: 17 days and 30 minutes

Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	Send the request for updates	Receive documents, record in logbook and forward to the Manager.	15 minutes	Executive Assistant		-
2		Assign the request to SP Division Chief and/or PO	1 day	Manager		-
3		Prepare memo to subsidiaries soliciting inputs for request, send memo to subs and await inputs	5 days	DC and/or PO		-
4		Receive inputs from subsidiaries, record in logbook and forward to Manager	15 minutes	Executive Assistant		
5		Forward submissions to assigned DC and/or PO for consolidation	2 days	Manager		-
6		Endorse consolidated report for review of Manager	1 day	DC and/or PO		
7		Review report, if OK prepare cover letter otherwise return to DC or PO with instructions	1 day	Manager		

Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
8		Prepare cover letter and forward report and letter to Manager for endorsement to the President	1 day	DC and/or PO		
19		Endorse letter and report for approval and signature of the President	1 day	Manager		
10		Receives letter and report, records in logbook and forward to COS	1 day	OP Executive Assistant		
11		Reviews letter and report and endorses it to President for approval and signature	1 day	COS		
12		Approves report and signs letter	1 day	President		
13		Returns report and letter to Corplan for release to requesting entity	1 day	OP Executive Assistant		
14	Receive reports/inputs	Receives report and letter and releases report to requesting entity	1 day	Executive Assistant		

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