

TABLE 31 REQUIREMENTS

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 Finance

What are the Requirements:

Letter of request

Duration: 13 days, 2 hours, 50 minutes

Step	Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	Sends request thru fax and mail	Receives DOF's request for PNOC's submission of the Table 31 requirements from the OSVP-MS; stamps date of receipt on the request and submits the same to the Manager	5 minutes	Executive Assistant		Table 31/32 in Cash Flow Format
2		Forwards the request to the Assistant Manager for preparation of letter to Subsidiaries	5 minutes	Manager		
3		Prepares letter to the subsidiaries and submits the same to the Manager	5 minutes	Assistant Manager		
4		Endorses the letter to the Senior Vice-President for MS for approval and signature	1 hour	Manager		
5		Signs the letter and returns the same to the Department Manager		Sr Vice-President for MS		
6		Receives the signed letter from the OSVP-MS and submits the same to the Manager	5 minutes	Executive Assistant		
7		Clears the signed letter for release to Subsidiaries	20 minutes	Department Manager		
8		Releases the letter to the Subsidiaries		Executive Assistant		

Step	Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
9		Receives Table 31 requirements from the Subsidiaries; stamps date of receipt on the request and submits the same to the Manager	5 days	Executive Assistant		
10		Forwards Subsidiaries' submissions to the Budget Officers through the Assistant Manager and Budget Division Chief	5 minutes	Manager		
11		Prepares PNOC's quarterly/annual MOOE, Income Statement & Cash Flow projections in support of the Projected Cash Flow Statement in Table 31 format and submits the same to Budget Officer III to include in the consolidated report	3 days after receipt of complete documents from Subsidiaries	Budget Officer IV		
12		Drafts the transmittal letter to DOF and consolidated reports; coordinates when necessary with the Subsidiaries for clarification of the submissions; and submits the same to the Division Chief for review		Budget Officer III		
13		Reviews the drafts, notes corrections on the drafts and submits the same to the Assistant Manager for review	1 day	Division Chief		
14		Reviews the drafts, if OK – instructs the Budget Officer III to finalize the drafts, otherwise – gets soft copies, prepares final drafts and submits the same to the Manager	1 day	Assistant Manager		
15		Reviews the drafts, if OK – instructs the Assistant Manager to have the drafts finalized, otherwise – returns the same to the Assistant Manager for revision	1 day	Manager		

Step	Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
16		Finalizes the drafts or makes revisions and submits the same to the Manager	1 day	Assistant Manager		
17		Endorses the transmittal letter to DOF and consolidated reports to the Senior Vice-President for MS for signature		Manager		
18		Signs the transmittal letter and returns the same to the Department Manager	1 hour	Sr Vice-President for MS		
19		Receives the letter and reports from the OSVP-MS and submits the same to the Manager	5 minutes	Executive Assistant		
20		Clears the signed letter and reports for release to DOF		Manager		
21	Receipt of Table 31 reports	Releases the reports to DOF	1 day	Executive Assistant		

Table 31 Requirement



