

PNOC
The Energy Company

PHILIPPINE NATIONAL OIL COMPANY
SERVICE CHARTER

FOREWORD

In compliance with Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2007, the Philippine National Oil Company adheres to systems and procedures which eliminate any form of red tape to improve the delivery of its services to its clients and stakeholders.

The Philippine National Oil Company was created in 1973 to ensure the adequate supply of oil and oil products as well as power and energy to all users and to enable the unimpeded and efficient growth of the economy. Through its subsidiaries, PNOC continues to serve as the key institution in the exploration, development and utilization of indigenous oil and non-oil energy resources. Since PNOC is a holding company, its main roles are to oversee the programs and projects of its Subsidiaries, and to provide financial assistance to them whenever necessary.

RA 9485 defines a frontline service as a “process or transaction between clients and government offices or agencies involving applications for any privilege, right, permit, reward, license, concession, or for any modification, renewal or extension of the enumerated applications and/or requests which are acted upon in the ordinary course of business of the agency or office concerned”. Based on this definition, PNOC has no frontline services.

Still, this Service Charter is proof of the company’s commitment to being an efficient partner in government by being responsive and cooperative with its clients and stakeholders, among which are as follows:

- Office of the President
- PNOC Subsidiaries
- Department of Budget and Management
- House of Representatives
- Senate of the Philippines
- National Economic and Development Authority
- Department of Finance
- Commission on Audit

ANTONIO M. CAILAO
President and Chief Executive Officer

The PHILIPPINE NATIONAL OIL COMPANY

Through Presidential Decree No. 334, the Philippine National Oil Company (PNOC) was created on November 9, 1973, to provide and maintain an adequate and stable supply of oil. Focusing its efforts and resources in learning the ropes of the petroleum industry, PNOC rose to occupy market leadership in an industry thought to be the domain of multinationals. Its charter was amended to include energy exploration and development.

PNOC was a product of the times. It was the Philippines' response to the oil crisis that gripped the world in the 1970's. Before the oil embargo, there was easy and ready access to crude. But sudden upheavals in the global oil industry caught many, including the Philippines, unprepared and, therefore, vulnerable.

The Philippines' response was quick and strategic. PNOC successfully forged oil-supply partnerships with supplier countries. It later acquired refineries and petroleum transport and marketing firms with the aim of being a "total" energy company. With this thrust at the heart of the company's operations, it further initiated the exploration of the country's indigenous oil and non-oil energy resources. Its purpose was to build an energy sector that will bring energy independence to the country. Eventually, PNOC expanded its operations to include total energy development, including the development and utilization of indigenous energy sources like oil and gas, coal, and geothermal.

Developments in the country as well as the global front make it imperative for the company to get more involved in new and renewable and alternative energy activities and projects. In 1993, PNOC also ventured into petrochemicals, setting up the Philippines' first petrochemical industrial estate in Limay, Bataan.

PNOC continues to serve as the key institution in the exploration, development and utilization of indigenous oil and non-oil energy sources.

PNOC currently has 5 subsidiaries working together to realize PNOC's vision: the PNOC Exploration Corporation, PNOC Shipping and Transport Corporation, PNOC Development and Management Corporation, PNOC Alternative Fuels Corporation and PNOC Renewables Corporation.

PNOC CHARTER STATEMENT

Mission

To develop and implement projects and programs in a financially prudent and responsible manner aimed at:

- Increasing self-sufficiency in oil, gas and other energy sources;
- Ensuring security of supply; and
- Maintaining energy price stability.

Vision

To be a world-class energy enterprise.

Core Values

Professional Integrity
Professional Excellence
Company Loyalty
Teamwork

Schedule of Services

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Procurement Procedures

Schedule of Availability of Service

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

Who may avail of the Service

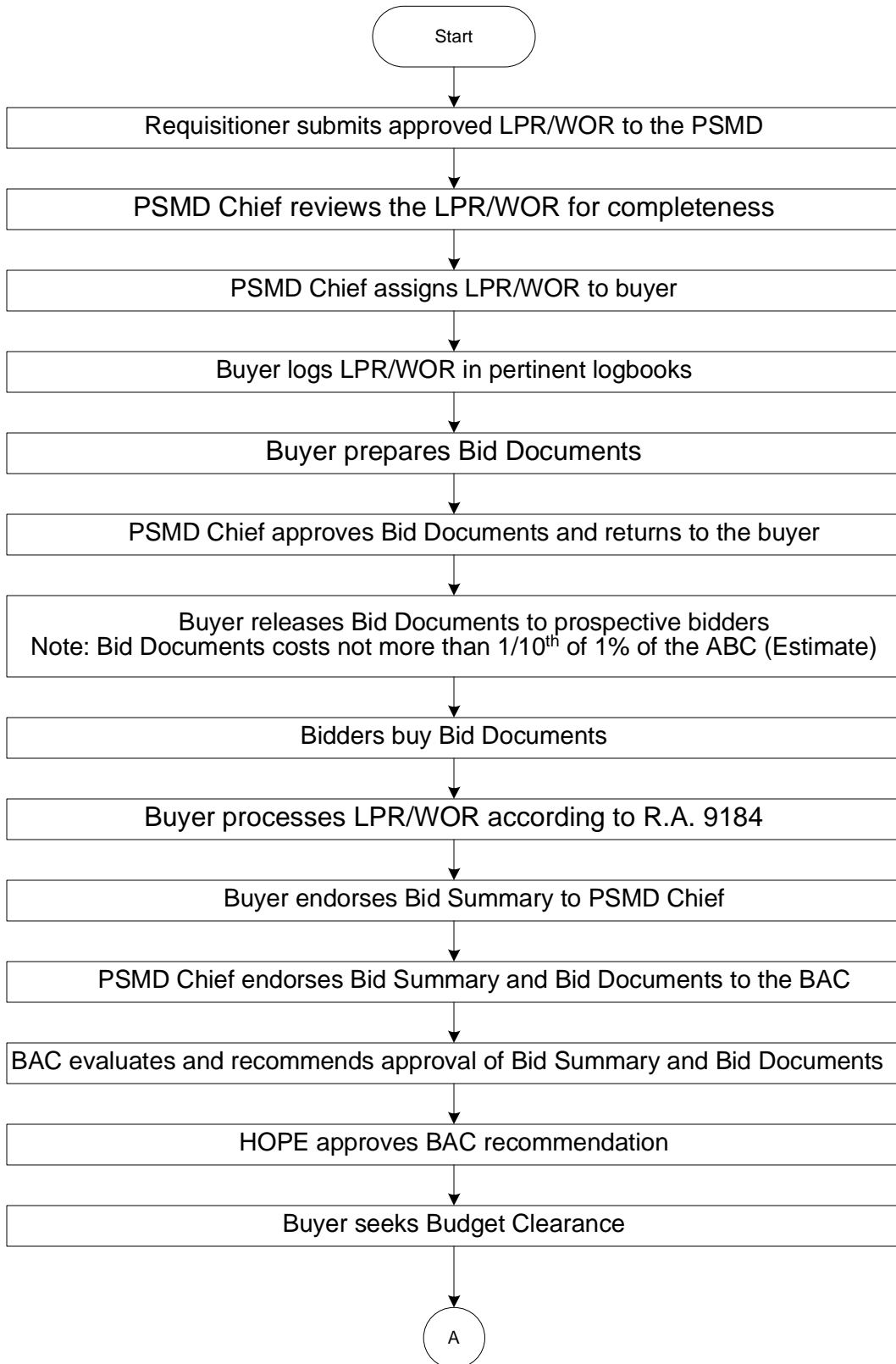
Employees
Bids and Awards Committee

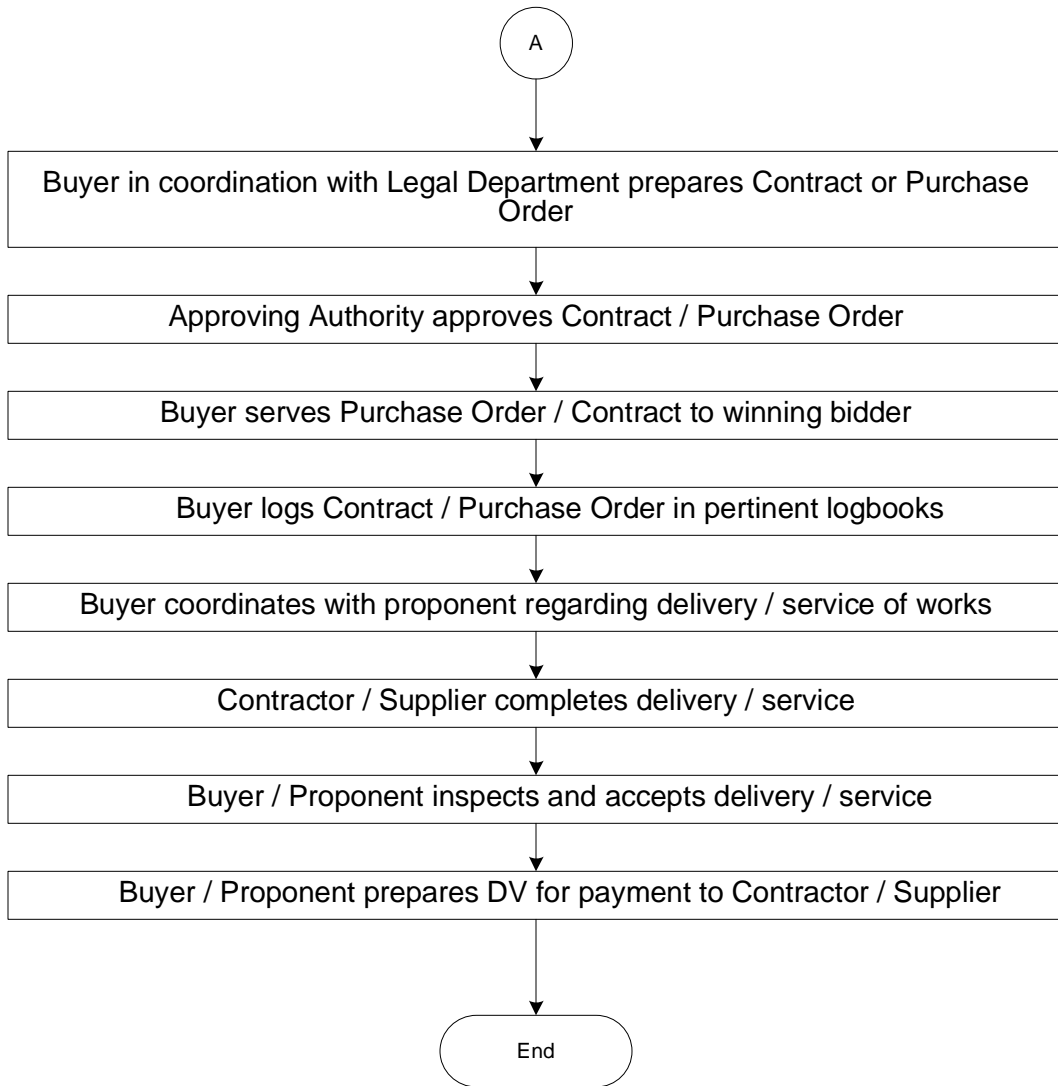
Duration: 3-6 weeks

| Step | Applicant/Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|------|------------------|---|--|-----------------------------------|--|-------------|
| 1 | Send LPR/WOR | Receives LPR/WOR | | EA | | LPR/ WOR |
| 2 | | Reviews LPR/WOR for completeness and assigns to Buyer | | PSMD Chief | | - |
| 3 | | Logs LPR/WOR in pertinent logbooks | | Buyer | | - |
| 4 | | Prepares Bid Documents | | Buyer | | |
| 5 | | Approves Bid Documents | | PSMD Chief | | - |
| 6 | | Release Bid Documents to prospective bidders | | Buyer | 1/10 th of 1% of the ABC | |
| 7 | Bidders | Purchase Bid Documents | | | | |
| 8 | | Process LPR/WOR according to R.A. 9184 | | Buyer | | |
| 9 | | Endorse Bid Summary to PSMD Chief | | Buyer | | |
| 10 | | Endorse Bid Summary and Bid Documents to BAC | | PSMD Chief/ BAC Secretariat | | |

| Step | Applicant/Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|-------------|-------------------------|--|--|--|-------------|--------------|
| 11 | | Evaluates and recommends approval of Bid Summary and Bid Documents | | BAC | | |
| 12 | | Approves BAC recommendation | | HOPE | | |
| 13 | | Seek Budget Clearance | | Buyer | | |
| 14 | | Prepares Contract or Purchase Order | | Buyer in coordination with the Legal Dept. | | |
| 15 | | Approves Contract/Purchase Order | | Approving Authority | | |
| 16 | | Serve Purchase Order/Contract to winning bidder | | Buyer | | |
| 17 | | Logs Contract/Purchase Order in pertinent books | | Buyer | | |
| 18 | | Coordinate delivery/service of work with proponent | | Buyer | | |
| 19 | Supplier/ Contractor | Completes delivery/service | | | | |
| 20 | | Inspects and accepts delivery/service | | Buyer with Proponent | | |
| 21 | | Prepares DV for payment of Supplier/Contractor | | Buyer | | |

Procurement Procedure





Disposal Procedures

Schedule of Availability of Service

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

Who may avail of the Service

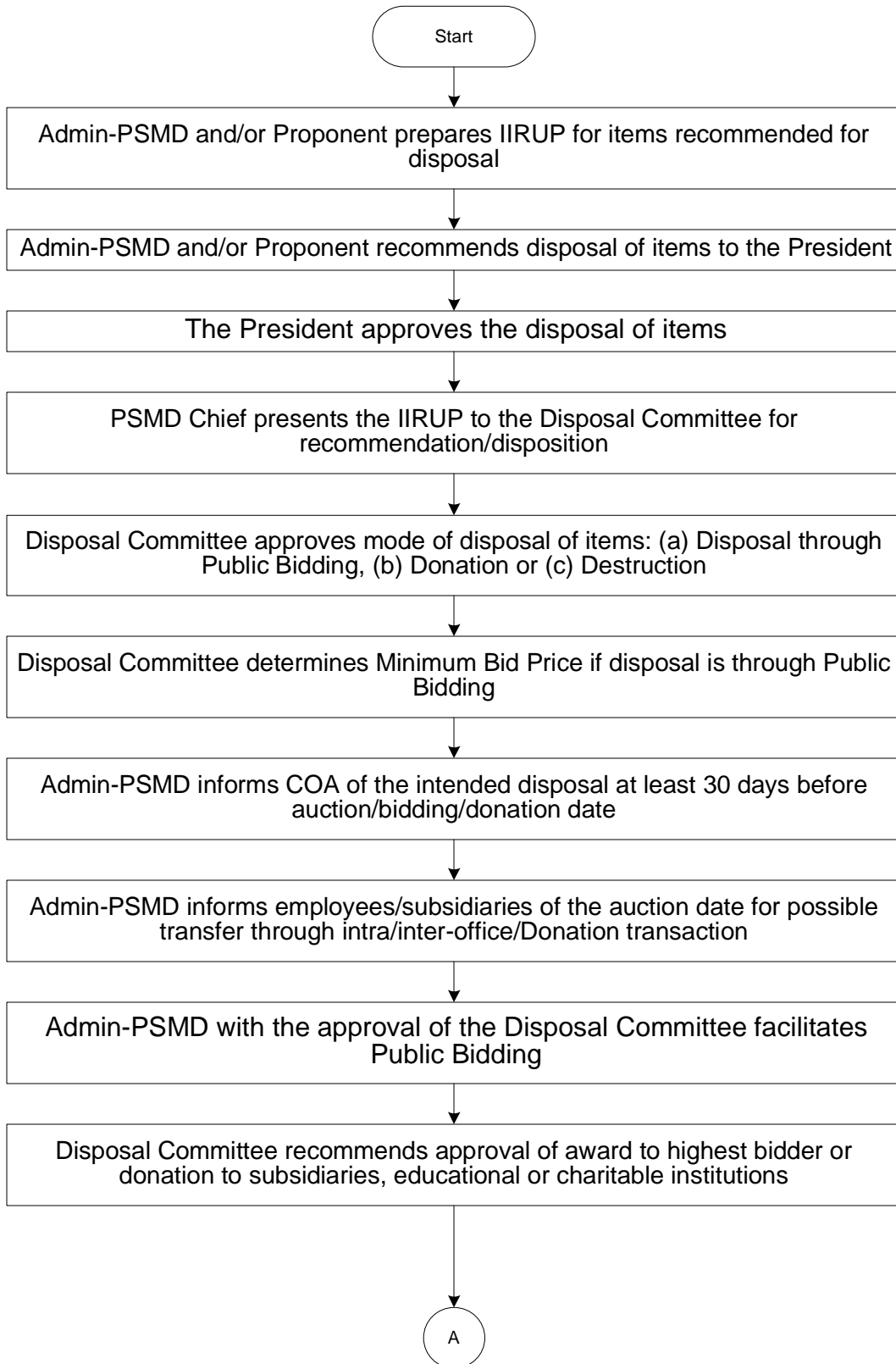
Property and Supply Management Division
Disposal Committee
Departments who have items for disposal

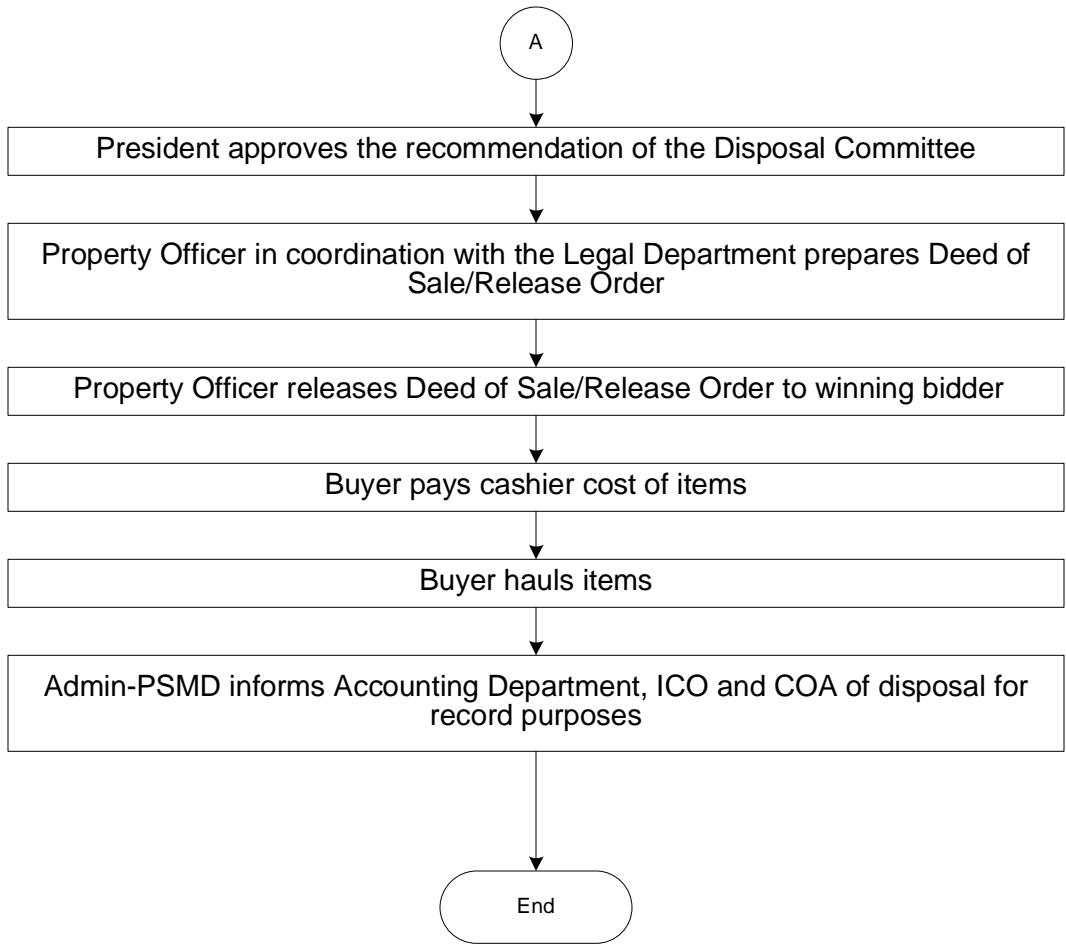
Duration: 1 month

| Step | Applicant/Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|------|------------------|--|--|------------------------------------|------|-------|
| 1 | Proponent | Prepares IIRUP | | Admin-PSMD | | |
| 2 | | Recommends disposal items to the President | | Admin-PSMD | | |
| 3 | | Approves items for disposal | | President | | |
| 4 | | Presents IIRUP to Disposal Committee for recommendation/disposition | | PSMD Chief | | |
| 5 | | Approves mode of disposal | | Disposal Committee | | |
| 6 | | Determine Minimum Bid Price if disposal is through public bidding | | Disposal Committee | | |
| 7 | | Informs COA of the intended disposal | | Admin-PSMD | | |
| 8 | | Informs employees/subsidiaries of auction date for possible transfer through intra/inter-office/Donation transaction | | Admin-PSMD | | |
| 9 | | Facilitates public bidding | | Admin-PSMD with Disposal Committee | | |

| Step | Applicant/Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|-------------|-------------------------|--|--|---|-------------|--------------|
| 10 | | Recommends approval of award to highest bidder or donation to subsidiaries, educational or charitable institutions | | Disposal Committee | | |
| 11 | | Approves recommendation of the Disposal Committee | | President | | |
| 12 | | Prepares Deed of Sale/Release Order | | Property Officer in coordination with the Legal Dept. | | |
| 13 | | Release Deed of Sale/Release Order to winning bidder | | Property Officer | | |
| 14 | Winning Bidder | Pays cost and hauls items | | | | |
| 15 | | Informs Accounting Department, ICO and COA of disposal for records purposes | | Admin-PSMD | | |

Disposal Procedure





PERIOD OF ACTION ON PROCUREMENT ACTIVITIES

| LATEST ALLOWABLE TIME | | | | | | | |
|------------------------------|--|--|---|---|---|--------------------------------------|---------------------------|
| Stage | Activities | Deadline | Goods | Infrastructure Projects | | Consulting Services | Person Responsible |
| | | | | For ABC 50M and below | For ABC above 50M | | |
| 1 | Advertisement/ Posting of Invitation to Bid/Request for Expression of Interest | | 7 cd | 7 cd | 7 cd | 7 cd | BAC |
| 2 | Eligibility Check (and Short Listing, in case of Consulting Services) | | Refer to Stage 5 | Refer to Stage 5 | Refer to Stage 5 | 20 cd | BAC |
| 3 | Issuance and availability of Bidding Documents | From 1 st day of Stage 1 until Stage 5 | | | | | BAC/PSMD |
| 4 | Pre-bid Conference | 12 cd before Stage 5 | 1 cd | 1 cd | 1 cd | 1 cd | BAC |
| | Request for clarification | 10 cd before Stage 5 | | | | | Bidders |
| | Supplemental/Bid Bulletin | 7 cd before Stage 5 | | | | | BAC |
| 5 | Submission and receipt of Bids | 45 cd from last day of Stage 1 for Goods. 50/65 cd from last day of Stage 1 for Infrastructure Projects. 75 cd from last day of Stage 1 for Consulting Services. | 1 cd (includes opening of bids and eligibility check) | 1 cd (includes opening of bids and eligibility check) | 1 cd (includes opening of bids and eligibility check) | 1 cd (includes opening of bids) | Bidders and BAC |
| | Submission of additional requirements | 3 cd after Stage 5 | | | | | Bidders and BAC |
| 6 | Bid Evaluation | | 7 cd | 5 cd | 7 cd | 21 cd + 2 cd for approval of ranking | BAC |
| 7 | Notification for negotiation | | n/a | n/a | n/a | 3 cd | BAC |
| 8 | Negotiation | | n/a | n/a | n/a | 10 cd | BAC |
| 9 | Post-qualification | | 30 cd | 30 cd | 30 cd | 30 cd | BAC |
| 10 | Approval of resolution/Issuance of Notice of Award | | 7 cd | 4 cd | 7 cd | 7 cd | BAC / HOPE |
| 11 | Contract preparation and signing | | 10 cd | 10 cd | 10 cd | 10 cd | PSMD/Legal |
| 12 | Approval of contract by higher authority | | 15 cd | 5 cd | 15 cd | 15 cd | PSMD/ Approving Authority |
| 13 | Issuance of Notice to Proceed | | 3 cd | 2 cd | 3 cd | 3 cd | PSMD |
| Total Time | | | 124 cd | 113 cd | 144 cd | 170 cd | |

| EARLIEST POSSIBLE TIME | | | | | | |
|------------------------|--|---|--|--|--|---------------------------|
| Stage | Activities | Deadline | Goods | Infrastructure Projects | Consulting Services | Person Responsible |
| 1 | Advertisement/ Posting of Invitation to Bid/Request for Expression of Interest | | 7 cd | 7 cd | 7 cd | BAC |
| 2 | Eligibility Check (and Short Listing, in case of Consulting Services) | | Refer to Stage 5 | Refer to Stage 5 | 3 cd (1 cd for eligibility, 1 cd for short listing, and 1 cd for notice) | BAC |
| 3 | Issuance and availability of Bidding Documents | From 1 st day of Stage 1 until Stage 5 | | | | BAC/PSMD |
| 4 | Pre-bid Conference | 12 cd before Stage 5 | 1 cd | 1 cd | 1 cd | BAC |
| | Request for clarification | 10 cd before Stage 5 | | | | Bidders |
| | Supplemental/Bid Bulletin | 7 cd before Stage 5 | | | | BAC |
| 5 | Submission and receipt of Bids | | 1 cd (includes opening of bids and eligibility check) | 1 cd (includes opening of bids and eligibility check) | 1 cd (includes opening of bids) | Bidders and BAC |
| | Submission of additional requirements | 3 cd after Stage 5 | | | | Bidders and BAC |
| 6 | Bid Evaluation | | 1cd | 1cd | 1 cd + 1 cd for approval of ranking | BAC |
| 7 | Notification for negotiation | | n/a | n/a | 1 cd | BAC |
| 8 | Negotiation | | n/a | n/a | 1 cd | BAC |
| 9 | Post-qualification | | 1 cd | 1 cd | 1 cd | BAC |
| 10 | Approval of resolution/Issuance of Notice of Award | | 2 cd (1 cd for BAC resolution and 1 cd for NOA) | 2 cd (1 cd for BAC resolution and 1 cd for NOA) | 2 cd (1 cd for BAC resolution and 1 cd for NOA) | BAC / HOPE |
| 11 | Contract preparation and signing | | 2 cd (1 cd for contract preparation and 1 cd for contract signing) | 2 cd (1 cd for contract preparation and 1 cd for contract signing) | 2 cd (1 cd for contract preparation and 1 cd for contract signing) | PSMD/Legal |
| 12 | Approval of contract by higher authority | | 1 cd | 1 cd | 1 cd | PSMD/ Approving Authority |
| 13 | Issuance of Notice to Proceed | | 1 cd | 1 cd | 1 cd | PSMD |
| Total Time | | | 28 cd | 28 cd | 34 cd | |

Request for Personal/Employment Related Documents

Schedule of Availability of Service:

Monday to Friday
8:00 AM – 5:00 pm

Who may avail of the Service:

Resigned/Separated from the service employees

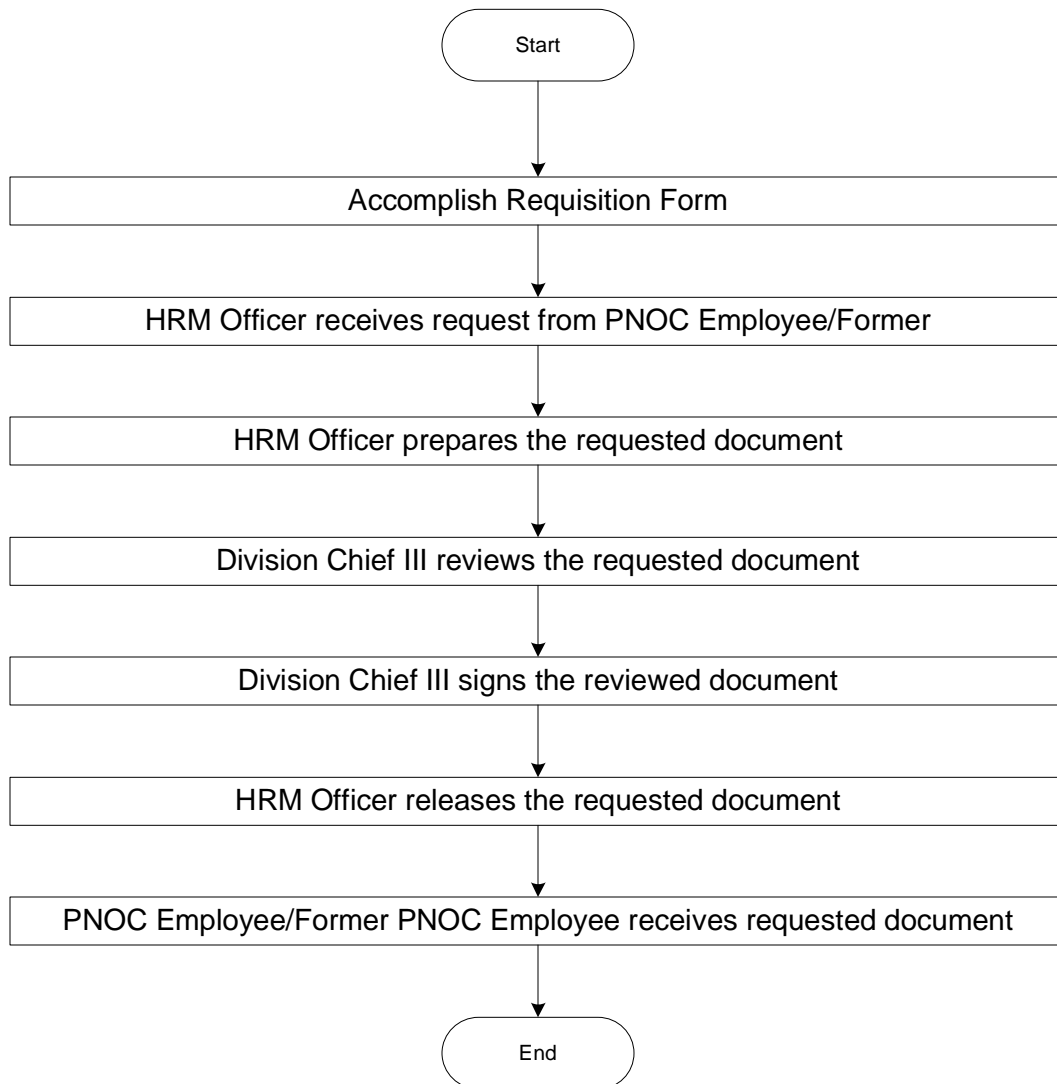
What are the Requirements:

Requisition Form
Other required documents to support claim, if necessary

Duration: Within the day

| Steps | Applicant/Client | Activity | Duration of Activity (under normal circumstances) | Person In Charge | Fees | Forms |
|-------|--|---|--|--|------|------------------|
| 1 | Individual fills up Requisition Form | Human Resource Management Officer (HRMO) receives the form and evaluate contents and requirements | 5 mins. | Admin-PSD/Receiving Personnel | none | Requisition Form |
| 2 | | Prepares the requested document/s Type and print the requested document/s | ½ day | HRM Officer | | |
| 3 | | Evaluates/Review completeness and accuracy of data in the requested document/s. | Within 2 hours | Chief of the Personnel Services Division | | |
| 4 | | Records the document to be released to the requesting individual | Within 30 mins | HRM Officer | | |
| 5 | Individual Receives his/her requested document/s | | | | | |

Request for Personal/Employment Related Documents



Application for TESDA/CHED foreign training invitations

Schedule of Availability of Service:

Monday to Friday
8:00 AM – 5:00 pm

Who may avail of the Service:

PNOC and Subsidiary Employees

What are the Requirements:

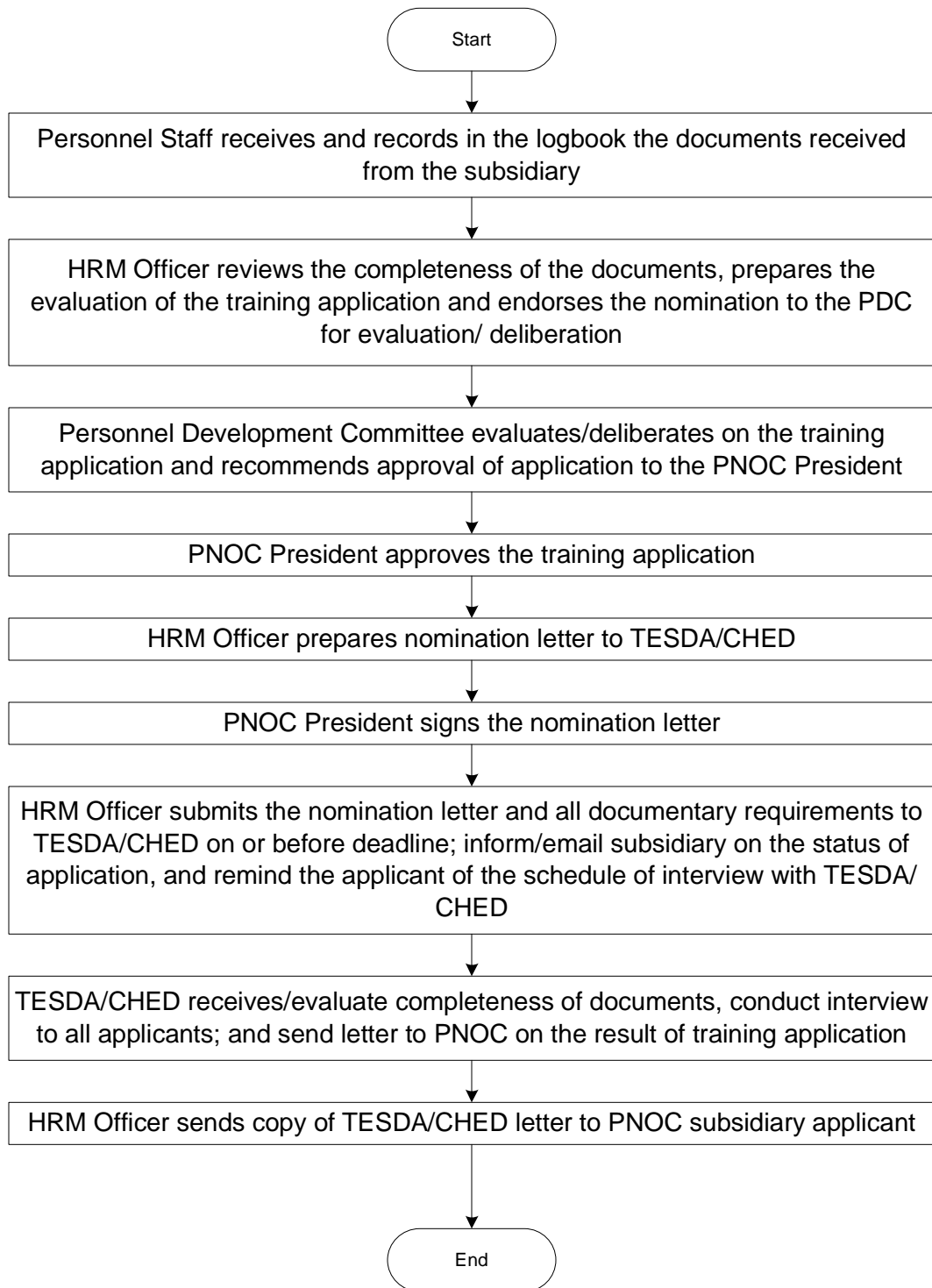
Nomination letter addressed to the PNOC President;
Complete documentation as required by TESDA/CHED and the sponsor country

Duration: 3 - 5 days

| Steps | Applicant/Client | Activity | Duration of Activity (under normal circumstances) | Person In Charge | Fees | Forms |
|-------|---|--|--|---------------------------------------|------|---------------------|
| 1 | PNOC Subsidiary submit to Admin-PSD the nomination letter/ application for foreign training | Receives and records in the logbook the documents received from the subsidiary | 5 mins. | Admin-PSD/Receiving Personnel | | |
| 2 | | Review completeness of documents; | ½ day | PSD-Training Section/HRM Officer | | PDC Evaluation Form |
| | | Prepares evaluation of training application; | | | | |
| | | Endorse nomination to PDC for evaluation | | | | |
| 3 | | Evaluates/deliberates on the training application; | 2 days | Personnel Development Committee (PDC) | | |
| | | Recommend approval of application to the PNOC President | | | | |
| 4 | | Approves training application | 1 day | PNOC President | | |
| 5 | | Prepares nomination letter to TESDA/CHED; | 1 hour | PSD-Training Section/HRM Officer | | |
| 6 | | Signs nomination letter | 1 day | PNOC President | | |

| Steps | Applicant/Client | Activity | Duration of Activity (under normal circumstances) | Person In Charge | Fees | Forms |
|--------------|--|--|--|----------------------------------|-------------|--------------|
| 7 | Receives PNOC memo on the status of application | Submit nomination letter and all documentary requirements to TESDA/CHED on or before deadline; | 2 hours | PSD-Training Section/HRM Officer | | |
| | | Inform/email subsidiary on the status of application; | | | | |
| | | Remind applicant of the schedule of interview with TESDA/CHED | | | | |
| 8 | | Receives/evaluate completeness of documents; | Within the reglementary processing period as set by TESDA/CHED & the sponsor country | TESDA/CHED | | |
| | | Conducts interview; | | | | |
| | | Send letter to PNOC on the result of training application | | | | |
| 9 | Receives copy of TESDA/CHED letter and PNOC transmittal letter | Send copy of TESDA/CHED letter to PNOC subsidiary applicant | 1 hour | PSD-Training Section/HRM Officer | | |

Application for TESDA/CHED Foreign Training Invitations



Request for Repairs

Schedule of Availability of Service

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

Who may avail of the Service

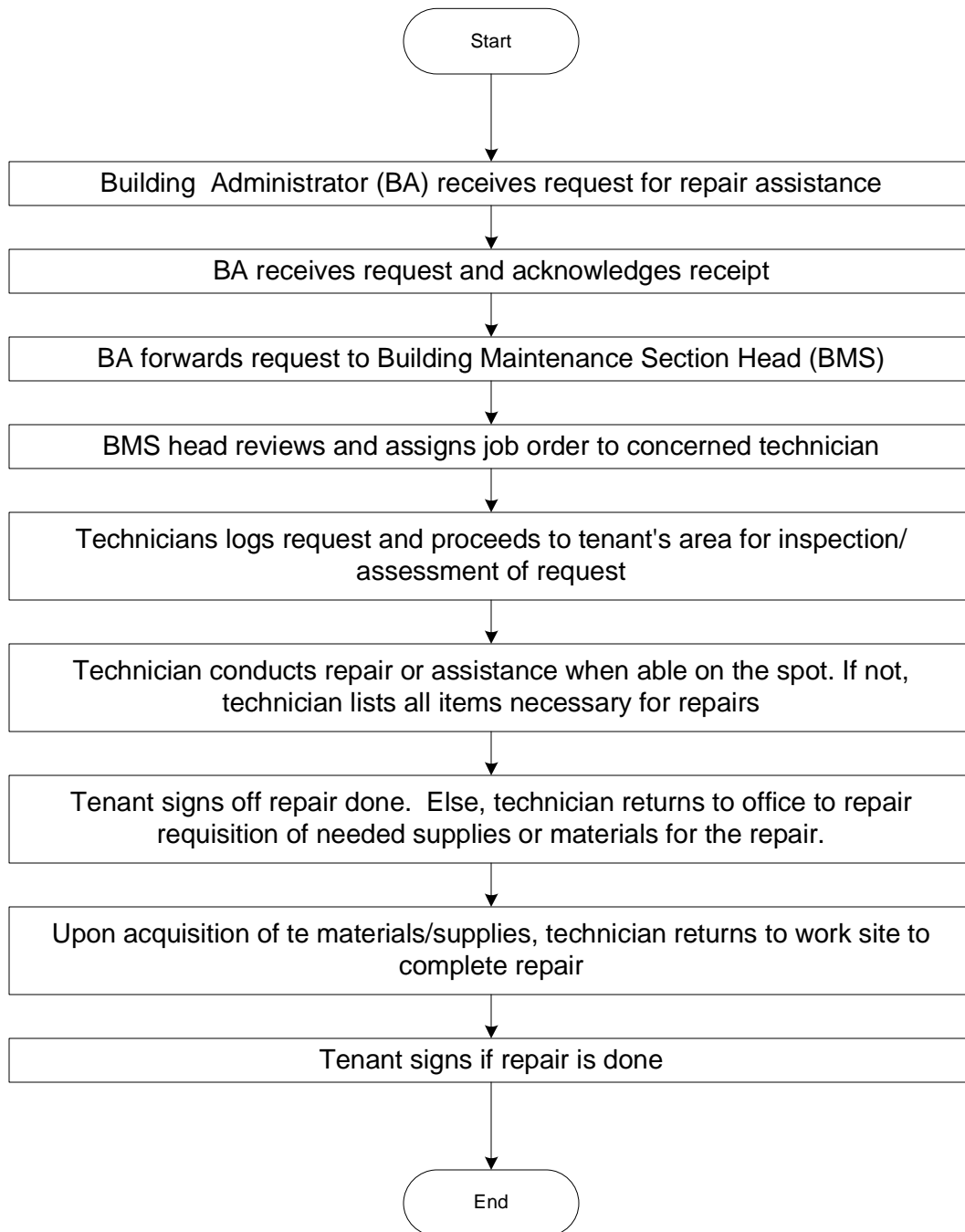
Tenants

What are the Requirements

Written complaint or request for assistance
Access to areas for inspection/repair

| Step | Applicant/Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|------|-------------------------------------|--|--|--------------------------------|------|----------|
| 1 | Sends request for repair/assistance | Receives request for repair/assistance | 15 mins | Receiving Admin Officer/ BA | | Log-book |
| 2 | | BA forwards request to BMS | 15 mins | BMS Head | | |
| 3 | | BMS Head assigns technician | 10 mns | BMS Head | | |
| 4 | | Technician inspects/ repairs | 1 day | Technician | | |

Request for Repairs



Request for Office Reservation

Schedule of Availability of Service

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

Who may avail of the Service

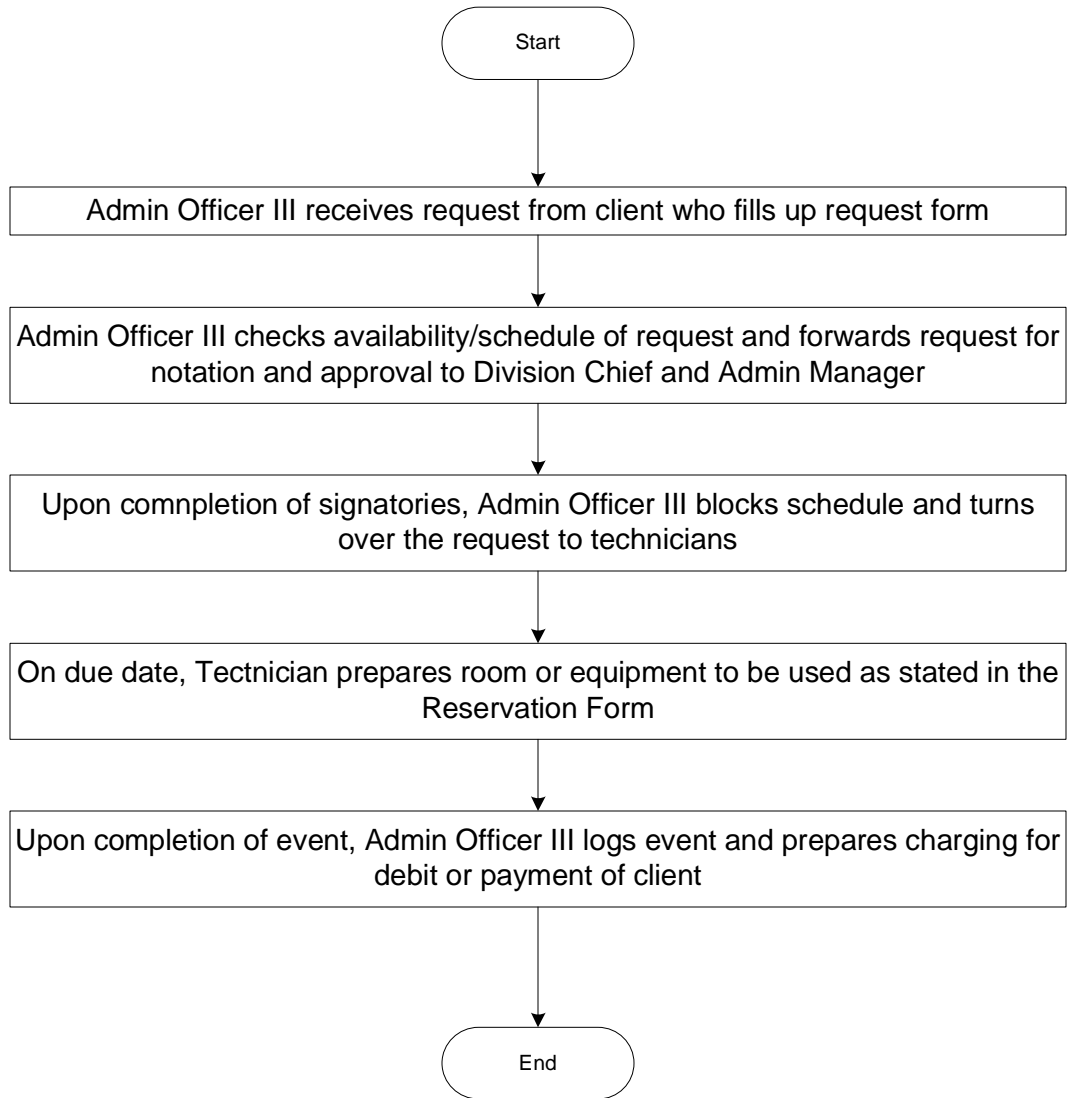
Tenants

What are the Requirements

Reservation Form

| Step | Applicant/Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|------|----------------------------------|---|--|------------------|-----------------------|------------------|
| 1 | Client fills up reservation form | Receives reservation request form | 15 mins | AO III | | Reservation Form |
| 2 | | AO 111 forwards request for notation/approval to DC and ADM | 30 mins | AO III | | |
| 3 | | AO III checks and blocks schedule of reservation and informs technician | 15mins | AO III | | |
| 4 | | Technician prepares venue of reservation | 1 hour | Technician | | |
| 5 | | AO III prepares charging for debit or payment | 30 mins | AO III | As rated for facility | |

Request for Office Reservations



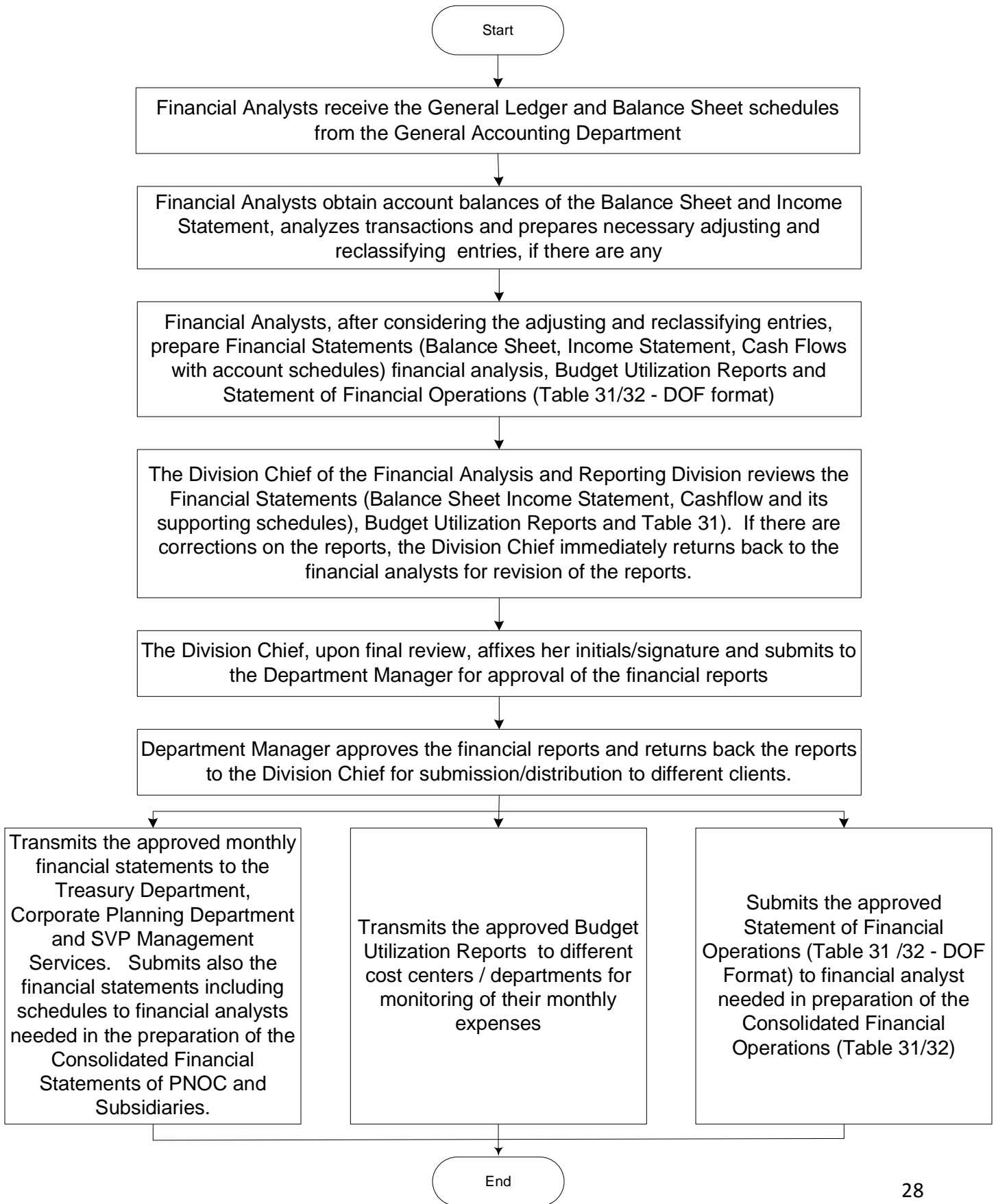
PREPARATION OF PNOC FINANCIAL STATEMENTS AND OTHER MONTHLY REPORTS

Duration: 15 days, 1 hour and 15 minutes

| Step | Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|------|--------|---|---|--------------------|------|-------|
| 1 | | Receives the General Ledger from the General Accounting 3 days after posting of all transactions for the month end. Posts account balances of balance sheet and income statement | 2 days | Financial Analysts | | |
| 2 | | Receives the Balance Sheet Schedules from General Accounting Department 7 days after the release of the General Ledger, analyzes transactions and prepares necessary adjusting and reclassifying entries | 3 days | Financial Analysts | | |
| 3 | | Prepares Balance Sheet, Income Statement, Budget Utilization Report and supporting schedules including variance analysis and submits to Division Chief for review | 5 days | Financial Analysts | | |
| 4 | | Prepares Cash Flow Statement and Statement of Financial Operations (Table 31-DOF format) after balance sheet preparation and submits to Division Chief for review | 2 days | Financial Analysts | | |
| 5 | | Reviews the Balance Sheet, Income Statement, Cash Flow Statement, Statement of Financial Operations, Budget Utilization Report, supporting schedules and variance analysis and submits to the Department Manager for approval | 3 days | Division Chief | | |
| 6 | | Approves the financial reports and returns back the report to Division Chief for submission / distribution to | 15 minutes | Department Manager | | |

| | | | | | | |
|---|--|--|------------|-------------------|--|--|
| | | different clients | | | | |
| 7 | | Photocopy and transmits the approved financial statements to Treasury Department, Corporate Planning Department, SVP Management Services | 15 minutes | Financial Analyst | | |
| 8 | | Provides the approved financial statement, Statement of Financial Operations (Table 31-DOF format) and supporting schedules the financial analyst, who is in-charge of the consolidation report of PNOC and subsidiaries | 15 minutes | Financial Analyst | | |
| 9 | | Photocopy and distributes to different department/cost centers of the approved monthly Budget Utilization Report | 30 minutes | Financial Analyst | | |

Preparation of PNOC Financial Statements and Other Monthly Reports

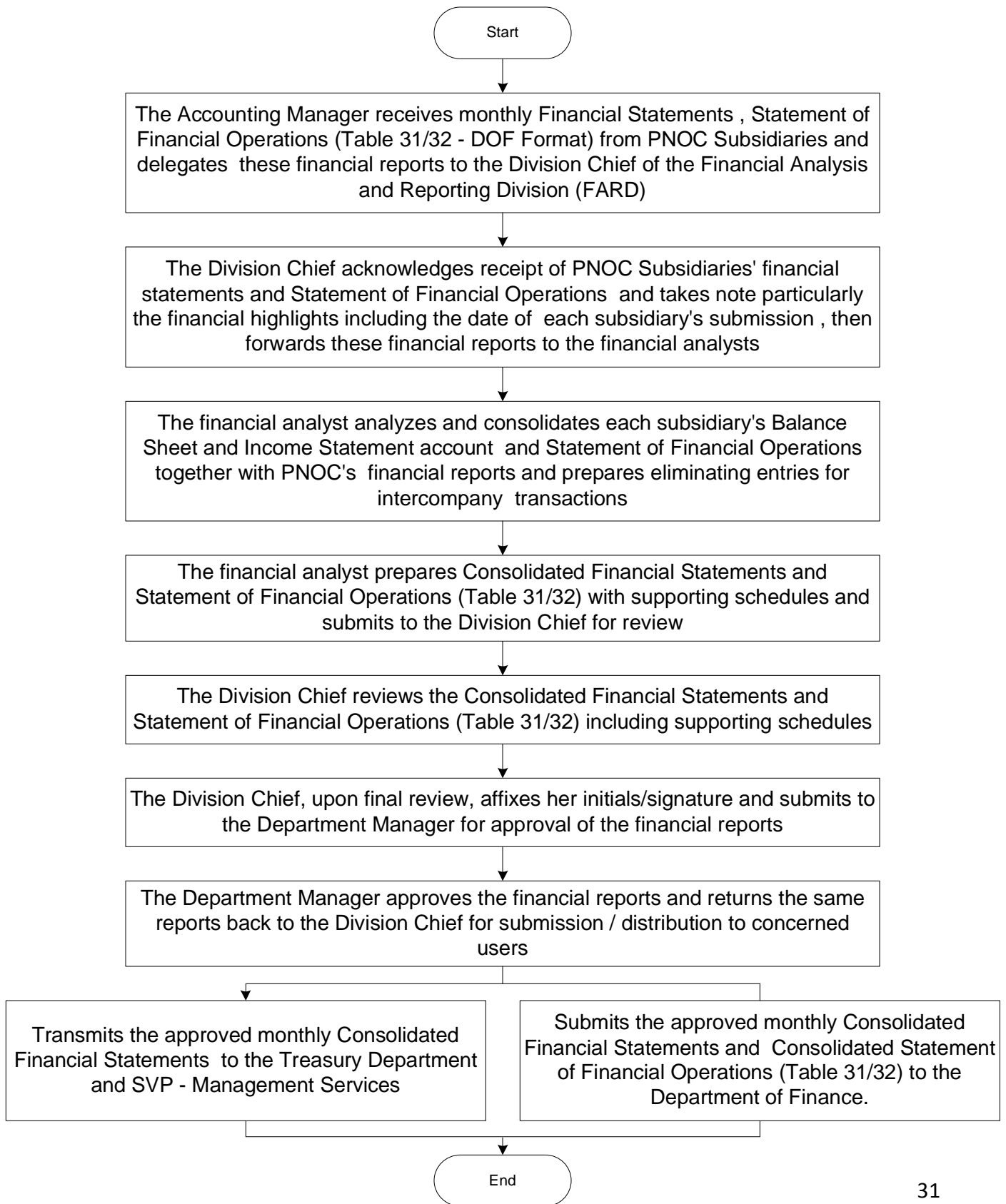


PREPARATION OF CONSOLIDATED FINANCIAL STATEMENTS AND STATEMENT OF FINANCIAL OPERATIONS (TABLE 31-DOF FORMAT)

| Step | Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|-------------|---------------|--|--|-------------------------|-------------|--------------|
| 1 | | Receives monthly financial statements, statement of financial operations (Table 31-DOF format) from PNOOC Subsidiaries at different dates from 20th to 30th day of the following month end | | Department Manager | | |
| 2 | | Takes note the financial reports and forwards to the Division Chief of the Financial Analysis and Reporting Division | 15 minutes for each subsidiaries' report | Department Manager | | |
| 3 | | Acknowledges receipt of PNOOC Subsidiaries' financial statements and Statement of Financial Operations and takes note of the financial highlights including the date of each subsidiary's submission then forwards these reports to financial analysts for consolidation | 30 minutes for each subsidiaries' report | Division Chief | | |
| 4 | | Analyzes and consolidates each subsidiary's balance sheet and income statement account, and statement of financial operations together with PNOOC's financial reports and prepare eliminating entries for intercompany transactions | 3 days | Financial Analyst | | |
| 5 | | Prepares Consolidated Financial Statements and Statement of Financial Operations including supporting schedules and submits to the Division Chief for review | 1 day | Financial Analyst | | |
| 6 | | Reviews the Consolidated Financial Statements and Statement of Financial Operations including supporting schedules | 1 day | Division Chief | | |

| | | | | | | |
|---|--|--|------------|--------------------|--|--|
| 7 | | Approves the financial reports and returns back the report to Division Chief for submission / distribution to different clients | 15 minutes | Department Manager | | |
| 8 | | Transmits the approved Consolidated financial statements to Treasury Department, SVP Management Services | 15 minutes | Financial Analyst | | |
| 9 | | Transmits the approved Consolidated Financial Statement, Statement of Financial Operations (Table 31-DOF format) and supporting schedules to the Department of Finance | 1 hour | Financial Analyst | | |

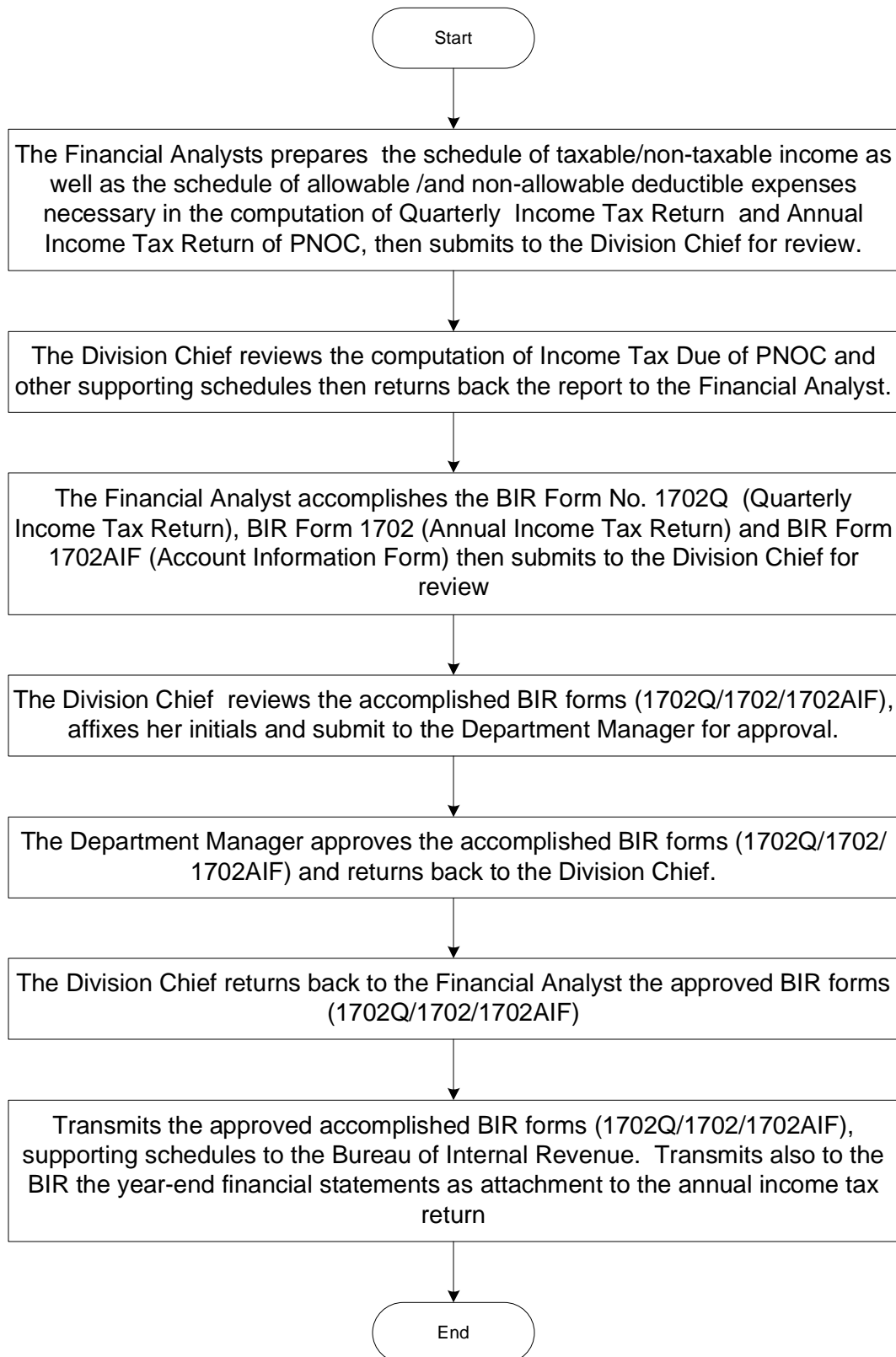
PREPARATION OF PNOG CONSOLIDATED FINANCIAL STATEMENTS AND STATEMENT OF FINANCIAL OPERATIONS (TABLE 31-DOF FORMAT)



PREPARATION OF INCOME TAX RETURN OF PNOG

| Step | Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|------|--------|---|---|--------------------|------|-------|
| 1 | BIR | Prepares the schedule of taxable/non-taxable income as well as the schedule of allowable/non-allowable expenses necessary in the computation of Quarterly/Annual Income Tax Returns of PNOG | 2 days (for Quarterly ITR / 3 days for Annual ITR) | Financial Analysts | | |
| 2 | | Reviews the computation of Income Tax including supporting schedules and returns back the report to the Financial Analyst | 4 hours (for Quarterly ITR / 1 day for Annual ITR) | Division Chief | | |
| 3 | | Accomplish the BIR Forms 1702 Q / 1702 and 1702AIF then submits to the Division Chief for review | 4 hours (for Quarterly ITR / 1 day for Annual ITR) | Financial Analysts | | |
| 4 | | Reviews the accomplished BIR Forms and attached schedules and submit to the Department Manager for approval | 30 minutes (for Quarterly ITR / 2 hours day for Annual ITR) | Division Chief | | |
| 5 | | Approves the accomplished BIR forms and attached schedules and returns back to the Division Chief | 15 minutes | Department Manager | | |
| 6 | | Forward the approved BIR forms and supporting schedules to the Financial Analyst for filing to the BIR | 5 minutes | Division Chief | | |
| 7 | | Transmits the approved BIR forms and the attached schedules to the Bureau of Internal Revenues (for quarterly return); for annual income tax return, year-end financial statements. | 2 hours | Financial Analyst | | |

PREPARATION OF INCOME TAX RETURN OF PNOC



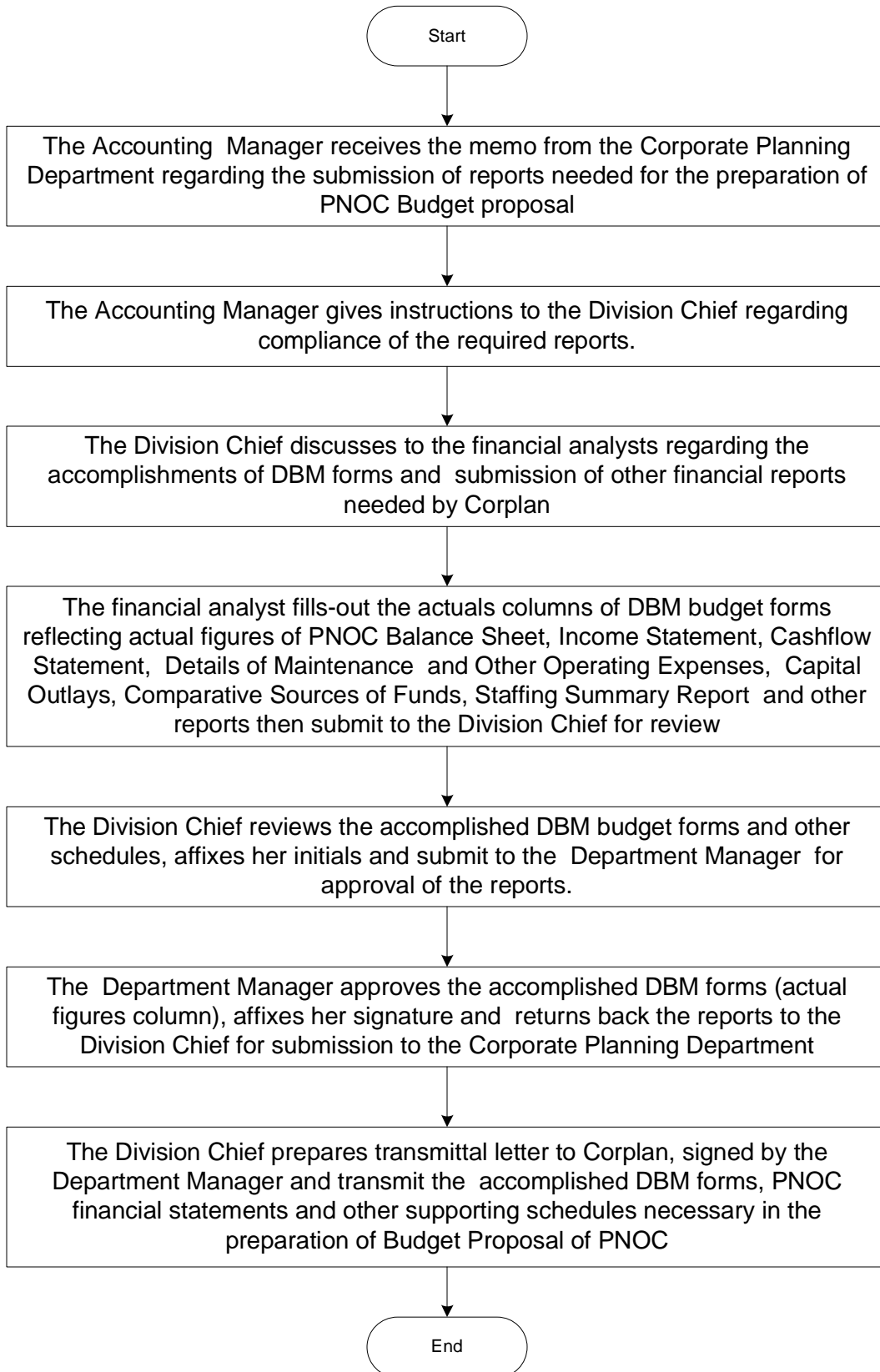
PREPARATION OF DBM REPORTS FOR PNOB BUDGET PROPOSAL

Duration: 3 days, 5 hours and 45 minutes

| Step | Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|------|--------------------|---|---|--------------------|------|-------|
| 1 | Corporate Planning | Receives memo from Corporate Planning Department regarding submission of reports needed for the preparation of PNOB Budget proposal | | Department Manager | | |
| 2 | | Gives instructions to the Division Chief regarding compliance of the required reports | 15 minutes | Department Manager | | |
| 3 | | Discusses to the financial analysts regarding the accomplishments of DBM budget forms and submission of other financial reports needed by Corplan | 1 hour | Financial Analysts | | |
| 4 | | Fills-out the actual column of DBM Forms reflecting the actual figures for PNOB Balance Sheet, Income Statement, Cashflow Statement, Details of Maintenance and Other Operating Expenses, Capital Outlays, Comparative Sources of Funds, Staffing Summary Report and prepare other reports to support the figures and submit to the Division Chief for review | 3 days | Financial Analysts | | |
| 5 | | Reviews the accomplished DBM budget forms and other schedules and submits to the Department Manager for approval | 4 hours | Division Chief | | |
| 7 | | Approves the accomplished DBM budget forms and returns back the report to Division Chief for submission to Corplan | 15 minutes | Department Manager | | |

| | | | | | | |
|---|--|---|------------|----------------|--|--|
| 8 | | Prepares transmittal letter to Corplan, signed by the Department Manager and transmits the accomplished DBM forms, PNOC financial statements and other supporting schedules necessary in the preparation of Budget Proposal of PNOC | 15 minutes | Division Chief | | |
|---|--|---|------------|----------------|--|--|

PREPARATION OF DBM REPORTS FOR PNOC BUDGET PROPOSAL



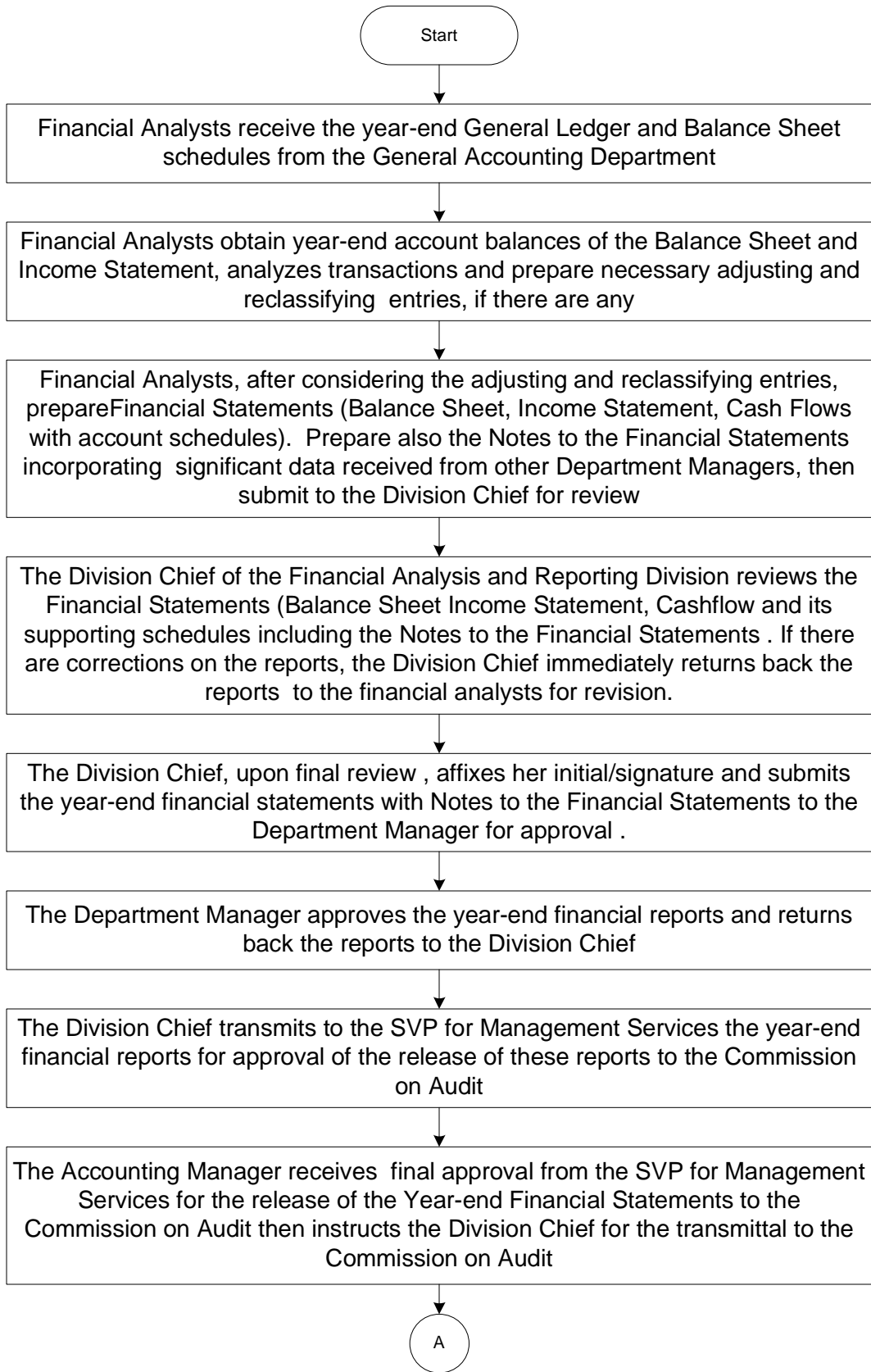
PREPARATION OF PNOG FINANCIAL STATEMENTS FOR SUBMISSION TO COA

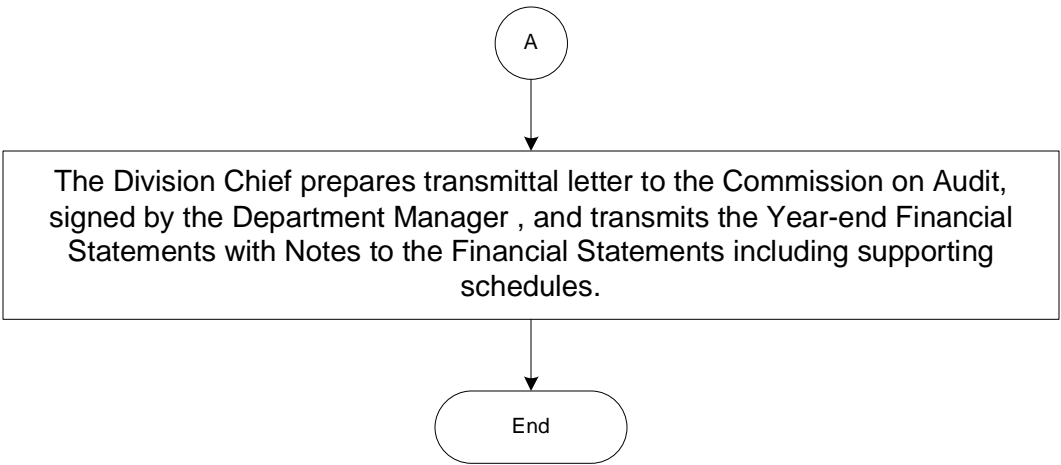
Duration: 17 days and 2 hours

| Step | Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|-------------|---------------|--|--|-------------------------|-------------|--------------|
| 1 | | Receives the General Ledger from the General Accounting 3 days after posting of all transactions for the year-end. Posts year-end account balances of balance sheet and income statement | 2 days | Financial Analysts | | |
| 2 | | Receives the Year-end Balance Sheet Schedules from General Accounting Department 7 days after the release of the General Ledger, analyzes transactions and prepares reclassifying entries | 3 days | Financial Analysts | | |
| 3 | | Prepares Year-end Balance Sheet, Income Statement and supporting schedules including variance analysis and submits to Division Chief for review | 5 days | Financial Analysts | | |
| 4 | | Prepares Year-end Cash Flow Statement after balance sheet preparation and submits to Division Chief for review | 2 days | Financial Analysts | | |
| 5 | | Prepares Notes to Financial Statements and submit to the Division Chief for review | 2 days | Financial Analysts | | |
| 6 | | Reviews the Year-end Balance Sheet, Income Statement, Cash Flow Statement, Notes to Financial Statements, supporting schedules and variance analysis then submits to the Department Manager for approval | 3 days | Division Chief | | |
| 7 | | Approves the year-end financial reports and returns back the report to Division | 15 minutes | Department Manager | | |

| | | | | | | |
|----|--|---|------------|--------------------|--|--|
| | | Chief | | | | |
| 8 | | Transmits to the SVP for Management Services copies of the year-end financial reports for approval of the release of these reports to the Commission on Audit | 5 minutes | Division Chief | | |
| 9 | | Receives the final approval from the SVP for Management Services for the the release of the Year-end Financial Statements to the Commission on Audit then instructs the Division Chief for the transmittal to the COA | 10 minutes | Department Manager | | |
| 10 | | Prepares transmittal letter to the Commission on Audit signed by the Department Manager | 15 minutes | Financial Analyst | | |
| 11 | | Photocopy and transmits to COA the year-end Financial Statements with Notes to Financial Statements and other supporting schedules. | 30 minutes | Division Chief | | |

**PREPARATION OF PNOG YEAR-END FINANCIAL STATEMENTS
FOR SUBMISSION TO COA**



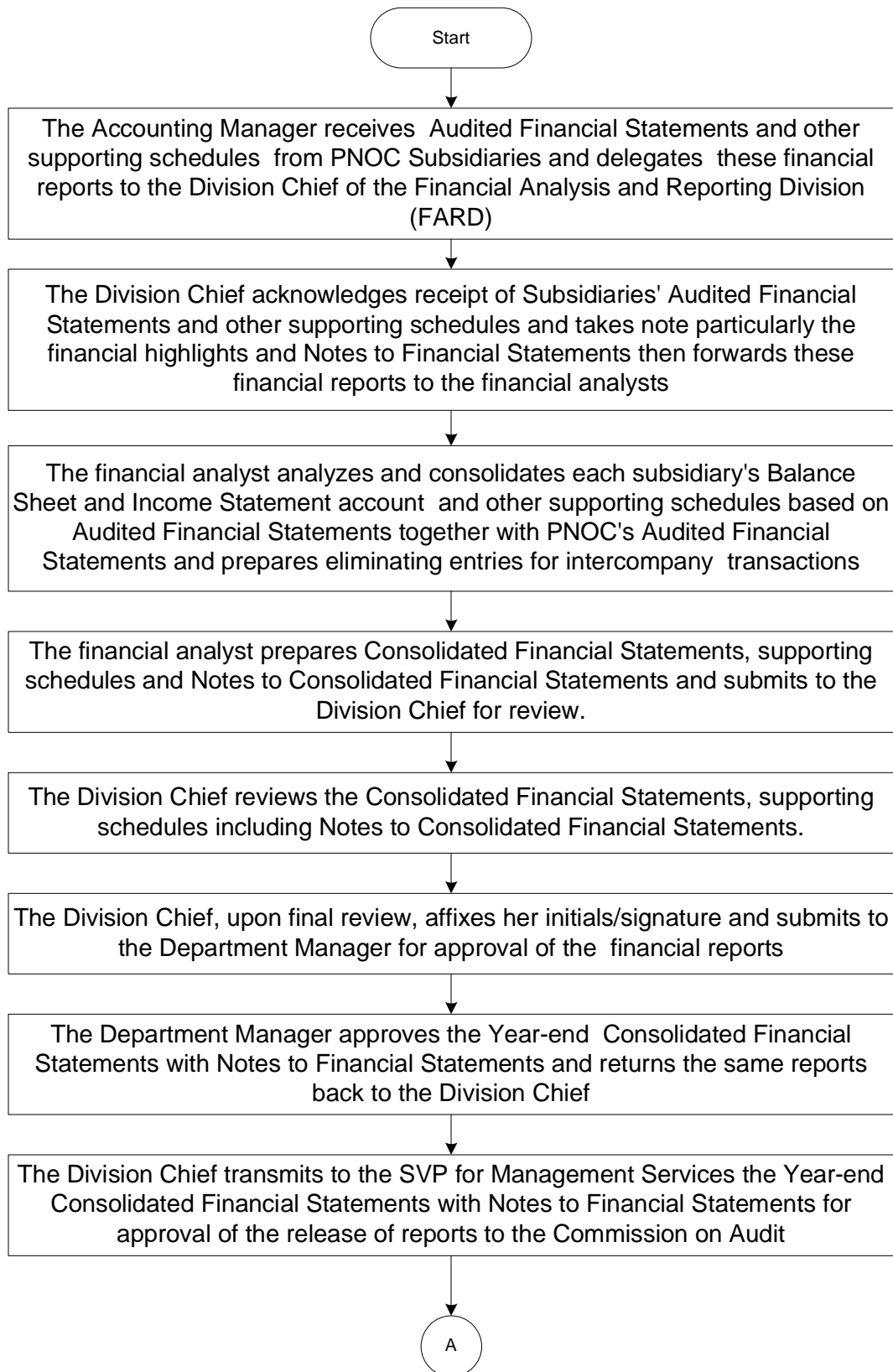


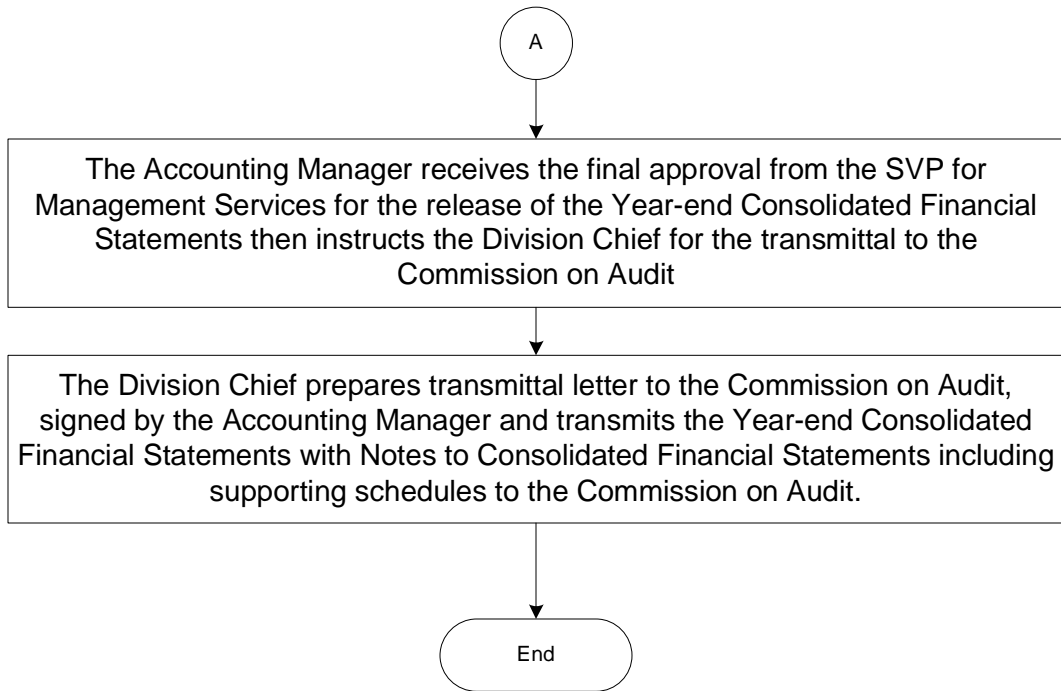
PREPARATION OF YEAR-END CONSOLIDATED FINANCIAL STATEMENTS

| Step | Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|-------------|---------------|--|--|-------------------------|-------------|--------------|
| 1 | | Receives Audited Financial Statements and other schedules from PNOC Subsidiaries after release of reports by the Commission on Audit at various dates | | Department Manager | | |
| 2 | | Takes note of the Audited Financial Statements and other supporting reports and forwards to the Division Chief of the Financial Analysis and Reporting Division | 30 minutes for each subsidiaries' report | Department Manager | | |
| 3 | | Acknowledges receipt of Subsidiaries' Audited Financial Statements and other supporting schedules and takes note of the financial highlights including the Notes to the Financial Statements then forwards these reports to financial analysts for consolidation | One hour for each subsidiaries' report | Division Chief | | |
| 4 | | Analyzes and consolidates each subsidiary's balance sheet and income statement account based on Audited Financial Statements together with PNOC's Audited Financial Statements and prepare eliminating entries for intercompany transactions | 3 days | Financial Analyst | | |
| 5 | | Prepares Year-end Consolidated Financial Statements and supporting schedules including Notes to the Consolidated Financial Statements and submits to the Division Chief for review | 5 days | Financial Analyst | | |
| 6 | | Reviews the Year- end Consolidated Financial Statements, supporting schedules and Notes to the | 2 days | Division Chief | | |

| | | | | | | |
|----|--|--|------------|--------------------|--|--|
| | | Consolidated Financial Statements then forwards to the Accounting Manager for approval | | | | |
| 7 | | Approves the Year-end Consolidated Financial Statements including Notes to Consolidated Financial Statements and returns back the report to Division Chief | 1 hour | Department Manager | | |
| 8 | | Transmits to the SVP for Management Services the Year-end Consolidated Financial Statements with Notes to the Consolidated Financial Statements for approval of the release to the Commission on Audit | 15 minutes | Financial Analyst | | |
| 9 | | Receives from the SVP for Management the final approval of the Year-end Consolidated Financial Statements with Notes to Financial Statements then instructs the Division Chief for transmittal to the Commission on Audit | 15 minutes | Department Manager | | |
| 10 | | Prepares transmittal letter to the Commission on Audit, signed by the Accounting Manager and transmits the approved Year-end Consolidated Financial Statements with Notes to the Consolidated Financial Statements and other supporting schedules to the Commission on Audit | 1 hour | Division Chief | | |

PREPARATION OF YEAR-END PNOC CONSOLIDATED FINANCIAL STATEMENTS

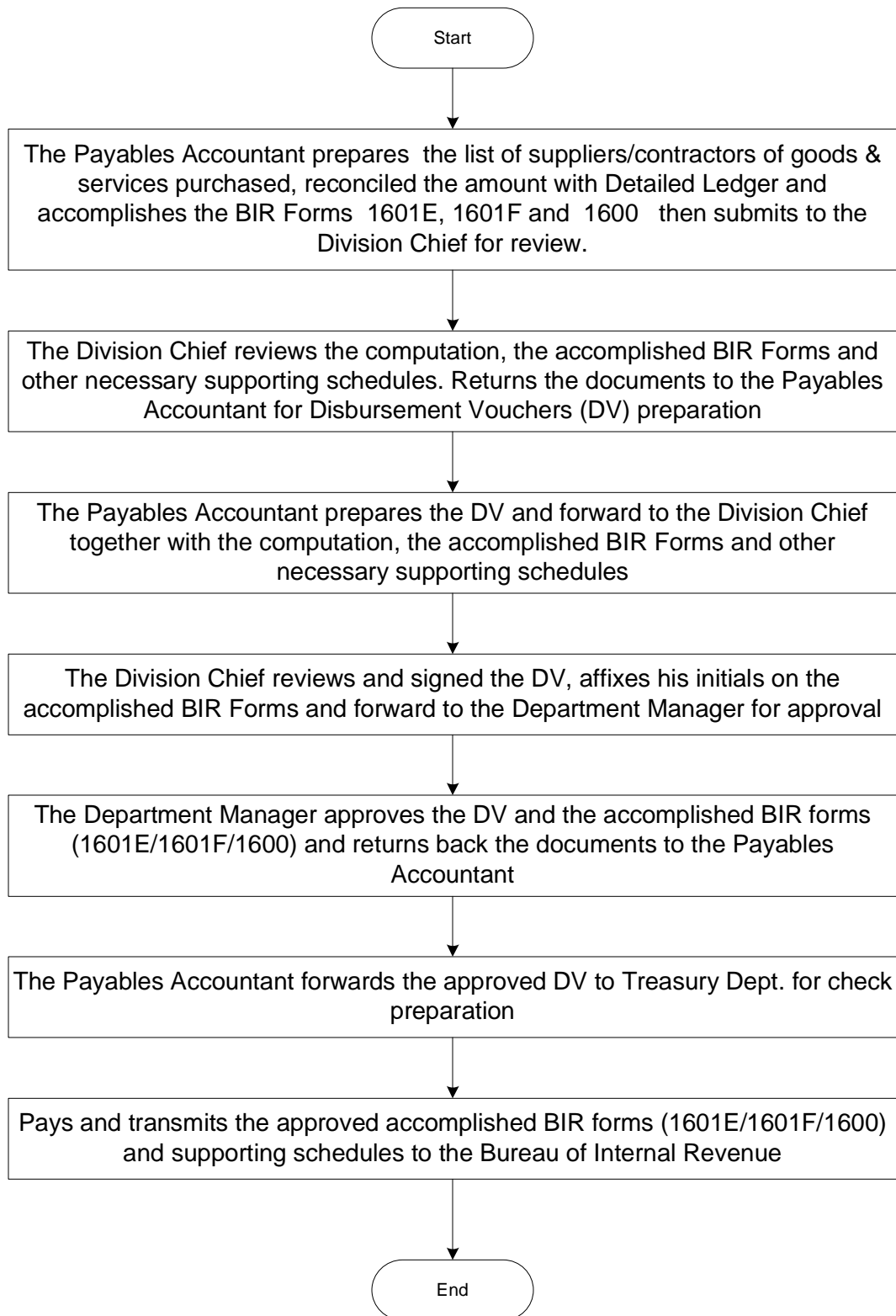




REMITTANCE OF WITHHOLDING TAXES

| Step | Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|------|--------|---|---|---------------------|------|-------|
| 1 | BIR | Prepares the list of suppliers/contractors of goods and services purchased, reconciled the amount with Detailed Ledger and accomplishes the BIR Forms 1601E, 1601F and 1600 | 1 day | Payables Accountant | | |
| 2 | | Reviews the computation of Withholding Tax, the accomplished BIR Forms and other necessary supporting schedules | 1 hour | Division Chief | | |
| 3 | | Prepares Disbursement Vouchers | 15 minutes | Payables Accountant | | |
| 4 | | Reviews and signed the Disbursement Vouchers | 10 minutes | Division Chief | | |
| 5 | | Approves the Disbursement Vouchers and the accomplished BIR forms and returns back to the Payables Accountant | 5 minutes | Department Manager | | |
| 6 | | Forwards the approved Disbursement Vouchers to Treasury Department | 5 minutes | Payables Accountant | | |
| 7 | | Pays and transmits the approved BIR Forms to the Bureau of Internal Revenue | 20 minutes | Payables Accountant | | |

REMITTANCE OF WITHHOLDING TAXES



Contract Drafting and Review

Schedule of Availability of Service

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

Who may avail of the Service

PNOOC subsidiaries

What are the requirements

Memorandum request stating the salient points of the contract (e.g. duration, special conditions of the contract)
Supporting documents

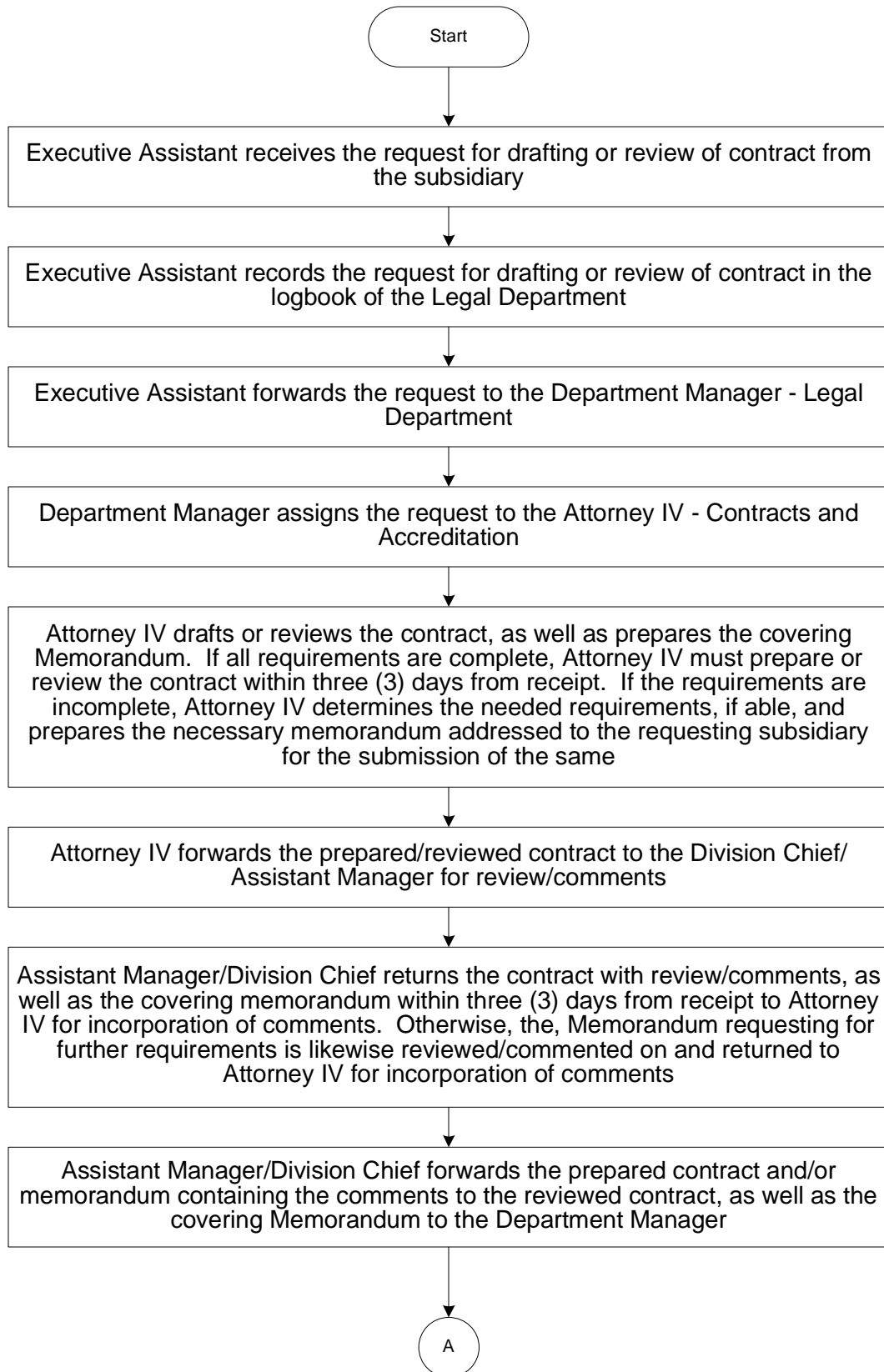
Duration: 14 days and 45 minutes

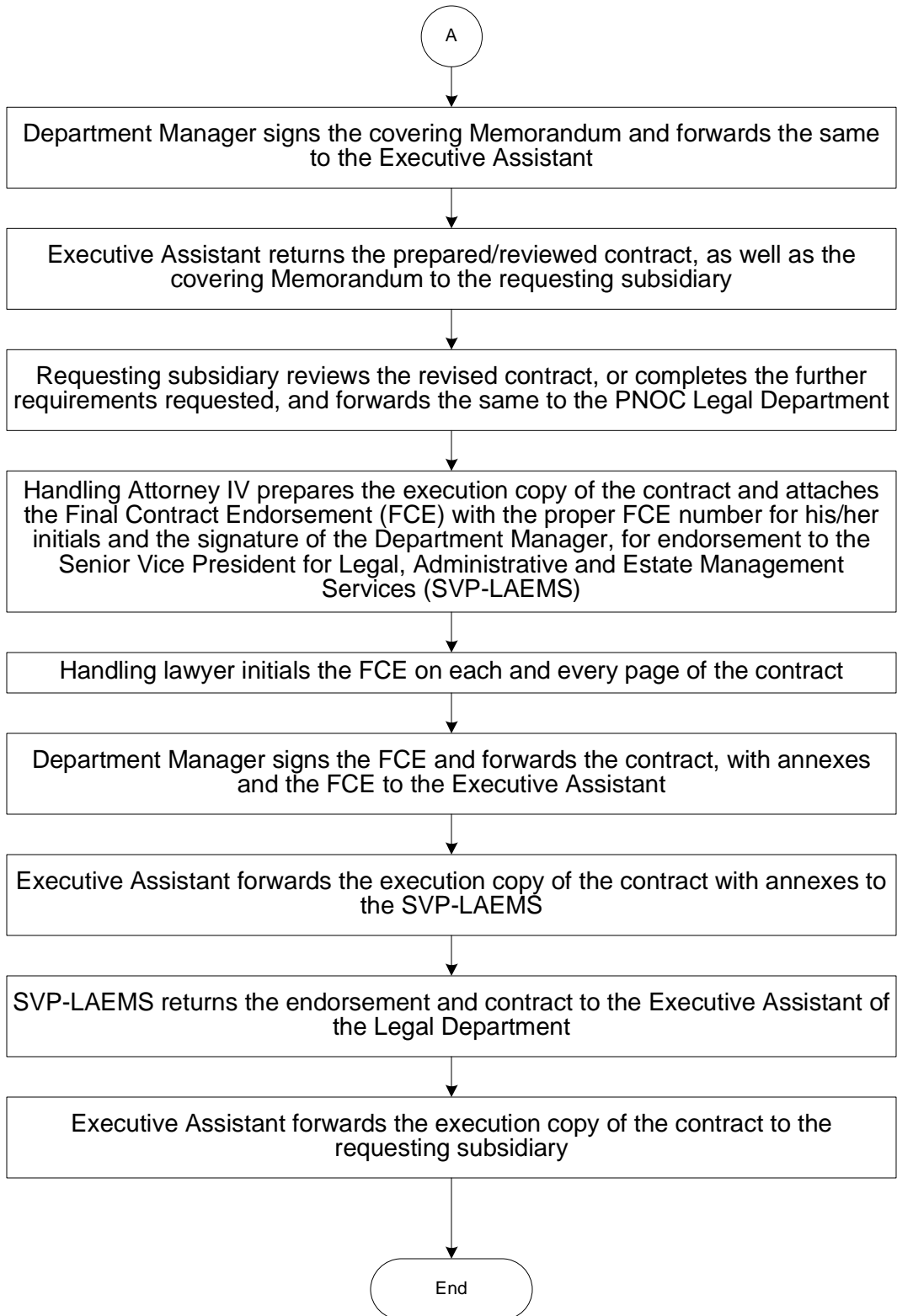
| Step | Applicant/Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|------|--|--|--|-----------------------------------|------|-------|
| 1 | Requesting PNOOC subsidiary sends the request for contract drafting/review | Receives and records the request for drafting of review of contract and forwards the same to the Department Manager | 10 minutes | Executive Assistant | | - |
| 2 | | Assigns to Attorney IV | 1 day | Department Manager | | - |
| 3 | | Drafts contract and covering memorandum, or prepares memorandum requesting submission of further requirements, and forwards the same to the Assistant Manager/Division Chief | 3 days | Attorney IV | | - |
| 4 | | Reviews the draft contract and covering memorandum, or the memorandum requesting submission of further requirements, and returns it to the Attorney IV (handling lawyer) | 3 days | Assistant Manager/ Division Chief | | - |

| Step | Applicant/Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|------|--|--|--|---------------------|------|-------|
| 5 | | Incorporates the comments to the contract and/or memorandum and forwards to the Department Manager | 3 days | Attorney IV | | - |
| 6 | | Signs the memorandum and forwards to the Executive Assistant | 1 day | Department Manager | | |
| 7 | | Returns prepared/reviewed contract and covering memorandum to the PNOC subsidiary | 1 day | Executive Assistant | | |
| 8 | Receives the draft contract and covering memorandum, or the memorandum requesting submission of further requirements and revises/comments on the revised contract, or otherwise completes further requirements | Receives either request for preparation of execution copy of contract or memorandum containing further requirements, and forwards the same to Attorney IV (handling lawyer) | 10 minutes | Executive Assistant | | |
| 9 | | Handling lawyer prepares execution copy of contract and Final Contract Endorsement, and initials the same on each and every page of the contract, and forwards to the Department Manager | 1 day | Attorney IV | | |
| 10 | | Signs the FCE and forwards to the Executive Assistant | 1 day | Department Manager | | |

| Step | Applicant/Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|-------------|-----------------------------------|--|--|-------------------------|-------------|--------------|
| 11 | | Forwards the execution copy of the contract, or the draft contract to the SVP-LAEMS for endorsement | 15 minutes | Executive Assistant | | |
| 12 | SVP-LAEMS returns the endorsement | Receives the endorsement and contract and forwards execution copy of contract to the requesting subsidiary | 10 minutes | Executive Assistant | | |

Contract Drafting and Review





Rendering Legal Opinions

Schedule of Availability of Service

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

Who may avail of the Service

PNOOC subsidiaries

What are the requirements

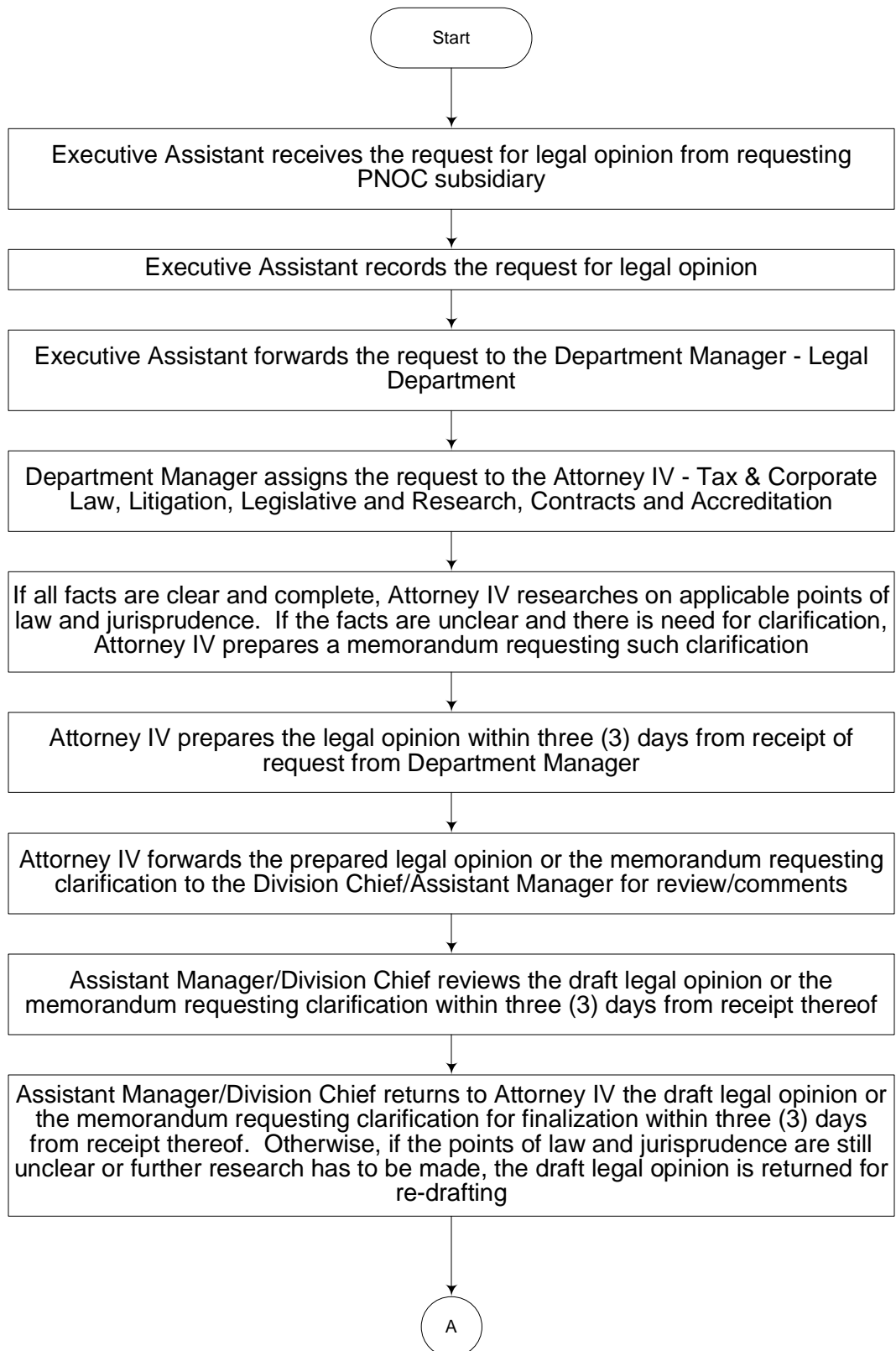
Memorandum request stating the facts
Supporting documents

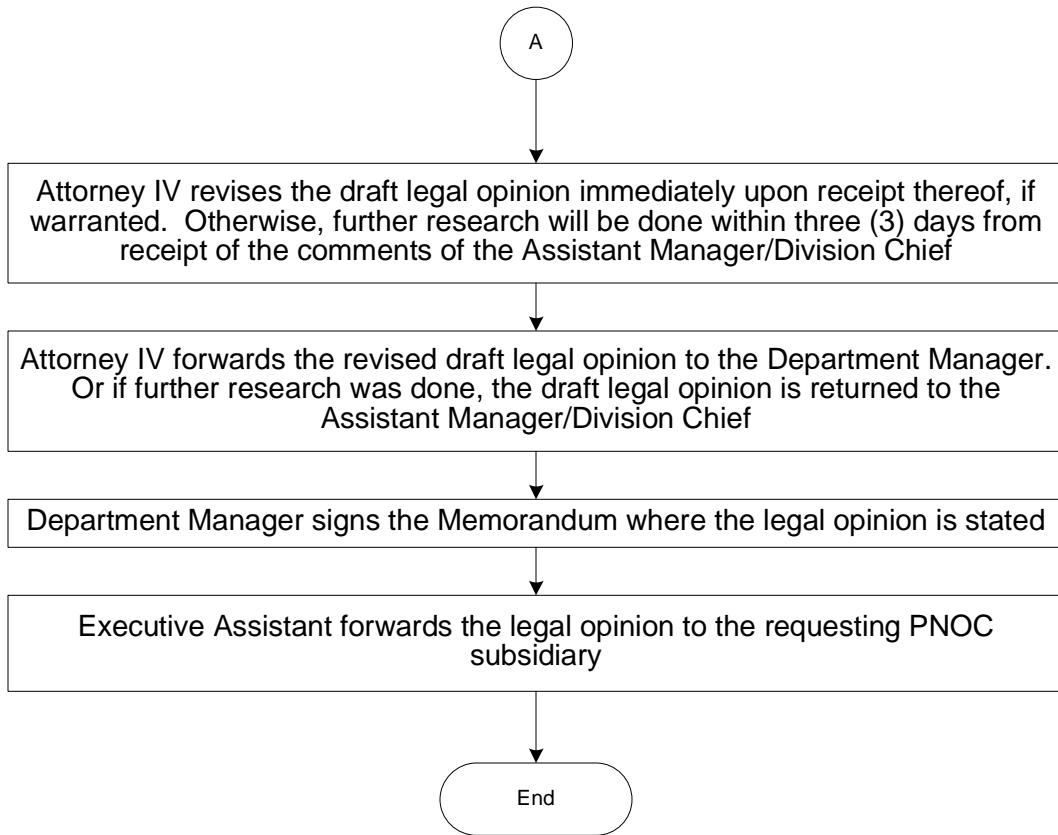
Duration: 12 days and 10 minutes

| Step | Applicant/Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|------|---|---|--|-----------------------------------|------|-------|
| 1 | Requesting PNOOC subsidiary sends the request for legal opinion | Receives and records the request for legal opinion and forwards the same to the Department Manager | 10 minutes | Executive Assistant | | - |
| 2 | | Assigns to Attorney IV | 1 day | Department Manager | | - |
| 3 | | Researches on applicable points of law and jurisprudence. Prepares the draft legal opinion. However, if the facts are unclear and there is need for clarification, prepares memorandum requesting such clarification. Forwards the draft legal opinion or memorandum seeking clarification to the Assistant Manager/Division Chief. | 3 days | Attorney IV | | - |
| 4 | | Reviews the draft legal opinion, or the memorandum requesting clarification, and returns it to the Attorney IV (handling lawyer) | 3 days | Assistant Manager/ Division Chief | | - |

| Step | Applicant/Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|-------------|-------------------------|--|--|-------------------------|-------------|--------------|
| 5 | | Incorporates the comments to the draft legal opinion, or conducts further legal research. If no further research is needed, forwards the memorandum where the legal opinion is stated to the Department Manager. | 3 days | Attorney IV | | - |
| 6 | | Signs the memorandum where the legal opinion is stated and forwards to the Executive Assistant | 1 day | Department Manager | | |
| 7 | | Returns prepared legal opinion to the requesting PNOC subsidiary | 1 day | Executive Assistant | | |

Rendering Legal Opinions





Issuance of PNOC Board Resolution

Schedule of Availability of Service

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

Who may avail of the service

PNOC subsidiaries

Requirements

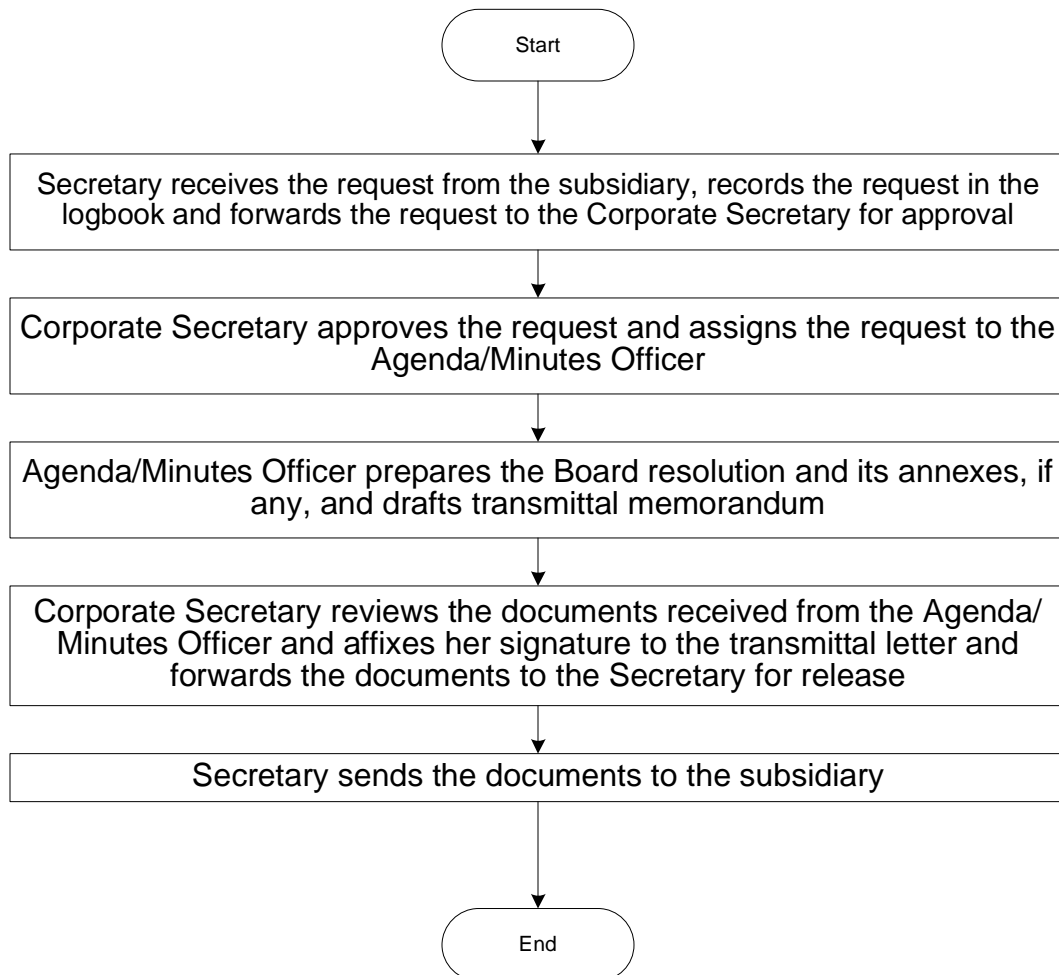
Formal official request, stating the purpose of the request

Duration

4 days, 2 hours and 15 minutes

| Step | Applicant/ Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|------|--|---|--|-------------------------|------|-------|
| 1 | PNOC Subsidiary (send the request for issuance of Board resolution) | Receive the request, record the request in the logbook, and forward to the Corporate Secretary for approval. | 15 minutes | Secretary | | |
| 2 | | Upon approval by the Corporate Secretary, assign the request to the Agenda/Minutes Officer. | 1 day | Corporate Secretary | | |
| 3 | | Prepare the Board resolution and its annexes, if any, and the transmittal memorandum. | 2 days | Agenda/ Minutes Officer | | |
| 4 | | Review the documents received from the Agenda/Minutes Officer, affix signature to the transmittal letter and, forward the documents to the Secretary for release. | 1 day | Corporate Secretary | | |
| 5 | PNOC subsidiary | Send the documents to the requesting party. | 2 hours | Secretary | | |

Issuance of PNOC Board Resolution



Issuance of Secretary's Certificates

Schedule of Availability of Service

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

Who may avail of the service

PNOC subsidiaries

Requirements

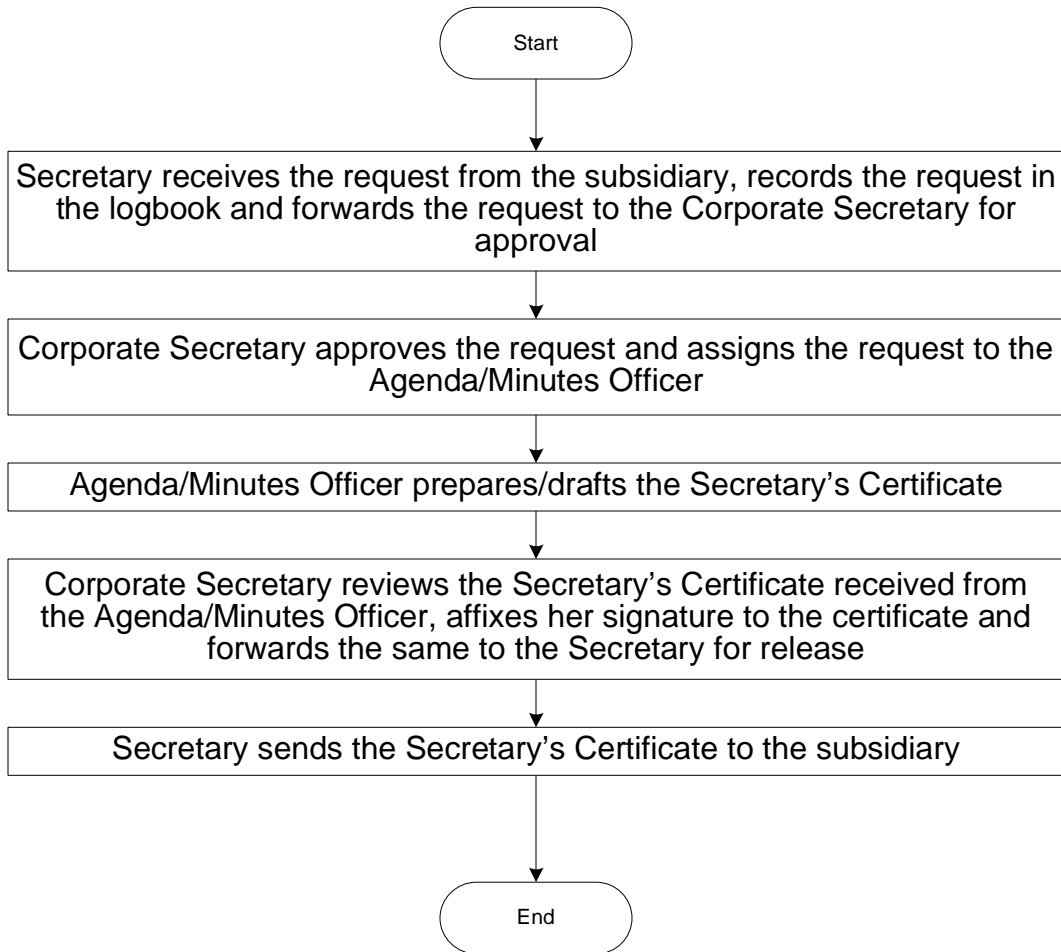
Formal official request, stating the purpose of the request

Duration

4 days, 2 hours and 15 minutes

| Step | Applicant/ Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|------|---|---|--|------------------------|------|-------|
| 1 | PNOC Subsidiary (send the request for issuance of Secretary's Certificate) | Receive the request, record the request in the logbook, and forward to the Corporate Secretary for approval. | 15 minutes | Secretary | | |
| 2 | | Upon approval by the Corporate Secretary, assign the request to the Agenda/Minutes Officer. | 1 day | Corporate Secretary | | |
| 3 | | Prepare/draft the Secretary's Certificate | 2 days | Agenda/Minutes Officer | | |
| 4 | | Review the Secretary's Certificate received from the Agenda/Minutes Officer, affix signature to the certificate and, forward the same to the Secretary for release. | 1 day | Corporate Secretary | | |
| 5 | PNOC subsidiary | Send the documents to the requesting party. | 2 hours | Secretary | | |

Issuance of Secretary's Certificates



Issuance of Excerpts of Minutes of PNOC Board Meeting

Schedule of Availability of Service

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

Who may avail of the service

PNOC subsidiaries

Requirements

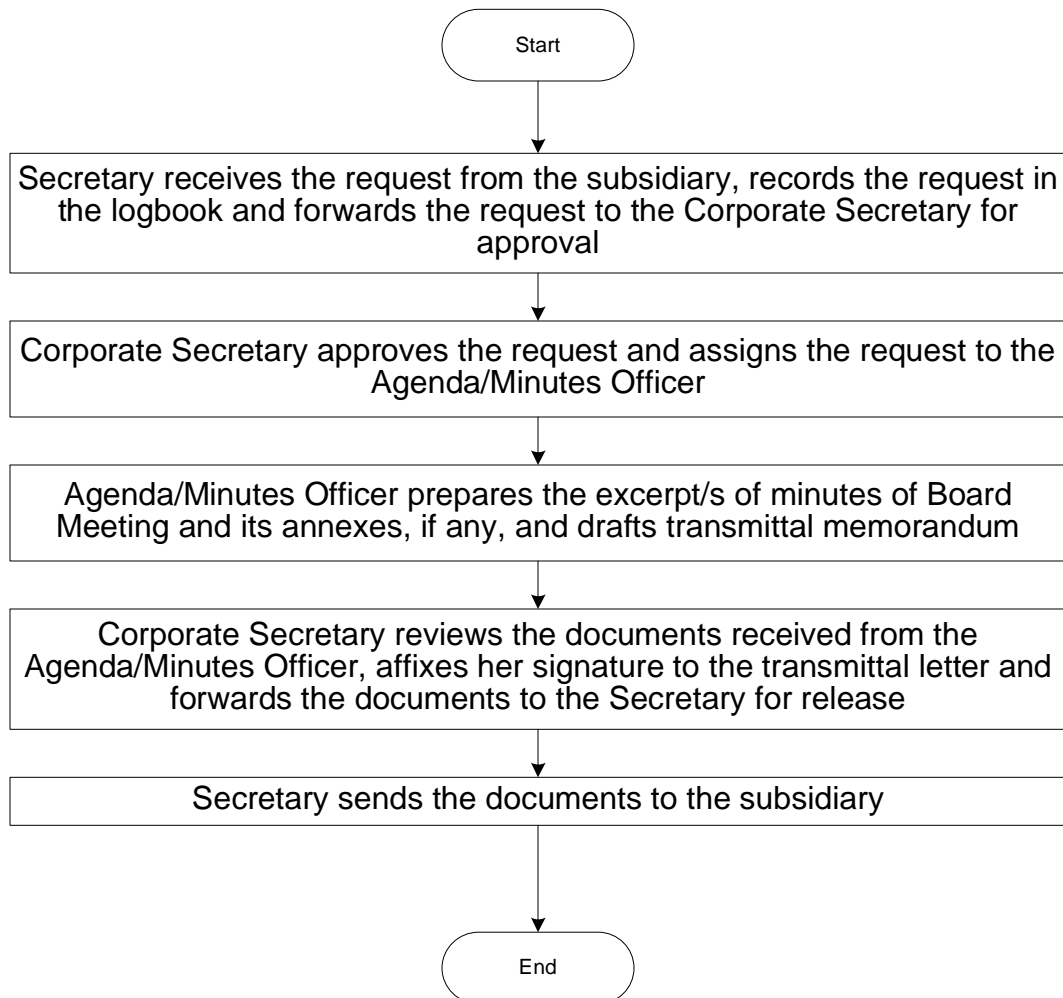
Formal official request, stating the purpose of the request

Duration

4 days, 2 hours and 15 minutes

| Step | Applicant/ Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|------|---|--|--|-------------------------|------|-------|
| 1 | PNOC Subsidiary (send the request for issuance of excerpts of minutes of Board meetings) | Receive the request, record the request in the logbook, and forward to the Corporate Secretary for approval. | 15 minutes | Secretary | | |
| 2 | | Upon approval by the Corporate Secretary, assign the request to the Agenda/Minutes Officer. | 1 day | Corporate Secretary | | |
| 3 | | Prepare the excerpts and annexes, if any, and draft the transmittal memorandum | 2 days | Agenda/ Minutes Officer | | |
| 4 | | Review the documents received from the Agenda/Minutes Officer, affix signature to the Transmittal memorandum and, forward the same to the Secretary for release. | 1 day | Corporate Secretary | | |
| 5 | PNOC subsidiary | Send the documents to the requesting party. | 2 hours | Secretary | | |

Issuance of Excerpts of Minutes of Board Meetings



Issuance of Board Membership Certification

Schedule of Availability of Service

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

Who may avail of the service

Former PNOC Board Members

Requirements

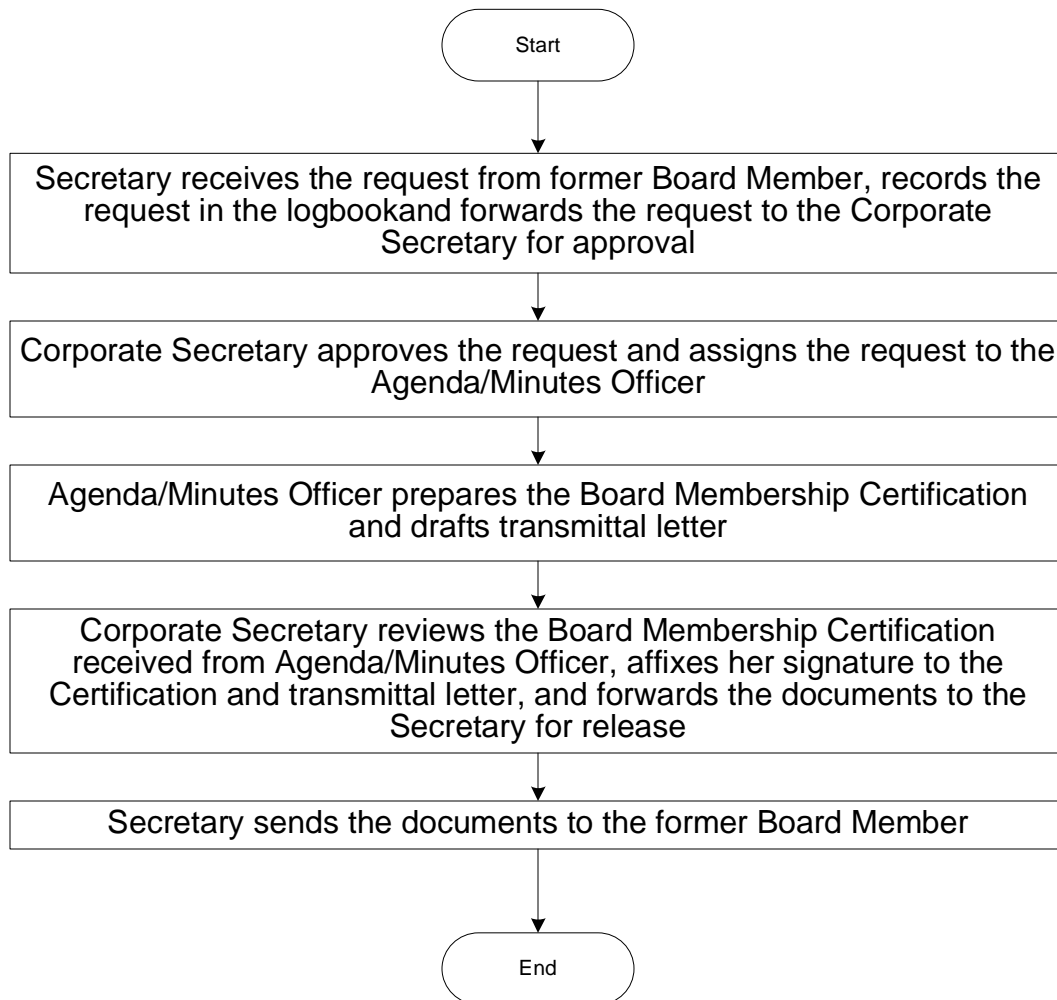
Formal official request, stating the purpose of the request

Duration

4 days, 2 hours and 15 minutes

| Step | Applicant/ Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|------|---|--|--|-------------------------|------|-------|
| 1 | Former PNOC Board Members (send the request for issuance of Board Membership certification) | Receive the request, record the request in the logbook, and forward to the Corporate Secretary for approval. | 15 minutes | Secretary | | |
| 2 | | Upon approval by the Corporate Secretary, assign the request to the Agenda/Minutes Officer. | 1 day | Corporate Secretary | | |
| 3 | | Prepare the certification and draft the transmittal letter | 2 days | Agenda/ Minutes Officer | | |
| 4 | | Review the certification received from the Agenda/Minutes Officer, affix signature to the Certification and transmittal letter, and forward the same to the Secretary for release. | 1 day | Corporate Secretary | | |
| 5 | Former PNOC Board Member | Send the documents to the requesting party. | 2 hours | Secretary | | |

Issuance of Board Membership Certification



Issuance of Minutes of PNOC Board Meetings on a yearly basis

Schedule of Availability of Service

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

Who may avail of the service

Commission on Audit ("COA")

Requirements

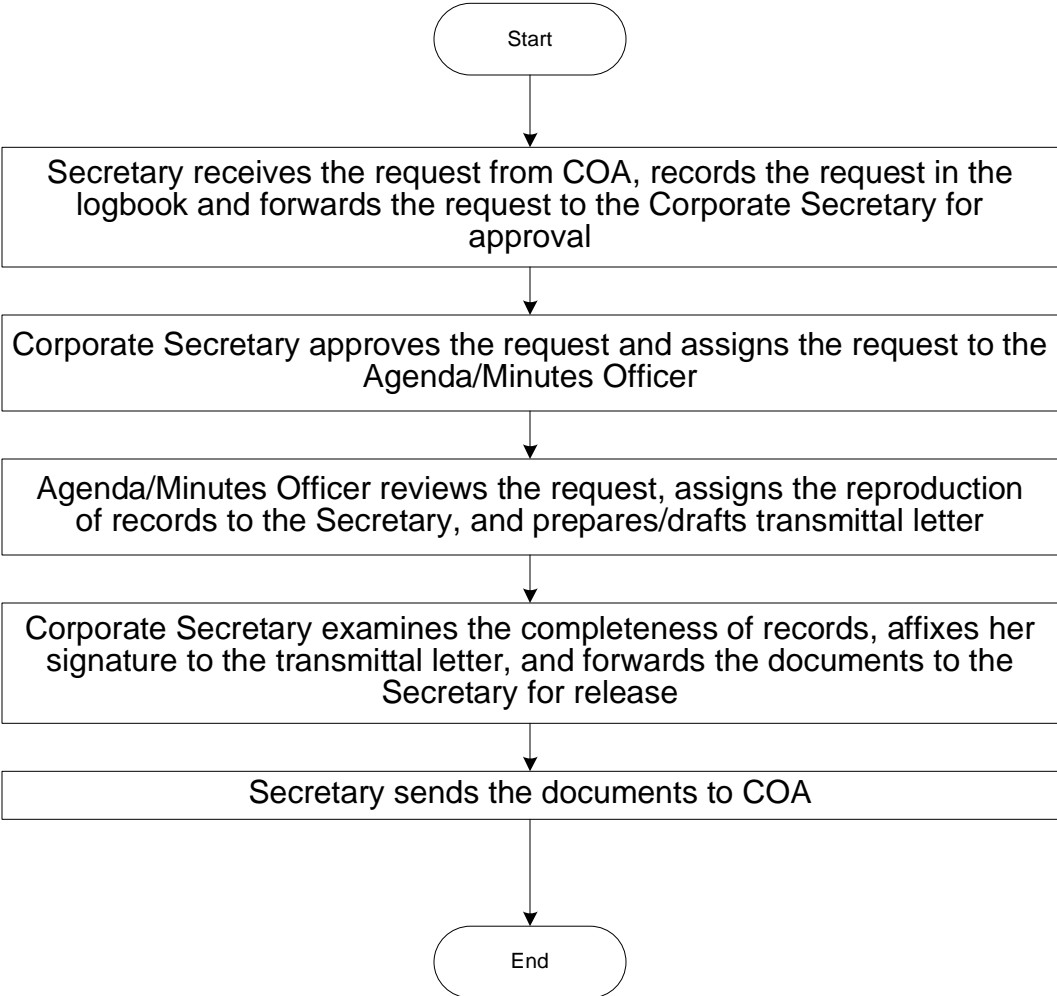
Formal official request, stating the purpose of the request

Duration

6 days, 4 hours and 15 minutes

| Step | Applicant/ Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|------|---|--|--|-------------------------|------|-------|
| 1 | COA (send the request for issuance of Minutes of PNOC Board meetings) | Receive the request, record the request in the logbook, and forward to the Corporate Secretary for approval. | 15 minutes | Secretary | | |
| 2 | | Upon approval by the Corporate Secretary, assign the request to the Agenda/Minutes Officer. | 1 day | Corporate Secretary | | |
| 3 | | Review the request, assign to the Secretary the reproduction of records. | 2 hours | Agenda/ Minutes Officer | | |
| 4 | | Reproduction of records | 3 days | Secretary | | |
| 5 | | Upon completion of the reproduction, prepare/draft the transmittal letter | 1 day | Agenda/ Minutes Officer | | |
| 6 | | Examine the completeness of records, affix signature to the transmittal letter, and forward the same to the Secretary for release. | 1 day | Corporate Secretary | | |
| 7 | COA | Send the records to the requesting party. | 2 hours | Secretary | | |

Issuance of Minutes of PNOC Board Meetings (Annual)



SUBMISSION OF REPORTS

- a. Report on Summary of Outstanding Loans (DoF);
- b. Report on Foreign Borrowings (BSP) and
- c. Report Medium and Long term Loans (BTr);

Frequency of submission

Monthly

RECIPIENTS OF THE REPORTS

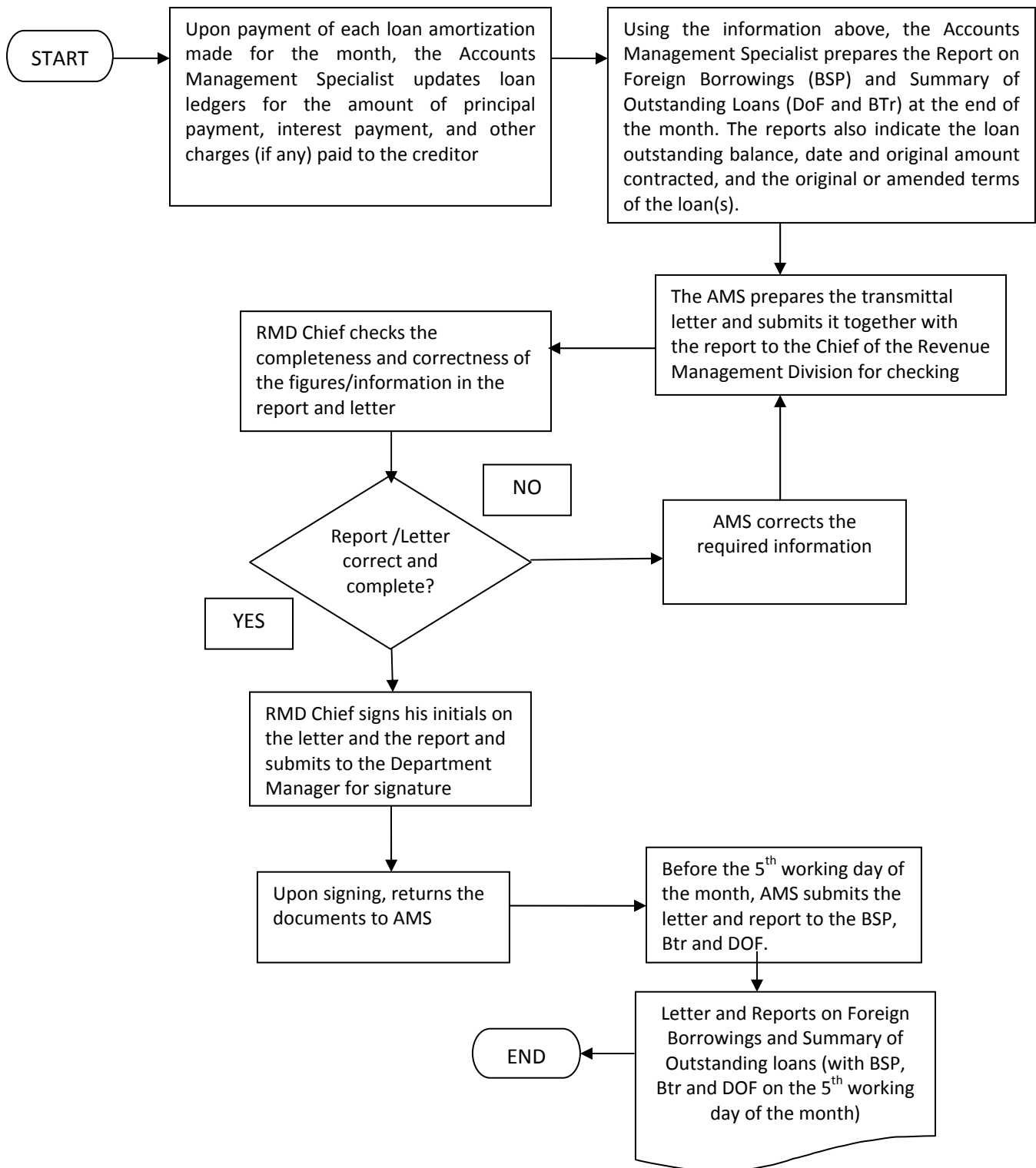
Department of Finance, Bangko Sentral ng Pilipinas and Bureau of the Treasury

WHAT ARE THE REQUIREMENTS

- a. Correctly and completely updated loan ledgers (upon payment of the regular amortizations of the loans and other charges)
- b. Required forms to be filled up and signed by the signatories

| STEP | ACTIVITY | DURATION OF ACTIVITY | PERSON IN CHARGE | FORMS |
|------|--|--|-------------------------------------|----------------------------|
| 1 | Upon payment of the regular amortization of the loans, update the loan ledgers for the amount of principal payment, interest and other charges (if any) | 10 -30 minutes | Accounts Management Specialist | Internal form only |
| 2 | Based on the information above, prepare the Report on Summary of Outstanding Loans (DoF), Report on Foreign Borrowings (BSP) and Report Medium and Long term Loans (BTr); prepares the transmittal letters | 45 minutes to 1 hour | Accounts Management Specialist | Attached Forms A, B, and C |
| 3 | Checking/verifying the accuracy and completeness of the figures and other information in the report; initials on the reports and the letters | 30-45 minutes | Division Chief – Revenue Management | |
| 4 | Further verification/checking if desired; Signs on the report and on the letter | 30 minutes | Department Manager | |
| 5 | Submit to the BSP, DoF and BTr | Within five (5) working days after the end of each month | Accounts Management Specialist | |

Summary of Outstanding Loans / Foreign Borrowings Report/Report on Medium and Long Term Loans



SUBMISSION OF REPORTS

Cash and Investment Balances Report

FREQUENCY OF SUBMISSION

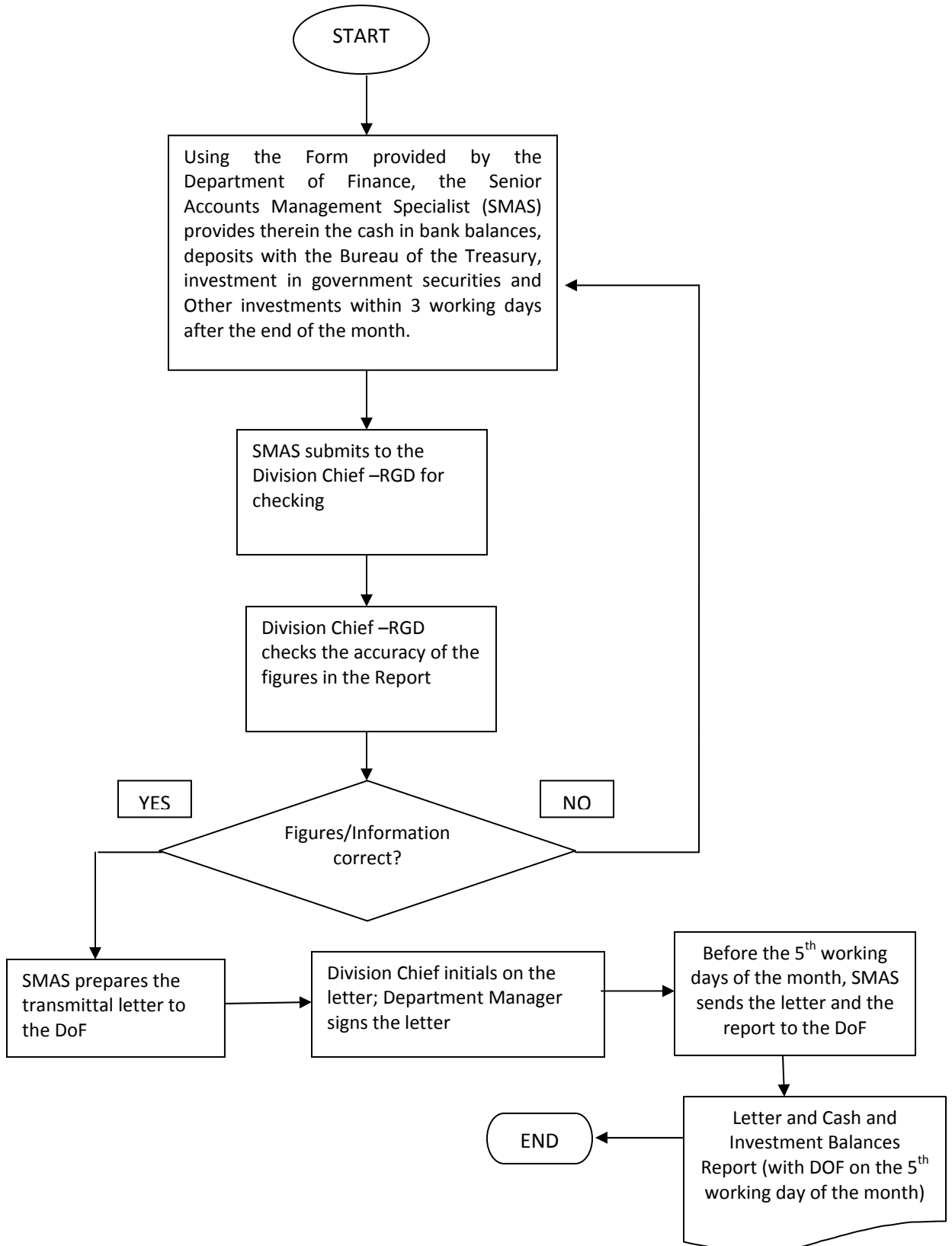
Monthly

RECIPIENT OF THE REPORT

Department of Finance

| STEP | ACTIVITY | DURATION OF ACTIVITY | PERSON IN CHARGE | FORMS |
|-------------|--|--|---------------------------------------|--|
| 1 | Provide the cash in bank balances, deposits in the BTr, investments in government securities and other investments within 3 working days after the end of each month; prepare transmittal letter | 30-40 minutes | Senior Accounts Management Specialist | DoF Form (Titled Cash and Investment Balance Report) |
| 2 | Check and verifies the correctness of the figures and other information in the report ; initials on the report and the letter | 30-45 minutes | Division Chief _ Revenue Generation | |
| 3 | Further verification/checking if desired; Signs on the report and on the letter | 30 minutes | Department Manager - Treasury | |
| 4 | Submit to DoF | Within five (5) working days after the end of each month | Senior Accounts Management Specialist | |

Cash and Investment Balances Report



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

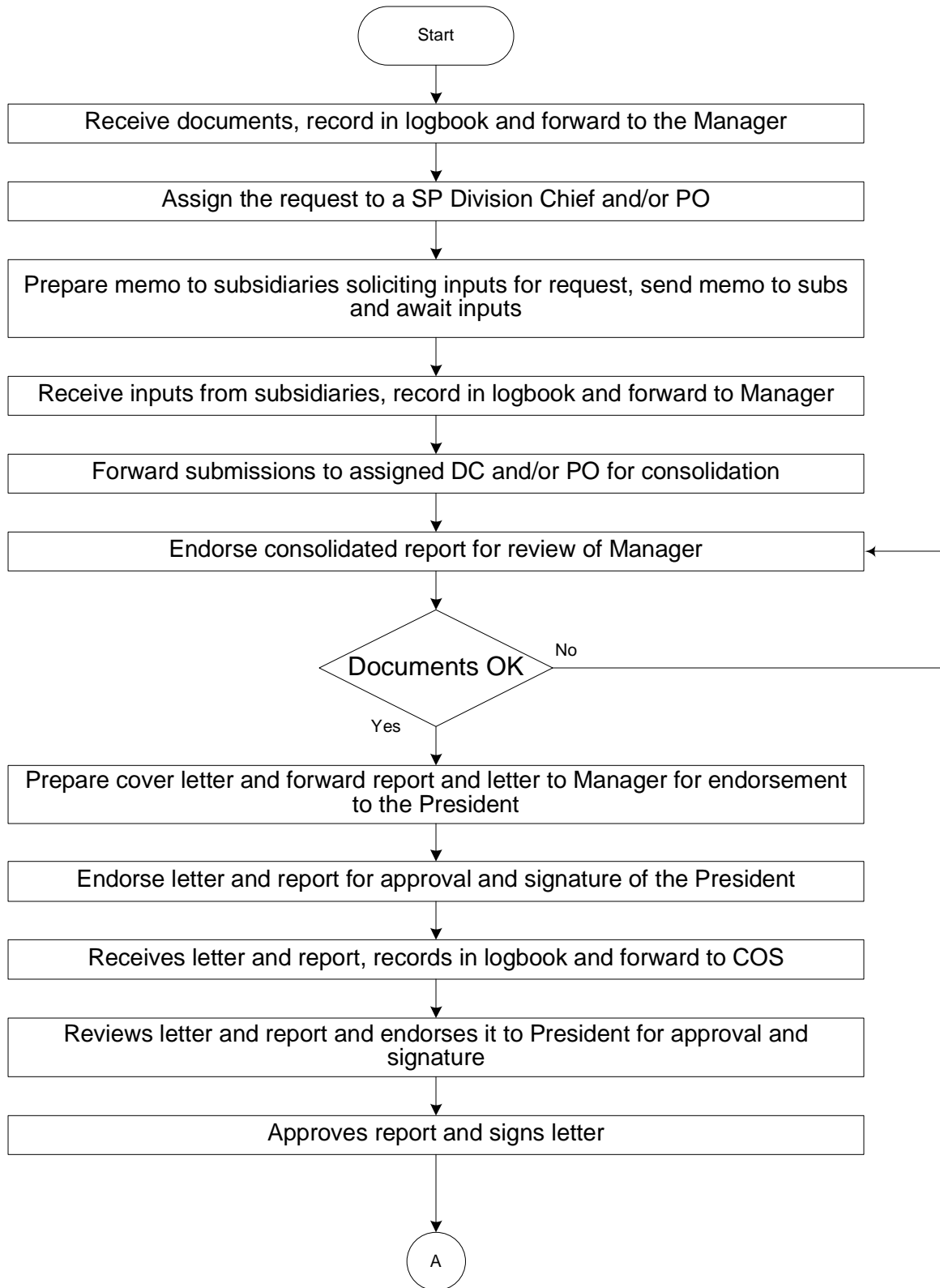
Department of Energy
National Economic and Development Authority
Office of the President - Presidential Management Staff

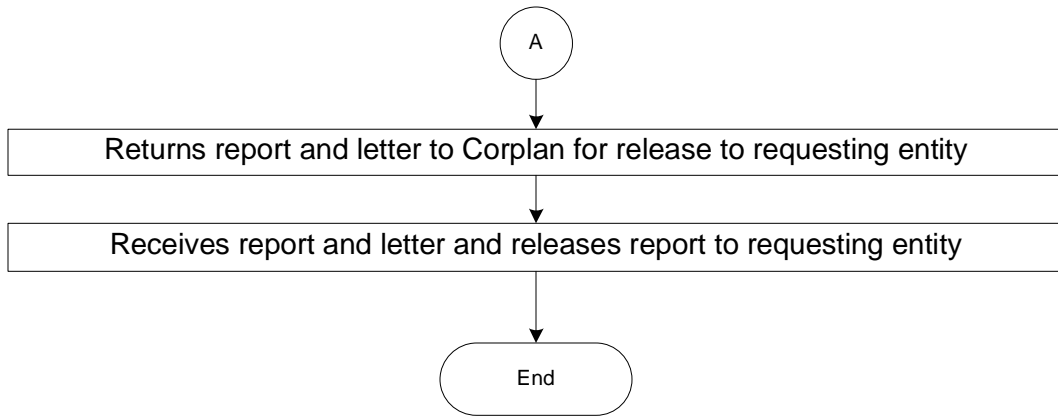
Duration: 17 days and 30 minutes

| 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 | | |

Request for Updates of PNOC Projects and Other Information





BUDGETARY 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 Budget and Management
House of Representatives
Senate of the Philippines

What are the Requirements:

Letter of request

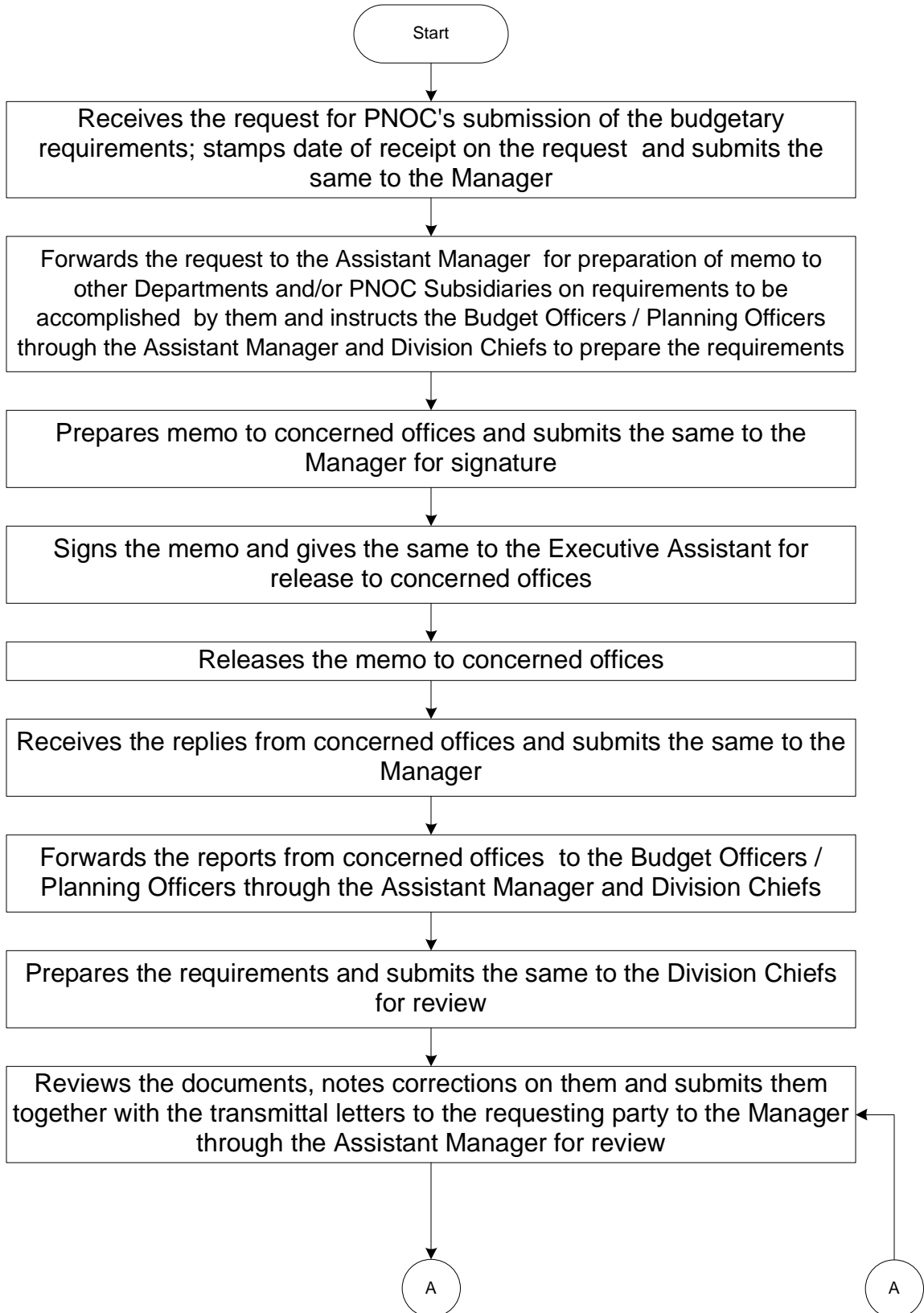
Duration: 11 days, 55 minutes

| Step | Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|------|-------------------------------------|--|--|---------------------|------|--------------|
| 1 | Sends the request thru fax and mail | Receives the request for PNOC's submission of the budgetary requirements; stamps date of receipt on the request and submits the same to the Manager | 5 minutes | Executive Assistant | | Budget Forms |
| 2 | | Forwards the request to the Assistant Manager for preparation of memo to other Departments and/or PNOC Subsidiaries on requirements to be accomplished by them and instructs the Budget Officers / Planning Officers through the Assistant Manager and Division Chiefs to prepare the requirements | 5 minutes | Manager | | |
| 3 | | Prepares memo to concerned offices and submits the same to the Manager for signature | 5 minutes | Assistant Manager | | |
| 4 | | Signs the memo and gives the same to the Executive Assistant for release to concerned offices | 5 minutes | Manager | | |
| 5 | | Releases the memo to concerned offices | 20 minutes | Executive Assistant | | |

| Step | Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|------|--------|---|---|--|------|-------|
| 6 | | Receives the replies from concerned offices and submits the same to the Manager | 3 days | Executive Assistant | | |
| 7 | | Forwards the reports from concerned offices to the Budget Officers / Planning Officers through the Assistant Manager and Division Chiefs | 5 minutes | Manager | | |
| 8 | | Prepares the requirements and submits the same to the Division Chiefs for review | 3 days after receipt of complete documents from concerned offices | Planning Officer IV Planning Officer III Budget Officer IV Budget Officer III | | |
| 9 | | Reviews the documents, notes corrections on them and submits them together with the transmittal letters to the requesting party to the Manager through the Assistant Manager for review | 1 day | Division Chief, Budget Division Chief, SP | | |
| 10 | | Reviews the documents, if OK- forwards the same to the Budget Officers / Planning Officers through the Division Chiefs to finalize, otherwise returns them to the Division Chiefs with instructions | 1 day | Assistant Manager Manager | | |

| Step | Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|------|-----------------------------------|--|--|--|------|-------|
| 11 | | Finalizes or revises the documents and submits them to the Division Chiefs for review | 1 day | Planning Officer IV Planning Officer III Budget Officer IV Budget Officer III | | |
| 12 | | Submits the documents to the Manager through the Assistant Manager for review | | Division Chief, Budget Division Chief, SP | | |
| 13 | | Forwards the documents to the Executive Assistant for release to the SVP for MS for review and approval | 5 minutes | Manager | | |
| 14 | | Transmits the documents to SVP-MS for approval | 5 minutes | Executive Assistant | | |
| 15 | | Approves the reports, signs the transmittal letter to requesting party and returns the same to the Manager | 1 day | Sr. Vice-President for MS | | |
| 16 | | Receives the signed letter and reports and submits them to the Manager | | Executive Assistant | | |
| 17 | | Clears the signed letter and reports for release to requesting party | | Manager | | |
| 18 | Receipt of budgetary requirements | Releases documents to requesting party | 1 day | Assistant Manager | | |

Budgetary Requirements



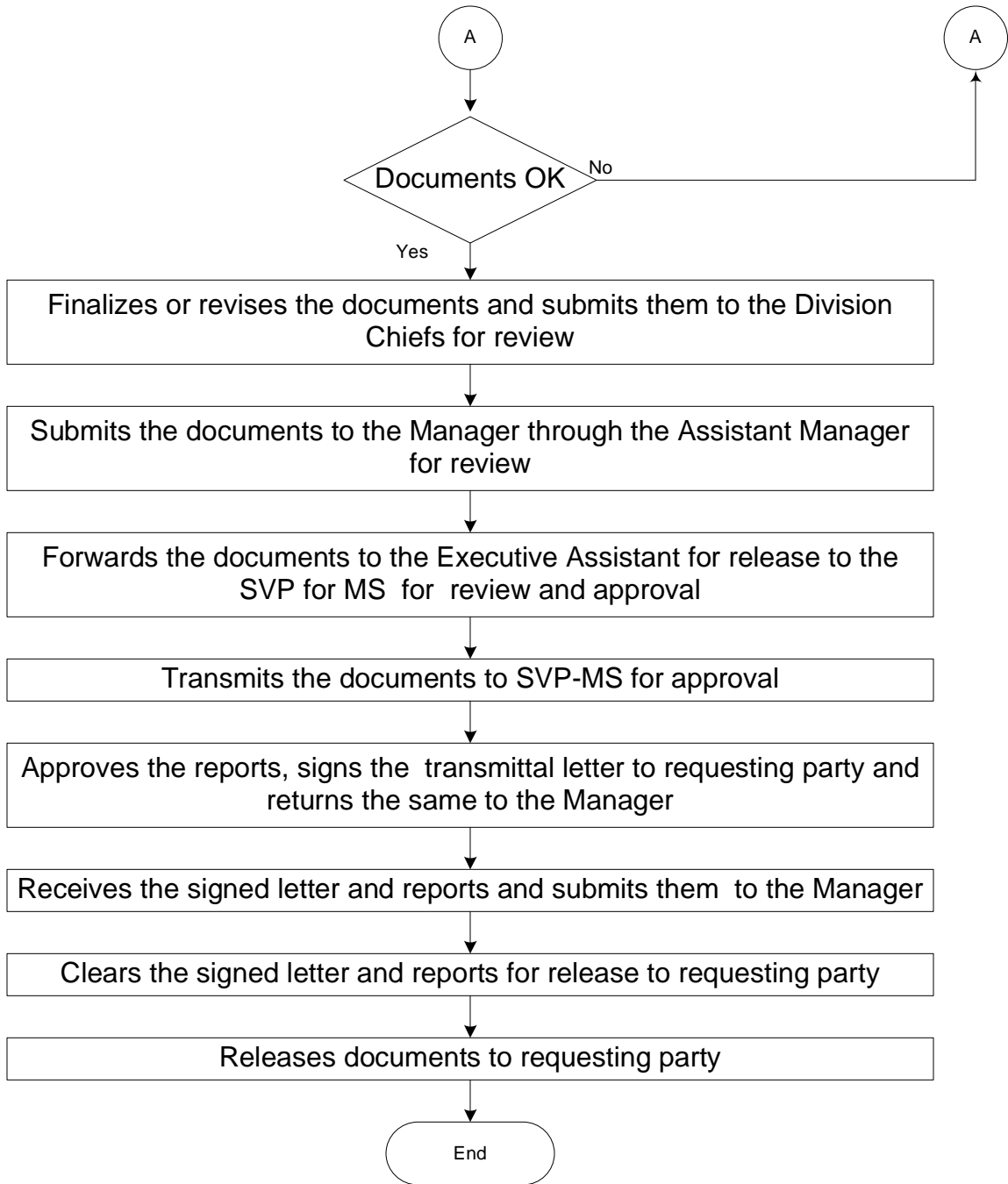


TABLE 31 REQUIREMENTS

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

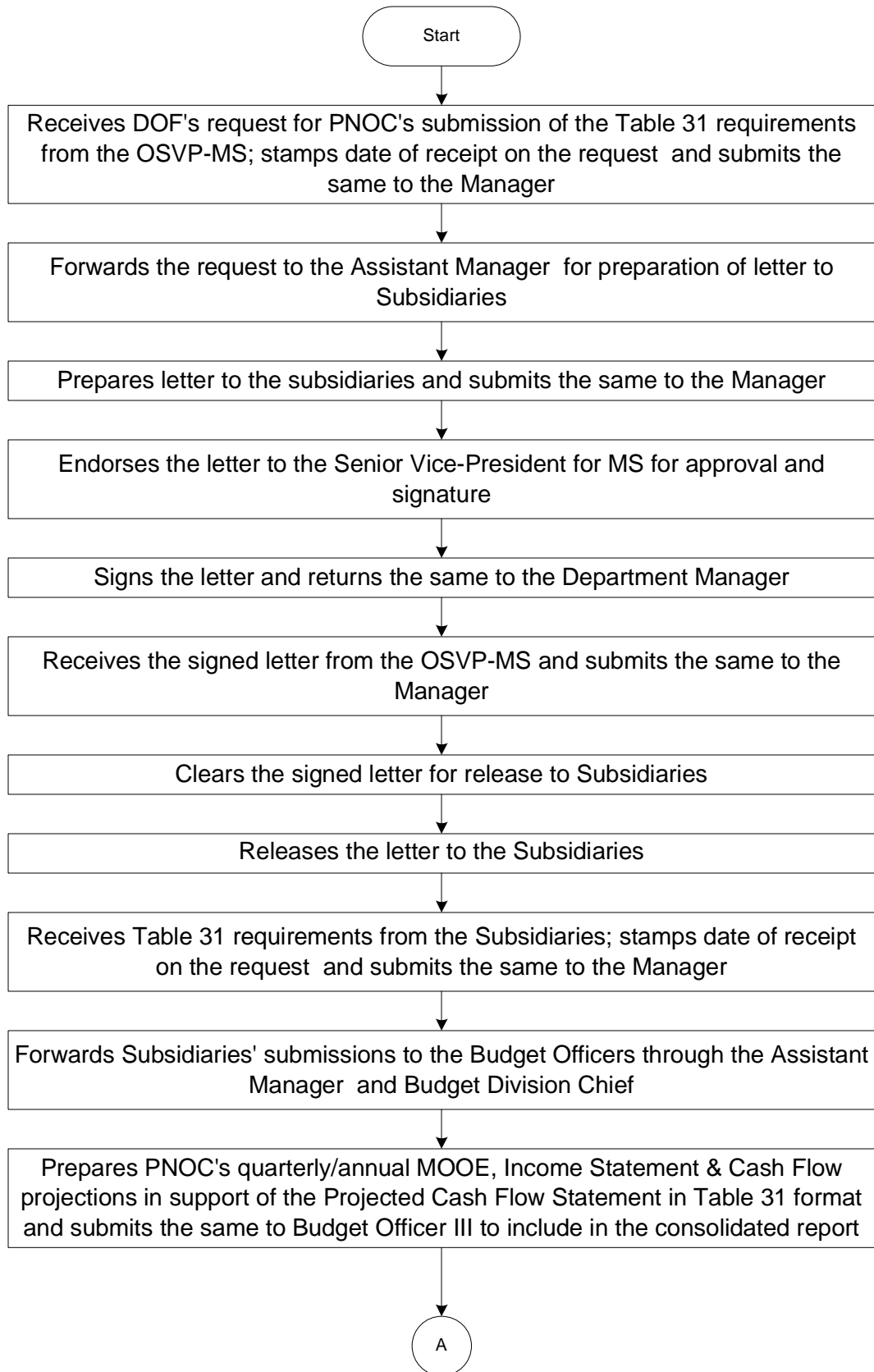
Duration: 13 days, 2 hours, 50 minutes

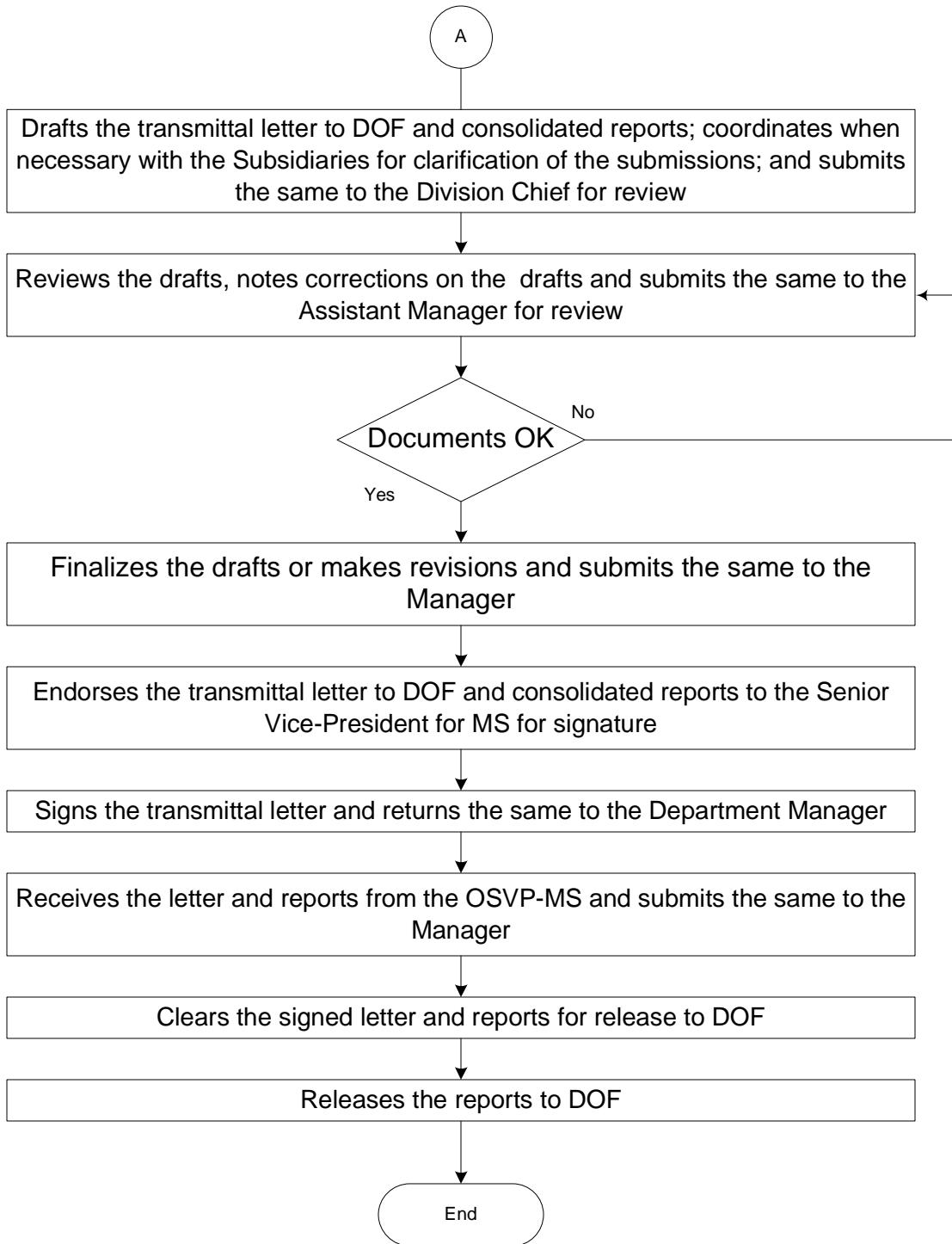
| Step | Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|------|---------------------------------|---|--|--------------------------|------|---------------------------------|
| 1 | Sends request thru fax and mail | Receives DOF's request for PNOC's 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





QUARTERLY PLANTILLA UPDATE

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 Budget and Management

What are the Requirements:

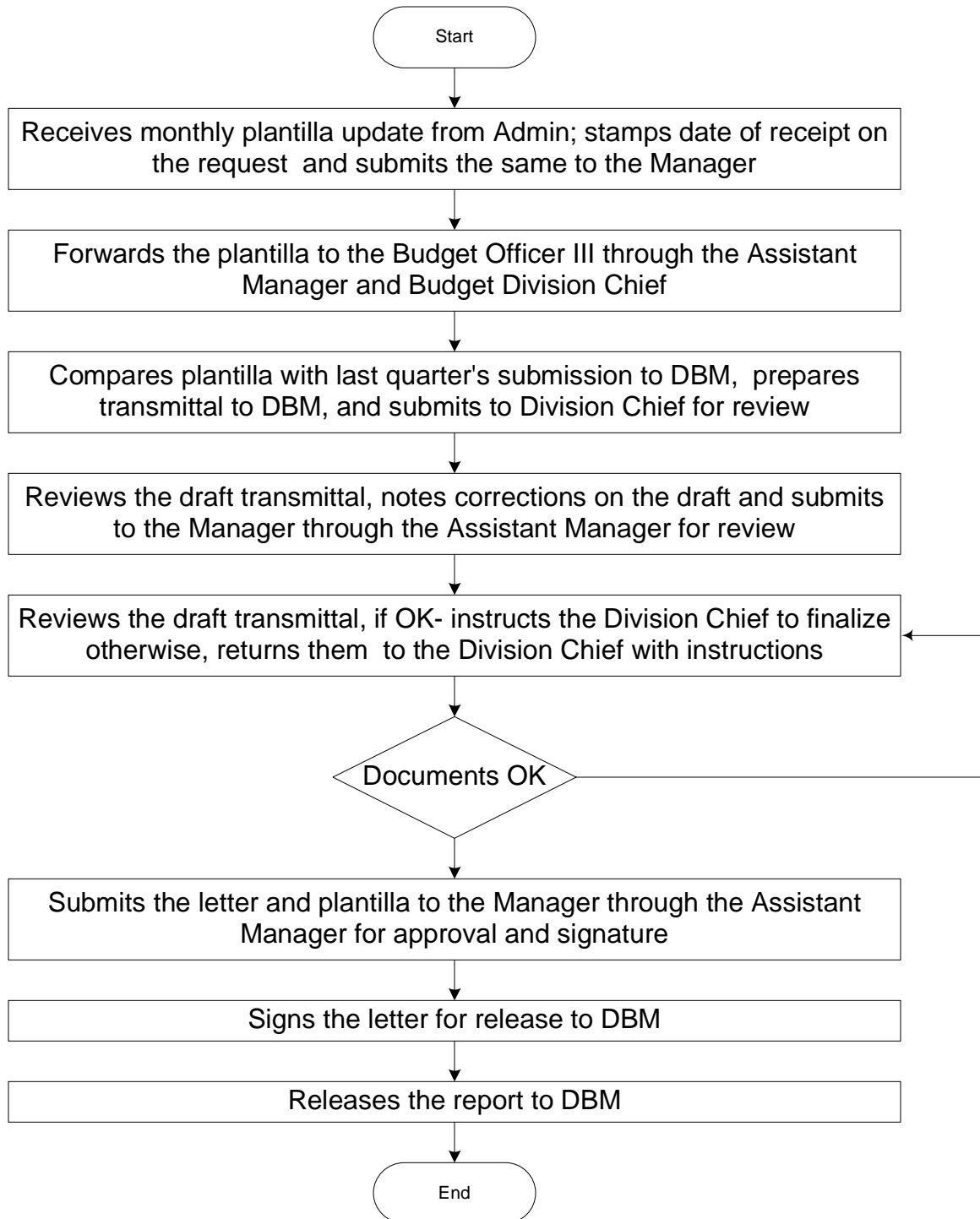
Letter of request

Duration: 1 day, 80 minutes

| Step | Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|------|-----------------------------|--|--|------------------------------|------|---|
| 1 | Sends request through phone | Receives monthly plantilla updates from Admin; stamps date of receipt on the request and submits the same to the Manager | 5 minutes | Executive Assistant | | Plantilla of Personnel and Salary Adjustment Form |
| 2 | | Forwards the plantilla to the Budget Officer III through the Assistant Manager and Budget Division Chief | 5 minutes | Manager | | |
| 3 | | Compares plantilla with last quarter's submission to DBM, prepares transmittal to DBM, and submits to Division Chief for review | 30 minutes | Budget Officer III | | |
| 4 | | Reviews the draft transmittal, notes corrections on the draft and submits to the Manager through the Assistant Manager for review | 15 minutes | Division Chief, Budget | | |
| 5 | | Reviews the draft transmittal, if OK- instructs the Division Chief to finalize otherwise, returns them to the Division Chief with instructions | 15 minutes | Assistant Manager Manager | | |

| Step | Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|-------------|-----------------------------|--|---|-------------------------|-------------|--------------|
| 6 | | Submits the letter and plantilla to the Manager through the Assistant Manager for approval and signature | 5 minutes | Division Chief, Budget | | |
| 7 | | Signs the letter for release to DBM | 5 minutes | Manager | | |
| 8 | Receipt of plantilla update | Releases the report to DBM | 1day | Executive Assistant | | |

Quarterly Plantilla Update to DBM



Monitoring of All On-Going Projects/Evaluation of All Completed/Operational Projects of Pnoc Subsidiaries

Who May Avail of PMD Services

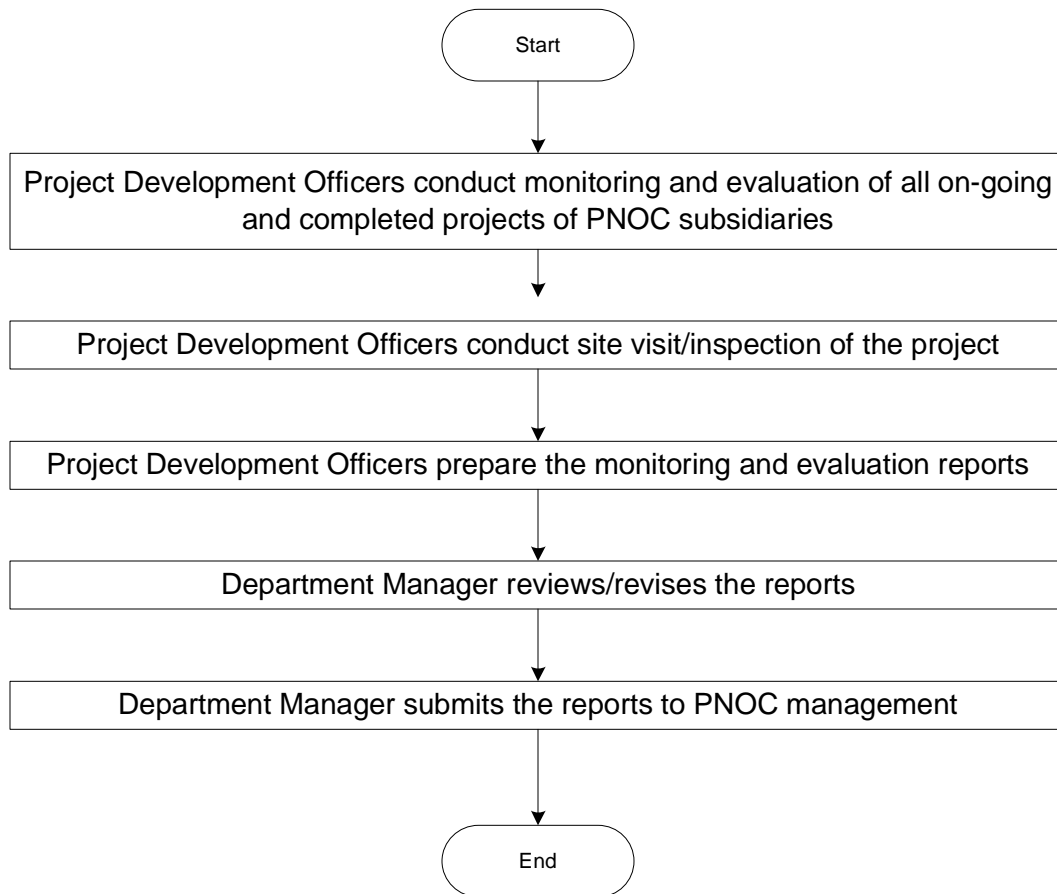
PNOC Management ONLY

What are the requirements

Engagement letter signed by PNOC President or any of his authorized officer and addressed to concerned PNOC subsidiary

| Step | Applicant / Client | Activity | Duration of Activity (under normal circumstances) | Person in-charge | Forms |
|-------------|---------------------------|--|---|------------------------------|--------------|
| 1 | PNOC management | Conducts monitoring and evaluation of all on-going and completed projects of PNOC subsidiaries | 15-30 days depending on size of the projects and extent of coverage | Project Development Officers | |
| 2 | | Conducts site visit/inspection of the project | 5-7 days depending on location of the project | Project Development Officers | |
| 3 | | Prepares the monitoring and evaluation reports | 3-7 days after completion of the engagement | Project Development Officers | |
| 4 | | Reviews/revises the reports | 2-3 days after submission of the reports | Dept. Manager | |
| 5 | | Submits the reports to PNOC management | A day after DM completes the review/ approval | Dept. Manager | |

Monitoring of All On-going Projects and Evaluation of Completed/ Operational Projects

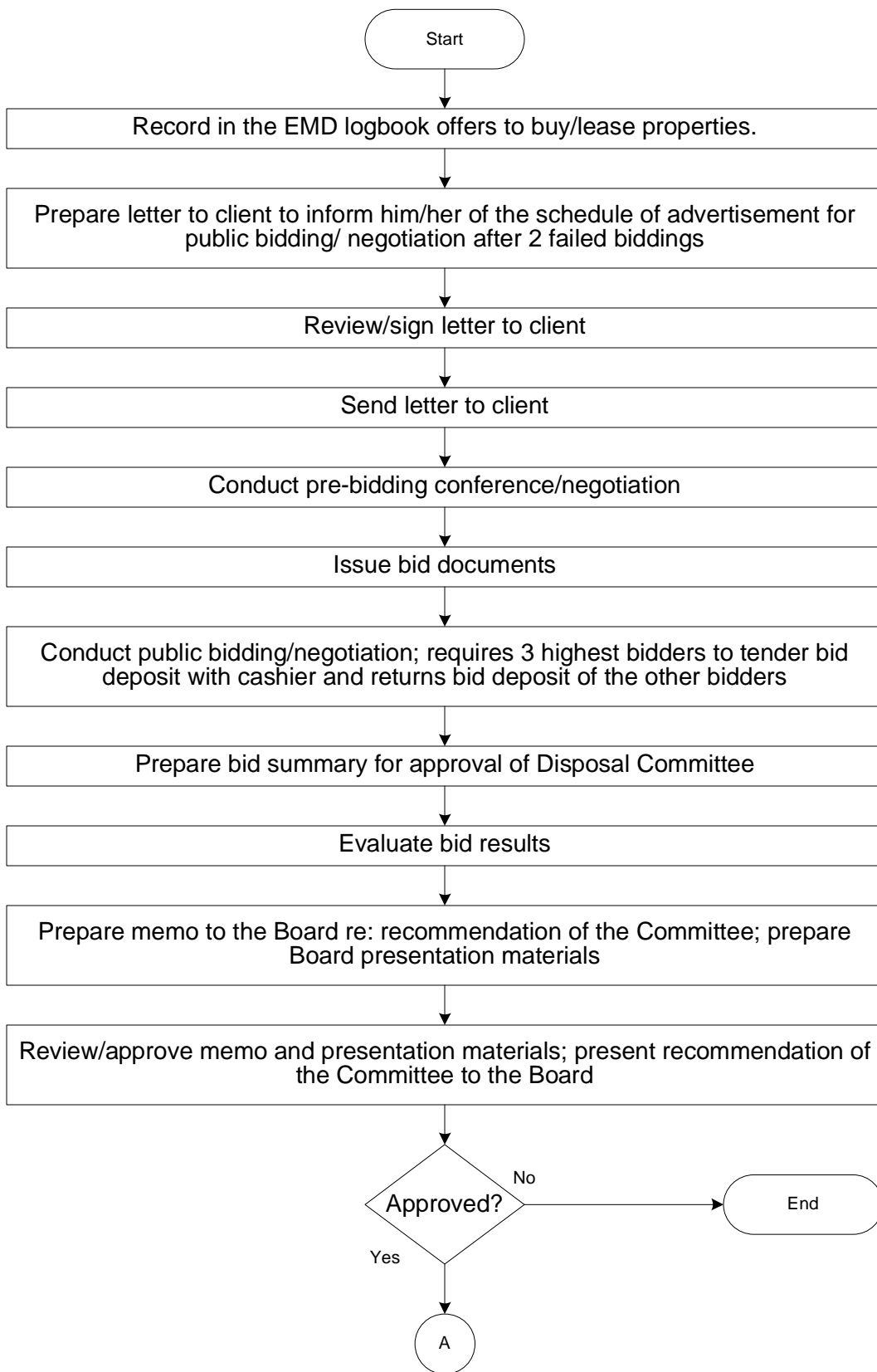


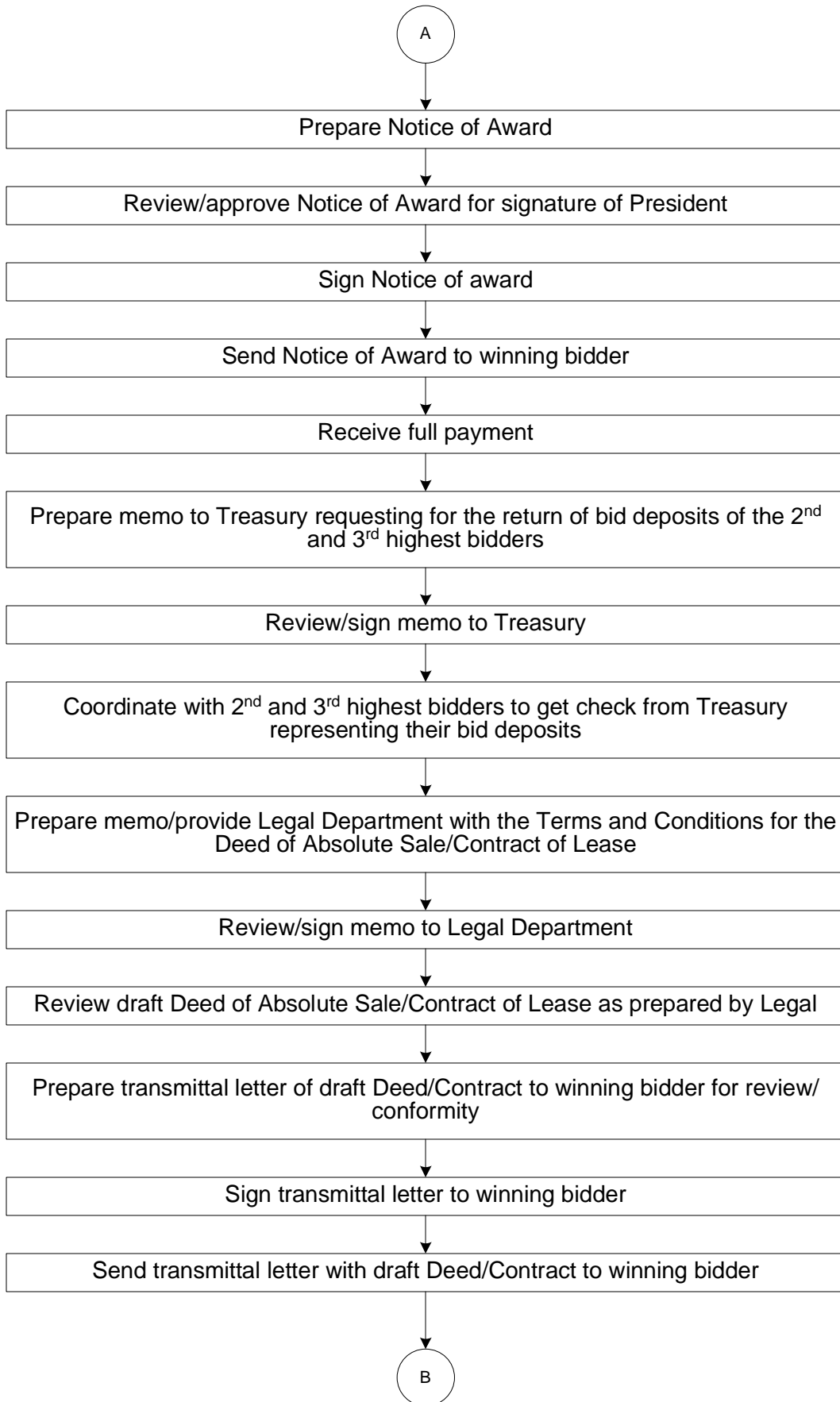
| DISPOSAL/UTILIZATION OF IDLE PROPERTIES | | | | | |
|--|---|--|--|---|-------------------------|
| Step | Applicant/Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Forms |
| 1 | Interested party to buy/lease property/ies – send letter of intent to buy/lease property | Record in the EMD logbook offers to buy/lease properties. | 10 minutes | EA | |
| 2 | | Prepare letter to client to inform him/her of the schedule of advertisement for public bidding/ negotiation after 2 failed biddings | 1 hour | SRS/DC | |
| 3 | | Review/sign letter to client | 30 minutes | ADM/DM | |
| 4 | Acknowledge receipt of letter | Send letter to client | 10 minutes | EA | |
| 5 | Attend pre-bidding conference | Conduct pre-bidding conference/negotiation | 1 day | Disposal Committee/ Secretariat (SRS/DC) | |
| 6 | Secure official bid form; bidder's site inspection certificate; terms and conditions; pay cost of bid documents | Issue bid documents | 1 hour | Committee Secretariat | Bid documents /OR |
| 7 | Participate in public bidding; drops bid documents and bid deposit; 3 highest bidders tender bid deposit | Conduct public bidding/negotiation; requires 3 highest bidders to tender bid deposit with cashier and returns bid deposit of the other bidders | 1 day | Disposal Committee/ Secretariat | |
| 8 | | Prepare bid summary for approval of Disposal Committee | 1 hour | Committee Secretariat | |
| 9 | | Evaluate bid results | 2 days | Disposal Committee | |
| 10 | | Prepare memo to the Board re: recommendation of the Committee; prepare Board presentation materials | 1 day | SRS/DC | |
| 11 | | Review/approve memo and presentation materials; present recommendation of the Committee to the Board | 1 hour | ADM/DM | |
| 12 | | Approve/Disapprove award | 1 hour | Board/President | |
| 13 | | Prepare Notice of Award | 1 hour | SRS/DC | |
| 14 | | Review/approve Notice of Award for signature of President | 30 minutes | ADM/DM | |
| 15 | | Sign Notice of award | 1 hour | President | |
| 16 | Acknowledge receipt of Notice of Award | Send Notice of Award to winning bidder | 10 minutes | EA | |
| 17 | Pay full bid price within 5 working days from receipt of Notice of Award | Receive full payment | 15 minutes | Treasury | |

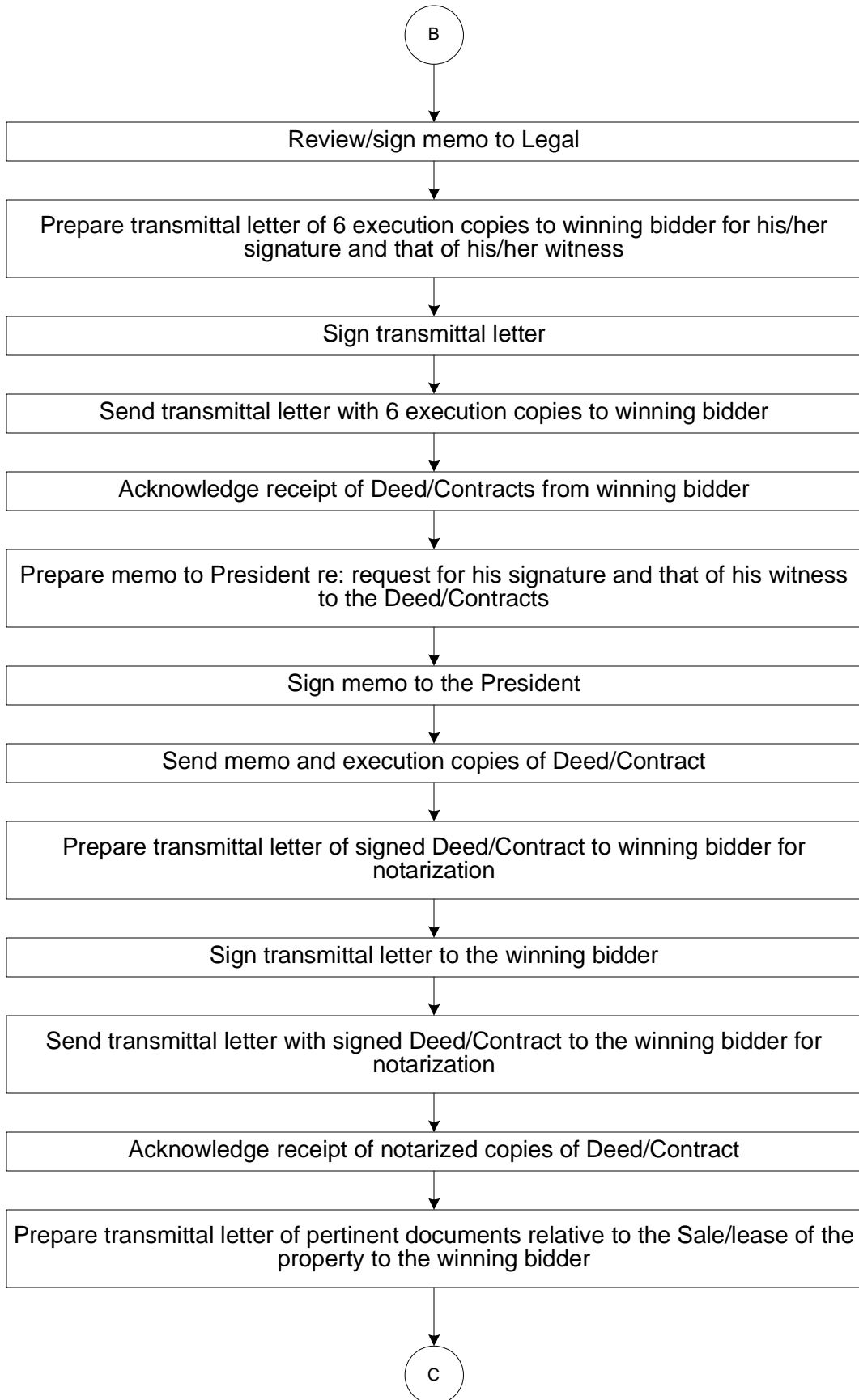
| Step | Applicant/Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Forms |
|------|--|--|---|---------------------|-------|
| 18 | | Prepare memo to Treasury requesting for the return of bid deposits of the 2 nd and 3 rd highest bidders | 30 minutes | SRS/DC | |
| 19 | | Review/sign memo to Treasury | 15 minutes | DM | |
| 20 | | Coordinate with 2 nd and 3 rd highest bidders to get check from Treasury representing their bid deposits | 1 hour | SRS/DC | |
| 21 | | Prepare memo/provide Legal Department with the Terms and Conditions for the Deed of Absolute Sale/Contract of Lease | 1 day | SRS/DC | |
| 22 | | Review/sign memo to Legal Department | 2 hours | ADM/DM | |
| 23 | | Review draft Deed of Absolute Sale/Contract of Lease as prepared by Legal | 1 day | DC/ ADM/DM | |
| 24 | | Prepare transmittal letter of draft Deed/Contract to winning bidder for review/conformity | 30 minutes | SRS/DC | |
| 25 | | Sign transmittal letter to winning bidder | 15 minutes | DM | |
| 26 | Acknowledge receipt of Deed/ Contract; Review/sign conformity to the draft Deed/Contract | Send transmittal letter with draft Deed/Contract to winning bidder | 10 minutes | EA | |
| 27 | | Return draft Deed/Contract to Legal for revisions / finalization; request for contract endorsement | 30 minutes | SRS/DC | |
| 28 | | Review/sign memo to Legal | 15 minutes | DM | |
| 29 | | Prepare transmittal letter of 6 execution copies to winning bidder for his/her signature and that of his/her witness | 30 minutes | SRS/DC | |
| 30 | | Sign transmittal letter | 15 minutes | DM | |
| 31 | Sign Deed/Contracts | Send transmittal letter with 6 execution copies to winning bidder | 1 hour | EA | |
| 32 | Return Deed/Contracts to PNOB for signature | Acknowledge receipt of Deed/Contracts from winning bidder | 10 minutes | EA | |
| 33 | | Prepare memo to President re: request for his signature and that of his witness to the Deed/Contracts | 1 hour | SRS/DC | |
| 34 | | Sign memo to the President | 30 minutes | DM | |
| 35 | | Send memo and execution copies of Deed/Contract | 30 minutes | EA | |
| 36 | | Prepare transmittal letter of signed Deed/Contract to winning bidder for notarization | 30 minutes | SRS/DC | |
| 37 | | Sign transmittal letter to the winning bidder | 15 minutes | DM | |
| 38 | Notarize Deed/Contract | Send transmittal letter with signed Deed/Contract to the winning bidder for notarization | 15 minutes | EA | |

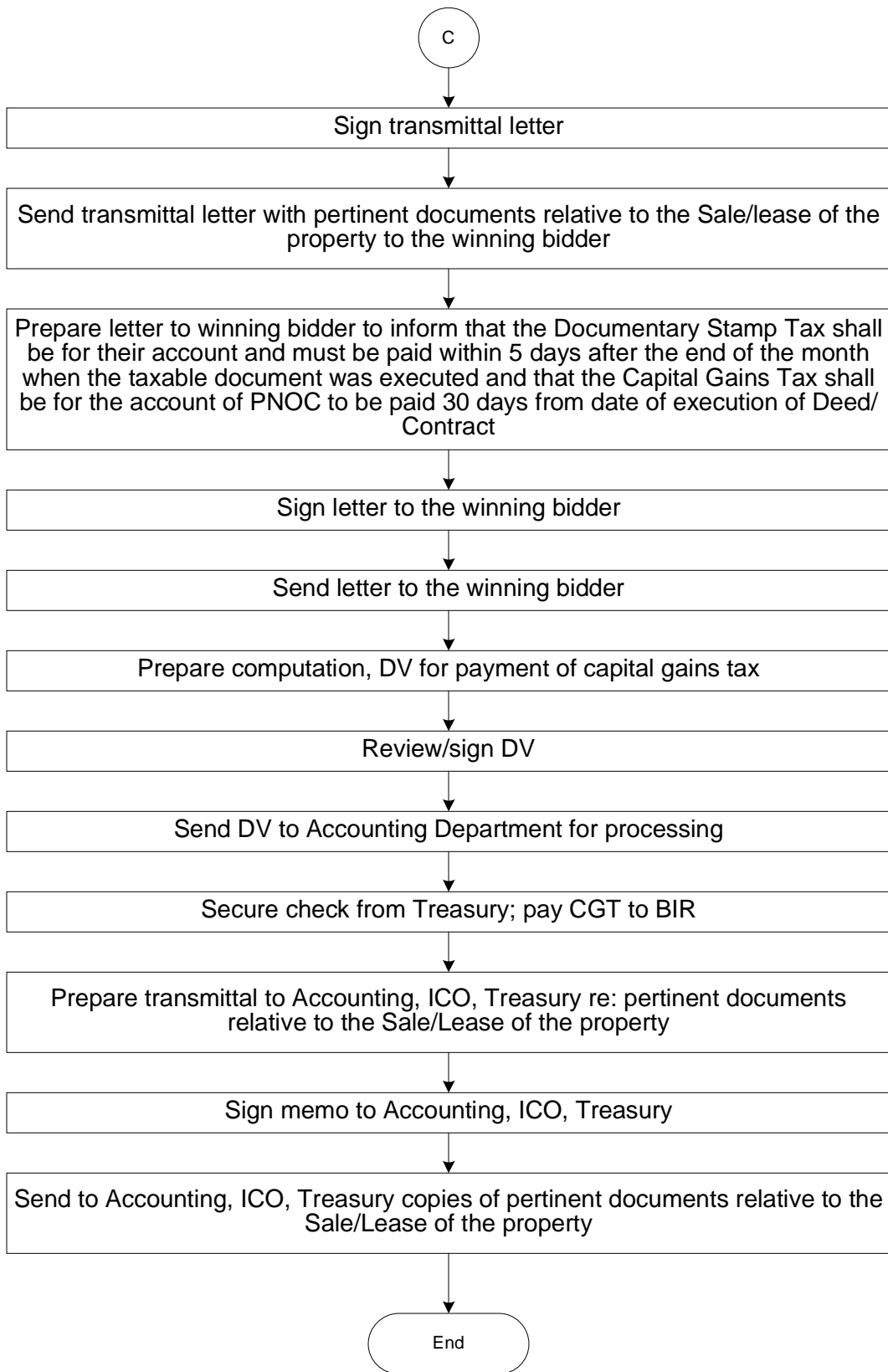
| Step | Applicant/Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Forms |
|-------------|--|---|--|-----------------------------|--------------|
| 39 | Return 4 notarized copies of Deed/Contract to PNOC | Acknowledge receipt of notarized copies of Deed/Contract | 10 minutes | EA | |
| 40 | | Prepare transmittal letter of pertinent documents relative to the Sale/lease of the property to the winning bidder | 1 hour | SRS/DC | |
| 41 | | Sign transmittal letter | 30 minutes | DM | |
| 45 | Acknowledge receipt of letter | Send letter to the winning bidder | 10 minutes | EA | |
| 46 | | Prepare computation, DV for payment of capital gains tax | 2 hours | SRS/DC | |
| 47 | | Review/sign DV | 15 minutes | ADM/DM | |
| 48 | | Send DV to Accounting Department for processing | 10 minutes | EA | |
| 49 | | Secure check from Treasury; pay CGT to BIR | 4 hours | SRS | |
| 50 | | Prepare transmittal to Accounting, ICO, Treasury re: pertinent documents relative to the Sale/Lease of the property | 1 hour | SRS/DC | |
| 51 | | Sign memo to Accounting, ICO, Treasury | 30 minutes | DM | |
| 52 | | Send to Accounting, ICO, Treasury copies of pertinent documents relative to the Sale/Lease of the property | 30 minutes | EA | |

DISPOSAL/UTILIZATION OF IDLE PROPERTIES







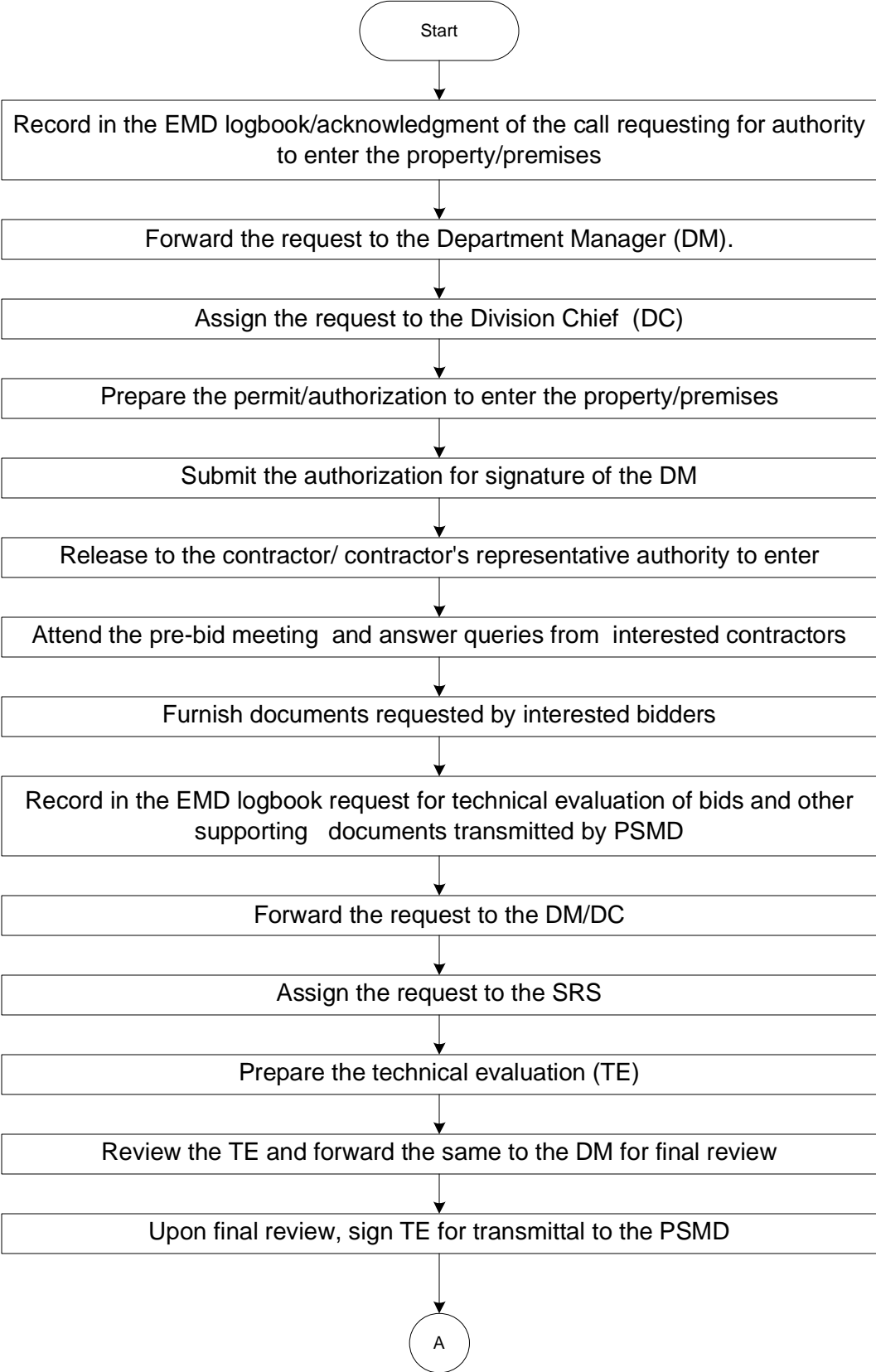


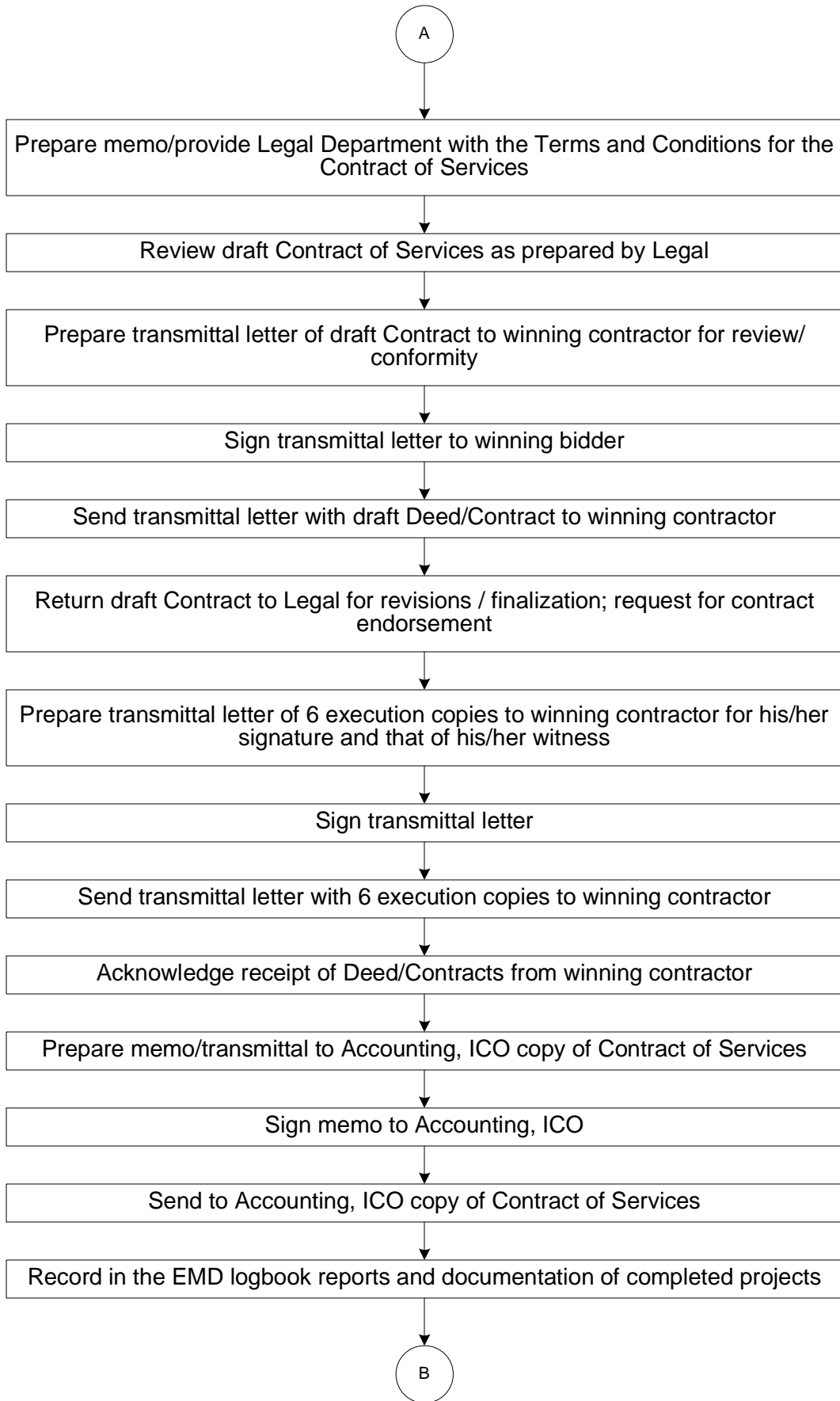
| CONTRACTS FOR SERVICES | | | | | |
|-------------------------------|--|---|--|-----------------------------|--------------|
| Step | Applicant/Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Forms |
| 1 | Originator/Prospective Contractors for services (appraisal, survey, security and fencing) Submits/calls in request for authority to enter the property/premises) | Record in the EMD logbook/acknowledgment of the call requesting for authority to enter the property/premises. | 10 minutes | Executive Assistant (EA) | - |
| 2 | | Forward the request to the Department Manager (DM). | 5 minutes | -do- | |
| 3 | | Assign the request to the Division Chief (DC) | 10 minutes | DM | |
| 4 | | Prepare the permit/authorization to enter the property/premises | 15 minutes | DC | |
| 5 | | Submit the authorization for signature of the DM | 10 minutes | EA | |
| 6 | | Release to the contractor/ contractor's representative authority to enter | 10 minutes | -do- | |
| 7 | Receipt by the contractor/contractor's representative of the authority to enter the property/premises | | 5 minutes | | |
| 8 | Client attends the pre-bid conference set by BAC | Attend the pre-bid meeting and answer queries from interested contractors | 30 minutes | DC and SRS | |
| 9 | | Furnish documents requested by interested bidders | 45 minutes | SRS | |
| 10 | Acknowledge receipt of documents requested | | | | |
| 11 | Submits bid and attends bid opening | | | | |
| 12 | | Record in the EMD logbook request for technical evaluation of bids and other supporting documents transmitted by PSMD | 10 minutes | EA | |
| 13 | | Forward the request to the DM/DC | 5 minutes | -do- | |
| 14 | | Assign the request to the SRS | 10 minutes | DC | |
| 15 | | Prepare the technical evaluation (TE) | 15 minutes | SRS | |
| 16 | | Review the TE and forward the same to the ADM and DM for final review | 10 minutes | DC/ADM | |
| 17 | | Upon final review, sign TE for transmittal to the PSMD | 15 minutes | DM | |
| 18 | | Prepare memo/provide Legal Department with the Terms and Conditions for the Contract of Services | 1 day | SRS/DC | |
| 19 | | Review draft Contract of Services as prepared by Legal | 1 day | DC/ ADM | |

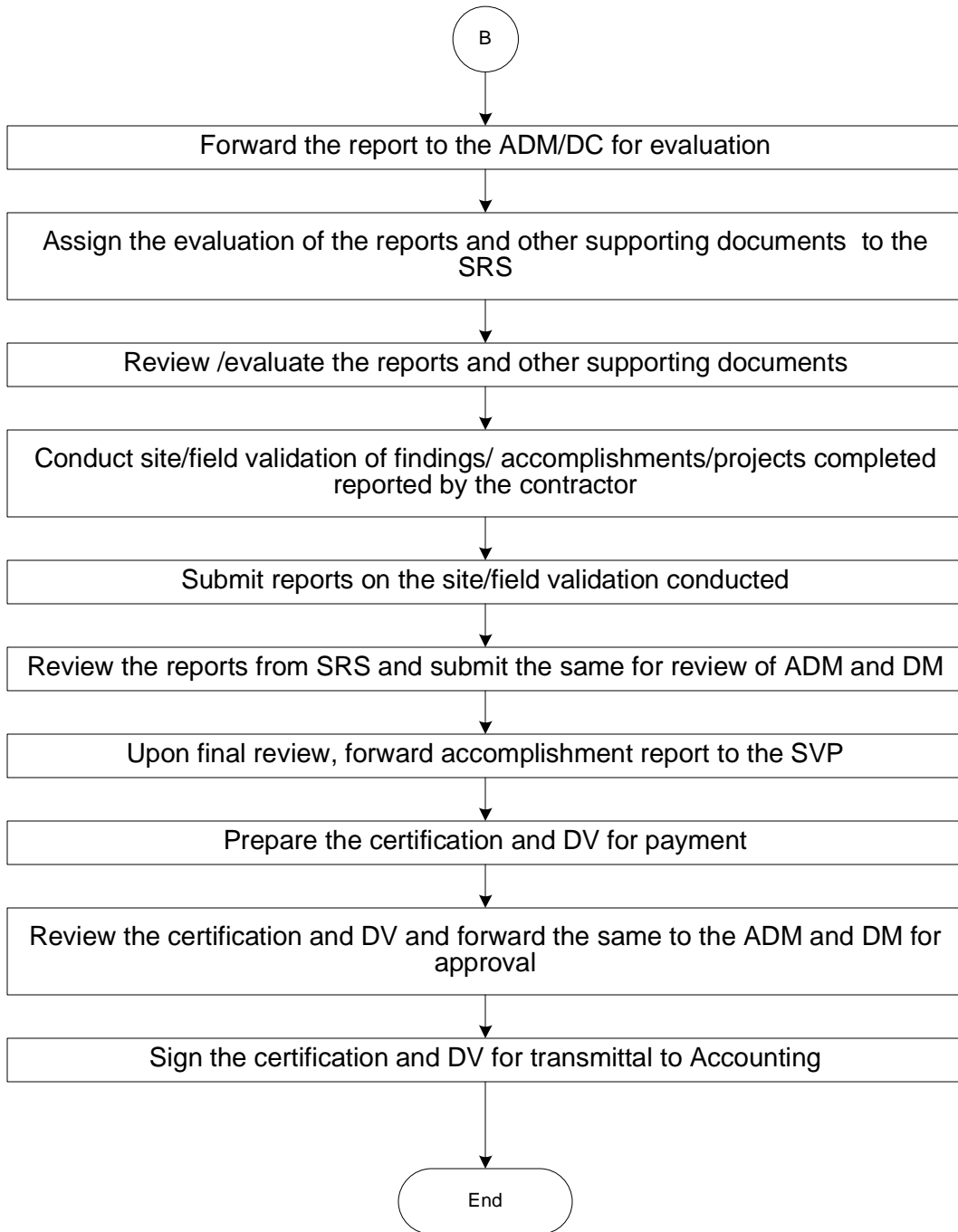
| | Applicant/Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Forms |
|----|--|--|--|-----------------------------|--------------|
| 20 | | Prepare transmittal letter of draft Contract to winning contractor for review/conformity | 30 minutes | SRS/DC | |
| 21 | | Sign transmittal letter to winning bidder | 15 minutes | DM | |
| 22 | Acknowledge receipt of Deed/ Contract; Review/sign conformity to the draft Deed/Contract | Send transmittal letter with draft Deed/Contract to winning contractor | 10 minutes | EA | |
| 23 | | Return draft Contract to Legal for revisions / finalization; request for contract endorsement | 30 minutes | SRS/DC | |
| 24 | | Prepare transmittal letter of 6 execution copies to winning contractor for his/her signature and that of his/her witness | 30 minutes | SRS | |
| 25 | | Sign transmittal letter | 15 minutes | DM | |
| 26 | Sign Deed/Contracts | Send transmittal letter with 6 execution copies to winning contractor | 1 hour | EA | |
| 27 | Return Deed/Contracts to PNOG for signature | Acknowledge receipt of Deed/Contracts from winning contractor | 10 minutes | EA | |
| 28 | | Prepare memo/transmittal to Accounting, ICO copy of Contract of Services | 1 hour | SRS/DC | |
| 29 | | Sign memo to Accounting, ICO | 30 minutes | DM | |
| 30 | | Send to Accounting, ICO copy of Contract of Services | 30 minutes | EA | |
| 31 | Winning bidder undertakes services | | | | |
| 32 | Submission of reports and documentation of completed projects | Record in the EMD logbook reports and documentation of completed projects | 10 minutes | EA | |
| 33 | | Forward the report to the DC/DM for evaluation | 10 minutes | DM | |
| 34 | | Assign the evaluation of the reports and other supporting documents to the SRS | 10 minutes | DC | |
| 35 | | Review /evaluate the reports and other supporting documents | 1 day | SRS | |
| 36 | | Conduct site/field validation of findings/ accomplishments/projects completed reported by the contractor | 2 days | SRS | |
| 37 | | Submit reports on the site/field validation conducted | 1 day | SRS | |
| 38 | | Review the reports from SRS and submit the same for review of ADM and DM | 1 hour | DC | |

| | Applicant/Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Forms |
|----|-------------------------|---|--|-----------------------------|--------------|
| 39 | | Upon final review, forward accomplishment report to the SVP | 1 hour | DM | |
| 40 | | Prepare the certification and DV for payment | 1 hour | SRS | |
| 41 | | Review the certification and DV and forward the same to the ADM and DM for approval | 20 minutes | DC | |

CONTRACTS FOR SERVICES



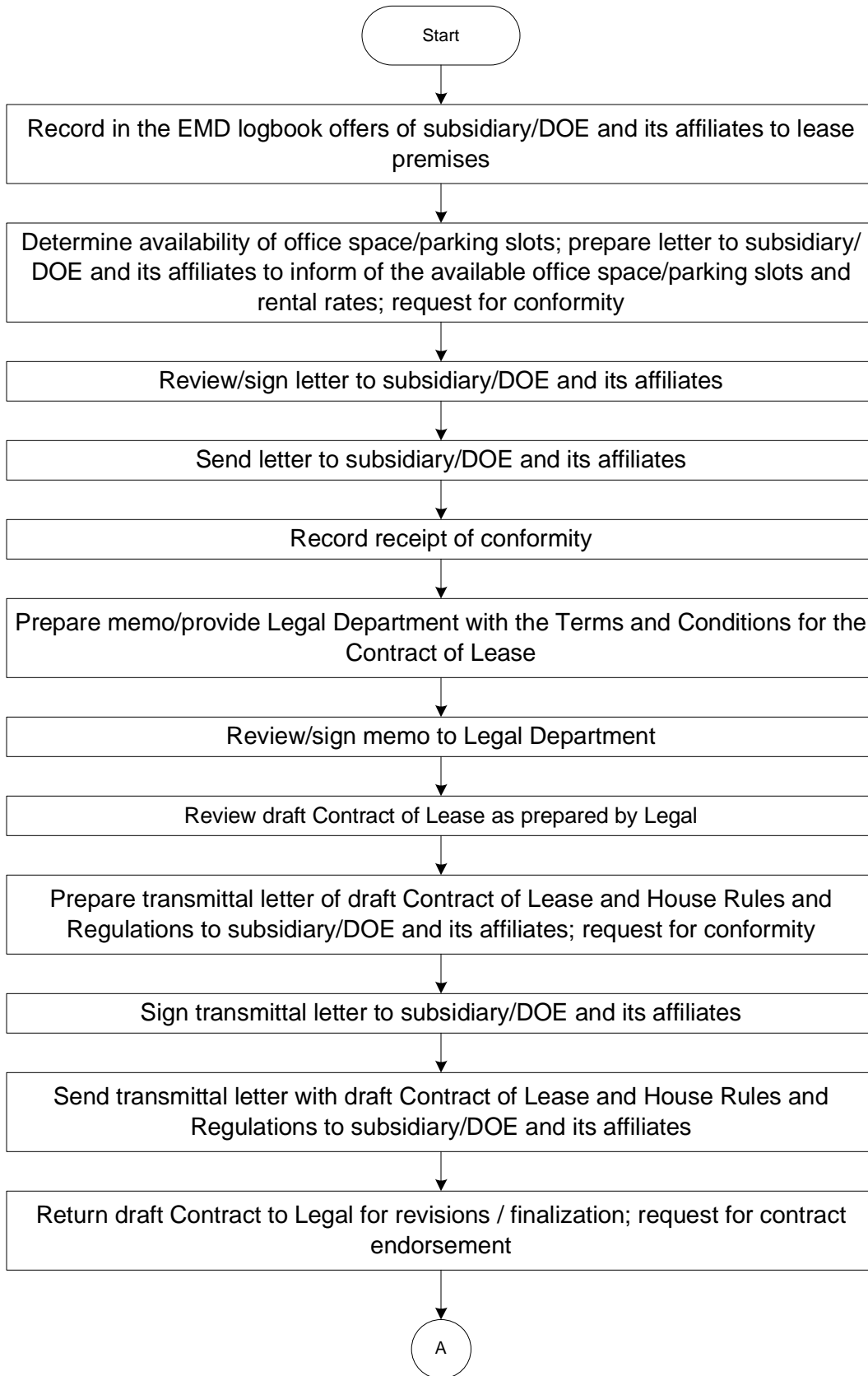


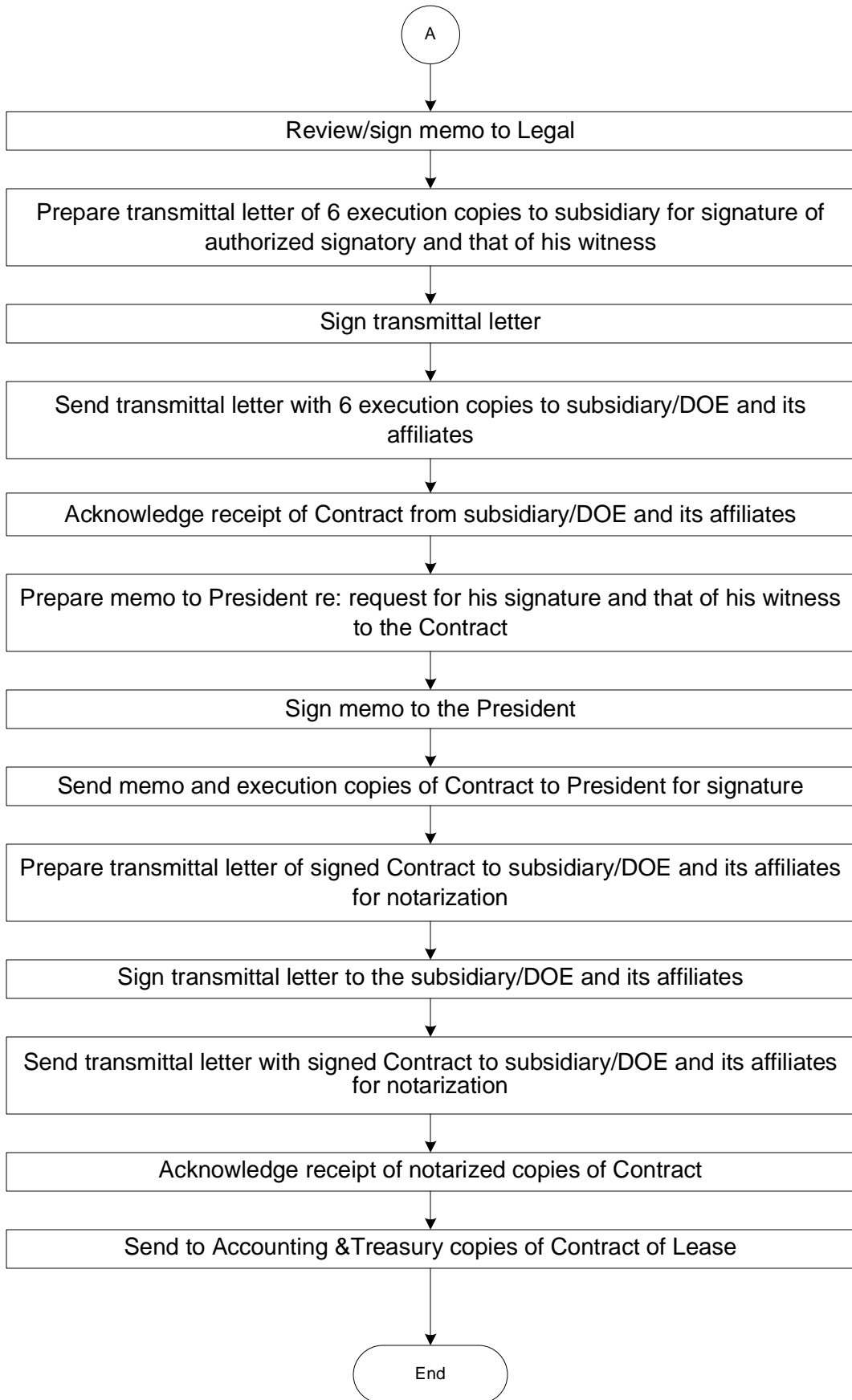


| LEASE OF OFFICE SPACE/PARKING SLOTS AT PNOG ENERGY CENTER | | | | | |
|--|--|--|--|-----------------------------|--------------|
| Step | Applicant/Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Forms |
| 1 | Interested subsidiary/DOE and its affiliates to lease office space/parking slots – send letter of intent to lease premises | Record in the EMD logbook offers of subsidiary/DOE and its affiliates to lease premises. | 10 minutes | EA | |
| 2 | | Determine availability of office space/parking slots; prepare letter to subsidiary/DOE and its affiliates to inform of the available office space/parking slots and rental rates; request for conformity | 2 hours | SRS/DC | |
| 3 | | Review/sign letter to subsidiary/DOE and its affiliates | 1 hour | ADM/DM | |
| 4 | | Send letter to subsidiary/DOE and its affiliates | 10 minutes | EA | |
| 5 | Acknowledge receipt of letter | | | | |
| 6 | Send reply / conformity | | | | |
| 7 | | Record receipt of conformity | 10 minutes | EA | |
| 8 | | Prepare memo/provide Legal Department with the Terms and Conditions for the Contract of Lease | 1 day | SRS/DC | |
| 9 | | Review/sign memo to Legal Department | 2 hours | ADM/DM | |
| 10 | | Review draft Contract of Lease as prepared by Legal | 1 day | DC/ ADM/DM | |
| 11 | | Prepare transmittal letter of draft Contract of Lease and House Rules and Regulations to subsidiary/DOE and its affiliates; request for conformity | 30 minutes | SRS/DC | |
| 12 | | Sign transmittal letter to subsidiary/DOE and its affiliates | 15 minutes | DM | |
| 13 | | Send transmittal letter with draft Contract of Lease and House Rules and Regulations to subsidiary/DOE and its affiliates | 10 minutes | EA | |
| 14 | Acknowledge receipt of Contract of Lease and House Rules and Regulations; Review/sign conformity to the draft Contract | | | | |
| 15 | | Return draft Contract to Legal for revisions / finalization; request for contract endorsement | 30 minutes | SRS/DC | |
| 16 | | Review/sign memo to Legal | 15 minutes | DM | |
| 17 | | Prepare transmittal letter of 6 execution copies to subsidiary for signature of authorized signatory and | 30 minutes | SRS/DC | |

| | | | | | |
|----|---|---|------------|--------|--|
| | | that of his witness | | | |
| 18 | | Sign transmittal letter | 15 minutes | DM | |
| 19 | | Send transmittal letter with 6 execution copies to subsidiary/DOE and its affiliates | 1 hour | EA | |
| 20 | Sign Contract of Lease | | | | |
| 21 | Return Contract to PNOG for signature | | | | |
| 22 | | Acknowledge receipt of Contract from subsidiary/DOE and its affiliates | 10 minutes | EA | |
| 23 | | Prepare memo to President re: request for his signature and that of his witness to the Contract | 1 hour | SRS/DC | |
| 24 | | Sign memo to the President | 30 minutes | DM | |
| 25 | | Send memo and execution copies of Contract to President for signature | 30 minutes | EA | |
| 26 | | Prepare transmittal letter of signed Contract to subsidiary/DOE and its affiliates for notarization | 30 minutes | SRS/DC | |
| 27 | | Sign transmittal letter to the subsidiary/DOE and its affiliates | 15 minutes | DM | |
| 28 | | Send transmittal letter with signed Contract to subsidiary/DOE and its affiliates for notarization | 15 minutes | EA | |
| 29 | Notarize Contract | | | | |
| 30 | Return 4 notarized copies of Contract to PNOG | | | | |
| 31 | | Acknowledge receipt of notarized copies of Contract | 10 minutes | EA | |
| 32 | | Send to Accounting & Treasury copies of Contract of Lease | 30 minutes | EA | |

LEASE OF OFFICE SPACE/PARKING SLOTS AT PNOG ENERGY CENTER





New Releases for Energy Beat Reporters

Schedule of Availability of Service

Monday to Friday
8:00am to 5:00pm

Who may avail of the Service

Energy Beat Reporters

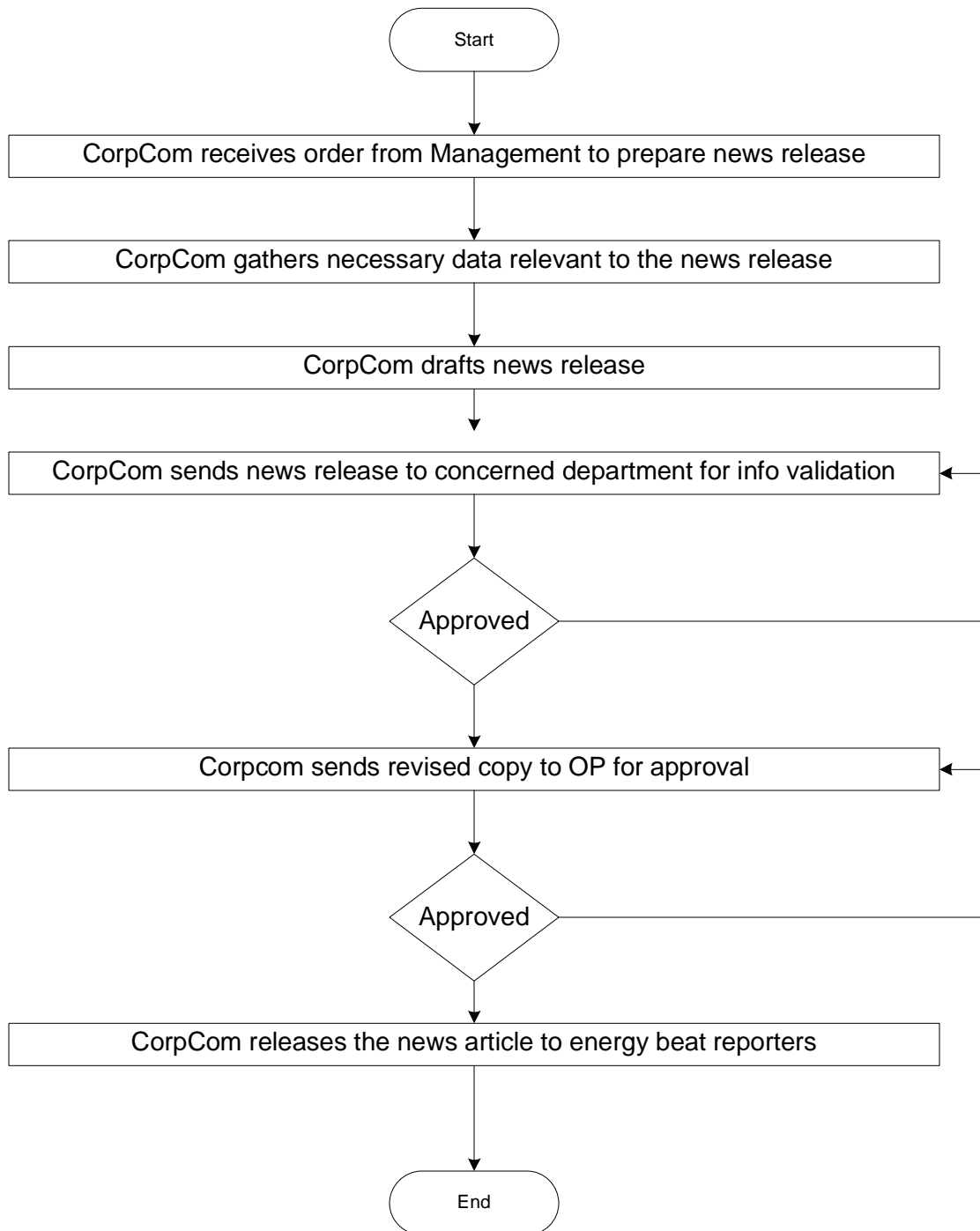
What are the Requirements

News/Photo Releases

Duration: 3 working days

| | Applicant/Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|---|-------------------------|---|--|-------------------------|-------------|--------------|
| 1 | PNOC | Corpcom receives instructions to prepare news release | 5 minutes | Step | | - |
| 2 | | Corpcom gathers necessary data relevant to news release | 5 minutes | Receiving OP Officer | | - |
| 3 | | CorpCom drafts news release | 4 hours | CorpCom Head | | - |
| 4 | | Corpcom sends news release to concerned department for validation | 1 day | President | | |
| 5 | | If approved, the news copy is ready for release | 30 minutes | CorpCom personnel | | - |
| 6 | | If for revision, Corpcom makes the necessary revisions | 2 hours | CorpCom | | |
| 7 | | CorpCom sends revised copy to OP for approval | 4 hours | OP | | |
| 8 | | Corpcom releases the news article to energy beat reporters | 1 hour | CorpCom | | |

New Releases for Energy Beat Reporters



U. P. Scholarship

Schedule of Availability of Service

Monday to Friday
8:00am to 5:00pm

Who may avail of the Service

UP Office of Student Affairs

What are the Requirements

UP List of Qualified Students
Billing

Duration: 7 working days

| Step | Applicant/Client | Activity | Duration of Activity (under normal circumstances) | Person in Charge | Fees | Forms |
|------|--|---|--|----------------------|------|-------|
| 1 | UP submits list of qualified students and detailed billing | OP receives the documents from UP | 5 minutes | Receiving OP Officer | | - |
| 2 | | OP forwards the documents to CorpCom. | 5 minutes | Receiving OP Officer | | - |
| 3 | | CorpCom reviews the documents and makes recommendation for approval to approve list of candidates | half day | CorpCom Head | | - |
| 4 | | OP approves list of candidates for support | 1 day | President | | |
| 5 | | CorpCom prepares disbursement voucher | 30 minutes | CorpCom personnel | | - |
| 6 | | The President approves the DV for processing | Half day | President | - | |
| 7 | | CorpCom forwards the DV to Accounting/Treasury for processing | 5 days | CorpCom | - | |
| 8 | | CorpCom informs UP of check availability | 10 minutes | Director | - | |

U. P. Scholarship

