



**HOUSING AND URBAN DEVELOPMENT
COORDINATING COUNCIL (HUDCC)**

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Revision No:
Effective Date:
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PROCEDURES MANUAL

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| 1. TITLE: | ADMINISTRATIVE AND LOGISTICAL SUPPORT FOR LSP |
| 2. OBJECTIVE: | Timely provision of the appropriate supplies, materials, tools and equipment and services to all operating groups conducting Local Shelter Plan (LSP) Orientation/Training Workshop/Writeshop in accordance with the existing Government Budgeting, Accounting and Auditing Rules. |
| 3. SCOPE | From the processing to approval of administrative and logistical requirements for the LSP Orientations/ Workshops and Writeshops |

4. DEFINITION OF TERMS:

Project Procurement Management Plan (PPMP) — refers to the procurement plan of a specific program/project/activity (PAP) of the agency.

Annual Procurement Plan (APP) – the requisite document that the agency must prepare to reflect the necessary information on the entire procurement activities (i.e. goods, services, civil works to be procured) that it plans to undertake within the calendar year.

Head of the Procuring Entity (HOPE) - refers to: (i.) the head of the agency or his duly authorized official, for national government agencies; (ii) the governing board or its duly authorized official, for government owned and/or controlled corporations; or (iii) the local chief executive, for local government units. Provided, That in a department, office or agency where the procurement is decentralized, the Head of each decentralized unit shall be considered as the Head of the Procuring Entity subject to the limitations and authority delegated by the head of the department, office or agency.

BAC - Refers to the Bids and Awards Committee established in accordance with Rule V of RA 9184.

Bid - Refers to a signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the Bidding Documents. For purposes of, and throughout this IRR, the term “Bid” shall be equivalent to and be used interchangeably with “Proposal” and “Tender”.

Procurement - Refers to the acquisition of goods, consulting services, and the contracting for infrastructure projects by the procuring entity. In case of projects involving mixed procurements, the nature of the procurement, i.e., goods, infrastructure projects, or

consulting services, shall be determined based on the primary purpose of the contract. Procurement shall also include the lease of goods and real estate. With respect to real property, its procurement shall be governed by the provisions of R.A. 8974 and other applicable laws, rules and regulations.

Purchase Request (PR) - request for the purchase of inventory/item not available on stock and shall be the basis of preparing Purchase Order.

Purchase Order (PO) - is a form used to support purchase of equipment, supplies and materials, etc.

Itinerary Of Travel (IT) – document that is prepared by the concerned official or employee making the travel containing the details of travel such as places to be visited, date, including the indicative amount of expenses to be incurred.

5. PROCEDURES:

| Responsibility | Activity | Interface |
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| A. Project Proposal for Approval | | |
| 1. Project Procurement Management Plan (PPMP) | | |
| Group Head Regional Coordinator General Services Division (GSD) - Admin, Finance and Knowledge Management Group(AFKMG) | Prepare and submit Project Procurement Management Plan (PPMP) on or before 31 January of each year to the The PPMP must contain the following information: 1. General Description of project requirements for procurement 2. Name of LGUs 3. Number of Participants per LGU 4. Number of Trainors/Secretariat/Resource speakers 5. Logistic Requirements with specifications: supplies and materials; equipment; <i>messengerial/transportation: land/air or sea; and place of venue: food and accommodation</i> 6. Approved Budget for the Contract 7. Mode of Procurement to be adopted (RA 9184) ; and 8. Schedule of Activities | Approved PPMP |

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| BAC BAC Secretariat HOPE | Consolidate PPMP into APP for approval | Approved APP |
| 2. Project Proposal or Training Proposal for Approval | | |
| Group Head of the requesting Unit GSD Budget Officer Approving Officials | Prepare Project Proposal or Training proposal and attach a duly accomplished Purchase Request (PR) Form specifying therein the items requested, purpose of request and other details and submit to the authorized signatories for approval. GSD to check if the PR is included in the APP. If not, the GSD will require the Requesting Unit to submit supplemental PPMP. | 1. Approved Project Proposal; 2. Purchase Request 3. Quotations 4. Abstract of Canvass 5. Summary of Confirmed Participants 6. Legal Certification 7. Contract |
| GSD Supply Clerk Admin Staff of the Regional Operations Group (ROG) Approving Officials BAC Secretariat if above P500,000, LSG | Conduct appropriate action on the approved PR (Canvass, PO, Contract/s, Bid Documents, List of Confirmed Attendees | Approved PO for Banquet or Contract for Venue |
| B. Travel Order/Official Business Slip | | |
| 1. Official Business Slip (if within Metro Manila for Operating Group in the Cenral Office and within the city address of the Regional Operating Groups) | | |
| Concerned Employee Authorized Signatory | Accomplish OB slip and secure approval of the Authorized Signatory | Approved OB slip/s |
| Concerned Employee Personnel Unit Motor pool Unit | Submit the accomplished and duly approved/signed OB slip to the Personnel Unit and for central office staff, copy furnish the Motor pool Unit at least five (5) days before the actual date of OB | Vehicle Assignment Updated DTR |
| 2. Travel Order (if outside Metro Manila for CO staff and outside the city address for regional staff) | | |
| Concerned Employee / Group Heads/ Secretary General | Prepare and submit Travel Order and itinerary of Travel at least 15 days before the actual LSP activity: 1 st five days- from the office of the concerned | Approved TO and IT |

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| | personnel to the Office of the Secretary General; 2 nd five days- within the OSG for review and approval; and 3 rd five days- within the AFKMG and office of the concerned personnel for processing | |
| C. Availment of vehicle services in the Central Office (CO) | | |
| 1. If venue of the LSP to be conducted by the CO staff is within Metro Manila | | |
| Requesting Personnel/Unit | Inform the General Services Unit of any trip requiring the use of HUDCC vehicles by accomplishing the Motor Vehicle Reservation Form (MVRF) | Accomplished MVRF |
| Dispatching Clerk | Determine the availability of driver and vehicle for the trip based on the approved MVRF and inform the secretary of the concerned group of the name of the assigned driver. | HUDCC vehicle with Driver |
| 2. If venue of the LSP conducted by the CO staff is outside Metro Manila | | |
| Requesting Personnel/Unit | Prior to the endorsement of the Travel Order by the concerned group to the Head of the AFKMG, the secretary the concerned group must inform the General Services Unit of any trip requiring the use of HUDCC vehicles by accomplishing the Motor Vehicle Reservation Form (MVRF) | Accomplished MVRF |
| Dispatching Clerk | Determine the availability of driver and vehicle for the trip based on the approved MVRF and informed the requesting personnel the name of the assigned driver. | HUDCC vehicle with Driver |
| Inspector of Motor Vehicle | Conduct a pre-inspection/assessment on the motor vehicle being assigned and recommend appropriate action if any | Pre-inspection report |
| Requesting Personnel | Indicate the name of the assigned driver to the draft Travel Order and prepare the itinerary of Travel of the assigned driver | Draft TO and IT |
| Assigned Driver | Upon receipt of approved TO and IT, the assigned driver will prepare and submit to the concerned GSD personnel a Purchase Order for Gasoline for approval a day before the travel schedule | Draft PO for gasoline |

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| Concerned GSD | Upon receipt of the request, the concerned GSD personnel will check the PO vis-à-vis the approved TO and IT, approve the P.O. and return the same to the concerned driver | Approved PO for gasoline. |
| Assigned Driver | Upon return from the trip, the driver will submit to the GSD the accomplished Trip Ticket and Driver Satisfaction Form signed by the passengers | Trip Ticket Driver Satisfaction Form |
| Inspector of Motor Vehicle | Conduct an inspection and assessment of the motor used for the activity | Post-Inspection Report |
| D. Availment of Plane Tickets both by CO and RO through the HUDCC LBP Debit Card | | |
| 1. If the requesting personnel has no unliquidated air fare and if the HUDCC LBP Debit Card has sufficient funds | | |
| Requesting Personnel | Immediately upon receipt of approved Travel Order and Itinerary of Travel, the requesting personnel or admin staff of the concerned group must inform the Cashier for request for the purchase of plane tickets through on-line booking. | Approved TO and IT, Plane Ticket |
| Requesting Personnel/ Cashier | The requesting personnel or admin staff will personally book or purchase the plane tickets. Using the HUDCC's LBP Debit Card, the cashier will approve the purchase of the plane tickets being bought online. | Purchased Plane Ticket |
| Requesting Personnel | Within three (3) days after the activity, the concerned personnel will submit to the cashier the following: 1. Original Copy of Boarding Pass; and 2. Certificate of Appearance | |

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| 2. If the requesting personnel has an unliquidated air fare but has no outstanding cash advance and opted to purchase his/her plane fare through the cash advance: | | |
| Requesting Personnel/Accounting Unit/Budget Unit/Cashier/Authorized Signatories | <p>The concerned personnel will forward his/her approved T.O. and I.T. to the Accounting Unit for processing of cash advance within five days before actual Travel.</p> <p>Within thirty (30) days, the accountable officer will submit to the Accounting Unit the following:</p> <ol style="list-style-type: none"> 1. Liquidation Report 2. Official Receipt 3. Original Copy of the Boarding Pass 4. Copy of Approved Travel Order 5. Copy of Approved Itinerary of Travel 6. Approved Certificate of Travel Completed 7. Revised approved actual Itinerary of Travel if there is a deviation 8. Certificate of Appearance 9. Approved External Contact Report | <p>Signed Check</p> <p>Credit Notice from the HUDCC Resident COA Auditor</p> |
| 3. If the requesting personnel has an unliquidated air fare but has no outstanding cash advance BUT opted to purchase his/her plane fare through his/her personal money | | |
| Requesting Personnel Accounting Unit Budget Unit Cashier Authorized Signatories | <p>Within three (3) months after the travel, the concerned personnel will submit to the Accounting Unit for processing all the above-documents stated in Item "B" <u>except of the Official Receipt.</u></p> <p>Process and reimbursed the requesting personnel the actual cost of the plane ticket within ten (10) days of receipt of complete documents.</p> | <p>Signed Check or Salary Credit</p> |
| 4. If the requesting personnel has an unliquidated air fare, has an outstanding cash advance but was able to submit his/her previous cash advance five days before the actual travel: | | |
| Requesting Personnel | <p>Five (5) days before the actual travel, the concerned personnel has to liquidate his/her previous cash advance and submit the complete and valid documents to the Accounting Unit ;</p> | <p>Accepted Liquidation Report</p> |

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| <p>Requesting Personnel/Accounting Unit/Budget Unit/Cashier/Authorized Signatories</p> | <p>The concerned personnel will forward his/her approved T.O. and I.T. to the Accounting Unit for processing of cash advance within five days before actual Travel.</p> <p>Within thirty (30) days after the travel, the concerned personnel will submit to the Accounting Unit all the above-documents stated in Item "B" except of the Official Receipt.</p> | <p>Signed check</p> <p>Credit Notice from the HUDCC Resident COA Auditor</p> |
| <p>5. If the requesting personnel has an unliquidated air fare, has an outstanding cash advance and WAS NOT able to submit his/her previous cash advance five days before the actual travel</p> | | |
| <p>Requesting Personnel</p> <p>Accounting Unit/Budget Unit/Cashier/Authorized Signatories</p> | <p>The concerned personnel have no other recourse but to buy his/her plane tickets through her personal account.</p> <p>Follow same procedures on Item "C"</p> | <p>Signed Check or Salary Credit</p> |
| <p>E. Grant of Per Diem and Toll Fees (if applicable) through Cash Advance</p> | | |
| <p>1. If the Requesting Personnel has no outstanding Cash Advance and if the cash being granted includes the Air Fare:</p> | | |
| <p>Requesting Personnel/Accounting Unit/Budget Unit/Cashier/Authorized Signatories</p> | <p>Procedure under Item "D" Number 2 will apply.</p> | |
| <p>2. If the Requesting Personnel has no Outstanding Cash Advance and if the Cash Advance being granted is for Per Diem only and Toll Fees (if applicable)</p> | | |
| <p>Requesting Personnel/Accounting Unit/Budget Unit/Cashier/Authorized Signatories</p> | <p>Follow same procedure under Item "D" Number 2.</p> <p>Same procedure on the liquidation except on the submission of Boarding Pass.</p> | <p>Signed Check.</p> <p>Credit Notice from the HUDCC Resident COA Auditor.</p> |

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| 3. If the Requesting Personnel has an outstanding cash advance but was able to submit his/her previous cash advance five days before the actual travel: | | |
| Requesting Personnel/Accounting Unit/Budget Unit/Cashier/Authorized Signatories | Follow same procedure under Item "D" Number 4 except on the submission of Boarding Pass. | Signed Check and Credit Notice from the HUDCC Resident COA Auditor. |
| 4. If the Requesting Personnel has an outstanding cash advance and was not able to submit his/her previous cash advance five days before the actual travel: | | |
| Requesting Personnel/Accounting Unit/Budget Unit/Cashier/Authorized Signatories | Follow same procedure under Item "D" Number 5 except on the submission of Boarding Pass. | Signed Check or Salary Credit |
| 5. If the Requesting Personnel has no outstanding cash advance but opted to receive his/her Per Diem and Toll Fees (if applicable) through reimbursement | | |
| F. Disbursement Voucher and Check Payment | | |
| Admin staff of the ROG and Concerned Group in the CO Supply Officer Inspector | Transmit the pertinent documents to Finance Unit for processing of payments. Obligation Request and Status (ORS) and Disbursement Voucher (DV) to be prepared by the Budget Unit and signed by the Concerned Group Head of the Requesting Unit in the Box A Portion of the said ORS and DV. | Approved Disbursement Voucher |
| Budget Accounting Unit Cashier | Process and release payment to the supplier | Signed Check |
| Admin Staff of the ROG and Concerned Group | Submit the liquidation documents to the cashier | <ol style="list-style-type: none"> 1. Liquidation Reports on Venue and other payments made; 2. Highlights of the activity and Attendance Sheet; 3. Activity Satisfaction Report; and 4. Justification letters from confirmed attendees who failed to attend. |

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| Requesting Personnel/Accounting Unit/Budget Unit/Cashier/Authoriz ed Signatories | Same procedure state above Item E Number 4. | Signed Check or Salary Credit |
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