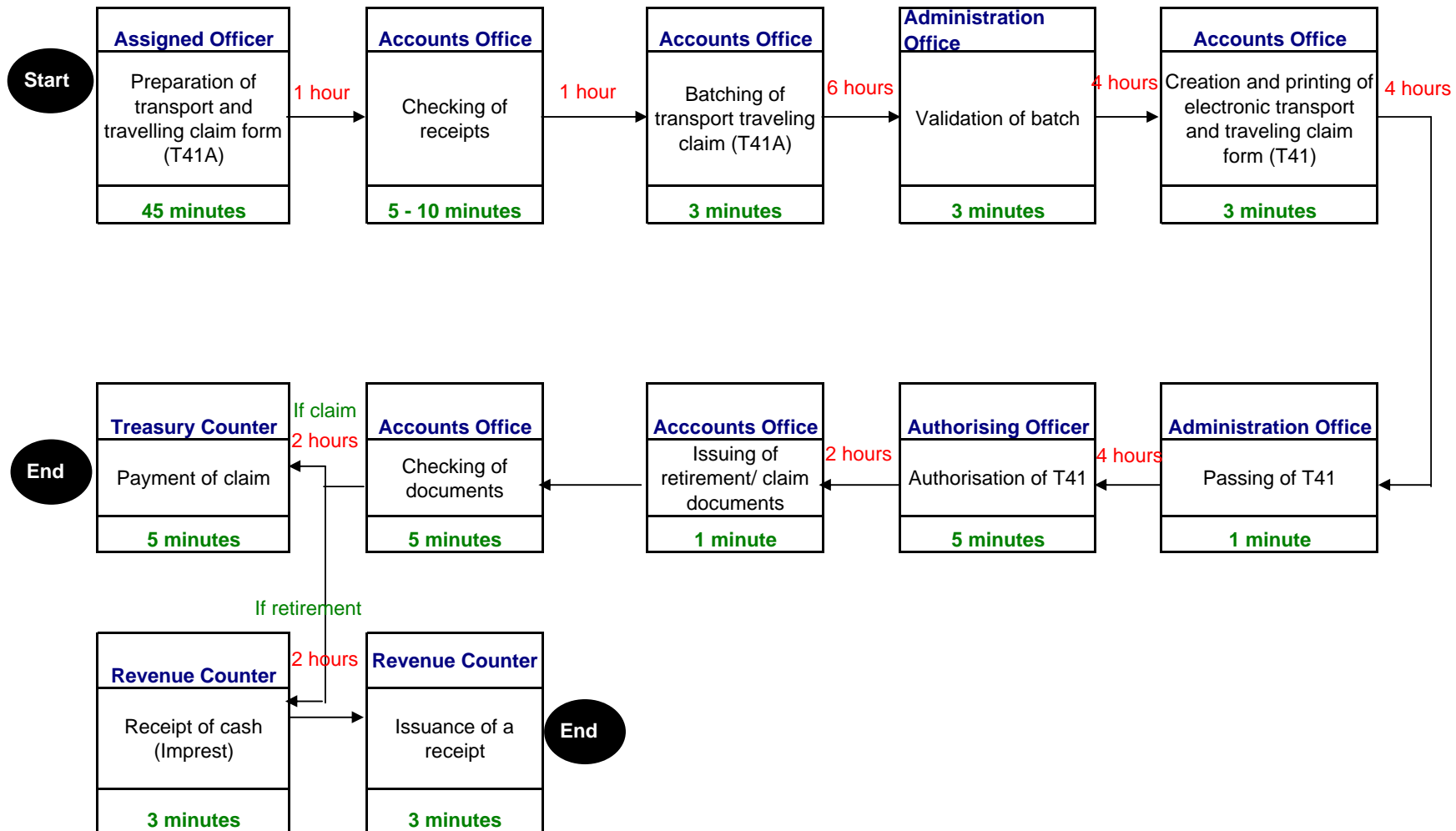




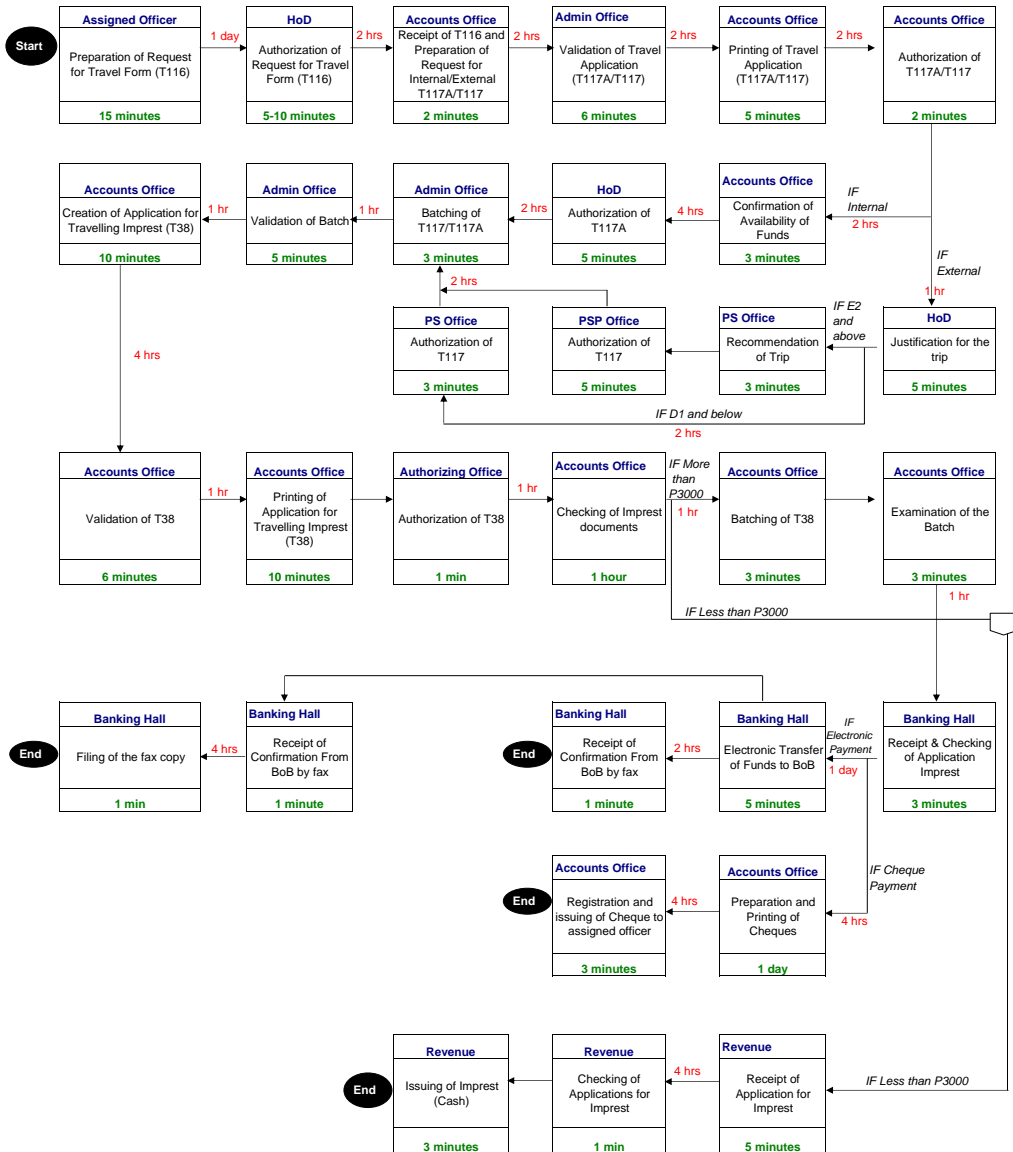
Process Maps For Generic Standards

RETIREMENT OF IMPREST & CLAIM OF SUBSISTENCE ALLOWANCE PROCESS MAP



Total Standard Time: If Claim = 5 Days
If Retirement = 5 Days

APPLICATION FOR IMPREST PROCESS

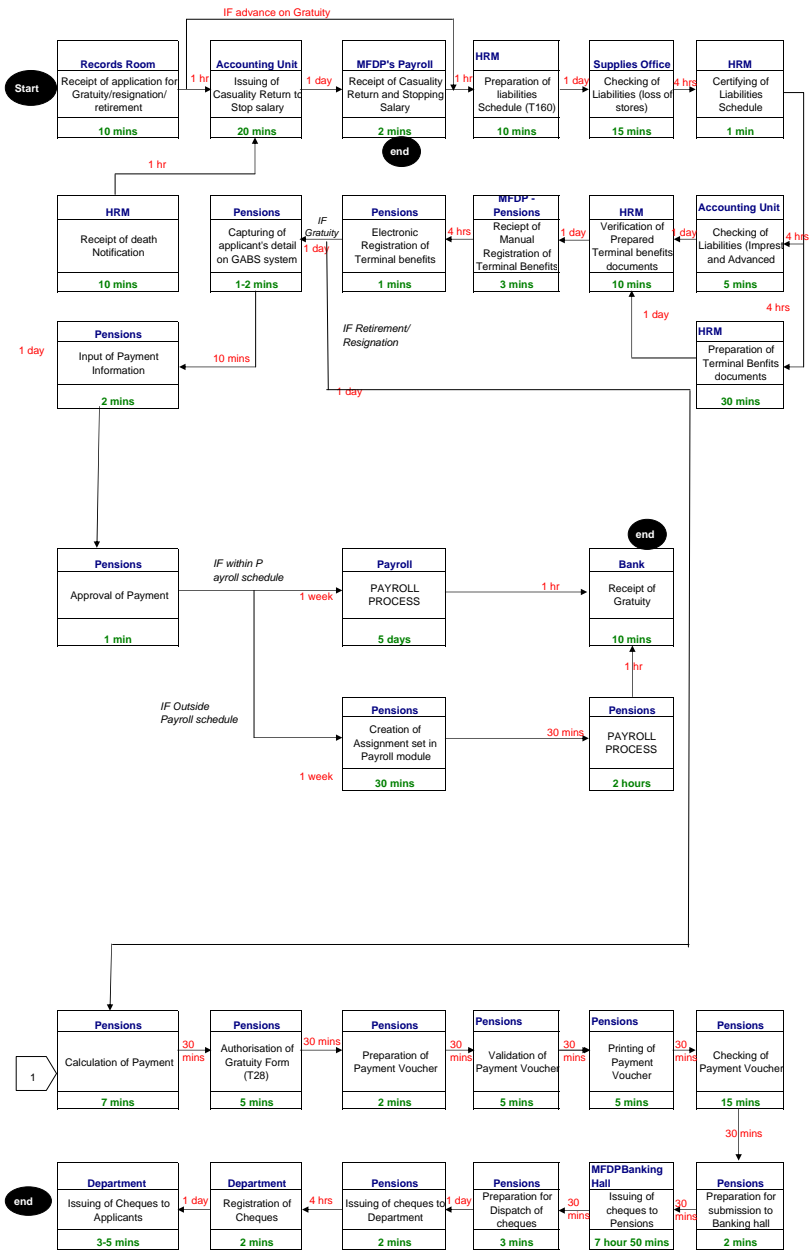


Internal Trip Less than P3000
Standard Time = 5 days

Internal Trip More than P3000
Standard Time = 5 days

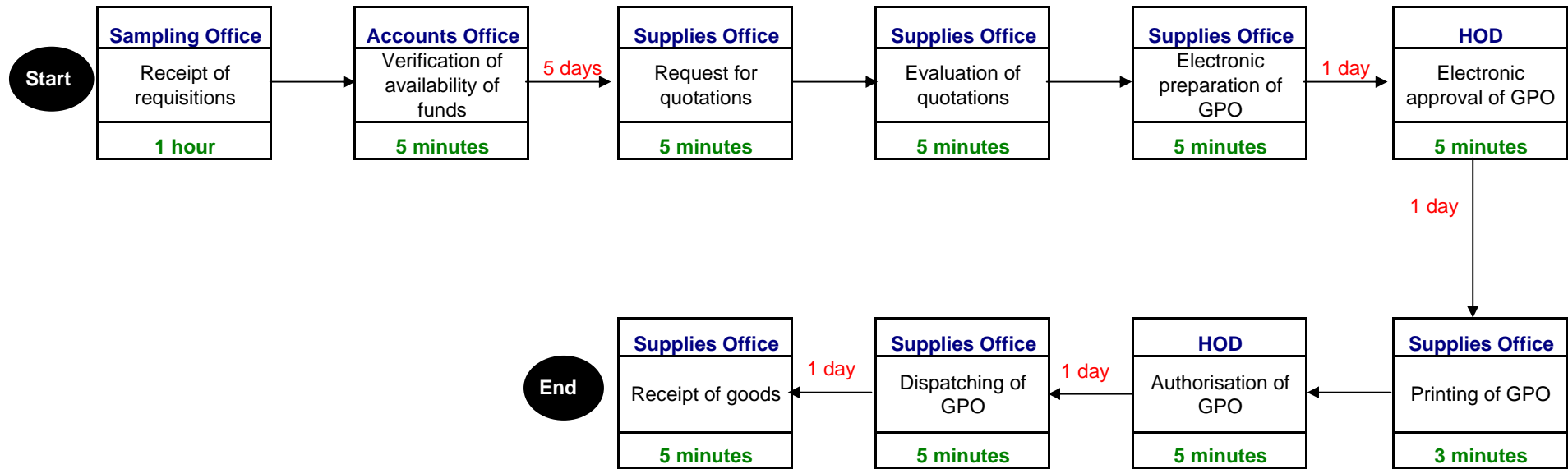
External Trip
Standard Time = 8 days

PROCESSING OF TERMINAL BENEFIT - ADVANCE GRATUITY (Industrial Class)



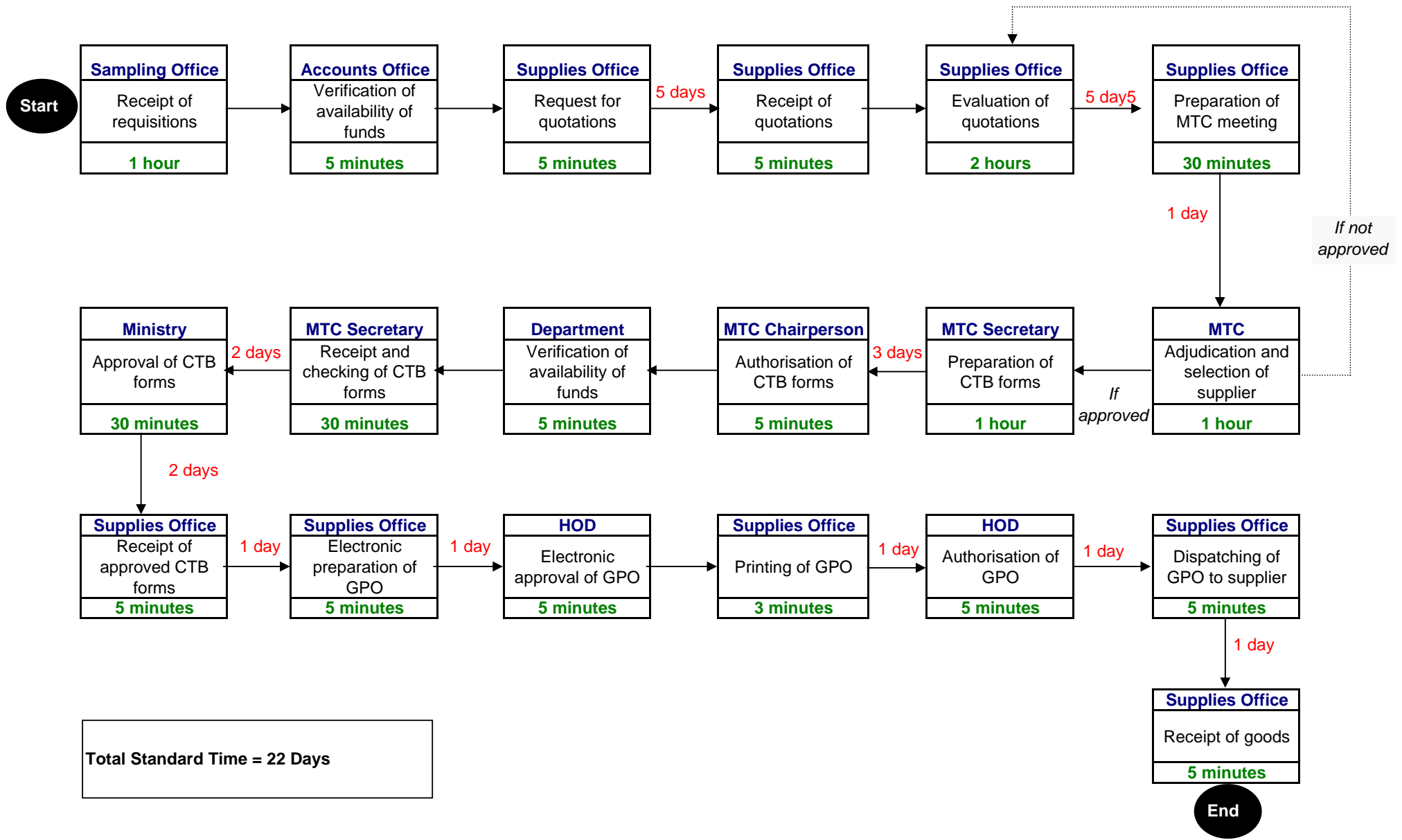
Advance on Gratuity
Standard Time = 33 days

Informal Tendering process (P20,000 and below)

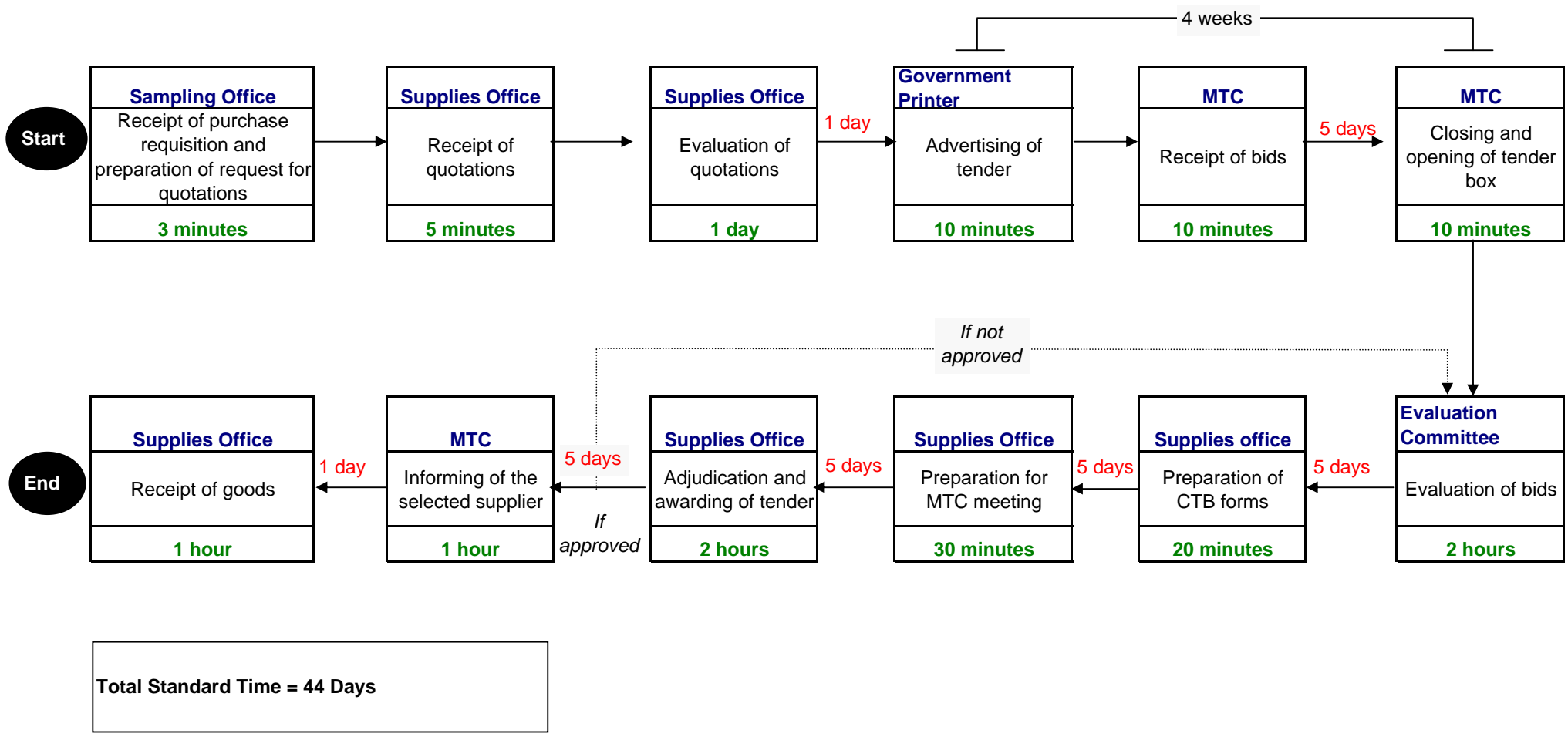


Total Standard Time = 10 Days

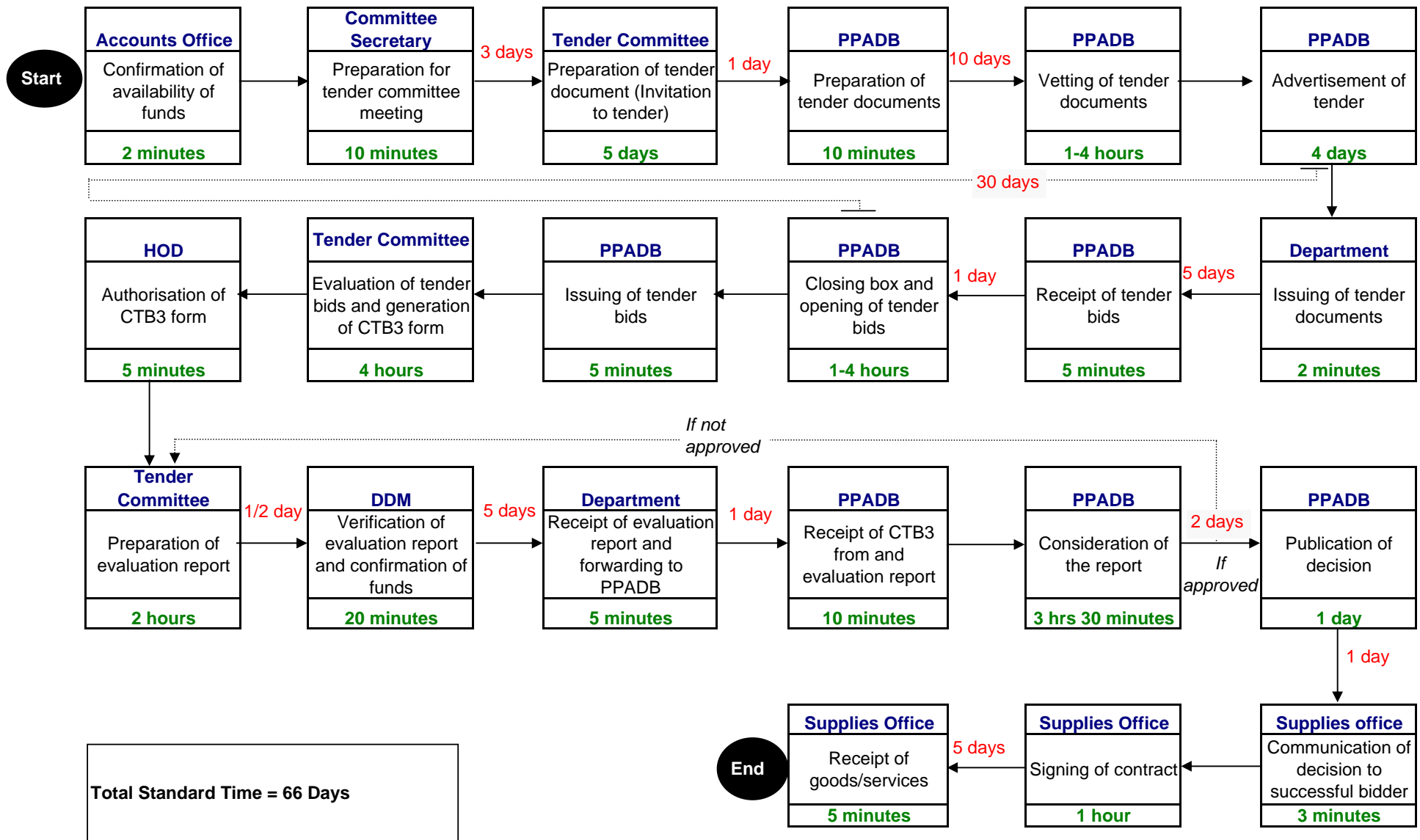
Informal Tendering process (P20,000 to P100,000)



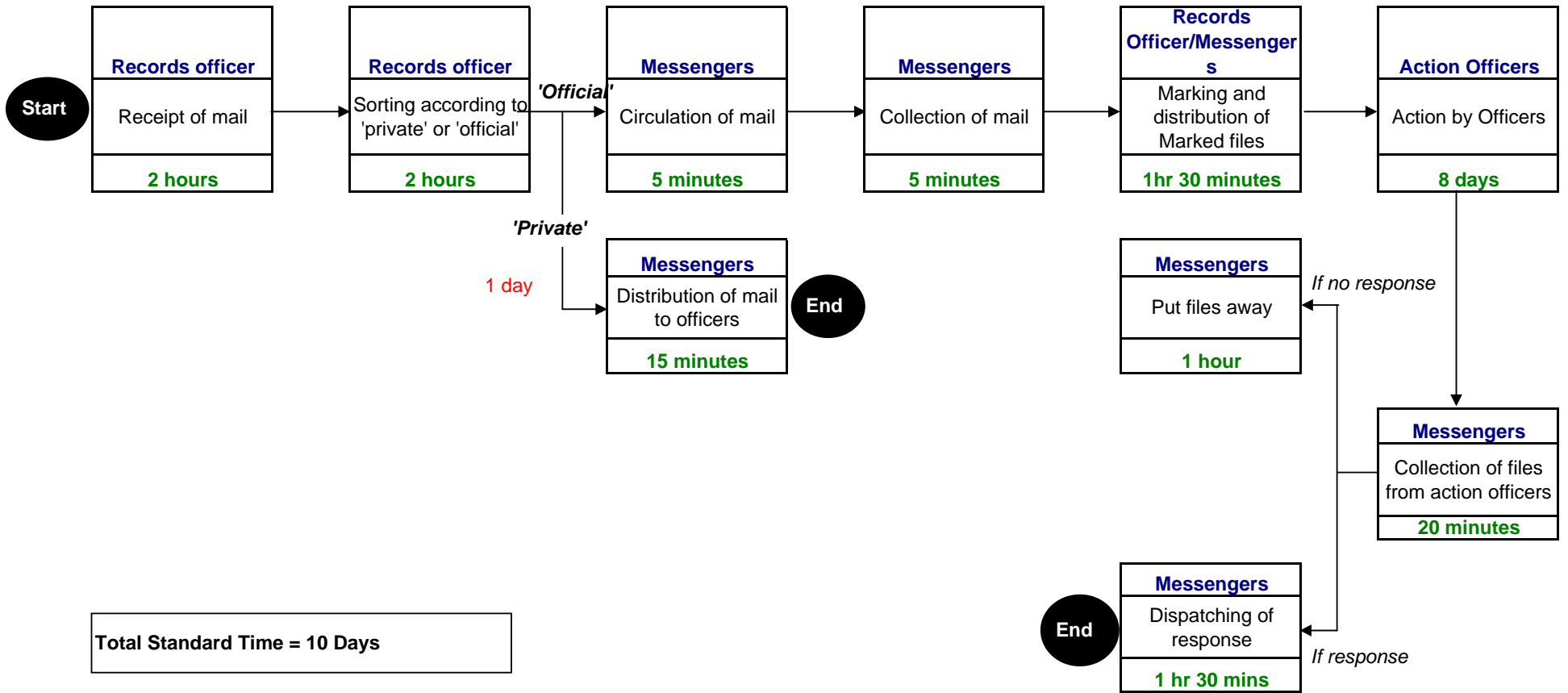
Ministerial Tendering Process (P100,000 to P500,000)



Formal Tendering process (PPADB)

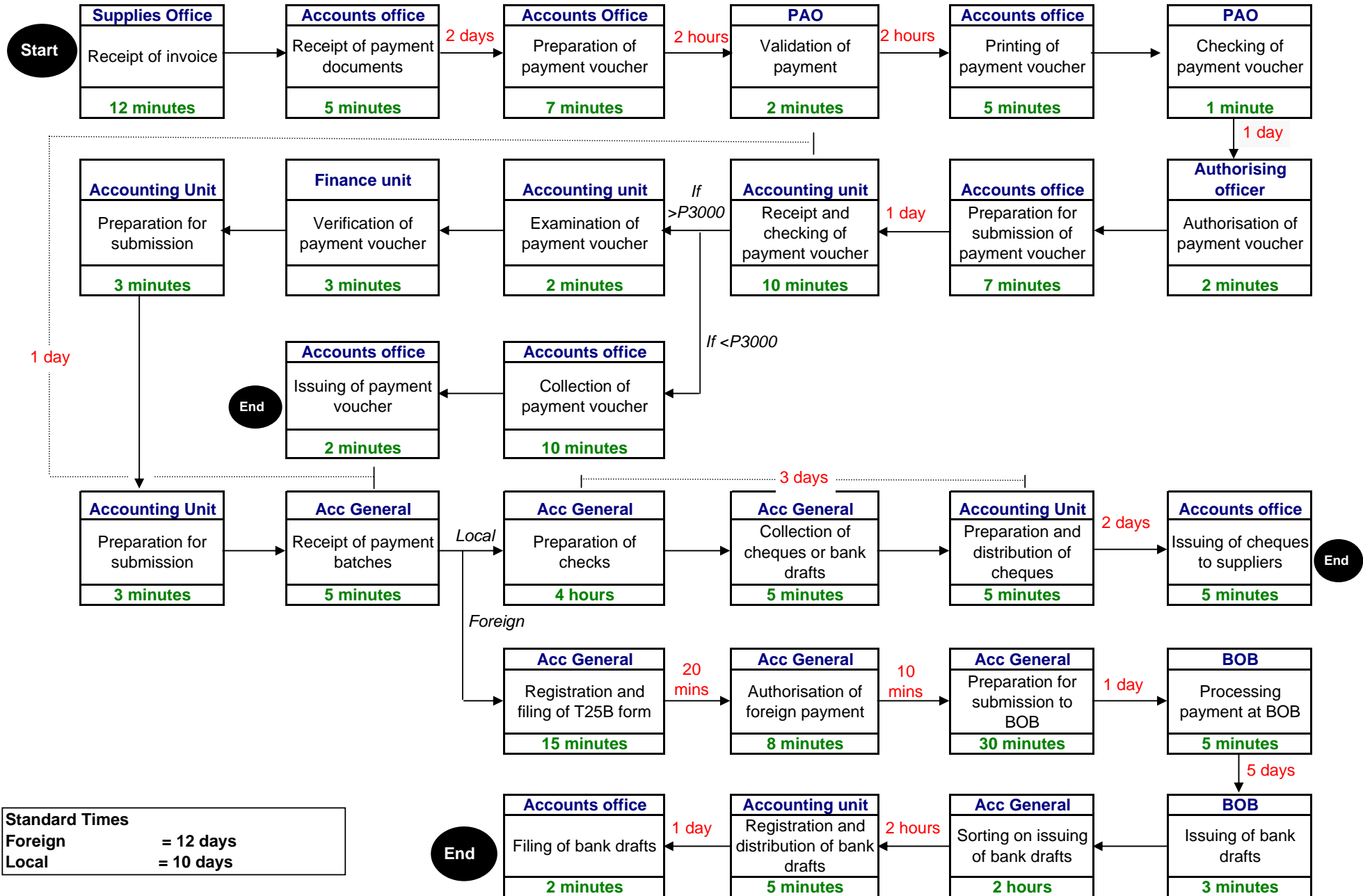


Processing of mail



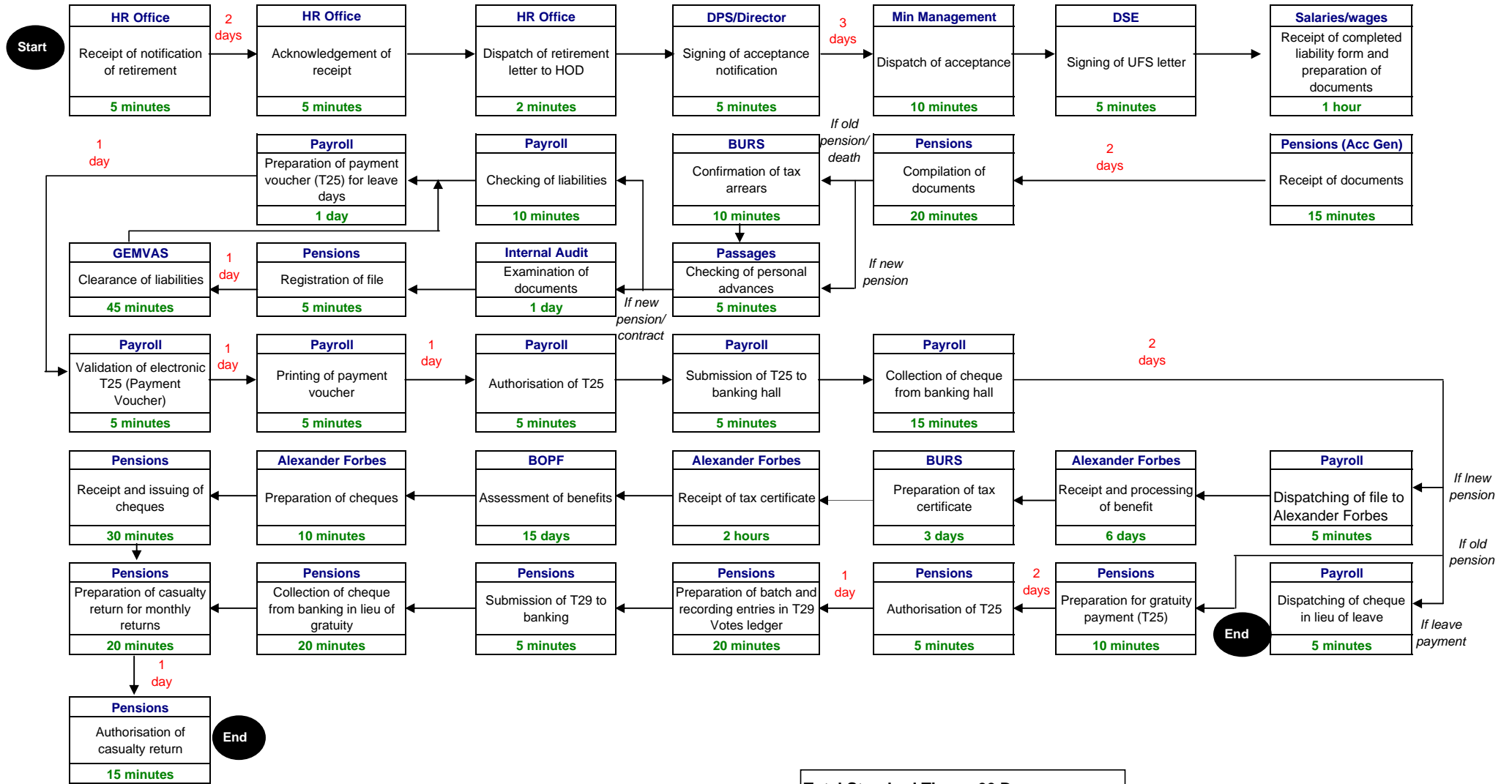
Total Standard Time = 10 Days

Payment to suppliers process

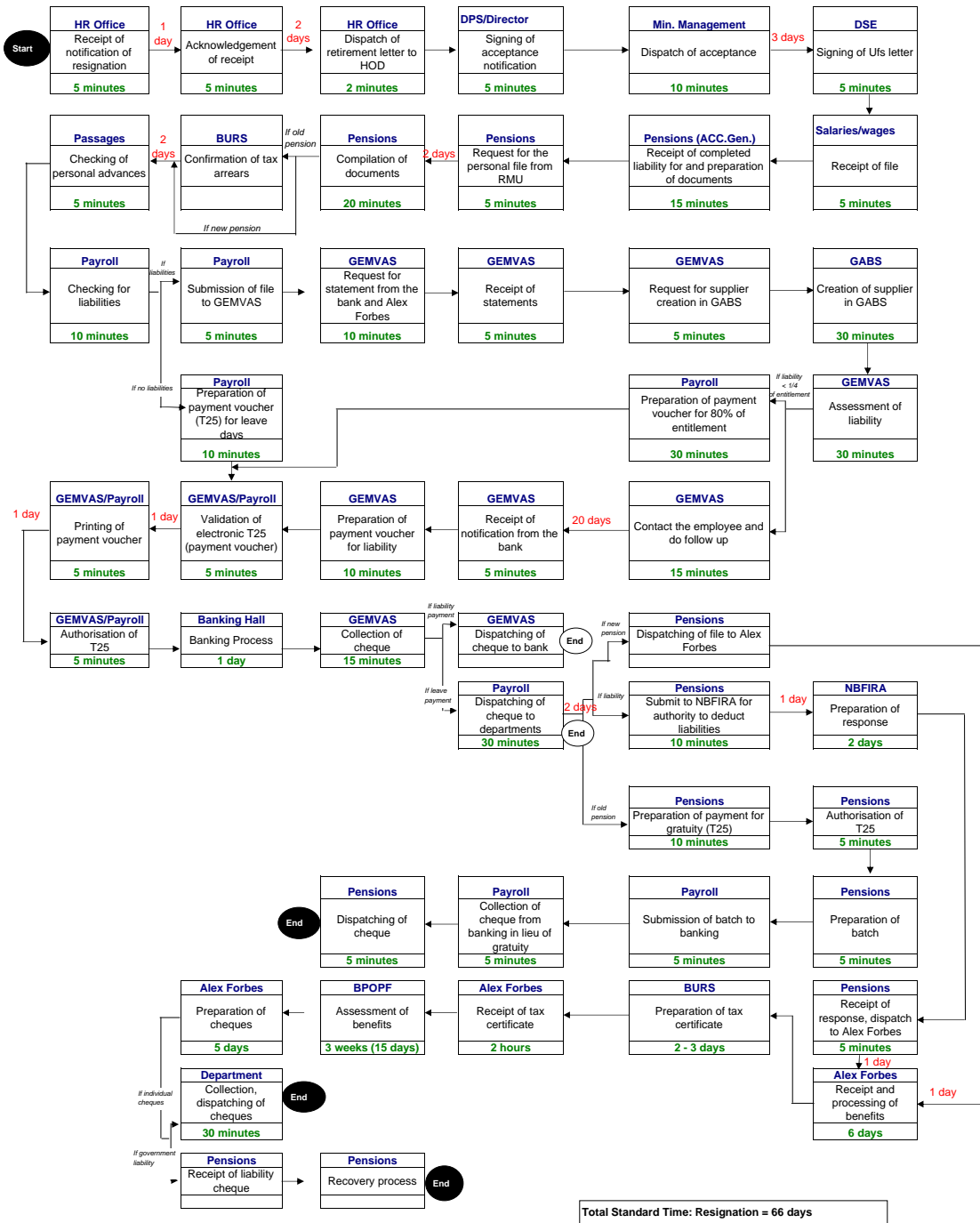


Standard Times	
Foreign	= 12 days
Local	= 10 days

Processing of terminal benefits process (Retirement)



PROCESSING OF TERMINAL BENEFITS PROCESS-RESIGNATION



Total Standard Time: Resignation = 66 days