

**Republic of the Philippines
Office of the President**

JHMC

JOHN HAY MANAGEMENT CORPORATION

a member of The **BCDA** Group
Bank Conversion and
Development Authority

CITIZEN'S CHARTER
2023 (1st Edition)

I. MANDATE

Background

Camp John Hay (CJH) is the former vacation and recreation haven for American servicemen during their stay in the Philippines. The Camp is named in honor of John Milton Hay, the Secretary of State during the administration of President William McKinley and Theodore Roosevelt. CJH is located in Baguio City, the Summer Capital of the Philippines.

In 1991, American military presence in the Philippines ended and Republic Act (R.A.) No 7227 or the Bases Conversion and Development Act of 1992 was enacted where the Bases Conversion and Development Authority (BCDA) was created. The BCDA took over the ownership and management of the CJH.

Mandate

John Hay Development Corporation (JHDC) was created and operated as the implementing arm of the BCDA for the conversion of CJH into an environmental, economic, and social development hub in the Northern Luzon and the country in general. (Executive Order No. 103 of 1993).

The John Hay Special Economic Zone (JHSEZ) was established where portions of the JHSEZ were leased out for the purpose of developing CJH into a wholesome family-oriented tourism complex, multiple-use forest watershed and human resource development center. (Proclamation No. 420 and R. A. No. 7227).

JHMC is also the steward and estate manager of the JHSEZ and the John Hay Reservation Area (JHRA). (Executive Order No. 132 of 2002).

JHMC is mandated to develop, manage, own, lease, sublease and operate restaurants, cafes, bars, golf courses, picnic groves, hotels, pavilions, gym, tennis courts and establishments and facilities of all kinds for educational, recreational, tourism, commercial, amusement, health and other purposes; to maintain and generally operate roads, water pump houses, power plants and other utilities in support of or in connection with the foregoing purposes and generally to carry out all activities necessary to convert, develop, and maintain the facilities and properties within and around the CJH for tourism, commercial, industrial, residential, nature reserve and human resource development center. (Articles of Incorporation as amended in November 29, 2002).

II. VISION

By 2040, JHMC shall have transformed and developed Camp John Hay into a premier, sustainable, safe and enjoyable tourism destination in the North with preserved historical and cultural sites, promoting investments through innovative approaches, with improved economic opportunities and gender-responsive quality services while protecting the environment.

III. MISSION

As the steward of Camp John Hay, JHMC develops the estate into a premier tourist destination, continuously contributing to the economic growth and sustainable use and preservation of the forest watershed, with efficient and effective regulations.

CORE VALUES

- Stewardship
- Passion for the Environment
- Integrity
- Commitment
- Excellence
- Spirituality

IV. SERVICE PLEDGE

As the estate manager and steward of the JHSEZ and the JHRA, JHMC commits to serve our clients and customers with a **SMILE**.

Simple processes and procedures which are
Methodical, while
Integrity, is evident in all transactions done at the
Least possible time of completion, and with utmost
Ethical standards demonstrated, as embodied in the Code of Conduct and Ethical Standards for Public Officials and Employees



ATTENTION:

All applicants or requesting parties who are within the premises of JHMC Office Complex prior to the end of official working hours and during lunch break shall be attended to.

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**ADMINISTRATIVE SERVICES DEPARTMENT -
GENERAL SERVICES DIVISION
INTERNAL SERVICES**

1. REQUEST FOR TRAVEL AUTHORIZATION

This service is availed by JHMC personnel who needs to travel locally (beyond 50kms in radius) and or foreign, which is essential to the effective performance of the official or employee's mandate or function.

Department/Division/Unit	: Administrative Services Department – General Services Division (ASD - GSD)
Classification	: Simple
Type of Transaction	: G2G – Government to Government
Who may avail	: All JHMC Employees, regardless of status

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Filed request in the Help Desk Information System (HIS)	JHMC Helpdesk Information System (HIS) portal 192.168.2.9.8080 – ASD-GSD Request Form
If travel is for seminar, workshop and/or training - Approved Training and Nomination Form (TNF) (1 original)	Human Resource Division - Human Resource Officer
If travel is for meetings/fora and the like – Invitation from requesting agency through letter, email, text message and or other forms of electronic communications	Requesting Agency

Client Steps	ASD-GSD Actions	Fees to be paid	Processing Time	Person Responsible
1. Files request using the HIS portal. <i>*Please refer to the Policy on the Use of JHMC Official Vehicles.</i>	1. Receives the request through the HIS portal.	None	1 Hour	<i>Property Custodian</i> ASD - GSD
	2. In coordination with Drivers, assigns official vehicle and Driver to perform the task.	None	3 Hours	<i>Property Custodian</i> ASD - GSD
	2.1 In cases where no official vehicle and or Driver is	None	3 Hours	<i>Property Custodian</i> ASD - GSD

Client Steps	ASD-GSD Actions	Fees to be paid	Processing Time	Person Responsible
	available, inputs the remarks on the unavailability of official vehicle and/or Driver and returns the request through the HIS portal.			
	3. Approves or disapproves the request through HIS portal.	None	1 Hour	<i>General Services Manager ASD - GSD</i>
2. Once the travel request was approved in the HIS portal, submits the required documents to the Supply Assistant.	4. Receives the requirements and prepares the Travel Authorization (TA) based on the HIS portal data then forwards to the GS/AS Manager.	None	4 Hours	<i>Supply Assistant ASD - GSD</i>
	5. Endorses and signs the TA then forwards to the Office of the Vice-President and Chief Operations Officer (VPCOO)/ President and Chief Executive Officer (PCEO).	None	4 Hours	<i>General Services Manager ASD - GSD</i> OR <i>Administrative Services Manager ASD</i>
	6. Approves or disapproves the TA then forwards back to the Supply Assistant.	None	4 Hours	<i>Vice-President and Chief Operations Officer OVPCOO</i> OR

Client Steps	ASD-GSD Actions	Fees to be paid	Processing Time	Person Responsible
				<i>President and Chief Executive Officer OPCEO</i>
	7. Receives the signed TA and forwards a copy of TA to the requesting personnel.	None	3 Hours	<i>Supply Assistant ASD - GSD</i>
3. Receives the personal copy of the TA from the Supply Assistant and acknowledges the service through the HIS portal. <i>*Make sure to accomplish the Feedback Form in the HIS portal after receiving the requested travel authority.</i>	8. Issues the copy of TA to the requesting personnel.	None	1 Hour	<i>Supply Assistant ASD - GSD</i>
TOTAL:		None	3 Days	

2. TRAVEL REQUEST (WITHIN 50 KM-RADIUS)

This service is availed by JHMC personnel who needs transportation support services for official travels within the 50-km radius from the JHMC offices.

Department/Division/Unit	: ASD - GSD
Classification	: Simple
Type of Transaction	: G2C – Government to Citizen
Who may avail	: All JHMC Employees, regardless of status

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Filed request through the JHMC HIS portal	JHMC HIS portal 192.168.2.9.8080 – ASD-GSD Request Form

Client Steps	ASD-GSD Actions	Fees to be paid	Processing Time	Person Responsible
1. Files request using the HIS portal. <i>* Filing of travel request must be at least one (1) day before the intended travel.</i>	1. Receives the request through the HIS portal.	None	1 Hour	<i>Property Custodian</i> ASD - GSD
	2. In coordination with Drivers, assigns official vehicle and Driver to perform the task.	None	5 Hours	<i>Property Custodian</i> ASD - GSD
	2.1 In cases where no official vehicle and or Driver is available, inputs the remarks on the unavailability of official vehicle and/or Driver and returns the request through the HIS portal.	None	1 Hour	<i>Property Custodian</i> ASD - GSD

Client Steps	ASD-GSD Actions	Fees to be paid	Processing Time	Person Responsible
	3. Approves or disapproves the request through HIS portal.	None	1 Hour	<i>General Services Manager</i> ASD - GSD
2. If approved, proceeds to the scheduled time and designated vehicle; fills out and signs in the Daily Driver's Trip Ticket. Finally, acknowledges the service through the HIS portal. <i>*Make sure to accomplish the Customer Feedback Form (CSF) in the HIS portal after the official travel.</i>	4. Fulfills the requested services.	None	2 Days	<i>Driver</i> ASD - GSD
TOTAL:		None	3 Days	

3. SERVICE REQUEST

This service is availed by JHMC personnel which is intended for the following services: tables and chairs set-up for meetings and conferences, hauling of properties and file records to another place or office, arrangement/re-arrangement of office set-up, installation or replacement of furniture and fixtures etc.

Department/Division/Unit	: ASD - GSD
Classification	: Simple
Type of Transaction	: G2C – Government to Citizen
Who may avail	: All JHMC Employees, regardless of status

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Filed request in the HIS portal	JHMC HIS portal 192.168.2.9.8080

Client Steps	ASD-GSD Actions	Fees to be paid	Processing Time	Person Responsible
1. Files the request using the HIS portal.	1. Receives and evaluates the request through the HIS portal. <i>*A meeting may be conducted with the requesting personnel for the requested service, as may be necessary.</i>	None	5 Hours	<i>Cottage Attendant</i> ASD - GSD OR <i>Facilities and Maintenance</i> ASD - GSD OR <i>Property Custodian</i> ASD - GSD
	2. In cases where the request cannot be catered, inputs the reasons for not accommodating the request and returns the request through the HIS portal.	None	30 Minutes	<i>Cottage Attendant</i> ASD - GSD OR <i>Facilities and Maintenance</i> ASD - GSD OR <i>Property Custodian</i> ASD - GSD

Client Steps	ASD-GSD Actions	Fees to be paid	Processing Time	Person Responsible
	3. Approves or disapproves the request as endorsed through the HIS portal.	None	2 Hours	<i>General Services Manager</i> ASD - GSD
	4. If approved, fulfills the requested services. <i>*Fulfillment of services requested are based on the schedules set for "first-request, first-served basis" or depending on the urgency of the request to protect life and property.</i>	None	2 Days	<i>Cottage Attendant</i> ASD-GSD OR <i>Facilities and Maintenance</i> ASD - GSD OR <i>Property Custodian</i> ASD - GSD
2. Accepts the completed task and accomplishes the Customer Feedback Form (CSF) in the HIS after completion of the requested services. <i>*Make sure to accomplish the CSF in the HIS portal after the completed task as requested.</i>	5. Delivers the accomplished task.	None	30 Minutes	<i>Cottage Attendant</i> ASD - GSD OR <i>Facilities and Maintenance</i> ASD - GSD OR <i>Property Custodian</i> ASD - GSD
TOTAL:		None	3 Days	

4. JOB ORDER REQUEST

This service is availed by JHMC personnel for ASD-GSD facilities and maintenance personnel to perform the following works: Conduct minor repairs and replacement works including plumbing, carpentry, electrical repair, replacing faulty equipment or interior parts, roofing, masonry, fabrication, welding works, etc.

Department/Division/Unit	: ASD - GSD
Classification	: Complex
Type of Transaction	: G2C – Government to Citizen
Who may avail	: All JHMC Employees, regardless of status

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Filed HIS request	JHMC HIS portal 192.168.2.9.8080

Client Steps	ASD-GSD Actions	Fees to be paid	Processing Time	Person Responsible
1. Files request using the HIS portal.	1. Receives and evaluates the requested job through the HIS portal. <i>*A meeting may be conducted with the requesting personnel for the requested service, as may be necessary.</i>	None	1 Day	<i>Cottage Attendant</i> ASD - GSD OR <i>Facilities and Maintenance</i> ASD - GSD OR <i>Property Custodian</i> ASD - GSD
	1.1 In cases where the request cannot be catered, inputs the reasons for not accommodating the request and returns the request through the HIS portal.	None	1 Hour	<i>Cottage Attendant</i> ASD - GSD OR <i>Facilities and Maintenance</i> ASD - GSD OR <i>Property Custodian</i> ASD - GSD

Client Steps	ASD-GSD Actions	Fees to be paid	Processing Time	Person Responsible
	2. Approves or disapproves the requested job as endorsed through the HIS portal.	None	3 Hours	<i>General Services Manager</i> ASD - GSD
	3. If approved, fulfills the requested job. <i>*Fulfillment of services requested are based on the schedules set for "first-request, first-served basis" or depending on the urgency of the request to protect life and property.</i>	None	5 Days	<i>Cottage Attendant</i> ASD-GSD OR <i>Facilities and Maintenance</i> ASD - GSD OR <i>Property Custodian</i> ASD - GSD
2. Accepts the completed task and accomplishes the Customer Feedback Form (CSF) in the HIS after completion of the requested job. <i>*Make sure to accomplish the CSF in the HIS portal after the completed task as requested.</i>	4. Delivers the accomplished task.	None	4 Hours	<i>Cottage Attendant</i> ASD - GSD OR <i>Facilities and Maintenance</i> ASD-GSD OR <i>Property Custodian</i> ASD - GSD
TOTAL:		None	7 Days	

5. PROPERTY BORROWING

This service is availed by JHMC personnel who intends to borrow property from GSD-Property Unit for their official use such as but not limited to equipment, tables, chairs, binder, cutter, recorder etc.

Department/Division/Unit	: ASD-GSD
Classification	: Simple
Type of Transaction	: G2C – Government to Citizen
Who may avail	: All JHMC Employees, regardless of status

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Filed request in the HIS	JHMC HIS portal 192.168.2.9.8080

Client Steps	ASD-GSD Actions	Fees to be paid	Processing Time	Person Responsible
1. Files request using the HIS portal. <i>*Filing of request must be at least one (1) day before the intended use of the item/s being borrowed.</i>	1. Determines the availability of the requested item/s and endorses for approval.	None	4 Hours	<i>Property Custodian</i> ASD - GSD
	1.1 If the requested item/s is/are not available, indicates the same in the remarks and returns the request in the HIS portal.	None	1 Hour	<i>Property Custodian</i> ASD - GSD
	2. Approves the request as endorsed through HIS portal.	None	1 Hour	<i>General Services Manager</i> ASD - GSD
2. Receives the item/s for borrowing.	3. If approved, issues the item/s being borrowed.	None	2 Days	<i>Property Custodian</i> ASD - GSD

<p><i>*Make sure to accomplish the Feedback Form in the HIS portal after receiving the items.</i></p>				
<p>3. Returns the borrowed item/s.</p>	<p>4. Inspects the borrowed item/s before the receipt of the same. Items returned not in good condition may be subjected to the provisions of the COA Circulars on Property Management/ Code of Discipline and/or other applicable policies, rules and regulations.</p>	<p>None</p>	<p>2 Hours</p>	<p><i>Property Custodian ASD - GSD</i></p>
TOTAL:		<p>None</p>	<p>3 Days</p>	

6. FUEL WITHDRAWAL

This service is availed by concerned employees to refuel equipment such as chainsaws, generator-sets, leaf blower, weed eater etc.

Department/Division/Unit	: ASD-GSD
Classification	: Simple
Type of Transaction	: G2C – Government to Citizen
Who may avail	: All JHMC Employees, regardless of status

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Filed request in the HIS	JHMC HIS portal 192.168.2.9.8080

Client Steps	ASD-GSD Actions	Fees to be paid	Processing Time	Person Responsible
1. Files request using the HIS portal. <i>*Filing of request must be at least one (1) day before the intended use of the fuel being requested.</i>	1. Evaluates the request, availability of fuel and endorses for approval.	None	4 Hours	<i>Property Custodian</i> ASD - GSD
	2. Approves or disapproves the request as endorsed through HIS portal.	None	4 Hours	<i>General Services Manager</i> ASD - GSD
2. Receives the fuel as requested. <i>*Make sure to accomplish the Feedback Form in the HIS portal after receiving the fuel requested.</i>	3. If approved, issues the fuel to requesting personnel.	None	1 Day	<i>Cottage Attendant</i> ASD - GSD OR <i>Property Custodian</i> ASD - GSD
TOTAL:		None	2 Days	

**ADMINISTRATIVE SERVICES DEPARTMENT -
HUMAN RESOURCE DIVISION
EXTERNAL SERVICES**

1. PREPARATION OF LAST PAY OF SEPARATED EMPLOYEES

This service is availed by separated employees of JHMC, upon filing a duly accomplished JHMC Administrative Services Department – Human Resource Division (ASD - HRD) Request Form 025 to the ASD - HRD, with the complete documentary requirements. This includes processes involving the Finance Services Department (FSD) for the end-to-end output.

Department/Division/Unit	: ASD – HRD
Classification	: Simple
Type of Transaction	: G2C - Government to Citizen
Who may avail	: Former JHMC Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
JHMC ASD-HRD Request Form 025 (1 original)	JHMC - ASD-HRD Office
Accomplished Daily Time Record (DTR) (2 original)	JHMC - ASD-HRD Office
Clearance Form (3 original)	JHMC - ASD-HRD Office
Affidavit of Undertaking (3 original)	JHMC - ASD-HRD Office
Affidavit of Waiver and Quitclaims (2 original)	JHMC - ASD-HRD Office

Client Steps	ASD-HRD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
1. Submits duly approved Clearance Form, together with duly accomplished (DTR), duly notarized Affidavit of Undertaking; and Affidavit of Waiver and Quitclaims to the Human Resource (HR) Assistant.	1. Receives, reviews and accepts the duly approved Clearance Form of the Requestor with the attached accomplished DTR, duly notarized Affidavit of Undertaking, and Affidavit of Waiver and Quitclaims.	None	30 Minutes	<i>HR Assistant</i> ASD - HRD
	2. Prepares the Disbursement Voucher (DV) and Budget Utilization	None	4 Hours	<i>HR Assistant</i> ASD - HRD

Client Steps	ASD-HRD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
	Report (BUR) of the Requestor's last pay then transmits to the HR Manager for review.			
	3. Reviews and signs the DV and BUR.	None	1 Hour	<i>HR Manager</i> ASD - HRD
	4. Transmits the signed DV and BUR by the HR Manager, including complete required attachments to the Budget Officer of the FSD for review, processing and release of check payment.	None	10 Minutes	<i>HR Assistant</i> ASD - HRD
	5. Receives the DV and BUR, checks purpose of utilization as indicated therein and certifies as to budget availability then transmits to the Finance Analyst.	None	2 Hours	<i>Budget Officer</i> FSD
	6. Receives the validated and certified documents set from the Budget Officer, checks completeness and propriety of the attachments.	None	1 Hour	<i>Finance Analyst</i> FSD
	7. Checks for the correctness of computation.	None	30 Minutes	<i>Finance Analyst</i> FSD
	8. Updates the transaction to affected Subsidiary Ledgers and Schedules.	None	2 Hours	<i>Finance Analyst</i> FSD
	9. Registers the transaction in the DV	None	2 Hours	<i>Finance Analyst</i>

Client Steps	ASD-HRD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
	Tracer through the Microsoft excel file and in the ERP Acumatica System with its proper Account Codes.			FSD
	10. Transmits the documents back to the Budget Officer.	None	10 Minutes	<i>Finance Analyst</i> FSD
	11. Assigns in the ERP Acumatica System the proper Sub-Account with its corresponding budget amount and transmits to the Accountant.	None	30 Minutes	<i>Budget Officer</i> FSD
	12. Validates the propriety and completeness of supporting documents based on applicable laws, rules and regulations for each type of transactions.	None	2 Hours	<i>Accountant</i> FSD
	13. Checks computations and amounts in relation to all documents attached.	None	30 Minutes	<i>Accountant</i> FSD
	14. Checks for affected ledgers and schedules to verify correctness of journal entries in the ERP System and “release” the transaction.	None	30 Minutes	<i>Accountant</i> FSD
	15. Signs DV Box B to certify as to cash availability, completeness of supporting documents	None	10 Minutes	<i>Accountant</i> FSD

Client Steps	ASD-HRD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
	and for propriety of the amount being claimed for amounts ₱500,000.00 and below. The Finance Manager signs for transactions involving amounts above ₱500,000.00.			
	16. Transmits the DV with complete attachments to the Treasury and Investment Officer (TIO) for check preparation.	None	10 Minutes	<i>Accountant FSD</i>
	17. Double-checks the DV and its attachments then updates the Cash-in-Bank Record to record the disbursement.	None	15 Minutes	<i>Treasury and Investment Officer FSD</i>
	18. Process the DV through the ERP Acumatica System.	None	2 Hours	<i>Treasury and Investment Officer FSD</i>
	19. Prepares and signs the Side B of the check.	None	5 Minutes	<i>Treasury and Investment Officer FSD</i>
	20. Forwards it to the PCEO or VPCOO or Administrative Services Manager for Side A signature.	None	15 Minutes	<i>Treasury and Investment Officer FSD</i>
	21. Receives the documents and signs the Side A of the check as endorsed then returns to the TIO.	None	4 Hours	<i>President and Chief Executive Officer OPCEO</i>

Client Steps	ASD-HRD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
				OR <i>Vice-President and Chief Operations Officer OVPCOO</i> OR <i>Administrative Services Manager ASD</i>
	22. Receives the DVs and its signed check and endorses to the Cashier for payment.	None	5 Minutes	<i>Treasury and Investment Officer FSD</i>
	23. Informs the Payee of the availability of the check payment.	None	5 Minutes	<i>Cashier FSD</i>
2. Claims the check at the Cashier.	2. Releases the check to the Payee.	None	5 Minutes	<i>Cashier FSD</i>
TOTAL:		None	3 Days	

2. REQUEST FOR HUMAN RESOURCE DOCUMENTS, RECORDS OR CERTIFICATIONS BY FORMER JHMC PERSONNEL

This service is availed by former employees of JHMC, upon filing a duly accomplished JHMC ASD-HRD Request Form 025 to the ASD–HRD. This involves preparation and issuance of Certificate of Employment and Service Records.

Department/Division/Unit :	ASD – HRD
Classification :	Simple
Type of Transaction :	G2C - Government to Citizen
Who may avail :	Former JHMC Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Human Resource Request Form (1 original)	JHMC - ASD-HRD Office

Client Steps	ASD-HRD Actions	Fees to be paid	Processing Time	Person Responsible
1. Files duly accomplished JHMC ASD-HRD Request Form 025 for the issuance of the following: 1.a. Certificate of Employment; and/or, 1.b. Service Records.	1. Accepts and initially reviews the duly accomplished request form then forwards to HR Manager for approval.	None	30 Minutes	<i>HR Officer</i> ASD - HRD
	2. Reviews and approves or disapproves the said request.	None	30 Minutes	<i>HR Manager</i> ASD - HRD
	3. If approved, verifies the employment record of the Requestor, if approved.	None	1 Day	<i>HR Officer</i> ASD - HRD
	4. Prepares the document being requested.	None	30 Minutes	<i>HR Officer</i> ASD - HRD
	5. Reviews and signs the requested document.	None	30 Minutes	<i>HR Manager</i> ASD - HRD

Client Steps	ASD-HRD Actions	Fees to be paid	Processing Time	Person Responsible
	6. Informs the Requestor of the availability of the signed document as requested.	None	1 Hour	<i>HR Officer</i> ASD - HRD
2. Claims the requested document at the HRD Office.	7. Releases the requested document, record or certification to the Requesting Personnel.	None	1 Hour	<i>HR Officer</i> ASD - HRD
TOTAL:		None	1 Day and 4 Hours	

3. REQUEST FOR CERTIFICATE OF APPEARANCE (CA) BY JHMC VISITORS, CLIENTS, STAKEHOLDERS, ETC.

This service is availed by requesting visitors, clients, stakeholders and the like, as proof that on a certain date and time, they appeared at JHMC for official transactions.

Department/Division/Unit	: ASD - HRD
Classification	: Simple
Type of Transaction	: G2C - Government to Citizen
Who may avail	: JHMC visitors, clients, stakeholders, etc.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
JHMC ASD-HRD Request Form 025 (1 original)	JHMC - ASD-HRD Office

Client Steps	ASD-HRD Actions	Fees to be paid	Processing Time	Person Responsible
1. Files request for the issuance of a CA using the JHMC ASD-HRD Request Form 025.	1. Accepts and reviews the duly accomplished JHMC ASD-HRD Request Form 025.	None	10 Minutes	<i>HR Officer</i> ASD - HRD
	2. Approves or disapproves the said request.	None	10 Minutes	<i>HR Manager</i> ASD - HRD
	3. If approved, prepares the requested document, if approved.	None	20 Minutes	<i>HR Officer</i> ASD - HRD
	4. Reviews and signs the document.	None	10 Minutes	<i>HR Manager</i> ASD - HRD
2. Claims the requested document at the HRD Office.	5. Releases the requested document to the Requestor.	None	10 Minutes	<i>HR Assistant</i> ASD - HRD
TOTAL:		None	1 Hour	

**ADMINISTRATIVE SERVICES DEPARTMENT -
HUMAN RESOURCE DIVISION
INTERNAL SERVICES**

1. REQUEST FOR HUMAN RESOURCE DOCUMENTS, RECORDS OR CERTIFICATIONS BY CURRENT JHMC PERSONNEL

This service is availed for the issuance of requested documents, records, and certifications to current JHMC personnel such as Certificate of Employment and Service Records.

Department/Division/Unit :	ASD – HRD
Classification :	Simple
Type of Transaction :	G2C - Government to Citizen
Who may avail :	JHMC Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Filed request in the HIS	JHMC HIS portal 192.168.2.9.8080

Client Steps	ASD-HRD Actions	Fees to be paid	Processing Time	Person Responsible
1. Files request through the HIS for the issuance of the following: a. Certificate of Employment b. Service Records	1.Receives the request through the HIS portal.	None	2 Hours	<i>HR Officer</i> ASD - HRD
	2.Prepare the requested document, record or certification.	None	1 Day	<i>HR Officer</i> ASD - HRD
	3. Reviews and signs the requested document.	None	2 Hours	<i>HR Manager</i> ASD - HRD

Client Steps	ASD-HRD Actions	Fees to be paid	Processing Time	Person Responsible
2. Receives the document, record or certification and accomplishes the CSF in the HIS portal. <i>*Make sure to accomplish the Feedback Form in the HIS after receiving the requested document.</i>	4. Releases the requested document, record or certification to the Requesting Personnel.	None	4 Hours	HR Officer ASD - HRD
TOTAL:		None	2 Days	

2. REQUEST FOR FOREIGN TRAVEL AUTHORITY (FTA) BY CURRENT JHMC PERSONNEL

This service is availed as a requirement for employees traveling outside the country whether the purpose of the travel is official or personal. The same shall be requested before the date of the travel.

Department/Division/Unit :	ASD – HRD
Classification :	Simple
Type of Transaction :	G2C – Government to Citizen
Who may avail :	JHMC Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Filed request in the HIS	JHMC HIS portal 192.168.2.9.8080

Client Steps	ASD-HRD Actions	Fees to be paid	Processing Time	Person Responsible
1. Files request through the HIS portal for the issuance of FTA.	1.1 Accepts the request through the HIS portal.	None	10 Minutes	<i>HR Officer</i> ASD - HRD
	1.2 Reviews and approves or disapproves the request.	None	20 Minutes	<i>HR Manager</i> ASD - HRD
	1.3 If approved, prepares the document requested.	None	20 Minutes	<i>HR Officer</i> ASD - HRD
	1.4 Reviews and signs the document requested and endorses to OPCEO.	None	20 Minutes	<i>HR Manager</i> ASD - HRD
	1.5 Signs the document requested as endorsed.	None	30 Minutes	<i>President and Chief Executive Officer</i> OPCEO
2. Receives the FTA and accomplishes the CSF in the HIS portal.	2. Releases the duly signed FTA to the Requesting Personnel.	None	10 Minutes	<i>HR Officer</i> ASD - HRD

Client Steps	ASD-HRD Actions	Fees to be paid	Processing Time	Person Responsible
<i>*Make sure to accomplish the Feedback Form in the HIS after receiving the requested document.</i>				
TOTAL:		None	1 Hour and 50 Minutes	

3. REQUEST FOR HUMAN RESOURCE EXTRA COPY OR CERTIFIED COPY OF PAY SLIP BY CURRENT JHMC PERSONNEL

This service is availed for the release of extra copy or certified copy of a current JHMC personnel's pay slip.

Department/Division/Unit :	ASD – HRD
Classification :	Simple
Type of Transaction :	G2C - Government to Citizen
Who may avail :	JHMC Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Filed request in the HIS	JHMC HIS portal 192.168.2.9.8080

Client Steps	ASD-HRD Actions	Fees to be paid	Processing Time	Person Responsible
1. Files request through the HIS for the issuance of an extra copy or certified copy of pay slip.	1. Receives the request through the HIS portal.	None	10 Minutes	<i>HR Assistant</i> ASD - HRD
	2. Prepares the Extra copy or certified copy of the pay slip of the requesting personnel and releases the same.	None	40 Minutes	<i>HR Assistant</i> ASD - HRD
2. Receives the document, record or certification and accomplishes the CSF in the HIS portal. <i>*Make sure to accomplish the Feedback Form in the HIS after receiving the requested document.</i>	3. Releases the requested document, record or certification to the Requesting Personnel.	None	10 Minutes	<i>HR Assistant</i> ASD - HRD
TOTAL:		None	1 Hour	

**ADMINISTRATIVE SERVICES DEPARTMENT –
INFORMATION & COMMUNICATIONS
TECHNOLOGY DIVISION
EXTERNAL SERVICE**

1. REQUEST FOR JHMC RECORDS/ DOCUMENTS

This service is available for the processing of external clients' requests of JHMC Records/ Documents in compliance with the Freedom of Information (FOI). Clients may lodge a request through the eFOI portal (foi.gov.ph) or through the Standard FOI.

This aims to standardize the procedures in requesting for information and the procedures undertaken by the John Hay Management Corporation (JHMC) in processing the said request in accordance with E.O. No. 02, s. 2016 on "Operationalizing in the Executive Branch the People's Constitutional Rights to Information and the State Policies to Full Public Disclosure and Transparency in the Public Service and Providing Guidelines Therefore."

1.A eFOI PORTAL

Department/Division/Unit	: ASD - ICTD
Classification	: Complex
Type of Transaction	: G2C – Government to Citizen; G2B - Government to Business Entity; G2G – Government to Government
Who may avail	: All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
eFOI Request Form	eFOI Web portal (foi.gov.ph)
Valid Identification Card	Provided by Client

Client Steps	ASD - ICTD / FOI Actions	Fees to be paid	Processing Time	Person Responsible
1. Opens www.foi.gov.ph to your browser's home address. 1.a Clicks the Sign Up button, provides all the required fields, attach a valid ID to create an account.	1. Receives and reviews requests.	None	5 Minutes	<i>Records Management Specialist</i> ASD - ICTD

Client Steps	ASD - ICTD / FOI Actions	Fees to be paid	Processing Time	Person Responsible
<p>Note: Once logged-in, you will be directed to your Dashboard. The Dashboard contains all the FOI requests of the account owner.</p> <p>1.b Click the Make a Request button then select the name of the agency you wish to ask.</p> <p>Note: You will now be directed to the Make a Request Page.</p> <p>1.c Accomplishes all fields then clicks "Send my Request" button.</p>				
	2. Routes to the Legal Department (LD) for review and recommendation	None	5 Minutes	<i>Records Management Specialist ASD - ICTD</i>
	3. Reviews request and provides recommendation to the PCEO.	None	3 Days	<i>Legal Manager LD</i>
	4. Reviews recommendation and responds to the requests.	None	3 Days	<i>President and Chief Executive Officer OPCEO</i>
2. Receives request result.	4.1. If denied, Inform the denial to the requesting party.	None	1 Hour	<i>Records Management Specialist</i>

Client Steps	ASD - ICTD / FOI Actions	Fees to be paid	Processing Time	Person Responsible
<p>If denied, the client may submit a written Motion for Reconsideration (MR) at the Records Receiving Section or through the JHMC official email address at mgmt@jhmc.com.ph</p> <p>If the MR is denied, the denial of such a motion may be appealed to the Office of the Department of Justice (DOJ) Secretary within fifteen (15) days.</p>	<p>4.2 If approved, upload the requested records/ documents.</p>			<p>ASD - ICTD</p>
<p>3. If Hard Copy is requested, pays the required fee to the Cashier</p> <p><i>*Make sure to secure an Official Receipt (OR) and that will be issued upon payment.</i></p>	<p>5. Release/ route the records/ documents to the requesting party.</p> <p><i>*Refer to the Process of Routing of External documents</i></p>	<p>PHP 3.00 per page plus an additional PHP 5.00 per page if the Requesting party requested for the Certified Copy of the Original</p> <p><i>* Additional fees for mailing services/</i></p>	<p>4 Hours</p>	<p><i>Records Management Specialist</i> ASD - ICTD</p>

Client Steps	ASD - ICTD / FOI Actions	Fees to be paid	Processing Time	Person Responsible
		Courier provider shall be borne by the requesting party at the prevailing rates of their preferred courier.		
TOTAL (if electronic file):		None	6 Days, 1 Hour and 10 minutes	
TOTAL (if hardcopy is requested):		PHP 3.00 per page plus an additional PHP 5.00 per page if the Requesting party requested for the Certified Copy of the Original *Additional fees for mailing services/ Courier provider shall be borne by the requesting party at the prevailing	6 Days, 5 Hours and 10 minutes	

Client Steps	ASD - ICTD / FOI Actions	Fees to be paid	Processing Time	Person Responsible
		rates of their preferred courier		

1.B STANDARD FOI

Department/Division/Unit	: ASD - ICTD
Classification	: Complex
Type of Transaction	: G2C – Government to Citizen; G2B - Government to Business Entity; G2G – Government to Government
Who may avail	: All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard FOI Request Form	JHMC - Provided by FOI Receiving Officers/Records Management Specialist ASD-ICTD or it may be downloaded at https://www.foi.gov.ph/help

Client Steps	ASD - ICTD / FOI Actions	Fees to be paid	Processing Time	Person Responsible
1. Submits accomplished Standard FOI Form / Signed Letter of Request at the Records Receiving Section.	1. Accepts and checks the accomplished Standard FOI Form / Signed Letter of Request	None	5 Minutes	<i>Records Management Specialist</i> ASD - ICTD
	2. Stamps the form with “Received” with date and time received.	None	5 Minutes	<i>Records Management Specialist</i> ASD - ICTD
	3. Encodes and uploads in the FOI Web Portal.	None	30 Minutes	<i>Records Management Specialist</i> ASD - ICTD

Client Steps	ASD - ICTD / FOI Actions	Fees to be paid	Processing Time	Person Responsible
	4. Routes to the Legal Department for review and recommendation	None	5 Minutes	<i>Records Management Specialist ASD - ICTD</i>
	5. Reviews request and provides recommendation to the PCEO.	None	3 Days	<i>Legal Manager LD</i>
	6. Reviews recommendation and responds to the requests.	None	3 Days	<i>President and Chief Executive Officer OPCEO</i>
2. Receives application result. If denied, the client may submit a written Motion for Reconsideration (MR) at the Records Receiving Section or through the JHMC official email address at mgmt@jhmc.com.ph If the MR is denied, the denial of such a motion may be appealed to the Office of the Department of Justice (DOJ) Secretary within fifteen (15) days.	6.1 If denied, Issues/Release Notice of Denial 6.2 If approved, release/route the requested records/documents to the requesting party <i>* Refer to the Process of Routing of External documents.</i>	None if electronic file	1 Hour	<i>Records Management Specialist ASD - ICTD</i>
3. Receives receiving copy or proof of mailing, if any.	7. Digitization and storage of received records/ documents.	None	1 Hour	<i>Records Management Specialist ASD - ICTD</i>

Client Steps	ASD - ICTD / FOI Actions	Fees to be paid	Processing Time	Person Responsible
<p>4. If Hard Copy is requested, pays the required fee to the Cashier</p> <p><i>*Make sure to secure an Official Receipt (OR) and that will be issued upon payment.</i></p>	<p>8. Release/ route the records/ documents to the requesting party.</p> <p><i>*Refer to the Process of Routing of External documents</i></p>	<p>PHP 3.00 per page plus an additional PHP 5.00 per page if the Requesting party requested for the Certified Copy of the Original</p> <p><i>* Additional fees for mailing services/ Courier provider shall be borne by the requesting party at the prevailing rates of their preferred courier.</i></p>	4 Hours	<i>Records Management Specialist ASD - ICTD</i>
TOTAL (if electronic file):		None	6 Days, 2 Hours and 45 minutes	
TOTAL (if hardcopy is requested):		<p>PHP 3.00 per page plus an additional PHP 5.00 per page if the</p>	6 Days, 6 Hours and 45 minutes	

Client Steps	ASD - ICTD / FOI Actions	Fees to be paid	Processing Time	Person Responsible
		Requesting party requested for the Certified Copy of the Original * Additional fees for mailing services/ Courier provider shall be borne by the requesting party at the prevailing rates of their preferred courier		

**ADMINISTRATIVE SERVICES DEPARTMENT -
INFORMATION AND COMMUNICATIONS
TECHNOLOGY DIVISION
INTERNAL SERVICES**

1. REQUEST FOR ICT SERVICE/S

This service is availed by JHMC personnel for the following services: file management (e.g. file conversion, file back-up and recovery), printing, network and internet concerns (e.g. internet or cable connectivity), email concerns, ink refill, multimedia editing, layout and design, ICT Equipment set-up for events, photo documentation and other ICT-related concerns.

Department/Division/Unit	: ASD - ICTD
Classification	: Simple
Type of Transaction	: G2C – Government to Citizen
Who may avail	: All JHMC Employees, regardless of status

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Filed request in the HIS portal	JHMC HIS portal 192.168.2.9:8080 (Within JHMC LAN) or at 116.50.174.74:8080 (Outside JHMC LAN)

Client Steps	ASD-ICTD Actions	Fees to be paid	Processing Time	Person Responsible
1. Files the request using the Helpdesk Information System (HIS) portal under the ICT service request tab.	<p>1. Receives the HIS notification via email, proceeds to the HIS portal and evaluates the request. If the request can be catered, inputs in the “remarks” field and clicks the “receive” button.</p> <p>In cases where the request cannot be catered, inputs the reasons for not accommodating the request in the “remarks” field and clicks the “return” button.</p>	None	4 Hours	<p><i>ICT Officer</i> ASD - ICTD</p> <p>OR</p> <p><i>ICT Specialist</i> ASD - ICTD</p>

Client Steps	ASD-ICTD Actions	Fees to be paid	Processing Time	Person Responsible
	<p>2. Reviews the request; approves or disapproves the request as endorsed through the HIS portal.</p> <p>For approved requests, assigns the fulfiller through the “remarks” field then clicks the “approved” button.</p> <p>* If disapproved, inputs reasons in the “remarks” field then clicks the “reject” button.</p>	None	20 Minutes	<i>ICT Manager</i> ASD - ICTD
	<p>3. Fulfills the requested services.</p> <p>*Time of fulfillment of service request are based on the following: a. set schedule; b. equipment or software availability; c. procurement process; d. urgency of the request to protect life and property; and, e. outsourcing of services</p>	None	2 Days	<i>ICT Officer</i> ASD - ICTD OR <i>ICT Specialist</i> ASD - ICTD OR <i>ICT Manager</i> ASD - ICTD

Client Steps	ASD-ICTD Actions	Fees to be paid	Processing Time	Person Responsible
<p>3. Receives the HIS notification, proceeds to the HIS portal and reviews the actions taken. If satisfied, inputs in the “remarks” field and clicks the “acknowledge” button then accomplishes the Customer Feedback Form (CSF). If unsatisfied, inputs in the “remarks” field then clicks the “return to fulfillment” button.</p> <p>*Make sure to accomplish the CSF in the HIS portal after the completed task as requested.</p>	<p>4. Logs in the HIS portal, inputs actions taken in the “remarks” field and clicks the “fulfill” button.</p>	None	30 Minutes	<p><i>ICT Officer</i> ASD-ICTD</p> <p>OR</p> <p><i>ICT Specialist</i> ASD-ICTD</p> <p>OR</p> <p><i>ICT Manager</i> ASD-ICTD</p>
TOTAL:		None	2 Days, 4 Hours, 50 Minutes	

2. REQUEST FOR DOCUMENT SCANNING

This service is availed by JHMC personnel for digitization of documents.

Department/Division/Unit	: ASD - ICTD
Classification	: Simple
Type of Transaction	: G2C – Government to Citizen
Who may avail	: All JHMC Employees, regardless of status

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Filed request in the HIS portal	JHMC HIS portal 192.168.2.9:8080 (Within JHMC LAN) or at 116.50.174.74:8080 (Outside JHMC LAN)
Documents for scanning	Provided by Client
Storage device	Provided by Client

Client Steps	ASD-ICTD Actions	Fees to be paid	Processing Time	Person Responsible
1. Files the request using the Helpdesk Information System (HIS) portal under the “document scanning” tab.	<p>1. Receives the HIS notification via email, proceeds to the HIS portal and evaluates the request. If the request can be catered, inputs in the “remarks” field and clicks the “receive” button.</p> <p>In cases where the request cannot be catered, inputs the reasons for not accommodating the request in the “remarks” field and clicks the “return” button.</p>	None	4 Hours	<p><i>ICT Officer</i> ASD - ICTD</p> <p>OR</p> <p><i>ICT Specialist</i> ASD - ICTD</p> <p>OR</p> <p><i>Records Management Specialist</i> ASD - ICTD</p>

Client Steps	ASD-ICTD Actions	Fees to be paid	Processing Time	Person Responsible
	<p>2. Reviews the request; approves or disapproves the request as endorsed through the HIS portal.</p> <p>For approved requests, assigns the fulfiller through the “remarks” field then clicks the “approved” button.</p> <p>* If disapproved, inputs reasons in the “remarks” field then clicks the “reject” button.</p>	None	2 Hours	<i>ICT Manager</i> ASD - ICTD
	<p>Informs client of the approval and requests the submission of the documents for scanning.</p>	None	1 Hour	<i>ICT Officer</i> ASD - ICTD OR <i>ICT Specialist</i> ASD - ICTD OR <i>Records Management Specialist</i> ASD - ICTD OR <i>ICT Manager</i> ASD - ICTD

Client Steps	ASD-ICTD Actions	Fees to be paid	Processing Time	Person Responsible
2. Submits the documents for scanning to the assigned fulfiller.	<p>3. Fulfills the requested services.</p> <p>*Time of fulfillment of service request are based on the following: a. set schedule; b. volume of documents; and, c. urgency of the request.</p>	None	2 Days	<p><i>ICT Officer</i> ASD - ICTD</p> <p style="text-align: center;">OR</p> <p><i>ICT Specialist</i> ASD - ICTD</p> <p style="text-align: center;">OR</p> <p><i>Records Management Specialist</i> ASD - ICTD</p> <p style="text-align: center;">OR</p> <p><i>ICT Manager</i> ASD - ICTD</p>
<p>3. Receives the HIS notification, proceeds to the HIS portal and reviews the actions taken. If satisfied, inputs in the “remarks” field and clicks the “acknowledge” button then accomplishes the Customer Feedback Form (CSF). If unsatisfied, inputs in the “remarks” field then clicks the “return to fulfillment” button.</p> <p><i>*Make sure to accomplish the CSF in the HIS portal after the completed task as requested.</i></p>	4. Logs in the HIS portal, inputs actions taken in the “remarks” field and clicks the “fulfill” button.	None	30 Minutes	<p><i>ICT Officer</i> ASD - ICTD</p> <p style="text-align: center;">OR</p> <p><i>ICT Specialist</i> ASD - ICTD</p> <p style="text-align: center;">OR</p> <p><i>Records Management Specialist</i> ASD - ICTD</p> <p style="text-align: center;">OR</p> <p><i>ICT Manager</i> ASD - ICTD</p>

Client Steps	ASD-ICTD Actions	Fees to be paid	Processing Time	Person Responsible
TOTAL:		None	2 Days, 7 Hours, 30 Minutes	

3. REQUEST FOR REPAIRS OF ICT EQUIPMENT

This service is availed by JHMC personnel for the troubleshooting of various ICT equipment (laptops, desktops, tablets, printers including its peripherals such as mouse, keyboard, webcams, speakers, headset) including software-related concerns.

Repairs identified for outsourcing upon assessment of the ASD-ICTD will be referred to the ASD-GSD for appropriate action.

Department/Division/Unit	: ASD - ICTD
Classification	: Complex
Type of Transaction	: G2C – Government to Citizen
Who may avail	: All JHMC Employees, regardless of status

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Filed request in the HIS portal	JHMC HIS portal 192.168.2.9:8080 (Within JHMC LAN) or at 116.50.174.74:8080 (Outside JHMC LAN)

Client Steps	ASD-ICTD Actions	Fees to be paid	Processing Time	Person Responsible
1. Files the request using the Helpdesk Information System (HIS) portal under the “repairs of ICT equipment” tab.	1. Receives the HIS notification via email, proceeds to the HIS portal and evaluates the request. If the request can be catered, inputs in the “remarks” field and clicks the “receive” button.	None	4 Hours	<i>ICT Specialist</i> ASD - ICTD

Client Steps	ASD-ICTD Actions	Fees to be paid	Processing Time	Person Responsible
	In cases where the request cannot be catered, inputs the reasons for not accommodating the request in the remarks portion and clicks the “return” button.			
	<p>2. Reviews the request; approves or disapproves the request as endorsed through the HIS portal.</p> <p>For approved requests, assigns the fulfiller through the “remarks” field then clicks the “approved” button.</p> <p>* If disapproved, inputs reasons in the “remarks” portion then clicks the “reject” button.</p>	None	2 Hours	<i>ICT Manager</i> ASD - ICTD
	<p>3. Assesses and evaluates the problem based on the details stated in the request.</p> <p>If the repair can be catered, fulfills the requested services.</p> <p>If identified for outsourcing, accomplishes the “request for pre-inspection” and “pre-repair inspection report”</p>	None	5 Days	<i>ICT Specialist</i> ASD - ICTD

Client Steps	ASD-ICTD Actions	Fees to be paid	Processing Time	Person Responsible
	<p>fields of the Request for Pre and Post Inspection Report (JHMC-GSD Form 013)</p> <p>If beyond repair, accomplishes the “request for pre-inspection” and “pre-repair inspection report” fields of the Request for Pre and Post Inspection Report (JHMC-GSD Form 013) then transfers the property to the ASD-GSD for appropriate action; informs the Client of the status and advises to present the original copy of the ARE to the ASD-GSD for cancellation.</p> <p>*Time of fulfillment of service request are based on the following: a. set schedule; b. equipment or software availability; c. procurement process; and, d. urgency of the request to protect life and property.</p>			
3. Receives the HIS notification, proceeds to the HIS portal and	4. Logs in the HIS portal, inputs actions taken in the “remarks”	None	30 Minutes	<i>ICT Specialist</i> ASD - ICTD

Client Steps	ASD-ICTD Actions	Fees to be paid	Processing Time	Person Responsible
<p>reviews the actions taken. If satisfied, inputs in the “remarks” field and clicks the “acknowledge” button then accomplishes the Customer Feedback Form (CSF). If unsatisfied, inputs in the “remarks” field then clicks the “return to fulfillment” button.</p> <p>*Make sure to accomplish the CSF in the HIS portal after the completed task as requested.</p>	<p>field and clicks the “fulfill” button.</p>			
TOTAL:		None	5 Days, 6 Hours, 30 Minutes	

4. REQUEST FOR ICT EQUIPMENT BORROWING

This service is availed by JHMC personnel who intend to borrow ICT equipment for their official use such as but not limited to laptops, printers, pocket Wi-Fi, camera, etc.

The period of borrowing must not exceed five (5) working days.

Department/Division/Unit	: ASD - ICTD
Classification	: Simple
Type of Transaction	: G2C – Government to Citizen
Who may avail	: All JHMC Employees, regardless of status

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Filed request in the HIS	JHMC HIS portal 192.168.2.9:8080 (Within JHMC LAN) or at 116.50.174.74:8080 (Outside JHMC LAN)

Client Steps	ASD-ICTD Actions	Fees to be paid	Processing Time	Person Responsible
<p>1. Files the request using the Helpdesk Information System (HIS) portal “using the ICT equipment borrowing” tab.</p> <p>*Filing of request must be at least one (1) day before the intended use of the item/s being borrowed.</p>	<p>1. Receives the HIS notification via email, proceeds to the HIS portal and evaluates the request.</p> <p>If the request can be catered, inputs in the “remarks” field and clicks the “receive” button.</p> <p>In cases where the request cannot be catered, inputs the reasons for not accommodating the request in the “remarks” field and</p>	None	4 Hours	<p><i>ICT Officer</i> ASD - ICTD</p> <p>OR</p> <p><i>ICT Specialist</i> ASD - ICTD</p>

Client Steps	ASD-ICTD Actions	Fees to be paid	Processing Time	Person Responsible
	<p>clicks the “return” button.</p> <p>2. Reviews the request; approves or disapproves the request through HIS portal.</p> <p>For approved requests, assigns the fulfiller through the “remarks” field then clicks the “approved” button.</p> <p>* If disapproved, inputs reasons in the “remarks” portion then clicks the “reject” button.</p>	None	2 Hours	<i>ICT Manager</i> ASD - ICTD
2. Receives the item/s for borrowing.	3. Issues the item/s being borrowed.	None	4 Hours	<i>ICT Specialist</i> ASD-ICTD OR <i>ICT Officer</i> ASD-ICTD
<p>3. Accepts the completed task and accomplishes the Customer Feedback Form (CSF) in the HIS after completion of the requested services.</p> <p>**Make sure to accomplish the CSF in the HIS portal after receiving the items.</p>	4. Logs in the HIS portal, inputs actions taken in the “remarks” field and clicks the “fulfill” button.	None	30 Minutes	<i>ICT Specialist</i> ASD-ICTD OR <i>ICT Officer</i> ASD-ICTD

Client Steps	ASD-ICTD Actions	Fees to be paid	Processing Time	Person Responsible
<i>*Make sure to return the borrowed item/s within five (5) working days or committed date, whichever comes first.</i>				
TOTAL:		None	1 Day, 2 Hours, 30 Minutes	

5. REQUEST FOR WEB POSTING

This service can be availed by JHMC personnel which is intended for the posting of JHMC official and approved articles and necessary information (e.g. news articles, career and procurement opportunities, required postings per AO25 IATF/GCG/other oversight bodies) in the JHMC Official website (www.jhmc.com.ph).

Documents for web posting must be submitted to the ASD-ICTD at least three (3) working days before the required date of official posting, except for career opportunities, procurement opportunities and asset disposition-related documents.

Department/Division/Unit	: ASD-ICTD
Classification	: Simple
Type of Transaction	: G2C – Government to Citizen
Who may avail	: All JHMC Employees, regardless of status

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Filed request in the HIS portal	JHMC HIS portal 192.168.2.9:8080 (Within JHMC LAN) or at 116.50.174.74:8080 (Outside JHMC LAN)
Approved Document/ Record (1 hard copy or e-copy)	Provided by Client

Client Steps	ASD-ICTD Actions	Fees to be paid	Processing Time	Person Responsible
1. Files the request using the Helpdesk Information System portal using the “web posting” tab.	<p>1. Receives the HIS notification via email, proceeds to the HIS portal and evaluates the request.</p> <p>If the request can be catered, inputs in the “remarks” field and clicks the “receive” button.</p> <p>In cases where the request cannot be catered, inputs the reasons for not accommodating the</p>	None	3 Hours, 30 Minutes	<p><i>ICT Officer</i> ASD-ICTD</p> <p>OR</p> <p><i>ICT Specialist</i> ASD-ICTD</p>

Client Steps	ASD-ICTD Actions	Fees to be paid	Processing Time	Person Responsible
	request in the “remarks” field and clicks the “return” button.			
	<p>2. Reviews the request; approves or disapproves the request through HIS portal.</p> <p>For approved requests, assigns the fulfiller through the “remarks” field then clicks the “approved” button.</p> <p>* If disapproved, inputs reasons in the “remarks” portion then clicks the “reject” button.</p>	None	2 Hours	<i>ICT Manager</i> ASD-ICTD
	3. Fulfills the requested services	None	4 hours	<i>ICT Officer</i> ASD-ICTD OR <i>ICT Specialist</i> ASD-ICTD
<p>2. Accepts the completed task and accomplishes the Customer Feedback Form (CSF) in the HIS after completion of the requested services.</p> <p><i>* Make sure to accomplish the CSF in the HIS portal after the completed task as requested.</i></p>	Logs in the HIS portal, inputs actions taken in the “remarks” field and clicks the “fulfill” button.		30 Minutes	
TOTAL:		None	1 Day, 2 Hours	

6. REQUEST FOR ROUTING OF OUTGOING COMMUNICATIONS

This service is available for the processing and routing of all outgoing JHMC Communications to external clients.

Outgoing communications received beyond 4:30 pm for routing via official email will be processed on the next working day. Outgoing communications for physical routing must be received on or before 1:45 pm to coincide with the 2 pm schedule of errands outside JHSEZ.

Department/Division/Unit	: ASD - ICTD
Classification	: Simple
Type of Transaction	: G2C - Government to Citizens
Who may avail	: All JHMC Employees, regardless of status

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Records/ Documents (Communications, Memorandum, Requirements, etc.) (2 original for physical routing)	Provided by Client
e-mail address of the recipient	Provided by Client
Fee for registered mail or courier services	Provided by Client
Mobile number of sender and recipient	Provided by Client

Client Steps	ASD-ICTD Actions	Fees to be paid	Processing Time	Person Responsible
1. Provide the signed or approved records/ documents/ electronic file at the Records Receiving Section. * The employee shoulders the fee for registered mail or courier services or	1. Accepts and checks the records/ documents with the corresponding fees for mailing fee or courier services, if necessary.	Mailing fee or courier services fee (based on published rates of the post-office or courier service provider)	10 minutes	<i>Records Management Specialist</i> ASD-ICTD
	2. Assigns a barcode number.		10 minutes	<i>Records Management Specialist</i> ASD-ICTD
	3. Requests for vehicles through the Helpdesk Information System (HIS).		10 minutes	<i>Records Management Specialist</i> ASD-ICTD

Client Steps	ASD-ICTD Actions	Fees to be paid	Processing Time	Person Responsible
obtains petty cash from FSD.	4. Processes and assigns a driver and vehicle.		3 Hours	<i>Property Custodian ASD-GSD</i>
	5. Routes the records/ documents.		4 Hours	<i>Records Management Specialist ASD-ICTD</i>
2. Receives the receiving copy or proof of mailing, if any.	5.1 Digitization and storage of received records/ documents.	None	1 Hour and 30 Minutes	<i>Records Management Specialist ASD-ICTD</i>
	6. Uploads file/s and sends to designated personnel through the Document Tracking System (DTS). * Physical documents or records be routed upon request by the designated personnel.	None	1 Hour and 30 Minutes	<i>Records Management Specialist ASD-ICTD</i>
TOTAL:		Mailing fee or courier services fee (based on published rates of the post-office or courier service provider)	1 Day, 2 Hours and 30 Minutes	

7. REQUEST FOR RECORDS ARCHIVAL

This service is availed by JHMC personnel who intend to Transfer inactive documents/records to the ICTD Records Section, duly approved by the Department/Office Head.

Department/Division/Unit	: ASD - ICTD
Classification	: Simple
Type of Transaction	: G2C – Government to Citizen
Who may avail	: All JHMC Employees, regardless of status

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Filed request in the HIS portal	192.168.2.9:8080 (Within JHMC LAN) OR 116.50.174.74:8080 (Outside JHMC LAN)
Records Box	ASD-ICTD Office
Physical copies of the records	To be provided by Client
JHMC-ICTD-Form 011	ASD-ICTD or File Server

Client Steps	ASD-ICTD Actions	Fees to be paid	Processing Time	Person Responsible
1. Files request through the HIS portal using the “records archival” tab and submits the physical copies of the records using the JHMC Records Box within one (1) day. <i>* Records/ documents listed in the Records Archival Request in the HIS portal shall be sorted and matched with the</i>	1. Receives and checks the submitted physical copies of the records vis-à-vis the filed Records Archival Request in the HIS portal.	None	2 Days, 4 Hours	<i>Records Management Specialist ASD-ICTD</i>

Client Steps	ASD-ICTD Actions	Fees to be paid	Processing Time	Person Responsible
<i>physical records for turnover.</i>				
2. Department/Office Head reviews, assesses and approves or disapproves the request for archival of records.				
2. Receives request result.	2. If not in order, informs the client and returns the submitted physical copies of the records. If in order, accomplishes the JHMC-ICTD-Form 011 (Transfer of Records Form) then submits to ICTM.	None		<i>Records Management Specialist ASD-ICTD</i>
	3. Reviews the submitted JHMC-ICTD-Form 011 then approves or disapproves the request in the HIS portal.	None	4 Hours	<i>ICT Manager ASD-ICTD</i>
3. Accepts the completed task and accomplishes the Customer Feedback Form (CSF) in the HIS after completion of the requested services.	None	None	None	None
TOTAL:		None	3 Days	

8. REQUEST FOR DOCUMENTS AND/OR RECORDS

This service can be availed by JHMC personnel which is intended to provide a specific document/s or record/s as requested.

Department/Division/Unit	: ASD - ICTD
Classification	: Simple
Type of Transaction	: G2C – Government to Citizen
Who may avail	: All JHMC Employees, regardless of status

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Filed request in the HIS portal	JHMC HIS portal 192.168.2.9:8080 (Within JHMC LAN) or at 116.50.174.74:8080 (Outside JHMC LAN)

Client Steps	ASD-ICTD Actions	Fees to be paid	Processing Time	Person Responsible
1. Files the request using the Helpdesk Information System portal. Local access: http://192.168.2.9:8080/ External access: http://116.50.174.74:8080/	1. Receives and evaluates the request through the HIS portal. * In cases where the request cannot be catered, inputs the reasons for not accommodating the request and returns the request through the HIS portal.	None	15 Minutes	<i>Records Management Specialist</i> ASD - ICTD
	2. Approves or disapproves the request as endorsed through the HIS portal. * If disapproved, the request returns to the requestor with the remarks for information.	None	15 Minutes	<i>President and Chief Executive Officer</i> OPCEO (For Confidential Documents or Records) OR <i>ICT Manager</i> ASD - ICTD

Client Steps	ASD-ICTD Actions	Fees to be paid	Processing Time	Person Responsible
				(For Non-Confidential Documents or Records)
2. Receives service request.	3. If approved, fulfills the requested services.	None	4 hours	<i>Records Management Specialist</i> ASD - ICTD
3. Accepts the completed task and accomplishes the Customer Feedback Form (CSF) in the HIS after completion of the requested services. <i>*Make sure to accomplish the CSF in the HIS portal after the completed task as requested.</i>	4. Delivers the accomplished task.	None	30 Minutes	<i>Records Management Specialist</i> ASD - ICTD
TOTAL:		None	5 Hours	

BUSINESS DEVELOPMENT DEPARTMENT EXTERNAL SERVICES

1. ECO-WALK AND PHOTOSHOOT BOOKINGS AT THE HISTORICAL CORE

This service is availed for bookings for eco-walks and photoshoots at the Historical Core. This process covers from booking until the payment process at the Ticketing Booth.

Department/Division/Unit	:	Business Development Department (BDD)
Classification	:	Simple
Type of Transaction	:	G2C – Government to Citizen; G2B - Government to Business Entity; G2G – Government to Government
Who may avail	:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Client Information Sheet (JHMC BDD Form- 001), two (2) copies	JHMC - BDD Office
Principal Gov't-issued ID Card SEC Registration, for corporations CDA, for cooperatives, original with one (1) photocopy	BIR, Post Office, DFA, PSA, SSS/GSIS, Pag-IBIG/HDMF, PhilHealth, SEC, CDA
Representative Special Power of Attorney (SPA) Gov't-issued ID card of the person being represented (1 original and 3 photocopies with three (3) original signatures below) Gov't-issued ID card of the representative, present original with one (1) photocopy	Person being represented BIR, Post Office, DFA, PSA, SSS/GSIS, Pag-IBIG/HDMF, PhilHealth BIR, Post Office, DFA, PSA, SSS/GSIS, Pag-IBIG/HDMF, PhilHealth

Client Steps	BDD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
1. Submits request to conduct event / activity.	1. Receives the request or letter of intent from the OPCEO.	None	5 Minutes	<i>Business Development & Marketing Assistant BDD</i>
	2. Fills in or completes the Client Information Sheet			<i>Business Development & Marketing Assistant BDD</i>

Client Steps	BDD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
	(CIS) through the following modes: <ul style="list-style-type: none"> ● face-to-face meetings, ● electronic mail, ● phone call, text messaging or; social media accounts. 			
	3. Computes the total charges based on the number of students.	None	30 Minutes	<i>Business Development & Marketing Assistant BDD</i>
2. Pays the necessary charges at the Ticketing Booth or at the Finance Department at JHMC Office Complex. <i>*Make sure to secure Official Receipt (OR) and that will be issued upon payment.</i>	4. Accepts the payment.	PHP 1,000.00 per 4 hours PhP 50.00 per student	10 Minutes	<i>Ticketing Clerk FSD</i> OR <i>Cashier FSD</i> *Ticketing Clerk if paid at the Ticketing Booth at the Historical Core *Cashier if paid at the JHMC Office Complex
TOTAL:		PHP 1,000.00 per 4 hours PHP 50.00 per student	45 Minutes	

The rate is based on the JHMC-BOD approval of Fees and Charges in 2018.

2. EVENTS PLANNING AND MANAGEMENT

This service is availed for events proposal or preparation of events proposal (run, launching, etc.).

Department/Division/Unit	:	BDD
Classification	:	Complex
Type of Transaction	:	G2C – Government to Citizen; G2B - Government to Business Entity; G2G – Government to Government
Who may avail	:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Client Information Sheet (JHMC BDD Form- 001), two (2) copies	JHMC - BDD Office
Request for Venue Booking (JHMC BDD Form- 002), two (2) copies	JHMC - BDD Office
Checklist of Requirements (JHMC BDD Form 3), two (2) copies	JHMC - BDD Office
Validation of Requirements (JHMC BDD Form 4), two (2) copies	JHMC - BDD Office
Principal Gov't-issued ID Card SEC Registration, for corporations CDA Registration, for cooperatives Note: present original with one (1) photocopy	BIR, Post Office, DFA, PSA, SSS/GSIS, Pag-IBIG/HDMF, PhilHealth, SEC, CDA
Representative Special Power of Attorney (SPA) Gov't-issued ID card of the person being represented (1 original and 3 photocopies with three (3) original signatures below) Gov't-issued ID card of the representative Note: present original with one (1) photocopy	Person being represented BIR, Post Office, DFA, PSA, SSS/GSIS, Pag-IBIG/HDMF, PhilHealth BIR, Post Office, DFA, PSA, SSS/GSIS, Pag-IBIG/HDMF, PhilHealth

Post- Event Clearance Form (JHMC BDD Form- 006), two (2) copies	JHMC - BDD Office
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Client Steps	BDD Actions	Fees to be paid	Processing Time	Person Responsible
1. Submits request to conduct event or activity.	1. Receives the request or letter of intent from the OPCEO.	None	5 Minutes	<i>Business Development & Marketing Officer BDD</i>
	2. Fills in or completes the Client Information Sheet (CIS) through the following modes: <ul style="list-style-type: none"> ● face-to-face meetings, ● electronic mail, ● phone call, text messaging or; ● social media accounts. 			
	3. Assesses the necessary fees and prepares the authority to accept payment	Bell House-PhP 4,050.00 per hour	30 Minutes	<i>Business Development & Marketing Assistant BDD</i>

Client Steps	BDD Actions	Fees to be paid	Processing Time	Person Responsible
	(ATAP) and instructs client for payment.	Bell Amphitheater- PhP 4,560.00 Conference Room: Room: PhP 3,950.00/ hour Cleanliness Bond: PhP 3,000.00 Facility: Tables: PhP 75.00/ pc Chair: PhP 18.00/ pcs Chair with Cover: PhP 25.00/ pc Tent: PhP 1,500.00/ pc Sound System: PhP 7,500.00 exclusive of operator Projector: PhP 250.00/ hour		

Client Steps	BDD Actions	Fees to be paid	Processing Time	Person Responsible
<p>2. Receives the ATAP and pays for necessary charges (cleanliness bond, facility/ equipment rental)</p> <p><i>*Make sure to secure OR for the payment made.</i></p>	<p>4. Accepts the payment and issues OR.</p>	<p>Based on the amount indicated in the ATAP.</p>	<p>10 Minutes</p>	<p><i>Ticketing Clerk</i> FSD</p> <p>OR</p> <p><i>Cashier</i> FSD</p> <p>*Ticketing Clerk if paid at the Ticketing Booth at the Historical Core *Cashier if paid at the JHMC Office Complex</p>
<p>3. Submits the required documents to the BDD for initial assessment and verification</p>	<p>5. Drafts the pro-forma of the Event Details / Activities (purpose, logistics, budget, etc.)</p> <p><i>*When necessary, a coordination meeting is conducted.</i></p>	<p>None</p>	<p>1 Day</p>	<p><i>Business Development & Marketing Officer</i> BDD</p>
	<p>5.1 Reviews the event details; and endorses the same for approval by the OPCEO.</p>	<p>None</p>	<p>1 Day</p>	<p><i>Business Development Manager</i> BDD</p>
	<p>6. Endorses the event for implementation.</p>	<p>None</p>	<p>3 Hours</p>	<p><i>Business Development & Marketing Officer</i> BDD</p>

Client Steps	BDD Actions	Fees to be paid	Processing Time	Person Responsible
	7. Coordinates with concerned departments for the approved event details.	None	10 Minutes	<i>Business Development & Marketing Officer BDD</i>
	<i>*Except for unplanned events, for other requirements - request for assistance from other departments is submitted to HIS.</i>	None	5 Minutes	<i>Business Development & Marketing Officer BDD</i>
	8. Conducts validation after completion of the requirements by other departments using JHMC-BDD- Form 4.	None	4 Hours	<i>Business Development & Marketing Officer BDD</i>
	9. Oversees the implementation of the event.	None	4 Hours	<i>Business Development & Marketing Officer BDD</i>
	10. Prepares and submits the PAR with duly accomplished Post-Event Clearance Form (PECF) to the BDM.	None	1 Day	<i>Business Development & Marketing Officer BDD</i>
	11. Reviews and approves the PAR and PECF.	None	30 Minutes	<i>Business Development Manager BDD</i>
	12. Facilitate completion of the PECF with the EAMD- EMD; and endorses the duly accomplished form to the BDMA.	None	30 Minutes	<i>Business Development & Marketing Officer BDD</i>

Client Steps	BDD Actions	Fees to be paid	Processing Time	Person Responsible
	13. Processes the refund for the cleanliness bond, <i>if the client did not violate any conditions of the cleanliness bond.</i>	None	1 Day	<i>Business Development & Marketing Assistant BDD</i>
	14. Informs the client of the availability of the cleanliness bond or there is violation of the conditions of the cleanliness bond that warrants forfeiture.	None	10 Minutes	<i>Business Development & Marketing Assistant BDD</i>
4. Client claims the cleanliness bond from the Cashier at Cottage 625.	15. Issues the cleanliness bond to the client.	None	10 Minutes	<i>Cashier FSD</i>
TOTAL:		Total fees = (# of hrs requested x rate/hr per type of facility)	5 Days, 1 Hour and 36 Minutes	

* The rates are based on the JHMC-BOD approval of Fees and Charges in 2018.

3. HANDLING AND IMPLEMENTATION OF PROCESS FOR VENUE BOOKING AT THE HISTORICAL CORE

This service is availed for booking the facilities at the Historical Core as paid venue for various activities (wedding, reception, reunion, meeting, conference, etc.).

Department/Division/Unit	: BDD
Classification	: Complex
Type of Transaction	: G2C – Government to Citizen; G2B - Government to Business Entity; G2G – Government to Government
Who may avail	: All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Client Information Sheet (JHMC BDD Form- 001), two (2) copies	JHMC - BDD Office
Request for Venue Booking (JHMC BDD Form- 001), two (2) copies	JHMC - BDD Office
Principal Gov't-issued ID Card SEC Registration, for corporations CDA Registration, for cooperatives Note: present original with one (1) photocopy	BIR, Post Office, DFA, PSA, SSS/GSIS, Pag-IBIG/HDMF, PhilHealth, SEC, CDA
Representative Special Power of Attorney (SPA) Gov't-issued ID card of the person being represented (1 original and 3 photocopies with three (3) original signatures below) Gov't-issued ID card of the representative Note: present original with one (1) photocopy	Person being represented BIR, Post Office, DFA, PSA, SSS/GSIS, Pag-IBIG/HDMF, PhilHealth BIR, Post Office, DFA, PSA, SSS/GSIS, Pag-IBIG/HDMF, PhilHealth
Post- Event Clearance Form (JHMC BDD Form- 006), two (2) copies	JHMC- BDD Office

Client Steps	BDD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
1. Submits request to use any of the facilities at the Historical Core for activities.	1. Receives the request to use any of the facilities at the Historical Core for activities from client.	None	5 Minutes	<i>Business Development & Marketing Assistant</i> BDD
	2. Fills in or completes the Client Information Sheet (CIS) through the following modes: <ul style="list-style-type: none"> ● face-to-face meetings, ● electronic mail, ● phone call, text messaging or; ● social media accounts. 			
2. Submits the required documents to the BDD for initial assessment and verification.	3. Drafts the pro-forma venue contract.	None	1 Day	<i>Business Development & Marketing Assistant</i> BDD
	4. Submits the contract for review.	None	10 Minutes	<i>Business Development & Marketing Assistant</i> BDD
	4.1. Reviews and endorses the contract for approval by the OPCEO or any of the authorized signatories	None	4 Hours	<i>Business Development & Marketing Assistant</i> BDD
	5. Approves the contract.	None	4 Hours	<i>President and Chief Executive Officer</i> OPCEO

Client Steps	BDD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
	6. Informs the client of the approval of the contract.	None	4 Hours	<i>Business Development & Marketing Assistant BDD</i>

Client Steps	BDD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
	6.1 Assesses the fees and prepares the authority to accept payment (ATAP) and advices client for the payment.	Bell House-PhP 4,050.00 per hour Bell Amphitheater- PhP 4,560.00 Conference Room: Room: PhP 3,950.00/ hour Cleanlines Bond: PhP 3,000.00 Facility: Tables: PhP 75.00/ pc Chair: PhP 18.00/ pcs Chair with Cover: PhP 25.00/ pc Tent: PhP 1,500.00/ pc Sound System: PhP 7,500.00 exclusive of operator Projector: PhP 250.00/ hour	1 Hour	<i>Business Development & Marketing Assistant BDD</i>

Client Steps	BDD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
<p>3. Pays the required venue rental amount.</p> <p>*Make sure to secure OR for the payment made.</p>	<p>7. Accepts the payment and issues OR.</p>	<p>Bell House- PhP 4,050.00 per hour</p> <p>Bell Amphitheater- PhP 4,560.00</p> <p>Conference Room: Room: PhP 3,950.00/ hour</p> <p>Cleanlines Bond: PhP 3,000.00</p> <p>Facility:</p> <p>Tables: PhP 75.00/ pc</p> <p>Chair: PhP 18.00/ pcs</p> <p>Chair with Cover: PhP 25.00/ pc</p> <p>Tent: PhP 1,500.00/ pc</p> <p>Sound System: PhP 7,500.00 exclusive of operator</p> <p>Projector: PhP 250.00/ hour</p>	<p>10 Minutes</p>	<p><i>Ticketing Clerk</i> FSD</p> <p>OR</p> <p><i>Cashier</i> FSD</p> <p>*Ticketing Clerk if paid at the Ticketing Booth at the Historical Core</p> <p>*Cashier if paid at the JHMC Office Complex</p>

Client Steps	BDD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
	8. Endorses the contract for implementation.	None	10 Minutes	<i>Business Development Manager BDD</i>
	9. Monitors the event implementation.	None	2 Days, 1 Hour, 30 Minutes	<i>Business Development & Marketing Officer BDD</i>
	10. Accomplishes the JHMC-BDD- Form 006: Post Event Clearance Form, monitors the implementation of the activity, and facilitates the completion of the form upon termination of the event.	None	1 Day	<i>Business Development & Marketing Officer BDD</i>
	11. Endorses the duly accomplished form to the BDMA.	None	10 Minutes	<i>Business Development & Marketing Officer BDD</i>
	12. Processes the refund for the cleanliness bond, <i>if the client did not violate any conditions of the cleanliness bond.</i>	None	1 Day	<i>Business Development & Marketing Assistant BDD</i>
	12.1 Informs the client of the availability of the cleanliness bond or there is violation of the conditions of the cleanliness bond that warrants forfeiture.	None	10 Minutes	<i>Business Development & Marketing Assistant BDD</i>
4. Client claims the cleanliness	13. Refunds the cleanliness bond.	None	20 Minutes	<i>Cashier FSD</i>

Client Steps	BDD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
bond from the Cashier at JHMC Office Complex – Finance and Services Department (FSD).				
TOTAL:		Total fees = (# of hrs requested x rate/hr per type of facility)	7 Days	

**The rates are based on the JHMC-BOD approval of Fees and Charges in 2018.*

**ENVIRONMENT AND ASSET MANAGEMENT
DEPARTMENT – ENVIRONMENT MANAGEMENT
DIVISION
EXTERNAL SERVICES**

1. ENDORSEMENT TO DENR-CAR OF APPLICATIONS FOR TREE CUTTING/ PRUNING/ EARTHBALLING PERMIT AFFECTED BY NEW DEVELOPMENTS WITHIN THE JOHN HAY SPECIAL ECONOMIC ZONE (JHSEZ)

The service is availed by business entities desiring to develop areas within the JHSEZ

Department/Division/Unit	: Environment and Management Division - Environment Management Division (EAMD - EMD)
Classification	: Highly Technical
Type of Transaction	: G2B – Government to Businesses Entity
Who may avail	: Applicants for tree cutting/pruning/earthballing permits within the JHSEZ

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter Request (1 original copy)	Provided by Client
Site Development Plan showing the position of trees affected by the development. (1 original copy)	Provided by Client
Contract of Lease (1 certified photocopy)	Provided by Client

Client Steps	ASD - ICTD & EAMD - EMD Actions	Fees to be paid	Processing Time	Person Responsible
1. Submits letter request with the required supporting documents	1. Accepts the document.	None	3 Minutes	<i>Records Management Specialist</i> ASD - ICTD
	2. Records, digitize and routes the document to EAMD-EMD.	None	4 Hours	<i>Records Management Specialist</i> ASD - ICTD
	3. Checks completeness of submitted documents and acknowledges receipt of the request.	None	15 Minutes	<i>Environment Officer</i> EAMD - EMD
	3.1 If complete, proceed to Step 2.			

Client Steps	ASD - ICTD & EAMD - EMD Actions	Fees to be paid	Processing Time	Person Responsible
	3.2 If incomplete, notifies the client thru SMS/Telephone to submit the lacking document			
2. Attends inspection	4. Conducts inspection with client	None	2 Days	<i>Environment Officer</i> EAMD - EMD
	4.1 Prepares and submits a report	None	1 Day	<i>Environment Officer</i> EAMD - EMD
	4.2 Reviews and finalizes the report	None	2 Hours	<i>Environment Officer</i> EAMD - EMD
	5. Reviews, evaluates and approves the report	None	1 Hour	<i>Environment Manager</i> EAMD - EMD
	6. Prepares request for inspection to Inspectorate Team composed of the following representatives: JHMC representative, City Mayor's Office, DENR-CAR, DENR-PENRO, CENRO-Baguio, DENR-WWRRDEC, CEPMO, Barangay representative and IP representative	None	15 Minutes	<i>Environment Officer</i> EAMD - EMD
	7. Approves letter to the Inspectorate Team	None	5 Minutes	<i>Environment Manager</i> EAMD - EMD
3. Acknowledges receipt of the letter.	8. Issue letter to Inspectorate Team. The client will be	None	1 Day	<i>Environment Officer</i> EAMD - EMD

Client Steps	ASD - ICTD & EAMD - EMD Actions	Fees to be paid	Processing Time	Person Responsible
	issued a copy of the letter.			
4. Attends inspection	9. Conducts inspection with Inspectorate Team	None	2 Days	<i>Environment Manager</i> EAMD - EMD
	9.1 Reviews report from Inspectorate Team and recommend endorsement of application.	None	1 Hour	<i>Environment and Asset Management Manager</i> EAMD
	<i>*Reviews and endorses the application for cutting/earthballing/pruning to DENR-CAR.</i>	None	4 Hours	<i>Vice President and Chief Executive Officer</i> OVPCOO
5. Acknowledges copy of endorsement.	10. Issues copy of endorsement to the client.	None	7 Minutes	<i>Executive Assistant to the Vice President and Chief Executive Officer</i> OVPCOO
*End of Stage 1				
1. Client secures permit from the CENRO-Baguio and issues one photocopy to JHMC	11. Acknowledges receipt of permit and prepares Notice to Proceed (NTP)	None	5 Minutes	<i>Environment Officer</i> EAMD - EMD
2. Acknowledges receipt of Notice to Proceed (NTP)	12. Reviews, approves and issues Notice to Proceed to Client and Inspectorate Team	None	1 Day	<i>Environment Manager</i> EAMD - EMD

Client Steps	ASD - ICTD & EAMD - EMD Actions	Fees to be paid	Processing Time	Person Responsible
*End of Stage 2	TOTAL:	None	8 Days, 4 Hours and 50 Minutes	

2. ENDORSEMENT FOR EMERGENCY TREE CUTTING/ PRUNING/ RETRIEVAL PERMIT WITHIN CAMP JOHN HAY

The service is availed by locators and residents who desire to secure a permit to cut/prune/retrieve trees posing imminent danger to lives and/or properties.

Department/Division/Unit	:	EAMD – EMD
Classification	:	Highly Technical – Public Safety
Type of Transaction	:	G2C – Government to Citizen; G2G – Government to Government
Who may avail	:	Locators, Residents, and Government Agencies located within Camp John Hay

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter Request with a contact number of Requestor (1 original copy)	Client
Certification from the Punong Barangay endorsing the emergency cutting/pruning/retrieval operation (For JHRA only) (1 original copy)	Concerned Barangay

Client Steps	EAMD - EMD and ASD - ICTD Actions	Fees to be paid	Processing Time	Person Responsible
1. Applicant submits letter request and certification	1. Accepts the document.	None	3 Minutes	<i>Records Management Specialist</i> ASD - ICTD
	2. Records, digitize and routes the document to EAMD-EMD.	None	4 Hours	<i>Records Management Specialist</i> ASD - ICTD
	3. Checks completeness of submitted documents and acknowledges receipt of the request.	None	5 Minutes	<i>Environment Officer</i> EAMD - EMD

Client Steps	EAMD - EMD and ASD - ICTD Actions	Fees to be paid	Processing Time	Person Responsible
	3.1 If complete, proceed to Step 2.			
	3.2 If incomplete, notifies the client thru SMS/ Telephone to submit the lacking document			
2. Joins on-site validation	4. Conducts on-site validation of trees applied for cutting/ pruning/ retrieval.	None	2 Hours	<i>Environment Officer</i> EAMD - EMD
	4.1 Prepares and submits report.	None	3 Hours	<i>Environment Officer</i> EAMD – EMD
	4.2 Prepares endorsement letter to CENRO-Baguio	None	15 Minutes	<i>Environment Officer</i> EAMD - EMD
	5. Approve the endorsement letter and schedule to conduct emergency tree cutting/ pruning/ retrieval to CENRO.	None	5 Minutes	<i>Environment Manager</i> EAMD - EMD
3. Acknowledges receipt of the copy of the endorsement letter	6. Endorsement letter forwarded to CENRO. Courtesy copy issued to the Client.	None	15 Minutes	<i>Environment Officer</i> EAMD - EMD
TOTAL:		None	1 Day, 1 Hour and 43 Minutes	

3. ENDORSEMENT FOR SANITATION TREE CUTTING/PRUNING WITHIN CAMP JOHN HAY

The service is availed by locators and residents who desire to secure a permit to cut/prune dead and/or infested trees posing danger to lives and/or properties, and forest quality.

Department/Division/Unit	:	EAMD – EMD
Classification	:	Highly Technical – Public Safety
Type of Transaction	:	G2C – Government to Citizen; G2G – Government to Government
Who may avail	:	Locators, Residents, and Government Agencies located within Camp John Hay

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter Request with a contact number of Requestor (1 original copy)	Provided by Client
Certification from the Punong Barangay endorsing the cutting and/or pruning operation (For JHRA only) (1 original copy)	Concerned Barangay

Client Steps	EAMD - EMD and ASD - ICTD Actions	Fees to be paid	Processing Time	Person Responsible
1. Applicant submits letter request and certification	1. Accepts the document.	None	3 Minutes	<i>Records Management Specialist</i> ASD - ICTD
	2. Records, digitize and routes the document to EAMD-EMD.	None	4 Hours	<i>Records Management Specialist</i> ASD - ICTD
	3. Checks completeness of submitted documents and acknowledges receipt of the request.	None	5 Minutes	<i>Environment Officer</i> EAMD - EMD

Client Steps	EAMD - EMD and ASD - ICTD Actions	Fees to be paid	Processing Time	Person Responsible
	3.1 If complete, proceed to Step 2. 3.2 If incomplete, notifies the client thru SMS/Telephone to submit the lacking document			
2. Join on-site validation	4. Conducts on-site validation of trees applied for sanitation cutting/pruning.	None	2 Hours	<i>Environment Officer</i> EAMD - EMD
	4.1 Prepares and submits report.	None	2 Hours	<i>Environment Officer</i> EAMD - EMD
	4.2 Prepares endorsement letter to CENRO-Baguio and/or the Inspectorate Team in the case of applicants from the JHSEZ	None	15 Minutes	<i>Environment Officer</i> EAMD – EMD
	5. Approves the endorsement letter and schedule to conduct sanitation tree cutting and/or pruning to CENRO Baguio and/or the Inspectorate Team as applicable.	None	5 Minutes	<i>Environment Manager</i> EAMD - EMD
3. Acknowledges receipt of the copy of the endorsement letter	6. Endorsement letter forwarded to CENRO Baguio and/or the Inspectorate Team. Courtesy	None	15 Minutes	<i>Environment Officer</i> EAMD - EMD

Client Steps	EAMD - EMD and ASD - ICTD Actions	Fees to be paid	Processing Time	Person Responsible
	copy issued to the client			
TOTAL:		None	1 Day, 1 Hour and 43 Minutes	

4. PERMIT TO BRING OUT FOREST PRODUCTS SERVICES RENDERED TO ALL WHO DESIRE TO BENEFIT FROM AVAILABLE FIREWOOD FOR FAMILY AND OTHER SOCIAL/ CULTURAL OCCASIONS

This service is availed by for the request of firewood being disposed to be used for cooking food, bonfires and other similar activities during family and other socio-cultural occasions as part of JHMC’s Corporate Social Responsibility.

Department/Division/Unit	: EAMD – EMD
Classification	: Simple
Type of Transaction	: G2C – Government to Citizen; G2B - Government to Business; G2G - Government to Government
Who may avail	: All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter Request	Client
Duly accomplished Form: Request for Firewood and Other Forest Products.	JHMC website and JHMC Office Complex – EAMD-EMD Office

Client Steps	EAMD - EMD, ASD - ICTD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
1. The applicant submits letter request with contact number to the JHMC-Records Unit Indicating the volume and intended use of the firewood.	1. Accepts the document.	None	3 Minutes	<i>Records Management Specialist</i> ASD - ICTD
	2. Records, digitize and routes the document to EAMD-EMD.	None	4 Hours	<i>Records Management Specialist</i> ASD - ICTD
	3. Checks completeness of submitted documents and acknowledges receipt of the request.	None	5 Minutes	<i>Environment Officer</i> EAMD - EMD
	3.1 If complete, proceed to Step 3.3.	None	5 Minutes	<i>Environment Officer</i> EAMD - EMD

Client Steps	EAMD - EMD, ASD - ICTD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
	3.2 If incomplete, notifies the client thru SMS/Telephone to submit the lacking document			
	3.3 Checks availability of firewood on stock	None	30 Minutes	<i>Environment Officer</i> EAMD - EMD
	3.4 Accomplishes the PBO-Forest Products Form. Prepares and issue ATAP	None	1 Hour	<i>Environment Officer</i> EAMD - EMD
2. Submits ATAP and supporting document (if any) to the Cashier	4. Accepts and inspects ATAP and: 4.1 If transaction is under SEZRIS, Cashier logs on to the website to verify amount and item to be paid by client;	a) PhP 500.00/ cubic meter * No PBO fee for firewood to be used during wake /burial	5 Minutes	<i>Cashier</i> FSD
3. Pays the assessed fees / billed amount / amount due in full <i>*Make sure to secure the OR for the payment made.</i>	4.2 Confirms amount of payment; 4.3 OR is prepared manually 4.4 Original Copy is issued to the client 4.5 Duplicate copy is to be submitted to COA 4.6 ATAP is attached to the	None	5 Minutes	<i>Cashier</i> FSD

Client Steps	EAMD - EMD, ASD - ICTD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
	Triplicate Copy (Cashier's Copy) <i>*Since transaction is under SEZRIS, payment details are encoded in the SEZRIS portal;</i>			
4. Acknowledges receipt of the approved PBO-Forest products	5. Approves and issues PBO-Forest Products	None	5 Minutes	<i>Environment Manager</i> EAMD - EMD
TOTAL:		Total Fees = (PhP 500.00 x # of cubic meter/s) * No PBO fee for firewood to be used during wake /burial	5 Hours and 58 Minutes	

5. FIREWORKS DISPLAY PERMIT WITHIN THE JOHN HAY SPECIAL ECONOMIC ZONE (JHSEZ)

This service is availed by locators who desire to stage a fireworks display within selected areas within the JHSEZ.

Department/Division/Unit	:	EAMD - EMD
Classification	:	Simple
Type of Transaction	:	G2B – Government to Business Entity
Who may avail	:	Locators within the JHSEZ

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Fireworks safety Clearance (1 certified true copy)	BFP
Fireworks display permit (1 certified true copy)	LGU-Baguio City
Duly accomplished Application Form for Fireworks Display within JHSEZ	JHMC website

Client Steps	EAMD - EMD, ASD - ICTD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
1. Submits letter request with the required supporting documents and contact number to the JHMC Records Unit	1. Accepts the document.	None	3 Minutes	<i>Records Management Specialist</i> ASD - ICTD
	2. Records, digitize and routes the document to EAMD-EMD.	None	4 Hours	<i>Records Management Specialist</i> ASD - ICTD
	3. Checks completeness of submitted documents and acknowledges receipt of the request.	None	5 Minutes	<i>Environment Officer</i> EAMD - EMD

Client Steps	EAMD - EMD, ASD - ICTD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
	3.1 If complete, proceed to Step 3.3			
	3.2 If incomplete, notifies the client thru SMS/Telephone to submit the lacking document			
	3.3 Prepares the Fireworks Display Permit and Authority to Accept Payment (ATAP) 3.4 Issues ATAP	None	30 Minutes	<i>Environment Officer</i> EAMD – EMD
		None	5 Minutes	<i>Environment Officer</i> EAMD - EMD
2. Submits ATAP and supporting document (if any) to the Cashier	4. Accepts and inspects ATAP;	a) Fee: Php2,000.00, or ten percent of the total cost of the fireworks and other pyrotechnic devices used for the fireworks display, whichever is higher, b) safety bond deposit amounting to 50% of the manifested total cost of the fireworks /pyrotechnic materials	5 Minutes	<i>Cashier</i> FSD
3. Pays the assessed fees	4.1 Confirms	None	5 Minutes	<i>Cashier</i> FSD

Client Steps	EAMD - EMD, ASD - ICTD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
/ billed amount / amount due in full <i>*Make sure to secure the OR for the payment made.</i>	amount of payment; 4.2 OR is prepared manually 4.3 Original Copy is issued to the client 4.4 Duplicate copy is to be submitted to COA 4.5 ATAP is attached to the Triplicate Copy (Cashier's Copy)			
4. Receives the Fireworks Display Permit	5. Approves and issue Fireworks Display Permit	None	5 Minutes	<i>Environment Manager</i> EAMD - EMD
TOTAL:		Total Fee = (PhP2,000.00 or 10% x total cost of the fireworks and other pyrotechnic devices used for the fireworks display, whichever is higher) + (50% x manifested total cost of the fireworks /pyrotechnic materials)	5 Hours and 8 Minutes	

6. ISSUANCE OF CERTIFICATE OF ENVIRONMENT COMPLIANCE FOR FOOD - RELATED ESTABLISHMENT (NEW APPLICATION)

This service is availed by Food – related locators (e.g. restaurants, *fast food*, *food tents/kiosks*, canteen concessionaires, convenience stores with food items, among others).

The Certificate of Environmental Compliance (CEC) certifies that a locator or enterprise complies with the applicable environmental standards, laws, policies, and guidelines and has passed the environment and sanitation audit conducted by JHMC.

The CEC is a requisite for the issuance of the Permit to Operate within the John Hay Special Economic Zone.

During the period of CEC validity, adverse violations to existing environmental standards shall be sufficient ground for the revocation or cancellation of the PTO.

Department/Division/Unit	:	EAMD - EMD
Classification	:	Highly Technical
Type of Transaction	:	G2B – Government to Businesses
Who may avail	:	Locators of the John Hay Special Economic Zone

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Upload electronic files in pdf or jpeg format in the least readable resolution possible for easy uploading of the following:	
Valid Health Certificate of ALL food Handlers	Baguio City Health Department
Permit To Operate - Air Pollution Source Equipment, <i>or installation</i> , if applicable (standby generator set, boiler, fuel tank)	Environmental Management Bureau - CAR, Baguio City
Wastewater Discharge Permit, if applicable (for wastewater facilities like Sewage Treatment Plant , Septic tanks, etc.), if applicable	Environmental Management Bureau - CAR, Baguio City
OR/CR of official vehicles being used in operations, if applicable	Land Transportation Office
Hazardous Waste Generator's ID, and / or Chemical Control Order Registration, if applicable	Environmental Management Bureau - CAR

Client Steps	EAMD - EMD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
1. Log on to sezris.jhmc.com.ph using the SEZAD - designated user name and password for the locator.	1. Review the application for completeness in form, substance and documents attached.	None	1 Day	<i>Environment Officer</i> EAMD - EMD
1.a Go to Certificate of Environmental Compliance Section	1.1 Assesses fees and charges; after which an email notification is sent to the locator reflecting Order of Payment	None	1 Day	<i>Environment Officer</i> EAMD - EMD
1.b Complete all necessary locator information in the fields provided and upload the above listed requirements and click SUBMIT.				
2. Download and print the Order of Payment (the applicant receives an email prompt that is system generated)	1.2 Issues the ATAP to the Client.	None	20 Minutes	<i>Environment Officer</i> EAMD - EMD
2.a The locator gets an Authority To Accept Payment (ATAP) from EAMD-EMD				
3. Submits the ATAP and pays the CEC fees to the Cashier. <i>*Make sure to secure the OR for the payment made.</i>	2. Accepts the ATAP and payment then enters the payment details in the sezris.jhmc.com. <i>Note: 1 working day from payment, the</i>	CEC Application and Registration = P2,000.00 Inspection Fee = P 500.00	1 hour	<i>Cashier</i> FSD

Client Steps	EAMD - EMD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
	<i>environment and sanitation inspection and audit will be conducted)</i>			
	3. Conducts an environment and sanitation inspection and audit within 7 days from acceptance and input of payment in the SEZRIS.	None	1 Day	<i>Environment Officer</i> EAMD - EMD
	3.1 Accomplishes the Environment and Sanitation Audit Report <i>Note: The Environment and Sanitation Audit must establish that the locator is compliant with applicable environment and sanitation standards.</i>	None	2 Days	<i>Environment Officer</i> EAMD - EMD
	3.2 Recommends the CEC Approval to the EMD Manager	None	1 Day	<i>Environment Officer</i> EAMD - EMD
	3.5 Reviews the Environment and Sanitation Report and Approves the CEC.	None	2 Days, 10 Minutes	<i>Environment Manager,</i> EAMD - EMD

Client Steps	EAMD - EMD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
	<p><i>Note: The EMD Manager approval is the basis for the date of the CEC issuance and approval.</i></p> <p><i>The approval of the Environment Manager prompts sezris.jhmc.com.ph to send an email alert to the locator and sezris notification.</i></p>			
4. Checks email and downloads the CEC from the sezris.jhmc.com.ph.	None	None	None	None
TOTAL:		PhP 2,500.00	14 Days, 1 hour and 30 Minutes	

7. ISSUANCE OF CERTIFICATE OF ENVIRONMENT COMPLIANCE FOR FOOD - RELATED ESTABLISHMENT (RENEWAL APPLICATION)

This service is availed by Food – related locators (e.g. restaurants, kiosks, canteen concessionaires, convenience stores with food items, among others).

The Certificate of Environmental Compliance (CEC) certifies that a locator or enterprise complies with the applicable environmental standards, laws, policies, and guidelines and has passed the environment and sanitation audit conducted by JHMC.

The CEC is a requisite for the issuance of the Permit to Operate within the John Hay Special Economic Zone. The CEC is valid for a period of one (1) year and an existing enterprise shall renew this annually via the online permitting platform of JHMC, sezris.jhmc.com.ph, 1-15 days prior to expiration. Penalty for late renewal shall be applied. During the period of CEC validity, adverse violations to existing environmental standards shall be sufficient ground for the revocation or cancellation of the PTO.

Department/Division/Unit	:	EAMD - EMD
Classification	:	Highly Technical
Type of Transaction	:	G2B – Government to Businesses
Who may avail	:	Locators of the John Hay Special Economic Zone

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Upload electronic files in pdf or jpeg format in the least readable resolution possible for easy uploading of the following:	
Valid Health Certificate of ALL food handlers	Baguio City Health Department
Previous / latest Certificate of Environmental Compliance (CEC)	JHMC – Environment and Asset Management Department
Permit To Operate - Air Pollution Source Equipment or Installation, if applicable (standby generator set, boiler, fuel tank)	Environmental Management Bureau - CAR, Baguio City
Wastewater Discharge Permit, if applicable (for wastewater facilities like Sewage Treatment Plant , Septic tanks, etc.), if applicable	Environmental Management Bureau - CAR, Baguio City
OR/CR of official vehicles being used in operations, if applicable	Land Transportation Office

Hazardous Waste Generator's ID and / or Chemical Control Order Registration, if applicable	Environmental Management Bureau - CAR
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Client Steps	EAMD - EMD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
1. Log on to sezris.jhmc.com.ph using the SEZAD - designated user name and password for the locator.	1. Review the application for completeness in form, substance and documents attached.	None	1 Day	<i>Environment Officer</i> EAMD - EMD
1.a Go to "Certificate of Environmental Compliance" section	1.1 Assess fees and charges; after which an email notification is sent to the locator reflecting Order of Payment	None	1 Day	<i>Environment Officer</i> EAMD - EMD
1.b Complete all necessary locator information in the fields provided and upload the above listed requirements and click SUBMIT.				
2. Download and print the Order of Payment (the applicant receives an email prompt that is system generated)	1.2 Issues the Authority To Accept Payment (ATAP)	None	20 Minutes	<i>Environment Officer</i> EAMD - EMD
2.a The locator gets the ATAP from EAMD-EMD				
3. Pays the fees to the JHMC Cashier. <i>*Make sure to secure the OR for the payment made.</i>	2. Accepts the ATAP and payment and enters the payment details in the sezris.jhmc.com.ph <i>Note: 1 working Day from</i>	CEC Renewal Fee = P500.00 Inspection Fee = P500.00	1 Hour	<i>Cashier</i> FSD

Client Steps	EAMD - EMD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
	<p><i>payment, the environment and sanitation inspection and audit will be conducted.</i></p> <p>3. Conducts an environment and sanitation inspection and audit within 7 working days from acceptance and input of payment in the SEZRIS.</p> <p>3.1 Accomplishes the Environment and Sanitation Audit Report</p> <p><i>Note: The Environment and Sanitation Audit must establish that the locator is consistently compliant with applicable standards. Validation by the EO of any (+/-) variations in their operations that may affect their environmental performance will be analyzed and noted.</i></p>			
		None	1 Day	<i>Environment Officer</i> EAMD - EMD
		None	2 Days	<i>Environment Officer</i> EAMD - EMD

Client Steps	EAMD - EMD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
	3.2 Recommends the CEC for Approval to the Environment Manager	None	1 Day	<i>Environment Officer</i> EAMD - EMD
	4. Reviews the Environment and Sanitation Report and Approves the CEC. <i>Note: The Environment Manager's approval is the basis for the date of the CEC issuance and approval.</i> <i>Approval of the Environment Manager prompts sezris.jhmc.com.ph to send an email alert to the locator and SEZRIS notification.</i>	None	1 Days, 10 minutes	<i>Environment Manager</i> EAMD - EMD
4. Checks email and downloads the CEC from the sezris.jhmc.com.ph	None	None	None	None
TOTAL:		P1,000.00	14 Days, 1 hour and 30 Minutes	

8. ISSUANCE OF CERTIFICATE OF ENVIRONMENT COMPLIANCE FOR NON FOOD- RELATED ESTABLISHMENT, NEW APPLICATION

This service is availed by a non-food locator. Non-food locators are those whose operations do not involve food handling and related services.

The Certificate of Environmental Compliance (CEC) certifies that a locator or enterprise complies with the applicable environmental standards, laws, policies, and guidelines and has passed the environment and sanitation audit conducted by JHMC.

The CEC is a requisite for the issuance of the Permit to Operate within the John Hay Special Economic Zone.

During the period of CEC validity, adverse violations to existing environmental standards shall be sufficient ground for the revocation or cancellation of the PTO.

Department/Division/Unit	:	EAMD - EMD
Classification	:	Highly Technical
Type of Transaction	:	G2B - Government to Business
Who may avail	:	Locators of the John Hay Special Economic Zone

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Upload electronic files in pdf or jpeg format in the least readable resolution possible for easy uploading of the following:	
Permit To Operate - Air Pollution Source Equipment or Installation, if applicable (standby generator set, boiler, fuel tank)	Environmental Management Bureau - CAR, Baguio City
Discharge Permit, if applicable (for wastewater facilities like Sewage Treatment Plant , Septic tanks, etc.), if applicable	Environmental Management Bureau - CAR, Baguio City
OR/CR of official vehicles being used in operations, if applicable	Land Transportation Office
Hazardous Waste Generator's ID and / or Chemical Control Order Registration, if applicable	Environmental Management Bureau - CAR, Baguio City
FPA License / Equivalent Accreditation of PFPMOA / Chemical Safety Handling Training Certificate, for pest control – related operations	Phil Federation of Pest Management Operators' Association Inc. OR Accredited Training Center

Environmental Sanitation Clearance (ESC) for Septage Management Services	Department of Health
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Client Steps	EAMD - EMD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
1. Logs on to sezris.jhmc.com.ph using the SEZAD - designated user name and password for the locator.	1. Reviews the application for completeness in form, substance and documents attached.	None	1 Day	<i>Environment Officer</i> EAMD - EMD
1.a Goes to the “Certificate of Environmental Compliance” section / button	1.1 Assesses fees and charges; after which an email notification is sent to the locator reflecting Order of Payment	None	1 Day	<i>Environment Officer</i> EAMD - EMD
1.b Completes all necessary locator information in the fields provided and upload the above listed requirements and clicks SUBMIT.				
2. Downloads and prints the Order of Payment (the applicant receives an email prompt that is system generated)	1.2 Issues Authority To Accept Payment (ATAP)	None	20 Minutes	<i>Environment Officer</i> EAMD - EMD
2.a The locator gets the from EAMD-EMD.				
3. Pays the fees to the Cashier <i>*Make sure to secure the OR for the payment made.</i>	2. Accepts the ATAP and payment then enters the payment details in the sezris.jhmc.com.ph <i>Note:</i>	CEC Application and Registration = P2,000.00 Inspection Fee = P 500.00	1 Hour	<i>Cashier</i> FSD

Client Steps	EAMD - EMD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
	<p><i>1 working day from payment, the environment and sanitation inspection and audit will be conducted.</i></p> <p>3. Conducts an environment and sanitation inspection and audit within 7 working days from acceptance and input of payment in the SEZRIS.</p> <p>3.1 Accomplishes the Environment and Sanitation Report</p> <p><i>Note: The Environment and Sanitation Audit must establish that the locator is compliant with applicable standards, hence reflecting their environmental performance.</i></p> <p>3.2 Recommends the CEC for Approval to the Environment Manager</p>			
		None	1 Day	<i>Environment Officer</i> EAMD - EMD
		None	2 Days	<i>Environment Officer</i> EAMD - EMD
		None	1 Day	<i>Environment Officer</i> EAMD - EMD
	4.Reviews the Environment and Sanitation Report and Approves the CEC.	None	2 Days, 10 Minutes	<i>Environment Manager</i> EAMD - EMD

Client Steps	EAMD - EMD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
	<p><i>Note: The Environment Manager's approval is the basis for the date of the CEC issuance and approval. Approval of the Environment Manager prompts sezris.jhmc.com.ph to send an email alert to the locator and SEZRIS notification.</i></p>			
4. Checks email and downloads the CEC from the sezris.jhmc.com.ph.	None	None	None	None
TOTAL:		PhP 2,500.00	14 Days, 1 Hour and 30 Minutes	

9. ISSUANCE OF CERTIFICATE OF ENVIRONMENT COMPLIANCE FOR NON FOOD- RELATED ESTABLISHMENT, RENEWAL APPLICATION

This service is availed by a non-food locator. A non-food locator are those whose operations do not involve food services and handling.

The Certificate of Environmental Compliance (CEC) certifies that a locator or enterprise complies with the applicable environmental standards, laws, policies, and guidelines and has passed the environment and sanitation audit conducted by JHMC.

The CEC is a requisite for the issuance of the Permit to Operate within the John Hay Special Economic Zone. The CEC is valid for a period of one (1) year and an existing enterprise shall renew this annually via the online permitting platform of JHMC, sezris.jhmc.com.ph, 1-15 days prior to expiration. Penalty for late renewal shall be applied.

During the period of CEC validity, adverse violations to existing environmental standards shall be sufficient ground for the revocation or cancellation of the PTO.

Department/Division/Unit	: EAMD - EMD
Classification	: Highly Technical
Type of Transaction	: G2B – Government to Business
Who may avail	: Locators of the John Hay Special Economic Zone

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Upload electronic files in pdf or jpeg format in the least readable resolution possible for easy uploading of the following:	
Previous / latest Certificate of Environmental Compliance	JHMC - EMD
Permit To Operate - Air Pollution Source Equipment or Installation, if applicable (standby generator set, boiler, fuel tank)	Environmental Management Bureau - CAR, Baguio City
Discharge Permit, if applicable (for wastewater facilities like Sewage Treatment Plant , Septic tanks, etc.), if applicable	Environmental Management Bureau - CAR, Baguio City
OR/CR of official vehicles being used in operations, if applicable	Land Transportation Office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Hazardous Waste Generator's ID and / or Chemical Control Order Registration, if applicable	Environmental Management Bureau - CAR
FPA License / Equivalent Accreditation of PFPMOA / Chemical Safety Handling Training Certificate, for pest control – related operations	Phil Federation of Pest Management Operators' Association Inc. OR Accredited Training Center
Environmental Sanitation Clearance (ESC) for Septage Management Services	Department of Health

Client Steps	EAMD - EMD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
1. Logs on to sezris.jhmc.com.ph using the SEZAD - designated user name and password for the locator.	1. Reviews the application for completeness in form, substance and documents attached.	None	1 Day	<i>Environment Officer</i> EAMD - EMD
1.a Goes to the "Certificate of Environmental Compliance" section / button	1.1 Assesses fees and charges; after which an email notification is sent to the locator reflecting Order of Payment	None	1 Day	<i>Environment Officer</i> EAMD - EMD
1.b Completes all necessary locator information in the fields provided and upload the above listed requirements and clicks SUBMIT.				
2. Downloads and prints the Order of Payment (the applicant receives an email prompt that is system generated)	1.2 Issues an Authority To Accept Payment (ATAP)	None	20 Minutes	<i>Environment Officer</i> EAMD - EMD
2.a The locator gets the ATAP from EAMD - EMD.				

Client Steps	EAMD - EMD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
3. Pays the fees to the Cashier <i>*Make sure to secure the OR for the payment made.</i>	2. Enters the payment details in the sezris.jhmc.com.ph <i>Note: 1 working day from payment, the environment and sanitation inspection and audit will be conducted.</i>	CEC Renewal = P500.00 Inspection Fee = P 500.00	1 Hour	Cashier FSD
	3. Conducts an environment and sanitation inspection and audit within 7 working days from acceptance and input of payment in the SEZRIS.	None	1 Day	Environment Officer EAMD - EMD
	3.1 Accomplishes the Environment and Sanitation Audit Report <i>Note: The Environment and Sanitation Audit must establish that the locator is consistently compliant with applicable standards. Validation by the EO</i>	None	2 Days	Environment Officer EAMD - EMD

Client Steps	EAMD - EMD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
	<p><i>of any (+/-) variations in their operations that may affect their environmental performance will be analyzed and noted.</i></p>			
	<p>3.2 Recommends the CEC Approval to the Environment Manager</p>	None	1 Day	<i>Environment Officer</i> EAMD - EMD
	<p>4.Reviews the Environment and Sanitation Report and Approves the CEC.</p> <p><i>Note: The Environment Manager's approval is the basis for the date of the CEC issuance and approval.</i></p> <p><i>Approval of the Environment Manager prompts sezris.jhmc.com.ph to send an email alert to the locator and SEZRIS notification.</i></p>	None	2 Days, 10 Minutes	<i>Environment Manager</i> EAMD - EMD
4. Checks email and downloads the CEC	None	None	None	None

Client Steps	EAMD - EMD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
from the sezris.jhmc.com.ph.				
TOTAL:		PhP 1,000.00	14 Days, 1 Hour and 30 Minutes	

**ENVIRONMENT AND ASSET MANAGEMENT
DEPARTMENT – LAND AND ASSET
MANAGEMENT DIVISION
EXTERNAL SERVICE**

1. ISSUANCE OF CERTIFICATE OF COVERAGE (COC)

This service is availed for the issuance of Certificate of Coverage verifying the geographical location of land claims and/or buildings/ structures located within the John Hay Reservation Area (JHRA).

Department/Division/Unit	:	Environment and Asset Management Department - Land and Asset Management Division (EAMD – LAMD)
Classification	:	Complex
Type of Transaction	:	G2C - Government to Citizen; G2G – Government to Government
Who may avail	:	All clients, National Government Agencies and instrumentalities, GOCCs, SUCs and Local Government Units

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter from the applicant clearly stating the purpose of the request. (1 original)	Applicant
Attachment(s):	
1. Approved survey plan (1 photocopy) Or	DENR/NCIP/DAR
Sketch Plan of land claims (1 photocopy) Or	Applicants' private surveyor
Locational Plan (in the absence of the above-stated documents) (1 photocopy)	Applicant
2. For Informal Settlers within CJHR:	Concerned Barangay Unit
○ Barangay certification attesting residency of the applicant (1 original copy)	
○ Current Assessment of Real Property (Building) (1 certified true copy)	Assessor's Office who has jurisdiction where claim is located.
○ History of Real Property (Building) (1 certified true copy)	Assessor's Office who has jurisdiction where claim is located.
3. Other document(s).	May be required from applicant depending on the nature of the request.

Client Steps	EAMD - LAMD & ASD - ICTD Actions	Fees to be paid	Processing Time	Person Responsible
1. Submit the required documents to the JHMC-Records Management Section (RMS)	1. Accepts the document.	None	3 Minutes	<i>Records Management Specialist ASD - ICTD</i>
	2. Records, digitize and routes the document to EAMD-EMD.	None	4 Hours	<i>Records Management Specialist ASD - ICTD</i>
	3. Acknowledges receipt of documents from RMS and checks substantial amount of information through the submitted requirements.	None	1 Day	<i>Land and Asset Development Officer EAMD - LAMD</i>
	3.1 If substantial in information, verifies geographical location of request and prepares draft COC (Proceed to Step 7) Or 3.2 If not substantial and significant in information, prepares draft letter requesting additional documents and information. (Proceed to Step 8)	None	1 Day (with or without inspection) 4 Hours	<i>Land and Asset Development Officer EAMD - LAMD</i> <i>Land and Asset Development Officer EAMD - LAMD</i>

	4. Reviews and signs COC (Proceed to Step 5) 4.1 Reviews and signs letter (Proceed to Step 6)	None	4 Hours	<i>Land and Asset Development Manager</i> EAMD - LAMD
2. Acknowledges receipt of COC	5. Issues COC	None	1 Hour	<i>Land and Asset Development Officer</i> EAMD - LAMD
2.a Acknowledges receipt letter	6. Issues letter	None	2 Hours	<i>Land and Asset Development Officer</i> EAMD - LAMD
3. Submits requested document(s) to RMS	7. Acknowledges receipt of additional document(s) from RMS, revalidates additional information and prepares COC	None	2 Days (With or Without Inspection)	<i>Land and Asset Development Officer</i> EAMD - LAMD
3.a Acknowledges receipt of COC	8. Reviews and signs COC	None	4 Hours	<i>Land and Asset Development Manager</i> EAMD - LAMD
	9. Issues the COC	None	2 Hours	<i>Land and Asset Development Officer</i> EAMD - LAMD
TOTAL:		None	5 Days 4 Hours and 3 Minutes	

**ENVIRONMENT AND ASSET MANAGEMENT
DEPARTMENT – LAND AND ASSET
MANAGEMENT DIVISION
INTERNAL SERVICE**

1. ISSUANCE OF CERTIFICATE OF COVERAGE (COC)

This service is availed for the issuance of COC to Internal Request

Department/Division/Unit	: EAMD - LAMD
Classification	: Complex
Type of Transaction	: G2C – Government to Citizen
Who may avail	: JHMC – Project Management Division (PMD), Safety and Security Department (SSD), Business Development Department (BDD) and Administrative Services Department- General Services Division (ASD-GSD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished Request Form clearly stating the purpose of the request. (1 original)	JHMC HIS portal 192.168.2.9.8080
Attachment(s): Approved survey plan (1 photocopy) Or Sketch Plan of land claims (1 photocopy) Or Locational Plan (in the absence of the above-stated documents) (1 photocopy)	DENR/NCIP/DAR Applicants' private surveyor Applicant

Client Steps	EAMD-LAMD Actions	Fees to be paid	Processing Time	Person Responsible
1. Requestor to fill-out request form through the HIS portal.	1. Acknowledges receipt of documents from RMS and checks substantial amount of information through the submitted requirements.	None	1 Day	<i>Land and Asset Development Officer</i> EAMD - LAMD
	* If substantial in information, verifies geographical location of request and prepares draft	None	1 Day (with or without inspection)	<i>Land and Asset Development Officer</i> EAMD - LAMD

Client Steps	EAMD-LAMD Actions	Fees to be paid	Processing Time	Person Responsible
	COC (Proceed to Step 2) Or * If not substantial and significant in information, prepares draft letter requesting additional documents and information. (Proceed to Step 5)		4 Hours	<i>Land and Asset Development Officer</i> EAMD - LAMD
	2. Reviews and signs COC (Proceed to Step 3) 2.1 Reviews and signs letter (Proceed to client Step 2.2.1)	None	4 Hours	<i>Land and Asset Development Manager</i> EAMD - LAMD
2.1 Acknowledges receipt of COC	3. Issues the COC	None	1 Hour	<i>Land and Asset Development Officer</i> EAMD - LAMD
2.2 Acknowledges receipt letter	4. Issues the letter	None	2 Hours	<i>Land and Asset Development Officer</i> EAMD - LAMD
3.1 Submits requested document(s) to RMS	5. Acknowledges receipt of additional document(s) from RMS, revalidates additional information and prepares COC	None	2 Days (With or Without Inspection)	<i>Land and Asset Development Officer</i> EAMD - LAMD
3.2 Acknowledges receipt of COC	6. Reviews and signs the COC.	None	4 Hours	<i>Land and Asset Development Manager</i> EAMD - LAMD
	7. Issues the COC.	None	2 Hours	<i>Land and Asset Development Officer</i>

Client Steps	EAMD-LAMD Actions	Fees to be paid	Processing Time	Person Responsible
				EAMD - LAMD
TOTAL:		None	5 Days	

**ENVIRONMENT AND ASSET MANAGEMENT
DEPARTMENT – PROJECT MANAGEMENT
DIVISION
EXTERNAL SERVICE**

1. REQUEST FOR PAYMENT FOR QUALIFIED INFRASTRUCTURE SERVICES PROVIDER (PROGRESS BILLING)

This service is availed by qualified infrastructure services provider of JHMC projects with progress works.

The Environment and Asset Management Department-Project Management Division (EAMD-PMD) needs to ensure efficient and effective operational processes, in compliance with the National Building Code of the Philippines, and pertinent rules and regulations, proposed by Project Management Division, procured through public bidding, implemented and completed in accordance with the approved program of works and contract documents.

Department/Division/Unit	: EAMD-PMD
Classification	: HIGHLY TECHNICAL
Type of Transaction	: G2C, G2B, and G2G
Who may avail	: Qualified Infra Services Providers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request Letter Statement of Work Accomplished (SWA) Photos of the project (before, during and after)	To be provided by Client

Client Steps	EAMD – PMD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
1. Submits complete requirements to the EAMD-PMD.	1. Prepare documents for Advance Payments, Progress Billing, upon the request of the contractor: a. Endorsement for Billing b. Disbursement Voucher (DV) c. Budget Utilization Request (BUR) d. Validated Statement of Work Accomplished (SWA) Inspection Reports	None	3 Days	<i>Senior Quantity Surveyor</i> EAMD - PMD

Client Steps	EAMD – PMD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
	signed by JHMC Inspectorate Team f. Progress photos Prepare above documents in 3 copies			
	2. Prepare Variation Order: change, addition order if any -Approved CSW -Technical documents -Layout drawing, -Detailed Cost estimates, -Scope of works	None	3 Days	<i>Project Management Officer</i> EAMD - PMD AND/OR <i>Civil/Structural Engineer</i> EAMD - PMD
	3. Transmits the signed DV and BUR, including complete required attachments to the Budget Officer of the FSD for review, processing and release of check payment.	None	1 Day	<i>Project Management Officer</i> EAMD - PMD
	4. Receives the DV and BUR, checks purpose of utilization as indicated therein and certifies as to budget availability then transmits to the Finance Analyst. 5. Receives the validated and certified documents set from the Budget Officer, checks completeness and propriety of the attachments.	None	2 Hours	<i>Budget Officer</i> FSD
		None	1 Hour	<i>Finance Analyst</i> FSD

Client Steps	EAMD – PMD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
	5.1 Checks for the correctness of computation.	None	30 Minutes	<i>Finance Analyst</i> FSD
	5.2 Updates the transaction to affected Subsidiary Ledgers and Schedules.	None	2 Hours	<i>Finance Analyst</i> FSD
	5.3 Registers the transaction in the DV Tracer through the Microsoft excel file and in the ERP Acumatica System with its proper Account Codes.	None	2 Hours	<i>Finance Analyst</i> FSD
	5.4 Transmits the documents back to the Budget Officer.	None	10 Minutes	<i>Finance Analyst</i> FSD
	6. Assigns in the ERP Acumatica System the proper Sub-Account with its corresponding budget amount and transmits to the Accountant.	None	30 Minutes	<i>Budget Officer</i> FSD
	7. Validates the propriety and completeness of supporting documents based on applicable laws, rules and regulations for each type of transactions.	None	2 Hours	<i>Accountant</i> FSD

Client Steps	EAMD – PMD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
	7.1 Checks computations and amounts in relation to all documents attached.	None	30 Minutes	<i>Accountant FSD</i>
	7.2 Checks for affected ledgers and schedules to verify correctness of journal entries in the ERP System and “release” the transaction.	None	30 Minutes	<i>Accountant FSD</i>
	7.3 Signs DV Box B to certify as to cash availability, completeness of supporting documents and for propriety of the amount being claimed for amounts ₱500,000.00 and below. The Finance Manager signs for transactions involving amounts above ₱500,000.00.	None	10 Minutes	<i>Accountant FSD</i>
	7.4 Transmits the DV with complete attachments to the Treasury and Investment Officer (TIO) for check preparation.	None	10 Minutes	<i>Accountant FSD</i>
	8. Double-checks the DV and its attachments then updates the Cash-in-Bank Record to	None	15 Minutes	<i>Treasury and Investment Officer FSD</i>

Client Steps	EAMD – PMD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
	record the disbursement.			
	8.1 Process the DV through the ERP Acumatica System.	None	2 Hours	<i>Treasury and Investment Officer</i> FSD
	8.2 Prepares and signs the Side B of the check.	None	5 Minutes	<i>Treasury and Investment Officer</i> FSD
	8.3 Forwards it to the PCEO or VPCOO or ASD Manager for Side A signature.	None	15 Minutes	<i>Treasury and Investment Officer</i> FSD
	9. Receives the documents and signs the Side A of the check as endorsed then returns to the TIO.	None	4 Hours	<i>President and Chief Executive Officer</i> OPCEO OR VPCOO OVPCOO OR <i>Administrative Services Manager</i> ASD
	10. Receives the DVs and its signed check and endorse to the Cashier for payment.	None	5 Minutes	<i>Treasury and Investment Officer</i> FSD
	11. Informs the Payee of the availability of the check payment.	None	5 Minutes	<i>Cashier</i> FSD
2. Claims the check at the Cashier.	12. Releases the check to the Payee.	None	5 Minutes	<i>Cashier</i> FSD

Client Steps	EAMD – PMD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
TOTAL:		None	9 Days, 2 Hours, 20 Minutes	

2. REQUEST FOR PAYMENT FOR QUALIFIED INFRASTRUCTURE SERVICES PROVIDER (FINAL BILLING)

This service is availed by qualified infrastructure services provider of JHMC projects with completed project.

Department/Division/Unit	:	EAMD-PMD
Classification	:	HIGHLY TECHNICAL
Type of Transaction	:	G2C, G2B, and G2G
Who may avail	:	Qualified Infra Services Providers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request Letter Statement of Work Accomplished (SWA) Photos of the project (before, during and after)	To be provided by Client

Client Steps	EAMD – PMD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
1. Submits complete requirements to the EAMD - PMD.	1. Prepare documents for Final billing upon request of the contractor Documents stated in Step 15 including the following: -Approved Certificate of Payment -Approved Computation of Liquidated damages -Approved Certificate of Completion and Turn over -Photos (before, during, after) Prepare above documents in 3 copies	None	5 Days	<i>Senior Quantity Surveyor</i> EAMD - PMD

Client Steps	EAMD – PMD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
	2. Prepare Variation Order: change, addition order if any -Approved CSW -Technical documents -Layout drawing, -Detailed Cost estimates, -Scope of works	None	3 Days	<i>Senior Quantity Surveyor</i> EAMD - PMD AND/OR <i>Civil/Structural Engineer</i> EAMD - PMD
	3. Transmits the signed DV and BUR, including complete required attachments to the Budget Officer of the FSD for review, processing and release of check payment.	None	1 Day	<i>Senior Quantity Surveyor</i> EAMD - PMD
	4. Receives the DV and BUR, checks purpose of utilization as indicated therein and certifies as to budget availability then transmits to the Finance Analyst.	None	2 Hours	<i>Budget Officer</i> FSD
	5. Receives the validated and certified documents set from the Budget Officer, checks completeness and propriety of the attachments.	None	1 Hour	<i>Finance Analyst</i> FSD
	5.1 Checks for the correctness of computation.	None	30 Minutes	<i>Finance Analyst</i> FSD
	5.2 Updates the transaction to affected Subsidiary	None	2 Hours	<i>Finance Analyst</i> FSD

Client Steps	EAMD – PMD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
	Ledgers and Schedules.			
	5.3 Registers the transaction in the DV Tracer through the Microsoft excel file and in the ERP Acumatica System with its proper Account Codes.	None	2 Hours	<i>Finance Analyst FSD</i>
	5.4 Transmits the documents back to the Budget Officer.	None	10 Minutes	<i>Finance Analyst FSD</i>
	6. Assigns in the ERP Acumatica System the proper Sub-Account with its corresponding budget amount and transmits to the Accountant.	None	30 Minutes	<i>Budget Officer FSD</i>
	7. Validates the propriety and completeness of supporting documents based on applicable laws, rules and regulations for each type of transactions.	None	2 Hours	<i>Accountant FSD</i>
	7.1 Checks computations and amounts in relation to all documents attached.	None	30 Minutes	<i>Accountant FSD</i>
	7.2 Checks for affected ledgers and schedules to verify correctness of journal entries in the	None	30 Minutes	<i>Accountant FSD</i>

Client Steps	EAMD – PMD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
	ERP System and “release” the transaction.			
	7.3 Signs DV Box B to certify as to cash availability, completeness of supporting documents and for propriety of the amount being claimed for amounts ₱500,000.00 and below. The Finance Manager signs for transactions involving amounts above ₱500,000.00.	None	10 Minutes	<i>Accountant FSD</i>
	7.4 Transmits the DV with complete attachments to the Treasury and Investment Officer (TIO) for check preparation.	None	10 Minutes	<i>Accountant FSD</i>
	8. Double-checks the DV and its attachments then updates the Cash-in-Bank Record to record the disbursement.	None	15 Minutes	<i>Treasury and Investment Officer FSD</i>
	8.1 Process the DV through the ERP Acumatica System.	None	2 hours	<i>Treasury and Investment Officer FSD</i>
	8.2 Prepares and signs the Side B of the check.	None	5 minutes	<i>Treasury and Investment Officer FSD</i>

Client Steps	EAMD – PMD and FSD Actions	Fees to be paid	Processing Time	Person Responsible
	8.3 Forwards it to the PCEO or VPCOO or ASD Manager for Side A signature.	None	15 minutes	<i>Treasury and Investment Officer FSD</i>
	9. Receives the documents and signs the Side A of the check as endorsed then returns to the TIO.	None	4 hours	<i>President and Chief Executive Officer OPCEO</i> <i>OR</i> <i>Vice President and Chief Operations Officer OVPCOO</i> <i>OR</i> <i>Administrative Services Manager ASD</i>
	10. Receives the DVs and its signed check and endorse to the Cashier for payment.	None	5 minutes	<i>Treasury and Investment Officer FSD</i>
	11. Informs the Payee of the availability of the check payment.	None	5 minutes	<i>Cashier FSD</i>
	2. Claims the check at the Cashier.	12. Releases the check to the Payee.	None	5 minutes
TOTAL:		None	11 Days, 2 Hours, 20 Minutes	

**ENVIRONMENT AND ASSET MANAGEMENT
DEPARTMENT – PROJECT MANAGEMENT
DIVISION
INTERNAL SERVICE**

1. REQUEST FOR PREPARATION OF TECHNICAL DOCUMENTS

This service is availed by any JHMC Departments/Units personnel to EAMD-PMD for the preparation of technical documents, procured through public bidding, implemented and completed in accordance with the approved program of works and contract documents.

Department/Division/Unit	: EAMD - PMD
Classification	: HIGHLY TECHNICAL
Type of Transaction	: G2C – Government to Citizen
Who may avail	: All JHMC personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Approved Completed Staff Work (CSW) with conceptual plans, approved site location, and approved budget	JHMC Departments/Units as End User

Internal Client Steps	PMD Actions	Fees to be paid	Processing Time	Person Responsible
1. Prepares Completed Staff Work (CSW) including concept plans, approved site location, approved budget according to the Annual Procurement Plan, for the proposed infrastructure project	1. Conduct of site verification and validation with concerned JHMC Department/ Division, together with End-User	None	1 Day	<i>Project Manager</i> EAMD - PMD
	2. Prepare Technical documents in accordance with approved CSW of End User unit, concept plans, and approved budget: Program of works: 1.3 Detailed Layout drawings, 1.4 Detailed Estimates, 1.5 Project specifications,	None	15 Days	<i>Senior Quantity Surveyor</i> EAMD - PMD

Internal Client Steps	PMD Actions	Fees to be paid	Processing Time	Person Responsible
	1.6 Scope of Works, 1.7 Project Schedule Note: Number of days to complete depends on the magnitude of the project.			
2. Receives the technical documents from PMD	3. Issues the technical documents to End-User Department/ Unit	None	4 Hours	<i>Senior Quantity Surveyor</i> EAMD - PMD OR <i>Civil/ Structural Engineer</i> EAMD - PMD
TOTAL:		None	16 Days and 4 Hours	

**FINANCE SERVICES DEPARTMENT
EXTERNAL SERVICES**

1. COLLECTION OF ENTRANCE FEES AT THE HISTORICAL CORE

This service is provided to allow availment of the facilities within the Historical Core, in accordance to the approved appropriate fees by the JHMC BOD. The Historical Core is a known tourist destination in Baguio City featuring the Bell Amphitheater, Bell House, History Trail, Totem Pole, Cemetery of Negativism, and Secret Garden.

Department/Division/Unit	:	Finance Services Department (FSD)
Classification	:	SIMPLE
Type of Transaction	:	G2C – Government to Citizen
Who may avail	:	All Clients availing the facilities within the Historical Core

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. For Standard tourists - cash payment only	1. Not Applicable
2. For BLISTT residents - presentation of one (1) valid Gov't-issued ID Card or other proof of residency within BLISTT area	2. Secure from government agencies such as but not limited to: BIR, Local Post Office, DFA, PSA, SSS/GSIS, Pag-IBIG/HDMF, PhilHealth, LTO Driver's License.
3. For PWD - presentation of PWD ID For Student - presentation of <i>Student ID</i> ; or proof of enrollment through the school Student Portal; or school Registration/Enrollment Form For Senior Citizen (SC)- presentation of SC ID or other valid ID showing the tourist's birth date	3. Secure from DSWD or Office of the City Mayor Secure from school where student is enrolled at Secure from LGU of tourist's locality; or other government agency such as but not limited to: BIR, DFA, SSS/GSIS, PhilHealth, LTO Driver's License
4. For children who are four (4) feet and below in height	4. Verification of height is at the Ticketing Booth
5. For photoshoot - Walk-in - cash payment only	5. Walk in - pay at Ticketing Booth

Reservation - Endorsement by BDD 6. Cash Payment	For Reservation - Proceed to BDD office and pay at Ticketing Booth
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Client Steps	FSD Actions	Fees to be paid	Processing Time	Person Responsible
1. Presents requirement/s (if any, in accordance with above table) to the Ticketing Clerk	1. Verifies requirements as stated above to identify amount due from tourist/s.	None	5 Minutes	<i>Ticketing Clerk</i> FSD
2. Pay the required entrance fee. <i>*Make sure to secure POS Receipt (or entrance stubs in case of power interruption) that will be issued upon payment.</i>	2. Accepts cash payment and inputs details in the system.	Outside Tourist /Standard - PhP 85.00 BLISTT - PhP 55.00 SC/PWD/Student - PhP 40.00 Children below four (4) feet – 0.00 Photoshoot - PhP 1,120.00 (day shoot – 8:00 am – 5:00 pm) PhP 2,688.00 (evening shoot – 5:00 pm onwards)	10 Minutes	<i>Ticketing Clerk</i> FSD

Client Steps	FSD Actions	Fees to be paid	Processing Time	Person Responsible
<i>*If Official Receipt (OR) is needed, make sure to request to the Ticketing Clerk upon payment.</i>	2.1. For OR issuance, informs the Cashier of the request	None	5 Minutes	<i>Ticketing Clerk FSD</i>
	2.2 Prepares the OR then transmits to Ticketing Clerk	None	30 Minutes	<i>Cashier FSD</i>
3.Receives the POS Receipt / entrance stub.	3.Issues POS Receipt / entrance stub or the OR.	None	5 Minutes	<i>Ticketing Clerk FSD</i>
TOTAL:		Total Fees = (PhP85/ 55/ 40/ 1,120/ 2,688 x # of pax)	20 Minutes (w/o OR) 55 Minutes (w/ OR)	

2. COLLECTION OF PERMIT FEES AND OTHER PAYMENTS FROM LOCATORS, RESIDENTS, ETC.

This service is availed for all payments/collections due to JHMC. These include, but are not limited to: NBC fees, EMD fees, PMD fees, SEZAD fees, rental and CUSA payments, Adopt-a-Tree Project receipts, billed dues and other similar receipts.

Department/Division/Unit	:	FSD
Classification	:	SIMPLE
Type of Transaction	:	G2C – Government to Citizen; G2B – Government to Business; and, G2G – Government to Government
Who may avail	:	Locators Under Lease Contract with JHMC and/or BCDA

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Authority to Accept Payment (ATAP) Form (1 copy)	1. From the concerned department who endorses the payment
2. a. For transactions not processed through SEZRIS: Presentation of assessment from concerned department / billing / contract or other reference for verification of amount and nature of collection	2. From the concerned department who endorses the payment
2. b. If processed through SEZRIS, submission of ATAP will suffice	3. From the concerned department who endorses the payment
3. Cash / Check Payment	

Client Steps	FSD Actions	Fees to be paid	Processing Time	Person Responsible
1. Submits ATAP and supporting document (if any, as stated above) to the Cashier	1. Accepts and inspects ATAP and: 1.1 If transaction is under SEZRIS, Cashier logs on to the website to verify amount and item to be paid by client;	As indicated in the ATAP.	5 Minutes	<i>Cashier</i> FSD

Client Steps	FSD Actions	Fees to be paid	Processing Time	Person Responsible
	1.2 Otherwise, Cashier also inspects and verifies the other requirements (if any, based on the above table).			
2. Pays the assessed fees / billed amount / amount due in full	1.3 Confirms amount of payment; 1.4 OR is prepared manually 1.5 Original Copy is issued to the client 1.6 Duplicate copy is to be submitted to COA 1.7 ATAP is attached to the Triplicate Copy (Cashier's Copy) <i>*If transaction is under SEZRIS, payment details are encoded in the SEZRIS portal;</i>	None	5 Minutes	<i>Cashier FSD</i>
TOTAL:		As indicated in the ATAP	10 Minutes	

**FINANCE SERVICES DEPARTMENT
INTERNAL SERVICES**

1. REIMBURSEMENT OF PAYMENTS THROUGH CHECK

This service is availed by JHMC personnel who advanced payments for official transactions in behalf of the Corporation.

Department/Division/Unit	: FSD
Classification	: Simple
Type of Transaction	: G2C - Government to Citizen
Who may avail	: ALL JHMC Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. JHMC-FD-Form 001: Disbursement Voucher (DV) Rev1 (2 original copies)	QMS Internal Forms in JHMC Intranet
2. JHMC-FD-Form 002: Budget Utilization Request and Status (BURS) Rev3 (2 original copies)	QMS Internal Forms in JHMC Intranet
3. Supporting documents depending on the type of transaction per COA Circular No. 2012-001 dated 14 June 2012 Revised Documentary Requirements for Common Government Transactions and other governmental policies and guidelines, such as GPPB. (1 original and 1 photocopy):	Internal and external sources as applicable
3.1 JHMC-FD-Form 010: Authorization for Cash Advance for payments of cash advance for official travel or for special purposes.	QMS Internal Forms in JHMC Intranet
3.2 JHMC-FD-Form 011: Certification of Expenses Not Requiring Receipts for reimbursement of expenses that are below ₱300.00 from establishments not required by BIR to issue Official Receipts (OR).	QMS Internal Forms in JHMC Intranet
3.3 JHMC-FD-Form 012: Certification of Expenses for reimbursement of expenses and payment of procurements that do not require to undergo procurement procedures under RA9184.	QMS Internal Forms in JHMC Intranet
3.1 JHMC-FD-Form 013: Reimbursement Expense Receipt (RER) for reimbursement of expenses paid to establishments not required by BIR to issue OR.	QMS Internal Forms in JHMC Intranet

<p>3.5 For travelling expenses, use of internally registered QMS forms:</p> <ul style="list-style-type: none"> a. JHMC-FD-Form 015: Itinerary of Travel; b. JHMC-FD-Form 016: Certificate of Travel Completed; c. JHMC-FD-Form 017: Certification of Accommodation Expenses in Excess of Authorized Travel Rate. 	<p>QMS Internal Forms in JHMC Intranet</p>
<p>3.6 Contract Payment Monitoring Report</p>	<p>Formatted by the end-user and input historical disbursements</p>

Client Steps	FSD Actions	Fees to be paid	Processing Time	Person Responsible
<p>1. Submits reimbursement documents, including complete documentary requirements as attachments, to the Budget Officer.</p>	<p>1. Receives the DV and BUR, checks purpose of utilization as indicated therein and certifies as to budget availability then transmits to the Finance Analyst.</p>	None	2 Hours	<i>Budget Officer</i> FSD
	<p>2. Receives the validated and certified documents set from the Budget Officer, checks completeness and propriety of the attachments.</p>	None	1 Hour	<i>Finance Analyst</i> FSD
	<p>2.1 Checks for the correctness of computation including proper withholding taxes.</p>	None	30 Minutes	<i>Finance Analyst</i> FSD
	<p>2.2 Prepares and prints the Withholding Tax Certificates and include them in the attachments</p>	None	30 Minutes	<i>Finance Analyst</i> FSD
	<p>2.3 Updates the transaction to affected</p>	None	2 Hours	<i>Finance Analyst</i> FSD

Client Steps	FSD Actions	Fees to be paid	Processing Time	Person Responsible
	Subsidiary Ledgers and Schedules.			
	2.5 Registers the transaction in the DV Tracer through the Microsoft excel file and in the ERP Acumatica System with its proper Account Codes.	None	2 Hours	<i>Finance Analyst</i> FSD
	2.6 Transmits the documents back to the Budget Officer.	None	10 Minutes	<i>Finance Analyst</i> FSD
	3. Assigns in the ERP Acumatica System the proper Sub-Account with its corresponding budget amount and transmits to the Accountant.	None	30 Minutes	<i>Budget Officer</i> FSD
	4. Validates the propriety and completeness of supporting documents based on applicable laws, rules and regulations for each type of transactions.	None	2 Hours	<i>Accountant</i> FSD
	4.1 Checks computations and amounts in relation to all documents attached.	None	30 Minutes	<i>Accountant</i> FSD
	4.2 Checks for affected ledgers and schedules to verify correctness of journal entries in the ERP System and “release” the transaction.	None	30 Minutes	<i>Accountant</i> FSD

Client Steps	FSD Actions	Fees to be paid	Processing Time	Person Responsible
	4.3 Signs DV Box B to certify as to cash availability, completeness of supporting documents and for propriety of the amount being claimed for amounts ₱500,000.00 and below. The Finance Manager signs for transactions involving amounts above ₱500,000.00.	None	10 Minutes	<i>Accountant FSD</i>
	4.4 Reviews and signs the Certificate of Withholding Taxes, if applicable; BIR Forms 2306 and/or 2307	None	10 Minutes	<i>Accountant FSD</i>
	4.5 Transmits the DV with complete attachments to the Treasury and Investment Officer (TIO) for check preparation.	None	10 Minutes	<i>Accountant FSD</i>
	5. Double-checks the DV and its attachments then updates the Cash-in-Bank Record to record the disbursement.	None	15 Minutes	<i>Treasury and Investment Officer FSD</i>
	5.1 Process the DV through the ERP Acumatica System by batch processing.	None	2 Hours	<i>Treasury and Investment Officer FSD</i>
	5.2 Prepares and signs the Side B of the check.	None	5 Minutes	<i>Treasury and Investment Officer FSD</i>

Client Steps	FSD Actions	Fees to be paid	Processing Time	Person Responsible
	5.3 Forwards it to the PCEO or VPCOO or ASD Manager for Side A signature.	None	15 Minutes	<i>Treasury and Investment Officer</i> FSD
	6. Receives the documents and signs the Side A of the check as endorsed then returns to the TIO.	None	4 Hours	<i>President and Chief Executive Officer</i> OPCEO OR <i>Vice President and Chief Operations Officer</i> OVPCOO OR <i>AS Manager</i> ASD
	7. Receives the DVs and its signed check and endorses to the Cashier for payment.	None	30 Minutes	<i>Treasury and Investment Officer</i> FSD
	8. Informs the Payee of the availability of the check payment.	None	5 Minutes	<i>Cashier</i> FSD
2. Claims the check at the Cashier.	9. Releases the check to the Payee.	None	5 Minutes	<i>Cashier</i> FSD
TOTAL:		None	2 Days and 3 Hours	

2. REIMBURSEMENT OF PAYMENTS THROUGH PETTY CASH FUND

This service is availed by JHMC personnel who advanced payments for official transactions in behalf of the Corporation in the amount that can be accommodated through the Petty Cash Fund. This may be issued by a bonded Officer who is authorized to manage a Petty Cash Fund.

Department/Division/Unit :	FSD
Classification :	Simple
Type of Transaction :	G2C - Government to Citizen
Who may avail :	ALL JHMC Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. JHMC-FD-Form 001: Disbursement Voucher (DV) Rev1 (2 original copies)	QMS Internal Forms in JHMC Intranet
2. Complete supporting documents depending on the type of transaction per COA Circular No. 2012-001 dated 14 June 2012 Revised Documentary Requirements for Common Government Transactions and other governmental policies and guidelines, such as GPPB. (1 original and 1 photocopy):	Internal and external sources as applicable

Client Steps	FSD Actions	Fees to be paid	Processing Time	Person Responsible
1. Submits duly filled out and approved Petty Cash Voucher, including complete documentary requirements as attachments, to the Treasury and Investment Officer.	1. Receives the Petty Cash Voucher and its attachments and reviews all documentary requirements as to validity, propriety and completeness.	None	5 minutes	<i>Treasury and Investment Officer</i> FSD
	1.1 Inputs data and signs the Petty Cash Fund Voucher.	None	30 minutes	<i>Treasury and Investment Officer</i> FSD
2. Receives the amount being reimbursed in cash and signs the Petty Cash Voucher form as a proof of receipt.	1.2 Releases the cash to the Payee.	None	15 minutes	<i>Treasury and Investment Officer</i> FSD

Client Steps	FSD Actions	Fees to be paid	Processing Time	Person Responsible
TOTAL:		None	50 Minutes	

LEGAL DEPARTMENT INTERNAL SERVICE

1. RESOLUTION OF LEGAL CONCERNS

This service is availed by JHMC personnel for legal matters concerning their respective areas of concern.

Department/Division/Unit	: LD
Classification	: Highly Technical
Type of Transaction	: G2C – Government to Citizen
Who may avail	: All JHMC employees, regardless of status

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Form and substance of requests for opinions/advice/review of policy/procedure/legal documents/ letter:</p> <ol style="list-style-type: none"> 1. Internal memorandum/Complete Staff Work stating the factual circumstances/background/chronology; statement of issues/sought to be solved (1 original copy) 2. Documents pertinent to the issue/s (1 photocopy) 3. Other matters which the LD needs to be apprised of in the form of internal memo/Complete Staff Work (1 original copy) 	<p>End-user</p> <p>End-user</p> <p>End-user</p>
<p>Form and substance of requests for drafting/review of contract/ agreement:</p> <p><u>On-Going Procurement</u></p> <ol style="list-style-type: none"> 1. Approved CSW or PR, whichever is applicable (1 original copy) 2. Approved Terms of Reference(TOR)/Scope of Services 	<p>Office of the President and Chief Executive Officer (OPCEO)/Office of the Vice-President and Chief Operations, Officer (OVPCOO), Bids and Awards Committee (BAC) Secretariat</p> <p>Office of the President and Chief Executive Officer (OPCEO)/Office of the</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(SOS)/Term Sheet, whichever is applicable (1 original copy)	Vice-President and Chief Operations, Officer (OVPCOO), End-user
3. Secretary's Certificate approving TOR/SOS (1 photocopy)	Office of the Corporate Secretary (OCS)
4. Supporting documents to explain the antecedents of the proposed contract/agreement (1 photocopy)	End-user
5. Other matters which the LD needs to be apprised of.	End-user
<u>Awarded Procurement</u>	
1. Bids and Awards Committee (BAC) Resolution (1 photocopy)	Bids and Awards Committee (BAC) Secretariat
2. Secretary's Certificate approving the BAC Resolution recommending award (1 photocopy)	Office of the Corporate Secretary (OCS)/Bids and Awards Committee (BAC) Secretariat
3. Secretary's Certificate approving the contract/agreement and authority of the President and Chief Executive Officer (PCEO) to sign the said contract/agreement on behalf of the JHMC, if applicable (1 original copy)	Legal Department (LD)/Office of the Corporate Secretary (OCS)
4. Supplier/Contractor/Consultant/ Contracting Party's Information and submit the DTI (if sole proprietor), Securities and Exchange Commission Registration (if partnership/ domestic or foreign corporation), Joint Venture Agreement/Contract (unregistered or registered with SEC) (1 photocopy)	Bids and Awards Committee (BAC) Secretariat, Supplier/Contractor/Consultant/ Contracting Party

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>5. Secretary's Certificate/Special Power of Attorney/Other Document approving the contract/agreement and authority of the President and Chief Executive Officer (PCEO) to sign the said contract/agreement on behalf of the JHMC, if applicable (1 original)</p> <p>6. Gov't-issued ID Card of the PCEO (1 photocopy)</p> <p>7. Gov't-issued ID Card of the Contracting Party (1 photocopy)</p> <p>8. Name of the Contracting Party's witness to the contract/agreement</p> <p>*All contract extensions for general support services shall be subject to the prior approval of the JHMC Board of Directors or its duly authorized representative upon recommendation of the Bids and Awards Committee.</p> <p>*Submission of Complete-Staff-Work (CSW) or any related documents to recommend/endorse the approval of the extension or the renewal of a contract to the Legal Department at least thirty (30) days prior to the expiration of a contract/agreement.</p>	<p>Person being represented</p> <p>BIR, Post Office, DFA, PSA, SSS/GSIS, Pag-IBIG/HDMF, PhilHealth</p> <p>BIR, Post Office, DFA, PSA, SSS/GSIS, Pag-IBIG/HDMF, PhilHealth</p> <p>Contracting Party</p>

Client Steps	LD Actions	Fees to be paid	Processing Time	Person Responsible
<p>1. Refers a legal matter through the accomplishment of LD Form-001 (now through JHMC Help Desk Information System) together with complete supporting documents.</p> <p>*Make sure to submit supporting documents or request shall be returned.</p>	<p>1. Receive the request.</p> <p>1.1. Accepts the records/ supporting documents.</p> <p>1.2. Stamps the internal memo/ complete staff work/documents with "Received" with date and time received.</p> <p>1.3. Releases receiving copy to end-user, if any</p>	None	3 Minutes	<i>Legal Research and Investigation Specialist</i> Legal Department
	<p>2. Assess and evaluate the request, and check completeness of submitted documents.</p>	None	10 Minutes	<i>Legal Research and Investigation Specialist</i> Legal Department
	<p>3. Endorse the request to the Legal Manager for appropriate action on the legal matter referred.</p>	None	5 Minutes	<i>Legal Research and Investigation Specialist</i> Legal Department
	<p>4. Evaluate and determine the appropriate legal action to be taken.</p>	None	2 Days	<i>Legal Manager</i> Legal Department
	<p>5. Assign the legal matter to the Legal Research and Investigation Specialist.</p>			

Client Steps	LD Actions	Fees to be paid	Processing Time	Person Responsible
	6. Conduct legal research, prepare appropriate legal document and submit report/output to the Assistant Legal Manager.	None	3 Days	<i>Legal Research and Investigation Specialist Legal Department</i>
	7. Review report/output of the Legal Research and Investigation Specialist. 8. Endorse the report/output/legal document to the Legal Manager.	None	1 Day	<i>Assistant Legal Manager Legal Department</i>
	9. Conduct final review of the output. 10. Return to the Legal Research and Investigation Specialist.	None	1 Day	<i>Legal Manager Legal Department</i>
	11. Finalize document for transmittal/routing.	None	4 Hours	<i>Legal Research and Investigation Specialist Legal Department</i>
	<u>IF THE LEGAL MATTER IS NOT SUBJECT TO OGCC OPINION/ CONTRACT REVIEW:</u> 12. Inform the Requestor/	None	5 Minutes	<i>Legal Research and</i>

Client Steps	LD Actions	Fees to be paid	Processing Time	Person Responsible
	End-user of the action taken and transmit the legal document requested as applicable.			<i>Investigation Specialist/ Assistant Legal Manager/Legal Manager Legal Department</i>
	<p><u>IF THE LEGAL MATTER IS SUBJECT TO OGCC OPINION/CONTRACT REVIEW:</u></p> <p>13. Inform the Requestor/ End-user of the action taken and transmit the legal document requested as applicable.</p>	None	5 Minutes	<i>Legal Research and Investigation Specialist/ Assistant Legal Manager/Legal Manager Legal Department</i>
	14. Draft referral letter with factual circumstances/background, issue/s, discussion and/or recommendation (for confirmatory legal opinion).	None	2 Hours	<i>Legal Research and Investigation Specialist Legal Department</i>
	15. Prepare complete supporting documents.	None	3 Hours	<i>Legal Research and Investigation Specialist Legal Department</i>

Client Steps	LD Actions	Fees to be paid	Processing Time	Person Responsible
	16. Endorse to the Assistant Legal Manager for review.	None	5 Minutes	<i>Legal Research and Investigation Specialist</i> Legal Department
	17. Review draft letter to OGCC and supporting documents.	None	5 Minutes	<i>Assistant Legal Manager</i> Legal Department
	18. Final review.	None	30 Minutes	<i>Legal Manager</i> Legal Department
	19. Finalize document for transmittal/routing.	None	30 Minutes	<i>Legal Research and Investigation Specialist</i> Legal Department
	20. Monitoring of the OGCC opinion/ advice/contract review.	None		<i>Legal Research and Investigation Specialist</i> Legal Department
	21. Receive OGCC opinion/advice/ contract review.	None	3 Days	<i>Legal Research and Investigation Specialist</i> Legal Department
	22. Prepare applicable document/internal memorandum incorporating the	None		<i>Legal Research and Investigation Specialist</i>

Client Steps	LD Actions	Fees to be paid	Processing Time	Person Responsible
	comments and recommendations of the OGCC.			Legal Department
	23. Review document	None		<i>Assistant Legal Manager</i> Legal Department
	24. Final review of the document.	None		<i>Legal Manager</i> Legal Department
	25. Finalize document for transmittal/routing and prepare annexes/ attachments, if applicable.	None		<i>Legal Research and Investigation Specialist</i> Legal Department
	<u>IF THE LEGAL MATTER IS SUBJECT TO JHMC BOARD OF DIRECTORS' CONSULTATION OR APPROVAL:</u>			
	26. Prepare/draft the CSW/Board materials.	None	4 Hours	<i>Legal Research and Investigation Specialist</i> Legal Department
	LD Actions	Fees to be paid	Processing Time	Person Responsible
	27. Review of the CSW/Board materials.	None	30 Minutes	<i>Assistant Legal Manager</i> Legal Department
	28. Final review of the CSW/Board materials.	None	30 Minutes	<i>Legal Manager</i> Legal Department
	29. Finalize document	None	30 Minutes	<i>Legal Research and</i>

Client Steps	LD Actions	Fees to be paid	Processing Time	Person Responsible
	for transmittal/routing and prepare applicable annexes/attachments.			<i>Investigation Specialist</i> Legal Department
	30. Apprise the Requestor/End-User of the instructions/actions taken by the Board of Directors.	None	5 Minutes	<i>Legal Research and Investigation Specialist/ Assistant Legal Manager/Legal Manager</i> Legal Department
	<u>IF THE LEGAL MATTER IS WITHIN THE AUTHORITY OF THE BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA):</u>			
	31. Prepare referral letter.	None	15 Minutes	<i>Legal Research and Investigation Specialist</i> Legal Department
	32. Review of the letter.	None	10 Minutes	<i>Assistant Legal Manager</i> Legal Department
	33. Final review of the letter.	None	10 minutes	<i>Legal Manager</i> Legal Department
	34. Finalize letter for transmittal/routing and prepare applicable annexes/attachments.	None	10 minutes	<i>Legal Research and Investigation Specialist</i> Legal Department

Client Steps	LD Actions	Fees to be paid	Processing Time	Person Responsible
2. Receives updates/ directives.	35. Apprise the Requestor/End-User of the instructions/ Policy directives of the Bases Conversion and Development Authority.	None	5 minutes	<i>Legal Research and Investigation Specialist/ Assistant Legal Manager/ Legal Manager Legal Department</i>
TOTAL:		None	13 Days	

2. HANDLING OF WHISTLEBLOWING REPORTS FROM GCG OR OTHER ALTERNATIVE CHANNELS

This provides an enabling mechanism to allow any concerned individual to report and provide information, anonymously if he/she wishes, and even testify on matters involving the actions or omissions of the JHMC Board of Directors, Officers and Employees, that are considered illegal, unethical, violates good governance principles, against public policy and morals, promote unsound and unhealthy business practices and grossly disadvantageous to the JHMC and/or the government.

Department/Division/Unit	: OPCEO - Legal Department
Classification	: Highly Technical
Type of Transaction	: G2C - Government to Citizen; G2B - Government to Business; G2G - Government to Government.
Who may avail	: Any concerned person

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Whistleblowing Report (WBR)	<ul style="list-style-type: none"> ➤ To be provided by the client through either of the following: <ul style="list-style-type: none"> a. GCG Whistleblowing Web Portal (www.whistleblowing.gcg.gov.ph) b. Meetings c. Email: mgmt@jhmc.com.ph d. Courier/ Mail: The President and CEO John Hay Management Corporation (JHMC), John Hay Office Complex (SEZ), Camp John Hay, Baguio City e. Telephone: 074-422-4360

Client Steps	LD Actions	Fees to be paid	Processing Time	Person Responsible
1. Transmittal of the Whistleblowing Report (WR) through the following channels:	1. Receives and tags the WBR, then endorses the same to the LD.	None	1 day	<i>Records Management Specialist ASD - ICTD</i>
	2. Conducts an evaluation and investigation of the WBR, and submits an	None	10 days	<i>Legal Manager LD</i>

Client Steps	LD Actions	Fees to be paid	Processing Time	Person Responsible
a. GCG Whistleblowing Web Portal (www.whistleblowing.gcg.gov.ph) b. Meetings c. Email: mgmt@jhmc.com.ph d. Courier/ Mail: The President and CEO John Hay Management Corporation (JHMC), John Hay Office Complex (SEZ), Camp John Hay, Baguio City e. Calls: 074-422-4360	Evaluation Report and Investigation.			
	3. Approves and transmits the Recommendation of the LD to the concerned Officers or Employees for implementation.	None	7 days	<i>Board of Directors</i> Office of the Corporate Secretary Or <i>President and Chief Executive Officer</i> Office of the President and CEO Or <i>Vice President and Chief Operations Officer</i> Office of the Vice President and COO
	4. Implements the necessary actions.	None	2 days	<i>Corporate Secretary</i> Office of the Corporate Secretary Or <i>Compliance Officer</i> Office of the Corporate Secretary Or <i>Legal Manager</i> Legal Department
TOTAL		None	20 days	

**OFFICE OF THE BUILDING OFFICIAL
EXTERNAL SERVICES**

1. ISSUANCE OF BUILDING PERMIT FOR NEW APPLICATION OR REPAIR/ALTERATION

This service is availed by any locator/resident desiring to obtain a building permit for new application or repair/alteration of existing structure/building who shall file applications with the Office of the Building Official (OBO) through the Special Economic Zone Regulatory Information System (SEZRIS).

Department/Division/Unit	: Office of the Building Official (OBO)
Classification	: Highly Technical
Type of Transaction	: G2C – Government to Citizen; G2B - Government to Business Entity; G2G – Government to Government
Who may avail	: Residents and Businesses and Other Government Agencies located within the JHSEZ

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished BCDA General Application Form;	The form is downloadable from SEZRIS to be accomplished by the applicant or his duly authorized representative.
Certified copy of Contract of Lease or Deed of Usufruct, for new application only;	Applicant
Technical Documents: a. Notarized Building Permit Application;	NBC Form No. B-01 is downloadable from SEZRIS and to be accomplished by Applicant's Design Professional
b. Notarized Repair Permit Form (For repair/alteration only)	NBC Accessory Form No.08-B is downloadable from SEZRIS and to be accomplished by Applicant's Design Professional
c. Building plans, specifications and a detailed estimate prepared, signed and sealed by a registered Architect or Civil Engineer;	Applicant's Design Professionals
d. Civil Engineer, in case of civil/structural documents;	Applicant's Design Professional
e. Professional Electrical Engineer, in case of electrical documents;	NBC Form No. A-03 is downloadable from SEZRIS and to be accomplished by

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Applicant's Design Professional
f. Professional Mechanical Engineer, in case of mechanical documents;	NBC Form No. A-04 is downloadable from SEZSIS and to be accomplished by Applicant's Design Professional
g. Sanitary Engineer, in case of sanitary documents;	NBC Form No. A-05 is downloadable from SEZSIS and to be accomplished by Applicant's Design Professional
h. Master Plumber, in case of plumbing documents;	NBC Form No. A-06 is downloadable from SEZSIS and to be accomplished by Applicant's Design Professional
i. Electronics Engineer, in case of electronic documents; and	NBC Form No. A-07 is downloadable from SEZSIS and to be accomplished by Applicant's Design Professional
j. Interior Designer, in case of interior design documents.	Applicant's Design Professional
*The technical documents shall conform to the NBCP and its ancillary codes, Accessibility Law, Comprehensive Fire Code of the Philippines and other related laws. Technical documents shall conform to the contents provided by Rule III, Section 302 (4-12) of the National Building Code of the Philippines (NBCP), as applicable.	
Environmental Protection Documents; a. Construction Environmental Management Plan (CEMP)	Form 064 & Form 065 is downloadable from SEZSIS and to be accomplished by the applicant or his duly authorized representative.
Fire Safety Evaluation Certificate (FSEC);	Bureau of Fire-City of Baguio
Construction Safety and Health Program (CSHP).	Department of Labor and Employment (DOLE) - CAR

Client Steps	OBO Actions	Fees to be paid	Processing Time	Person Responsible
1. Uploads required documents through the SEZSIS.	1. Check completeness (in form and content) of uploaded documents.	None	1 Day	OBO Secretary* OBO *Position is a project-based employee and is based on the OBO Structure per National Building Code (NBC).
	1.1 Evaluate compliance of uploaded documents with NBC, BP 334 and other related laws.	None	7 Days (Including inspection if necessary)	Architect, Civil/Structural Engineer, Electrical Engineer, On-Call Mechanical Engineer, and On-Call Sanitary Engineer. OBO- Processing and Evaluation Section
	1.2 Issue Ancillary Permits including computation of fees.	None	1 Day	Architect, Civil/Structural Engineer, Electrical Engineer, On-Call Mechanical Engineer, and On-Call Sanitary Engineer. OBO- Processing and Evaluation Section
	1.3 Transmittal of Building Permit and Ancillary Permit Forms for signing by PCEO	None	4 Hours	OBO Secretary OBO
	1.4 Prepares Order of Payment	None	2 Hours	OBO Secretary OBO

Client Steps	OBO Actions	Fees to be paid	Processing Time	Person Responsible
	1.5 Approves Order of Payment	None	1 Hour	<i>Building Official</i> OBO
2. Submits three(3) sets of uploaded documents and pays corresponding fees	2. Notifies applicant of fees by uploading Order of Payment	Based on NBC Fees <i>*Please refer to annex "A" pages 278 - 296.</i>	1 Hour	<i>OBO Secretary</i> OBO
	2.1 Validates submitted documents and Prepares ATAP	None	1 Day	<i>OBO Secretary</i> OBO
3. Acknowledges receipt of Building Permit	3. Approves and issue Building Permit	None	1 Day	<i>Building Official</i> OBO
TOTAL:		Based on NBC Fees *Please refer to annex "A" on pages 278 - 296	12 Days	

2. ISSUANCE OF CERTIFICATE OF OCCUPANCY

This service is availed by any locator/resident desiring to occupy and use a structure issued with a Building Permit. **No building or structure shall be used until the Building Official has issued a Certificate of Occupancy.**

Department/Division/Unit	: OBO
Classification	: Highly Technical
Type of Transaction	: G2C – Government to Citizen; G2B - Government to Business Entity; G2G – Government to Government
Who may avail	: Residents and Businesses and Other Government Agencies located within the JHSEZ

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Notarized Certificate of Completion	NBC Form No. B-10 is downloadable from SEZRIS and to be accomplished by the applicant's full-time inspector/supervisor and applicant's design professional.
Application for Certificate of Occupancy	NBC Form No. B-11 is downloadable from SEZRIS and to be accomplished by the applicant or his duly authorized representative.
Certificate of Use As-built Plans, Estimates, and Specifications, duly signed and sealed by respective professional discipline. * The As-Built Plans, Estimates, and Specifications are entirely new sets of plans, estimates and specifications accurately describing and/or reflecting therein the building/structure as actually built. a. Building plans, specifications and a detailed estimate prepared, signed and sealed by a registered Architect or Civil Engineer; b. Civil Engineer, in case of civil/structural documents;	NBC Form No. B-14 is downloadable from SEZRIS and to be accomplished by the applicant's full-time inspector/supervisor. Applicant's Design Professional Applicant's Design Professional

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
c. Professional Electrical Engineer, in case of electrical documents;	Applicant's Design Professional
d. Professional Mechanical Engineer, in case of mechanical documents;	Applicant's Design Professional
e. Sanitary Engineer, in case of sanitary documents;	Applicant's Design Professional
f. Master Plumber, in case of plumbing documents;	Applicant's Design Professional
g. Electronics Engineer, in case of electronic documents; and	Applicant's Design Professional
h. Interior Designer, in case of interior design documents.	Applicant's Design Professional
Daily Construction Works Logbook	Accomplished by the applicant's full-time inspector/supervisor
Environmental Protection Documents: Construction Environmental Management Plan (CEMP)- Demobilization	Bureau of Fire-City of Baguio

Client Steps	OBO Actions	Fees to be paid	Processing Time	Person Responsible
1. Uploads required documents through the SEZSIS. Client Steps	1. Check completeness (in form and content) of uploaded documents.	None	1 Day	OBO Secretary OBO
	1.2 Evaluate compliance of uploaded documents with NBC, BP 334 and other related laws.	None	7 Days (Including inspection)	Architect, Civil/Structural Engineer, Electrical Engineer, On-Call Mechanical Engineer, and OBO Inspection and Evaluation Section
	1.3 Prepares endorsement to	None	2 Hours	OBO Secretary OBO

Client Steps	OBO Actions	Fees to be paid	Processing Time	Person Responsible
	BFP for the conduct inspection			
	1.4 Issues to BFP notification to conduct a final inspection	None	6 Hours	<i>Building Official OBO</i>
	1.5 Prepares and submit Inspection Report including computation of fees	Based on NBC Fees <i>*Please refer to annex "A" on pages 278 - 296.</i>	2 Days	<i>Architect, Civil/Structural Engineer, Electrical Engineer, On-Call Mechanical Engineer, and On-Call Sanitary Engineer. OBO - Inspection and Evaluation Section</i>
	1.6 Prepares Order of Payment	None	2 Hours	<i>OBO Secretary OBO</i>
	1.7 Approves Order of Payment	None	1 Hour	<i>Building Official OBO</i>
	1.8 Uploads Order of Payment and Notifies applicant	None	2 Hours	<i>OBO Secretary OBO</i>
2. Submits three(3) sets of uploaded documents	2. Validates submitted documents and Prepares ATAP	None	2 Hours	<i>OBO Secretary OBO</i>

Client Steps	OBO Actions	Fees to be paid	Processing Time	Person Responsible
3.Pays corresponding fees <i>* Make sure to secure your OR for the payment made.</i>	3. Accepts payment and issues OR	None	10 Minutes	<i>Cashier FSD</i>
4. Acknowledges receipt of Building Permit	4. Approves and issue Building Permit	None	1 Hour	<i>Building Official OBO</i>
TOTAL:		Based on NBC Fees <i>*Please refer to annex "A" on pages 278 - 296.</i>	12 Days and 10 Minutes	

3. ISSUANCE OF CERTIFICATE OF ANNUAL ELECTRICAL AND/OR MECHANICAL INSPECTION

This service is availed by residents and locators to ensure that all establishments are in conformity with the approved plans and specifications filed with the OBO and compliant with the standards of the Philippine Electrical Code, Philippine Mechanical Engineering Act, and National Building Code and its Implementing Rules and Regulations.

Department/Division/Unit	: OBO
Classification	: Highly Technical
Type of Transaction	: G2C – Government to Citizen; G2B - Government to Business Entity; G2G – Government to Government
Who may avail	: Businesses located within the JHSEZ

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly signed and sealed certification from: A Professional Electrical Engineer, who undertook the inspection, attesting that the electrical installations are in order. A Professional Mechanical Engineer, who undertook the inspection, attesting that the mechanical installations are in order.	Professional hired by building owner or main locator or sub-locator. Professional hired by building owner or main locator or sub-locator.

Client Steps	OBO Actions	Fees to be paid	Processing Time	Person Responsible
1. The locator shall upload a request for inspection stating the time and date of inspection. The request shall be uploaded thirty (30) days from the expiry of a current Certificate of Annual Electrical and/or Mechanical Inspection.	1. Confirms date and time of inspection.	None	5 Minutes	<i>Electrical Inspector and/or On-call Mechanical Inspector</i> OBO
	1.2 Conduct inspection with the Professional hired by building owner or main locator or sub-locator.	None	7 Days	<i>Electrical Inspector and/or On-call Mechanical Inspector</i> OBO

Client Steps	OBO Actions	Fees to be paid	Processing Time	Person Responsible
	1.3 Prepares Inspection Report 1.4a In cases of conformity and compliance, proceed to Step 2 1.4b In cases of non-conformity and compliance, proceed to Step 3	None	1 Day	<i>Electrical Inspector and/or On-call Mechanical Inspector</i> OBO
2. The locator shall upload requirements.	2. Notifies locator to upload requirements and compute fees. Proceed to Step 6.1	None	5 Minutes	<i>Electrical Inspector and/or On-call Mechanical Inspector</i> OBO
3. Locator shall implement mitigating measures to conform and comply with the National Building Code and its Implementing Rules and Regulations, and the various applicable technical and government codes	3. The locator shall be issued a Notice of Unsafe Electrical Installation and/or Notice of Illegal Mechanical Installation	None	One hour	OBO Secretary OBO
4. The locator shall upload a request for re- inspection	4. Conduct re-inspection with the Professional hired by building owner or main locator or sub-locator.	None	7 Days	<i>Electrical Inspector and/or On-call Mechanical Inspector</i> OBO
	4.1 Prepares Inspection Report	None	1 Day	<i>Electrical Inspector and/or On-call Mechanical Inspector</i>

Client Steps	OBO Actions	Fees to be paid	Processing Time	Person Responsible
				OBO
5. The locator shall upload requirements.	5. Notifies locator to upload requirements and compute fees	Based on NBC Fees <i>*Please refer to annex "A" on pages 278 - 296.</i>	5 Minutes	<i>OBO Secretary</i> OBO
	5.1 Prepare and uploads Order of Payment and ATAP	None	1 Hour	<i>OBO Secretary</i> OBO
6. Submits original copy of requirements	6. Checks submitted requirements	None	5 Minutes	<i>OBO Secretary</i> OBO
7. Pay Fees <i>*Make sure to secure the OR for the payment made.</i>	7. Accepts the payment and issues OR.	Based on NBC Fees <i>*Please refer to annex "A" on pages 278 - 296.</i>	10 minutes	<i>Cashier</i> Finance Services Department
8. Acknowledges receipt of certificates.	8. Issue Certificate of Annual Electrical Inspection and/or Certificate of Annual Mechanical Inspection	None	5 Minutes	<i>Building Official,</i> <i>Electrical Inspector, On-call</i> <i>Mechanical Inspector</i> OBO
TOTAL:		Based on NBC Fees <i>*Please refer to annex "A"</i>	20 days	

Client Steps	OBO Actions	Fees to be paid	Processing Time	Person Responsible
		<i>on pages 181-196.</i>		

**SPECIAL ECONOMIC ZONE ADMINISTRATION
DEPARTMENT
EXTERNAL SERVICES**

1. APPLICATION FOR ACCREDITATION AND PERMIT TO OPERATE (PTO) - NEW

All Non- Registered Business Enterprises doing business inside the John Hay Special Economic Zone shall apply for a Certificate of Accreditation.

Department/Division/Unit	: SEZAD
Classification	: Simple
Type of Transaction	: G2C – Government to Citizen
Who may avail	: Locators Within JHSEZ

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of Intent (1 original)	To be provided by Locator
Company Profile with list of completed Projects (1 original)	To be provided by Locator
Articles of Incorporation/By Laws/Articles of partnership (1 photocopy)	SEC (www.sec.gov.ph)
SEC Registration/ DTI Registration (1 photocopy)	SEC (www.sec.gov.ph) DTI (Negosyo Center) CDA (Assistance Desk)
List of Authorized Representative/s/Signatory (1 original)	To be provided by Locator
BIR Registration (1 photocopy)	BIR (window assigned by the agency, varies)
Copy of Full/Partial Occupancy Permit (1 photocopy)	JHMC OBO, JHMC Office Complex
Certificate of Environmental Clearance (1 photocopy)	JHMC EAMD-EMD, JHMC Office Complex
DOLE-CAR Registration (1 photocopy)	DOLE (Action Center)
Copy of the following a. Latest SSS Registration (1 photocopy) b. Latest Phil-Health Registration (1 photocopy) c. Latest Pag-Ibig Registration (1 photocopy)	SSS (Action Officer) Phil Health (Action Officer) Pag-ibig (Action Officer)

Certificate of Participation on Orientation on Proclamation 420, CREATE Act, Accreditation Policy, Labor Center Policy, CAO 2-98 and OSAC Manual	To be verified by Labor Center Processor if accomplished.
<p><u>Additional Requirements for Specific Industries:</u></p> <p>1. Security Service Provider a. License to Operate issued by PNP</p> <p>2. Shuttle Service Provider a. Updated Certificate of Registration of all vehicles b. Franchise form LTRFB</p> <p>3. Health Care Services a. Clearance from DOH</p>	<p>National Headquarters, PNP (Action Officer)</p> <p>LTO (Action Officer)</p> <p>LTRFB (Action Officer)</p> <p>DOH (Action Officer)</p>

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
<p>1. Uploads requirements for Certificate of Accreditation and Permit to Operate (PTO) (sezris.jhmc.com.ph)</p> <p>If SEZRIS is unavailable, submits complete requirements to the Labor Center Processor Designated as Registration and</p>	<p>1. Reviews and verifies the requirements uploaded in SEZRIS.</p> <p>1.1 Makes assessment of Fees- Locator is notified through email and view the assessment in SEZRIS.</p> <p>1.2 If SEZRIS is unavailable, issues</p>	None	4 Hours	<i>Labor Center Processor Designated as Registration and Accreditation Officer SEZAD</i>
		None	10 Minutes	<i>Labor Center Processor Designated as Registration and Accreditation Officer SEZAD</i>

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
Accreditation Officer	printed assessment of fees			
2. Pays the assessed fees to the Authorized Collecting Officer at the CCA. <i>*Make sure to pay within the day of assessment and secure the OR for the payment made.</i>	2. Accepts the payment	New: Certificate of Accreditation: USD 72 Permit to Operate: USD 72 Processing Fee: 15	10 Minutes	<i>Customs Compliance Officer SEZAD</i> OR <i>Customs Compliance Assistant SEZAD</i>
	2.1 Issues the Official Receipt	None	10 Minutes	<i>Customs Compliance Officer SEZAD</i> OR <i>Customs Compliance Assistant SEZAD</i>
	3. Updates status in SEZRIS. 3.1 If SEZRIS is unavailable, endorses the payment details to the Labor Center Processor designated as Registration and Accreditation Officer 4. Prints the Certificate of Accreditation and		None	10 Minutes

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
	Permit To Operate then endorses them to SEZAD Manager			<i>Designated as Registration and Accreditation Officer SEZAD</i>
	5. Reviews and endorses for approval 5.1 If SEZRIS is unavailable, endorses the CA, PTO and attachments to the EA to the VPCOO	None	3 Hours and 10 Minutes	<i>SEZ/OSAC Manager SEZAD Labor Center Processor Designated as Registration and Accreditation Officer SEZAD</i>
	6. Recommends for approval of the President and Chief Executive Officer upon receipt of endorsement of SEZAD Manager 6.1 If SEZRIS is unavailable, endorses to EA to the PCEO	None	1 Day	<i>Vice President and Chief Operations OVPCOO Executive Assistant to the Vice President and Chief Operations Officer OVPCOO</i>
	7. Approves Accreditation as per recommendation of Vice President and	None	1 Day	<i>President and Chief Executive Officer</i>

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
	<p>Chief Operations Officer</p> <p>8. If SEZRIS is unavailable, transmits the signed CA and PTO including the attachments Labor Center Processor Designated as Registration and Accreditation Officer</p> <p>9. If SEZRIS is unavailable, notifies the locator that their CA and PTO are available for release</p>			<p>OPCEO</p> <p><i>Executive Assistant to the President and Chief Executive Officer</i> OPCEO</p> <p><i>Labor Center Processor Designated as Registration and Accreditation Officer</i> SEZAD</p>
3.Receives Accreditation and PTO	10. Issues Accreditation and PTO	None	10 Minutes	<i>Labor Center Processor Designated as Registration and Accreditation Officer</i> SEZAD
TOTAL IF PROCESSED ON SEZRIS:		New:	3 Days	
TOTAL IF PROCESSED MANUALLY:		Certificate of Accreditation : USD 72 Permit to Operate: USD 72 Processing Fee: 15	3 Days	

The Customs Compliance Officer (CCO) / Customs Compliance Assistant (CCA) are duly authorized employees by virtue of S.O. 20, series of 2012, to receive payments and issue Official Receipts in the course of the performance of the department's function.

After the effectivity of Republic Act 9400, when JHMC no longer manages tax incentives of registered enterprises, it became the department's practice to assign the Accreditation processes to the Labor Center Processor.

2. APPLICATION FOR RENEWAL OF CERTIFICATE OF ACCREDITATION AND PERMIT TO OPERATE

This service is availed for the renewal of accreditation of establishment/ enterprises doing business inside the JHSEZ.

All Non- Registered Business Enterprises doing business inside the JHSEZ should renew their Certificate of Accreditation upon the expiry of the Certificate. The Business Enterprise may renew their Certificate of Accreditation one month before the expiry of their Certificate.

Department/Division/Unit	: SEZAD
Classification	: Simple
Type of Transaction	: G2C – Government to Citizen
Who may avail	: Locators Within JHSEZ

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of Intent (1 original)	To be provided by Locator
Latest Audited Financial Statement and Income Tax Return (1 photocopy)	BIR (window assigned by the agency, varies)
Certificate of Annual Inspection (1 photocopy)	JHMC OBO – JHMC Office Complex
Certificate of Environmental (1 photocopy)	JHMC EAMD-EMD – JHMC Office Complex
Copy of Lease Contract/ Service Contract (1 copy)	To be provided by Locator

Fire and Safety Inspection Certificate (1 photocopy)	City Fire Department (Action Officer)
DOLE Clearance (No pending case) (1 photocopy)	DOLE (Action Officer)
Copy of the following a. Latest SSS Clearance (1 photocopy) b. Latest Phil-Health Clearance (1 photocopy) c. Latest Pag-Ibig Clearance (1 photocopy)	SSS (Action Officer) Phil Health (Action Officer) Pag-ibig (Action Officer)
BIR Tax Clearance (1 photocopy)	BIR (window assigned by the agency, varies)
<u>Additional Requirements for Specific Industries:</u> 1. Security Service Provider a. License to Operate issued by PNP 2. Shuttle Service Provider a. Updated Certificate of Registration of all vehicles b. Franchise form LTRFB 3. Health Care Services a. Clearance from DOH	National Headquarters, PNP (Action Officer) LTO (Action Officer) LTRFB (Action Officer) DOH (Action Officer)

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
1. Uploads requirements for Certificate of Accreditation and Permit to Operate (PTO). 1.a If SEZRIS is unavailable, complete requirements are submitted to the Labor Center Processor	1. Reviews and verifies requirements uploaded in SEZRIS	None	4 Hours	<i>Labor Center Processor Designated as Registration and Accreditation Officer SEZAD</i>
	2. Makes assessment of Fees- Locator is notified through email and view the	None	10 Minutes	<i>Labor Center Processor Designated as Registration and</i>

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
Designated as Registration and Accreditation Officer	assessment in SEZRIS. 2.1 If SEZRIS is unavailable, issues printed assessment of fees			<i>Accreditation Officer</i> SEZAD
2. Pays the assessed fees to the Authorized Collecting Officer at the CCA. <i>*Make sure to secure the OR for the payment made.</i>	3. Accepts the Payment	Renewal: Certificate of Accreditation : USD 36 Permit to Operate: USD 72 Processing Fee: 15	10 Minutes	<i>Customs Compliance Officer</i> SEZAD OR <i>Customs Compliance Assistant</i> SEZAD
	3.1 Issues the Official Receipt	None	10 Minutes	<i>Customs Compliance Officer</i> SEZAD OR <i>Customs Compliance Assistant</i> SEZAD
	3.2 Updates status on SEZRIS. 3.3 If SEZRIS is unavailable, endorses the payment details to the Labor Center	None	10 Minutes	<i>Customs Compliance Officer</i> SEZAD OR

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
	<p>Processor designated as Registration and Accreditation Officer</p> <p>4. Prints the Certificate of Accreditation and Permit To Operate then endorses them to SEZAD Manager</p>			<p><i>Customs Compliance Assistant SEZAD</i></p> <p><i>Labor Center Processor Designated as Registration and Accreditation Officer SEZAD</i></p>
	<p>5. Reviews and endorses for approval</p> <p>5.1 If SEZRIS is unavailable, endorses the CA, PTO and attachments to the EA to the VPCOO</p>	None	3 Hours 10 Minutes	<p><i>SEZ/OSAC Manager SEZAD</i></p> <p><i>Labor Center Processor Designated as Registration and Accreditation Officer SEZAD</i></p>
	<p>6. Recommends for approval of the President and Chief Executive Officer upon receipt of endorsement of SEZAD Manager</p> <p>6.1 If SEZRIS is unavailable, endorses to EA to the PCEO</p>	None	1 Day	<p><i>Vice President and Chief Operations OVPCOO</i></p> <p><i>Executive Assistant to the Vice President and</i></p>

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
				<p style="text-align: center;"><i>Chief Operations Officer OVPCOO</i></p>
	<p>7. Approves Accreditation as per recommendation of Vice President and Chief Operations Officer</p> <p>7.1 If SEZRIS is unavailable, transmits the signed CA and PTO including the attachments to the Labor Center Processor Designated as Registration and Accreditation Officer</p> <p>7.2 If SEZRIS is unavailable, notifies the locator that their CA and PTO are available for release</p>	None	1 Day	<p style="text-align: center;"><i>President and Chief Executive Officer OPCEO</i></p> <p style="text-align: center;"><i>Executive Assistant to the President and Chief Executive Officer OVPCOO</i></p> <p style="text-align: center;"><i>Labor Center Processor Designated as Registration and Accreditation Officer</i></p>

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
				SEZAD
3. Receives PTO and Certification of Accreditation.	8. Issues the approved PTO and Certificate of Accreditation	None	10 Minutes	Labor Center Processor Designated as Registration and Accreditation Officer SEZAD
TOTAL IF PROCESSED IN SEZRIS:		Renewal: Certificate of accreditation: USD 72 Permit to Operate: USD 72 Processing Fee: 15	3 Days	
TOTAL IF PROCESSED MANUALLY:			3 Days	

The Customs Compliance Officer (CCO) / Customs Compliance Assistant (CCA) are duly authorized employees by virtue of S.O. 20, series of 2012, to receive payments and issue Official Receipts in the course of the performance of the department's function.

3. APPLICATION FOR A TEMPORARY PERMIT TO OPERATE (TPTO) FOR LOCATORS

A Temporary Permit To Operate may be issued to a Business Enterprise doing business inside JHSEZ pending the completion of their requirements for a Certificate of Accreditation. A Temporary Permit to Operate shall be valid for one (1) month only and is renewable every month for a maximum of three (3) months.

Department/Division/Unit	:	SEZAD
Classification	:	Simple

Type of Transaction	:	G2C – Government to Citizen
Who may avail	:	Locators Within JHSEZ

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of Intent (1 original)	To be provided by Locator
Additional Requirement for New Locator: Occupancy Permit	JHMC OBO – JHMC Office Complex

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
1. Uploads requirements on SEZAD Information System (SEZRIS) 1.a If SEZRIS is unavailable, complete requirements are submitted to the Labor Center Processor Designated as Registration and Accreditation Officer	1. Reviews and approves the application on SEZRIS.	None	30 Minutes	<i>Labor Center Processor Designated as Registration and Accreditation Officer SEZAD</i>
	2. Makes assessment of Fees- Locator is notified through email and view the assessment in SEZRIS. 2.1 If SEZRIS is unavailable, issues printed assessment of fees	None	10 Minutes	<i>Labor Center Processor Designated as Registration and Accreditation Officer SEZAD</i>

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
2. Pays the assessed fees to the Authorized Collecting Officer at the CCA. <i>*Make sure to secure the OR for the payment made.</i>	3. Accepts Payment	PHP 720.00	10 Minutes	<i>Customs Compliance Officer SEZAD</i> OR <i>Customs Compliance Assistant SEZAD</i>
	3.1 Issues the Official Receipt	None	10 Minutes	<i>Customs Compliance Officer SEZAD</i> OR <i>Customs Compliance Assistant SEZAD</i>
	3.2 Updates status in SEZRIS. 3.3 If SEZRIS is unavailable, endorses the payment details to the Labor Center Processor designated as Registration and Accreditation Officer 4. Prints the Temporary Permit To Operate then endorses it to	None	10 Minutes	<i>Customs Compliance Officer SEZAD</i> OR <i>Customs Compliance Assistant SEZAD</i>
			30 Minutes	<i>Labor Center Processor Designated as Registration and</i>

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
	SEZAD Manager for approval			<i>Accreditation Officer SEZAD</i>
	5. Approves the TPTO	None	40 Minutes	<i>SEZ/OSAC Manager SEZAD</i>
3. Receives the TPTO.	6. Issues the TPTO	None	10 Minutes	<i>Labor Center Processor Designated as Registration and Accreditation Officer SEZAD</i>
TOTAL IF PROCESSED IN SEZRIS:		PHP 720.00	2 Hours	
TOTAL IF PROCESSED MANUALLY:		PHP 720.00	2 Hours and 30 Minutes	

The Customs Compliance Officer (CCO) / Customs Compliance Assistant (CCA) are duly authorized employees by virtue of S.O. 20, series of 2012, to receive payments and issue Official Receipts in the course of the performance of the department's function.

4. APPLICATION FOR A TEMPORARY PERMIT TO OPERATE (TPTO) FOR EXHIBITORS AND BAZAARS

A Temporary Permit to Operate is issued to Exhibitors conducting Bazaars and Trade Fairs inside the JHSEZ.

Department/Division/Unit	:	SEZAD
Classification	:	Simple
Type of Transaction	:	G2C – Government to Citizen
Who may avail	:	Exhibitors Within JHSEZ

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of Intent (1 original)	To be provided by Locator
Contract (1 original)	To be provided by Locator

Certificate of Participation in Orientation on Proclamation 420, CREATE Act, Accreditation Policy, Labor Center Policy, CAO 2-98 and OSAC Manual; if applicable	To be verified by Labor Center Processor if accomplished.
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Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
1. Submits requirements to SEZAD	1. Reviews and verifies the requirements	None	1 Hour	<i>Labor Center Processor Designated as Registration and Accreditation Officer SEZAD</i>
	1.1 Endorses to the SEZAD Manager for approval	None	10 Minutes	<i>Labor Center Processor Designated as Registration and Accreditation Officer SEZAD</i>
	2. Reviews and approves	None	1 Hour	<i>SEZ/OSAC Manager SEZAD</i>
	3. Makes assessment of Fees	None	10 Minutes	<i>Labor Center Processor Designated as Registration and Accreditation Officer SEZAD</i>
2. Pays the assessed fees to the Authorized Collecting Officer at the CCA. <i>*Make sure to secure the OR for the payment made.</i>	4. Accepts the Payment	PHP 720.00	10 Minutes	<i>Customs Compliance Officer SEZAD</i> OR <i>Customs Compliance Assistant SEZAD</i>

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
	4.1 Issues Official Receipt	None	10 Minutes	<i>Customs Compliance Officer</i> SEZAD OR <i>Customs Compliance Assistant</i> SEZAD
	5. Signs the TPTO	None	20 Minutes	<i>SEZ/OSAC Manager</i> SEZAD
	6. Issues the TPTO	None	10 Minutes	<i>Labor Center Processor Designated as Registration and Accreditation Officer</i> SEZAD
3. Receives the TPTO.				
TOTAL:		PHP 720.00	3 Hours 10 Minutes	

The Customs Compliance Officer (CCO) / Customs Compliance Assistant (CCA) are duly authorized employees by virtue of S.O. 20, series of 2012, to receive payments and issue Official Receipts in the course of the performance of the department's function.

5. APPLICATION FOR GATEPASS, LOCAL PURCHASE FORM AND PERMIT TO BRING-IN FOR LOCATORS

A Business Enterprise located inside the JHSEZ may apply for the following permits:

A Local Purchase Form is a permit issued for the entry of raw materials to be consumed or used inside the John Hay Special Economic Zone.

A Gate Pass is a permit issued for the entry of equipment, furniture and fixture including tools to be used inside the John Hay Special Economic Zone.

A Permit to Bring-In is a permit issued for the entry of merchandise to be sold inside the John Hay Special Economic Zone.

Department/Division/Unit	: -SEZAD
Classification	: Simple
Type of Transaction	: G2C – Government to Citizen
Who may avail	: Locators Within John Hay Special Economic Zone (JHSEZ)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
PTO/TPTO	To be verified by the OSAC Processor with LCP
Copy of the Delivery Receipt/ Purchase Order/ Sales Invoice/ Official Receipt/ Transfer Order/ Item List	To be provided by Client.
Additional Requirements for the entry of construction materials: Building Permit Bill of Materials/ Bill of Quantities	To be provided by Client. To be provided by Client.

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
1. Uploads and submits requirements in the SEZSIS.	1. Checks and validates submitted requirements	None	5 Minutes	<i>One Stop Action Center Processor SEZAD</i>

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
1.a If SEZRIS is unavailable, complete requirements are submitted to the OSAC Processor	1.1 If SEZRIS is unavailable, endorses the application to the SEZAD Manager		3 Minutes	
	2. Approves Request	None	3 Minutes	SEZ/OSAC Manager SEZAD
	3. Makes assessment of Fees- Locator is notified through email and view the assessment in SEZRIS.	None	2 Minutes	One Stop Action Center Processor SEZAD
	3.1 If SEZRIS is unavailable, issues printed assessment of fees		2 Minutes	
2. Pays the assessed fees to the Authorized Collecting Officer at the CCA. <i>*Make sure to secure the OR for the payment made.</i> <i>*Make sure to print permit if payment is made.</i>	4. Accepts the payment and Enters Payment Details in SEZRIS	LPF: PHP 36.00 GP: PHP 216.00 PBI: PHP 360.00	3 Minutes	Customs Compliance Officer SEZAD OR Customs Compliance Assistant SEZAD
3. Receives the OR. LPF/Gate Pass/ PBI may be printed from the locator's account in SEZRIS	4.1 Issues the OR. 4.2 If SEZRIS is unavailable, endorses payment details	None	2 Minutes	Customs Compliance Officer SEZAD OR

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
	to OSAC Processor			<i>Customs Compliance Assistant SEZAD</i>
	5. If SEZRIS is unavailable, fills-up accountable forms then endorses to SEZAD Manager for signature		5 Minutes	<i>One Stop Action Center Processor SEZAD</i>
	6. If SEZRIS is unavailable, signs permit		3 Minutes	<i>SEZ/OSAC Manager SEZAD</i>
4. If SEZRIS is unavailable, receives LPF/Gate Pass/ PBI	7. Issues LPF/Gate Pass/ PBI		2 Minutes	<i>One Stop Action Center Processor SEZAD</i>
TOTAL IF PROCESSED IN SEZRIS :		LPF:	15 Minutes	
TOTAL IF PROCESSED MANUALLY :		PHP 36.00	30 Minutes	
		GP: PHP 216.00		
		PBI: PHP 360.00		

The Customs Compliance Officer (CCO) / Customs Compliance Assistant (CCA) are duly authorized employees by virtue of S.O. 20, series of 2012, to receive payments and issue Official Receipts in the course of the performance of the department's function.

6. APPLICATION FOR GATEPASS, LOCAL PURCHASE FORM AND PERMIT TO BRING-IN FOR EXHIBITORS, BAZAARS AND STAKEHOLDERS

All exhibitors or participants in a Bazaar or Trade Fair conducted inside the JHSEZ may apply for the following permits:

A Local Purchase Form is a permit issued for the entry of raw materials to be consumed or used inside the John Hay Special Economic Zone.

A Gate Pass is a permit issued for the entry of equipment, furniture and fixture including tools to be used inside the John Hay Special Economic Zone.

A Permit to Bring-In is a permit issued for the entry of merchandise to be sold inside the John Hay Special Economic Zone.

A resident within the John Hay Special Economic Zone or any stakeholder may also apply for a Local Purchase Form or Gate Pass.

Department/Division/Unit	: SEZAD
Classification	: Simple
Type of Transaction	: G2C – Government to Citizen
Who may avail	: Exhibitors, Bazaars and Stakeholders

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Copy of the Delivery Receipt/ Purchase Order/ Sales Invoice/ Official Receipt/ Transfer Order/ Item List	To be provided by Client.
Additional Requirements: For Exhibitors or Bazaars: Temporary Permit to Operate	To be verified by the OSAC Processor with LCP
For the entry of construction materials: Building Permit Bill of Materials/ Bill of Quantities	
	To be provided by Client. To be provided by Client.

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
				<i>Customs Compliance Assistant SEZAD</i>
3. Receives the OR or the LPF/Gate Pass/PBI whichever is applicable <i>*LPF/Gate Pass/ PBI may be printed from the stakeholder's account in SEZRIS</i>	4.1. Issues the OR or the Permit whichever is applicable <i>* If SEZRIS is unavailable, endorses payment details to OSAC Processor</i>	None	2 Minutes	<i>Customs Compliance Officer SEZAD</i>
			5 Minutes	OR <i>Customs Compliance Assistant SEZAD</i>
	<i>*If SEZRIS is unavailable, fills-up accountable forms then endorses to SEZAD Manager for signature</i>		7 Minutes	<i>One Stop Action Center Processor SEZAD</i>
	<i>* If SEZRIS is unavailable, signs permit</i>		5 Minutes	<i>SEZ/OSAC Manager SEZAD</i>
TOTAL IF PROCESSED IN SEZRIS:		LPF: PHP 36.00 GP: PHP 216.00 PBI: PHP 360.00	15 Minutes	
TOTAL IF PROCESSED MANUALLY:			30 Minutes	

7. APPLICATION FOR PERMIT TO BRING-OUT FOR LOCATORS- LOCAL ARTICLES FOR PERMANENT PULL-OUT

A Permit to Bring-Out Local Articles is issued to Business Enterprises who may permanently bring-out from the John Hay Special Economic Zone their merchandise, tools and equipment or furniture and fixture.

Department/Division/Unit	: SEZAD
Classification	: Simple
Type of Transaction	: G2C – Government to Citizen
Who may avail	: Locators Within JHSEZ

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of Intent	To be provided by the Locator
Document Number of previously issued Type A Permits to the Locator	To be provided by the Locator
OR	
Notarized Certificate of Ownership	

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
1. Uploads requirements on SEZAD Information System (SEZRIS) *If SEZRIS is unavailable, complete requirements are submitted to the OSAC Processor	1. Checks and Validates Submitted Requirements.	None	4 Minutes	<i>One Stop Action Center Processor</i> SEZAD
	*If SEZRIS is unavailable, endorses the application to the SEZAD Manager		8 Minutes	
	2. Reviews and approves Request	None	3 Minutes	<i>SEZ/OSAC Manager</i> SEZAD
	3. Makes assessment of Fees - Locator is notified through email and	None	3 Minutes	<i>One Stop Action Center Processor</i> SEZAD

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
	accountable forms then endorses to SEZAD Manager for signature *If SEZRIS is unavailable, signs permit		6 Minutes	SEZ/OSAC Manager SEZAD
TOTAL IF PROCESSED IN SEZRIS:		PHP 432.00	15 Minutes	
TOTAL IF PROCESSED MANUALLY:		PhP 432.00	30 Minutes	

The Customs Compliance Officer (CCO) / Customs Compliance Assistant (CCA) are duly authorized employees by virtue of S.O. 20, series of 2012, to receive payments and issue Official Receipts in the course of the performance of the department's function.

8. APPLICATION FOR PERMIT TO BRING-OUT FOR LOCATORS- TEMPORARY TRANSFER

A Permit to Bring-Out Local Articles is issued to Business Enterprises who may bring-out from the John Hay Special Economic Zone their tools and equipment or furniture and fixture but intend to return the article inside the economic zone within one (1) month.

Department/Division/Unit	: SEZAD
Classification	: Simple
Type of Transaction	: G2C – Government to Citizen
Who may avail	: Locators Within JHSEZ

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Intent	To be provider by the Locator

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
1. Uploads requirements on SEZAD Information System (SEZRIS) * If SEZRIS is unavailable, complete requirements are submitted to the OSAC Processor	1. Checks and Validates Submitted Requirements.	None	5 Minutes	<i>One Stop Action Center Processor</i> SEZAD
	* If SEZRIS is unavailable, endorses the application to the SEZAD Manager		3 Minutes	
	2. Reviews and approves Request	None	3 Minutes	<i>SEZ/OSAC Manager</i> SEZAD
	3. Makes assessment of Fees - Locator is notified through email and view the assessment in SEZRIS	None	2 Minutes	<i>One Stop Action Center Processor</i> SEZAD
	* If SEZRIS is unavailable,		2 Minutes	

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
	issues printed assessment of fees			
<p>2. Pays the assessed fees to the Authorized Collecting Officer at the CCA.</p> <p><i>*Make sure to secure the OR for the payment made.</i></p> <p><i>*Make sure to print permit if the payment is made.</i></p>	<p>4. Accepts the payment and Enter Payment Details in SEZRIS</p>	<p>PHP 432.00</p>	<p>3 Minutes</p>	<p><i>Customs Compliance Officer SEZAD</i></p> <p>OR</p> <p><i>Customs Compliance Assistant SEZAD</i></p>
<p>3. Receives the OR or PBO whichever is applicable</p> <p>PBO may be printed from the locator's account in SEZRIS</p>	<p>4.1 Issues the OR</p> <p><i>* If SEZRIS is unavailable, endorses payment details to OSAC Processor</i></p> <p><i>*If SEZRIS is unavailable, fills-up accountable forms then endorses to SEZAD Manager for signature</i></p>	<p>None</p>	<p style="text-align: center;">2 Minutes</p> <p style="text-align: center;">5 Minutes</p>	<p><i>Customs Compliance Officer SEZAD</i></p> <p>OR</p> <p><i>Customs Compliance Assistant SEZAD</i></p> <p><i>One Stop Action Center Processor SEZAD</i></p>

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
	*If SEZRIS is unavailable, signs permit		3 Minutes	SEZ/OSAC Manager SEZAD
*If SEZRIS is unavailable, receives PBO	5. Issues PBO	None	2 Minutes	One Stop Action Center Processor SEZAD
TOTAL IF PROCESSED IN SEZRIS:		PHP 432.00	15 Minutes	
TOTAL IF PROCESSED MANUALLY:			30 Minutes	

The Customs Compliance Officer (CCO) / Customs Compliance Assistant (CCA) are duly authorized employees by virtue of S.O. 20, series of 2012, to receive payments and issue Official Receipts in the course of the performance of the department's function.

9. APPLICATION FOR PERMIT TO BRING-OUT FOR STAKEHOLDERS

A Permit to Bring-Out Local Articles is issued to an exhibitor, participant in a Bazaar or Trade Fair or stakeholder who may bring-out from the John Hay Special Economic Zone their tools and equipment or furniture and fixture but intend to return the article/s inside the economic zone within one (1) month.

Department/Division/Unit	: SEZAD
Classification	: Simple
Type of Transaction	: G2C – Government to Citizen
Who may avail	: Residents, Exhibitors, Bazaar, Concessionaires, and Contractors Within JHSEZ

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of Intent	To be provided by the Resident
Document Number of previously issued Type A Permits to the Stakeholder	To be provided by the Client
OR	
Notarized Certificate of Ownership	To be provided by the Client

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
1. Creates account in SEZRIS then uploads requirements *If SEZRIS is unavailable, complete requirements are submitted to the OSAC Processor	1. Checks and Validates Submitted Requirements.	None	5 Minutes	<i>One Stop Action Center Processor</i> SEZAD
	*If SEZRIS is unavailable, endorses the application to the SEZAD Manager		3 Minutes	
	2. Reviews and approves Request	None	4 Minutes	<i>SEZ/OSAC Manager</i> SEZAD

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
	<p>3. Makes assessment of Fees- Locator is notified through email and view the assessment in SEZAD Information System (SEZRIS)</p> <p>* If SEZRIS is unavailable, issues printed assessment of fees</p>	None	2 Minutes	<i>One Stop Action Center Processor SEZAD</i>
<p>2. Pays the assessed fees to the Authorized Collecting Officer at the CCA.</p> <p><i>*Make sure to secure the OR for the payment made.</i></p>	<p>4. Accepts payment and issues OR</p>	PHP 432.00	2 Minutes	<i>Customs Compliance Officer SEZAD</i>
<p>3. Receives the OR.</p> <p>PBO may be printed from the stakeholder's account in SEZRIS</p>	<p>4.1 Issues the OR and enters payment details in SEZRIS</p> <p>*If SEZRIS is unavailable, endorses payment details to OSAC Processor</p> <p>**If SEZRIS is unavailable, fills-up accountable</p>	None	2 Minutes	<p><i>Customs Compliance Officer SEZAD</i></p> <p style="text-align: center;">OR</p> <p><i>Customs Compliance Assistant SEZAD</i></p>
			5 Minutes	<i>One Stop Action Center Processor</i>

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
	forms then endorses to SEZAD Manager for signature ***If SEZRIS is unavailable, signs permit		3 Minutes	SEZAD SEZ/OSAC Manager SEZAD
4. If SEZRIS is unavailable, receives PBO	5. Issues PBO	None	2 Minute	One Stop Action Center Processor SEZAD
TOTAL IF PROCESSED IN SEZRIS:		PHP 432.00	15 Minutes	
TOTAL IF PROCESSED MANUALLY:		PHP 432.00	30 Minutes	

The Customs Compliance Officer (CCO) / Customs Compliance Assistant (CCA) are duly authorized employees by virtue of S.O. 20, series of 2012, to receive payments and issue Official Receipts in the course of the performance of the department's function.

10. REQUEST FOR OVERTIME FROM LOCATORS

A Business Enterprise may request for overtime to process permits and/or to inspect articles entering or leaving JHSEZ beyond the regular working hours.

Department/Division/Unit	: SEZAD
Classification	: Simple
Type of Transaction	: G2C – Government to Citizen
Who may avail	: All Locators Bringing-In and Bringing-Out Articles for Inspection In and From JHSEZ Beyond Regular Office Hours.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Application of Permit: To submit application in SEZRIS	To be verified by OSAC Processor
For Inspection: Permit previously issued by JHMC	

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
1. Applies request on SEZAD Information System (SEZRIS) * If SEZRIS is unavailable, complete requirements are submitted to the Customs Compliance Assistant	1. Checks and Validates Submitted Requirements	None	5 Minutes	<i>Customs Compliance Assistant</i> SEZAD
	1.1 Endorsement for Approval	None	1 Minute	<i>Customs Compliance Officer</i> SEZAD
	2. Reviews and approves the request.	None	3 Minutes	<i>SEZ/OSAC Manager</i> SEZAD
	3. Assessment of Fees- Locator is notified through email and view the assessment in SEZRIS	None	2 Minutes	<i>Customs Compliance Officer</i> SEZAD OR

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
	*If SEZRIS is unavailable, issues printed assessment of fees			<i>Customs Compliance Assistant SEZAD</i>
2. Pays the assessed fees to the Authorized Collecting Officer at the CCA.	4. Accepts the payment and Enter Payment Details in SEZRIS	Regular days: 5PM-10PM: PHP 172.55/hr	2 Minutes	<i>Customs Compliance Officer SEZAD</i>
<i>*Make sure to print the permit if the payment is made.</i>	* If SEZRIS is unavailable, fills-up accountable forms then endorses to SEZ /OSAC Manager for signature	10PM-6AM: PHP 189.60/hr	5 Minutes	<i>Customs Compliance Assistant SEZAD</i>
		Weekends and Holidays: Minimum of 4 hours 6AM-10PM: PHP 179.45/hr	3 Minutes	<i>SEZ/OSAC Manager SEZAD</i>
		10PM-6AM: PHP 197.39/hr		
None	6. Issues the OR or the Overtime Form whichever is applicable	None	2 Minutes	<i>Customs Compliance Officer SEZAD</i>
3.Receives OR or Overtime Form whichever is applicable	None	None		OR <i>Customs Compliance Assistant</i>

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
				SEZAD
TOTAL IF PROCESSED IN SEZRIS:		Regular days: 5PM-10PM: PHP 172.55/hr 10PM-6AM: PHP 189.60/hr Weekends and Holidays: Minimum of 4 hours 6AM-10PM: PHP 179.45/hr 10PM-6AM: PHP 197.39/hr	15 Minutes	
TOTAL IF PROCESSED MANUALLY:			25 Minutes	

The Customs Compliance Officer (CCO) / Customs Compliance Assistant (CCA) are duly authorized employees by virtue of S.O. 20, series of 2012, to receive payments and issue Official Receipts in the course of the performance of the department's function.

11. REQUEST FOR IDENTIFICATION CARD (ID) FOR JHSEZ EMPLOYEES

All employees within the John Hay Special Economic Zone shall apply for a JHSEZ ID to properly account and monitor all employees working inside the economic zone.

The Labor Center may accept and process a maximum of ten (10) applications for ID Card per day.

Department/Division/Unit	: SEZAD
Classification	: Simple
Type of Transaction	: G2C – Government to Citizen
Who may avail	: All Employees Within JHSEZ

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
JHMC Application Form	SEZAD- Labor Center, CCA
Photo: 2x2 with white background, taken within six (6) months prior to application (1 colored copy)	To be provided by the employee-applicant.

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
1. Submits requirements to Labor Center Processor	1. Checks and Validates Submitted Requirements.	None	3 hours	Labor Center Processor SEZAD
	2. Reviews and approves the request.	None	30 Minutes	SEZ/OSAC Manager SEZAD
	3. Makes assessment of Fees <i>Note: Locator is notified through email and view the assessment in SEZRIS</i>	None	10 Minutes	Labor Center Processor SEZAD

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
2. Pays the assessed fees to the Authorized Collecting Officer at the CCA. <i>*Make sure to secure the OR for the payment made.</i>	4. Accepts the payment and enters payment details in SEZRIS	PHP 120.00	10 Minutes	<i>Customs Compliance Officer SEZAD</i> <i>OR</i> <i>Customs Compliance Assistant SEZAD</i>
3. Receives the OR	5. Issues the OR	None	5 Minutes	<i>Customs Compliance Officer SEZAD</i> <i>OR</i> <i>Customs Compliance Assistant SEZAD</i>
	6. Prepares, edits/adjusts background color of the photo and prints the ID	None	2 Days	<i>Labor Center Processor SEZAD</i>
	6.1 Notifies the Locator of the availability of the printed IDs.	None	4 Hours	<i>Labor Center Processor SEZAD</i>
4.Receives the ID	7. Issues the ID	None	5 Minutes	<i>Labor Center Processor SEZAD</i>
TOTAL:		PHP 120.00	3 Days	

The Customs Compliance Officer (CCO) / Customs Compliance Assistant (CCA) are duly authorized employees by virtue of S.O. 20, series of 2012, to receive payments and issue Official Receipts in the course of the performance of the department's function.

12. REQUEST FOR MANPOWER FROM ACCREDITED/ REGISTERED BUSINESS ENTERPRISES (RBEs)

All Locators within the John Hay Special Economic Zone may request from the Labor Center to assist locators in their manpower needs.

Department/Division/Unit	: SEZAD
Classification	: Simple
Type of Transaction	: G2C – Government to Citizen
Who may avail	: All Locators/ accredited RBEs Within JHSEZ

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
JHMC Application Form	SEZAD- Labor Center, CCA

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
1. Submits application form to Labor Center Processor	1. Checks and Validates request.	None	1 Hour	<i>Labor Center Processor SEZAD</i>
	2. Job matching and checks availability of resume/ database 2.1 Endorses for approval. 2.2 Approval of Endorsement	None	2 Days	<i>Labor Center Processor SEZAD</i>
		None	4 Hours	<i>Labor Center Processor SEZAD</i>
		None	2 Hours	<i>SEZ/OSAC Manager SEZAD</i>
2. Receives approved request.	3. Sends request to Locator	None	1 Hour	<i>Labor Center Processor SEZAD</i>
TOTAL:		0.00	3 Days	

The Customs Compliance Officer (CCO) / Customs Compliance Assistant (CCA) are duly authorized employees by virtue of S.O. 20, series of 2012, to receive payments and issue Official Receipts in the course of the performance of the department's function.

**SPECIAL ECONOMIC ZONE ADMINISTRATION
DEPARTMENT
NEW PROCESSES**

13. Request for an Orientation on CREATE, Accreditation Policy, Labor Center Policy, CAO 2-98 and OSAC Manual.

The SEZAD conducts orientation to new Business Enterprises, Bazaars and/or anybody who requests for the service. This is to give familiarization on the policies of JHMC relative registration and accreditation including all SEZAD processes.

Department/Division/Unit	: SEZAD
Classification	: Simple
Type of Transaction	: G2B, G2G and G2C
Who may avail	: All new locators within JHSEZ. Any government agency or anybody who may request for an orientation.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of Intent or Verbal Request	To be provided by applicant

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
1. Submit Letter of Intent	1. Receives requirement	None	10 Minutes	<i>Labor Center Processor SEZAD</i>
	2. Conducts the Orientation	None	1 Hour	<i>SEZ/OSAC Manager, Customs Compliance Officer, and Labor Center Processor SEZAD</i>
2. Receives Certificate of Participation	3. Issues the Certificate of Participation	None	10 Minutes	<i>Labor Center Processor SEZAD</i>
TOTAL:		None	1 Hour 20 Minutes	

14. Request for Creation of Account in SEZ RIS

This is to enroll all Business Enterprises within JHSEZ in the Special Economic Zone Regulatory Information System for purposes of processing all permits.

Department/Division/Unit	: SEZAD
Classification	: Simple
Type of Transaction	: G2B
Who may avail	: Locators within JHSEZ

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of Intent	To be provided by Locator
Letter of Authorization, if applicable	To be provided by Locator
Application Form	SEZAD (Labor Center Processor)
Contract	To be provided by the Locator

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
1. Submits the requirements	1. Reviews and verifies requirements	None	20 Minutes	<i>Labor Center Processor</i> SEZAD
	2. Creates Account in Special Economic Zone Information System (SEZRIS)	None	30 Minutes	<i>Labor center Processor</i> SEZAD
2. Receives Account Details	3. Issues the Account Details	None	10 Minutes	<i>Labor Center Processor</i> SEZAD
TOTAL:		None	1 Hour	

15. APPLICATION FOR NEW CERTIFICATE OF REGISTRATION

A Certificate of Registration is issued to a qualified Business Enterprise who may operate an economic activity within the John Hay Special Economic Zone. A Business Enterprise issued with a Certificate of Registration may enjoy tax incentives provided under the Corporate Recovery and Tax Incentives for Enterprises Act (CREATE). A COR is valid for three (3) years.

Department/Division/Unit	: SEZAD- Accreditation Center
Classification	: Highly Technical
Type of Transaction	: G2B- Government to Business
Who may avail	: Business Enterprises within JHSEZ

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly Accomplished Application Forms (Digital Form on FIRMS)	DOF-FIRB FIRMS (firms.firb.gov.ph/login)
JHMC Application Form (1 Original Copy)	SEZAD-Registration and Accreditation Center, CCA
Board Resolution of Duly Authorized Signatories and their Profile (1 Original Copy)	Provided by the Business Enterprise
Endorsement Letter from Principal Locator (As Applicable) (1 Original Copy)	Provided by the Business Enterprise
Other Documents or information as may be required under the SIPP, IPA, or FIRB (item C, Sec 4, Rule 6, IRR RA 11534)	Provided by the Business Enterprise

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
1.Fills up Forms FIRMS (Fiscal Incentives Registration and Monitoring System (firms.firb.gov.ph/login) and simultaneously submits JHMC requirements	1.Checks the Completeness and reviews the submitted Documents. * If incomplete, notifies the applicant through email to submit complete requirements.	None	1 Day	<i>Labor Center Processor designated as Registration and Accreditation Officer SEZAD</i>

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
	2. Issues the Assessment for Registration Fee	None	4 Hours	<i>Labor Center Processor designated as Registration and Accreditation Officer SEZAD</i>
2.Payment of fees at CCA	3. Accepts the Payment 3.1 Issues the Official Receipt	USD 288 (non-refundable)	1 Hour	<i>Cashier FSD</i> OR <i>Customs Compliance Officer SEZAD</i> OR <i>Customs Compliance Assistant SEZAD</i>
		None		<i>Cashier FSD</i> OR <i>Customs Compliance Officer SEZAD</i> OR <i>Customs Compliance Assistant SEZAD</i>

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
	<p>4. Conducts an initial impact evaluation and ex-ante cost benefit analysis</p> <p><i>*If incomplete, notifies the applicant through email to submit additional requirements to Registration Officer.</i></p> <p>4.1 Submits requirements and ex-ante CBA to SEZAD Manager for review and verification</p>	None	5 Days	<i>Labor Center Processor designated as Registration and Accreditation Officer SEZAD</i>
	<p>5. Reviews requirements and ex-ante CBA Summary and prepares CSW</p> <p><i>*May require applicant through email to submit additional requirements to Registration Officer.</i></p> <p><i>*If capital investment of applicant is above 1B, prepares endorsement to FIRB for BOD approval.</i></p> <p><i>Note: Other documents or information may be required under the</i></p>	None	5 Days	<i>SEZ/OSAC Manager SEZAD</i>

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
	<i>SIPP, the IPA or by FIRB</i>			
	6. Presents the CSW to the ManCom for endorsement to the BOD	None	1 Day	<i>SEZ/OSAC Manager SEZAD</i>
	6.1 Notifies the Labor Center Processor of the action of the ManCom			<i>SEZ/OSAC Manager SEZAD</i>
	7. Notifies the applicant of the status of application		1 Day	<i>Labor Center Processor designated as Registration and Accreditation Officer SEZAD</i>
	8. Presents the CSW to BOD for the approval of the following: a. COR b. Registration Agreement c. Authority of PCEO to Sign COR, Registration Agreement d. Authority of SEZ/OSAC Manager to sign CETI or Letter of Denial OR a. Notice of Denial b. Authority to sign Notice of Denial	None	1 Day	<i>Vice President and Chief Executive Officer OVPCOO</i> OR <i>SEZ/OSAC Manager SEZAD</i>

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
	OR			
	a. Endorsement to FIRB for capital investment above 1B			
	9. Notifies the Labor Center Processor of the action of the BOD		1 Day	<i>SEZ/OSAC Manager SEZAD</i>
	10. Notifies the applicant of the status of application		1 day	<i>Labor Center Processor designated as Registration and Accreditation Officer SEZAD</i>
	11. Coordinates with OCS for the Board Resolution Number then inputs in: COR OR Notice of Denial OR Endorsement Letter to FIRB for capital investment of more than 1B	None	4 Hours	<i>Labor Center Processor designated as Registration Officer SEZAD</i>
	12. Prints and Forwards either: COR and Registration Agreement OR		4 Hours	<i>Labor Center Processor designated as Registration Officer SEZAD</i>

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
	<p>Notice of Denial to PCEO for signature</p> <p>OR</p> <p>Endorsement Letter to FIRB for capital investment of more than 1B</p>			
	<p>13. Reviews and signs, either:</p> <p>COR and Registration Agreement</p> <p>OR</p> <p>Notice of Denial</p> <p>OR</p> <p>Endorsement Letter to FIRB for capital investment of more than 1B</p>		1 Day	<i>President and Chief Executive Officer OPCEO</i>
	<p>14. Receives the signed documents:</p> <p>For COR and Registration Agreement, returns to LCP</p> <p>OR</p> <p>For Endorsement Letter to FIRB for capital investment of more than 1B, then returns to LCP</p>			<i>Executive Assistant to the President and Chief Executive Officer OPCEO</i>

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
	For Notice of Denial, forwards to Records Management Section for external routing			
	15. For approved COR and registration Agreement, notifies Applicant for the notarization of Registration Agreement OR To send Endorsement Letter to FIRB for capital investment of more than 1B.		1 Hour	<i>Labor Center Processor designated as Registration Officer SEZAD</i>
3. Receives Notification that Application was endorsed to FIRB	16. Sends notification to Applicant that application was endorsed to FIRB	None	1 Day	<i>Labor Center Processor designated as Registration Officer SEZAD</i>
4. Receives Registration Agreement for Notarization from SEZAD	16.1 Issues Registration Agreement for Notarization			
5. Submits 1 copy of the notarized Registration Agreement to LCP	16.2 Receives the Notarized Registration Agreement			
6. Receives COR	16.3 Issues COR			
TOTAL FOR APPROVED COR AND REGISTRATION AGREEMENT:			19 Days and 6 Hours	
TOTAL FOR APPROVED NOTICE OF DENIAL:			18 Days and 5 Hours	

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
TOTAL IF INVESTMENT CAPITAL IS MORE THAN 1B:			15 Days and 6 Hours	

The Customs Compliance Officer (CCO) / Customs Compliance Assistant (CCA) are duly authorized employees by virtue of S.O. 20, series of 2012, to receive payments and issue Official Receipts in the course of the performance of the department's function.

16. APPLICATION FOR RENEWAL OF CERTIFICATE OF REGISTRATION

An application for Renewal of Certificate of Registration is issued to a Registered Business Enterprise in good standing who may continue to operate an economic activity within the John Hay Special Economic Zone. A Registered Business Enterprise whose Certificate of Registration was renewed may continue to enjoy tax incentives provided under the Corporate Recovery and Tax Incentives for Enterprises Act (CREATE). A COR is valid for Three (3) years.

Department/Division/Unit	: SEZAD- Accreditation Center
Classification	: Highly Technical
Type of Transaction	: G2B- Government to Business
Who may avail	: Business Enterprises within JHSEZ

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly Accomplished Application Forms	DOF-FIRB FIRMS (firms.firb.gov.ph/login)
JHMC Application Form	SEZAD- Registration and Accreditation Center, CCA
JHMC Clearance Form	SEZAD- Registration and Accreditation Center, CCA

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
1. Fills up Forms and Submits Requirements on FIRMS (Fiscal Incentives Registration and Monitoring System (firms.firb.gov.ph/login))	1. Checks Completeness and reviews the submitted Documents. 1.1 If complete, proceed to next step. 1.2 If incomplete, notify applicant through email to submit complete requirements of FIRB (Fiscal Incentives Review Board).	None	1 Day	<i>Labor Center Processor designated as Registration Officer SEZAD</i>

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
	2. Issues the Assessment for Registration Fee	None	4 Hours	<i>Labor Center Processor designated as Registration Officer SEZAD</i>
2.Payment of fees at CCA	3. Accepts the Payment	USD 288 (non-refundable)	1 Hour	<i>Cashier FSD</i> OR <i>Customs Compliance Officer SEZAD</i> OR <i>Customs Compliance Assistant SEZAD</i>
	3.1 Issues the Official Receipt	None		<i>Cashier FSD</i> OR <i>Customs Compliance Officer SEZAD</i> OR <i>Customs Compliance Assistant SEZAD</i>
	4. Conducts evaluation on the	None		5 Days

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
	performance commitment of the RBE 4.1 Submits evaluation report to SEZAD Manager			<i>designated as Registration Officer SEZAD</i>
	5. Reviews and prepares CSW 5.1 Notifies the Labor Center Processor of the action of the schedule of ManCom	None	5 Days	SEZ/OSAC Manager SEZAD
	6. Notifies the applicant of the status of application			<i>Labor Center Processor designated as Registration Officer SEZAD</i>
	7. Presents the CSW to the ManCom for endorsement to the BOD. 7.1 Notifies the Labor Center Processor of the action of the ManCom	None	1 Day	SEZ/OSAC Manager SEZAD
				SEZ/OSAC Manager SEZAD
	8. Notifies the applicant of the status of application		1 Day	<i>Labor Center Processor designated as Registration Officer SEZAD</i>
	9. Presents the CSW to the BOD for the approval of the following: a. COR	None	1 Day	<i>Vice President and Chief Executive Officer OVPCOO</i>

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
	b. Registration Agreement c. Authority of PCEO to Sign COR and Registration Agreement, d. Authority of SEZ/OSAC Manager to sign CETI or Letter of Denial OR a. Notice of Denial b. Authority to sign Notice of Denial			OR SEZ/OSAC Manager SEZAD
	10. Notifies the Labor Center Processor of the action of the BOD		1 Day	Vice President and Chief Executive Officer OVPCOO OR SEZ/OSAC Manager SEZAD
	11. Notifies the applicant of the status of application		1 day	<i>Labor Center Processor designated as Registration Officer</i> SEZAD
	12. Coordinates with OCS for the Board Resolution Number then inputs in COR or Notice of Denial	None	4 Hours	<i>Labor Center Processor designated as Registration Officer</i>

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
	12.1 Prints COR (1 copy) and Registration Agreement (3 copies), if applicable or Notice of Denial (2 copies)			SEZAD
	13. Forwards COR and Registration Agreement, if applicable or Notice of Denial to PCEO for signature		4 Hours	<i>Labor Center Processor designated as Registration Officer</i> SEZAD
	14. Reviews and signs COR and Registration Agreement, if applicable or Notice of Denial		1 Day	<i>President and Chief Executive Officer</i> OPCEO
	15. Receives the signed documents For COR and Registration Agreement, returns to LCP For Notice of Denial, forwards to Records Management Section for external routing			<i>Executive Assistant to the President and Chief Executive Officer</i> OPCEO
	16. For approved COR and registration Agreement, notifies Applicant for the notarization of Registration Agreement,		3 Hours	<i>Labor Center Processor designated as Registration Officer</i> SEZAD
3. Receives Registration Agreement for	17. Issues Registration	None	1 Day	<i>Labor Center Processor designated</i>

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
Notarization from SEZAD	Agreement for Noratization			<i>as Registration Officer SEZAD</i>
4. Submits 1 copy of the notarized Registration Agreement to LCP	18. Receives the Notarized Registration Agreement, if applicable			
5.Receives COR	19. Issues COR			
TOTAL FOR APPROVED COR AND RA:		None	20 Days	
TOTAL FOR APPROVED NOTICE OF DENIAL:		None	18 Days and 5 Hours	

The Customs Compliance Officer (CCO) / Customs Compliance Assistant (CCA) are duly authorized employees by virtue of S.O. 20, series of 2012, to receive payments and issue Official Receipts in the course of the performance of the department's function.

17. Application for Certificate of Entitlement to Tax Incentives (CETI)

A Certificate of Entitlement to Tax Incentives (CETI) is a document issued by JHMC as proof of entitlement to incentives to a Registered Business Enterprise who is compliant to the terms and conditions of the Registration Agreement.

Department/Division/Unit	: SEZAD
Classification	: Highly Technical
Type of Transaction	: G2B
Who may avail	: All JHMC Registered Business Enterprises within the John Hay Special Economic Zone

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
FIRB Application Form	DOF-FIRB FIRMS (firms.firb.gov.ph/login)
JHMC Application Form (1 copy)	SEZAD - Registration and Accreditation Center, CCA
Clearance Form (1 copy) Special Economic Zone Administration Department (SEZAD) Office of the Building Official (OBO) Environmental Management Division (EMD) Business Development Department (BDD) General Services Division (GSD) Finance Services Department (FSD)	SEZAD - Registration and Accreditation Center, CCA SEZAD- CCA Cottage 626 Cottage 626 Library, Bell House Cottage 627 Cottage 625
Proof of Compliance/ Justification of Non-Compliance (1 copy)	RBE
Other Documents or information as may be required under the SIPP, IPA, or FIRB	RBE
For the first year of the project/activity:	
Sworn Statement as to the Actual Start of Commercial Operation (1 copy)	RBE

Client Steps	SEZAD Action	Fees to be paid	Processing Time	Person Responsible
				<i>Accreditation Officer SEZAD</i>
2. Payment of Fees	4. Accepts the Payment	P1,728	1 Hour	<i>Cashier FSD</i> OR <i>Customs Compliance Officer SEZAD</i> OR <i>Customs Compliance Assistant SEZAD</i>
	4.1 Issues the Official Receipt	None		
	5. Prints CETI or Letter of Denial and Endorses to SEZAD Manager for Signature	None	2 Hours	<i>Labor Center Processor designated as Registration and Accreditation Officer SEZAD</i>
	6. Approves CETI or Letter of Denial		4 Hours	<i>SEZ/OSAC Manager SEZAD</i>
3. Accepts CETI or Letter of Denial	7. Issues CETI or Letter of Denial	None	1 day	<i>Labor Center Processor designated as Registration and Accreditation Officer SEZAD</i>

Client Steps	SEZAD Action	Fees to be paid	Processing Time	Person Responsible
	TOTAL:	1,728	11 Days	

The Customs Compliance Officer (CCO) / Customs Compliance Assistant (CCA) are duly authorized employees by virtue of S.O. 20, series of 2012, to receive payments and issue Official Receipts in the course of the performance of the department's function.

18. Application for Certificate of Authority to Import

A Certificate of Authority to import is issued upon application of a Registered Business Enterprises as proof of entitlement for tax and duty free importation which shall contain the list of capital equipment, raw materials, spare parts or accessories to be imported.

Department/Division/Unit	: SEZAD
Classification	: Simple
Type of Transaction	: G2B
Who may avail	: All RBEs of JHMC within JHSEZ

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
JHMC Application Form	SEZAD Registration and Accreditation Center, CCA
Valid Certificate of Registration	To be verified by the Registration and Accreditation Center
List of Importable	To be provided by the RBE
For Regulated Articles: Clearance from other Government Agencies	To be Provided by the RBE
For Non-Regulated Articles (As Applicable) Sworn Statement that Articles are non-Regulated	To be Provided by the RBE
Certificate of Non-Availability	DTI Action Center

Client Steps	ASD-HRSD Actions	Fees to be paid	Processing Time	Person Responsible
1. Submits Requirements to SEZAD	1. Evaluates requirements	None	1 Day	<i>Labor Center Processor designated as Registration and Accreditation Officer SEZAD</i>
	2. Endorses to SEZAD Manager	None	4 Hours	<i>Labor Center Processor</i>

Client Steps	ASD-HRSD Actions	Fees to be paid	Processing Time	Person Responsible
				<i>designated as Registration and Accreditation Officer SEZAD</i>
	3. Reviews and Approves	None	1 Day	SEZ/ OSAC Manager
	4. Prints Certificate of Authority to Import	None	1 Hour	<i>Labor Center Processor designated as Registration and Accreditation Officer SEZAD</i>
2. Receives CAI	5. Issues CAI	None	1 Hour	<i>Labor Center Processor designated as Registration and Accreditation Officer SEZAD</i>
TOTAL:			2 Days 6 Hours	

The Customs Compliance Officer (CCO) / Customs Compliance Assistant (CCA) are duly authorized employees by virtue of S.O. 20, series of 2012, to receive payments and issue Official Receipts in the course of the performance of the department's function.

19. APPLICATION FOR IMPORT PERMIT (AIP)

An application for Import Permit is issued to Registered Business Enterprises that allows them to import tax exempt and duty free capital equipment, raw materials, and other goods directly related to their registered activity.

Department/Division/Unit	: SEZAD
Classification	: Simple
Type of Transaction	: G2C – Government to Citizen
Who may avail	: Registered Business Enterprises of JHMC

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of Intent	To be provided by the Locator
Certificate of Registration	To be verified by OSAC from Registration and Accreditation Center
Certificate of Authority to Import	To be verified by OSAC from Registration and Accreditation Center
Packing List	To be provided by the Locator
Import Entry Declaration (IED)	To be provided by the Locator
Mission Order	To be provided by the Locator
Boat Note	To be provided by the Locator
Bill of Lading	To be provided by the Locator
Airway Bill	To be provided by the Locator
Transshipment Permit	To be provided by the Locator
Clearance from other Government Agencies; As Applicable (e.g. DTI-Strategic Management Office for National Strategic Goods List)	To be provided by the Locator

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
1. Uploads requirements in SEZRIS * If SEZRIS is unavailable, complete requirements are	1. Checks and Validates Submitted Requirements. If found in order, enters details in the SEZRIS and recommends	None	1 Day	<i>One Stop Action Center Processor SEZAD</i>

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
submitted to the OSAC Processor	approval of the SEZAD Manager.			
	2. Reviews and Approves Request	None	1 Day	SEZ/OSAC Manager SEZAD
	3. Makes assessment of Fees *If SEZRIS is unavailable, issues printed assessment of fees	None	2 Hours 2 Hours 30 Minutes	One Stop Action Center Processor SEZAD
2. Pays the assessed fees to the Authorized Collecting Officer at the CCA. <i>*Make sure to secure the OR for the payment made.</i> <i>*Make sure to print gate pass or permit if the payment is made.</i>	4. Accepts the payment and Enters Payment Details in SEZRIS	Depending on the amount of the articles to be imported.	30 Minutes	Customs Compliance Officer SEZAD OR Customs Compliance Assistant SEZAD
3. Receives the OR or AIP whichever is applicable <i>*AIP may be printed from the locator's account in SEZRIS</i>	5. Issues the OR and updates payment details in SEZRIS or issues Permit * If SEZRIS is unavailable, endorses payment details	None	30 Minutes 1 Hour 15 Minutes	Customs Compliance Officer SEZAD OR Customs Compliance Assistant SEZAD

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
	to OSAC Processor *If SEZRIS is unavailable, fills-up accountable forms then endorses to SEZAD Manager for signature *If SEZRIS is unavailable, signs permit		1 Hour 15 Minutes 1 Hour	OR <i>One Stop Action Center Processor SEZAD</i> <i>SEZ/OSAC Manager SEZAD</i>
TOTAL IF PROCESSED ON SEZRIS:		Depending on the amount of the articles to be imported.	2 Days and 3 Hours	
TOTAL IF PROCESSED MANUALLY:		Depending on the amount of the articles to be imported.	2 Days 6 Hours and 30 Minutes	

The Customs Compliance Officer (CCO) / Customs Compliance Assistant (CCA) are duly authorized employees by virtue of S.O. 20, series of 2012, to receive payments and issue Official Receipts in the course of the performance of the department's function.

20. DECLARATION OF ADMISSION OF ARTICLES INSIDE JHSEZ (DAA)

This permit is used for the admission of imported articles inside JHSEZ.

Department/Division/Unit	: SEZAD
Classification	: Simple
Type of Transaction	: G2C – Government to Citizen
Who may avail	: Locators Within JHSEZ

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
JHMC Application Forms	SEZAD- OSAC, CCA
Surety Bond	To be provided by the RBE
For PEZA RBEs: FORM 8106	To be Provided by the RBE.

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
1. Uploads requirements on SEZAD Information System (SEZRIS).	1. Checks and Validates Submitted Requirements.	None	4 Hours	<i>One Stop Action Center Processor</i> SEZAD
1.a If SEZRIS is unavailable, complete requirements are submitted to the OSAC Processor	2. Reviews and Approves Request	None	1 Day	<i>SEZ/OSAC Manager</i> SEZAD
	3. Makes assessment of Fees * If SEZRIS is unavailable, issues printed assessment of fees	None	1 Hour 1 Hour	<i>One Stop Action Center Processor</i> SEZAD

<p>2. Pays the assessed fees to the Authorized Collecting Officer at the CCA.</p> <p><i>*Make sure to secure the OR for the payment made.</i></p>	<p>4. Accepts the payment and Enters Payment Details in SEZRIS</p> <p><i>*If SEZRIS is unavailable, endorses payment details to OSAC Processor</i></p>	<p>PHP 216.00</p>	<p>30 Minutes</p> <p>1 Hour</p>	<p><i>Customs Compliance Officer SEZAD</i></p> <p>OR</p> <p><i>Customs Compliance Assistant SEZAD</i></p>
<p>3. Receives the OR and Permit or DAA</p> <p><i>*DAA may be printed from the locator's account in SEZRIS</i></p>	<p>5. Issues the OR and Permit and or issues Permit whichever is applicable</p> <p><i>* If SEZRIS is unavailable, endorses payment details to OSAC Processor</i></p> <p><i>* If SEZRIS is unavailable, fills-up accountable forms then endorses to SEZAD Manager for signature</i></p> <p><i>* If SEZRIS is unavailable, signs permit</i></p>	<p>None</p>	<p>30 Minutes</p> <p>30 Minutes</p> <p>30 Minutes</p> <p>2 Hours</p>	<p><i>Customs Compliance Officer SEZAD</i></p> <p>OR</p> <p><i>Customs Compliance Assistant SEZAD</i></p> <p><i>One Stop Action Center Processor SEZAD</i></p> <p><i>SEZ/OSAC Manager SEZAD</i></p>
<p>TOTAL IF PROCESSED ON SEZRIS:</p>		<p>PHP 216.00</p>	<p>1 Day 6 Hours</p>	
<p>TOTAL IF PROCESSED ON SEZRIS:</p>			<p>2 Days and 1 Hour</p>	

The Customs Compliance Officer (CCO) / Customs Compliance Assistant (CCA) are duly authorized employees by virtue of S.O. 20, series of 2012, to receive payments and issue Official Receipts in the course of the performance of the department's function.

21. PERMIT TO BRING-OUT IMPORTED ARTICLES (PBO-IA)

This permit is issued to RBEs who was previously issued with an Import Permit to be brought out the JHSEZ.

Department/Division/Unit	: SEZAD
Classification	: Simple
Type of Transaction	: G2C – Government to Citizen
Who may avail	: Locators Within JHSEZ

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of Intent	To be provider by the Locator
Previously issued AIP	To be provider by the Locator
Proof of payment of duties and taxes to BOC.	To be provider by the Locator

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
1. Uploads requirements on SEZAD Information System (SEZRIS) *If SEZRIS is unavailable, complete requirements are submitted to the OSAC Processor	1. Checks and Validates Submitted Requirements.	None	4 Hours	<i>One Stop Action Center Processor</i> SEZAD
	2. Reviews and approves Request	None	1 Day	<i>SEZ/OSAC Manager</i> SEZAD
	3. Makes assessment of Fees - Locator is notified through email and view	None	1 Hour	<i>One Stop Action Center Processor</i> SEZAD

	<p>the assessment in SEZRIS</p> <p><i>*If SEZRIS is unavailable, issues printed assessment of fees</i></p>		1 Hour	
<p>2. Pays the assessed fees to the Authorized Collecting Officer at the CCA.</p> <p><i>*Make sure to secure the OR for the payment made.</i></p>	<p>4. Accepts payment and Enter Payment Details in SEZRIS</p>	Depending on the amount of the articles	30 Minutes	<p><i>Customs Compliance Officer SEZAD</i></p> <p>OR</p> <p><i>Customs Compliance Assistant SEZAD</i></p>
<p>3. Receives Official Receipt or PBO-IA whichever is applicable</p> <p><i>*PBO-IA may be printed from the locator's account in SEZRIS</i></p>	<p>5. Issues the Official Receipt and updates payment details in SEZRIS or issues Permit whichever is applicable</p> <p><i>*If SEZRIS is unavailable, endorses payment details to OSAC Processor</i></p> <p><i>**If SEZRIS is unavailable, fills-up accountable forms then endorses to SEZAD Manager for signature</i></p>	None	<p>30 Minutes</p> <p>1 Hour 15 Minutes</p> <p>1 Hour 15 Minutes</p>	<p><i>Customs Compliance Officer SEZAD</i></p> <p>OR</p> <p><i>Customs Compliance Assistant SEZAD</i></p> <p><i>One Stop Action Center Processor SEZAD</i></p>

	***If SEZRIS is unavailable, signs permit		1 Hour	SEZ/OSAC Manager SEZAD
TOTAL IF PROCESSED IN SEZRIS:		Depending on the amount of the articles	1 Day 6 Hours	
TOTAL IF PROCESSED MANUALLY:			2 Days and 1 Hour	

The Customs Compliance Officer (CCO) / Customs Compliance Assistant (CCA) are duly authorized employees by virtue of S.O. 20, series of 2012, to receive payments and issue Official Receipts in the course of the performance of the department's function.

22. PERMIT TO BRING-OUT TAX EXEMPT VEHICLE (PBO-TEV)

This permit is issued to Registered Business Enterprises who intends to bring-out its Tax exempt vehicles from JHSEZ for a maximum of 14 days in a month.

Department/Division/Unit	: SEZAD
Classification	: Simple
Type of Transaction	: G2C – Government to Citizen
Who may avail	: Locators Within JHSEZ

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of intent.	To be provided by the client.
Certificate of Registration	To be verified by OSAC Processor from Registration and Accreditation Center

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
1. Uploads requirements on SEZAD Information System (SEZRIS) *If SEZRIS is unavailable, complete requirements are submitted to the OSAC Processor	1. Checks and Validates Submitted Requirements.	None	4 Hours	<i>One Stop Action Center Processor</i> SEZAD
	2. Reviews and approves Request	None	1 Day	<i>SEZ/OSAC Manager</i> SEZAD
	3. Makes assessment of Fees - Locator is notified through email and view the assessment in SEZRIS	None	1 Hour	<i>One Stop Action Center Processor</i> SEZAD
2. Pays the assessed fees to the Authorized Collecting Officer at the CCA.	4. Accepts the payment and Enter Payment Details in SEZRIS	Depending on the amount of the articles	30 Minutes	<i>Customs Compliance Officer</i> SEZAD OR

<i>*Make sure to secure the OR for the payment made.</i>				<i>Customs Compliance Assistant SEZAD</i>
3. Receives Official Receipt <i>*PBO-TEV may be printed from the locator's account in SEZRIS</i>	5. Issues the Official Receipt and updates details in SEZRIS <i>*If SEZRIS is unavailable, endorses payment details to OSAC Processor</i> <i>**If SEZRIS is unavailable, fills-up accountable forms then endorses to SEZAD Manager for signature</i> <i>*** If SEZRIS is unavailable, signs permit</i>	None	30 Minutes	<i>Customs Compliance Officer SEZAD</i> OR <i>Customs Compliance Assistant SEZAD</i>
			30 Minutes	<i>One Stop Action Center Processor SEZAD</i>
			2 Hours	<i>SEZ/OSAC Manager SEZAD</i>
4. If SEZRIS is unavailable, receives PBO - TEV	6. Issues PBO-TEV	None	30 Minutes	<i>One Stop Action Center Processor SEZAD</i>
TOTAL IF PROCESSED IN SEZRIS:		None	1 Day and 7 Hours	
TOTAL IF PROCESSED MANUALLY:		None	2 Days and 2 Hours	

The Customs Compliance Officer (CCO) / Customs Compliance Assistant (CCA) are duly authorized employees by virtue of S.O. 20, series of 2012, to receive payments and issue Official Receipts in the course of the performance of the department's function.

23. Application for Request for Clearance

A Clearance is issued by JHMC-SEZAD to locators who intend to cease operations within the John Hay Special Economic Zone.

Department/Division/Unit	: SEZAD
Classification	: Simple
Type of Transaction	: G2B
Who may avail	: All locators who intend to cease operation within JHSEZ.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of Intent	Applicant
Clearance Form	SEZAD-Registration and Accreditation Center, CCA

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
1. Submits complete Requirements	1. Reviews requirements	None	1 day	<i>Labor Center Processor designated as Registration and Accreditation Officer SEZAD</i>
	2. Endorses to SEZAD Manager for approval	None		<i>Labor Center Processor designated as Registration and Accreditation Officer SEZAD</i>
	3. Review and approves.	None	1 day	<i>SEZ/OSAC Manager SEZAD</i>
2. Receives Clearance	4. Issues the Clearance of Cessation of Business Operation within JHSEZ	None	1 day	<i>Labor Center Processor designated as Registration and Accreditation Officer</i>

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
				SEZAD
TOTAL:		None	3 days	

24. REQUEST FOR OVERTIME FROM STAKEHOLDERS

A Stakeholder may request for overtime to process permits and/or to inspect articles entering or leaving JHSEZ beyond the regular working hours.

Department/Division/Unit	: SEZAD
Classification	: Simple
Type of Transaction	: G2C – Government to Citizen
Who may avail	: JHMC Stakeholders (e.g. Contractors, Exhibitors, Bazaar Concessionaires, Suppliers, Tourists, etc.) Bringing-In and Bringing-Out Articles for Inspection In and From JHSEZ Beyond Regular Office Hours.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Application of Permit: To create account in SEZRIS and submit application For Inspection: Permit previously issued by JHMC	To be verified by OSAC Processor To be verified by CCO/CCA with OSAC Processor

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
1. Applies at the Customs Clearance Area	1. Checks and Validates Submitted Requirements. If in order, enters details in the SEZRIS portal.	None	15 Minutes	<i>Customs Compliance Assistant</i> SEZAD

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
	2. Endorses for Approval	None	5 Minutes	Customs Compliance Officer SEZAD
	3. Reviews and approves the request.	None	5 Minutes	SEZ/OSAC Manager SEZAD
	4. Makes assessment of Fee	None	5 Minutes	Customs Compliance Officer SEZAD
2. Pays the assessed fees to the Authorized Collecting Officer at the CCA. <i>*Make sure to secure the OR for the payment made.</i>	5. Accepts the payment and Enters the Payment Details in SEZSIS	Regular days: 5PM-10PM: PHP 172.55/hr 10PM-6AM: PHP 189.60/hr Weekends and Holidays: Minimum of 4 hours 6AM-10PM: PHP 179.45/hr 10PM-6AM: PHP 197.39/hr	10 Minutes	Customs Compliance Officer SEZAD OR Customs Compliance Assistant SEZAD
3. Receives the OR	6. Prints and issues the OR and Request for Overtime Form.	None	5 Minute	Customs Compliance Officer SEZAD OR

Client Steps	SEZAD Actions	Fees to be paid	Processing Time	Person Responsible
				<i>Customs Compliance Assistant SEZAD</i>
	TOTAL:	Regular days: 5PM-10PM: PHP 172.55/hr 10PM-6AM: PHP 189.60/hr Weekends and Holidays: Minimum of 4 hours 6AM-10PM: PHP 179.45/hr 10PM-6AM: PHP 197.39/hr	45 Minutes	

The Customs Compliance Officer (CCO) / Customs Compliance Assistant (CCA) are duly authorized employees by virtue of S.O. 20, series of 2012, to receive payments and issue Official Receipts in the course of the performance of the department's function.

SAFETY AND SECURITY DEPARTMENT EXTERNAL SERVICE

1. ASSISTANCE TO EXTERNAL PERSONNEL/AGENCIES

This service is availed for visitors, guests, VIPs who wish to seek JHMC Safety and Security Department (SSD) assistance.

Department/Division/Unit	: SSD
Classification	: Simple
Type of Transaction	: G2C – Government to Citizen
Who may avail	: Visitors, Guests, VIPs

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Approved Letter from the PCEO with the following contents: 1.a. Type of assistance 1.b. Date of activity/event 1.c. Location of activity/event 1.d. Number of pax involved 1.e. Contact person	Client to provide the requirements

Client Steps	SSD and ASD-ICTD Actions	Fees to be paid	Processing Time	Person Responsible
1. Submits letter request, including all requirements, to the Records Receiving Section. *Filing of letter applications must be at least one (1) day prior to intended day of assistance.	1. Receives documents.	None	3 Minutes	<i>Records Management Specialist ASD - ICTD</i>
*For Emergency assistance involving life & limbs, immediate actions are	1. Records, digitizes and routes documents to SSD.	None	4 Hours	<i>Records Management Specialist ASD - ICTD</i>

implemented in the fastest means available.				
	2. Evaluates documents and approves or disapproves request.	None	10 Minutes	Safety and Security Manager SSD
	3. Informs requesting party of the approval/disapproval of the request. If approved, determines the necessary actions/plans. *Implementation of the actions/plans depends on the requested assistance.	None	10 Minutes	Safety and Security Officer SSD
2. Accomplishes the Customer Satisfaction Feedback Form. <i>*Make sure to drop the accomplished Form in designated boxes at the JHMC Office Complex.</i>	3.1 Records the assistance.	None	10 Minutes	Safety and Security Officer SSD
TOTAL:		None	4 Hours, 30 Minutes	

SAFETY AND SECURITY DEPARTMENT INTERNAL SERVICE

1. ASSISTANCE TO JHMC EMPLOYEES/OTHER DEPARTMENTS

This service is availed for visitors, guests, VIPs who wish to seek JHMC Safety and Security Department (SSD) assistance.

Department/Division/Unit	: SSD
Classification	: Simple
Type of Transaction	: G2G –Government to Government
Who may avail	: ALL JHMC Employees, regardless of status

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Approved request for assistance	JHMC HIS portal

Client Steps	SSD Actions	Fees to be paid	Processing Time	Person Responsible
1. Fills out the Request for Assistance Form at the HIS portal.	1. Receives and makes initial assessment of the request then endorses for approval.	None	3 Minutes	<i>Safety and Security Manager SSD</i> OR <i>Safety and Security Officer SSD</i>
	2. Approves or disapproves the request as endorsed.	None	10 Minutes	<i>President and Chief Executive Officer OPCEO</i>
	2.1 If approved, determines necessary action plan for the implementation. <i>*Implementation timeline depends on the requested assistance.</i>	None	30 Minutes	<i>Safety and Security Manager SSD</i> OR <i>Safety and Security Officer SSD</i>

2. Receives the assistance as requested. <i>*Make sure to accomplish the CSF in the HIS portal after the assistance has been sought.</i>	3. Records the assistance.	None	10 Minutes	Safety and Security Officer SSD
<i>*Make sure to accomplish the CSF in the HIS portal after the assistance has been sought.</i>				
TOTAL		None	53 Minutes	

**INTERNAL AUDIT OFFICE
INTERNAL SERVICE**

1. REQUEST FOR SUPPORT ACTIVITIES

This service is availed by JHMC Offices/Units who request for the Internal Audit Office for support activities.

Department/Division/Unit	:	Internal Audit Office
Classification	:	Simple
Type of Transaction	:	G2G – Government to Government
Who may avail	:	All JHMC Employees, regardless of status

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Approved request in the Help Desk Information System (HIS); or	JHMC Helpdesk Information System (HIS) portal 192.168.2.9.8080 Or through email
Invitation Letter through email or printed copy (1 original)	Provided by Client

Client Steps	IAO Actions	Fees to be paid	Processing Time	Person Responsible
1. Files request using the HIS portal or transmits an invitation requesting for attendance via email or printed copy.	1. Receives the request through the HIS portal; or email or printed copy.	None	1 Hour	<i>Internal Audit Assistant</i> IAO
	1.1 Forwards the received request to the Internal Audit Manager.	None	1 hour	<i>Internal Audit Assistant</i> IAO
	2. Reviews the invitation on whether it affects the Audit Objectivity and Independence of the IAO.	None	6 Hours	<i>Internal Audit Manager</i> IAO
	2.1 Approves or disapproves the request through HIS portal or other acceptable means.	None		<i>Internal Audit Manager</i> IAO
	2.2 If approved, checks the availability of	None		<i>Internal Audit Assistant</i> IAO

Client Steps	IAO Actions	Fees to be paid	Processing Time	Person Responsible
	personnel who will attend and inform the requestor. 2.3 Otherwise, inform the requestor for non-attendance, stating the reason.	None		<i>Internal Audit Assistant</i> IAO
2. Receives the information on attendance or non-attendance.	None	None	None	None
TOTAL:		0.00	1 Day	

**OFFICE OF THE PRESIDENT AND CEO –
CORPORATE PLANNING UNIT
INTERNAL SERVICE**

1. REQUEST FOR ASSISTANCE

This service is availed by any JHMC personnel who wish to seek assistance from the Corporate Planning Unit.

Department/Division/Unit	:	Office of the President and CEO - Corporate Planning Unit
Classification	:	Simple
Type of Transaction	:	G2C – Government to Citizen
Who may avail	:	All JHMC Employees, regardless of status

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Filed request in the Help Desk Information System (HIS) portal.	JHMC HIS portal

Client Steps	OPCEO-CPU Actions	Fees to be paid	Processing Time	Person Responsible
1. Provides complete information by filing the request through the HIS portal.	1. Receives the request through the HIS portal.	None	4 Hours	<i>Corporate Planning Clerk</i> OPCEO-CPU
None	1.1 Evaluates the request. If in order, provides inputs in the “remarks” section of the HIS then forwards to the Corporate Planning Manager. If not in order, provides inputs in the “remarks” section then clicks the “return” button for the appropriate action of the Requesting Party, if any.	None	4 Hours	<i>Corporate Planning Clerk</i> OPCEO-CPU

None	2. Reviews the request and inputs of the Corporate Planning Clerk. If in order, provides inputs in the “remarks” section and clicks the “approved” button. If not in order, provides inputs in the “remarks” section and clicks on the “reject” button for the appropriate action of the Requesting Party, if any.	None	4 Hours	<i>Corporate Planning Manager</i> OPCEO-CPU
2. Receives the information for appropriate action, if any. After the provision of the assistance requested, logs in to the HIS account and accomplishes the Customer Satisfaction Feedback Form.	None	None	None	None
TOTAL:		None	1 Day, 4 Hours	

**OFFICE OF THE CORPORATE SECRETARY
INTERNAL SERVICE**

1. Request for Issuance of Secretary's Certificate

This process pertains to the issuance of Secretary's Certificate of Board Resolutions to JHMC employees.

Department/Division/Unit	Office of the Corporate Secretary (OCS)
Classification	Simple
Type of Transaction	G2C - Government to Citizen
Who may avail	JHMC Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished Request Form filed in the Helpdesk Information System (HIS)	JHMC HIS portal

Client Steps	OCS Actions	Fees to be paid	Processing Time	Person Responsible
1. Files the request through the HIS by accomplishing all the required fields in the Request Form.	1. Receives and evaluates the completeness of the Request Form. If complete, inputs "remarks" and clicks the "receive" button. If incomplete, inputs "remarks" indicating the reason for not receiving the request and clicks the "return" button.	None	1 Hour	<i>Assistant Board Secretary</i> Office of the Corporate Secretary or <i>Board Secretary</i> Office of the Corporate Secretary
	2. Receives and evaluates the endorsed request through the HIS.	None	1 Hour	<i>Board Secretary</i> Office of the Corporate Secretary

	If in order, inputs “remarks” and clicks the “approve” button.				
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Client Steps	OCS Actions	Fees to be paid	Processing Time	Person Responsible
	If not in order, inputs “remarks” indicating the reason for disapproval and clicks the “return” button.			
	3. Retrieves the Secretary’s Certificate being requested from the file.	None	2 Days	<i>Assistant Board Secretary</i> Office of the Corporate Secretary
	3.1 If not on file, prepares the Secretary’s Certificate, prints, and sends it to the Corporate Secretary for review and signature, and awaits the signed copy.			<i>Board Secretary</i> Office of the Corporate Secretary
	3.2 If the Secretary’s Certificate being requested needs to be notarized, causes the Secretary’s Certificate to be notarized.	None	6 Hours	<i>Assistant Board Secretary</i> Office of the Corporate Secretary

	3.3 Logs the Secretary's Certificate, transmits it to the requestor, and fulfills the Request Form in the HIS.			<i>or</i> <i>Board Secretary</i> Office of the Corporate Secretary
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Client Steps	OCS Actions	Fees to be paid	Processing Time	Person Responsible
2. Receives the Secretary's Certificate. <i>*Make sure to accomplish the Feedback Form in the HIS after receiving the requested document.</i>	None	None	None	None
TOTAL:		None	3 Days	

VII. FEEDBACK AND COMPLAINTS

FEEDBACK AND COMPLAINTS MECHANISM	
How to send a feedback	Citizens/Clients may send their feedbacks by accomplishing the Customer's Satisfaction Feedback (CSF) Form which will be dropped in the suggestion and complaints boxes available in the respective JHMC Offices or through the "contact us" button in the JHMC Official Website (www.jhmc.com.ph).
How feedback is processed	The feedback will be collated periodically where positive and negative responses are analyzed and reported for Management Action.
How to file a complaint	Citizens/Clients may express their complaints through the Public Assistance and Complaints Officers/ Desk at the JHMC Office Complex or at the SEZAD/ CCA for JHSEZ Locators or through the "contact us" button of the JHMC official website for Management's immediate action.
How complaints are processed	The complaints shall be accepted and processed by the Public Assistance and Complaints Officers/Desk and shall be acted immediately by the concerned Office Head; and by the President and CEO or Vice-President and COO if necessary.
PCC: email @ pcc@malacañg.gov.ph ; service: Bahay Ugnayan, J.P. Laurel Street Malacañang, Manila; facsimile thru Telefax No. (02) 87368621; Tel No. (02) 87368645, (02) 87368603; (02) 87368629; (02) 87368621	

FEEDBACK AND COMPLAINTS MECHANISM	
Contact Information	<p>PUBLIC ASSISTANCE AND COMPLAINTS DESK: *JHMC Office Complex</p> <p>MS. ZYRELLE A. DEL PRADO Community Relations Officer JHMC Office Complex Tel. (074) 422-4360 / (074) 661-0596 E-mail Address: mgmt@jhmc.com.ph.</p> <p>MR. MARK JASON B. ADVIENTO Records Management Specialist JHMC Office Complex Tel. (074) 422-4360 / (074) 661-0596 E-mail Address: mgmt@jhmc.com.ph</p> <p>*For Special Economic Zone Administration Department (SEZAD) Customs Clearance Area (CCA)</p> <p>MR. ZALDY A. BELLO SEZ/ OSAC Manager Tel. (074) 422-4360 (074) 661-0596 E-mail Address: zaldy.bello@jhmc.com.ph</p> <p>ARTA: complaints@arta.gov.ph 1-ARTA (2782)</p> <p>GCG: (02) 85328-2030 to 33</p> <p>BCDA: (02) 88575-1700</p> <p>PCC: email @ pcc@malacañg.gov.ph; service: Bahay Ugnayan, J.P. Laurel Street Malacañang, Manila; facsimile thru Telefax No. (02) 87368621; Tel No. (02) 87368645, (02) 87368603; (02) 87368629; (02) 87368621</p>

VIII. LIST OF JHMC OFFICES

Office	Address	Contact Information
Office of The President and Chief Executive Officer (OPCEO)	John Hay Special Economic Zone (JHSEZ) P.O. Box 1088, Baguio City Philippines 2600	Mr. ALLAN R. GARCIA President and Chief Executive Officer (074) 422-4360 (074) 661-0596 E-mail Address: allan.garcia@jhmc.com.ph Ms. ANNE BERNADETTE E. TAN Executive Assistant to the President and Chief Executive Officer (074) 422-4360 (074) 661-0596 E-mail Address: anne.tan@jhmc.com.ph
Office of the Vice President and Chief Operations Officer (OVPCOO)	JHSEZ, P.O. Box 1088, Baguio City Philippines 2600	Ms. JANE THERESA G. TABALINGCOS Vice-President and Chief Operations Officer (074) 422-4360 (074) 661-0596 E-mail Address: jane.tabalingcos@jhmc.com.ph Ms. FEBELLYN A. HONNAG Executive Assistant to the Vice President and Chief Operations Manager (074) 422-4360 (074) 661-0596 E-mail Address: febellyn.honnag@jhmc.com.ph
Internal Audit Office (IAO)	JHSEZ, P.O. Box 1088, Baguio City Philippines 2600	Mr. RODEL P. VILLANUEVA, CPA Internal Audit Manager (074) 422-4360 (074) 661-0596

		E-mail Address: rodel.villanueva@jhmc.com.ph
Office of the Corporate Secretary (OCS)	JHSEZ, P.O. Box 1088, Baguio City Philippines 2600	Ms. ANNA MARIA G. LOPEZ Board Secretary (074) 422-4360 (074) 661-0596 E-mail Address: anna.lopez@jhmc.com.ph
Business Development Department (BDD)	JHSEZ, P.O. Box 1088, Baguio City Philippines 2600	Ms. FLORENCE JOY R. MALLARE, CPA Business Development Manager (074) 422-4360 (074) 661-0596 E-mail Address: florence.mallare@jhmc.com.ph
Corporate Planning Unit (CPU)	JHSEZ, P.O. Box 1088, Baguio City Philippines 2600	Ms. LEA C. QUISOBEN-MAGUILAO, CPA, REA, REB Corporate Planning Manager (074) 422-4360 (074) 661-0596 E-mail Address: lea.quisoben@jhmc.com.ph
Legal Department (LD)	JHSEZ, P.O. Box 1088, Baguio City Philippines 2600	Atty. MARY ELLEN S. CABUHAT Legal Manager (074) 422-4360 (074) 661-0596 E-mail Address: mary.cabuhath@jhmc.com.ph
Safety and Security Department (SSD)	JHSEZ, P.O. Box 1088, Baguio City Philippines 2600	Col. PHILIP GEORGE D. DEMOT (Ret.) Safety and Security Manager (074) 422-4360 (074) 661-0596 E-mail Address: philip.demot@jhmc.com.ph
Administrative Services Department (ASD)	JHSEZ, P.O. Box 1088, Baguio City Philippines 2600	Mr. EDSSEL U. COLCOL Administrative Services Manager (074) 422-4360 (074) 661-0596 E-mail Address: edsel.colcol@jhmc.com.ph

Administrative Services Department – General Services Division (ASD – GSD)	JHSEZ, P.O. Box 1088, Baguio City Philippines 2600	Mr. BENJAMIN P. QUIÑO JR. General Services Manager (074) 422-4360 (074) 661-0596 E-mail Address: benjamin.quiño@jhmc.com.ph
Administrative Services Department – Human Resource Division (ASD – HRD)	JHSEZ, P.O. Box 1088, Baguio City Philippines 2600	Mr. DANNY B. LATAWAN Human Resource Manager (074) 422-4360 (074) 661-0596 E-mail Address: danny.latawan@jhmc.com.ph
Administrative Services Department – Information and Communications Technology (ASD – ICTD)	JHSEZ, P.O. Box 1088, Baguio City Philippines 2600	Mr. DARWIN C. PEREZ Information and Communications Technology Manager (074) 422-4360 (074) 661-0596 E-mail Address: darwin.perez@jhmc.com.ph
Finance Services Department (FSD)	JHSEZ, P.O. Box 1088, Baguio City Philippines 2600	Mr. RONALD B. ZAMBRANO, CPA Finance Manager (074) 444-8980 E-mail Address: ronald.zambrano@jhmc.com.ph
Environment and Asset Management Department (EAMD) Office of the Building Official (OBO)	JHSEZ, P.O. Box 1088, Baguio City Philippines 2600	Engr. BOBBY V. AKIA Environment and Asset Management Manager / JHSEZ Building Official (074) 422-4360 (074) 661-0596 E-mail Address: bobby.akia@jhmc.com.ph
Environment and Asset Management Department – Environment Management	JHSEZ, P.O. Box 1088, Baguio City Philippines 2600	Engr. EDITHA M. MEJIA Environment Manager (074) 422-4360 (074) 661-0596 E-mail Address: editha.mejia@jhmc.com.ph

Division (EAMD – EMD)		
Environment and Asset Management Department – Land and Asset Management Division (EAMD – LAMD)	JHSEZ, P.O. Box 1088, Baguio City Philippines 2600	Engr. FERDINAND L. FIGUERRES Land and Asset Development Manager (074) 422-4360 (074) 661-0596 E-mail Address: ferdinand.figuerrres@jhmc.com.ph
Environment and Asset Management Department – Project Management Division (EAMD – PMD)	JHSEZ, P.O. Box 1088, Baguio City Philippines 2600	Arch. LUZVIMINDA N. PANGANIBAN Project Manager (074) 422-4360 (074) 661-0596 E-mail Address: luzviminda.panganiban@jhmc.com.ph
Special Economic Zone Administration Department (SEZAD) Customs Clearance Area (CCA)	JHSEZ, P.O. Box 1088, Baguio City Philippines 2600	Mr. ZALDY A. BELLO SEZ/OSAC Manager (074) 422-4360 (074) 661-0596 E-mail Address: zaldy.bello@jhmc.com.ph

Annex "A"

NEW SCHEDULE OF FEES AND OTHER CHARGES OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF THE NATIONAL BUILDING CODE OF THE PHILIPPINES (PD 1096)

1. Bases of assessment

- . Character of occupancy or use of building/structure
- a. Cost of construction
- b. Floor area
- c. Height

2. Regardless of the type of construction, the cost of construction of any building/structure for the purpose of assessing the corresponding fees shall be based on the following table:

Table II.G.1. On Fixed Cost Of Construction Per Sq. Meter

LOCATION	GROUP		
All Cities and Municipalities	A, B, C, D, E, G, H, I	F	J
	P10, 000	P8, 000	P6, 000

3. Construction/addition/renovation/alteration of buildings/structures under Group/s and Sub-Divisions shall be assessed as follows:

Division A-1

Area in sq. meters		Fee per sq. meter
i.	Original complete construction up to 20.00 sq.meters.....	P 2.00
ii.	Additional/renovation/alteration up to 20.00 sq. meters regardless of floor area of original construction.....	2.40
iii.	Above 20.00 sq. meters to 50.00 sq. meters.....	3.40
iv.	Above 50.00 sq. meters to 100.00 sq. meters.....	4.80
v.	Above 100.00 sq. m to 150 sq. meters.....	6.00
vi.	Above 150.00 sq. meters.....	7.20

b. Division A-2

Area in sq. meters		Fee per sq. meter
i.	Original complete construction up to 20.00 sq. meters.....	P 3.00
ii.	Additional/renovation/alteration up to 20.00 sq. meters regardless of floor area of original construction	3.40
iii.	Above 20.00 sq. meters to 50.00 sq. meters.....	5.20
iv.	Above 50.00 sq. meters to 100.00 sq. meters.....	8.00
v.	Above 150.00 sq. meters.....	8.40

c. Divisions B-1/C-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/I-1 and J-1, 2, 3

Area in sq. meters	Fee per sq. meter
i. Up to 500.....	P 23.00
ii. Above 500 to 600.....	22.00
iii. Above 600 to 700.....	20.50
iv. Above 700 to 800.....	19.50
v. Above 800 to 900.....	18.00
vi. Above 900 to 1,00.....	17.00
vii. Above 1,000 to 1,500.....	16.00
viii. Above 1,500 to 2,000.....	15.00
ix. Above 2,000 to 3,000.....	14.00
x. Above 3,000.....	12.00

NOTE: Computation of the building fee for item 3.c. is cumulative. The total area is split up into sub-areas corresponding to the area bracket indicated in the Table above. Each sub-area and the fee corresponding to its area bracket are multiplied together. The building fee is the sum of the individual

d. Divisions C-2/D-1, 2, 3

Area in sq. meters	Fee per sq. meter
i. Up to 500.....	P 12.00
ii. Above 500 to 600.....	11.00
iii. Above 600 to 700.....	10.20
iv. Above 700 to 800.....	9.60
v. Above 800 to 900.....	9.00
vi. Above 900 to 1,000.....	8.40
vii. Above 1,000 to 1,500.....	7.20
viii. Above 1,500 to 2,000.....	6.60
ix. Above 2,000 to 3,000.....	6.00
x. Above 3,000.....	5.00

NOTE: Computation of the building fee in item 3.d. follows the example of Section 3.c. of this Schedule.

e. Division J-2 structures shall be assessed 50% of the rate of the principal building of which they are accessories (Sections 3.a. to 3.d.).

4. **ELECTRICAL FEES**

The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:

. Total Connected Load (kVA)

	Fee
--	-----

i. 5 kVA or less.....	P	
	200.	00
ii. Over 5 kVA to 50 kVA.....	P +	P
	200.	20.00/k
	00	VA
iii. Over 50 kVA to 300 kVA.....	1,100.00 +	10.00/kVA
iv. Over 300 kVA to 1,500 kVA.....	3,600.00 +	5.00/kVA
v. Over 1,500 kVA to 6,000 kVA.....	9,600.00 +	2.50/kVA
vi. Over 6,000 kVA.....	20,850.00 +	1.25/kVA

NOTE: Total Connected Load as shown in the load schedule.

	Fee	
i. 5 kVA or less.....	P	
	40.0	0
ii. Over 5 kVA to 50 kVA.....	P +	P
	40.0	4.00/k
	0	VA
iii. Over 50 kVA to 300 kVA.....	220.00 +	2.00/kVA
iv. Over 300 kVA to 1,500 kVA.....	720.00 +	1.00/kVA
v. Over 1,500 kVA to 6,000 kVA.....	1,920.00 +	0.50/kVA
vi. Over 6,000 kVA.....	4,170.00 +	0.25/kVA

b. Total Transformer/Uninterrupted Power Supply (UPS)/Generator Capacity (kVA)

NOTE: Total Transformer/UPS/Generator Capacity shall include all transformer, UPS and generators which are owned/installed by the owner/applicant as shown in the electrical plans and specification.

c. Pole/Attachment Location Plan Permit

i.	Power Supply Pole Location.....	P	30.00/pole
ii.	Guying Attachment.....	P	30.00/attachm ent

This applies to designs/installations within the premises

d. Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit:

Use or Character of Occupancy	Electric Meter	Wiring Permit Issuance
Residential	P 15.00	P 15.00
Commercial/Industrial	60.00	36.00
Institutional	30.00	12.00

e. Formula for Computation of Fees

The Total Electrical Fees shall be the sum of Sections 4.a. to 4.d. of this Rule.

f. Forfeiture of Fees

If the electrical work or installation is found not in conformity with the minimum safety requirements of the Philippine Electrical Codes and the Electrical Engineering Law (RA 7920), and the Owner fails to perform corrective actions within the reasonable time provided by the Building Official, the latter and/or their duly authorized representative shall forthwith cancel the permit and the fees thereon shall be forfeited.

5.MECHANICAL FEES

a. Refrigeration, Air Conditioning and Mechanical Ventilation:

- i. Refrigeration (cold storage), per ton or fraction thereof..... P 40.00
- ii. Ice Plants, per ton or fraction thereof..... 60.00
- iii. Packaged/Centralized Air Conditioning Systems:
Up to 100 tons, per ton..... 90.00
- iv. Every ton or fraction thereof above 100 tons..... 40.00
- v. Window type air conditioners, per unit..... 60.00
- vi. Mechanical Ventilation, per kW or fraction thereof
of blower or fan, or metric equivalent..... 40.00
- vii. In a series of AC/REF systems located in one establishment, the total installed tons of refrigeration shall be used as the basis of computation for purposes of installation/inspection fees, and shall not be considered individually.

b. Escalators and Moving Walks, funiculars and the like:

- i. Escalator and moving walk, per kW or fraction thereof..... P 10.00
- ii. Escalator and moving walks up to to 20.00 lineal meters
or fraction thereof..... 20.00

iii. Every lineal meter or fraction thereof in excess of 20.00 lineal meters.....	10.00
iv. Funicular, per kW or fraction thereof.....	200.00
(a) Per lineal meter travel.....	20.00
v. Cable car, per kW or fraction thereof.....	40.00
(a) Per lineal meter travel.....	5.00
c. Elevators, per unit:	
i. Motor driven dumbwaiters.....	P 600.00
ii. Construction elevators for material.....	2,000.00
iii. Passenger elevators.....	5,000.00
iv. Freight elevators.....	5,000.00
v. Car elevators.....	5,000.00
d. Boilers, per kW:	
i. Up to 7.5 kW.....	P 500
ii. Above 7.5 kW to 22 kW.....	700.00
iii. Above 22 kW to 37 kW.....	900.00
iv. Above 37 kW to 52 kW.....	1,200.00
v. Above 52 kW to 67 kW.....	1,400.00
vi. Above 67 kW to 74 kW.....	1,600.00
vi. Every kW or fraction thereof above 74 kW.....	5.00
e. Pressurized water heaters, per unit.....	P 200.00
f. Water, sump and sewage pumps for commercial/industrial use, per kW or fraction thereof.....	60.00
g. Automatic fire sprinkler system, per sprinkler head.....	4.00
h. Diesel/Gasoline ICE, Steam, Gas Turbine/Engine, Hydro, Nuclear or solar Generating Units and the like, per kW:	
i. Every kW up to 50 kW.....	P 25.00
ii. Above 50 kW up to 100 kW.....	20.00
iii. Every kW above 100 kW.....	3.00

i.	Compressed Air, Vacuum, Commercial, Institutional and/or Industrial Gases, per outlet.....P	20.00
j.	Gas Meter, per unit.....P	100.00
k.	Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. meter or fraction thereof whichever is higher.....P	4.00
l.	Other Internal Combustion Engines, including cranes, forklifts, loaders, pumps, mixers, compressors and the like, not registered with the LTO, per kW:	
	i. Up to 50 kW.....P	10.00
	ii. Above 50 kW to 100 kW.....	12.00
	iii. Every above 100 kW or fraction thereof	3.00
m.	Pressure Vessels, per cu. meter or fraction thereof.....P	60.00
n.	Other Machinery/Equipment for commercial/ Industrial/Institutional Use not elsewhere specified, per kW or fraction thereof.....P	60.00
o.	Pneumatic tubes, Conveyors, Monorails for materials handling and addition to existing supply and/or exhaust duct works and the like, per lineal metes or fraction thereof.....P	10.00
p.	Weighing Scale Structure, per ton or fraction thereof.....P	50.00

NOTE: Transfer of machine/equipment location within a building requires a mechanical permit and payment of fees.

6. PLUMBING FEES

- a. Installation Fees, one (1) "UNIT" composed of one (1) water closet, two (2) floor drains, lavatory, one (1) sink with ordinary trap, three (3) faucets and one (1) shower head. A part thereof shall be charged as that of the cost of a whole "UNIT".
- b. Every fixture in excess of one unit:
 - i. Each water closet..... P 7.00

ii. Each floor drain.....	3.00
iii. Each sink.....	3.00
iv. Each lavatory.....	7.00
v. Each faucet.....	2.00
vi. Each shower head.....	2.00

c. Special Plumbing Fixtures:

i. Each slop sink.....	P 7.00
ii. Each urinal.....	4.00
iii. Each bath tub.....	7.00
iv. Each grease trap.....	7.00
v. Each garage trap.....	7.00
vi. Each bidet.....	4.00
vii. Each dental cuspidor.....	4.00
viii. Each gas-fired water heater.....	4.00
ix. Each drinking fountain.....	2.00
x. Each bar or soda fountain sink.....	4.00
xi. Each laundry sink.....	4.00
xii. Each laboratory sink.....	4.00
xiii. Each fixed-type sterilizer.....	2.00

d. Each water meter.....P 2.00

i. 12 to 25 mm \emptyset	P 8.00
ii. Above 25 mm \emptyset	10.00

e. Construction of septic tank, applicable in all Groups

i. Up to 5.00 cu. meters of digestion chamber.....	P 24.00
ii. Every cu. meter or fraction thereof In excess of 5.00 cu. meters.....	7.00

7.ELECTRONICS FEES

- . Central Office switching equipment, remote

switching units, concentrators, PABX/PBX's, cordless/ wireless telephone and communication systems, intercommunication system and other types of switching/ routing/distribution equipment used for voice, data image text, facsimile, internet service, cellular, paging and other types/forms of wired or wireless communications..... P 2.40 per port

b. Broadcast station for radio and TV for both commercial and training purposes, CATV headed, transmitting/ receiving/relay radio and broadcasting communications stations, communications centers, switching centers, control centers, operationand/or maintenance centers, call centers, cellsites, equipment silos/shelters and other similar locations/structures used for electronics and communications services, including those used for navigational aids, radar, telemetry, tests and measurements, globalpositioning and personnel/vehicle location P 1, 000.00 per location

c. Automated teller machines, ticketing, vending and other types of electronic dispensing machines, telephone booths, pay phones, coin changers, location or direction-finding systems, navigational equipment used for land, aeronautical or maritime applications, photography and reproduction machines x-ray, scanners, ultrasound and other apparatus/equipment used for medical, biomedical, laboratory and testing purposes and other similar electronic or electronically- controlled apparatus or devices, whether located indoor or outdoors..... P 10.00 perunit

d. Electronics and communications outlets used for connection and termination of voice, data, computer (including workstations, servers, routers, etc.), audio, video, or any form of electronics and commu- nications services, irrespective of whether a user terminal is connected P 2.40 per outlet

e. Station/terminal/control point/port/central or remote panels/outlets for security and alarm systems (including watchman system, burglar alarms, intrusion detection systems, lighting controls, monitoring and surveillance system, sensors, detectors, parking management system, barrier controls, signal lights, etc.), electronics fire alarm (including early-detection systems, smoke detectors, etc.), sound-reinforcement/background, music/paging/conference systems and the like, CATV/MATV/CCTV and off-air television,electronically- controlled conveyance systems, building automation,

management systems and similar types of electronic or electronically-controlled installations whether a user terminal is connected	P	2.40 per termination
f. Studios, auditoriums, theaters, and similar structures for radio and TV broadcast, recording, audio/video reproduction/simulation and similar activities	P	1,000.00 per location
g. Electronic or electronically-controlled indoor and outdoor signages and display systems, including TV monitors, multi-media signs, etc.	P	50.00 per unit
h. Poles and attachment:		
.Per Pole (to be paid by pole owner)	P	20.00
i.Per attachment (to be paid by any entity who attaches to the pole of others)	P	20.00
i. Other types or electronics or electronically- controlled device, apparatus, equipment, instrument or units not specifically identified above	P	50.00 per unit

8.ACCESSORY FEES

a. Establishment of Line and Grade, all sides fronting or abutting streets, <i>esteros</i> , rivers and creeks, first 10.00 meters.....	P	24.00
i. Every meter or fraction thereof in excess of 10.00 meter.....		2.40
b. Ground Preparation and Excavation Fee		
may to the and		
i. While the application for Building Permit is still being processed, the Building Official issue Ground Preparation and Excavation Permit (GP&EP) for foundation, subject verification, inspection and review by the Line and Grade Section of the Inspection Enforcement Division to determine compliance to line and grade, setbacks, yards/easements and parking requirements.		

(a)	Inspection and Verification Fee	P 200. 00
(b)	Per cu. meters of excavation	3.00
(c)	Issuance of GP & EP, valid only for thirty (30) days or superseded upon issuance of Building Permit	50.00
(d)	Per cu. meter of excavation for foundation with basement.....	4.00
(e)	Excavation other than foundation or basement, per cu. meter.....	3.00
(f)	Encroachment of footings or foundations of buildings/structures to public areas as permitted, per sq. meter or fraction thereof of footing or foundation encroachment.....	250.00
c.	Fencing Fees:	
i.	Made of masonry, metal, concrete up to 1.80 meters in height, per lineal meter or fraction thereof.....	P 3.00
ii.	In excess of 1.80 meters in height, per lineal meter or fraction thereof	4.00
iii.	Made of indigenous materials, barbed, chicken or hog wires, per linear meter.....	2.40
d.	Construction of Pavements, up to 20.00 sq. meters.....	P 24.00
e.	In excess of 20% or fraction thereof of paved areas intended for commercial/industrial/institutional use, such as parking and sidewalk areas gasoline station premises, skating rinks, pelota courts, tennis and basketball courts and the like	P 3.00
f.	Use of Streets and Sidewalks, Enclosures and Occupancy of Sidewalks up to 20.00 sq. meters, per calendar month	P 240.00
i.	Every sq. meter or fraction thereof in excess of 20.00 sq. meters	P 12.00
g.	Erection of Scaffoldings Occupying Public Areas, per calendar month.	
i.	Up to 10.00 meters in length.....	P 150.00

- iii. Repairs on buildings/structures in all Groups costing more than five thousand pesos (P 5,000.00) shall be charged 1% of the detailed repair cost (itemized original materials to be replaced with same or new substitute and labor)

- j. Raising of Buildings/Structures Fees:
 - i. Assessment of fees for raising of any buildings/structures shall be based on the new usable area generated.
 - ii. The fees to be charged shall be as prescribed under Sections 3.a. to 3.e. of this Schedule, whichever Group applies.

- k. Demolition/Moving of Buildings/Structures Fees, per sq. meter of area or dimensions involved:

i.	Buildings in all Groups per sq. meter floor area.....	P 3.0 0
ii.	Building Systems/Frames or portion thereof per vertical or horizontal dimensions, including Fences	4.00
iii	Structures of up to 10.00 meters in height.....	800.00
	(a) Every meter or portion thereof in excess of 10.00 meters	50.00
iv.	Appendage of up to 3.00 cu. meter/unit.....	50.00
	(a) Every cu. meter or portion thereof in excess of 3.00 cu. meters.....	50.00
v.	Moving Fee, per sq. meter of area of building/structure to be moved	3.00

9.CERTIFICATE OF USE OR OCCUPANCY (Table II.G.1 for Fixed Costing)

- . Division A-1 and A-2 Buildings:

i. Costing up to P150,000.00	P 100. 00
ii. Costing more than P150,000.00 up to P400,000.00	200.00
iii. Costing more than P400,000.00 up to P850,000.00.....	P 400. 00
iv. Costing more than P850,000.00 up to P1,200,000.00.....	800.00
v. Every million or portion thereof in excess of P1,200,000.00.....	800.00

b. Divisions B-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/and I-1 Buildings:

i. Costing up to P150,000.00.....	P 20 0.00
ii. Costing more than P150,000.00 up to P400,000.00	400.00
iii. Costing more than P400,000.00 up to P850,000.00.....	800.00
iv. Costing more than P850,000.00 up to P1,200,000.00	1,000.00
v. Every million or portion thereof in excess of P1,200,000.00.....	1,000.00

c. Divisions C-1, 2/D-1, 2, 3 Buildings:

i. Costing up to P150,000.00	P 15 0.00
ii. Costing more than P150,000.00 up to P400,000.00	250.00
iii. Costing more than P400,000.00 up to P850,000.00.....	600.00
iv. Costing more than P850,000.00 up to P1,200,000.00	900.00
v. Every million or portion thereof in excess of P1, 200,000.00.....	900.00

d. Division J-I Buildings/structures:

i. With floor area up to 20.00 sq. meters.....		P 5 0.00
ii. With floor area above 20.00 sq. meters up to 500.00 sq. meters		240.00
iii With floor area above 500.00 sq. meters up to 1,000.00 sq. meters.....		360.00
iv. With floor area above 1,000.00 sq. meters up to 5,000.00 sq. meters		480.00
v. With floor area above 5,000.00 sq. meters up to 10,000.00 sq. meters.....		200.00
With floor area above 10,000.00 sq. meters.....		2,400.00

e. Division J-2 Structures:

- i. Garages, carports, balconies, terraces, lanais and the like: 50% of the rate of the principal building, of which they are accessories.
- ii. Aviaries, aquariums, zoo structures and the like: same rates as for Section 10.d above
- iii Towers such as for Radio and TV transmission, cell site, sign (ground or roof type) and water tank supporting structures and the like in any location shall be imposed fees as follows:
 - . First 10.00 meters of height from the ground P
800.00
 - a. Every meter or fraction thereof in excess of 10.00 meters
..... 50.00

- f. Change in Use/Occupancy, per sq. meter or fraction thereof
of area affected P 5.00

10.ANNUAL INSPECTION FEES

. Divisions A-1 and A-2:

- i. Single detached dwelling units and duplexes are not

subject to annual inspections.

ii. If the owner request inspections, the fee for each of the services enumerated below is	P	12
		0.00
Land Use Conformity Architectural Presentability Structural Stability Sanitary and Health Requirements Fire- Resistive Requirements		

b. Divisions B-1/D-1, 2, 3/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/ H-1, 2, 3, 4/ and I-1, Commercial, Industrial Institutional buildings and appendages shall be assessed area as follows:

i. Appendage of up to 3.00 cu. meters/unit.....	P	50.00
ii. Floor area to 100.00 sq. meters.....		120.00
iii. Above 100.00 sq. meters up to 200.00 sq. meters.....		240.00
iv. Above 200.00 sq. meters up to 350.00 sq. meters.....		80.00
v. Above three hundred 350.00 sq. meters Up to 500.00 sq. meters.....		720.00
vi. Above 500.00 sq. meters up to 750.00 sq. meters.....		960.00
vii. Above 750.00 sq. meters up to 1,000.00 sq. meters.....		1,200.00
viii. Every 1,000.00 sq. meters or its portion in excess of 1,000.00 sq. meters.....		1,200.00

c. Divisions C-1, 2, Amusement Houses, Gymnasias and the like:

i. First class cinematographs or theaters.....	P	1,200.00
ii. Second class cinematographs or theaters.....		720.00
iii. Third class cinematographs or theaters.....		520.00
iv. Grandstands/Bleachers, Gymnasias and the like.....		720.00

d. Annual plumbing inspection fees, each plumbing unit	P	60.00
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e. Electrical Inspection Fees:

- i. A onetime electrical inspection fee equivalent to 10% of Total Electrical Permit Fees shall be charged to cover all inspection trips during construction.
- ii. Annual Inspection Fees are the same as in Section 4.e.

f. Annual Mechanical Inspection Fees:

i. Refrigeration and Ice Plant, per ton:			
(a) Up to 100 tons capacity	P	P	25.00
(b) Above 100 tons up to 150 tons			20.00
(c) Above 150 tons up to 300 tons			15.00
(d) Above 300 tons up to 500 tons.....			10.00
(e) Every ton or fraction thereof above 500 tons.....			5.00
ii. Air Conditioning Systems:			
Window type air conditioners, per unit	P	P	40.00
iii. Packaged or centralized air conditioning systems:			
(a) First 100 tons, per ton	P		25.00
(b) Above 100 tons, up to 150 tons per ton			20.00
(c) Every ton or fraction thereof above 500 tons			8.00
iv. Mechanical Ventilation, per unit, per kW:			
(a) Up to 1 kW	P	P	10.00
(b) Above 1 kW to 7.5 kW			50.00
(c) Every kW above 7.5 kW			20.00
v. Escalators and Moving Walks; Funiculars and the like:			
(a) Escalator and Moving Walks, per unit.....	P	P	120.00
(b) Funiculars, per kW or fraction thereof.....			50.00
(c) Per lineal meter or fraction thereof of travel.....			10.00
(d) Cable Car, per KW or fraction thereof			25.00
(e) Per lineal meter of travel.....			2.00
vi. Elevators, per unit:			
(a) Passenger elevators.....	P	P	500.00
(b) Freight elevators.....			400.00
(c) Motor driven dumbwaiters.....			50.00
(d) Construction elevators for materials			400.00
(e) Car elevators			500.00

(f)	Every landing above first five (5) landings for all the above elevators.....			50.00
vii.	Boilers, per unit:			
	(a) Up to 7.5 kW.....	P	P	400.00
	(b) 7.5 kW up to 22 kW			550.00
	(c) 22 kW up to 37 kW			600.00
	(d) 37 kW up to 52 kW.....			650.00
	(e) 52 kW up to 67 kW			800.00
	(f) 67 kW up to 74 kW.....			900.00
	(g) Every kW or fraction thereof above 74 kW			4.00
viii.	Pressurized Water Heaters, per unit.....	P	P	120.00
ix.	Automatic Fire Extinguishers, per sprinkler head.....	P	P	2.00
x.	Water, Sump and Sewage pumps for buildings/structures for commercial/ industrial purposes, per kW:			
	(a) Up to 5 kW.....	P	P	55.00
	(b) Above 5 kW to 10 kW.....			90.00
	(c) Every kW or fraction thereof above 10 kW			2.00
xi.	Diesel/Gasoline Internal Combustion Engine, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like, per kW:			
	(a) Per kW, up to 50 kW.....	P	P	15.00
	(b) Above 50 kW up to 100 kW.....			10.00
	(c) Every kW or fraction thereof above 100 kW.....			2.40
xii.	Compressed air, vacuum, commercial/ institutional/industrial gases, per outlet.....		P	10.00
xiii.	Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. meter or fraction thereof, whichever is higher.....		P	2.00

xiv.	Other Internal Combustion Engines, including Cranes, Forklifts, Loaders, Mixers, Compressors and the like, (a) Per unit, up to 10 kW..... P 100.00 (b) Every kW above 10 kW..... 3.00	100.00
xv.	Other machineries and/or equipment for commercial/ industrial/institutional use not elsewhere specified, per unit: (a) Up to ½ kW..... P 8.00 (b) Above ½ kW up to 1 kW..... 23.00 (c) Above 1 kW up to 3 kW..... 39.00 (d) Above 3 kW up to 5 kW..... 55.00 (e) Above 5 kW up to 10 kW..... 80.00 (f) Every kW above 10 kW or fraction thereof..... 4.00	8.00
xvi.	Pressure Vessels, per cu. Meter or fraction thereof..... P	40.00
xvii.	Pneumatic tubes, Conveyors, Monorails for materials handling, per lineal meter or fraction thereof..... P	2.40
xviii.	Weighing Scale Structure, per ton or fraction thereof..... P	30.00
.	Testing/Calibration of pressure gauge, per unit..... P 24.00 . Each Gas Meter, tested, proved and sealed, per gas meter..... 30.00	24.00
xx.	Every mechanical ride inspection, etc., used in amusement centers of fairs, such as ferris wheel, and the like, per unit..... P	30.00
g. Annual electronics inspection fees shall be the same as the fees in Section 7. of this Schedule.		

11. CERTIFICATIONS

- a. Certified true copy of building permit..... P 50.00
- b. Certified true copy of Certificate of Use/Occupancy..... 50.00
- c. Issuance of Certificate of Damage.....
50.00
- d. Certified true copy of Certificate of Damage.....
50.00
- e. Certified copy of Electrical Certificate.....
50.00
- f. Issuance of Certificate of Gas Meter Installation.....
50.00
- g. Certified true copy of Certificate of Operation.....
50.00
- h. Other Certifications.....
50.00

NOTE: The specifications of the Gas Meter shall be:

- Manufacturer.....
- Serial Number.....
- Gas Type.....
- Meter Classification/Model.....
- Maximum Allowable Operating Pressure – psi (kPa).....
- Hub Size - mm (inch).....
- Capacity - m³/hr. (ft³/hr.).....