



National Development Company

NDC Building, 116 Tordesillas Street, Salcedo Village 1227 Makati City, Philippines
(02) 840-4838/ 840-4862 / www.ndc.gov.ph



National Development Company

We invest in development

Citizen's Charter



Mandates

Presidential Decree 1648 (Revised Charter)

NDC is mandated to pursue commercial, industrial, agricultural or mining ventures in order to give the necessary impetus to national economic development. NDC, may on its own, or in joint venture with the private sector, undertake vital projects when necessary or when the private sector is not willing or able to undertake such projects due to high risks or to lack of funds/resources.

Executive Order No. 83 (Strengthening the Enforcement of the Agri-Agra Law and Launching of the NDC "AA" Bonds for Rural Development)

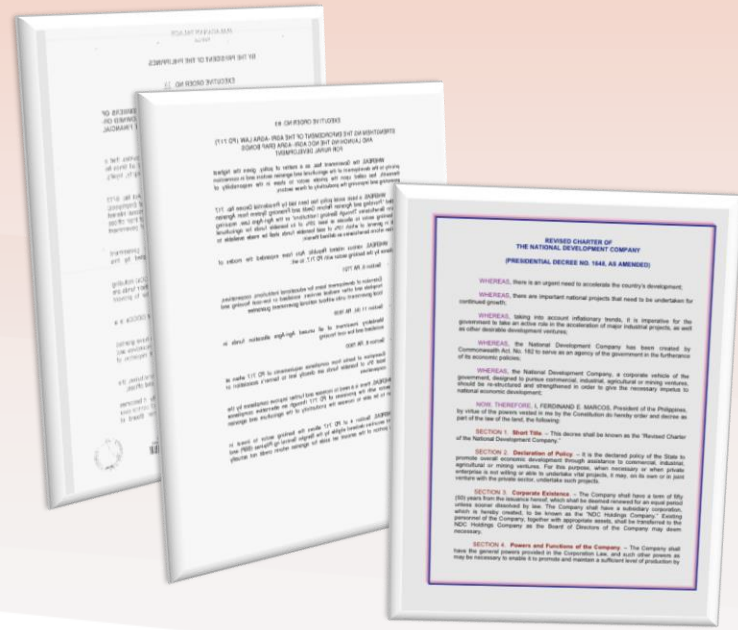
Authorized NDC to undertake the issuance of NDC Agri-Agra Bonds in the total amount of P50B for the development of the agriculture and agrarian sectors.

Executive Order No. 530 (Authorizing the NDC to Issue Bonds under Executive Order 83, Series of 1998 for the pump-priming activities and other projects of the government)

The EO strengthens NDC's authority to issue bonds under EO 83 Series of 1998, and expanded the utilization of the bond proceeds to include the economic pump-priming activities/projects of the government-owned and controlled corporations (GOCCs) and any other projects designed for economic growth and poverty alleviation.

Executive Order No. 824 Authorizing the National Development Company (NDC) to issue Bonds for Infrastructure Projects

Executive Order No. 824-A Amending Executive Order No. 824 authorizing the National Development Company to Issue Bonds for Infrastructure Projects to include projects for Rehabilitation and Reconstruction of Government Infrastructure Facilities damaged or destroyed by Typhoons "Ondoy" and "Pepeng"



Pledge

We, the Officials and Employees of the National Development Company are committed to create a high level of transparency in public service. We will establish a system of governance, accountability and public engagement. Transparency and accountability will promote efficiency and effectiveness in our agency.

Vision

By 2022, NDC is the Philippine's leading state-owned enterprise investing in diverse industries, serving as an effective catalyst for inclusive growth.

Mission

Enabling industry development, spurring local economies.

Quality Policy

We are committed to serve as a reliable partner of both public and private sectors in sustaining the country's socio-economic development efforts. To uphold this commitment, we shall:

1. Continuously invest in strategic priority areas that will sustain our fund generation activities;
2. Practice prudence in handling corporate resources to warrant maximum public impact;
3. Establish mechanisms and procedures that reinforces learning, continual improvement;
4. Ensure business plan continuity, responsiveness and transparency in accordance with NDC's code of corporate governance;
5. Advocate excellence, accountability and teamwork to advance the interest of our stakeholders; and
6. Invest in our human capital as it is our most valuable resource.

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Special Projects

The Special Projects Group is tasked to oversee the implementation of strategic ventures/special projects of the government where NDC is tapped to provide either financing or investment support

PROCEDURE ON APPLYING FOR EQUITY INVESTMENT / PROJECT FINANCING

Documentary Requirements:

A. Project Proposal

Initial Requirements:

1. Formal letter of project proposal addressed to

SATURNINO H. MEJIA

Assistant General Manager
National Development Company
8/F, NDC Bldg., 116 Tordesillas St.
Salcedo Village, Makati City

2. Project Details. Attached to the formal letter of project proposal or investment invitation are the **details** about the following:
 - 2.1 Project description
Technical description of project and technology, pioneering or developmental aspect of the project, impact to the industry, etc.
 - 2.2. Location
Market condition and reason for choice of location or advantages of selected location
 - 2.3 Target beneficiaries
Estimated increase in household income or business cost savings
 - 2.4 Expected Social / Economic Benefits
Industry benefits, export potential, savings, estimated number of generated, downstream businesses to be developed, etc.
 - 2.5 Estimated Total Project Cost and Projected Revenue
 - 2.6 Proposed amount of NDC Participation
 - 2.7 Target implementation schedule
 - 2.8 Project proponent
Company background information, owners/shareholders information, previous projects, existing projects, affiliates and subsidiaries and other relevant information about the proponent



B. Detailed Feasibility Study

FORMAT OF PROJECT FEASIBILITY STUDY (OR BUSINESS PLAN)

1. Executive Summary
2. Industry/Market Analysis
 - a. Regulatory Framework
 - b. Analysis of the sector
 - c. Demand: market segments, size, growth, projections
 - d. Supply: key players, competitors, market positions, differentials, prices, quality of products/services
 - e. Potential changes in the sector (regulation, competition)
 - f. Potential changes in the market (growing unemployment, demographics)
3. The Project
 - a. Description and objectives of the project
 - b. Strategic fit of the project (emphasize pioneering aspect of the project)
 - c. Location (establish advantages and disadvantages of selected location)
 - d. Target beneficiaries
 - e. Proposed amount of NDC investment and Proponent's equity
 - f. Timetable for project implementation
4. Project Cost, Financing and Return
 - a. Ten-year financial projections, profit and loss statement, balance sheet, cash flow statement
 - b. Analyses of the projected cash flows showing, among others:
 - Financial Internal Rate of Return (FIRR)
 - Financial Net Present Value (FNPV)
 - Economic Internal Rate of Return (EIRR)
 - Economic Net Present Value (ENPV)
 - Return On Investment (ROI)
 - Benefit Cost Ratio (BCR)
 - Discounted Cash Flow (DCF)
 - Weighted Average Cost of Capital (WACC)
 - Payback Period
 - Sensitivity Analysis
 - (provide figures and statistics for all assumptions used in the computation)
 - c. Expected social and economic benefits
 - d. Estimate of total project cost with breakdowns
 - e. Proposed financial structure of venture, indicating expected sources and terms of equity and debt financing
 - f. Identify other sources of funding
5. Risk Analysis
 - a. Internal and External to the Business, Environmental, Financial Risks
 - b. Mitigating factors/strategies for each identified risks

When the project proposal is approved by the NDC Management Committee, the proponent shall submit the detailed Feasibility Study or Business Plan of the project.

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STEP	INVESTOR/ APPLICANT CLIENT	NDC	DURATION OF ACTIVITY (maximum in calendar days)	PERSON IN CHARGE
4	Submit Feasibility Study (Item B of Documentary Requirements)	Receive documents	1	AGM/AO/Secretary
5	Submit required documents/clarify issues, as applicable	Conduct review and due diligence	60 (upon receipt of required NDC documents)	AGM/AO/External Consultant
		Provide proponent the results of the review and due diligence		
6		Secure ManCom's endorsement to present the proposal to the NDC Board		AGM/AO
7		Presentation to the NDC Board for Approval	20 (Subject to availability of BOD)	General Manager (GM)/AGM
8	Collaborate with NDC Legal Department on the preparation of legal documents	Preparation of legal documents	10	AGM/AO/NDC Legal
9		Secure the following a. NDC Board's approval of the proposal including terms and conditions of the agreement b. OGCC opinion	30 (Subject to availability of BOD)	GM/AGM/AO/Legal
10	Collaborate with NDC on the finalization/ signing of agreement and other documents	Finalization and signing of agreement and other documents	10 (varies specially in the case of P/LGUs, where approval of the Sanguniang Panlalawigan/ Panlungsod has to be secured)	GM/AGM/NDC Legal

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Fund Management

Schedule of Availability of Service: Monday to Friday – Office Hours (8:00 am – 5:00 pm)

Who may avail the service: NDC Special Projects Group

Function: Provide fund sourcing and support, structure financial packages for Investment Groups such as: loan syndication, bond flotation and securitization; coordinate financing from foreign and local financial institutions; undertake collection and cashing and debt monitoring and servicing.

STEP	INVESTOR/ APPLICANT CLIENT	NDC	DURATION OF ACTIVITY (maximum in calendar days)	PERSON IN CHARGE
11		Release of fund	7 (varies depending on agreement)	AGM for Fund Management/GM/AO
		Duration	159 days	

PROCEDURE ON ENTERING INTO A JOINT VENTURE WITH NDC

The detailed guidelines and procedures for entering into Joint Venture (JV) Agreements with NDC shall be in accordance with the 2013 NEDA issued Revised Guidelines and Procedures for Entering into Joint Venture (JV) Agreements Between Government and Private Entities. <http://www.neda.gov.ph/wp-content/uploads/2014/03/2013-Revised-JV-Guidelines.pdf>

PROCEDURE ON FUND GENERATION

Documentary Requirements:

- Bond
 - NDC Board Approval of the bond and the terms and conditions of the bond;
 - Department of Agriculture (DA) and Department of Agrarian Reform (DAR) approval on the Agri-Agra compliance (in case of Agri-Agra Bonds) utilization;
 - Department of Budget and Management (DBM) approval on the utilization of the Agri-Agra Bonds;
 - National Economic Development Authority (NEDA) approval (for priority projects);
 - Department of Finance (DOF) endorsement to Monetary Board;
 - Memorandum of Agreement (MOA) on the bond issuance;
 - Monetary Board (MB) opinion on the borrowing;
 - Authorization from the Office of the President (OP) for the issuance of ROP Guaranty;
 - Letter of Guaranty from the DOF;
- Loan
 - NDC Board approval of the loan and the terms and conditions of the loan;
 - Borrower's Board approval of the loan and the terms and conditions of the loan;
 - Loan Agreement;
 - Promissory Note;
 - DOF's endorsement to the Monetary Board of the borrower's loan (in case of government corporation);
 - MB opinion on the borrower's loan (in case of government corporation);



Documentary Requirements:

- BSP’s requirement on issuance of Monetary Board’s opinion
 - Letter from the GOCC addressed to the BSP requesting for the prior opinion/concurrence of the Monetary Board on the monetary implications/probable effects of the proposed borrowing operation on (a) monetary aggregates, (b) the price level, and (c) the balance of payments, pursuant to Section 123 of Republic Act 7653 (The New Central Bank Act).
 - Citation of legal basis either by law, e.g. the agency’s charter, or other authority.
 - Borrowing limit based on law / charter.
 - What is the legal limit on your proposed borrowing? Please provide specific provision on legal limit. Is the proposed borrowing included in the consolidated public sector borrowing program for the year? Please provide details on the borrowing for proponent agency.
 - Year-to-date outstanding borrowings.
 - Terms and Conditions of the borrowing:
 - Name
 - Type of borrowing
 - Amount (state if borrowing will be in tranches)
 - Guarantee by NG
 - Purpose/Utilization of the proceeds
 - Terms and features of the proposed borrowing
 - Sinking fund provision
 - Mode of offering and maturity date
 - Details of the proposed borrowing scheme
 - Other terms and features of the borrowing / issuance
 - Sworn statement executed by the Board Members on a copy of the Board Resolution. The document should attest that the board explicitly approves the borrowing transaction, specifies the purpose/s and respective costs involved and presents in the main text all the other items of the approved terms and conditions (item 5 above).
 - Department of Finance (DOF) endorsement and NG guaranty, if applicable. To provide the BSP with a more comprehensive view of the issues relating to the proposed borrowing and facilitate the review of the monetary implications of the proposed issue, the endorsement may include the DOFs financial evaluation of the GOCC-borrower concerned, particularly its financial status and capability to service the proposed borrowing.
 - Endorsement of the borrowing by line agencies or other government bodies that have oversight functions over the proponent or to which the GOCC is attached.
 - Summary of costs involved (arranger’s fees, legal fees, etc...)

- Other requirements:
 - Loan agreement
 - Government legal counsel comment on the legal basis of the borrowing
 - Memorandum of Agreement with the DOF creditors, DBM (to assure repayment)
 - Other ad hoc documents
 - List of projects

Step	Applicant/Client	Service Provider	Duration of Activity (Working Days, Under Normal Circumstances)	Person in Charge
1	Submit project proposal/ request for funding	Receive the request	10 minutes	Development Management Officer (DMO)/Corporate Executive Officer (CEO)
2		Evaluate the financial capacity to service the loan/ pay dividend /return of investment	3-5 days	DMO/CEO
3	Finalize Terms and Conditions of the loan	Finalize Terms and Conditions of the loan and bond	7 days	Assistant General Manager (AGM) for FMG, DMO/CEO
4		Presentation of project to the Management Committee for approval/ endorsement	10 days (depends on schedule of ManCom)	AGM for FMG, DMO/CEO
5		Presentation to the Board for approval (project, bond issuance, loan, terms of the bond and loan)	30 days (depends on schedule and availability of Board)	General Manager (GM), AGM for FMG
	Borrower’s Board/ Company Approval	N/A	Variable	Client/Borrower



Step	Applicant/Client	Service Provider	Duration of Activity (Working Days, Under Normal Circumstances)	Person in Charge
6		(For Agri-Agra Bonds) Secure approval from Department of Agriculture (DA) and Department of Agrarian Reform (DAR)	Variable	GM, AGM for FMG, DMO/CEO
7		(in case of subsidy/appropriation) Secure DBM approval	Variable	GM, AGM for FMG, DMO/CEO
		(for priority projects) Secure NEDA approval	Variable	GM, AGM for FMG, DMO/CEO
8		Secure DOF endorsement on the proposed borrowing (bond issuance)	Variable	GM, AGM for FMG, DMO/CEO
9	(If borrower is a government corporation) Secure MB opinion on the borrowing	Secure Monetary Board (MB) opinion on the borrowing (bond issuance)	Variable	GM, AGM for FMG, DMO/CEO
10		Secure authorization from the Office of the President (OP) to issue National Government Guaranty on the bonds thru DOF	Variable	GM, AGM for FMG, DMO/CEO

Step	Applicant/Client	Service Provider	Duration of Activity (Working Days, Under Normal Circumstances)	Person in Charge
11	Review the Memorandum of Agreement (MOA) and Loan Agreement	Review the Memorandum of Agreement (MOA) and Loan Agreement	Variable	AGM for FMG, Legal Officer, DMO/CEO, OGCC
		(if applicable) Review Underwriting Agreement	20 days	AGM for FMG, Legal Officer, DMO/CEO
		(in case of private placement) Review Trust Agreement and Transfer and Paying Agency Agreement	25 days	AGM for FMG, Legal Officer, DMO/CEO
12		Finalize the Agreements and send/route for signing	Variable	AGM for FMG, Legal Officer, DMO/CEO
13		Schedule bond auction with the Bureau of the Treasury (BTr)	15 days	AGM for FMG, DMO/CEO
14		Conduct Bond Auction at BTr	1 day	AGM for FMG, DMO/CEO
15		Receive bond proceeds	2 days	AGM for FMG, DMO/CEO, Finance Officer
16		Release loan proceeds to borrower	7 days	AGM for FMG, DMO/CEO, Finance Officer



Asset Management

Availability of Service: Monday to Friday from 8:00 am – 5:00 pm

Functions: Asset value maximization through structuring lease arrangements that are equitable to NDC and its partners and/or designing a divestment schedule of assets.

Enters into lease agreements and monitors lease compliance with their contractual terms.

Administers the turn-over of privatized assets to the buyer or new owner.

Asset value preservation through timely payment of real property taxes and other property assessments, property registration and cancellation of expired annotations on titles and ensure safekeeping and maintenance of properties.

LEASE OF NDC ASSETS

Who may avail the service: Any interested party – government or private entity

Documentary Requirements:

- Letter of intent to lease from the Offerror
- Duly filled-up Lease Application Form accompanied by the following documents:
 - Business registration certificate
 - Copy of the latest ITR or bank certification
 - Lists of product or services offered
 - Proposed building/facility to be constructed / set-up on the property

Step	Applicant / Offeror	Activity	Person in Charge	Duration of Activity (Working Days, Under Normal Circumstances)
3	Submission of duly filled-up Lease Application Form and other requirements	Receive the duly filled-up Lease Application Form together with the requirements	Secretary	5 minutes
4		Due diligence on the Offerror, if qualified, send them the basic terms of the lease	AGM/AO	2-3 days
5		Negotiation with the Offeror	AGM/AO	1-2 meetings
6		<p>Presentation to the Management Committee of the lease proposal and terms of the lease for clearance and/or endorsement to the Board, as applicable:</p> <p><u>Limits of Authority</u></p> <p>a. Board - Long Term Lease (5 Years Up where lease rate is above P5M per annum)</p> <p>b. GM - Long Term Lease (5 Years Up where lease rate is up to P5M per annum)</p> <p>c. Any 2 AGMs - Short Term Lease (less than 5 Years where lease rate is up to P2M per annum.)</p> <p>d. AGM - Short Term Lease (less than 5 Years where lease rate is up to P500K per annum.)</p>	AGM/AO	Half-day
7		Secure Board approval, as applicable	AGM	1 day



Step	Applicant / Offeror	Activity	Person in Charge	Duration of Activity (Working Days, Under Normal Circumstances)
8	Concur the terms of the lease	Award of the lease; concurrence on the terms of the lease	GM/AGM	1-2 days (after approvals is secured)
9	Review/comment on the Lease Contract	Preparation/review of Lease Contract	AGM/AO/LEGAL/LESSEE	7-15 days
10		Signing of Contract of Lease and notarization, thereafter *	GM or AGM, as applicable/LESSEE	1-2 days
11	Signing of turn-over documents	Turnover of leased property to the Lessee and signing of turn-over documents	AGM/AO	1 day
11		Turnover of leased property to the	AGM/AO	1 day

Step	Applicant / Bidder	Activity	Person in Charge	Duration of Activity (Working Days, Under Normal Circumstances)
1		Asset Management Group endorses to Disposal Committee the asset for disposal/privatization together with necessary sale documents *	AGM/AO	1-2 days after Board approval
2		Publication of the sale of the property in newspaper of general circulation and/or in local newspaper where property is located; NDC website and in a conspicuous place of NDC Bldg.	Disposal Committee	3 consecutive days in newspaper of general circulation and/or in local newspaper where property is located.
3	Secure bidding guidelines	Distribution of bidding guidelines to interested bidders	Secretariat/Disposal Committee	On the same day of publication until the scheduled bidding date
4	Due diligence of the property	Coordinate the inspection of property	Secretariat/AMG	Anytime, once the bidding guidelines is secured until the scheduled bidding date
5	Pre-bid conference	Conduct of pre-bid conference to interested bidders	Disposal Committee/AMG	Half-day
6	Submit a sealed bid	Opening of bids	Disposal Committee	Half- day
7		Secure Board approval for the issuance of Notice of Award (NOA) to the winning Bidder	Disposal Committee	1 day
8	Receipt of the Notice of Award	Issuance of NOA to the winning bidder	GM/Disposal Committee	1 day

SALE OF NDC ASSETS THROUGH PUBLIC BIDDING

Who may avail the service: Interested Buyer / Bidder

Documentary Requirements:

- Bidding guidelines
- Sealed bid/proposal



Finance and Administration Accounting Unit

Schedule of Availability of Service: Monday to Friday – Office Hours (8:00 am – 5:00 pm)

PROCESSING OF DISBURSEMENT VOUCHER

Who may avail the service: NDC Officers and Employees, Suppliers

Documentary Requirements:

- Approved Request for Payment (RFP)/ Request for Cash Advance (RCA)
- Availability of funds
- Supporting documents
 - Salaries and other benefits
 - Approved Payroll
 - Signed DTR
 - Accomplishment reports
 - Other documents as prescribed by COA
 - Cash Advances (Local and Foreign Travel)
 - Authority to Travel
 - Approved itinerary of travel
 - Other communications such as invitation, nomination, etc.
 - Other documents as prescribed by COA
 - Procurement of supplies and materials i.e. IT Supplies, Office Supplies, Material for Repair and Maintenance, etc.
 - Signed pre-repair inspection
 - Quotations from qualified bidders/contractors
 - Signed Abstract of Canvass
 - Approved Purchase Order/Job Order
 - Signed Request for Inspection
 - Signed Waste Materials
 - Sales Invoice/Cash Invoice
 - Official Receipt

Step	Applicant / Bidder	Activity	Person in Charge	Duration of Activity (Working Days, Under Normal Circumstances)
9	Tender Payment	Receipt of Payment	Cashier	Full payment must be made within 30 days upon receipt of NOA
10	Sign the Deed of Sale	Signing of Deed of Sale and title turn-over	GM/Winning Bidder	1 day
11	Payment of Applicable Taxes	Assistance and coordinate on the payment of Applicable Taxes	AGM/AO/Finance/Winning Bidder	Based on BIR schedule of payment for the applicable taxes

Note:

1. Conduct of public bidding is in accordance with COA guidelines (COA Circular No. 89-296)
2. Disposal of property through negotiated sale shall be conducted after two (2) failed biddings.



- Signed Inspections and Acceptance Report
- Certificate of Emergency Purchase/Repair (if emergency)
- BAC related documents
- Other documents as prescribed by COA

Duration: Average of 1 hour and 10 minutes

Step	Activity	Person in Charge	Duration of Activity (Working Days, Under Normal Circumstances)
1	Receives copies of Request for Payments (RFP) from concerned offices. Checks completeness of supporting documents*. <i>* If incomplete, returns the documents to concerned offices for completion.</i>	Accountant III- Disbursements	10 minutes
2	Prepares Disbursements Vouchers (DV) Forwards DV to the Accountant V		
3	Receives DV from Accountant III Reviews completeness and propriety of supporting documents Determines if the disbursement is in accordance with the Company policies and COA rules and regulations Validates that the accounts used are proper	Accountant V	10 minutes

Step	Activity	Person in Charge/ Responsible Unit	Duration of Activity (Working Days, Under Normal Circumstances)
	Initials on the following items on Box A (1) supporting documents are complete, (2) accounts used are proper and (3) previous cash advance liquidated (for CA transactions only) Forwards the DV to the Budget Unit	Accountant V	10 minutes
4	Receives the DV Determines if the disbursement is budgeted. If yes, initials on the box- funds available. If no, returns the DV to the concerned offices. Records the disbursements for budget monitoring Forwards the DV to Department Manager for Finance & Admin. for the Certification of the DV.	Budget Unit	10 minutes
5	Receives the DV Certifies/signs the DV on Box A Forwards to the officer-in-charge (DM, AGM or GM, depending on the amount) for the approval of the DV	Department Manager- Finance & Admin. Dept.	5 minutes
6	Receives the DV for approval Approves the DV Returns the DV to Accountant III in charge of disbursements	Officer (DM,AGM or GM)	10 minutes
7	Receives the approved DV Records the approved DV to the Accounting System Forwards the DV to Treasury Unit for check preparation	Accountant in charge	10 minutes
8	Treasury Unit prepares the check	Treasury Unit	5 minutes



PROCESSING OF FINANCIAL STATEMENTS

Who may avail the service: NDC Officers, Employees and External Clients (Other Government Agencies)

Duration: Approximately 9 days

Step	Activity	Person in Charge/ Responsible Unit	Duration of Activity (Working Days, Under Normal Circumstances)
1	Encodes transactions: a. Disbursement Vouchers b. Cash Receipts Entry c. Deposit Slips d. Journal Vouchers	Accountant in charge	3 days
2	Prints encoded transactions		2 hours
3	Reviews/proofreads encoded transactions	Accounting Unit	2 days
4	Edits misposted transactions		1 hour
5	Initial posting and printing of first draft straight schedule		1 hour
6	Reviews of first draft straight schedule	Accountant V	1 day
7	Prepares adjusting entries	Accounting Unit	3 days
8	Final posting and printing of: a. Financial statements b. Trial balance c. Straight schedule d. Summary list of all transactions		1 hour

PROCESSING OF PAYROLL

Schedule of Service: Every 15th and 30th of the month

Who may avail the service: NDC Officers and Employees

Documentary Requirements

- Daily Time Records
- Other Supporting documents

Duration: Approximately 7 hours

Step	Activity	Person in Charge/ Responsible Unit	Duration of Activity (Working Days, Under Normal Circumstances)
1	Receives copies of approved Daily Time Records from Human Resource Unit	Accountant in charge	4 hours
2	Prepares payroll computation Forwards payroll computation to the Accountant V		
3	Receives copy of the payroll computation from Accountant III Verifies the payroll computation Forwards the payroll to Department Manager for Finance & Admin. (DM-FAD) for approval	Accountant V	1 hour and 30 minutes
4	Receives , reviews and approves the payroll computation Returns the approved payroll computation to Accounting Unit	DM-FAD	20 minutes
5	Receives the approved payroll computation Prepares payroll register and bank advice Forwards to DM-FAD and AGM for CSG for approval	Accountant in charge	30 minutes
6	Receives the payroll register for approval Approves the payroll register and bank advice	DM-FAD AGM for CSG	10 minutes



Step	Activity	Person in Charge/ Responsible Unit	Duration of Activity (Working Days, Under Normal Circumstances)
	Forwards the documents to Treasury Unit		
7	Receives the signed payroll register and bank advice	Treasury Unit	20 minutes
	Brings the signed payroll register and bank advice to the bank		
8	Prepares Journal Voucher to record the payroll	Accountant in charge of payroll	10 minutes
End of transaction	Total working time per DV	7 hours	

Step	Activity	Person in Charge	Duration of Activity (Under Normal Circumstances)	Documents Required
3	Prepare contract/PO, JO	Requisitioner, Legal Group, Admin. Group	PO - 3 WD JO - 3 WD	Contract, Purchase Order (PO), Job Order (JO)
4	Accept delivery	Admin. Group, Finance Group, COA	5 WD	Receiving Report, Report of Waste Material
5	Prepare request for Payment	Requisitioner	7WD	Request for Payment

Note : CD – Calendar Days
WD – Working Days

Finance and Administration

Admin Unit

GENERAL SERVICES - PROCUREMENT OF GOODS AND SERVICES

Who may avail the service: Internal Client (NDC)

Step	Activity	Person in Charge	Duration of Activity (Under Normal Circumstances)	Documents Required
1	Identification of required goods/services	Requisitioner	1 CD	Material Requisition (MR)
2	Conduct procurement process per R.A. 9184	Bids and Awards Committee	As prescribed in RA 9184	BAC Resolution, Evaluation of Proposal, Eligibility Check, Request for Quotation

GENERAL SERVICES – PROPERTY AND EQUIPMENT

Step	Activity	Person in Charge	Duration of Activity (Under Normal Circumstances)	Documents Required	Fees
1	Check condition of various property and equipment	Admin. Services Officer, Maintenance Personnel	Daily	Maintenance Checklist Form	
2	Undertake minor repairs	Admin. Services Officer, Maintenance Personnel	As required	Maintenance Report Form	Cost of Materials
3	Validate need for major repair	Admin. Services Officer, Maintenance Personnel Third Party Contractor	1-2 hours	Pre-Repair Report Form/ Post-Repair Report Form Service Report Form	Inspection/ Check-up Fee
4	Procurement of service and/or materials	Admin., BAC	As prescribed in R.A. 9184	As prescribed in R.A. 9184	Cost of service and/or materials



Finance and Administration

Treasury Unit

COLLECTION OF RECEIVABLES

Who may avail the service: NDC Officers and Employees, Lessees, Other Government Agencies, Subsidiaries, Former NDC employees

Documentary Requirements

- Billing/SOA
- Order of payment
- Cash/Check payment
- Issuance of Official Receipt

Duration: Average of 1 hour and 43 minutes

Step	Activity	Person in Charge	Duration of Activity (Working Days, Under Normal Circumstances)
1.	Verifies records regarding the status of account 1. The cashier coordinates with the Accountant-in-Charge regarding the status of the account if updated or delinquent; 2. The Accountant-in-Charge issues an order of payment to the cashier	Cashier	2 minutes
		Accountant-in-Charge	5 minutes
2.	Accepts payment 1. If check payment, the cashier checks the accuracy of check details. The cashier accepts the payment and issues an official receipt.	Cashier	3 minutes

Step	Activity	Person in Charge	Duration of Activity (Working Days, Under Normal Circumstances)
3.	Deposits collections 1. Prepares deposit slips in triplicate copies. 2. Deposits collections to the depository bank not later than the next banking day. (inclusive of travel time)	Cashier	3 minutes
			1 hour
4.	Prepares Abstract of Daily Receipt Report 1. The cashier prepares the Abstract of Daily receipt report in triplicate to summarize the daily collection. 2. The Accountant-in-Charge checks and verifies the report	Cashier	10 minutes
		Accountant-in-Charge	10 minutes
5.	Updates daily the cash book all the details enumerated in the Abstract of Daily Receipt Report for proper recording of transactions.	Cashier	10 minutes

PROCESSING OF MONEY MARKET PLACEMENTS

Who may avail the service: NDC

Documentary Requirements

- Daily Cash Balance report
- Cash and Check Collections
- Bank balances (in excess of maintaining balance)
- Bank quotations

Duration: Average of 1 hour and 10 minutes



Finance and Administration Budget Unit

CERTIFICATION OF AVAILABILITY OF FUNDS

Who may avail the service: NDC Officers and Employees

Documentary Requirements

- Disbursement Vouchers
- Other Supporting documents

Duration: 5 minutes

Step	Activity	Person in Charge	Duration of Activity (Working Days, Under Normal Circumstances)
1.	Prepares the Daily Cash Balance Report and identifies expenditures that require funding to determine the amount available for Money Market Placements	Treasury Officer	15 minutes
2.	Coordinates with the Cashier for collections that are eligible for Money Market Placements.	Treasury Officer/Cashier	5 minutes
3.	Obtains quotations for the current rates of money market placements from Land Bank of the Philippines (LBP) and Development Bank of the Philippines (DBP).	Treasury Officer	15 minutes
4.	Evaluates quotations and determines the offer with the highest yield of interest and minimum risk exposure	Treasury Officer	10 minutes
5.	Prepares details of maturing placements and letters of renewal/termination for approval of the authorized signatories	Treasury Officer/Authorized signatories	15 minutes
6.	Updates summary of money market placements	Treasury Officer	10 minutes
7.	Monitors maturity dates of money market placements	Treasury Officer	

Step	Activity	Person in Charge	Duration of Activity (Working Days, Under Normal Circumstances)
1.	Receives Disbursement Vouchers (DVs), Job Orders (JOs) and Purchase Orders (POs) from the Accounting and Admin. Units	Budget Officer	5 minutes
2.	Determines if the disbursements are budgeted		
3.	Initials on the "Funds available" box if the expenditures are with budget provision and returns the same if it is not provided for		
4.	Returns the documents to the concerned offices if not provided for		
5.	Records the disbursements for budget monitoring		
6.	Forwards the DV to the DM-FAD for signature		



PREPARATION OF CORPORATE OPERATING BUDGET (COB)

Who may avail the service: NDC Officers and Employees

Documentary Requirements

- Budget Proposals from Workgroups
- Other Supporting documents

Duration: 2 months

Step	Activity	Person in Charge	Duration of Activity (Working Days, Under Normal Circumstances)
1.	a. Prepare and distributes memorandum for the submission of budget proposals to various workgroups; and b. Monitors submission of budget proposals	Budget Officer	14 days
2.	a. Review and consolidates submitted proposals; and b. Prepares projected cash flow, income statement and balance sheet	Budget Officer	10 days
3.	Forward consolidated COB to the Department Group Head for review	Budget Officer/Department Manager/Assistant General Manager/General Manager	3 days
4.	Present consolidated COB to Management Committee (MANCOM) for deliberation	Budget Officer/DM-FAD/AGM-CSG	1 day
5.	Revise proposed COB as per discussion during deliberation	Budget Officer	3 days
6.	Presents revised COB to ManCom for approval		1 day
7.	Seek the approval of the Board of Directors (BOD) on the proposed COB	Management	Depends on the availability of the Board Members

Step	Activity	Person in Charge	Duration of Activity (Working Days, Under Normal Circumstances)
8.	Prepare various required DBM forms on the Board approved COB for submission to and approval of DBM	Budget Officer	15 calendar days
9.	Prepare request for budget re-alignment a. DM-FAD reviews the budget re-alignment and forwards the same to the AGM-CSG b. AGM-CSG endorses the re-alignment to the GM (for amounts P2.0M and below) or to the MANCOM (for amounts above P2.0M). MANCOM endorses budget re-alignment to the BOD for approval	Budget Officer DM-FAD AGM-CSG	1 day a. P2.0M and below - 1 day b. Above P2.0M - Depends on the availability of the Board Members

Human Resources

MERIT AND SELECTION

Who may avail the service: Open to all Qualified Applicants

Documentary Requirements

- Resume
- Certificate of Eligibility/ RA 1080
- Certificates of Trainings Attended
- Transcript of Records
- Diplomas
- Certificate of Employment (external applicants, currently employed)
- Performance Evaluation Sheet (external applicants from other government agency/ currently employed)

We invest in development



Step	Activity	Person in Charge/ Responsible Unit	Duration of Activity (Under Normal Circumstances)	Documents Requ
1	Identifies the positions to be filled-up	Concerned Group Head, Management Committee or General Manager	1 hour	-
2	Posts/Advertises vacancies <ul style="list-style-type: none"> Prepares letter of request to CSC and other government agencies to post the vacancies Procures publication services 	HR Unit BAC	30 minutes As prescribed by RA 9184	-
3	Notifies all qualified next-in-rank incumbents of the vacant position	HR Unit	15 minutes	Notice of candida
4	Initially screens candidates	HR Unit, FAD Manager	15-30 minutes	Interview Sheet Potential Assessm Form
5	Endorses qualified applicants for psychological examination to an outsourced Psychological Testing Center (external applicants)	HR Unit	10 minutes	-
6	Prepares documents of the qualified applicants.	HR unit	1- 2 hours	Personal Data She Performance Evaluation Shee Certificates of Training, etc.
7	Schedules a PSB deliberation	HR unit	1 hour	-
8	Interviews qualified candidates for selection	Personnel Selection Board	1-2 hours	Matrix of qualifications o applicants vis-à- NDC's qualificati standards intervi sheet

Step	Activity	Person in Charge/ Responsible Unit	Duration of Activity (Under Normal Circumstances)	Documents Required
9	Performs background check of the candidate	HR Unit	1-2 hours	Background Investigation form
10	Prepares/ submits to PSB the results of the deliberation for signature & endorsement to GM	HR Unit	1 hour	Results of deliberation
11	Interview candidate for the position	General Manager	1-2 hours	Interview Sheet, PSB Action Sheet
12	Selects a suitable candidate for the position	General Manager	1 day	-
13	Prepares the Appointment Paper	HR Unit	15 minutes	Approved PSB action slip
14	Posts the Notice on NDC's Bulletin Boards for 15 days	HR Unit	10 minutes	-
15	Prepares the Reports on Appointments Issued for submission to CSC	HR unit	10 minutes	-
16	Orients newly hired employees	HR Unit	3 hours	-

PROCESSING OF MONETIZATION

Schedule of Service: Upon request of the employee but subject for approval

Who may avail the service: Permanent / Regular Employees

Documentary Requirements

- Monetization Form

Step	Activity	Person in Charge/ Responsible Unit	Duration of Activity (Under Normal Circumstances)	Documents Required
1	Receives Monetization application form	HR Unit	1 minute	Signed application for monetization Form



PROCESSING OF MULTI-PURPOSE / EDUCATIONAL LOAN

Schedule of Service: Upon request of the employee but subject for approval

Who may avail the service: Permanent / Regular Employees

Documentary Requirements

- Multi- Purpose/ Educational Loan Form
- Receipts, promissory notes, project proposals

Step	Activity	Person in Charge/ Responsible Unit	Duration of Activity (Under Normal Circumstances)	Documents Required
2	Computes vacation and/or sick leaves available for monetization	HR Unit	10 minutes	Leave ledger
3	Updates the leave ledger of the employee	HR Unit	1 minute	Application for monetization
4	Forwards the application for monetization to the FAD Department Manager for signature	HR unit	1 minute	Application for monetization
5	Signs the monetization application & returns the same to the HR Unit	FAD Manager	1 minute	Application for monetization
6	Forwards the monetization application to GM for signature/approval	HR Unit	1 minute	Application for monetization
7	If approved, prepares the Request for Payment (RFP)	HR Unit	1 minute	Approved application for monetization
8	Forwards the Request for Payment to FAD Department Manager for signature	HR unit	1 minute	Request for payment and approved application for monetization
9	Signs the Request for payment and returns the documents to the HR unit	FAD Manager	1 minute	-
10	Forwards RFP to Accounting Unit for	HR Unit	1 minute	-

Step	Activity	Person in Charge/ Responsible Unit	Duration of Activity (Under Normal Circumstances)	Documents Required
1	Receives the MP/ Educational Loan Application Form	HR Unit	1 minute	Multi- Purpose/ Educational Loan Application Form
2	Checks the attached documents/ Fills- up employment details	HR Unit	2 minutes	201 File Receipts, promissory note, proposals
3	Forwards to the Accounting Unit for computation of loan and then to the FAD Department Manager for signature	HR Unit	30 minutes	Applications for and supporting documents
4	Signs the MP/ Educational Loan application, releases it to GM for approval	FAD Manager	2 minutes	-
5	Approves the loan	General Manager	30 minutes	-
6	Upon approval of the GM, prepares the Request for Payment (RFP)	HR Unit	3 minutes	Approved application form
7	Forwards the application to the Accounting Unit	HR Unit	1 minute	-



PROCESSING OF REQUEST FOR DOCUMENT (SERVICE RECORD AND CERTIFICATE OF EMPLOYMENT)

Who may avail the service: Current and Previous NDC Employees

Documentary Requirements

- Letter of Request

Step	Activity	Person in Charge/ Responsible Unit	Duration of Activity (Under Normal Circumstances)	Documents Required
1	Receives letter of request	HR Unit	1 minute	Letter of Request
2	Retrieves 201 file*	HR Unit	10 minutes	-
3	Prepares document	HR Unit	5 minutes	Letter request, 201 file
4	Forwards documents to FAD Manager for signature	FAD Manager/ General Manager	30 minutes	-

*to give at least one (1) week lead time for inactive 201 Files maintained at Lane Archives

PROCESSING OF TRAININGS (EXTERNAL)

Schedule of Availability: Upon approval of the Personal Development Committee

Who may avail the service: Permanent/ regular employees of NDC

Documentary Requirements

- External Training Nomination Form
- Application Rating Sheet Form

Step	Activity	Person in Charge/ Responsible Unit	Duration of Activity (Under Normal Circumstances)	Documents Required
1	Accomplishes External Training Nomination and Application Rating Sheet Form	HR Unit	10 minutes	External Training Nomination Form and External Training Application Rating Sheet
2	Submits to Immediate Superior and PDC the Accomplishes External Training Nomination and Application Rating Sheet Forms for evaluation/signature	HR Unit	10 minutes	External Training nomination form and External Training Application Rating Sheet

Step	Activity	Person in Charge/ Responsible Unit	Duration of Activity (Under Normal Circumstances)	Documents Required
3	Evaluates and approves the request based on a set of criteria	Immediate superior PDC	2 hours	External Training Application Rating Sheet
4	Prepares/ endorses the proposed Officer Order of the employee's authority to attend (if approved)	HR Unit	10 minutes	
5	Approves/Signs the Office Order	General Manager	1 hour	
6	Prepares Request for Payment (RFP)	HR Unit	10 minutes	Training fee
7	Forwards RFP to Accounting Unit for preparing of voucher	Accounting Unit	1 hour	RFP
8	Confirms attendance to training	HR Unit	1 day	
9	Submits post training requirements, e.g. training materials, Certificate, etc.	Employee	5 minutes	Certificate Post Training Report
10	Conducts Impact Assessment (after 6 months to 1 year)	PDC HR Unit	1 hour	Impact Assessment Form (Parts 1 and 2)

PROCESSING OF SCHOLARSHIP

Schedule of Availability: Upon approval of the Personal Development Committee

Who may avail the service: Permanent/regular employees of NDC

Documentary Requirements: Office Order

Step	Activity	Person in Charge/ Responsible Unit	Duration of Activity (Under Normal Circumstances)	Documents Required
1	Conducts Training Needs Analysis/Group Discussion with the GM per workgroup	HR Unit & PDC	1 hour	TNA Survey Form
2	Consolidates TNA Results	HR Unit	2 hours	-



Step	Activity	Person in Charge/ Responsible Unit	Duration of Activity (Under Normal Circumstances)	Documents Required
3	Deliberates the TNA results	PDC	1 hour	-
4	Endorses the TNA results, list of training providers and budget allocation to the GM	PDC Budget Unit HR Unit	1 hour	-
5	Approves of the In-House trainings	General Manager	1 hour	-
6	Procures of training providers as per RA 9184	HR Unit/BAC	As prescribed in RA 9184	Materials Requisition Terms of Reference
8	Prepares Office Order and other requisite materials	HR Unit	10 minutes	BAC Resolution Job Order

PROCESSING OF TRAININGS (EXTERNAL)

Schedule of Availability: Upon approval of the Personal Development Committee

Who may avail the service: Permanent/ regular employees of NDC

Documentary Requirements

- External Training Nomination Form
- Application Rating Sheet

Step	Activity	Person in Charge	Duration of Activity (Under Normal Circumstances)	Documents Required
1	Accomplishes nomination form	Employee	10 minutes	External Training Nomination Form
2	Receives the External training Nomination Form	HR Unit	10 minutes	-

Step	Activity	Person in Charge	Duration of Activity (Under Normal Circumstances)	Documents Required
3	Evaluates the request based on a set of criteria	HR Unit, PDC	1 hour	Application Rating Sheet
4	Prepares/ endorses the proposed Officer order of the employee's authority to attend	HR Unit (once approved)	10 minutes	-
5	Approves the Office Order	General Manager	1 hour	-
6	Prepares Request for Payment	HR Unit	10 minutes	-
7	Process the voucher for payment of the training	Accounting Unit	1 hour	-
8	Attends the training	Employee	1 day	-
9	Conducts Impact Assessment	HR Unit, PDC	1 hour	-

PROCESSING OF TRAININGS (INTERNAL)

Schedule of Availability: Upon approval of the Personal Development Committee

Who may avail the service: Permanent/ regular employees of NDC

Documentary Requirements

- External Training Nomination Form
- Application Rating Sheet

Step	Activity	Person in Charge	Duration of Activity (Under Normal Circumstances)	Documents Required
1	Conducts Training Needs Analysis Survey	HR Unit & PDC	1 hour	TNA Survey Form
2	Consolidates TNA Results	HR Unit	2 hours	-



Step	Activity	Person in Charge/ Responsible Unit	Duration of Activity (Under Normal Circumstances)	Documents Required
3	Deliberates the TNA results	PDC	1 hour	-
4	Endorses the TNA results, list of training providers and budget allocation to the GM	PDC Budget Unit HR Unit	1 hour	-
5	Approves of the In-House trainings	General Manager	1 hour	-
6	Procures of training providers as per RA 9184	HR Unit/BAC	As prescribed in RA 9184	Materials Requisition Terms of Reference
8	Prepares Office Order and other requisite materials	HR Unit	10 minutes	BAC Resolution Job Order
9	Provides the In-House training	HR Unit/Training Provider	2-3 days (depending on no. of days of training)	-
10	Conducts Training Evaluation	HR Unit, PDC	6 months- 1 year after the conduct of training	Training Evaluation Form

Legal

PROCESSING OF REQUEST FOR LEGAL OPINIONS, DRAFTING OR REVIEW OF LEGAL DOCUMENTS AND CORPORATE SECRETARIAL MATTERS

Step	Activity	Person in Charge	Duration of Activity (Under Normal Circumstances)
1	Receipt, Recording and Transmission to the Department Manager (DM) of letter/memo request	Secretary	5-10 minutes
2	Initial review by the Department head, noting of specific directives & assignment to lawyers or to the OGCC	Department Manager	1 day
3	Drafting , review and submission by the Assigned Lawyer of the document, if internally assigned	Assigned Lawyer	4 days if document is routinary 12 days if complex/non- routinary
	OGCC action on the NDC request	OGCC	Variable



Step	Activity	Person in Charge	Duration of Activity (Under Normal Circumstances)
4	Review and approval of the Department head, if internally assigned	Assigned Lawyer and Dept Manager	2 days
5	Return to requesting group for execution	Secretary	Within day of final approval by Department Head or date of receipt of OGCC action

Step	Activity	Person in Charge	Duration of Activity (Under Normal Circumstances)
4	Review and approval of pleading	Department Head	3 -5 days before Court-mandated TAT
5	Filing with appropriate court or quasi-judicial body of pleading.	Assigned Lawyer	1 day
6	Feedback to concerned workgroup of case status	Assigned Lawyer & Department Head	Every after hearing date/ or day after receipt of court order/notice

AVAILMENT OF SERVICES ON CASE RELATED MATTERS

Step	Activity	Person in Charge	Duration of Activity (Under Normal Circumstances)
1	Receipt and forwarding of the Summon, Notice, Complaint or Court Order to Department Head	Secretary	5-10 minutes
2	Department Head assigns to Lawyer Summons, Complaint, Notice or Order for appropriate action	Department Head	1 day
3	Drafting and submission of appropriate pleading by the assigned lawyer .	Assigned Lawyer	5 days before Court-mandated Turn-Around Time

PROCESSING REQUEST FOR ASSISTANCE ON CONTRACT NEGOTIATIONS

Step	Activity	Person in Charge	Duration of Activity (Under Normal Circumstances)
1	Receipt, Recording and Transmission to Department Head of the request	Secretary	5-10 minutes
2	Department Head Assigns Lawyer to assist in the contract negotiations	Department Head	30 Minutes
3	Review and Discussion of Department Head and Assigned Lawyer of the appropriate strategy in the contract negotiation	Department Head and Assigned Lawyer	1 hour
4	Notice to requesting workgroup of assigned lawyer	Department Head	30 Minutes
5	Discussion of feedback of after each negotiation meeting	Assigned Lawyer and Department Head	30 Minutes – 1 Hour