



# FUND MANAGEMENT SECTOR

## EXTERNAL SERVICES

Volume 8

OFFICE OF THE SENIOR VICE-PRESIDENT - FUND MANAGEMENT SECTOR

## LIST OF SERVICES

### EXTERNAL SERVICES

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#### FUND MANAGEMENT SECTOR

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| 1. Review of Documents .....  | 3 – 4 |

### 1. REVIEW OF DOCUMENTS

This covers the review of policies and guidelines from Internal Clients (processing of one (1) Corporate Order/Circular/SOP)

| <b>Office/Division</b>   | Office of the Fund Management Sector   |                        |                        |  |
|--|--|------------------------|------------------------|--|
| <b>Classification</b>  | Complex  |                        |                        |  |
| <b>Type of Transaction</b>   | G2G - Government Employee or another Government Agencies   |                        |                        |  |
| <b>Who may avail:</b>  | ALL  |                        |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  |                        | <b>WHERE TO SECURE</b> |  |
|  |  |                        |                        |  |
|  |  |                        |                        |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE (Position of Supervisor)</b> |
| 1. Admin Staff/Messenger of Business Process Office or another Government Agencies | 1.1 Check the nature and document completeness   |                        | 5 minutes              | EA IV  |
|  | 1.2 Stamp received the transmittal and return to the admin staff   |                        | <b>1 minute</b>        | EA IV  |
|  | 1.3 Encode in the CDMS   |                        | <b>minutes</b>         | EA IV  |
|  | 1.4 Assign reference number for easy monitoring  |                        | 1 minute               | EA IV  |
|  | 1.5 Forward to Executive Assistant for initial Review  |                        | 1 minute               | EA IV  |
|  | 1.6 Initial Review of the documents and forward to SVP for instructions  |                        | 10 minutes             | SVP  |
|  | 1.7 Review documents and provide instructions  |                        | 10 minutes             | coo  |
|  | 1.8 Encode instructions in the CDMS, reproduce the document and forward to Comptro /Treasury/ FC IV for review |                        | 15 minutes             | EA IV  |

|  |  |             |                  |        |
|--|--|-------------|------------------|--------|
|  | 1.9 Review the policy and forward comments, if any, to OSVP-FMS. If no comments inform Clerk III FMS                                   |             | 54.5 hours       | EA IV  |
|  | 2.0 Receive comments, stamp receive the transmittal and return to admin staff  |             | <b>2 minutes</b> | EA IV  |
|  | 2.1 Encode in the CDMS and forward to SIA I for consolidation  |             | <b>2 minutes</b> | EAIV   |
|  | 2.2 Receive and consolidate comments   |             | 1 hour           | FC III |
|  | 2.3 Review consolidated comments and forward to SVP for approval   |             | 30 minutes       | SVP    |
|  | 2.4 Final review and sign memo if with comments and/or make necessary remarks on the documents. Sign DRAR if no comments on the policy |             | 30 minutes       | coo    |
|  | 2.5 Encode in the CDMS and reproduce the document for file copy before forwarding to the requesting/originating office                 |             | 7 minutes        | EAIV   |
|  | 2.6 Forward the documents to the originating office  |             | <b>7 minutes</b> | EAIV   |
|  | <b>TOTAL</b>   | <b>None</b> | <b>7 Days</b>    |        |