



FUND MANAGEMENT SECTOR

INTERNAL SERVICES

Volume 20

**OFFICE OF THE SENIOR VICE-PRESIDENT - FUND MANAGEMENT SECTOR
COMPTROLLERSHIP DEPARTMENT
TREASURY DEPARTMENT**

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OFFICE OF THE SENIOR VICE-PRESIDENT- FUND MANAGEMENT SECTOR

1. MANAGEMENT OF DOCUMENTS

This covers the receipt of incoming documents like BRO/Payroll/DVs/Memos etc. from Internal Clients

Office/Division	Office of the Fund Management Sector			
Classification	Simple			
Type of Transaction	G2G- Government Employee or other Government Agencies			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Position of Supervisor)
1. Admin Staff/Messenger of Business Process Office or another Government Agencies	1.1 Check the nature and document completeness	None	3 minutes	EAIV
	1.2 Stamp received the transmittal and return to the admin staff		1 minute	EAIV
	1.3 Encode in the CDMS		3 minutes	EAIV
	1.4 Assign reference number for easy monitoring		1 minute	EAIV
	1.5 Forward to Executive Assistant for Review		5 minutes	EAIV

	1.6 Review the documents and forward to SVP		4 hours	SVP
	1.7 Sign and/or make necessary remarks on the documents and forward to Admin Staff		4 hours	ocoo
	1.8 Encode in the CDMS and reproduce the document for file copy before forwarding to other concerned offices		7 minutes	EAIV
	1.9 Forward the documents to concerned Offices		15 minutes	EAIV
	TOTAL	None	1 day and 3S minutes	

2. REVIEW OF DOCUMENTS

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

Office/Division	Office of the Fund Management Sector			
Classification	Complex			
Type of Transaction	G2G - Government Employee or another Government Agencies			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Position of Supervisor)
1. Admin Staff/Messenger of Business Process Office or another Government Agencies	1.1 Check the nature and document completeness	None	5 minutes	EA IV
	1.2 Stamp received the transmittal and return to the admin staff		1 minute	EA IV
	1.3 Encode in the CDMS		minutes	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		2 minutes	EA IV
	2.1 Encode in the CDMS and forward to SIA I for consolidation		2 minutes	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		7 minutes	EAIV
	TOTAL	None	7 days	

COMPTROLLERSHIP DEPARTMENT

1. ISSUANCE OF FINANCIAL EVALUATION FOR MULTI YEAR CONTRACTUAL AUTHORITY (MYCA)

Financial Evaluation of Multi Year Projects/Contracts(Leasing, General Support, Other Services and IT related Programs/Projects)

Office/Division	Fiscal Management Division (FMD)			
Classification	Complex			
Type of Transaction	G2G-Government to Government, G2C - Government to Client			
Who may avail:	HEAD OFFICE (HO) and PHILHEALTH REGIONAL OFFICES (PROs)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Memo Request signed by the Head of Cost Center			Requesting cost center	
2. Supporting Documents per issued CO No. 2023- 0012 re: Preparation of the Multi-Year Contractual Authority (MYCA} for Applicable Procurement Projects (RevisionI}				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Position of Supervisor)
1. Memo request for financial evaluation from PRID/ITMD with attached supporting docuements	1. Receiving Clerk receives requests from requesting concerned cost center	None	25 mins	1. FMD Receiving Clerk
	2. Receiving Clerk forwards request to Fiscal Policy & Expenditure Programming Section (FPEPS) for HO and Regional Budget Operations Unit (RBOU) for the PROs	None	20 mins	2. FMD Receiving Clerk
	3. FPEPS/RBOU Staff prepares/ issues financial evaluation for approval of Division Chief, Comprtollership Manager, Senior Vice President, FMS	None	22 hours	3. FPEPS/RBOU Staff/Office of ODC, OCM & OSVP Fiscal Controller IV- FPEPS/RBOU Fiscal Controller III- FPEPS Fiscal Controller II- RBOU Fiscal Controller I- RBOU Fiscal Examiner A- FPEPS

	4. Receiving Clerk forwards approved Financial Evaluation to FPEPS/RBOU Staff	None	25 mins	4. FMD Receiving Clerk
	5. FPEPS/RBOU Staff forwards Original copy of the Financial Evaluation together with the attached supporting documents to the concerned cost center for HO and concerned Office of the Area Vice President (OAVP) for the PROs.	None	1 hours	5. FPEPS/RBOU Staff/Office of ODC, OCM & OSVP Fiscal Controller IV Fiscal Controller III Fiscal Controller II Fiscal Controller I Fiscal Examiner A
	TOTAL	None	24 hrs	

2. REVIEW OF DRAFT POLICIES, CORPORATE ISSUANCES, AND OTHER RELATED DOCUMENTS

Analyzing policies, corporate issuances and other documents related to Treasury operations

Office/Division	Office of the Manager			
Classification	Simple			
Type of Transaction	G2G- Government to Government			
Who may avail:	PhilHealth Head Office Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Endorsement				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Position of Supervisor)
Review of Policies such as Corporate Issuance, SOP, and other related documents	Provide commends and additional issues/inputs	None	Corporate Orders- 7 days SOPs- 7 days Circulars - 7-10 days	Division Chiefs
	TOTAL	None	Various	

TREASURY DEPARTMENT

1. PREPARATION OF THE MONTHLY REPORT OF ACCOUNTABLE FORMS ISSUED

Prepare monthly report of accountable forms issued

Office/Division	Database Management and Systems Monitoring Unit, Accreditation team, Treasury Department			
Classification	Simple			
Type of Transaction	G2G- Government to Government			
Who may avail:	Comptrollership Department			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Document 1: Validated Billing Statements from ACAS (1 copy, original)			SERU, Accreditation Team, Treasury Department	
Document 2: Total Transaction Count posted in Treasury Database (1 copy, original)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Position of Supervisor)
1. Receive the monthly Report of Accountable Forms Issues (MRAFI)	Validate the correctness of data in the PhilHealth Agents Receipt Management Module (PARMM)	None	30 minutes	Fiscal Controller II
	Compute the estimated period to distribute the ending balance of PARs		30 minutes	Fiscal Controller II
	Generate print out from the system		10 minutes	Fiscal Controller II
	Manually encode the name of authorized signatories, generate print out		15 minutes	Fiscal Controller II
	Prepare endorsement Memorandum to Comptrollership Department		20 minutes	Fiscal Controller II
	Route for signature		5 minutes	Fiscal Controller II
	Affix signatures on the documents (3 levels of signatories)		10 minutes	Fiscal Controller II Accreditation Team
	Submit the duly signed MRAFI to Comptrollership Department		5 minutes	Fiscal Controller II

	TOTAL	None	2 hours and 10 minutes	
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2. PROCESSING OF TRANSACTION FEES TO BE PAID TO ACCREDITED COLLECTING AGENTS (ACAS)

Prepare Budget Utilization Report and Disbursement Voucher for Payment of Transaction fees to ACAs -

Office/Division	Agents Relation Unit, Accreditation Team, Treasury Department			
Classification	Simple			
Type of Transaction	G2G-Government to Government			
Who may avail:	Comptrollership Department, Cash Division, Treasury Department			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Document 1: Validated Billing Statements from ACAS (1 copy, original)				
Document 2: Total Transaction Count posted in Treasury Database (1 com, orii:,inall				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Position of Supervisor)
1. Comptrollership Department documents	9. Transmit all original documents to Comptrollership Department		5 mins	Fiscal Controller II
	10. File photocopied documents		5 mins	Fiscal Controller II
2. Cash Division notify AGRU	1. Acknowledge receipt of notification from Cash Division		5 mins	Fiscal Controller 11
	2. Photocopy Official Receipts received personally or via courier for Unit's file		15 mins	Fiscal Controller 11
3. Acknowledge receipt of Official Receipts - Cash Division	3. Provide copy of the Official Receipt received from ACA to Cash Division if the aceroved BUR is still		5 mins	Fiscal Controller 11
	4. File Official Receipt for records purposes		5 mins	Fiscal Controller II
4. Cash Division to notify AGRU for check preparation.	1. Acknowledge receipt of notification from Cash Division.		5 mins	Fiscal Cont oller II
	2. Notify Cash Division of the date of check pick-up		5 mins	Fiscal Controller II
	3. Photocopy Official Receipts received from Cash Division.		15mins	Fiscal Controller II

	TOTAL	None	3 hours and 10 mins	
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3. REVIEW OF DRAFT POLICIES, CORPORATE ISSUANCES, AND OTHER RELATED DOCUMENTS

Analyzing policies, corporate issuances and other documents related to Treasury operations

Office/Division	Office of the Manager			
Classification	Simple			
Type of Transaction	G2G- Government to Government			
Who may avail:	PhilHealth Head Office Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Endorsement				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Position of Supervisor)
Review of Policies such as Corporate Issuance, SOP, and other related documents	Provide commends and additional issues/inputs	None	Corporate Orders- 7 days SOPs- 7 days Circulars - 7-10 days	Division Chiefs
	TOTAL	None	Various	