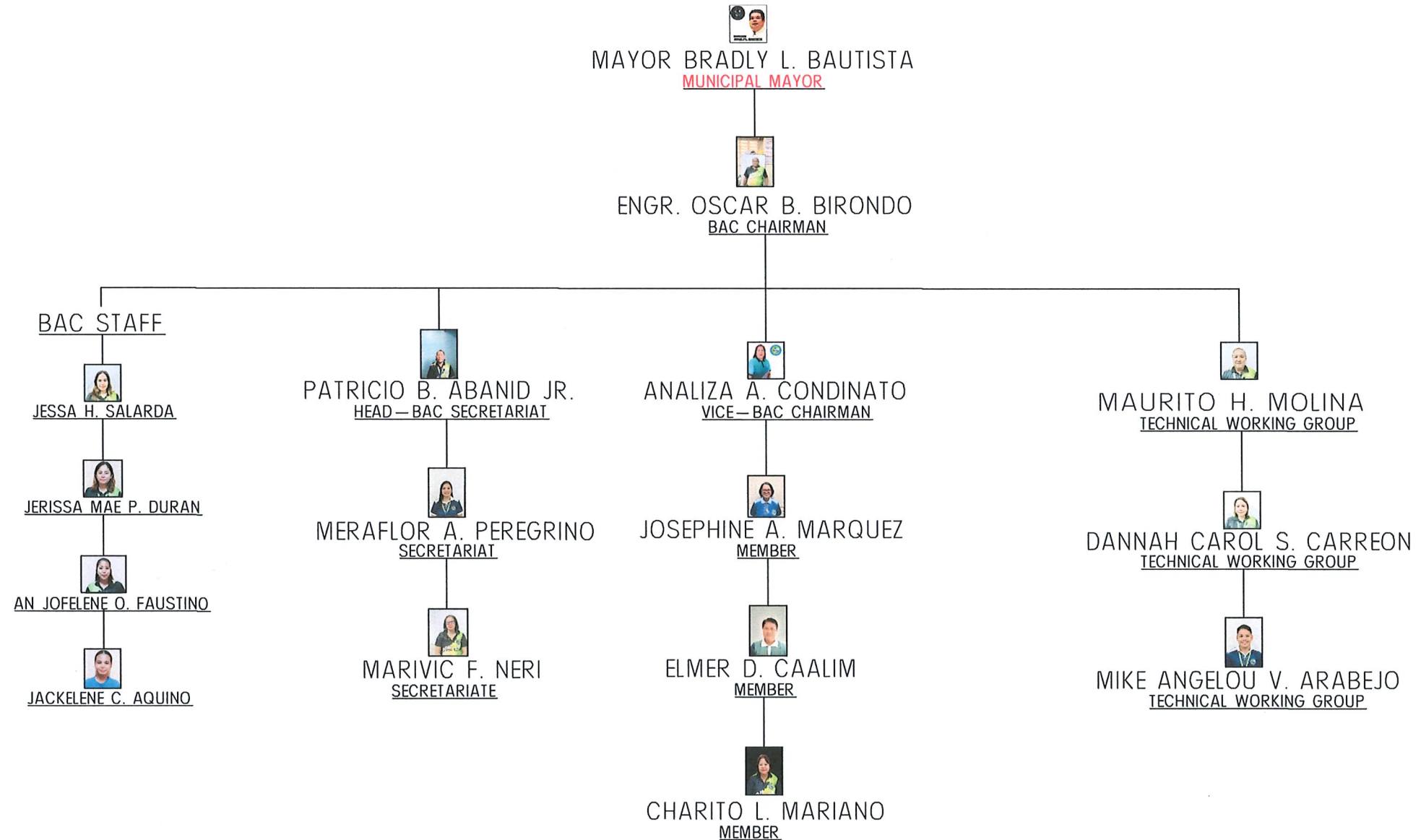




ORGANIZATIONAL CHART



FUNCTIONAL CHART

BAC CHAIRMAN
 Ensures the integrity of the Bac Office in the discharge of its function by adhering to the code of conduct set forth to its highest degree possible and at the same time looks into the welfare of all the members of the organization.

BAC VICE CHAIRMAN
 Takes charge of the office's operations in behalf of chairperson including other functions the chair may assign thereof.

BAC SECRETARIAT	BAC MEMBER	BAC TECHNICAL WORKING GROUP
<ul style="list-style-type: none"> • Provided Administrative support to the BAC & TWG by organizing and making all necessary arrangements for BAC & TWG meetings & conferences, preparing minutes of meeting & conferences and taking custody of the procurement documents and other records. • Advertise or posts bidding opportunities including bidding documents & notices of Awards, manages the sale and distribution of Bidding Documents to interested bidders • Assists & monitors procurement processes and activities, consolidated PPMP's from various units of the Procuring entity and act as Central Channel of communication for the BAC with end user, PMOs, other units of the line agency, other gov't agencies, providers of goods, infrastructure projects and consulting services, observers and the general public 	<p>BAC shall Advertise and or post the invitation to bid/request for expression of interest; conduct pre-procurement and pre-bid conferences; determine the illegibility of prospective bidders; receive and open bids; undertake post-qualification proceedings; resolve requests for reconsideration; recommend award of contracts to the HOPE or his duly authorized representatives; recommend the imposition of sanctions in accordance with Rule XXIII; recommends to the HOPE the use Alternative Methods of Procurement as provided in Rule XVI.</p>	<p>Assist the BAC in the conduct of eligibility screening of prospective bidders, and in the short listing of prospective bidders in case of biddings for consulting services.</p>

MISSION:

The Local Government Unit of Malita, through Bids & Awards Committee with a service oriented, and God-fearing public servant, envisions good governance in procurement by adhering to the principles of transparency, accountability, equity, efficiency and economy in its procurement procedure.

VISION:

The Bids and Awards Committee (BAC) adheres to ascertain equal to eligible bidders to participate through wide dissemination of bid opportunities using Philippine Government Electronic Procurement System (PhilGEPS) advertisement, a system of accountability in monitoring procurement activities through the participation of non-government organization and the private sector as observers, streamline procurement activities and milestones to fast tract the implementation of government projects, assist in managing the procurement process, sales on bidding documents and to take custody of procurement documents and other records.



Republic of the Philippines
Province of Davao Occidental
MUNICIPALITY OF MALITA

BIDS AND AWARDS COMMITTEE

A. ADVERTISE AND/OR POST THE INVITATION TO BID/REQUEST FOR EXPRESSIONS OF INTEREST

CLIENT STEPS	ACTIONS/SERVICE PROVIDED	PERSON RESPONSIBLE	REQUIREMENTS	PROCESSING TIME	FEES TO BE PAID
Log in to the PhilGEPS account and print proof of logging in	Advertise and/or post the invitation to PhilGEPS	BAC Secretariat	Invitation to Bid	Variable	N/A

B. CONDUCT PRE-PROCUREMENT AND PRE-BID CONFERENCES

THE SERVICE: Pre-procurement and Pre-bid Conference is necessary to be conducted to ensure that procurement is in accordance with the project and annual procurement plans.

CLIENT STEPS	ACTIONS/SERVICE PROVIDED	PERSON RESPONSIBLE	REQUIREMENTS	PROCESSING TIME	FEES TO BE PAID
Attend the Pre-procurement and Pre-bid Conference	Conduct pre-procurement and pre-bid conference as per schedule on the invitation to bid	BAC Members BAC Secretariat BAC TWG End-User	None	Variable	N/A

C. ISSUANCE OF BID DOCUMENTS

THE SERVICE: Bid Documents are issued to prospective bidders.

CLIENT STEPS	ACTIONS/SERVICE PROVIDED	PERSON RESPONSIBLE	REQUIREMENTS	PROCESSING TIME	FEES TO BE PAID
1. Sign in the visitor's logbook and inquire about the bid documents to be bought	Issue order of payment	BAC Secretariat	N/A	5 to 10 minutes	N/A
2. Purchasing of Bidding Documents	Pay the Order of Payment to the Municipal Treasurer's Office	MTO Personnel	N/A	Variable	GPPB Standard Rate
3. Issuance of Bid Documents	Releasing of Bidding Documents	BAC Secretariat	Official Receipt issued by the Municipal Treasurer	Variable	N/A

BIDDING DOCUMENTS RATE (GPPB Standard Rate):

APPROVED BUDGET FOR THE CONTRACT	Maximum Cost of Bidding Documents (in the Philippine Peso)
500,000 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00

D. RECEIVING OF BID DOCUMENTS AND OPENING OF BIDS

THE SERVICE: The BAC Secretariat will receive the Bid Documents for the opening of bid as scheduled.

CLIENT STEPS	ACTIONS/SERVICE PROVIDED	PERSON RESPONSIBLE	REQUIREMENTS	PROCESSING TIME	FEES TO BE PAID
Submission of Company Profile/ Eligibility Requirements	- Receive the Eligibility Requirements and Open the Bids submitted	- BAC Members, Secretariat, TWG, End-user & Observer	Company Profile/Eligibility Requirements	Variable	N/A

E. CONDUCT OF EVALUATION OF BIDS

THE SERVICE: The BAC Secretariat shall conduct detailed evaluation of all bids using non-discretionary criteria considering the completeness of the bid and arithmetical corrections.

CLIENT STEPS	ACTIONS/SERVICE PROVIDED	PERSON RESPONSIBLE	REQUIREMENTS	PROCESSING TIME	FEES TO BE PAID
Wait for the result of Bid Evaluation	- Conduct evaluation of bids	- BAC Members, Secretariat & TWG	Bid Evaluation	Variable	N/A

F. UNDERTAKE POST-QUALIFICATION PROCEEDINGS

THE SERVICE: The Lowest calculated Bid/Highest Rated Bid shall undergo post-qualification in order to determine whether it complies and is responsive to all the requirements and conditions specified in the bidding documents.

CLIENT STEPS	ACTIONS/SERVICE PROVIDED	PERSON RESPONSIBLE	REQUIREMENTS	PROCESSING TIME	FEES TO BE PAID
Wait for the result of Post-Qualification	- Conduct post-qualification	- BAC Members, Secretariat, TWG, Observer & End-user	Notice of Post-Qualification	Variable	N/A

G. RECOMMEND AWARD OF CONTRACTS TO THE HEAD OF THE PROCURING OR HIS DULY AUTHORIZE REPRESENTATIVE

CLIENT STEPS	ACTIONS/SERVICE PROVIDED	PERSON RESPONSIBLE	REQUIREMENTS	PROCESSING TIME	FEES TO BE PAID
Wait for the issuance of Notice of Award	- Recommend award of contracts to the Head of the Procuring Entity	- BAC Members, Secretariat, TWG, Observer & End-user	Notice of Award	Variable	N/A

H. RECOMMEND TO THE HOPE THE USE OF ALTERNATIVE METHODS OF PROCUREMENT AS PROVIDED IN RULE XVI OF REPUBLIC ACT NO. 9184

CLIENT STEPS	ACTIONS/SERVICE PROVIDED	PERSON RESPONSIBLE	REQUIREMENTS	PROCESSING TIME	FEES TO BE PAID
Accomplish the Request for Quotation if alternative method is subjected/requires quotation	- Recommend to the HOPE the use of alternative Methods of Procurement as provided in Rule XVI	- BAC Members, Secretariat, TWG, Observer & End-user	Notice of Award	Variable	N/A



THE MUNICIPAL TOURISM AND LOCAL CULTURE AND ARTS OFFICE
MUNICIPALITY OF MALITA
DAVAO OCCIDENTAL PHILIPPINES



VISION

A revered office dedicated in ensuring Malita as the catalyst for heritage of a rich and distinct Mindanaoan culture, acknowledged nationally for the dynamic variety of our local traditions. Through dedicated preservation efforts of our cultural heritage sites, ethnicity, and protection of the Indigenous cultural community. United with tourism stakeholders, we aim to propel Malita onto the world stage of competitiveness, fostering a community-driven approach that promotes inclusivity, sustainability, and authenticity in the journey to become a cynefin of Mindanaoan culture.

MISSION

To cultivate Malita as a prominent hub of the abundant and unique Mindanaoan culture, achieved through the meticulous preservation of its cultural heritage. By fostering unity among stakeholders, we endeavour to elevate Malita onto the global platform, effectively highlighting its cultural richness diversity to the world. Through collaborative efforts and community engagement, we strive to propel Malita towards international recognition, ensuring that its cultural legacy remains cherished and celebrated for generations to come.

GOALS

- Sustainable Development
- Cultural Preservation
- Community Empowerment
- Visitor Satisfaction
- Destination Management
- Education and Awareness
- Innovation and Technology
- Partnerships and Collaboration



THE MUNICIPAL TOURISM AND LOCAL CULTURE AND ARTS OFFICE
MUNICIPALITY OF MALITA
DAVAO OCCIDENTAL PHILIPPINES





BRADLY L. BAUTISTA
Municipal Mayor


JEREMIAH L. DAÑOLKO
Municipal Tourism Officer Designate


ADMINISTRATIVE SECTION



JONALYN C. MORGADÉZ
Receiving Desk
Procurement and Logistics


JOSEFINO D. ESTAMPA Jr.
Museum Custodian



NASSER M. CAMIS Jr.
Errand and Utility

PLANNING SECTION


MICHAEL NIEL JUSTINE L. EMIA
EVENTS / PPA SPECIALIST
PROJECT PROGRAM AND ACTIVITY


JEREMIAH A. JAGNA
I.T. AND PROMOTIONS-
SOCIAL MEDIA PLATFORM

**MUNICIPAL TOURISM
INFORMATION CENTER AND
ASSISTANCE DESK SECTION**


PETE PHILIPHOUSIS S. RELLON
Tourism Information
Desk Incharge

**ACCREDITATION / PROMOTIONS
AND DEVELOPMENT SECTION**


BREN S. BAGAHANSOL
Local Transpo
Accreditation Incharge


RIAN LLOYD A. YAP
Product Development and
Marketing for Pasalubong Items



THE MUNICIPAL TOURISM AND LOCAL CULTURE AND ARTS OFFICE
MUNICIPALITY OF MALITA
DAVAO OCCIDENTAL PHILIPPINES



MUNICIPAL MAYOR

MUNICIPAL TOURISM OFFICER

- Oversees all aspects of tourism management within the municipality or organization.
- Developing and implementing strategies to attract tourists to the municipality, including advertising campaigns, promotional events, and collaborations with local businesses and attractions.
- Identifying opportunities for tourism development within the municipality and improving existing facilities, or organizing special events and festivals to enhance the visitor experience.
- Organizing association for product development and marketing of the pasalubong center

ADMINISTRATIVE SECTION

- Handling paperwork such as contracts, and agreements related to tourism activities and events.
- Managing incoming and outgoing communication, including emails, phone calls, and letters, often serving as a point of contact for inquiries.
- Processing payments, managing budgets, tracking expenses, and maintaining financial records.
- Handling employee records, payroll, benefits administration, and other HR-related tasks
- Organizing meetings, maintaining office supplies, managing schedules, and coordinating administrative logistics.
- Ensuring compliance with relevant regulations, policies, and procedures related to tourism operations.
- Dusting, cleaning, and maintaining artifacts, display cases, and exhibition spaces.
- Monitoring environmental conditions such as temperature, humidity, and light levels to ensure the preservation of collections
- Performing routine cleaning tasks such as sweeping, mopping, and vacuuming floors.
- Cleaning restrooms, offices, galleries, and other public areas.
- Emptying trash bins and recycling bins regularly.
- Reporting any maintenance issues or repairs needed within the museum premises.
- Monitoring museum premises for security concerns, including unauthorized access or suspicious activities.
- Assisting with opening and closing procedures to ensure the security of museum facilities.
- Providing support during special events, receptions, and programs hosted by the museum.
- Keeping track of cleaning supplies, tools, and equipment needed for custodial tasks.
- Assisting visitors with directions, information, and inquiries as needed.
- Following museum policies and procedures related to collection care, security, safety, and visitor services.

PLANNING SECTION

- Developing event proposal, timelines, and action plans.
- Creating engaging and relevant event programs that align with the tourism office's goals and objectives.
- Organizing various activities and attractions within events to enhance visitor experiences.
- Utilizing traditional and digital marketing channels such as social media, websites, email campaigns, press releases, and partnerships with media outlets.
- Building relationships with local businesses, organizations, community groups, and tourism stakeholders to garner support and participation in events.
- Facilitating communication and collaboration between event organizers, vendors, sponsors, volunteers, and community members.
- Soliciting feedback from participants and stakeholders to evaluate event effectiveness and identify areas for improvement.
- Compiling post-event reports and analyses to document successes, challenges, and lessons learned for future planning and decision-making.
- Participating in professional development opportunities such as workshops, conferences, and networking events to expand knowledge and skills.
- Building relationships with industry peers, suppliers, and experts to exchange ideas, resources, and support.
- Developing, maintaining, and updating the tourism office's website to provide essential information to visitors, such as attractions, accommodations, events, and travel resources.
- Developing engaging and relevant content for social media platforms, including posts, images, videos, and stories, that highlight tourist attractions, activities, events, and experiences.
- Monitoring social media channels, responding to comments, messages, and reviews, and engaging with followers to build relationships, address inquiries, and manage reputation.
- Planning, executing, and optimizing social media marketing campaigns to promote tourism products, special offers, events, and destinations.
- Keeping abreast of social media trends, industry news, and competitor activities to identify opportunities, adapt strategies, and stay relevant in the dynamic digital landscape.

MUNICIPAL TOURISM INFORMATION CENTER AND ASSISTANCE DESK SECTION

- Maintaining accurate records of visitor inquiries, transactions, and feedback for reporting and analysis purposes.
- Welcoming visitors and providing them with comprehensive information about the municipality, including attractions, accommodations, dining options, transportation, events, and activities.
- Offering personalized recommendations based on visitors' interests, preferences, and available time.
- Ensuring a welcoming and friendly atmosphere at the tourism information center and assistance desk, making visitors feel valued and comfortable.
- Listening attentively to visitors' needs, concerns, and inquiries, and addressing them promptly and courteously.
- Handling complaints or issues with professionalism and empathy, striving to resolve them to the satisfaction of the visitor.
- Promoting key attractions, landmarks, historical sites, museums, parks, and other points of interest within the municipality.
- Demonstrating cultural sensitivity and awareness when interacting with visitors from diverse cultures, respecting their customs, traditions, and beliefs.
- Encouraging visitors to explore and experience a variety of tourism products and services available within the municipality.
- Collaborating with local tourism businesses, attractions, hotels, restaurants, and transportation providers to stay informed about their offerings and services.
- Generating reports on visitor demographics, trends, preferences, and satisfaction levels to inform decision-making and strategic planning.
- Establishing accreditation standards and criteria for tourism-related businesses and services such as hotels, restaurants.
- Providing guidance, training, and support to help businesses improve their operations and meet accreditation requirements.

ACCREDITATION / PROMOTIONS AND DEVELOPMENT SECTION

- Defining requirements related to vehicle safety, cleanliness, maintenance, insurance coverage, driver qualifications, and customer service.
- Conducting assessments and inspections of transportation providers to verify compliance with accreditation standards.
- Inspecting vehicles for safety features, cleanliness, and maintenance records.
- Evaluating driver qualifications, including licenses, training, and background checks.
- Granting accreditation certificates or licenses to transportation providers that meet the established standards.
- Providing documentation that demonstrates compliance with accreditation requirements and serves as proof of accreditation status.
- Renewing accreditation periodically through scheduled reevaluations and inspections to ensure ongoing compliance.
- Encouraging tourists to look for accreditation symbols or logos when selecting transportation options to make informed choices.
- Monitoring accredited transportation providers to ensure continued compliance with accreditation standards.
- Collaborating with local transportation authorities, regulatory agencies, and industry associations to establish and enforce accreditation standards
- Collaborating with local artisans, craftsmen, and producers to develop unique and authentic pasalubong items that reflect the destination's culture, heritage, and identity.
- Ensuring that pasalubong items are of high quality, ethically sourced, and environmentally sustainable to appeal to conscientious travelers.
- Establishing partnerships with local retailers, souvenir shops, hotels, and tourist attractions to distribute pasalubong items.
- Highlighting the unique features, craftsmanship, and cultural significance of pasalubong items to differentiate them from generic souvenirs.
- Engaging with local communities, artists, and entrepreneurs to involve them in the pasalubong product development process and ensure their fair participation and benefit.
- Monitoring sales data, customer reviews, and social media engagement metrics to measure the performance and impact of pasalubong marketing initiatives.

Office or Division:	TOURISM OFFICE			
Classification:	Simple			
Types of Transaction:	Registration/Renewal of Permit of TODA			
Who may avail:	All TODA Members			
CHECK LIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • Driver's License • OR/CR • TODA Membership Certificate • Barangay Certificate • Community Tax Certificate 			LTO LTO TODA President Barangay of Origin MTO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and Fill out the Tourism Accreditation Form	Validation of clients' information <ul style="list-style-type: none"> • Name of Operator • Name of Driver • Driver's License No. • Address • Old sticker No. • Body Number 	None	10-30 minutes	Local Transpo Accreditation In-charge
2. Submission of signed Accreditation Form	Validate the TODA clearance if completely signed by respective TODA officers before the approval of Tourism office	None	5-10 minutes	Tourism Officer

3. Present the Permit and receipt from BPLO	Validation of pertinent Document for processing <ul style="list-style-type: none"> • Official Receipt of Payment • Permit to Operate • Tricycle Sticker No. 	None	5-10 minutes	Local Transpo Accreditation In-charge
4. Present the actual Vehicle of body color confirmation for Tourism approval	Inspection of Vehicle for qualification	None	5-10 minutes	Tourism Officer

Office or Division:	TOURISM OFFICE			
Classification:	Simple			
Types of Transaction:	Accreditation of Tourism Establishments			
Who may avail:	All client who has Tourism Establishments			
CHECK LIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • Official Receipt of payment from BPLO • Application Form for Business Permit • Assessment Form • ECC approval and foreshore lease agreement 			BPLO BPLO DENR DENR	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	Completion of requirement needed for checking	None	10 - 30 minutes	Tourism Information Desk In-charge
2. Fill out the Tourism Accreditation Checklist	Validation of clients Tourism regulation compliance per Industry classification <ul style="list-style-type: none"> • Guest logbook • Staff uniforms • Pool Guard • Beach Watchers • DENR Clearance • Hairnet 	None	10 - 30 minutes	Tourism Information Desk In-charge
3. Process Tourism Accreditation Certificate	Issuance of Tourism certificate for accreditation	None	5-10 minutes	Tourism Information Desk In-charge

Office or Division:	TOURISM OFFICE			
Classification:	Simple			
Types of Transaction:	Tourist Data Monitoring			
Who may avail:	All client who has Tourism Establishment			
CHECK LIST OF REQUIREMENTS			WHERE TO SECURE	
Logbook			Establishment Proprietor	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of Data	Validation and Consolidation of Data <ul style="list-style-type: none"> • Monthly • Quarterly 	None	Variable	Tourism Information Desk In-charge

VISION AND MISSION

VISION

PESO Malita envision to be the leading catalyst in creating a dynamic and inclusive labor market by empowering job seekers and promoting harmonious partnerships between employers and workers.

MISSION

To resolutely advocate the cause of local labor in subscription to the national government goals and thrusts on human resource development, stability in employment, protection and welfare and the attainment of stable industrial peace.

ORGANIZATIONAL STRUCTURE



HON. BRADLY L. BAUTISTA
Municipal Mayor



STELITO M. JUMARAN
OIC PESO Manager

EMPLOYMENT UNIT

ADMINISTRATIVE UNIT

LIVELIHOOD UNIT


TECH4ED CENTER



ELLA MAE J. DELOS TRAYCO
Employment Focal
Job Order



RONALYN M. ARCAMO
OFW Help Desk Officer
Job Order




LAURENCE D. CABALAR
Disbursing/ Liaison Officer
Job Order



RONEL B. MAHINAY
Admin Support for Payroll/
Inventory
Job Order



RODOLFO JR. S. OTORDOS
Maintenance In-Charge
Job Order



LESTER JR. L. EMPERADOR
Livelihood Focal
Job Order



JEFFREY S. ELLO
Tech4ED Center Manager
Job Order



ELLAH GEORGE MARTIN
Information Officer/ Social
Media Manager
GIP

FUNCTIONAL CHART

Approves Annual Budget, PPAs,
Project Designs & Proposals, EO,
Travel Orders, etc.

Oversees and manages
Programs, Projects, Activities'
implementation

EMPLOYMENT UNIT

ADMINISTRATIVE UNIT

LIVELIHOOD UNIT

TECH4ED CENTER

- * Receives and evaluates SPES and GIP applicants;
- * Administers Public Employment Information System (PEIS);
 - * Prepares No Objection Certificate (NOC) for Special Recruitment Activity (SRA)
- * Administers SPES online system;
- * Refers and placed Job seekers to employers;
 - * Generates monthly accomplishment reports.
- * Facilitates OFW concerns;
- * Profiles OFW (active and inactive);
- * Prepares and submits OFW Reports to OWWA.

- * Prepares Procurement & Non-Procurement Disbursements;
 - * Prepares PPMP;
- * Prepares Job Order Contract of Service and Appointment
 - * Maintains orderliness and cleanliness in the office;
- * Operates Photocopying, comb binding machines;
 - * Performs bookbinding
- * Manages Social Media Accounts;
- * Provides information to clients;
- * Updates emails, and calendar of activities
- * Records incoming and outgoing letters.
- * Prepares Monthly Payroll for PESO and BVBSTI;
- * Conducts periodic inventory of supplies, equipment and tools

- * Facilitates RWA and CSO Accreditations;
- * Prepares Livelihood Project Proposals;
- * Prepares RWA and CSO accreditation documentary requirements;
- * Coordinates with DOLE, DTI, Sangguniang Bayan, TESDA, DSWD, and other stakeholders for livelihood program;

- * Facilitates free printing services to clients;
- * Facilitates basic ICT-related trainings in coordination with DICT;
- * Prepares activity designs and project proposals.

CITIZEN'S CHARTER

A. Issuance of No Objection Certificate (NOC) for Special Recruitment Activity

Special Recruitment Activity conducted by the licensed recruitment agency/ies for employment overseas in the Municipal PESO or designated venue with proper authority or permit from the Department of Migrant Workers and the Municipal Mayor as well. No Objection Certificate (NOC) is issued to licensed recruitment agency who satisfactorily complied the requirements.

Office or Division:	Office of the Public Employment Service
Classification:	Simple
Type of Transaction:	G2C – Government to Licensed Recruitment Agency
Who may avail:	Licensed Recruitment Agency of Department of Migrant Workers/ POEA within the Philippines
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Intent stating the proposed schedule address to HON. BRADLY L. BAUTISTA Municipal Mayor THRU: STELITO M. JUMARAN OIC PESO Manager	Applicant
2. DMW/POEA License (Main Office), and/or DMW/POEA Authority to Operate Branch (if Branch) (Certified True Copy)	Department of Migrant Workers/ Philippine Overseas Employment Authority
3. Latest Job Orders (Certified True Copy)	Partner Overseas License Manpower Agency
4. Business Permit (Main and/or Branch) (Photocopy)	Local Government Units (LGUs)
5. Latest Deployment Report (for agencies previously conducted SRA in Malita)	Applicant
6. Affidavit of Undertaking/Letter of appointment for Representative/s duly notarized (original)	Applicant
7. PhilJobNet Registration Certificate (photocopy)	PhilJobNet Website/Department of Labor and Employment
8. NSRP Registration Form 2	Public Employment Service Office/ Department of Labor and Employment website

9. DMW/POEA Authority for SRA in Malita (to be submitted on or before the conduct of SRA)	Department of Migrant Workers/ Philippine Overseas Employment Authority
10. Mayor's Permit (Municipality of Malita) to be submitted on or before the conduct of SRA	Office of the Municipal Mayor

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquires through call or email on the availability of SRA schedule and process of application	1.1 Provides available schedule and checklist of requirements through call or email	None	5-10 Minutes	Employment Unit
2. Submits the complete requirements through face to face or email	2.1 Verifies/ Checks the submitted documents	None	20 Minutes	Employment Unit
	2.2 Verifies applicant in the DMW website for the validity of license	None	Variable	Employment Unit
	2.3 Prepares No Objection Certificate	None	10-15 Minutes	Employment Unit
	2.4 Approves No Objection Certificate with Dry Seal	None	5-10 Minutes	PESO Manager/OIC
3. Receives No Objection Certificate	3.1 Releases No Objection Certificate through Face-to-Face or email	None	10-20 Minutes	Employment Unit

B. Special Program for Employment of Students (SPES) and Out-of-School Youth

This program is initiated by the Department of Labor and Employment (DOLE) that provides financial assistance to poor but deserving students and out-of-school youth in pursuing their education through employment during summer or Christmas vacations.

Office or Division:	Office of the Public Employment Service
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	<ol style="list-style-type: none"> 1. Students and Out-of-School Youths (OSY) aged 15 to 30 Years Old; 2. Residents of the Municipality of Malita; 3. With passing general weighted average; 4. With combined family net income of not more than the regional poverty threshold for a family of six (6).
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Bio-Data or Resumé	Applicant
2. SPES Application Form	PESO Malita
3. Birth Certificate (clear photocopy)	Philippine Statistics Authority/ Municipal Civil Registrar Office
4. Latest copy of Grades (certified true copy)	School last attended
5. Picture, Passport size (2 pcs.) in high quality	Applicant
6. Electronic Signature (3 specimen in bond paper)	Applicant
7. Certificate of Indigency (original copies)	Office of the Punong Barangay and Office of the Municipal Social Welfare and Development
8. If OSY, Certificate of OSY	Office of the Punong Barangay and Office of the Municipal Social Welfare and Development
9. Insurance	Any Social Services Provider
10. Salaysay (Personal Narrative) in video or written form	Applicant
11. SPES Contract	PESO Malita
12. Daily Time Record (Payroll Processing)-original	PESO Malita
13. Cedula or Community Tax Certificate (Photocopy)	Office of the Barangay Treasurer/ Office of the Municipal Treasurer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register and uploads scanned requirements through accessing the google form created by the PESO	1.1 Posts the google form link in social media accounts for information and dissemination	None	5-10 Minutes	Employment Unit
	1.2 Evaluates applicants uploaded requirements	None	Variable	Employment Unit
2. Receives notice of acceptance through text, call or email	2.1 Informs successful applicants with the schedule of orientation and other necessary information	None	5-10 Minutes	Employment Unit
3. Attends the SPES Orientation	3.1 Conducts SPES Orientation	None	Variable	Stelito M. Jumaran/ DOLE XI Davao Occidental Field Office Representative
4. Attend daily attendance to assigned office	4.1 Deploys SPES-Workers to assigned office/work stations	None	Variable	Employment Unit
5. Submits requirements for processing of the 60% salary for LGU	5.1 Evaluates submitted requirements	None	Variable	Administrative Unit
	5.2 Prepares payroll and disbursements	None	Variable	Administrative Unit
6. Receives 60% salary from LGU and signs payroll	6.1 Informs release of salary	None	Variable	Employment Unit
	6.2 Releases 60% salary	None	Variable	Office of the Municipal Treasurer

7. Inquires and receives 40% Salary from DOLE and signs payroll	7.1 Submits signed 60% salary payroll to DOLE	None	Variable	Employment Unit
	7.2 Processes 40% SPES Salaries	None	Variable	DOLE XI
	7.3 Informs release of 40% Salary from DOLE	None	Variable	Employment Unit
	7.4 Releases 40% salary	None	Variable	DOLE Davao Occidental Field Office

C. Government Internship Program Application

This program is initiated by the Department of Labor and Employment (DOLE) that provides opportunities to young workers and demonstrate their talents in the field of public service and help them gain real work experiences.

Office or Division:	Office of the Public Employment Service
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	1. Residents of the Municipality of Malita aged 18 to 30 years old; 2. Atleast Senior High School Graduate.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Bio-Data or Resumé	Applicant
2. Application Letter address to: REGIONAL DIRECTOR DOLE REGIONAL OFFICE NO. XI DAVAO CITY THRU : PROVINCIAL HEAD DOLE DAVAO OCCIDENTAL FIELD OFFICE MALITA, DAVAO OCCIDENTAL	Applicant
3. Birth Certificate (clear photocopy)	Philippine Statistics Authority/ Municipal Civil Registrar Office
4. School Credentials (TOR or Form 137)	School last attended
5. Insurance (to be submitted once qualified)	Any Social Services Provider

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiries about Government Internship Program	1.1 Provides information and list of requirements	None	5-10 Minutes	Employment Unit
2. Submits requirements	2.1 Evaluates applicants requirements	None	Variable	Employment Unit
3. Receives notice of acceptance through text, call or email	3.1 Informs successful applicants with the schedule of orientation and other necessary information	None	5-10 Minutes	Employment Unit
4. Attends the GIP Orientation	4.1 Conducts GIP Orientation	None	Variable	DOLE XI Davao Occidental Field Office
5. Attend daily attendance to assigned office	5.1 Deploys GIP-Workers to assigned office/work stations	None	Variable	Employment Unit
6. Submits signed Daily Time Record and Accomplishment Reports	6.1 Evaluates submitted requirements	None	Variable	DOLE XI Davao Occidental Field Office
	6.2 Processes salary	None	Variable	DOLE XI/ DOLE Davao Occidental Field Office
7. Receives salary	7.1 Informs release of salary	None	Variable	Employment Unit

D. Employment Facilitation

This program provides services to all citizens/constituents with employment opportunities through job matching and referrals to companies/employers both local and overseas.

Office or Division:	Office of the Public Employment Service
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	1. Residents of the Municipality of Malita aged 18 above;
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Bio-Data or Resumé	Applicant
2. NSRP Form 1	Employment Unit

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiries about job opportunities	1.1 Provides information and NSRP form 1	None	5-10 Minutes	Employment Unit
2. Fills up and submits requirements	2.1 Evaluates applicants NSRP Form 1 and requirements	None	Variable	Employment Unit
	2.2 Encodes data in PESO Employment Information System (PEIS) Online System	None	Variable	Employment Unit
3. Receives referral letter and signs in the record book	3.1 Refers to company/ employer and matches job and applicants' qualifications	None	Variable	Employment Unit
	3.2 Prepares and releases referral letter	None	5-10 Minutes	Employment Unit

E. Migrant/Overseas Filipino Workers' Help Desk

This program provides assistance and services to Overseas Filipino Workers (OFWs) and their families in the facilitation of their availment to local and national government agencies.

Office or Division:	Office of the Public Employment Service
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	OFW and their Families who are residents of the Municipality of Malita.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. NSRP Form 1 or Profiling Form	Employment Unit

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiries about programs and services and opportunities for OFW and its Families	1.1 Provides information and NSRP form 1 or profiles OFW and its Families	None	Variable	Employment Unit
2. Fills up and submits requirements	2.1 Evaluates applicants NSRP Form 1 and requirements	None	Variable	Employment Unit
	2.2 Encodes data in PESO Employment Information System (PEIS) Online System	None	Variable	Employment Unit
3. Receives referral letter and signs in the record book	3.1 Refers to appropriate local and national government concerned or as needed	None	Variable	Employment Unit
	3.2 Prepares and releases referral letter	None	5-10 Minutes	Employment Unit

F. Facilitation of Registration and Accreditation of Worker's Association

This program provides services to all worker's association in the facilitation and preparation of their documentary requirements of the registration and accreditation with local and national government agencies.

Office or Division:	Office of the Public Employment Service
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	1. Worker's Association in the Municipality of Malita.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Constitution and Bylaws	Department of Labor and Employment
2. Minutes of Meeting	Applicant
3. List of Officers and Members	Applicant
4. Other requirements, required by the agency	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiries about Registration and Accreditation of Worker's Association	1.1 Provides information on the process of the registration and accreditation of workers' association	None	5-10 Minutes	Livelihood Unit
2. Provides necessary data and submits letter of request for the conduct of orientation	2.1 Provides checklist of requirements and forms for the registration and accreditation	None	Variable	Livelihood Unit
	2.2 Prepares and submits request for the conduct of orientation on	None	Variable	Livelihood Unit

	registration of worker's association			
3. Prepares documentary requirements and submits to DOLE	3.1 Assists in the evaluation of submitted documents	None	Variable	Livelihood Unit
	3.2 Evaluates submitted documents	None	Variable	DOLE XI Davao Occidental Field Office

G. Facilitation of the Tech4ED Center Clients

This program provides services to all citizens for the free use of computer units with internet connectivity and free printing of research projects and other documents or project requirements.

Office or Division:	Office of the Public Employment Service
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Students, Jobseekers, Teachers, Government Workers, etc.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. None	Not Applicable

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Registers in the logbook	1.1 Provides orientation on rules and policies in the use of facilities	None	5-10 Minutes	Tech4ED Center
2. Uses Tech4ED facilities	2.1 Facilitates the clients' concerns on the use of facilities	None	Variable	Tech4ED Center
3. Fills up and submit Customer Satisfaction Feedback Form	3.1 Collects and summarizes Customer Satisfaction Feedback Forms	None	Variable	Tech4ED Center

VISION AND MISSION

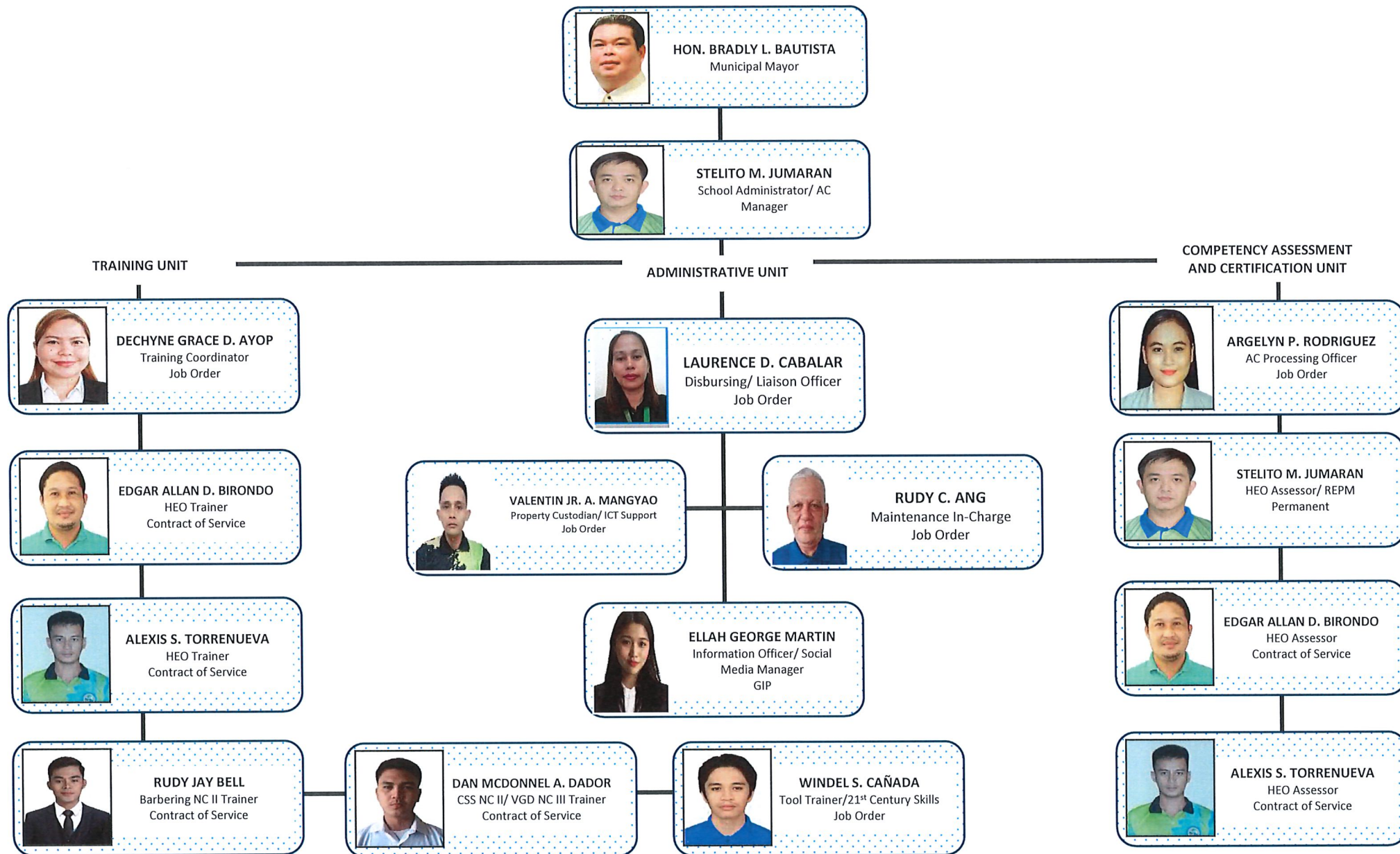
VISION

By 2030, BVBSTI is a premier technical-vocational institution in producing quality and competitive skilled workers responsive to the development needs in the countryside and a significant contributor to the public welfare aspirations of the local government of Malita.

MISSION

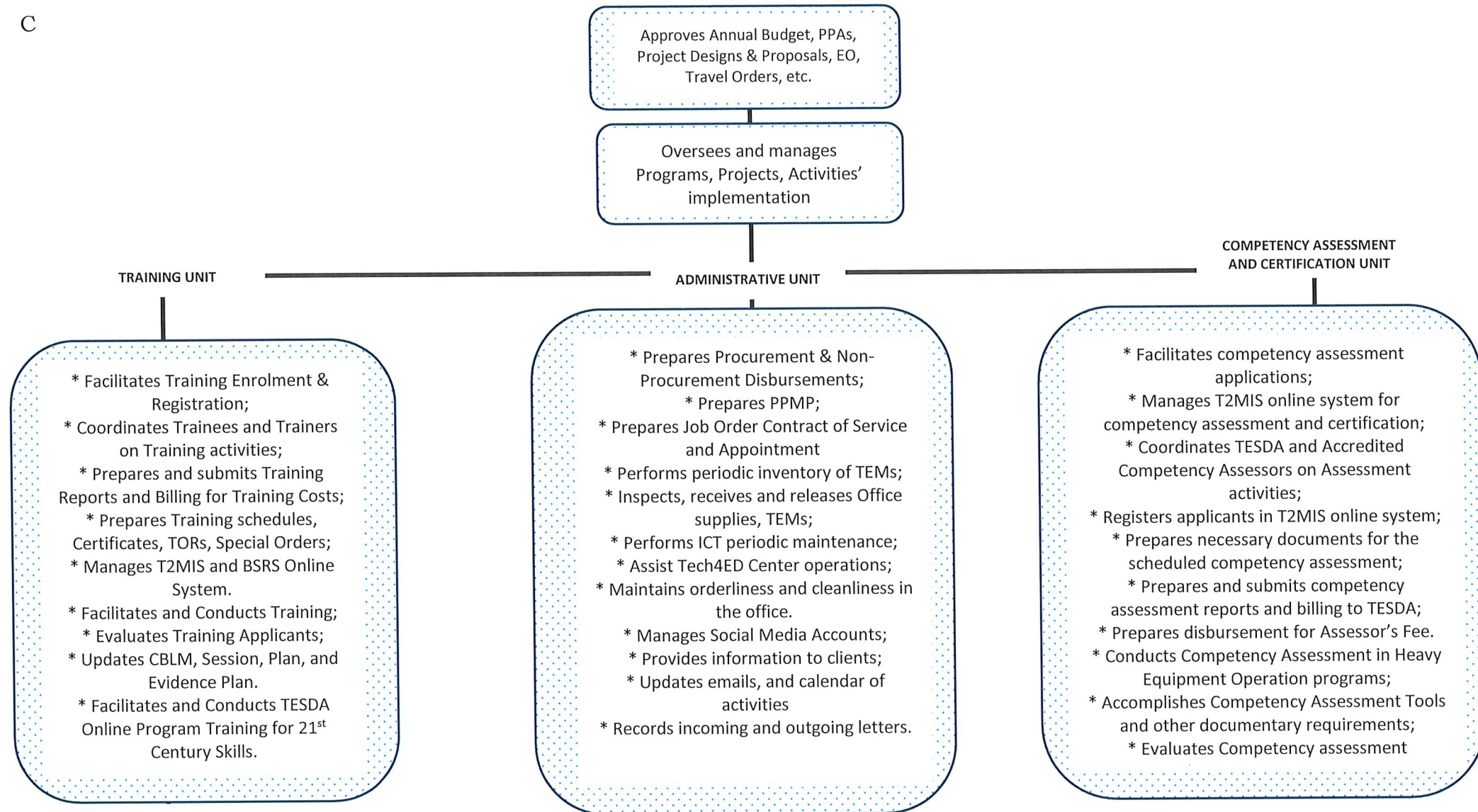
BVBSTI shall promote high quality, gender sensitive and industry-based technical-vocational instruction ensuring sustainable and professional success of its beneficiaries.

ORGANIZATIONAL STRUCTURE



FUNCTIONAL CHART

C



CITIZEN'S CHARTER

A. APPLICATION FOR TRAINING

This service pertains to the enrollment and registration of interested Citizens to a certain training program offered.

OFFICE OR UNIT	TRAINING UNIT
CLASSIFICATION	SIMPLE
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	<ul style="list-style-type: none"> • At least High School Graduate or ALS Graduate; • Working Age Population; • Any citizen who are qualified for a given Training Program

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Registration Form or Learner's Registration Form (1 original)	BVBSTI Training Unit
2. Form 137/ALS Certificated/Transcript of Records/Diploma (1 photocopy)	Last School Graduate or Attended
3. NSO/PSA Birth Certificate (1 photocopy)	Philippine Statistics Authority
4. Marriage Certificate (for married women only) (1 photocopy)	
5. Pictures in High Quality <ul style="list-style-type: none"> a. Passport size, white background with collar (4 pieces) b. 1 x 1 ID Pictures (2 pieces) 	Applicant
6. Medical Certificate (1 original) – Optional	Government Hospital/ LGU-Rural Health Unit
7. Driver's License (SP/Non-Prof/Prof) for programs requiring driver's license only	Land Transportation Office
8. Barangay Endorsement or Certification for Training availment (1 original)	Office of the Barangay Captain

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. Inquires on the trainings available for enrollment	1.1 Provides information on the available trainings and programs	None	5-10 Minutes	Training Unit
	1.2 Issues Applicant's Information Sheet and Interview Sheet	None	5-10 Minutes	Training Unit
2. Fills out and submit Applicant's Information Sheet and Interview Sheet	2.1 Checks completeness of Applicant's Interview Sheet	None	15-20 Minutes	Training Unit
3. Attends Interview with trainer	3.1 Interviews and assess applicant	None	5-10 Minutes	Training Unit
	3.2 Issues registration form and list of requirements	None	5-10 Minutes	Training Unit
4. Accomplishes registration form and receives list of requirements	4.1 Receives and evaluates requirements as to completeness and correctness	None	20 Minutes	Training Unit
5. Receives admission slip	5.1 Encodes student's registration to T2MIS online system and issues admission slip	None	Variable	Training Unit

B. APPLICATION FOR COMPETENCY ASSESSMENT AND CERTIFICATION

This service pertains to the admission to TESDA Competency Assessment and Certification System (CACS) of TVET Graduates or Industry Workers to obtain National Certificate (NC) or Certificate of Competency (COC), if applicable.

OFFICE OR UNIT	COMPETENCY ASSESSMENT AND CERTIFICATION UNIT
CLASSIFICATION	SIMPLE
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	Those who are interested to take assessment in the different qualification offered, TVET Graduates or Industry Workers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Application Form (1 original, 1 photocopy)	Competency Assessment and Certification (CAC) Unit/ TESDA website
2. Duly accomplished Self-Assessment Guide (SAG)-original	Competency Assessment and Certification Unit/ TESDA website
3. NSO/PSA Birth Certificate (1 photocopy), and Marriage Certificate (for married women only) (1 photocopy)	Philippine Statistics Authority
4. Pictures in High Quality a. Passport size, white background with collar (3 pieces)	Applicant
5. Any valid identification card (photocopy with 3 specimen of signature)	Any Government Agencies
6. For Industry Worker, Employment Certification stating job title and duration of employment with company address and contact details (photocopy)	Company/Employer
7. For TVET Graduate, Training Certificate (Certified True Copy)	Training Center/School attended or graduated

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. Inquires on assessment schedule and requirement	1.1 Provides assessment schedule, application form and Self-Assessment Guide (walk-in applicants) and list of requirements	None	5-10 Minutes	Competency Assessment and Certification Unit
2. Submits application form with the complete requirements	2.1 Verifies completeness of the application form, self-assessment guide and submitted requirements	None	Variable	Competency Assessment and Certification Unit
	2.2 Coordinates available accredited competency assessor, two (2) weeks before the schedule of assessment if the number of applicants reaches to 10 and above	None	Variable	Competency Assessment and Certification Unit
3. Secures Order of Payment	3.1 Issues Order of Payment	None	5-10 Minutes	Competency Assessment and Certification Unit
4. Pays assessment fee (for walk-in applicants)	4.1 Accepts payment and issues Official Receipt	Fee depends on the qualification	Variable	Office of the Municipal Treasurer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
5. Submits Application Form in which Official Receipt Number is indicated	5.1 Receives application form and checks the Official Receipt Number	None	5-10 Minutes	Competency Assessment and Certification Unit
6. Receives Admission slip and assessment schedule	6.1 Issues Admission Slip at the time of application	None	5-10 Minutes	Competency Assessment and Certification Unit
	6.2 Provides tentative date of assessment 5 days before assessment through text message or call. In case of cancellation 1 day before the assessment.	None	Variable	Competency Assessment and Certification Unit

C. ISSUANCE OF TRAINING CERTIFICATE OR DIPLOMA

This service pertains to the issuance/release of training certificates or diploma to graduates after the completion of a Training program under Unified TVET Program Registration and Accreditation System (UTPRAS) of Technical Education and Skills Development Authority (TESDA).

OFFICE OR UNIT	TRAINING UNIT
CLASSIFICATION	SIMPLE
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	Graduates of the Training Program offered

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Request Form		Training Unit		
2. Clearance Form		Training Unit		
3. Duly accomplished Trainee's Record Book (TRB)		BVBSTI Trainer(s)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. Accomplishes the request form and submits the requirements	1.1 Checks the authenticity and validity of the documents submitted	None	5-10 Minutes	Training Unit
	1.2 Verifies/Checks the name of the graduate in the Master List	None	20 Minutes	Training Unit
2. Receives Certificate of Training and signs the Training Certificate Record Book	2.1 Releases Certificate of Training or Diploma	None	5-10 Minutes	Training Unit

D. ISSUANCE OF TRANSCRIPT OF RECORDS

This service pertains to the issuance/release of training certificates or diploma to graduates after the completion of a Training program under Unified TVET Program Registration and Accreditation System (UTPRAS) of Technical Education and Skills Development Authority (TESDA).

OFFICE OR UNIT	TRAINING UNIT
CLASSIFICATION	SIMPLE
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	Graduates of the Training Program offered

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Request Form	Training Unit
2. Clearance Form	Training Unit
3. Duly accomplished Trainee’s Record Book (TRB)	BVBSTI Trainer(s)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. Requests for the release of Transcript of Records	1.1 Provides copy of clearance and request form together with checklist of requirements	None	5-10 Minutes	Training Unit
2. Accomplishes the Request and Clearance Form and submits the complete requirements	2.1 Checks and verifies records	None	Variable	Training Unit
	2.2 Issues Order of Payment once the record is validated	None	Variable	Training Unit

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
3. Pays required fee for the release of Transcript of Records	3.1 Issues Official Receipt	PhP150.00	Variable	Office of the Municipal Treasurer
4. Claims the Transcript of Records and signs on the TOR Release Record Book	4.1 Prepares Transcript of Records	None	Variable	Training Unit
	4.2 Approves Transcript of Records	None	Variable	Schoolr Registrar/ School Administrator
	4.3 Releases Transcript of Records	None	5-10 Minutes	Training Unit