



PHILIPPINE CROP INSURANCE CORPORATION

CITIZEN'S CHARTER
2025 (1st Edition)



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I. Mandate

The PCIC's principal mandate is to provide insurance protection to farmers against losses arising from natural calamities, plant diseases and pest infestations of their palay and corn crops as well as other crops.

The corporation also provides protection against damage to or loss of non-crop agricultural assets, including but not limited to machineries, equipment, transport facilities and other related infrastructures due to various perils these are insured for.

II. Vision

By 2028, PCIC will be a sustainable, technology-driven agricultural insurance provider for the Filipino farmers and fisherfolk that provides value for money and fosters resiliency.

III. Mission

PCIC is a state-owned agricultural insurer committed to developing and implementing insurance programs highly responsive to the needs of small farmers and fisherfolk and other agricultural stakeholders.

IV. Service Pledge

The highest satisfaction with our agricultural insurance services among our internal and external stakeholders is our commitment.

We optimize the use of available resources to provide responsive livelihood protection at the appropriate level and right time to the greatest number of marginal farmers and fisherfolk.

We assure this by:

- Empowering the workforce;
- Maintaining and expanding the partnership with public and private entities nationwide;
- Adhering to local and international standards; and
- Integrating risk-based quality management system in the delivery of our products and services toward continual improvement.



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Head Office

External Services



1. Request for Certificate of Employment for Retired/Resigned Employee

A certificate of employment (COE) contains relevant information about the employee such as but not limited to job title, job description, salary and other compensation, and duration of employment with PCIC. This document may be requested for whatever legal purpose it may serve a former employee.

Office or Division:	Human Resource Management Division (HRMD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Former Head Office Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Slip (1 original copy)			HRMD	
For representatives of requesting retired/resigned employee 1. Authorization Letter (1 original copy) 2. Valid ID of the requesting former employee (1 Photocopy) 3. Valid ID of the representative (1 Photocopy)			Former employee-applicant	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the accomplished Request Slip to the HRMD.	1.1 Receives the accomplished Request Slip.	None	5 Minutes	HRMO II HRMD
	1.2 Prepares the draft COE.	None	4 Hours	HRMO II HRMD
	1.3 Reviews the draft COE.	None	3 Hours	Division Chief III HRMD
	1.4 Finalizes the draft COE.	None	20 Minutes	HRMO II HRMD
	1.5 Affixes initials to the COE.	None	10 Minutes	Division Chief III HRMD
	1.6 Signs the COE.	None	10 Minutes	Department Manager III Administrative Department
	1.7 Releases the COE to the requesting former employee.	None	5 Minutes	HRMO II HRMD
2. Acknowledges receipt of COE from HRMD.	2.1. Files a copy of the COE.	None	10 Minutes	HRMO II HRMD
TOTAL		None	1 Day	



2. Request for Service Record of Retired/Resigned Employee

A service record is a record or document of a former employee's employment history that includes employment date, position title/s held, date/s of promotion and salary adjustments.

Office or Division:	Human Resource Management Division (HRMD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Former Head Office Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Slip (1 original copy)			HRMD	
For representatives of requesting retired/resigned employee			Former employee-applicant	
1. Authorization Letter (1 original copy)				
2. Valid ID of the requesting former employee (1 Photocopy)				
3. Valid ID of the representative (1 Photocopy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits accomplished Request Slip to the HRMD	1.1 Receives the accomplished Request Slip.	None	5 Minutes	HRMO II HRMD
	1.2 Prepares the draft Service Record.	None	4 Hours	HRMO II HRMD
	1.3 Reviews the draft Service Record.	None	3 Hours	Division Chief III HRMD
	1.4 Finalizes the draft Service Record.	None	20 Minutes	HRMO II HRMD
	1.5 Affixes initials to the Service Record.	None	10 Minutes	Division Chief III HRMD
	1.6 Signs the Service Record.	None	10 Minutes	Vice President Support Services Group Or Agency Authorized Officer
	1.7 Releases the Service Record to the requesting former employee.	None	5 Minutes	HRMO II HRMD



2. Acknowledges receipt of Service Record from HRMD.	2.1. Files a copy of the Service Record.	None	10 Minutes	<i>HRMO II</i> HRMD
TOTAL		None	1 Day	



Head Office

Internal Services



1. Application for Leave

The leave of absence is a right granted to permanently appointed officials and employees not to report for work with or without pay.

Vacation leave refers to a leave of absence granted to officials and employees for personal reasons, the approval of which is contingent upon the necessities of the service.

Sick leave refers to a leave of absence granted on account of sickness or disability on the part of the employee concerned or any member of his immediate family.

Special leave privileges refer to leave of absence which officials and employees may avail of for a maximum of three days annually over and above the vacation, sick, maternity, and paternity leaves to mark personal milestones and/or attend to filial and domestic responsibilities.

Other special leave benefits refer to those allowed under special laws.

Office or Division:	Human Resource Management Division (HRMD)	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government	
Who may avail:	Head Office Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Sick Leave and Vacation Leave		
1. Accomplished Leave Form (Civil Service Form No. 6 Revised 2020) – (2 original copies: personal copy and HR copy)		Employee–applicant
For Sick Leave filed in advance or if exceeding five days		
1. Accomplished Leave Form (Civil Service Form No. 6 Revised 2020) – (2 original copies: personal copy and HR copy)		Employee–applicant
2. Medical Certificate / Affidavit (if medical consultation was not availed) - (1 original and 1 photocopy)		Attending Physician/ Clinic / Employee–applicant
For Maternity Leave – 105 days (allowable period of leave)		
1. Accomplished Leave Form (Civil Service Form No. 6 Revised 2020) – (2 original copies: personal copy and HR copy)		Employee–applicant
2. Accomplished CS Form No. 6A (Notice of Allocation of Maternity Leave), if applicable (2 original copies)		Employee–applicant
3. Proof of pregnancy e.g., ultrasound, doctor's certificate on expected date of delivery (1 original and 1 photocopy)		Hospital / Clinic / Lying-in / Attending Physician
For Paternity Leave – seven days (allowable period of leave)		
1. Accomplished Leave Form (Civil Service Form No. 6 Revised 2020) – (2 original copies: personal copy and HR copy)		Employee–applicant



2. Proof of child's delivery e.g., birth certificate, medical certificate (1 photocopy)	Hospital / Clinic / Lying-in / Civil Registry / Philippine Statistics Authority (PSA)
3. Marriage Certificate / Contract (1 photocopy)	PSA
For Solo Parent Leave – seven days (allowable period of leave)	
1. Accomplished Leave Form (Civil Service Form No. 6 Revised 2020) – (2 original copies: personal copy and HR copy)	Employee–applicant
2. Updated Solo Parent ID (1 photocopy)	Local Government Unit – Social Welfare and Development Office (SWDO)
For Study Leave – up to six months (allowable period of leave)	
1. Accomplished Leave Form (Civil Service Form No. 6 Revised 2020) – (2 original copies: personal copy and HR copy)	Employee–applicant
2. Approved Request for Study Leave (1 original copy)	Employee–applicant / Human Resource Management Division/ Head of Agency
3. Proof of acceptance/enrollment in an academic institution / review center (1 photocopy)	Academic institution / Review Center
4. Service Obligation Contract (1 photocopy)	Human Resource Management Division
For VAWC (Violence Against Women and Children) Leave – 10 days (allowable period of leave)	
1. Accomplished Leave Form (Civil Service Form No. 6 Revised 2020) – (2 original copies: personal copy and HR copy)	Employee–applicant
2. Any of the following supporting documents (1 certified true copy): <ul style="list-style-type: none"> • Barangay Protection Order (BPO) • Temporary / Permanent Protection Order • Certification issued by the Punong Barangay/Kagawad or Prosecutor or Clerk of Court for the application for BPO • Medico legal report 	Barangay Office Court Barangay Office or Prosecutor or Clerk of Court Government Physician
For Rehabilitation Leave for injuries acquired in the performance of duties – up to six months (allowable period of leave)	
1. Accomplished Leave Form (Civil Service Form No. 6 Revised 2020) – (2 original copies: personal copy and HR copy)	Employee–applicant
2. Approved Letter Request (1 original copy)	Employee–applicant / Office of the President
3. Police Report, if applicable (1 photocopy)	Police Station (PNP)
4. Medical Certificate on the nature of the injuries, the course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation as the case may be. (1 original copy)	Attending Physician
5. Written concurrence of a government physician should be obtained relative to the recommendation for rehabilitation if the	Government Physician



attending physician is a private practitioner, particularly on the duration of the period of rehabilitation. (1 original copy)				
For Special Leave benefits for Women – up to two months (allowable period of leave)				
1. Accomplished Leave Form (Civil Service Form No. 6 Revised 2020) – (2 original copies: personal copy and HR copy)		Employee–applicant		
2. Medical Certificate filled out by the proper medical authorities, e.g. the attending surgeon accompanied by a clinical summary reflecting the gynecological disorder which shall be addressed or was addressed by the said surgery; the histopathological report; the operative technique used for the surgery; the duration of the surgery including the perioperative period (period of confinement around surgery); as well as the employees estimated period of recuperation for the same. (1 original copy)		Attending Physician / Hospital		
For Special Emergency (Calamity) Leave – up to five days (allowable period of leave)				
1. Accomplished Leave Form (Civil Service Form No. 6 Revised 2020) – (2 original copies: personal copy and HR copy)		Employee–applicant		
2. Declaration of State of Calamity (1 photocopy) 3. Certification of Affected Area (1 original copy)		Local Government Unit / Municipal Mayor/ Provincial Governor/		
For Adoption Leave – up to seven days (allowable period of leave)				
1. Accomplished Leave Form (Civil Service Form No. 6 Revised 2020) – (2 original copies: personal copy and HR copy)		Employee–applicant		
2. Pre–Adoptive Placement Authority (1 certified photocopy)		Department of Social Welfare and Development (DSWD)		
For Leave of Absence for 30 calendar days or more				
1. Accomplished Leave Form (Civil Service Form No. 6 Revised 2020) – (2 original copies: personal copy and HR copy)		Employee–applicant		
2. Accomplished Clearance Form (Civil Service Form No. 7) - (2 original copies)		Employee–applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the accomplished application for leave form including the documentary requirements to the HRMD.	1.1 Receives the accomplished application for leave form.	None	5 Minutes	Human Resource Management Officer (HRMO) II HRMD
	1.2 Reviews completeness of documentary requirements.	None	15 Minutes	HRMO II HRMD
	1.3 Certifies availability of leave credits.	None	30 Minutes	Division Chief III HRMD



	1.4 Endorses leave form to the immediate supervisor for recommendation and/or approval/disapproval.	None	30 Minutes	HRMO II HRMD
	1.5 Approves/ disapproves the application for leave. • If approved, marks the appropriate box and indicates the number of days approved and forwards to employee-applicant. • If disapproved, marks the appropriate box and states the reason/s for disapproval and forwards to employee-applicant.	None	30 Minutes	Supervisor Originating Department
2. Receives the approved/disapproved application for leave form and returns one (1) copy to the HRMD.	2.1 Records and files the approved application for leave.	None	30 Minutes	HRMO II HRMD
TOTAL		None	2 Hours and 20 Minutes	

Note: The Schedule for filing leave per type of application shall be:

- Vacation Leave; Mandatory / Forced Leave; Special Privilege Leave; Solo Parent Leave; Adoption Leave – five days before the scheduled leave;
- Sick Leave – immediately upon employee's return from such leave;
- Maternity Leave – 30 days before Expected Date of Delivery;
- Paternity Leave – immediately upon employee's return from such leave;
- Study Leave – 30 days before the scheduled leave;
- VAWC leave – immediately upon return of employee or in-advance;
- Rehabilitation Leave – one week from the time of the accident except when a longer period is warranted;
- Special Leave benefits for Women – at least five (5) days. In case of emergency, upon return of employee but during confinement, the agency shall be notified of said surgery; and
- Special Emergency (Calamity) Leave – within 30 days from the actual occurrence of the natural calamity/ disaster.



2. Processing of Monetization of Leave Credits

Officials and employees who have accumulated 15 days of vacation leave credits shall be allowed to monetize a minimum of 10 days; provided, that at least five days is retained after monetization and provided further that a maximum of 30 days may be monetized in a given year.

Monetization of 50% of all the accumulated leave credits may be allowed for valid and justifiable reasons, subject to the discretion of the agency head and availability of funds.

Office or Division:	Human Resource Management Division (HRMD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Head Office Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For monetization not exceeding 50% of accumulated leave credits				
1. Accomplished Leave Form (Civil Service Form No. 6 Revised 2020) - (2 original copies)			Employee–applicant	
For monetization in excess of 50% of accumulated leave credits				
1. Accomplished Leave Form (Civil Service Form No. 6 Revised 2020) - (2 original copies)			Employee–applicant	
2. Memorandum-Request to Head of Agency stating the valid and justifiable reasons (1 original copy)			Employee–applicant	
3. Medical Certificate, if applicable (1 original copy)			Attending Physician	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the accomplished leave form including the required documents to the HRMD.	1.1 Receives the accomplished application for leave form.	None	5 Minutes	HRMO II HRMD
	1.2 Reviews completeness of documentary requirements.	None	15 Minutes	HRMO II HRMD
	1.3 Certifies availability of leave credits.	None	30 Minutes	Division Chief III HRMD
	1.4 Endorses leave form to the immediate supervisor for recommendation and/or approval/ disapproval.	None	30 Minutes	HRMO II HRMD
	1.5 Approves/ disapproves the application for leave.	None	30 Minutes	Supervisor Originating Department



	<ul style="list-style-type: none"> If approved, marks the appropriate box and indicates the number of days approved and forwards to the HRMD. If disapproved, marks the appropriate box and states reason/s for disapproval. 			
	1.6 Records and files the approved application for leave.	None	30 Minutes	<i>HRMO II</i> HRMD
	1.7 Prepares schedule of monetization.	None	30 Minutes	<i>HRMO II</i> HRMD
	1.8 Reviews schedule of monetization.	None	30 Minutes	<i>Division Chief III</i> HRMD
	1.9 Approves schedule of monetization.	None	30 Minutes	<i>Department Manager III</i> Administrative Department
	1.10 Generates Numbered Voucher Slip (NVS) through PCIC Financial Management System (PFMS) and attaches required documents in duplicate copies and submits to the Accounting Division.	None	30 Minutes	<i>HRMO II</i> HRMD
	1.11 Receives copy of NVS with required documents.	None	5 Minutes	<i>Bookkeeper III</i> Accounting Division
	1.12 Checks completeness, validity, and reliability of documents.	None	1 Hour	<i>Bookkeeper III</i> Accounting Division
	1.13 Reviews computation and makes adjustments, if any.	None	1 Hour	<i>Financial Analyst II</i> Accounting Division



	1.14 Prepares journal entries through the PFMS as follows: • Debit - Leave Benefits Payable; and • Credit - Cash in Bank - General and Administrative Fund (GAF).	None	15 Minutes	<i>Financial Analyst II</i> Accounting Division
	1.15 Approves the DV through the PFMS: • Box A	None	5 Minutes	<i>Supervisor</i> Originating Department
	• Box B	None	5 Minutes	<i>Division Chief III</i> Accounting Division
	• Box C	None	5 Minutes	<i>Department Manager III</i> Finance Department
	• Box D	None	5 Minutes	<i>Class A Signatory and Class B Signatory</i>
	1.16 Prints approved DV and cheque for signature.	None	10 Minutes	<i>Teller II</i> Treasury Division
	1.17 Secures signature of authorized signatories.	None	1 Day	<i>Teller II</i> Treasury Division
	1.18 Releases cheque to payee.	None	5 Minutes	<i>Teller II</i> Treasury Division
2. Acknowledges receipt of cheque.	2.1. Files DV with complete attachments.	None	10 Minutes	<i>Teller II</i> Treasury Division
TOTAL		None	1 Day, 7 Hours, and 25 Minutes	



3. Processing and Payment of Terminal Leave Benefits

Employees who retire or are separated from service with accumulated leave credits may apply for monetization of their terminal leave benefits subject to submission of required documents.

Office or Division:	Human Resource Management Division (HRMD)	
Classification:	Complex	
Type of Transaction:	G2G – Government to Government	
Who may avail:	Retiring/Resigning Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Memorandum signifying intention to retire/resign (1 original copy)		Employee–applicant
2. Certificate of Leave Credits as of last date of service (3 original copies)		HRMD
3. Approved Terminal Leave Application (Civil Service Form No. 6 Revised 2020) - (3 original copies)		Employee–applicant
4. Accomplished Clearance Form (Civil Service Form No. 7) – (3 original copies)		HRMD
5. Updated Service Record with certification of leave of absence without pay (LAWOP) - (3 original copies)		
6. Sworn Statement of Assets, Liabilities and Net Worth (SALN) as of the last day in government service (3 original copies)		
7. Copy of Approved Appointment (3 certified true copies)		
8. Notice of Salary Adjustment (NOSA)/Notice of Step Increment (NOSI) showing the highest salary received if the salary under the last appointment is not the highest (3 certified true copies)		
9. Clearance from the Ombudsman (applicable for retirees only) - (1 original and 2 certified true copies)		
10. CSC Certification of no pending administrative case (1 original and 2 certified true copies)		
11. Applicant’s authorization (in affidavit form) to deduct all financial obligations (3 original copies)		Employee–applicant
12. Affidavit of applicant that there is no pending criminal investigation, or prosecution against him/her (RA No. 3019 – Anti–Graft and Corrupt Practices) - (3 original copies)		
13. GSIS Clearance (for retirees only) - (1 original and 2 certified true copies)		Government Service Insurance System (GSIS)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits memorandum signifying intention to retire/resign to the HRMD	1.1 Receives memorandum and forwards to the Office of the President for approval.	None	30 Minutes	HRMO II HRMD
	1.2 Approves/disapproves memorandum.	None	1 Day	President Office of the President
	1.3 Receives approved/disapproved memorandum. • If approved, prepares memorandum and provides checklist of required documents. • If disapproved, prepares memorandum stating reason/s for disapproval.	None	1 Hour	HRMO II HRMD
2. Submits all required documents to the HRMD.	2.1. Receives all documents and checks accuracy and completeness of all submitted documents.	None	4 Hours	HRMO II HRMD
	2.2. Prepares schedule of terminal leave benefits and memorandum to release terminal leave benefits.	None	30 Minutes	HRMO II HRMD
	2.3. Reviews memorandum, schedule of terminal leave benefits and other documents.	None	30 Minutes	Division Chief III HRMD



	2.4. Approves memorandum and schedule of terminal leave benefits and forwards to HRMO II.	None	30 Minutes	<i>Department Manager III</i> Administrative Department
	2.5. Generates NVS through the PFMS and attaches required documents in duplicate copies and submits to the Accounting Division.	None	15 Minutes	<i>HRMO II</i> HRMD
	2.6. Receives copy of NVS with required documents.	None	5 Minutes	<i>Bookkeeper III</i> Accounting Division
	2.7. Checks completeness, validity, and reliability of documents.	None	1 Hour	<i>Bookkeeper III</i> Accounting Division
	2.8. Reviews computation and makes adjustments, if any.	None	1 Hour	<i>Financial Analyst II</i> Accounting Division
	2.9. Prepares journal entries through the PFMS as follows: • Debit – Leave Benefits Payable • Credit - Cash in Bank- GAF	None	15 Minutes	<i>Financial Analyst II</i> Accounting Division
	2.10. Approves DV through the PFMS: • Box A • Box B • Box C • Box D	None None None None	5 Minutes 5 Minutes 5 Minutes 5 Minutes	<i>Department Manager III</i> Administrative Department <i>Division Chief III</i> Accounting Division <i>Department Manager III</i> Finance Department <i>Class A Signatory and</i> <i>Class B Signatory</i>



	2.11. Prints approved DV and cheque for signature.	None	10 Minutes	<i>Teller II</i> Treasury Division
	2.12. Secures signature of authorized signatories.	None	1 Day	<i>Teller II</i> Treasury Division
	2.13. Releases cheque to payee.	None	5 Minutes	<i>Teller II</i> Treasury Division
3. Acknowledges receipt of cheque.	3.1. Files DV with complete attachments.	None	10 Minutes	<i>Teller II</i> Treasury Division
TOTAL		None	3 Days 2 Hours and 20 Minutes	



4. Processing of Posthumous Separation

PCIC recognizes the right of legal beneficiaries to the benefits due to deceased employee.

Office or Division:	Human Resource Management Division (HRMD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Legal Beneficiary of the Employee of PCIC			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Death Certificate (3 certified true copies)			Hospital or LGU or PSA	
2. Certificate of Leave Credits as of last date of service (3 original copies)			HRMD	
3. Approved Terminal Leave Application (Civil Service Form No. 6 Revised 2020) - (3 original copies)			Employee–applicant	
4. Accomplished Clearance Form (Civil Service Form No. 7) - (3 original copies)			HRMD	
5. Updated Service Record with certification of leave of absence without pay (LAWOP) - (3 original copies)				
6. Sworn Statement of Assets, Liabilities and Net Worth (SALN) as of the last day in government service (3 original copies)				
7. Copy of Approved Appointment (3 certified true copies)				
8. Notice of Salary Adjustment (NOSA)/Notice of Step Increment (NOSI) showing the highest salary received if the salary under the last appointment is not the highest (3 certified true copies)				
9. Clearance from the Ombudsman (applicable for retirees only) - (1 original and 2 certified true copies)				
10. CSC Certification of no pending administrative case (1 original and 2 certified true copies)				
11. Applicant's authorization (in affidavit form) to deduct all financial obligations (3 original copies)			Employee–applicant	
12. Affidavit of applicant that there is no pending criminal investigation, or prosecution against him/her (RA No. 3019 – Anti–Graft and Corrupt Practices) - (3 original copies)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Notifies the corporation of death of employee.	1.1. Sends letter extending condolences to the aggrieved legal beneficiary, including instructions on processing posthumous separation benefits.	None	30 Minutes	HRMO II HRMD



2. Submits all required documents to the HRMD.	2.1. Receives all documents and checks accuracy and completeness of all submitted documents.	None	4 Hours	HRMO II HRMD
	2.2. Prepares schedule of terminal leave benefits and memorandum to release terminal leave benefits.	None	30 Minutes	HRMO II HRMD
	2.3. Reviews memorandum, schedule of terminal leave benefits and other documents.	None	30 Minutes	Division Chief III HRMD
	2.4. Approves memorandum and schedule of terminal leave benefits and forwards to HRMO II.	None	30 Minutes	Department Manager III Administrative Department
	2.5. Generates NVS through the PFMS and attaches required documents in duplicate copies and submits to the Accounting Division.	None	15 Minutes	HRMO II HRMD
	2.6. Receives copy of NVS with required documents.	None	5 Minutes	Bookkeeper III Accounting Division
	2.7. Checks completeness, validity, and reliability of documents.	None	1 Hour	Bookkeeper III Accounting Division
	2.8. Reviews computation and makes adjustments, if any.	None	1 Hour	Financial Analyst II Accounting Division
	2.9. Prepares journal entries through the PFMS as follows: <ul style="list-style-type: none"> • Debit – Leave Benefits Payable • Credit - Cash in Bank- GAF 	None	15 Minutes	Financial Analyst II Accounting Division



	2.10. Approves DV through the PFMS: • Box A	None	5 Minutes	<i>Department Manager III</i> Administrative Department
	• Box B	None	5 Minutes	<i>Division Chief III</i> Accounting Division
	• Box C	None	5 Minutes	<i>Department Manager III</i> Finance Department
	• Box D	None	5 Minutes	<i>VP, SVP or President</i> OVP, OSVP or OP
	2.11. Prints Approved DV and cheque for signature.	None	10 Minutes	<i>Teller II</i> Treasury Division
	2.12. Secures signature of authorized signatories.	None	1 Day	<i>Teller II</i> Treasury Division
	2.13. Releases cheque to payee.	None	5 Minutes	<i>Teller II</i> Treasury Division
3. Acknowledges receipt of cheque.	3.1. Files DV with complete attachment.	None	10 Minutes	<i>Teller II</i> Treasury Division
TOTAL		None	2 Days 1 Hour and 20 Minutes	



5. Request for Certificate of Employment

A certificate of employment (COE) contains relevant information about the employee such as but not limited to job title, job description, salary and other compensation, and duration of employment with PCIC. This document may be requested for whatever legal purpose it may serve a current employee.

Office or Division:	Human Resource Management Division (HRMD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Head Office Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Slip (1 original copy)			HRMD	
For representatives of requesting employee 1. Authorization Letter (1 original copy) 2. Valid ID of the requesting employee (1 Photocopy) 3. Valid ID of the representative (1 Photocopy)			Employee-applicant	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the accomplished Request Slip to the HRMD.	1.1 Receives the accomplished Request Slip.	None	5 Minutes	HRMO II HRMD
	1.2 Prepares draft COE.	None	4 Hours	HRMO II HRMD
	1.3 Reviews the draft COE.	None	3 Hours	Division Chief III HRMD
	1.4 Finalizes the COE.	None	20 Minutes	HRMO II HRMD
	1.5 Affixes initials to the COE.	None	10 Minutes	Division Chief III HRMD
	1.6 Signs the COE.	None	10 Minutes	Department Manager III Administrative Department
	1.7 Releases the COE to the requesting employee.	None	5 Minutes	HRMO II HRMD
2. Acknowledges receipt of COE from HRMD.	2.1. Files a copy of the COE.	None	10 Minutes	HRMO II HRMD
TOTAL		None	1 Day	



6. Request for Service Record

A service record is a record or document of a current employee's employment history that includes employment date, position title/s held, date/s of promotion and salary adjustments.

Office or Division:	Human Resource Management Division (HRMD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Head Office Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Slip (1 original copy)			HRMD	
For representatives of requesting employee 1. Authorization Letter (1 original copy) 2. Valid ID of the requesting employee (1 Photocopy) 3. Valid ID of the representative (1 Photocopy)			Employee-applicant	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits accomplished Request Slip to the HRMD	1.1 Receives the accomplished Request Slip.	None	5 Minutes	HRMO II HRMD
	1.2 Prepares the draft Service Record.	None	4 Hours	HRMO II HRMD
	1.3 Reviews the draft Service Record.	None	3 Hours	Division Chief III HRMD
	1.4 Finalizes the Service Record.	None	20 Minutes	HRMO II HRMD
	1.5 Affixes initials to the Service Record.	None	10 Minutes	Division Chief III HRMD
	1.6 Signs the Service Record.	None	10 Minutes	Department Manager III Administrative Department
	1.7 Releases the Service Record to the requesting employee.	None	5 Minutes	HRMO II HRMD
2. Acknowledges receipt of Service Record from HRMD.	2.1. Files a copy of the Service Record.	None	10 Minutes	HRMO II HRMD
TOTAL		None	1 Day	



7. Request for Authority to Travel Abroad

An employee wishing to travel abroad for personal purpose with no cost to the government, shall obtain an authority to travel abroad from the PCIC.

Office or Division:	Human Resource Management Division (HRMD)				
Classification:	Simple				
Type of Transaction:	G2G – Government to Government				
Who may avail:	PCIC Employees				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Head Office Applicant					
1. Memorandum requesting for authority to travel abroad (1 original copy)			Employee-Applicant		
2. Accomplished application for leave form (1 original copy)			HRMD		
Additional If travel/leave is more than 30 days					
3. Accomplished Clearance Form (Civil Service Form No. 7) - (2 Original Copies)			Employee-Applicant		
Regional Office Applicant					
1. Memorandum requesting for authority to travel abroad (1 original copy)			Employee-Applicant		
2. Accomplished application for leave form (1 original copy)			HRMD/AFD		
3. Endorsement of Regional Manager II (1 original copy)			PCIC Regional Office		
Additional If travel/leave is more than 30 days					
4. Accomplished Clearance Form (Civil Service Form No. 7) - (2 Original Copies)			Employee-Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submits memorandum requesting for authority to travel with accomplished application for leave form to the HRMD.	1.1 Receives request for authority to travel.	None	5 Minutes	HRMO II HRMD	
	1.2 Reviews completeness of documentary requirements.	None	15 Minutes	HRMO II HRMD	
	1.3 Certifies availability of leave credits.	None	30 Minutes	Division Chief III HRMD	
	1.4 Endorses leave form to the immediate supervisor for recommendation and/or approval/ disapproval.	None	30 Minutes	HRMO II HRMD	
	1.5 Approves/ disapproves the application for leave. • If approved, marks the appropriate box and	None	30 Minutes	Supervisor Originating Department/ Division	



	<p>indicates the number of days approved and forwards to the HRMD.</p> <ul style="list-style-type: none"> • If disapproved, marks the appropriate box and states the reason/s for disapproval and forwards to employee-applicant. 			
	1.6 Prepares Travel Authority.	None	30 Minutes	<i>HRMO II</i> HRMD
	1.7 Affixes initials and forwards documents to the Office of the President for approval.	None	30 Minutes	<i>Division Chief III</i> HRMD
	1.8 Approves/dis-approves Travel Authority.	None	1 Day	<i>President</i> Office of the President
	1.9 Releases the Travel Authority to the requesting employee.	None	5 Minutes	<i>HRMO II</i> HRMD
2. Acknowledges receipt of Travel Authority from HRMD.	2.1. Files a copy of the travel authority.	None	10 Minutes	<i>HRMO II</i> HRMD
TOTAL		None	1 Day, 3 Hours, and 5 Minutes	

Note: The schedule of filing shall be at least seven calendar days before date of departure.



8. Request for Transportation and Driver Service

Provision of transport services to requesting employees on official travel/business. This describes the procedures employed by the Property Management and General Services Division in response to request for transport service on scheduled date and time using PCIC utility motor vehicle by PCIC officials/employees relative to their official functions.

Office or Division:	Property Management and General Services Division (PMGSD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Head Office Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request to Use Office Vehicle Form (1 original copy) 2. Travel Order or Official Business Form (3 photocopies)			PMGSD	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Request to Use Office Vehicle Form to the PMGSD.	1.1. Receives accomplished Request to Use Office Vehicle Form.	None	5 Minutes	Motorpool Supervisor PMGSD
	1.2. Checks availability of vehicle and driver. • If none, inform the requesting employee immediately. • If available, assigns vehicle and driver.	None	30 Minutes	Motorpool Supervisor PMGSD
	1.3. Prepares Trip Ticket.	None	30 Minutes	Motorpool Supervisor PMGSD
	1.4. Approves/disapproves Trip Ticket and forwards to motorpool supervisor.	None	30 Minutes	Division Chief III PMGSD
	1.5. Informs the requesting employee of the approval/ disapproval.	None	15 Minutes	Motorpool Supervisor PMGSD
2. Receives information on assigned vehicle and driver, and details of the travel.				
TOTAL		None	1 Hour and 50 Minutes	



9. Request for Common Use Supplies and Equipment

Provision of necessary logistical requirements needed by the employees that would enable them to deliver their services and implement their programs in a timely, effective, efficient, and adequate manner.

Office or Division:	Property Management and General Services Division (PMGSD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Head Office Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Approved Requisition and Issue Slip (RIS) - (3 original copies)			PMGSD	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepares RIS and submits to the PMGSD.	1.1 Receives RIS.	None	5 Minutes	Supply Officer II PMGSD
	1.2 Reviews and verifies completeness of information.	None	30 Minutes	Supply Officer II PMGSD
	1.3 Prepares the item/s to be issued and indicates the quantity. If item/s is/are not available, inform requesting employee to fill out a purchase request (PR) form (refer to HO Internal Service Number 10).	None	1 Hour	Supply Officer II PMGSD
	1.4 Prepares Inventory Custodian Slip (ICS) and Property Sticker for requested semi-expendable items considered as inventories	None	1 Day	Property Officer III PMGSD
	1.5 Delivers/issues the requested	None	10 Minutes	Supply Officer II for Supplies and



	supplies or semi-expendable items.			<i>Property Officer III for Semi-Expendables PMGSD</i>
2. Receives supplies requested and signs in the received by portion of the RIS and/or ICS.	2.1 Files copy of RIS/ICS.	None	10 Minutes	<i>Supply Officer II or Property Officer III PMGSD</i>
TOTAL		None	1 Day 1 Hour and 55 Minutes	



10. Request for Non-Common Use Supplies, Equipment and Common Use Supplies Not Available in Stock

Provision of necessary logistical requirements needed by the employees that would enable them to deliver their services and implement their programs in a timely, effective, efficient, and adequate manner.

Office or Division:	Property Management and General Services Division (PMGSD)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Head Office Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Approved Purchase Request (2 original copies)			PMGSD	
2. Annual Procurement Plan (APP) – (1 photocopy)				
3. Technical Specifications or Terms of Reference (TOR) – (2 original copies)			Requesting Division or Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits approved Purchase Request (PR) and Technical Specifications/ TOR to the PMGSD.	1.1 Receives PR and assigns control number.	None	5 Minutes	Supply Officer II PMGSD
	1.2 Records and files copy of the PR for Procurement Monitoring.	None	5 Minutes	Supply Officer II PMGSD
	1.3 Reviews and counterchecks items and budget vis-à-vis approved APP.	None	30 Minutes	Division Chief III PMGSD
	1.4 Conducts procurement process in accordance with R.A. 9184 and mode of procurement indicated in the APP: Bidding	None	136 Days	BAC/BAC Secretariat



	Negotiated Small Value Procurement	None	21 Days	<i>BAC/BAC Secretariat or Property Officer III / Division Chief III PMGSD</i>
	Negotiated Agency to Agency Procurement	None	21 Days	<i>BAC/BAC Secretariat or Property Officer III / Division Chief III PMGSD</i>
	Shopping	None	14 Days	<i>Property Officer III / Supply Officer II PMGSD</i>
	1.5 Receives delivered goods vis-à-vis Purchase Order or Contract.	None	3 Hours	<i>Property Officer III / Supply Officer II PMGSD</i>
	1.6 Inspects delivered goods or services vis-à-vis Purchase Order or Contract.	None	1 Hour	<i>Designated Inspector Accounting Division</i>
	1.7 Accepts delivered goods or services vis-à-vis Purchase Order or Contract.	None	30 Minutes	<i>Property Officer III / Supply Officer II / Property Inspector PMGSD</i>
	1.8 Prepares Inspection and Acceptance Report and other documents needed for the payment of goods.	None	10 Minutes	<i>Supply Officer II PMGSD</i>
	1.9 Prepares DV for the payment.	None	5 Minutes	<i>Supply Officer II / Property Officer III PMGSD</i>
	1.10 Prepares property sticker and ICS for issuance to end-user.	None	15 Minutes	<i>Supply Officer II / Property Officer III PMGSD</i>
	1.11 Delivers/ Issues the requested goods.	None	15 Minutes	<i>Supply Officer II / Property Officer III PMGSD</i>



2. Receives goods requested and signs in the received by portion of the appropriate document	2.1. Files copy of documents.	None	10 Minutes	Supply Officer II or Property Officer III PMGSD
TOTAL FOR SHOPPING		None	14 Days, 6 Hours and 5 Minutes	
TOTAL FOR NEGOTIATED SMALL VALUE AND NEGOTIATED AGENCY TO AGENCY PROCUREMENT		None	21 Days, 6 Hours and 5 Minutes*	
TOTAL FOR BIDDING		None	136 Days, 6 Hours and 5 Minutes*	

**Service is covered under R.A. No. 9184 Government Procurement Reform Act and its Revised IRR.*



11. Request for Cash Advance for Official Travel

Special cash advances granted to permanent officials and employees for travel expenditures including transportation fare, hotel room/lodging expenses, travel allowances, and other incidental expenses incurred in connection with the official travel.

Office or Division:	Finance Department			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Head Office Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Travel Order (1 original and 1 photocopy)			Administrative Department	
2. Itinerary of Travel (1 original and 1 photocopy)			Administrative Department	
3. Disbursement Voucher (DV) - (1 original copy)			PFMS	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures approved Travel Order and Itinerary of Travel.	1.1 Approves/Disapproves Travel Order and Itinerary of Travel. • If approved returns to requesting employee for processing of DV. • If disapproved, notifies requesting employee.	None	10 Minutes	<i>Department Manager III</i> Originating Department
2. Generates NVS through PFMS, attaches required documents in duplicate copies and submits to the Accounting Division.	2.1 Receives copy of NVS with required documents.	None	5 Minutes	<i>Bookkeeper III</i> Accounting Division
	2.2 Checks completeness, validity, and reliability of documents.	None	1 Hour	<i>Bookkeeper III</i> Accounting Division
	2.3 Reviews computation and makes adjustments, if needed.	None	1 Hour	<i>Financial Analyst II</i> Accounting Division



	2.4 Prepares journal entries through the PFMS as follows: <ul style="list-style-type: none"> • Debit – Advances to Officers and Employees • Credit - Cash in Bank-GAF 	None	15 Minutes	<i>Financial Analyst II</i> Accounting Division
	2.5 Approves DV through the PFMS <ul style="list-style-type: none"> • Box A • Box B • Box C • Box D 	None	5 Minutes	<i>Department Manager III</i> Originating Department
		None	5 Minutes	<i>Division Chief III</i> Accounting Division
		None	5 Minutes	<i>Department Manager III</i> Finance Department
		None	5 Minutes	<i>Class A Signatory and Class B Signatory</i>
	2.6 Prints approved DV and cheque for signature.	None	10 Minutes	<i>Teller II</i> Treasury Division
	2.7 Secures signature of authorized signatories.	None	1 Day	<i>Teller II</i> Treasury Division
	2.8 Releases cheque to payee.	None	5 Minutes	<i>Teller II</i> Treasury Division
	3. Acknowledges receipt of cheque.	None	10 Minutes	<i>Teller II</i> Treasury Division
TOTAL		None	1 Day 3 Hours and 15 Minutes	



12. Request for Cash Advance for Operating Expenditures

A cash advance granted to duly designated disbursing officers and employees for current operating expenditures or of the activity of the office undertaken when it is impractical to pay the same by check.

Office or Division:	Finance Department			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Head Office Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Cash Advance Form (1 original copy and 1 photocopy)		Requesting Division		
2. Disbursement Voucher (DV) - (1 original copy)		PFMS		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures approved Cash Advance Form.	1.1 Issues approved Cash Advance Form.	None	5 Minutes	<i>Department Manager III</i> Originating Department
	1.2 Receives approved Cash Advance Form.	None	5 Minutes	<i>Financial Analyst II</i> Accounting Division
2. Generates NVS through PFMS, attaches required documents in duplicate copies, and submits to the Accounting Division.	2.1. Receives copy of NVS with required documents.	None	5 Minutes	<i>Bookkeeper III</i> Accounting Division
	2.2. Checks completeness, validity, and reliability of documents.	None	1 Hour	<i>Bookkeeper III</i> Accounting Division
	2.3. Reviews computations and makes adjustments, if needed.	None	1 Hour	<i>Financial Analyst II</i> Accounting Division



	2.4. Prepares journal entries through the PFMS as follows: • Debit – Advances to Officers and Employees; and • Credit – Cash in Bank-GAF	None	15 Minutes	<i>Financial Analyst II</i> Accounting Division
	2.5. Approves DV through the PFMS • Box A	None	5 Minutes	<i>Department Manager III</i> Originating Department
	• Box B	None	5 Minutes	<i>Division Chief III</i> Accounting Division
	• Box C	None	5 Minutes	<i>Department Manager III</i> Finance Department
	• Box D	None	5 Minutes	<i>Class A Signatory and Class B Signatory</i>
	2.6. Prints approved DV and cheque for signature.	None	10 Minutes	<i>Teller II</i> Treasury Division
	2.7. Secures signature of authorized signatories.	None	1 Day	<i>Teller II</i> Treasury Division
	2.8. Releases cheque to payee.	None	5 Minutes	<i>Teller II</i> Treasury Division
3. Acknowledges receipt of cheque.	3.1. Files DV with complete attachments.	None	10 Minutes	<i>Teller II</i> Treasury Division
TOTAL		None	1 Day 3 Hours & 15 Minutes	



13. Request for Cash Advance through Petty Cash

Petty cash is a revolving fund granted to disbursing officers primarily to service petty and emergency cash needs of various head office departments/office/units which cannot be paid conveniently by check or are required to be paid immediately.

Office or Division:	Finance Department			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Head Office Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Petty Cash Advance Form (1 original copy)		Requesting Department through PFMS		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplishes Petty Cash Advance Request through PFMS.	1.1 Approves Petty Cash Advance Request.	None	15 Minutes	<i>Supervisor</i> Originating Department
2. Prints approved Petty Cash Advance Request and submits to the Treasury Division.	2.1 Releases the requested amount to the employee.	None	15 Minutes	<i>Cashier II</i> Treasury Division
3. Acknowledges receipt of cash.	3.1 Files petty cash advance form.	None	10 Minutes	<i>Cashier II</i> Treasury Division
TOTAL		None	40 Minutes	



14. Liquidation of Cash Advance for Official Travel

A cash advance should be settled and liquidated by submitting the details of the expenses incurred supported by proper receipts and other evidence/s of payment.

Office or Division:	Finance Department			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Head Office Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Travel Order (1 original and 1 photocopy)		Administrative Department		
2. Itinerary of Travel (1 original and 1 photocopy)		Administrative Department		
3. Statement of Liquidation (1 original and 1 photocopy)		Requesting Department		
4. Certificate of Appearance (1 original and 1 photocopy)		Appropriate Government Office		
5. Evidence of payment such as Official Receipt, Ticket, etc. (1 original and 1 photocopy)		Appropriate Government Office or Private Company		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the approved Statement of Liquidation with the required documents to the Accounting Division.	1.1 Receives the approved Statement of Liquidation with supporting documents.	None	5 Minutes	<i>Financial Analyst II</i> Accounting Division
	1.2 Checks completeness and accuracy of documents.	None	30 Minutes	<i>Financial Analyst II</i> <i>Division Chief III</i> Accounting Division
	1.3 Processes the documents. If there is a refund or reimbursement, advises the employee and returns the documents.	None	5 Minutes	<i>Financial Analyst II</i> Accounting Division



2. <u>For Refund:</u> Submits the Statement of Liquidation with the required documents and returns unused amount to the Treasury Division.	2.1 Receives the Statement of Liquidation with supporting documents and accepts the returned amount.	None	5 Minutes	<i>Financial Analyst II</i> <i>Division Chief III</i> Accounting Division
	2.2 Issues Official Receipt (OR) and forwards the Statement of Liquidation and required documents to the Accounting Division.	None	10 Minutes	<i>Cashier II</i> Treasury Division
	2.3 Prepares the accounting entry for the liquidation and keep them for submission to COA.	None	10 Minutes	<i>Financial Analyst II</i> Accounting Division
3. <u>For Reimbursement</u> Generates NVS through the PFMS, attaches required documents in duplicate copies and submits to the Accounting Division.	3.1 Receives copy of NVS with required documents.	None	5 Minutes	<i>Bookkeeper III</i> Accounting Division
	3.2 Checks completeness, validity, and reliability of documents.	None	30 Minutes	<i>Bookkeeper III</i> Accounting Division
	3.3 Reviews computations and makes adjustments, if needed.	None	30 Minutes	<i>Financial Analyst II</i> Accounting Division
	3.4 Prepares journal entries through the PFMS as follows: • Debit – Travelling Expenses; • Credit – Advances to Officers and Employees; and	None	15 Minutes	<i>Financial Analyst II</i> Accounting Division



	<ul style="list-style-type: none"> • Credit – Cash in Bank – GAF. 			
	3.5 Approves DV through the PFMS <ul style="list-style-type: none"> • Box A • Box B • Box C • Box D 	None	5 Minutes	<i>Department Manager III</i> Originating Department
		None	5 Minutes	<i>Division Chief III</i> Accounting Division
		None	5 Minutes	<i>Department Manager III</i> Finance Department
		None	5 Minutes	<i>Class A Signatory and Class B Signatory</i>
	3.6 Prints approved DV and cheque for signature.	None	10 Minutes	<i>Teller II</i> Treasury Division
	3.7 Secures signature of authorized signatories.	None	1 Day	<i>Teller II</i> Treasury Division
	3.8 Releases cheque to payee.	None	5 Minutes	<i>Teller II</i> Treasury Division
4. Acknowledges receipt of cheque.	4.1 Files DV with complete attachments.	None	10 Minutes	<i>Teller II</i> Treasury Division
TOTAL		None	1 Day 3 Hours and 10 Minutes	



15. Liquidation of Cash Advance for Operating Expenditures

A cash advance should be settled and liquidated by presenting the details of the items paid in accordance with the purpose for which the cash advance was granted and supported by proper receipts and other evidence of payment.

Office or Division:	Finance Department			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Head Office Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Liquidation Report (1 original and 1 photocopy)		Requesting Department		
2. Appropriate documents depending on the nature of expenses incurred (1 original and 1 photocopy)		Requesting Department		
3. Evidence of payment such as sales invoice, official receipt (1 original and 1 photocopy)		Appropriate Government Office or Private Company		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the approved Liquidation Report with required documents to the Accounting Division	1.1 Receives the approved Liquidation Report with the required documents.	None	5 Minutes	<i>Financial Analyst II</i> Accounting Division
	1.2 Checks completeness and accuracy of documents.	None	30 Minutes	<i>Financial Analyst II</i> <i>Division Chief III</i> Accounting Division
	1.3 Processes the documents. If there is a refund or reimbursement advises the employee and returns the documents to the employee.	None	5 Minutes	<i>Financial Analyst II</i> Accounting Division
2. <u>For Refund:</u> Submits the Liquidation Report with the required documents and	2.1. Receives the Liquidation Report with support documents and accepts the returned.	None	5 Minutes	<i>Cashier II</i> Treasury Division



returns unused amount to the Treasury Division	2.2. Issues the Official Receipt and forwards the Liquidation Report with required documents to the Accounting Division.	None	10 Minutes	Cashier II Treasury Division
	2.3. Prepares the accounting entry for the liquidation and keep them for submission to COA.	None	10 Minutes	Financial Analyst II Accounting Division
3. <u>For Reimbursement:</u> Generates NVS through the PFMS, attaches required documents in duplicate copies, and submits to the Accounting Division.	3.1. Receives copy of NVS with required documents.	None	5 Minutes	Bookkeeper III Accounting Division
	3.2. Checks completeness, validity, and reliability of documents.	None	30 Minutes	Bookkeeper III Accounting Division
	3.3. Reviews computations and makes adjustments, if needed.	None	30 Minutes	Financial Analyst II Accounting Division
	3.4. Prepares journal entries through the PFMS as follows: <ul style="list-style-type: none"> • Debit – Expense Account • Credit - Advances to Officers and Employees • Credit - Cash in Bank - GAF 	None	15 Minutes	Financial Analyst II Accounting Division
	3.5. Approves DV through the PFMS <ul style="list-style-type: none"> • Box A <ul style="list-style-type: none"> • Box B 	None None	5 Minutes 5 Minutes	Department Manager III Originating Department Division Chief III Accounting Division



	• Box C	None	5 Minutes	<i>Department Manager III</i> Finance Department
	• Box D	None	5 Minutes	<i>Class A Signatory and</i> <i>Class B Signatory</i>
	3.6. Prints approved DV and cheque for signature.	None	10 Minutes	<i>Teller II</i> Treasury Division
	3.7. Secures signature of authorized signatories.	None	1 Day	<i>Teller II</i> Treasury Division
	3.8. Releases cheque to payee.	None	5 Minutes	<i>Teller II</i> Treasury Division
4. Acknowledges receipt of cheque.	4.1. Files DV with complete attachments.	None	10 Minutes	<i>Teller II</i> Treasury Division
TOTAL		None	1 Day 3 Hours and 10 Minutes	



16. Liquidation of Cash Advance through Petty Cash

A cash advance should be settled and liquidated by presenting the details of the items paid in accordance with the purpose for which the cash advance was granted and supported by proper receipts and other evidence of payment.

Office or Division:	Finance Department			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Head Office Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Appropriate Documents depending on the nature of expenses incurred (Canvass Sheet, Approved Purchase Request) – (1 original and 1 photocopy)		Administrative Department		
2. Evidence of payment such as Sales Invoice, Official Receipt (1 original and 1 photocopy)		Appropriate Government Office or Private Company		
3. Petty Cash Advance Liquidation Form (1 original and 1 photocopy)		Requesting Department via PCIC Financial Management System		
For liquidation of petty cash advance of supplies				
1. Inspection and Acceptance Report (2 original copies)		Administrative Department		
2. Evidence of payment such as Sales Invoice, Official Receipt (1 original and 1 photocopy)		Appropriate Government Office or Private Company		
3. Petty Cash Advance Liquidation Form (1 original and 1 photocopy)		Requesting Department via PCIC Financial Management System		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Liquidates Petty Cash Advance through the PFMS and submits required documents to the Treasury Division and return unused amounts if any.	1.1 Receives and check completeness of documents.	None	5 Minutes	Cashier II and Division Chief III Treasury Division
	1.2 Settles the liquidation through the PFMS.	None	10 Minutes	Cashier II Treasury Division
2. For Refund, pays the amount to the Treasury Division.	2.1. Receives the Liquidation Statement with the required documents and issues the Official Receipt for the refund.	None	5 Minutes	Cashier II Treasury Division
TOTAL		None	20 Minutes	



17. Request for Claims Fund Transfer

Claims Fund are funds used for payment of insurance claims/indemnity that are transferred from the Head Office to the Regional Offices as scheduled.

Office or Division:		Finance Department		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Regional Offices		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Claims Fund Request Form (1 original, 1 photocopy)		Regional Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the accomplished Claims Fund Request to the Office of the Senior Vice President (OSVP).	3.1 Receives the Claims Fund Request and prepares summary of requests of various regional offices.	None	30 Minutes	<i>Technical Assistant B OSVP</i>
	3.2 Signs summary of claims fund transfer requests.	None	30 Minutes	<i>Senior Vice President OSVP</i>
	3.3 Reviews and approves summary of claims fund transfer requests and forwards to Treasury Division.	None	30 Minutes	<i>Department Manager III Finance Department</i>
	3.4 Prepares Bank Authorization Letter for fund transfer.	None	30 Minutes	<i>Division Chief III Treasury Division</i>
	3.5 Signs Authorization Letter.	None	10 Minutes	<i>Department Manager III Finance & Vice President Support Services Group (SSG)</i>
	3.6 Transmits Authorization Letter to the bank.	None	30 Minutes	<i>Cashier II Treasury Division</i>
	3.7 Files copy of documents.	None	10 Minutes	<i>Cashier II Treasury Division</i>
TOTAL		None	2 Hours and 50 Minutes	



18. Request for General and Administrative Fund Transfer

General and Administrative Fund (GAF) are funds used for general and administrative expenses, payroll, remittances to BIR and other agencies, financial expenses and other related expenditures that are transferred from the Head Office to the Regional Offices as scheduled.

Office or Division:		Finance Department		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Regional Offices		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. General and Administrative Fund Request (1 original and 1 photocopy)		Requesting Regional Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the GAF Request to the Finance Department	1.1. Receives GAF Request and prepares summary of GAF transfer requests of various regional offices.	None	30 Minutes	<i>Financial Analyst II</i> Accounting Division
	1.2. Reviews and approves summary of GAF transfer requests and forwards to Treasury Division.	None	30 Minutes	<i>Department Manager III</i> Finance Department
	1.3. Prepares Bank Authorization Letter for fund transfer.	None	30 Minutes	<i>Division Chief III</i> Treasury Division
	1.4. Signs Authorization Letter.	None	10 Minutes	<i>Department Manager III</i> Finance & <i>Vice President</i> SSG
	1.5. Transmits Authorization Letter to the bank.	None	30 Minutes	<i>Cashier II</i> Treasury Division
	1.6. Files copy of documents.	None	10 Minutes	<i>Cashier II</i> Treasury Division
TOTAL		None	2 Hours and 20 Minutes	



Regional Office External Services



1. Application for Insurance Cover

The process of availing oneself of insurance cover where the farmer or fisherfolk submits the required documents and pays premium.

Office or Division:	Marketing and Sales Division (MSD)	
Classification:	Simple	
Types of Transaction:	G2C – Government to Citizen	
Who may avail:	Farmers and Fisherfolk	
Type of Client	Walk-in/Individual	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Application for Rice and Corn Crop Insurance		
1. Application for Crop Insurance (ACI) - (1 original copy)		<ul style="list-style-type: none">• PCIC Regional Offices or• PCIC Extension Offices (Application Forms Available: Mon-Fri 8am to 5pm Except Holidays)• PCIC Website (pcic.gov.ph)
2. Individual Farm Plan and Budget (IFPB) - (1 original copy)		
Application for High-Value Crop (HVC) Insurance		
1. Application for High-Value Crop Insurance (1 original copy)		<ul style="list-style-type: none">• PCIC Regional Offices or• PCIC Extension Offices (Application Forms Available: Mon-Fri 8am to 5pm Except Holidays)• PCIC Website (pcic.gov.ph)
2. Farm Plan and Budget (FPB) - (1 original copy)		
3. Historical damage and loss report		<ul style="list-style-type: none">• Applicant
Application for Livestock Insurance		
1. Application for PCIC Livestock Mortality Insurance (1 original copy)		<ul style="list-style-type: none">• PCIC Regional Office or• PCIC Extension Offices (Application Forms Available: Mon-Fri 8am to 5pm Except Holidays)• PCIC Website (pcic.gov.ph)
2. Proof of Ownership for Livestock		
For Large Animals Cattle/Carabao/Horse: <ul style="list-style-type: none">• Certificate of Ownership of Large Animal (COLA) - (1 photocopy)		<ul style="list-style-type: none">• Municipal/City Agriculturist/Treasurer's/ Veterinary's Office
For Other Livestock: <ul style="list-style-type: none">• Certification from Municipal Agriculturist/ Barangay Chairman (1 photocopy)		<ul style="list-style-type: none">• Municipal/City Agriculturist Office, Veterinary's Office, or Barangay Office
For Livestock from Dispersal Programs: <ul style="list-style-type: none">• Dispersal Contract or Memorandum Receipt for government projects (1 photocopy)		<ul style="list-style-type: none">• Originating Agency for the Dispersal Program
Application for Fisheries Insurance		
1. Application for Fisheries Insurance (AFI) - (1 original copy)		<ul style="list-style-type: none">• PCIC Regional Offices or• PCIC Extension Offices



2. Application for Commercial Fisheries Mortality Insurance (1 original copy)	(Application Forms Available: Mon-Fri 8am to 5pm Except Holidays)
3. Fisheries Farm Plan and Budget (FFPB) - (1 original copy)	<ul style="list-style-type: none"> PCIC Website (pcic.gov.ph)
4. Proof of Ownership for Fisheries: <ul style="list-style-type: none"> Proof of purchase (1 photocopy) Leasehold Agreement (1 photocopy) Certificate of Ownership (1 photocopy) 	<ul style="list-style-type: none"> Applicant Applicant Municipal/City Agriculturist Office
5. For licensed fisherfolk/fish grower: <ul style="list-style-type: none"> Permit to Operate or Mayor's Permit (1 photocopy) Certification on compliance to the BFAR's Fisheries Code of Practice 	<ul style="list-style-type: none"> Municipal/City Agriculturist Office Bureau of Fisheries and Aquatic Resources (BFAR)
6. For non-licensed fisherfolk/fish grower: <ul style="list-style-type: none"> Proof of registration in the FishR/AquaR registry by BFAR (1 photocopy) 	<ul style="list-style-type: none"> Bureau of Fisheries and Aquatic Resources (BFAR)
Application for Non-Crop Agricultural Assets Insurance (NCAAI)	
1. Letter of Intent/Request for Insurance Coverage (1 original copy)	<ul style="list-style-type: none"> PCIC Regional Offices or PCIC Extension Offices
2. NCAAI Application Form (1 original copy)	(Application Forms Available: Mon-Fri 8am to 5pm Except Holidays) <ul style="list-style-type: none"> PCIC Website (pcic.gov.ph)
3. Proof of ownership/Purchase Receipt/Delivery Receipt/Land Title (1 photocopy)	<ul style="list-style-type: none"> Applicant
4. For Fire Insurance: <ul style="list-style-type: none"> Blueprint of Detailed Engineering Agricultural Building Design signed by an Engineer (1 photocopy) Appraisal Report for Fire Insurance (1 original copy) 	<ul style="list-style-type: none"> Applicant Appraiser
5. For Fishing Boat Insurance: <ul style="list-style-type: none"> BoatR proof of registration (1 photocopy) Picture of the fishing boat showing engine number and chassis number (1 original copy) 	<ul style="list-style-type: none"> BFAR Applicant
Application for Credit and Life Term Insurance (CLTI)	
1. Application for: Accident and Dismemberment Security Scheme; Agricultural Producers Protection Plan; or Loan Repayment Protection Plan (1 original copy)	<ul style="list-style-type: none"> PCIC Regional Office or PCIC Extension Offices (Application Forms Available: Mon-Fri 8am to 5pm Except Holidays) <ul style="list-style-type: none"> PCIC Website (pcic.gov.ph)
2. For applicants with pre-existing conditions: <ul style="list-style-type: none"> Medical Abstract/Health Certificate (1 photocopy) 	<ul style="list-style-type: none"> Hospital/Clinic



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Farmer/fisherfolk submits Application for Insurance, Farm Plan and Budget, and other requirements (as specified in the checklist above) to the PCIC RO/PEO.	1.1 Receives underwriting documents (UD) and forwards to the Insurance Processor.	None	10 Minutes	<i>Officer of the Day</i> AFD
	1.2 Checks completeness of UD: <ul style="list-style-type: none"> If complete, proceeds to processing of application. If incomplete, returns application documents to the client and informs him/her on the lacking data/ documents. 	None	10 Minutes	<i>Insurance Processor</i> MSD
	1.3 For Rice and Corn, proceeds to computation of premium as follows:	None	10 Minutes	<i>Insurance Processor</i> MSD
	<ul style="list-style-type: none"> Rice Insurance 	Total Premium = (Amount of Cover x Premium Rate) (see Annex for complete list of fees)		
	<ul style="list-style-type: none"> Corn Insurance 	Total Premium = (Amount of Cover x Premium Rate) (see Annex for complete list of fees)		
	1.4 For HVC, Livestock (for commercial), NCAAI and Fisheries, IU conducts pre coverage inspection.	None	1 Day	<i>Insurance Underwriter</i> MSD
	1.5 Prepares report with recommended amount of cover and premium as follows:	None	30 Minutes	<i>Insurance Underwriter</i> MSD
	<ul style="list-style-type: none"> High-Value Crop Insurance 	Total Premium = (Amount of Cover x Premium Rate) + Documentary Stamp Tax + Premium Tax (see Annex for complete list of fees)		
	<ul style="list-style-type: none"> Livestock Mortality Insurance 	Total Premium = (Amount of Cover x Premium Rate) + Documentary Stamp Tax + Premium Tax (see Annex for complete list of fees)		
	<ul style="list-style-type: none"> Non-Crop Agricultural Assets: 			



	○ Fire Insurance	Total Premium = (Amount of Cover x Premium Rate) + Documentary Stamp Tax + Premium Tax + Fire Service Tax (see Annex for complete list of fees)		
	○ Other Non-Crop Agricultural Asset Insurance	Total Premium = (Amount of Cover x Premium Rate) + Documentary Stamp Tax + Premium Tax (see Annex for complete list of fees)		
	• Fisheries	Total Premium = (Amount of Cover x Premium Rate) + Documentary Stamp Tax + Premium Tax (see Annex for complete list of fees)		
	• Credit and Life Term Insurance	Total Premium = (Amount of Cover x Premium Rate) + Documentary Stamp Tax (see Annex for complete list of fees)		
	1.6 Reviews IU inspection report and recommends approval/disapproval/adjustment of amount of cover and premium rate.	None	30 Minutes	<i>Division Chief III MSD</i>
	1.7 Approves/disapproves application for insurance: • If approved, proceeds to processing of application. • If disapproved, returns to MSD for notification of the farmer.	None	30 Minutes	<i>Regional Manager II ORM</i>
2. Farmer/fisherfolk pays premium fees and other charges at the Teller I, Administrative and Finance Division (AFD).	2.1 Issues official receipt (OR) and forwards UD to Insurance Processor (IP) for processing.	Total Premium = (Amount of Cover x Premium Rate) + Applicable Taxes	20 Minutes	<i>Teller I AFD</i>
	2.2 Assigns Certificate of Insurance Cover/Policy Number.	None	10 Minutes	<i>Insurance Processor MSD</i>



	2.3 Logs in the PCIC Automated Business System (PABS) Logbook Module.	None	30 Minutes	Insurance Processor MSD
	2.4 Encodes Insurance Records.	None	30 Minutes	Insurance Processor MSD
	2.5 Verifies encoded data and forwards UD to Chief of MSD.	None	30 Minutes	Insurance Processor MSD
	2.6 Evaluates Insurance Coverage. <ul style="list-style-type: none"> If found to have deficiencies, instructs Insurance Processor to prepare deficiency letter and transmits to farmer. If no deficiencies found, proceeds to printing of UD (steps 3.1). 	None	1 Hour	Division Chief III MSD
3. Farmer/fisherfolk accomplishes/ addresses deficiencies and submits to PCIC Office.	3.1 Prints UW Processing Sheet, Certificate of Insurance Cover and Acknowledgement Letters.	None	2 Hours	Insurance Processor MSD
	3.2 Signs Certificate of Insurance Cover and Acknowledgement Letters.	None	1 Hour	Division Chief III MSD
	3.3 Issues/transmits Certificate of Insurance Cover/Insurance Policy and Letters to Farmer.	None	1 Day	Insurance Processor MSD
TOTAL		Total Premium = (Amount of Cover x Premium Rate) + Applicable Taxes	3 Working Days	

ANNEX. Fees to be Paid per Hectare for Rice and Corn Insurance

Covered Crop/Variety/Policy	Amount of Cover Ceiling per Hectare (PhP)	Premium Rate (%)	Fees to be Paid per Hectare (PhP) [1] [2]
RICE			
Commercial Production (Self-Financed Farmers)			
Inbred Varieties	41,000.00	10%	4,100.00
Hybrid Varieties	50,000.00	10%	5,000.00
Commercial Production (Borrowing Farmers)			
Inbred Varieties	67,000.00	10%	6,700.00
Hybrid Varieties	78,000.00	10%	7,800.00
Seed Production			
Inbred Varieties	50,000.00	10%	5,000.00
Hybrid Varieties	120,000.00	10%	12,000.00
CORN			
Commercial Production (Self-Financed Farmers)			
Open-Pollinated Varieties	34,000.00	10%	3,400.00
Hybrid Varieties	50,000.00	10%	5,000.00
Commercial Production (Borrowing Farmers)			
Open-Pollinated Varieties	57,000.00	10%	5,700.00
Hybrid Varieties	61,000.00	10%	6,100.00
Seed Production			
Open-Pollinated Varieties	68,000.00	10%	6,800.00
Hybrid Varieties	76,000.00	10%	7,600.00

Note:

[1] Fees to be paid is equal to the Amount of Cover multiplied by the Premium Rate

[2] No fees to be paid for RSBSA and Agri-Agra Insurance Program

ANNEX. Fees to be Paid per Hectare for High-Value Crop Insurance

Covered Crop/Variety/Policy	Amount of Cover Ceiling per Hectare (Php)	Total Fees to be Paid (PHP) per Hectare per Premium Rate ^{[1][2]}					
		2.00%	3.00%	4.00%	5.00%	6.00%	7.00%
Abaca Insurance Policy	80,000.00	1,800.00	2,700.00	3,600.00	4,500.00	5,400.00	6,300.00
Adlai Insurance Policy	30,000.00	675.00	1,012.50	1,350.00	1,687.50	2,025.00	2,362.50
Anahaw Tree Mortality Insurance Policy	55,000.00	1,237.50	1,856.25	2,475.00	3,093.75	3,712.50	4,331.25
Anthurium Ornamental Insurance Policy	150,000.00	3,375.00	5,062.50	6,750.00	8,437.50	10,125.00	11,812.50
Asparagus Insurance Policy	80,000.00	1,800.00	2,700.00	3,600.00	4,500.00	5,400.00	6,300.00
Avocado Tree Mortality Insurance Policy	45,000.00	1,012.50	1,518.75	2,025.00	2,531.25	3,037.50	3,543.75
Green Beans Insurance Policy	90,000.00	2,025.00	3,037.50	4,050.00	5,062.50	6,075.00	7,087.50
Bamboo Tree Mortality Insurance Policy	35,000.00	787.50	1,181.25	1,575.00	1,968.75	2,362.50	2,756.25
Banana Tree Mortality Insurance Policy	300,000.00	6,750.00	10,125.00	13,500.00	16,875.00	20,250.00	23,625.00
Ampalaya Insurance Policy	90,000.00	2,025.00	3,037.50	4,050.00	5,062.50	6,075.00	7,087.50
Ampalaya seed production Insurance Policy	120,000.00	2,700.00	4,050.00	5,400.00	6,750.00	8,100.00	9,450.00
Arrowroot Insurance Policy	40,000.00	900.00	1,350.00	1,800.00	2,250.00	2,700.00	3,150.00
Black Pepper Insurance Policy	70,000.00	1,575.00	2,362.50	3,150.00	3,937.50	4,725.00	5,512.50
Bell Pepper Insurance Policy	200,000.00	4,500.00	6,750.00	9,000.00	11,250.00	13,500.00	15,750.00
Bottle Gourd (Upo) Insurance Policy	80,000.00	1,800.00	2,700.00	3,600.00	4,500.00	5,400.00	6,300.00
Bottle Gourd (Upo) Seed Production Insurance Policy	90,000.00	2,025.00	3,037.50	4,050.00	5,062.50	6,075.00	7,087.50
Broccoli Insurance Policy	90,000.00	2,025.00	3,037.50	4,050.00	5,062.50	6,075.00	7,087.50
Buri Palm Tree Mortality Insurance Policy	55,000.00	1,237.50	1,856.25	2,475.00	3,093.75	3,712.50	4,331.25
Breadfruit Tree Mortality Insurance Policy	45,000.00	1,012.50	1,518.75	2,025.00	2,531.25	3,037.50	3,543.75
Cabbage Insurance Policy	80,000.00	1,800.00	2,700.00	3,600.00	4,500.00	5,400.00	6,300.00
Cacao Tree Mortality Insurance Policy	94,000.00	2,115.00	3,172.50	4,230.00	5,287.50	6,345.00	7,402.50
Cacao Seedling/Nursery Mortality Insurance Policy	35,000.00	787.50	1,181.25	1,575.00	1,968.75	2,362.50	2,756.25
Calamansi Tree Mortality Insurance Policy	46,000.00	1,035.00	1,552.50	2,070.00	2,587.50	3,105.00	3,622.50
Carrot Insurance Policy	70,000.00	1,575.00	2,362.50	3,150.00	3,937.50	4,725.00	5,512.50
Cashew Insurance Policy	45,000.00	1,012.50	1,518.75	2,025.00	2,531.25	3,037.50	3,543.75
Cassava Insurance Policy	76,000.00	1,710.00	2,565.00	3,420.00	4,275.00	5,130.00	5,985.00
Castor Bean Insurance Policy	40,000.00	900.00	1,350.00	1,800.00	2,250.00	2,700.00	3,150.00
Cauliflower Insurance Policy	85,000.00	1,912.50	2,868.75	3,825.00	4,781.25	5,737.50	6,693.75
Celery Insurance Policy	100,000.00	2,250.00	3,375.00	4,500.00	5,625.00	6,750.00	7,875.00
Chayote Insurance Policy	80,000.00	1,800.00	2,700.00	3,600.00	4,500.00	5,400.00	6,300.00
Chico Insurance Policy	40,000.00	900.00	1,350.00	1,800.00	2,250.00	2,700.00	3,150.00
Chinese Pechay Insurance Policy	40,000.00	900.00	1,350.00	1,800.00	2,250.00	2,700.00	3,150.00
Chinese Melon Insurance Policy	80,000.00	1,800.00	2,700.00	3,600.00	4,500.00	5,400.00	6,300.00
Citronella Insurance Policy	100,000.00	2,250.00	3,375.00	4,500.00	5,625.00	6,750.00	7,875.00
Chrysanthemum Insurance Policy	300,000.00	6,750.00	10,125.00	13,500.00	16,875.00	20,250.00	23,625.00
Coconut Tree Mortality Insurance Policy	75,000.00	1,687.50	2,531.25	3,375.00	4,218.75	5,062.50	5,906.25
Coconut Seedling/Nursery Mortality Insurance Policy	20,000.00	450.00	675.00	900.00	1,125.00	1,350.00	1,575.00
Coffee Tree Mortality Insurance Policy	85,000.00	1,912.50	2,868.75	3,825.00	4,781.25	5,737.50	6,693.75
Commercial Tree Mortality Insurance Policy	60,000.00	1,350.00	2,025.00	2,700.00	3,375.00	4,050.00	4,725.00
Cotton Insurance Policy	40,000.00	900.00	1,350.00	1,800.00	2,250.00	2,700.00	3,150.00
Santol Tree Mortality Insurance Policy	100,000.00	2,250.00	3,375.00	4,500.00	5,625.00	6,750.00	7,875.00
Cucumber Insurance Policy	70,000.00	1,575.00	2,362.50	3,150.00	3,937.50	4,725.00	5,512.50
Cucumber Seed Production Insurance Policy	80,000.00	1,800.00	2,700.00	3,600.00	4,500.00	5,400.00	6,300.00
Dishrag Gourd (Patola) Insurance Policy	80,000.00	1,800.00	2,700.00	3,600.00	4,500.00	5,400.00	6,300.00
Dragonfruit Insurance Policy	100,000.00	2,250.00	3,375.00	4,500.00	5,625.00	6,750.00	7,875.00
Durian Tree Mortality Insurance Policy	90,000.00	2,025.00	3,037.50	4,050.00	5,062.50	6,075.00	7,087.50
Eggplant Insurance Policy	80,000.00	1,800.00	2,700.00	3,600.00	4,500.00	5,400.00	6,300.00

Covered Crop/Variety/Policy	Amount of Cover Ceiling per Hectare (PhP)	Total Fees to be Paid (PHP) per Hectare per Premium Rate ⁽¹⁾⁽²⁾					
		2.00%	3.00%	4.00%	5.00%	6.00%	7.00%
Falcata Tree Mortality Insurance Policy	60,000.00	1,350.00	2,025.00	2,700.00	3,375.00	4,050.00	4,725.00
Garlic Insurance Policy	70,000.00	1,575.00	2,362.50	3,150.00	3,937.50	4,725.00	5,512.50
Gerbera Insurance Policy	150,000.00	3,375.00	5,062.50	6,750.00	8,437.50	10,125.00	11,812.50
Ginger Insurance Policy	90,000.00	2,025.00	3,037.50	4,050.00	5,062.50	6,075.00	7,087.50
Gladioli Insurance Policy	200,000.00	4,500.00	6,750.00	9,000.00	11,250.00	13,500.00	15,750.00
Gmelina Tree Mortality Insurance Policy	60,000.00	1,350.00	2,025.00	2,700.00	3,375.00	4,050.00	4,725.00
Grapevine Mortality Insurance Policy	170,000.00	3,825.00	5,737.50	7,650.00	9,562.50	11,475.00	13,387.50
Guava Tree Mortality Insurance Policy	160,000.00	3,600.00	5,400.00	7,200.00	9,000.00	10,800.00	12,600.00
Honeydew Insurance Policy	70,000.00	1,575.00	2,362.50	3,150.00	3,937.50	4,725.00	5,512.50
Jackfruit (Langka) Tree Mortality Insurance Policy	45,000.00	1,012.50	1,518.75	2,025.00	2,531.25	3,037.50	3,543.75
Jathropa Insurance Policy	60,000.00	1,350.00	2,025.00	2,700.00	3,375.00	4,050.00	4,725.00
Saluyot (Jute) Insurance Policy	60,000.00	1,350.00	2,025.00	2,700.00	3,375.00	4,050.00	4,725.00
Lady's Finger (Okra) Insurance Policy	75,000.00	1,687.50	2,531.25	3,375.00	4,218.75	5,062.50	5,906.25
Lanzones Tree Mortality Insurance Policy	100,000.00	2,250.00	3,375.00	4,500.00	5,625.00	6,750.00	7,875.00
Lauan (Shorea) Tree Mortality Insurance Policy	50,000.00	1,125.00	1,687.50	2,250.00	2,812.50	3,375.00	3,937.50
Lemon	45,000.00	1,012.50	1,518.75	2,025.00	2,531.25	3,037.50	3,543.75
Lettuce Insurance Policy	80,000.00	1,800.00	2,700.00	3,600.00	4,500.00	5,400.00	6,300.00
Lima Bean (Patani)	40,000.00	900.00	1,350.00	1,800.00	2,250.00	2,700.00	3,150.00
Mahogany Tree Mortality Insurance Policy	50,000.00	1,125.00	1,687.50	2,250.00	2,812.50	3,375.00	3,937.50
Malabar Spinach (Alugbati) Insurance Policy	35,000.00	787.50	1,181.25	1,575.00	1,968.75	2,362.50	2,756.25
Malunggay Tree Mortality Insurance Policy	80,000.00	1,800.00	2,700.00	3,600.00	4,500.00	5,400.00	6,300.00
Mango Tree Mortality Insurance Policy	75,000.00	1,687.50	2,531.25	3,375.00	4,218.75	5,062.50	5,906.25
Mango Fruit Insurance Policy	85,000.00	1,912.50	2,868.75	3,825.00	4,781.25	5,737.50	6,693.75
Mangosteen Tree Mortality Insurance Policy	120,000.00	2,700.00	4,050.00	5,400.00	6,750.00	8,100.00	9,450.00
Terap (Marang) Tree Mortality Insurance Policy	45,000.00	1,012.50	1,518.75	2,025.00	2,531.25	3,037.50	3,543.75
Mungbean Insurance Policy	25,000.00	562.50	843.75	1,125.00	1,406.25	1,687.50	1,968.75
Mushroom Insurance Policy	60,000.00	1,350.00	2,025.00	2,700.00	3,375.00	4,050.00	4,725.00
Mulberry Tree Mortality Insurance Policy	100,000.00	2,250.00	3,375.00	4,500.00	5,625.00	6,750.00	7,875.00
Muskmelon/Cantaloupe Insurance Policy	80,000.00	1,800.00	2,700.00	3,600.00	4,500.00	5,400.00	6,300.00
Mustard Greens (Mustasa) Insurance Policy	50,000.00	1,125.00	1,687.50	2,250.00	2,812.50	3,375.00	3,937.50
Napier Grass Insurance Policy	75,000.00	1,687.50	2,531.25	3,375.00	4,218.75	5,062.50	5,906.25
Narra Tree Mortality Insurance Policy	80,000.00	1,800.00	2,700.00	3,600.00	4,500.00	5,400.00	6,300.00
Nipa Palm Tree Mortality Insurance Policy	55,000.00	1,237.50	1,856.25	2,475.00	3,093.75	3,712.50	4,331.25
Oil Palm Tree Mortality Insurance Policy	65,000.00	1,462.50	2,193.75	2,925.00	3,656.25	4,387.50	5,118.75
Onion Insurance Policy	90,000.00	2,025.00	3,037.50	4,050.00	5,062.50	6,075.00	7,087.50
Orange	75,000.00	1,687.50	2,531.25	3,375.00	4,218.75	5,062.50	5,906.25
Pak-choi Insurance Policy	40,000.00	900.00	1,350.00	1,800.00	2,250.00	2,700.00	3,150.00
Papaya Tree Mortality Insurance Policy	100,000.00	2,250.00	3,375.00	4,500.00	5,625.00	6,750.00	7,875.00
Paper Tree	50,000.00	1,125.00	1,687.50	2,250.00	2,812.50	3,375.00	3,937.50
Peanut Insurance Policy	30,000.00	675.00	1,012.50	1,350.00	1,687.50	2,025.00	2,362.50
Pechay Insurance Policy	50,000.00	1,125.00	1,687.50	2,250.00	2,812.50	3,375.00	3,937.50
Pili Tree Mortality Insurance Policy	45,000.00	1,012.50	1,518.75	2,025.00	2,531.25	3,037.50	3,543.75
Pineapple Insurance Policy	70,000.00	1,575.00	2,362.50	3,150.00	3,937.50	4,725.00	5,512.50
Pomelo Tree Mortality Insurance Policy	95,000.00	2,137.50	3,206.25	4,275.00	5,343.75	6,412.50	7,481.25
Radish Insurance Policy	90,000.00	2,025.00	3,037.50	4,050.00	5,062.50	6,075.00	7,087.50
Rambutan Tree Mortality Insurance Policy	60,000.00	1,350.00	2,025.00	2,700.00	3,375.00	4,050.00	4,725.00
Rose Insurance Policy	300,000.00	6,750.00	10,125.00	13,500.00	16,875.00	20,250.00	23,625.00
Rubber Tree Mortality Insurance Policy	55,000.00	1,237.50	1,856.25	2,475.00	3,093.75	3,712.50	4,331.25

Covered Crop/Variety/Policy	Amount of Cover Ceiling per Hectare (PhP)	Total Fees to be Paid (PHP) per Hectare per Premium Rate ^{[1][2]}					
		2.00%	3.00%	4.00%	5.00%	6.00%	7.00%
Sesame (Linga) Insurance Policy	100,000.00	2,250.00	3,375.00	4,500.00	5,625.00	6,750.00	7,875.00
Shallot Insurance Policy	35,000.00	787.50	1,181.25	1,575.00	1,968.75	2,362.50	2,756.25
Snap Beans	50,000.00	1,125.00	1,687.50	2,250.00	2,812.50	3,375.00	3,937.50
Sorghum Insurance Policy	45,000.00	1,012.50	1,518.75	2,025.00	2,531.25	3,037.50	3,543.75
Soursop (Guyabano) Tree Mortality Insurance Policy	75,000.00	1,687.50	2,531.25	3,375.00	4,218.75	5,062.50	5,906.25
Soybean Insurance Policy	40,000.00	900.00	1,350.00	1,800.00	2,250.00	2,700.00	3,150.00
Squash Insurance Policy	65,000.00	1,462.50	2,193.75	2,925.00	3,656.25	4,387.50	5,118.75
Squash Seed Production Insurance Policy	70,000.00	1,575.00	2,362.50	3,150.00	3,937.50	4,725.00	5,512.50
Star apple Tree Mortality Insurance Policy	40,000.00	900.00	1,350.00	1,800.00	2,250.00	2,700.00	3,150.00
Strawberry Insurance Policy	95,000.00	2,137.50	3,206.25	4,275.00	5,343.75	6,412.50	7,481.25
String Beans (Sitao) Insurance Policy	70,000.00	1,575.00	2,362.50	3,150.00	3,937.50	4,725.00	5,512.50
Sugarcane Insurance Policy	76,000.00	1,710.00	2,565.00	3,420.00	4,275.00	5,130.00	5,985.00
Sugarcane ratoon	53,000.00	1,192.50	1,788.75	2,385.00	2,981.25	3,577.50	4,173.75
Summer Squash (Zucchini)	60,000.00	1,350.00	2,025.00	2,700.00	3,375.00	4,050.00	4,725.00
Sunflower Insurance Policy	40,000.00	900.00	1,350.00	1,800.00	2,250.00	2,700.00	3,150.00
Sweet Pea/Beans Insurance Policy	100,000.00	2,250.00	3,375.00	4,500.00	5,625.00	6,750.00	7,875.00
Sweet Potato Insurance Policy	40,000.00	900.00	1,350.00	1,800.00	2,250.00	2,700.00	3,150.00
Hot Chili/Hot Pepper Insurance Policy	120,000.00	2,700.00	4,050.00	5,400.00	6,750.00	8,100.00	9,450.00
Tobacco Insurance Policy	90,000.00	2,025.00	3,037.50	4,050.00	5,062.50	6,075.00	7,087.50
Tobacco Seedling Insurance Policy	10,000.00	225.00	337.50	450.00	562.50	675.00	787.50
Taro (Gabi) Insurance Policy	45,000.00	1,012.50	1,518.75	2,025.00	2,531.25	3,037.50	3,543.75
Tiger Grass Insurance Policy	35,000.00	787.50	1,181.25	1,575.00	1,968.75	2,362.50	2,756.25
Tomato Insurance Policy	120,000.00	2,700.00	4,050.00	5,400.00	6,750.00	8,100.00	9,450.00
Turmeric Insurance Policy	90,000.00	2,025.00	3,037.50	4,050.00	5,062.50	6,075.00	7,087.50
Turnips	40,000.00	900.00	1,350.00	1,800.00	2,250.00	2,700.00	3,150.00
Water Spinach (Upland Kangkong) Insurance Policy	70,000.00	1,575.00	2,362.50	3,150.00	3,937.50	4,725.00	5,512.50
Watermelon Insurance Policy	45,000.00	1,012.50	1,518.75	2,025.00	2,531.25	3,037.50	3,543.75
White Potato Insurance Policy	100,000.00	2,250.00	3,375.00	4,500.00	5,625.00	6,750.00	7,875.00
Winged Bean Insurance Policy	60,000.00	1,350.00	2,025.00	2,700.00	3,375.00	4,050.00	4,725.00
Yacon Bean Insurance Policy	40,000.00	900.00	1,350.00	1,800.00	2,250.00	2,700.00	3,150.00
Yam Insurance Policy	90,000.00	2,025.00	3,037.50	4,050.00	5,062.50	6,075.00	7,087.50
Yam Bean (Singkamas) Insurance Policy	40,000.00	900.00	1,350.00	1,800.00	2,250.00	2,700.00	3,150.00
Zucchini/Summer Squash Insurance Policy	70,000.00	1,575.00	2,362.50	3,150.00	3,937.50	4,725.00	5,512.50

Note:

[1] Fees to be paid is equal to the basic premium (Amount of Cover x Premium Rate) plus the cost of the Documentary stamp tax (12.5% of Basic Premium (as per BIR Tax Code Section 184)) subject to premium tax

[2] No fees to be paid for RSBSA, Agri-Agra Insurance Program, and CFITF-CIP for Coconut Insurance

ANNEX. Fees to be Paid for Fisheries Insurance Premium Costs

Covered Crop/Variety/Policy	Amount of Cover per Policy (PhP)	Total Fees to be Paid (PHP) per Policy ^{[1][2]}										
		2.00%	3.00%	4.00%	5.00%	6.00%	7.00%	8.00%	9.00%	10.00%	11.00%	12.00%
Shrimp and Prawn Insurance Policy	50,000.00	1,125.00	1,687.50	2,250.00	2,812.50	3,375.00	3,937.50	4,500.00	5,062.50	5,625.00	6,187.50	6,750.00
Milkfish (Bangus) Insurance Policy	44,000.00	990.00	1,485.00	1,980.00	2,475.00	2,970.00	3,465.00	3,960.00	4,455.00	4,950.00	5,445.00	5,940.00
Nile Tilapia Insurance Policy	35,000.00	787.50	1,181.25	1,575.00	1,968.75	2,362.50	2,756.25	3,150.00	3,543.75	3,937.50	4,331.25	4,725.00
Red Tilapia Insurance Policy	35,000.00	787.50	1,181.25	1,575.00	1,968.75	2,362.50	2,756.25	3,150.00	3,543.75	3,937.50	4,331.25	4,725.00
Bighead Carp Insurance Policy	35,000.00	787.50	1,181.25	1,575.00	1,968.75	2,362.50	2,756.25	3,150.00	3,543.75	3,937.50	4,331.25	4,725.00
Green Mussel (Tahong) Insurance Policy	40,000.00	900.00	1,350.00	1,800.00	2,250.00	2,700.00	3,150.00	3,600.00	4,050.00	4,500.00	4,950.00	5,400.00
Grouper (Lapu-Lapu) Insurance Policy	50,000.00	1,125.00	1,687.50	2,250.00	2,812.50	3,375.00	3,937.50	4,500.00	5,062.50	5,625.00	6,187.50	6,750.00
Lobster Insurance Policy	30,000.00	675.00	1,012.50	1,350.00	1,687.50	2,025.00	2,362.50	2,700.00	3,037.50	3,375.00	3,712.50	4,050.00
Rabbitfish (Malaga) Insurance Policy	50,000.00	1,125.00	1,687.50	2,250.00	2,812.50	3,375.00	3,937.50	4,500.00	5,062.50	5,625.00	6,187.50	6,750.00
Mudcrab Insurance Policy	32,000.00	720.00	1,080.00	1,440.00	1,800.00	2,160.00	2,520.00	2,880.00	3,240.00	3,600.00	3,960.00	4,320.00
Native Catfish (Hito) Insurance Policy	35,000.00	787.50	1,181.25	1,575.00	1,968.75	2,362.50	2,756.25	3,150.00	3,543.75	3,937.50	4,331.25	4,725.00
Oyster (Talaba) Insurance Policy	40,000.00	900.00	1,350.00	1,800.00	2,250.00	2,700.00	3,150.00	3,600.00	4,050.00	4,500.00	4,950.00	5,400.00
Pangasius Insurance Policy	35,000.00	787.50	1,181.25	1,575.00	1,968.75	2,362.50	2,756.25	3,150.00	3,543.75	3,937.50	4,331.25	4,725.00
Seacucumber (Balatan) Insurance Policy	65,000.00	1,462.50	2,193.75	2,925.00	3,656.25	4,387.50	5,118.75	5,850.00	6,581.25	7,312.50	8,043.75	8,775.00
Seaweed Insurance Policy	20,000.00	450.00	675.00	900.00	1,125.00	1,350.00	1,575.00	1,800.00	2,025.00	2,250.00	2,475.00	2,700.00
Asian Seabass (Apahap) Insurance Policy	50,000.00	1,125.00	1,687.50	2,250.00	2,812.50	3,375.00	3,937.50	4,500.00	5,062.50	5,625.00	6,187.50	6,750.00
Trevally Jack (Talakitok) Insurance Policy	50,000.00	1,125.00	1,687.50	2,250.00	2,812.50	3,375.00	3,937.50	4,500.00	5,062.50	5,625.00	6,187.50	6,750.00

Note:

[1] Fees to be paid is equal to the basic premium (Amount of Cover x Premium Rate) plus the cost of the Documentary stamp tax (12.5% of Basic Premium (as per BIR Tax Code Section 184))

[2] No fees to be paid for RSBSA and Agri-Agra Insurance Program

ANNEX. Fees to be Paid for Livestock Insurance Premium Costs (Non-Commercial)

Purpose/Type/Age of Animal	Sum Insured (PhP) per head	Premium Rate (%)	Basic Premium Cost (PhP)	Documentary Stamp Tax Cost (PhP)	Fees to be Paid per head (PhP)
Non-Commercial Cattle and Carabao					
7 mos to 5 y.o.	7,000.00	4.00	280.00	35.00	315.00
6 Yrs. Old		4.25	297.50	37.19	334.69
7 Yrs. Old		4.50	315.00	39.38	354.38
8 Yrs. Old		4.75	332.50	41.56	374.06
9 Yrs. Old		5.00	350.00	43.75	393.75
10 Yrs. Old		5.25	367.50	45.94	413.44
11 Yrs. Old		5.50	385.00	48.13	433.13
12 Yrs. Old		5.75	402.50	50.31	452.81
13–17 Yrs. Old		5.75	402.50	50.31	452.81
7 mos to 5 y.o.	9,000.00	4.00	360.00	45.00	405.00
6 Yrs. Old		4.25	382.50	47.81	430.31
7 Yrs. Old		4.50	405.00	50.63	455.63
8 Yrs. Old		4.75	427.50	53.44	480.94
9 Yrs. Old		5.00	450.00	56.25	506.25
10 Yrs. Old		5.25	472.50	59.06	531.56
11 Yrs. Old		5.50	495.00	61.88	556.88
12 Yrs. Old		5.75	517.50	64.69	582.19
13–17 Yrs. Old		5.75	517.50	64.69	582.19
7 mos to 5 y.o.	11,000.00	4.50	495.00	61.88	556.88
6 Yrs. Old		4.75	522.50	65.31	587.81
7 Yrs. Old		5.00	550.00	68.75	618.75
8 Yrs. Old		5.25	577.50	72.19	649.69
9 Yrs. Old		5.50	605.00	75.63	680.63
10 Yrs. Old		5.75	632.50	79.06	711.56
11 Yrs. Old		6.00	660.00	82.50	742.50
12 Yrs. Old		N/A	N/A	N/A	NA
13–17 Yrs. Old		N/A	N/A	N/A	NA
7 mos to 5 y.o.	13,000.00	5.00	650.00	81.25	731.25
6 Yrs. Old		5.25	682.50	85.31	767.81
7 Yrs. Old		5.50	715.00	89.38	804.38
8 Yrs. Old		5.75	747.50	93.44	840.94
9 Yrs. Old		6.00	780.00	97.50	877.50
10 Yrs. Old		6.25	812.50	101.56	914.06
11 Yrs. Old		N/A	N/A	N/A	NA
12 Yrs. Old		N/A	N/A	N/A	NA
13–17 Yrs. Old		N/A	N/A	N/A	NA
7 mos to 5 y.o.	20,000.00	5.50	1,100.00	137.50	1,237.50
6 Yrs. Old		5.75	1,150.00	143.75	1,293.75
7 Yrs. Old		6.00	1,200.00	150.00	1,350.00
8 Yrs. Old		6.25	1,250.00	156.25	1,406.25
9 Yrs. Old		6.50	1,300.00	162.50	1,462.50
10 Yrs. Old		N/A	N/A	N/A	NA
11 Yrs. Old		N/A	N/A	N/A	NA
12 Yrs. Old		N/A	N/A	N/A	NA
13–17 Yrs. Old		N/A	N/A	N/A	NA

Purpose/Type/Age of Animal	Sum Insured (PhP) per head	Premium Rate (%)	Basic Premium Cost (PhP)	Documentary Stamp Tax Cost (PhP)	Fees to be Paid per head (PhP)
Non-Commercial Cover Horse					
7 mos to 5 y.o.	7,000.00	4.00	280.00	11.20	291.20
6 Yrs. Old		4.25	297.50	12.64	310.14
7 Yrs. Old		4.50	315.00	14.18	329.18
8 Yrs. Old		4.75	332.50	15.79	348.29
9 Yrs. Old		5.00	350.00	17.50	367.50
10 Yrs. Old		5.25	367.50	19.29	386.79
11 Yrs. Old		5.50	385.00	21.18	406.18
12 Yrs. Old		5.75	402.50	23.14	425.64
13–17 Yrs. Old		5.75	402.50	23.14	425.64
7 mos to 5 y.o.	9,000.00	4.00	360.00	14.40	374.40
6 Yrs. Old		4.25	382.50	16.26	398.76
7 Yrs. Old		4.50	405.00	18.23	423.23
8 Yrs. Old		4.75	427.50	20.31	447.81
9 Yrs. Old		5.00	450.00	22.50	472.50
10 Yrs. Old		5.25	472.50	24.81	497.31
11 Yrs. Old		5.50	495.00	27.23	522.23
12 Yrs. Old		5.75	517.50	29.76	547.26
13–17 Yrs. Old		5.75	517.50	29.76	547.26
7 mos to 5 y.o.	11,000.00	4.50	495.00	22.28	517.28
6 Yrs. Old		4.75	522.50	24.82	547.32
7 Yrs. Old		5.00	550.00	27.50	577.50
8 Yrs. Old		5.25	577.50	30.32	607.82
9 Yrs. Old		5.50	605.00	33.28	638.28
10 Yrs. Old		5.75	632.50	36.37	668.87
11 Yrs. Old		N/A	N/A	N/A	NA
12 Yrs. Old		N/A	N/A	N/A	NA
13–17 Yrs. Old		N/A	N/A	N/A	NA
7 mos to 5 y.o.	13,000.00	5.00	650.00	32.50	682.50
6 Yrs. Old		5.25	682.50	35.83	718.33
7 Yrs. Old		5.50	715.00	39.33	754.33
8 Yrs. Old		5.75	747.50	42.98	790.48
9 Yrs. Old		6.00	780.00	46.80	826.80
10 Yrs. Old		N/A	N/A	N/A	NA
11 Yrs. Old		N/A	N/A	N/A	NA
12 Yrs. Old		N/A	N/A	N/A	NA
13–17 Yrs. Old		N/A	N/A	N/A	NA
7 mos to 5 y.o.	20,000.00	5.50	1,100.00	60.50	1,160.50
6 Yrs. Old		5.75	1,150.00	66.13	1,216.13
7 Yrs. Old		6.00	1,200.00	72.00	1,272.00
8 Yrs. Old		6.25	1,250.00	78.13	1,328.13
9 Yrs. Old		N/A	N/A	N/A	NA
10 Yrs. Old		N/A	N/A	N/A	NA
11 Yrs. Old		N/A	N/A	N/A	NA
12 Yrs. Old		N/A	N/A	N/A	NA
13–17 Yrs. Old		N/A	N/A	N/A	NA

Purpose/Type/Age of Animal	Sum Insured (PhP) per head	Premium Rate (%)	Basic Premium Cost (PhP)	Documentary Stamp Tax Cost (PhP)	Fees to be Paid per head (PhP)
Non-Commercial Goat and Sheep					
Fattener	1,000.00	10.00%	100.00	12.50	112.50
Breeder - Buck	1,000.00	10.00%	100.00	12.50	112.50
Breeder - Buck	2,500.00	10.00%	250.00	31.25	281.25
Breeder - Buck	6,000.00	10.00%	600.00	75.00	675.00
Breeder - Doe	1,000.00	10.00%	100.00	12.50	112.50
Breeder - Doe	2,500.00	10.00%	250.00	31.25	281.25
Breeder - Doe	6,000.00	N/A	N/A	N/A	NA
Non-Commercial Swine					
Fattener					
Fattener - Normal Cover	10,000.00	1.50%	150.00	18.75	168.75
Fattener - Natural Calamities	10,000.00	1.75%	175.00	21.88	196.88
Fattener - Natural Calamities and Other Diseases	10,000.00	3.75%	375.00	46.88	421.88
Breeder					
Breeder - Normal Cover - F1	14,500.00	3.00%	435.00	54.38	489.38
Breeder - Natural Calamities - F1	14,500.00	3.50%	507.50	63.44	570.94
Breeder- Natural Calamities and Other Diseases - F1	14,500.00	5.50%	797.50	99.69	897.19
Breeder - Normal Cover - Parent Stock	34,000.00	3.00%	1,020.00	127.50	1,147.50
Breeder - Natural Calamities - Parent Stock	34,000.00	3.50%	1,190.00	148.75	1,338.75
Breeder- Natural Calamities and Other Diseases - Parent Stock	34,000.00	5.50%	1,870.00	233.75	2,103.75
Breeder - Normal Cover - GP Stock	72,500.00	3.00%	2,175.00	271.88	2,446.88
Breeder - Natural Calamities - GP Stock	72,500.00	3.50%	2,537.50	317.19	2,854.69
Breeder- Natural Calamities and Other Diseases - GP Stock	72,500.00	5.50%	3,987.50	498.44	4,485.94

Note:

[1] Fees to be paid is equal to the basic premium (Amount of Cover x Premium Rate) plus the cost of the Documentary stamp tax (12.5% of Basic Premium (as per BIR Tax Code Section 184)) subject to premium tax

[2] No fees to be paid for RSBSA and Agri-Agra Insurance Program

ANNEX. Fees to be Paid for Livestock Insurance Premium Costs (Commercial)

Purpose/Type of Animal	Sum Insured (PhP) per Head	Premium Rate (%)	Basic Premium Cost (PhP)	Documentary Stamp Tax Cost (PhP)	Fees to be Paid per Head [1][2] (PhP)
Commercial Cattle, Carabao, and Horse					
Cattle, Carabao, and Horse	10,000.00	5%	500.00	62.50	562.50
		6%	600.00	75.00	675.00
		7%	700.00	87.50	787.50
	15,000.00	5%	750.00	93.75	843.75
		6%	900.00	112.50	1,012.50
		7%	1,050.00	131.25	1,181.25
	20,000.00	6%	1,200.00	150.00	1,350.00
		7%	1,400.00	175.00	1,575.00
		8%	1,600.00	200.00	1,800.00
	25,000.00	7%	1,750.00	218.75	1,968.75
		8%	2,000.00	250.00	2,250.00
		9%	2,250.00	281.25	2,531.25
	30,000.00	8%	2,400.00	300.00	2,700.00
		9%	2,700.00	337.50	3,037.50
		10%	3,000.00	375.00	3,375.00
	50,000.00	10%	5,000.00	625.00	5,625.00
Commercial Goat and Sheep					
Breeder	20,000.00	12%	2,400.00	300.00	2,700.00
Fattener	1,000.00	10%	100.00	12.50	112.50
Commercial Swine ^[3]					
Fattener - Normal Cover	10,000.00	1.50%	150.00	18.75	168.75
Fattener - Natural Calamities	10,000.00	1.75%	175.00	21.88	196.88
Fattener - Natural Calamities and Other Diseases	10,000.00	3.75%	375.00	46.88	421.88
Breeder - Normal Cover - F1	14,500.00	3.00%	435.00	54.38	489.38
Breeder - Natural Calamities - F1	14,500.00	3.50%	507.50	63.44	570.94
Breeder- Natural Calamities and Other Diseases - F1	14,500.00	5.50%	797.50	99.69	897.19
Breeder - Normal Cover - Parent Stock	34,000.00	3.00%	1,020.00	127.50	1,147.50
Breeder - Natural Calamities - Parent Stock	34,000.00	3.50%	1,190.00	148.75	1,338.75
Breeder- Natural Calamities and Other Diseases - Parent Stock	34,000.00	5.50%	1,870.00	233.75	2,103.75

Purpose/Type of Animal	Sum Insured (PhP) per Head	Premium Rate (%)	Basic Premium Cost (PhP)	Documentary Stamp Tax Cost (PhP)	Fees to be Paid per Head [1][2] (PhP)
Breeder - Normal Cover - GP Stock	72,500.00	3.00%	2,175.00	271.88	2,446.88
Breeder - Natural Calamities - GP Stock	72,500.00	3.50%	2,537.50	317.19	2,854.69
Breeder- Natural Calamities and Other Diseases - GP Stock	72,500.00	5.50%	3,987.50	498.44	4,485.94
Commercial Poultry ^[4]					
Poultry - Broilers under Indepent Grower	100.00	1.29%	1.29	0.16	1.45
Poultry - Broilers under Contract Grower	30.00	1.29%	0.39	0.05	0.44
Poultry - Broilers under Poultry Integrator	70.00	1.29%	0.90	0.11	1.02
Poultry - Pullets/Layers	450.00	2.60%	11.70	1.46	13.16
Quail Pullets/Layers	56.00	2.60%	1.46	0.18	1.64

Note:

[1] Fees to be paid is equal to the basic premium (Amount of Cover x Premium Rate) plus the cost of the Documentary stamp tax (12.5% of Basic Premium (as per BIR Tax Code Section 184)) subject to premium tax

[2] No fees to be paid for RSBSA and Agri-Agra Insurance Program

[3] For commercial swine, sum insured shall be up to 70% of the prevailing market value or same as those in Non-Commercial

[4] For commercial pullets/layers, sum insured shall be up to 70% of the prevailing market value (not to exceed 56 PhP for Quail Pullet Layers)

ANNEX. Fees to be Paid for Non-Crop Agricultural Asset Insurance

Insurance Product/Covered Property	Amount of Cover ^[1] (PhP)	Premium Rate (%)	Basic Premium (PhP)	Documentary Stamp Tax (PhP)	Fees to be Paid ^{[2][3]} (PhP)
FIRE					
Class A Construction	1,000,000.00	0.269%	2,690.00	336.25	3,026.25
Class A - with Typhoon, Flood, and Earthquake Rider Peril	1,000,000.00	0.419%	4,190.00	523.75	4,713.75
Class B Construction	1,000,000.00	0.461%	4,610.00	576.25	5,186.25
Class B - with Typhoon, Flood, and Earthquake Rider Peril	1,000,000.00	0.611%	6,110.00	763.75	6,873.75
PROPERTY FLOATER					
Floater	1,000,000.00	1.00%	10,000.00	1,250.00	11,250.00
COMMERCIAL CAR					
Third Party Liability					
Light/Medium Trucks	100,000.00	0.61%	610.00	76.25	686.25
Heavy Trucks	100,000.00	1.20%	1,200.00	150.00	1,350.00
Trailers	100,000.00	0.25%	250.00	31.25	281.25
CONSTRUCTION ALL RISK (CAR)/ERECTION ALL RISK (EAR)					
CAR					
Residential Risk	1,000,000.00	0.175%	1,750.00	218.75	1,968.75
High Rise Risk	1,000,000.00	0.250%	2,500.00	312.50	2,812.50
Factory/Warehouse	1,000,000.00	0.300%	3,000.00	375.00	3,375.00
Bridges (Wet Risk)	1,000,000.00	1.000%	10,000.00	1,250.00	11,250.00
EAR					
	1,000,000.00	0.300%	3,000.00	375.00	3,375.00
FISHING BOAT					
Motorized Fishing Boat	40,000.00	2.00%	800.00	100.00	900.00
Non-Motorized Fishing Boat - Fiberglass	15,000.00	3.00%	450.00	56.25	506.25
Non-Motorized Fishing Boat - Hardwood	10,000.00	3.00%	300.00	37.50	337.50
FISHING GEAR					
FG Attached to Motorized Fishing Boat	100,000.00	2.00%	2,000.00	250.00	2,250.00
FG Attached to Non-Motorized Fishing Boat or Standalone	100,000.00	3.00%	3,000.00	375.00	3,375.00
FISH CAGE/PEN/POND					
Fish Cage/Pen/Pond	300,000.00	7.00%	21,000.00	2,625.00	23,625.00

Note:

[1] Sum Insured/Amount of Cover for Fire, Property Floater, Fishing Gear, and Fish Cage/Pen/Pond insurance shall be calculated based on the actual cash/sound value or the replacement value of the property. For CAR/EAR, sum insured shall be the full value of the project upon completion of the construction/erection inclusive of freight, custom duties, erection cost, material or items supplied (Part 3, Sec. 5.7 PCIC NCAAI Operations Manual). Figures shown above are for computation purposes only.

[2] Fees to be paid is equal to the basic premium (Amount of Cover x Premium Rate) plus the cost of the Documentary stamp tax (12.5% of Basic Premium (as per BIR Tax Code Section 184))

[3] No fees to be paid for RSBSA and Agri-Agra Insurance Program

ANNEX. Fees to be Paid for Credit and Life Term Insurance

Insurance Product/Plan/Term	Amount of Cover Ceiling per Individual ^[1] (PhP)	Premium Rate (%)	Net Premium ^[2] (PhP)	Documentary Stamp Tax ^[2] (PhP)	Total Fees to be Paid (PhP)
AGRICULTURAL PRODUCERS PROTECTION PLAN (AP3)					
AP3	100,000.00	0.750%	750.00	0.00	750.00
ACCIDENT AND DISMEMBERMENT SCHEME (ADSS)					
Individual and Group Plan	100,000.00	0.100%	100.00	0.00	100.00
		0.200%	200.00	0.00	200.00
		0.300%	300.00	0.00	300.00
		0.400%	400.00	0.00	400.00
		0.500%	500.00	0.00	500.00
Family Plan	105,000.00	0.357%	375.00	20.00	395.00
LOAN REPAYMENT PROTECTION PLAN (LRPP)					
Term of Loan					
3 months and below	500,000.00	0.375%	1,875.00	50.00	1,925.00
4 months	500,000.00	0.500%	2,500.00	50.00	2,550.00
5 months	500,000.00	0.625%	3,125.00	50.00	3,175.00
6 months	500,000.00	0.750%	3,750.00	50.00	3,800.00
7 months	500,000.00	0.875%	4,375.00	50.00	4,425.00
8 months	500,000.00	1.000%	5,000.00	50.00	5,050.00
9 months	500,000.00	1.125%	5,625.00	50.00	5,675.00
10 months	500,000.00	1.250%	6,250.00	50.00	6,300.00
11 months	500,000.00	1.375%	6,875.00	50.00	6,925.00
12 months	500,000.00	1.500%	7,500.00	50.00	7,550.00

Note:

[1] Amount of cover is up to PhP 50,000.00 for farmers with ages 66 to 80 years old.

[2] Net Premium Cost is inclusive of premium tax and subject to applicable Documentary stamp tax as per BIR Tax Code Section 183.



2. Filing and Processing of Notice of Loss/Claim for Indemnity

The process where farmer or fisherfolk files claims for indemnity (CI) or notice of loss (NL) for claims verification and settlement by PCIC. The claimant may file the NL/CI through text message, official E-mail, and official FB Messenger to the PCIC RO/PEO and must contain at least the name and address of the assured, type of insurance, date and cause of loss, provided that a written NL/CI shall be submitted thereafter.

A. Rice and Corn Crop Insurance

Office or Division:	Claims and Adjustment Division (CAD)
Classification:	Highly Technical
Types of Transaction:	G2C - Government to Citizen
Who may avail:	Farmers
Type of Client	Walk-in/Individual
CHECKLIST OF REQUIREMENTS	
1. Claim for Indemnity Form (1 original copy)	<ul style="list-style-type: none"> • PCIC Regional Offices or • PCIC Extension Offices (Claims Forms Available: Mon-Fri 8am to 5pm Except Holidays) • PCIC Website (pcic.gov.ph)
WHERE TO SECURE	
For claiming of indemnity payments upon approval of insurance claims	
2. Any two (2) of the following Valid IDs of the Assured Farmer: <ul style="list-style-type: none"> ○ SSS ID ○ UMID ○ Employee's ID / Office ID ○ Driver's License ○ Professional Regulation Commission (PRC) ID ○ Passport ○ Senior Citizen ID ○ COMELEC / Voter's ID / COMELEC Certification ○ Philippine Identification (PhilID / ePhilID) ○ TIN ID ○ Pag-ibig ID ○ Person's With Disability (PWD) ID ○ Solo Parent ID ○ Pantawid Pamilya Pilipino Program (4Ps) ID ○ Barangay ID ○ Philippine Postal ID ○ Phil-health ID ○ Local Government Unit (LGU) Issued ID 	<ul style="list-style-type: none"> • Claimant <ul style="list-style-type: none"> ○ Social Security System (SSS) ○ SSS/Government Service Insurance System (GSIS) ○ Employer ○ Land Transportation Office (LTO) ○ PRC ○ Department of Foreign Affairs (DFA) ○ Office of Senior Citizen's Affairs (OSCA) ○ Commission on Election (COMELEC) ○ Philippine Statistics Authority (PSA) ○ Bureau of Internal Revenue (BIR) ○ PAGIBIG ○ Mayor's Office/Barangay Office ○ Department of Social Welfare Development (DSWD) ○ DSWD ○ Barangay Office ○ Philippine Postal Corporation (PhilPost) ○ Philippine Health Insurance Corporation ○ Mayor's Office/LGU



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Farmer-Claimant submits duly accomplished Claim for Indemnity (CI) using the prescribed form to the Administrative and Finance Division (AFD).	1.1 Receives CI and forwards to the Claims Processor.	None	10 Minutes	<i>Officer of the Day</i> AFD
	1.2 Reviews CI for completeness and compliance with rules and regulations. <ul style="list-style-type: none"> If compliant, proceeds to processing of claim. If not compliant, notifies farmer of non-compliance /denial. 	None	30 Minutes	<i>Claims Processor</i> CAD
	1.3 Verifies insurance coverage in the PCIC Automated Business System (PABS). <ul style="list-style-type: none"> If no insurance coverage, prints denial letter and sends to farmer. If with insurance coverage, encodes claims data in PABS Claims Logbook. 	None	1 Day	<i>Claims Processor</i> CAD
	1.4 Assigns Notice of Claims Investigation Assignment (NCIA) to Insurance Adjuster.	None	1 Day and 50 Minutes	<i>Division Chief III</i> CAD
	1.5 Prints NCIA.	None	30 Minutes	<i>Claims Processor</i> CAD
	1.6 Conducts field adjustment and uploads Claims Adjustment and Verification Report (CAVR) to PABS.	None	6 Days	<i>Insurance Adjuster</i> CAD
	1.7 Downloads, counterchecks, and processes CAVR and forwards claims documents to Chief of CAD.	None	1 Day and 3 Hours	<i>Claims Processor</i> CAD
	1.8 Reviews CAVR and indemnity computation in PABS and recommends approval or denial of claims to Regional Manager II (RM).	None	1 Day and 3 Hours	<i>Division Chief III</i> CAD



	1.9 RM approves or denies claims. • If denied, instructs Claims Processor to print and transmit denial letter to farmer. • If approved, returns claims documents to Claims Processor for the preparation of DV.	None	1 Day	<i>Regional Manager II ORM</i>
	1.10 Receives approved claims and prepares/generates DV.	None	2 Days	<i>Claims Processor CAD</i>
	1.11 Reviews claims documents and certifies availability of funds	None	2 Days and 7 Hours	<i>Division Chief III / Accounts Analyst AFD</i>
	1.12 Approves DV and forwards claims documents to teller for cheque preparation.	None	1 Hour	<i>Division Chief III CAD and Regional Manager II ORM</i>
	1.13 Prints claims documents, DV, cheque and acknowledgement receipt.	None	2 Days and 7 Hours	<i>Teller I AFD</i>
	1.14 Releases indemnity cheque to farmer and requires farmer to acknowledge receipt.	None	1 Hour	<i>Teller I AFD</i>
TOTAL		None	20 Working Days	

B. High-Value Crop Insurance

Office or Division:	Claims and Adjustment Division (CAD)		
Classification:	Highly Technical		
Types of Transaction:	G2C - Government to Citizen		
Who may avail:	Farmers		
Type of Client	Walk-in/Individual		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Notice of Loss (NL) - (1 original copy) 2. Claim for Indemnity (CI) - (1 original copy)		<ul style="list-style-type: none">• PCIC Regional Offices or• PCIC Extension Offices (Claims Forms Available: Mon-Fri 8am to 5pm Except Holidays)• PCIC Website (pcic.gov.ph)	
In case of large-scale commercial plantations, the following additional requirements may also be requested by the RO			



3. Production and Harvest Reports (1 photocopy)		• Assured Farmer		
4. Loss Records (1 photocopy)				
For claiming of indemnity payments upon approval of insurance claims				
5. Any two (2) of the following Valid IDs of the Assured Farmer: <ul style="list-style-type: none">○ SSS ID○ UMID○ Employee’s ID / Office ID○ Driver’s License○ Professional Regulation Commission (PRC) ID○ Passport○ Senior Citizen ID○ COMELEC / Voter’s ID / COMELEC Certification○ Philippine Identification (PhilID / ePhilID)○ TIN ID○ Pag-ibig ID○ Person’s With Disability (PWD) ID○ Solo Parent ID○ Pantawid Pamilya Pilipino Program (4Ps) ID○ Barangay ID○ Philippine Postal ID○ Phil-health ID○ Local Government Unit (LGU) Issued ID		• Claimant <ul style="list-style-type: none">○ Social Security System (SSS)○ SSS/Government Service Insurance System (GSIS)○ Employer○ Land Transportation Office (LTO)○ PRC○ Department of Foreign Affairs (DFA)○ Office of Senior Citizen’s Affairs (OSCA)○ Commission on Election (COMELEC)○ Philippine Statistics Authority (PSA)○ Bureau of Internal Revenue (BIR)○ PAGIBIG○ Mayor’s Office/Barangay Office○ Department of Social Welfare Development (DSWD)○ DSWD○ Barangay Office○ Philippine Postal Corporation (PhilPost)○ Philippine Health Insurance Corporation○ Mayor’s Office/LGU		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Farmer-Claimant submits duly accomplished NL/CI using the prescribed form to the Administrative and Finance Division (AFD).	1.1 Receives NL/CI and forwards to the claims processor.	None	10 Minutes	Officer of the Day AFD
	1.2 Reviews NL/CI for completeness and compliance with rules and regulations. <ul style="list-style-type: none">• If compliant, proceeds to processing of claim.• If not compliant, notifies farmer of non-compliance /denial.	None	4 Hours	Claims Processor CAD
	1.3 Verifies insurance coverage in the PCIC Automated Business System (PABS). <ul style="list-style-type: none">• If no insurance coverage, prints Denial	None	4 Hours	Claims Processor CAD



	Letter and sends to farmer. • If with insurance coverage, prepares letter of advice requiring submission of other documents and sends to farmer.			
	1.4 Assigns Notice of Claims Investigation Assignment (NCIA) to Insurance Adjuster.	None	7 Hours and 40 Minutes	<i>Claims Processor CAD</i>
	1.5 Prints NCIA.	None	10 Minutes	<i>Claims Processor CAD</i>
2. Farmer-Claimant submits other required claims documents.	2.1 Conducts field adjustment and submits CAVR to Claims Processor.	None	6 Days	<i>Insurance Adjuster CAD</i>
	2.2 Receives and counterchecks submitted CAVR and forwards claims documents to Chief of CAD.	None	4 Hours	<i>Claims Processor CAD</i>
	2.3 Reviews CAVR and indemnity computation (Claims Settlement Sheet). Issues recommendations to the RM.	None	2 Days and 4 Hours	<i>Division Chief III CAD</i>
	2.4 RM approves or denies claim. • If denied, instructs Claims Processor to print and transmit denial letter to farmer. • If approved, returns claims documents to Claims Processor for the preparation of DV.	None	1 Day	<i>Regional Manager II ORM</i>
	2.5 Receives approved claims and prepares/ generates other claims documents and DV.	None	2 Days	<i>Claims Processor CAD</i>
	2.6 Reviews claims documents and certifies availability of funds.	None	2 Days and 7 Hours	<i>Division Chief III/ Accounts Analyst AFD</i>
	2.7 Approves DV and forwards claims documents to teller for cheque preparation.	None	1 Hour	<i>Division Chief III CAD and Regional Manager II ORM</i>



	2.8 Prints claims documents, DV, cheque and acknowledgement receipt.	None	2 Days and 7 Hours	Teller / AFD
	2.9 Releases indemnity cheque to farmer and requires farmer to acknowledge receipt.	None	1 Hour	Teller / AFD
TOTAL		None	20 Working Days	

C. Livestock Insurance

Office or Division:	Claims and Adjustment Division (CAD)		
Classification:	Highly Technical		
Types of Transaction:	G2C - Government to Citizen		
Who may avail:	Farmers/Livestock Owner		
Type of Client	Walk-in/Individual		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Notice of Loss (1 original copy) 2. Loss Report (1 original copy)		<ul style="list-style-type: none"> PCIC Regional Offices or PCIC Extension Offices (Claims Forms Available: Mon-Fri 8am to 5pm Except Holidays) PCIC Website (pcic.gov.ph) 	
3. Photograph of the dead animal/s clearly showing the identifying marks (1 original copy) 4. Proof of salvage value (if any) - (1 original copy)		<ul style="list-style-type: none"> Assured Farmer 	
5. If loss is due to diseases: 6. Veterinary Disease Report, duly signed by Municipal/City Veterinary's Office or Livestock Technician/Inspector or any private Veterinary Practitioner (1 original copy) If performed: <ul style="list-style-type: none"> Necropsy / Laboratory Reports duly signed by Municipal/City Veterinary's Office or Livestock Technician/Inspector or any private Veterinary Practitioner (1 original copy) 		<ul style="list-style-type: none"> PCIC Regional Offices or PCIC Extension Offices (Claims Forms Available: Mon-Fri 8am to 5pm Except Holidays) PCIC Website (pcic.gov.ph) 	
7. If loss is not due to disease: <ul style="list-style-type: none"> Notarized affidavit of two disinterested persons (1 original copy) 		<ul style="list-style-type: none"> Office of the Municipal Mayor or Notary Public 	
8. Additional for Large Animals Cattle/Carabao/Horse: <ul style="list-style-type: none"> Livestock Death Certificate (1 original copy) 		<ul style="list-style-type: none"> Municipal/City Agriculturist/Veterinary's Office or Private Veterinary Practitioner 	
9. Original Copy of Certificate of Ownership/ Memorandum Receipt or Loan Contract for government dispersed animals (1 original copy)		<ul style="list-style-type: none"> Municipal/City Agriculturist/ Veterinary's Office 	
10. Additional for poultry:			



<ul style="list-style-type: none"> Weekly loss report (1 original copy) Farm Management Chart/Daily Mortality Chart (1 original copy) 	<ul style="list-style-type: none"> Assured Farmer
11. Any two (2) Government Issued ID of the Assured Farmer	<ul style="list-style-type: none"> Government Agency issuing valid ID

For claiming of indemnity payments upon approval of insurance claims

12. Any two (2) of the following Valid IDs of the Assured Farmer: <ul style="list-style-type: none"> SSS ID UMID Employee's ID / Office ID Driver's License Professional Regulation Commission (PRC) ID Passport Senior Citizen ID COMELEC / Voter's ID / COMELEC Certification Philippine Identification (PhilID / ePhilID) TIN ID Pag-ibig ID Person's With Disability (PWD) ID Solo Parent ID Pantawid Pamilya Pilipino Program (4Ps) ID Barangay ID Philippine Postal ID Phil-health ID Local Government Unit (LGU) Issued ID 	<ul style="list-style-type: none"> Claimant <ul style="list-style-type: none"> Social Security System (SSS) SSS/Government Service Insurance System (GSIS) Employer Land Transportation Office (LTO) PRC Department of Foreign Affairs (DFA) Office of Senior Citizen's Affairs (OSCA) Commission on Election (COMELEC) Philippine Statistics Authority (PSA) Bureau of Internal Revenue (BIR) PAGIBIG Mayor's Office/Barangay Office Department of Social Welfare Development (DSWD) DSWD Barangay Office Philippine Postal Corporation (PhilPost) Philippine Health Insurance Corporation Mayor's Office/LGU
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Farmer-Claimant submits duly accomplished Notice of Loss (NL) using the prescribed form to the Administrative and Finance Division (AFD).	1.1 Receives NL and forwards to the Claims Processor.	None	10 Minutes	Officer of the Day AFD
	1.2 Reviews NL for completeness and compliance with rules and regulations. <ul style="list-style-type: none"> If compliant, proceeds to processing of claim. If not compliant, notifies farmer of non-compliance /denial. 	None	7 Hours and 50 Minutes	Claims Processor CAD
	1.3 Verifies insurance coverage in the PCIC Automated Business System (PABS).	None	1 Day	Claims Processor CAD



	<ul style="list-style-type: none"> • If no insurance coverage, prints denial letter and forwards to farmer. • If with insurance coverage, prepares letter of advice requiring submission of other required documents and transmits to farmer. 			
2. Farmer Claimant Submits Loss Report and other required claims documents to the PCIC RO/PEO.	2.1 Receives and counterchecks submitted loss report and other claims documents and forwards to Chief of CAD.	None	1 Day	<i>Claims Processor CAD</i>
	2.2 Reviews claims documents and indemnity computation (Claims Settlement Sheet). Issues recommendations to the RM.	None	2 Days	<i>Division Chief III CAD</i>
	2.3 RM approves or denies claim. <ul style="list-style-type: none"> • If denied, instructs Claims Processor to print and transmit denial letter to farmer. • If approved, returns claims documents to Claims Processor for the preparation of DV. 	None	2 Days	<i>Regional Manager II ORM</i>
	2.4 Receives approved claims and prepares/ generates other claims documents and DV.	None	2 Days	<i>Claims Processor CAD</i>
	2.5 Reviews claims documents and certifies availability of funds.	None	2 Days and 7 Hours	<i>Division Chief III / Accounts Analyst AFD</i>
	2.6 Approves DV and forwards claims documents to teller for cheque preparation.	None	1 Hour	<i>Division Chief III CAD and Regional Manager II ORM</i>
	2.7 Prints claims documents, DV, cheque and acknowledgement receipt.	None	2 Days and 7 Hours	<i>Teller I AFD</i>



	2.8 Releases indemnity cheque to farmer and requires farmer to acknowledge receipt	None	1 Hour	Teller / AFD
TOTAL		None	15 Working Days	

D. Fisheries Insurance

Office or Division:	Claims and Adjustment Division (CAD)			
Classification:	Highly Technical			
Types of Transaction:	G2C - Government to Citizen			
Who may avail:	Fisherfolk			
Type of Client	Walk-in/Individual			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice of Loss (NL) - (1 original copy) 2. Claim for Indemnity (CI) - (1 original copy)		<ul style="list-style-type: none">• PCIC Regional Offices or• PCIC Extension Offices (Claims forms available: Mon-Fri 8am to 5pm except Holidays)• PCIC Website (pcic.gov.ph)		
For claiming of indemnity payments upon approval of insurance claims				
3. Any two (2) of the following Valid IDs of the Assured Farmer: <ul style="list-style-type: none">○ SSS ID○ UMID○ Employee's ID / Office ID○ Driver's License○ Professional Regulation Commission (PRC) ID○ Passport○ Senior Citizen ID○ COMELEC / Voter's ID / COMELEC Certification○ Philippine Identification (PhilID / ePhilID)○ TIN ID○ Pag-ibig ID○ Person's With Disability (PWD) ID○ Solo Parent ID○ Pantawid Pamilya Pilipino Program (4Ps) ID○ Barangay ID○ Philippine Postal ID○ Phil-health ID○ Local Government Unit (LGU) Issued ID		<ul style="list-style-type: none">• Claimant<ul style="list-style-type: none">○ Social Security System (SSS)○ SSS/Government Service Insurance System (GSIS)○ Employer○ Land Transportation Office (LTO)○ PRC○ Department of Foreign Affairs (DFA)○ Office of Senior Citizen's Affairs (OSCA)○ Commission on Election (COMELEC)○ Philippine Statistics Authority (PSA)○ Bureau of Internal Revenue (BIR)○ PAGIBIG○ Mayor's Office/Barangay Office○ Department of Social Welfare Development (DSWD)○ DSWD○ Barangay Office○ Philippine Postal Corporation (PhilPost)○ Philippine Health Insurance Corporation○ Mayor's Office/LGU		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Fisherfolk-Claimant submits duly accomplished Notice of Loss (NL)/Claim for Indemnity (CI) using the prescribed form.	1.1 Receives NL/CI and forwards to the Claims Processor.	None	10 Minutes	<i>Officer of the Day</i> AFD
	1.2 Reviews NL/CI for completeness and compliance with rules and regulations. <ul style="list-style-type: none"> • If compliant, proceeds to processing of claim. • If not compliant, notifies farmer of non-compliance /denial. 	None	4 Hours	<i>Claims Processor</i> CAD
	1.3 Verifies insurance coverage in the PCIC Automated Business System (PABS). <ul style="list-style-type: none"> • If no insurance coverage, prints Denial Letter and sends to fisherfolk. • If with insurance coverage, prepares letter of advice requiring submission of other required documents and transmits to fisherfolk. 	None	4 Hours	<i>Claims Processor</i> CAD
	1.4 Assigns Notice of Claims Investigation Assignment (NCIA) to Insurance Adjuster.	None	7 Hours and 40 Minutes	<i>Division Chief III</i> CAD
	1.5 Prints NCIA.	None	10 Minutes	<i>Claims Processor</i> CAD
2. Fisherfolk-Claimant submits other required claims documents.	2.1 Conducts loss assessment/inspection and submits Claims Adjustment and Verification Report (CAVR) to Claims Processor.	None	6 Days	<i>Insurance Adjuster</i> CAD
	2.2 Receives and counterchecks submitted CAVR and forwards claims documents to Chief of CAD.	None	4 Hours	<i>Claims Processor</i> CAD



	2.3 Reviews CAVR and indemnity computation (Claims Settlement Sheet). Issues recommendations to the Regional Manager II (RM).	None	2 Days and 4 Hours	<i>Division Chief III CAD</i>
	2.4 RM approves or denies claim. • If denied, instructs Claims Processor to print and transmit denial letter to fisherfolk. • If approved, returns claims documents to Claims Processor for the preparation of Disbursement Voucher (DV).	None	1 Day	<i>Regional Manager II ORM</i>
	2.5 Receives approved claims and prepares/ generates other claims documents and DV.	None	2 Days	<i>Claims Processor CAD</i>
	2.6 Reviews claims documents and certifies availability of funds.	None	2 Days and 7 Hours	<i>Division Chief III / Accounts Analyst AFD</i>
	2.7 Approves DV and forwards claims documents to teller for cheque preparation.	None	1 Hour	<i>Division Chief III CAD and Regional Manager II ORM</i>
	2.8 Prints claims documents, DV, cheque and acknowledgement receipt.	None	2 Days and 7 Hours	<i>Teller I AFD</i>
	2.9 Releases indemnity cheque to fisherfolk and requires fisherfolk to acknowledge receipt.	None	1 Hour	<i>Teller I AFD</i>
TOTAL		None	20 Working Days	



E. Non-Crop Agricultural Asset Insurance (NCAAI)

Office or Division:	Claims and Adjustment Division (CAD)		
Classification:	Highly Technical		
Types of Transaction:	G2C - Government to Citizen		
Who may avail:	Farmers and Fisherfolk		
Type of Client	Walk-in/Individual		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Notice of Loss (NL) /Claim for Indemnity (CI)/ Immediate Loss Report (ILR) /Personal Accident Report/ (1 original copy)		<ul style="list-style-type: none">• PCIC Regional Offices or• PCIC Extension Offices (Claims Forms Available: Mon-Fri 8am to 5pm Except Holidays)• PCIC Website (pcic.gov.ph)	
2. Photograph of damaged property (1 original copy)		<ul style="list-style-type: none">• Assured Farmer//Fisherfolk	
3. Fire Loss Report/Police Report/Motor Vehicle accident or Affidavit of Loss/Report or Police report (1 original copy)		<ul style="list-style-type: none">• Barangay Office (for Barangay Certificate) or Police Station (for Police Report)	
4. Notarized Affidavit of two disinterested persons (1 original copy)		<ul style="list-style-type: none">• Office of the Municipal Mayor or Notary Public	
5. For Property Floater: <ul style="list-style-type: none">• Official Receipt (1 photocopy)		<ul style="list-style-type: none">• Assured Farmer/Fisherfolk	
6. For Fishing Boat: <ul style="list-style-type: none">• Coast Guard/Maritime Police Report (1 original copy)		<ul style="list-style-type: none">• Philippine Coast Guard or Police Station – Maritime Group	
<ul style="list-style-type: none">• Estimated cost of repair (1 original copy)		<ul style="list-style-type: none">• Assured Fisherfolk	
For claiming of indemnity payments upon approval of insurance claims			
7. Any two (2) of the following Valid IDs of the Assured Farmer: <ul style="list-style-type: none">○ SSS ID○ UMID○ Employee’s ID / Office ID○ Driver’s License○ Professional Regulation Commission (PRC) ID○ Passport○ Senior Citizen ID○ COMELEC / Voter’s ID / COMELEC Certification○ Philippine Identification (PhilID / ePhilID)○ TIN ID○ Pag-ibig ID○ Person’s With Disability (PWD) ID○ Solo Parent ID		<ul style="list-style-type: none">• Claimant<ul style="list-style-type: none">○ Social Security System (SSS)○ SSS/Government Service Insurance System (GSIS)○ Employer○ Land Transportation Office (LTO)○ PRC○ Department of Foreign Affairs (DFA)○ Office of Senior Citizen’s Affairs (OSCA)○ Commission on Election (COMELEC)○ Philippine Statistics Authority (PSA)○ Bureau of Internal Revenue (BIR)○ PAGIBIG○ Mayor’s Office/Barangay Office○ Department of Social Welfare Development (DSWD)	



<ul style="list-style-type: none"> ○ Pantawid Pamilya Pilipino Program (4Ps) ID ○ Barangay ID ○ Philippine Postal ID ○ Phil-health ID ○ Local Government Unit (LGU) Issued ID 		<ul style="list-style-type: none"> ○ DSWD ○ Barangay Office ○ Philippine Postal Corporation (PhilPost) ○ Philippine Health Insurance Corporation ○ Mayor's Office/LGU 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits duly accomplished Notice of Loss (NL) using the prescribed form to the Administrative and Finance Division (AFD).	1.1 Receives NL and forwards to the Claims Processor.	None	10 Minutes	<i>Officer of the Day</i> AFD
	1.2 Reviews NL for completeness and compliance with rules and regulations. <ul style="list-style-type: none"> • If compliant, proceeds to processing of claim. • If not compliant, notifies farmer of non-compliance /denial. 	None	4 Hours	<i>Claims Processor</i> CAD
	1.3 Verifies insurance coverage in the PCIC Automated Business System (PABS). <ul style="list-style-type: none"> • If no insurance coverage, prints Denial Letter and forwards to the client. • If with insurance coverage, prepares letter of advice requiring submission of other required documents and transmits to the client. 	None	4 Hours	<i>Claims Processor</i> CAD
	1.4 Assigns Notice of Claims Investigation Assignment (NCIA) to Insurance Adjuster.	None	7 Hours and 40 Minutes	<i>Division Chief III</i> CAD
	1.5 Prints NCIA.	None	10 Minutes	<i>Claims Processor</i> CAD
2. Client submits proof of loss/affidavit of loss and other required claims documents.	2.1 Conducts claims adjustment and submits Claims Adjustment and Verification Report (CAVR) to Claims Processor.	None	6 Days	<i>Insurance Adjuster</i> CAD
	2.2 Receives and counterchecks submitted CAVR and forwards claims documents to Chief of CAD.	None	4 Hours	<i>Claims Processor</i> CAD
	2.3 Reviews CAVR and indemnity computation (Claims Settlement Sheet). Issues recommendations to	None	2 Days and 4 Hours	<i>Division Chief III</i> CAD



	the Regional Manager II (RM).			
	2.4 RM approves or denies claim. <ul style="list-style-type: none"> If denied, instructs Claims Processor to print and transmit denial letter to client. If approved, returns claims documents to Claims Processor for the preparation of DV. 	None	1 Day	<i>Regional Manager II ORM</i>
	2.5 Receives approved claims and prepares/ generates other claims documents and DV.	None	2 Days	<i>Claims Processor CAD</i>
	2.6 Reviews claims documents and certifies availability of funds.	None	2 Days and 7 Hours	<i>Division Chief III / Accounts Analyst AFD</i>
	2.7 Approves DV and forwards claims documents to teller for cheque preparation.	None	1 Hour	<i>Division Chief III CAD and Regional Manager II ORM</i>
	2.8 Prints claims documents, DV, cheque and acknowledgement receipt.	None	2 Days and 7 Hours	<i>Teller I AFD</i>
	2.9 Releases indemnity cheque to the client and requires the client to acknowledge receipt.	None	1 Hour	<i>Teller I AFD</i>
TOTAL		None	20 Working Days	

F. Credit and Life Term Insurance (CLTI)

Office or Division:	Claims and Adjustment Division (CAD)
Classification:	Highly Technical
Types of Transaction:	G2C - Government to Citizen
Who may avail:	Farmers and Fisherfolk
Type of Client	Walk-in/Individual
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Notice of Claim/Death (1 original copy)	<ul style="list-style-type: none"> PCIC Regional Offices or PCIC Extension Offices (Claims Forms Available: Mon-Fri 8am to 5pm Except Holidays) PCIC Website (pcic.gov.ph)



2. Death Certificate (1 original copy)	<ul style="list-style-type: none"> Hospital where assured was admitted LGU - Municipal Local Civil Registrar
3. Medical Abstract and Complete Medical Records (1 original copy)	<ul style="list-style-type: none"> Hospital where assured was admitted
4. Official Receipt of Medical Expenses (1 original copy)	
5. Marriage Contract (if beneficiary is the legal spouse) - (1 original or certified photocopy if original was presented)	<ul style="list-style-type: none"> LGU - Municipal Local Civil Registrar Philippine Statistics Authority (PSA)
6. Birth Certificate of Assured (1 original or certified photocopy if original was presented)	
7. Birth Certificate of Beneficiary (if beneficiary is the child) - (1 original or certified photocopy if original was presented)	
8. Police or Barangay Report, in case of accident (1 original copy)	<ul style="list-style-type: none"> Police Station or Barangay Office
9. Government Issued ID (of the insured farmer and beneficiary)	<ul style="list-style-type: none"> Any Government Agency issuing valid ID
Additional for ADSS as needed	
8. Notarized affidavit of two disinterested persons (1 original copy) in case of death and medical reimbursement due to accidents	<ul style="list-style-type: none"> Beneficiary
Additional for AP3 as needed	
9. Notarized affidavit of two disinterested persons (1 original copy) in case of medical reimbursement due to accidents	<ul style="list-style-type: none"> Beneficiary
Additional for LRPP as needed	
10. Claimant's Statement Form; Loan Ledger (1 original copy)	<ul style="list-style-type: none"> Lending Conduit
11. Promissory Note (1 original copy)	
For claiming of indemnity payments upon approval of insurance claims	
12. Any two (2) of the following Valid IDs of the Insured Farmer and Beneficiary: <ul style="list-style-type: none"> SSS ID UMID Employee's ID / Office ID Driver's License Professional Regulation Commission (PRC) ID Passport Senior Citizen ID COMELEC / Voter's ID / COMELEC Certification Philippine Identification (PhilID / ePhilID) TIN ID Pag-ibig ID Person's With Disability (PWD) ID Solo Parent ID 	<ul style="list-style-type: none"> Claimant <ul style="list-style-type: none"> Social Security System (SSS) SSS/Government Service Insurance System (GSIS) Employer Land Transportation Office (LTO) PRC Department of Foreign Affairs (DFA) Office of Senior Citizen's Affairs (OSCA) Commission on Election (COMELEC) Philippine Statistics Authority (PSA) Bureau of Internal Revenue (BIR) PAGIBIG Mayor's Office/Barangay Office



<ul style="list-style-type: none"> ○ Pantawid Pamilya Pilipino Program (4Ps) ID ○ Barangay ID ○ Philippine Postal ID ○ Phil-health ID ○ Local Government Unit (LGU) Issued ID 		<ul style="list-style-type: none"> ○ Department of Social Welfare Development (DSWD) ○ DSWD ○ Barangay Office ○ Philippine Postal Corporation (PhilPost) ○ Philippine Health Insurance Corporation ○ Mayor's Office/LGU 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits duly accomplished Notice of Claim (NC) using the prescribed form to the Administrative and Finance Division (AFD).	1.1 Receives NC and forwards to the Claims Processor.	None	10 Minutes	<i>Officer of the Day</i> AFD
	1.2 Reviews NC for completeness and compliance with rules and regulations. <ul style="list-style-type: none"> • If compliant, proceeds to processing of claim. • If not compliant, notifies farmer of non-compliance /denial. 	None	7 Hours and 50 Minutes	<i>Claims Processor</i> CAD
	1.3 Verifies insurance coverage in the PCIC Automated Business System (PABS). <ul style="list-style-type: none"> • If no insurance coverage, prints disapproval letter and forwards to the client. • If with insurance coverage, prepares letter of advice requiring submission of other required documents and transmits to the client. 	None	1 Day	<i>Claims Processor</i> CAD
	1.4 For LRPP: Prepares NCIA and Conducts claims validation.	None	6 Days	<i>Insurance Adjuster</i> CAD
2. Client submits the supporting document within the reglementary period.	2.1 Receives and reviews the submitted/required documents. <ul style="list-style-type: none"> • If compensable, computes indemnity for burial benefits (for AP3 and ADS2) and in-hospital medical reimbursement, if any. 	None	4 Hours	<i>Claims Processor</i> CAD



	<ul style="list-style-type: none"> If not compensable, prepares disapproval letter and forwards to client. 			
	2.2 Reviews processed CLTI Claim. Issues recommendations to the Regional Manager II (RM).	None	2 Days and 4 Hours	<i>Division Chief III CAD</i>
	2.3 RM approves or denies claim. <ul style="list-style-type: none"> If denied, instructs Claims Processor to print and transmit denial letter to client. If approved, returns claims documents to Claims Processor for the preparation of Disbursement Voucher (DV). 	None	1 Day	<i>Regional Manager I ORM</i>
	2.4 Receives approved claims and prepares/ generates other claims documents and DV.	None	2 Days	<i>Claims Processor CAD</i>
	2.5 Reviews claims documents and certifies availability of funds.	None	2 Days and 7 Hours	<i>Division Chief III / Accounts Analyst AFD</i>
	2.6 Approves DV and forwards claims documents to teller for cheque preparation.	None	1 Hour	<i>Division Chief III CAD and Regional Manager II ORM</i>
	2.7 Prints claims documents, DV, cheque and acknowledgement receipt.	None	2 Days and 7 Hours	<i>Teller I AFD</i>
	2.8 Releases indemnity cheque to the client and requires the client to acknowledge receipt.	None	1 Hour	<i>Teller I AFD</i>
TOTAL		None	20 Working Days	

Note: In case of widespread calamity or outbreak of pests and diseases or Regional Office receives an average of 500 or more CI's per month, the time or duration of claims processing shall be extended. The Regional Office shall inform the client about the extension.



3. Reconsideration of Claims

If an assured farmer is not satisfied with the Corporation's decision on claims payment, the assured can file a request for reconsideration in writing at three levels: first with the PCIC RO, next with the PCIC President, and then lastly with the PCIC Board. However, the RO can elevate the same immediately to the PCIC President if the case for reconsideration is determined to be novel, difficult, or controversial.

Office or Division:		Claims and Adjustment Division (CAD)		
Classification:		Highly Technical		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		Farmer and Fisherfolk		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter request for reconsideration (1 original copy)			Claimant	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Files the letter request for reconsideration to the PCIC Regional Office.	1.1. Receives the letter request for reconsideration, stamps the date of receipt, records the receipt in the logbook for incoming letters.	None	10 Minutes	<i>Officer of the Day</i> AFD
	1.2. Retrieves the records from the PCIC Automated Business System (PABS) and other necessary documents and forwards to the Chief of CAD.	None	2 Days	<i>Claims Processor</i> CAD
	1.3. Reviews the request for reconsideration. <ul style="list-style-type: none"> • If the request has merit, endorses the claims documents to the Regional Manager II. • If the request does not have merit, instructs the Claims Processor to prepare a letter 	None	2 Days	<i>Division Chief III</i> CAD



	<p>sustaining the denial of the claim, for endorsement to the Regional Manager II.</p> <ul style="list-style-type: none"> If the request warrants validation, assigns it to the Insurance Adjuster. 			
	1.4. Conducts adjustment/verification of claims and prepares Validation Report	None	7 Days	<i>Insurance Adjuster CAD</i>
	1.5. Reviews Validation Report and issues recommendation.	None	1 Day	<i>Division Chief III CAD</i>
	1.6. Evaluates the documents, approves/denies the request for reconsideration and forwards to claims processor.	None	1 Day	<i>Regional Manager II ORM</i>
	<p>1.7. Receives approved/denied request for reconsideration.</p> <ul style="list-style-type: none"> If approved, proceeds to processing of claims payment (proceed to Item 1.8). If denied, prepares and sends denial letter explaining the reason/s for sustaining the denial. 	None	1 Day	<i>Claims Processor CAD</i>
	1.8. Receives approved claims and prepares/generates other claims documents.	None	1 Day	<i>Claims Processor CAD</i>
	1.9. Generates NVS through the PFMS	None	50 Minutes	<i>Accounts Analyst II AFD</i>



	and attaches required documents and submits to the Chief of AFD.			
	1.10.Receives NVS and checks completeness, validity, and reliability of documents, reviews computations, and makes adjustments, if needed.	None	1 Day	<i>Division Chief III AFD</i>
	1.11.Prepares journal entries through the PFMS.	None	3 Hours	<i>Accounts Analyst II AFD</i>
	1.12.Approves DV through the PFMS. • Box A	None	2 Hours	<i>Division Chief III CAD</i>
	• Box B	None	2 Hours	<i>Division Chief III AFD</i>
	• Box C	None	2 Hours	<i>Division Chief III AFD</i>
	• Box D	None	2 Hours	<i>Division Chief III CAD and Regional Manager II ORM</i>
	1.13.Prints approved DV and cheque for signature.	None	4 Hours	<i>Teller I AFD</i>
	1.14.Secures signature of authorized signatories.	None	1 Day	<i>Teller I AFD</i>
	1.15.Releases cheque to the payee.	None	1 Day	<i>Teller I AFD</i>
2. Acknowledges receipt of cheque.				
TOTAL		None	20 Days	

*Note: The schedule of filing shall be within 30 calendar days from the receipt of either indemnity payment or the denial letter.



4. Processing of Death Benefit Claim

The beneficiary of the assured farmer under Rice, Corn, and HVC-Coconut Insurance, who dies within the Term of Insurance Coverage shall be given a death benefit of Ten Thousand Pesos (PhP 10,000) or as may be determined by management and approved by the Board of Directors, provided the said farmer is not more the 80 years of age at the inception of the insurance.

Office or Division:	Claims and Adjustment Division (CAD)			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Beneficiary of Assured Farmer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Death Certificate (1 certified true copy) 2. Birth Certificate of the assured farmer (1 certified true copy) 3. Birth Certificate of the beneficiary (1 certified true copy)		PSA		
4. Notarized Affidavit of two disinterested persons attesting to the identity of the beneficiary, if needed (1 original copy)		Beneficiary		
Additional if beneficiary is the legal spouse of the assured				
5. Certificate of Marriage (1 certified true copy)		PSA		
Additional in case of two or more heirs				
6. Notarized special power of attorney (SPA) assigning authority to claim death benefit (1 original copy)		Beneficiary		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits required documents to the PCIC RO.	1.1. Receives documents and stamps the date of receipt, affixes initials, and forwards to Claims Processor.	None	10 Minutes	<i>Officer of the Day</i> Regional Office
	1.2. Checks completeness of documents.	None	30 Minutes	<i>Claims Processor</i> CAD
	1.3. Encodes all data in the PCIC Automated Business System (PABS) Death Benefit logbook. • If with coverage, forwards to Chief CAD for review. • If without coverage, prepares denial letter and sends to	None	30 Minutes	<i>Claims Processor</i> CAD



	beneficiary stating reason/s for denial.			
	1.4. Reviews the request for reconsideration. <ul style="list-style-type: none"> • If the request has merit, endorses the claims documents to the Regional Manager II. • If the request does not have merit, instructs the Claims Processor to prepare a letter sustaining the denial of the claim, for endorsement to the Regional Manager II. • If the request warrants validation, assigns it to the Insurance Adjuster 	None	2 Days	<i>Division Chief III</i> CAD
	1.5. Verifies if farmer's crop is still standing and prepares validation report.	None	7 Days	<i>Insurance Adjuster</i> CAD
	1.6. Reviews validation report and endorses recommendation to the Regional Manager II.	None	1 Hour	<i>Division Chief III</i> CAD
	1.7. Reviews and approves/disapproves death benefit. <ul style="list-style-type: none"> • If approved, proceeds to Item 1.8. • If disapproved, returns to Claims Processor for preparation of denial letter. 	None	1 Hour	<i>Regional Manager II</i> ORM
	1.8. Receives approved claims and prepares/generates other claims documents.	None	1 Day	<i>Claims Processor</i> CAD
	1.9. Generates NVS through the PFMS and attaches required documents and submits to the Chief of AFD.	None	50 Minutes	<i>Accounts Analyst II</i> AFD



	1.10.Receives NVS and checks completeness, validity, and reliability of documents, reviews computations, and makes adjustments, if needed.	None	1 Day	<i>Division Chief III AFD</i>
	1.11.Pre pares journal entries through the PFMS.	None	3 Hours	<i>Accounts Analyst II AFD</i>
	1.12.Approves DV through the PFMS. • Box A	None	2 Hours	<i>Division Chief III CAD</i>
	• Box B	None	2 Hours	<i>Division Chief III AFD</i>
	• Box C	None	2 Hours	<i>Division Chief III AFD</i>
	• Box D	None	2 Hours	<i>Division Chief III CAD and Regional Manager II ORM</i>
	1.13.Prints approved DV and cheque for signature.	None	4 Hours	<i>Teller I AFD</i>
	1.14.Secures signature of authorized signatories.	None	1 Day	<i>Teller I AFD</i>
	1.15.Releases cheque to the payee.	None	1 Day	<i>Teller I AFD</i>
	2. Acknowledges receipt of cheque.			
TOTAL		None	15 Days and 3 Hours	

*Note: The schedule of filing shall be within 30 days from the death of the assured farmer.



5. Processing of Burial Benefit Claim

Beneficiary/Legal heirs of deceased insured farmers/fisherfolk may claim a burial benefit for applicable lines (CLTI).

Office or Division:	Claims and Adjustment Division (CAD)			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Beneficiary/Heir of Insured Farmer/Fisherfolk			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Death Certificate (1 certified true copy) 2. Birth Certificate of the assured farmer (1 certified true copy) 3. Birth Certificate of the beneficiary (if beneficiary is the child of the assured) - (1 certified true copy)			PSA/Claimant/Municipal/Local/City Civil Registrar	
4. Duly Sworn Affidavit of two disinterested person attesting to the Death of the insured. (1 original copy)			Claimant	
Additional if beneficiary is the legal spouse of the Farmer				
5. Certificate of Marriage (1 certified photocopy)			PSA	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits required documents to the PCIC RO/PEOs	1.1. Receives documents and stamps or writes down date of receipt, affixes initials, and forwards to Claims Processor.	None	10 Minutes	<i>Officer of the Day</i> Regional Office
	1.2. Checks completeness of documents.	None	30 Minutes	<i>Claims Processor</i> CAD
	1.3. Encodes all data in the PCIC Automated Business System (PABS).	None	30 Minutes	<i>Claims Processor</i> CAD
	1.4. Evaluates and forwards claim documents to Regional Manager II.	None	4 Hours	<i>Division Chief III</i> CAD



	1.5. Reviews and approves/disapproves burial benefit and returns to Claims Processor.	None	1 Hour	<i>Regional Manager II</i>
	1.6. Receives approved claims and prepares/generates other claims documents and DV.	None	1 Day	<i>Claims Processor CAD</i>
	1.7. Generates NVS through the PFMS and attaches required documents and submits to the Chief of AFD.	None	50 Minutes	<i>Accounts Analyst II AFD</i>
	1.8. Receives NVS and checks completeness, validity, and reliability of documents, reviews computations, and makes adjustments, if needed.	None	1 Day	<i>Division Chief III AFD</i>
	1.9. Prepares journal entries through the PFMS.	None	3 Hours	<i>Accounts Analyst II AFD</i>
	1.10. Approves DV through the PFMS. • Box A • Box B • Box C • Box D	None None None None	2 Hours 2 Hours 2 Hours 2 Hours	<i>Division Chief III CAD</i> <i>Division Chief III AFD</i> <i>Division Chief III AFD</i> <i>Division Chief III CAD</i>



				<i>and Regional Manager II ORM</i>
	1.11. Prints approved DV and cheque for signature.	None	4 Hours	<i>Teller I AFD</i>
	1.12. Secures signature of authorized signatories.	None	1 Day	<i>Teller I AFD</i>
	1.13. Releases cheque to the payee.	None	1 Day	<i>Teller I AFD</i>
2. Receives and acknowledges receipt of cheque.				
TOTAL		None	6 Days and 6 Hours	

*Note: The schedule of filing shall be within 30 days from the death of the assured farmer.



6. Request for Certificate of Employment for Retired/Resigned Employee

A certificate of employment (COE) contains relevant information about the employee such as but not limited to job title, job description, salary and other compensation, and duration of employment with PCIC. This document may be requested for whatever legal purpose it may serve a former employee.

Office or Division:	Administrative and Finance Division (AFD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Former Regional Office Employees			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
1. Request Slip (1 original copy)				AFD
For representatives of requesting retired/resigned employee 1. Authorization Letter (1 original copy) 2. Valid ID of the requesting former employee (1 Photocopy) 3. Valid ID of the representative (1 Photocopy)				Former employee-applicant
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the accomplished request slip to the AFD.	1.1 Receives the accomplished Request Slip.	None	5 Minutes	<i>Administrative Services Officer III (ASO III)</i> AFD
	1.2 Prepares the draft COE.	None	4 Hours	<i>ASO III</i> AFD
	1.3 Reviews the draft COE.	None	3 Hours	<i>Division Chief III</i> AFD
	1.4 Finalizes the draft COE.	None	20 Minutes	<i>ASO III</i> AFD
	1.5 Affixes initial to the COE.	None	10 Minutes	<i>Division Chief III</i> AFD
	1.6 Signs the COE.	None	10 Minutes	<i>Regional Manager II</i> ORM
	1.7 Releases the COE to the requesting former employee.	None	5 Minutes	<i>ASO III</i> AFD
2. Acknowledges receipt of Certificate of Employment.	2.1 Files a copy of the COE.	None	10 Minutes	<i>ASO III</i> AFD
TOTAL		None	1 Day	



7. Request for Service Record of Retired/Resigned Employee

A service record is a record or document of a former employee's employment history that includes employment date, position title/s held, date/s of promotion and salary adjustments.

Office or Division:	Administrative and Finance Division (AFD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Former Regional Office Employees			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
1. Request Slip (1 original copy)				AFD
For representatives of requesting retired/resigned employee				Former employee-applicant
1. Authorization Letter (1 original copy)				
2. Valid ID of the requesting former employee (1 Photocopy)				
3. Valid ID of the representative (1 Photocopy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the accomplished Request Slip to the AFD.	1.1 Receives the accomplished Request Slip.	None	5 Minutes	ASO III AFD
	1.2 Prepares the draft Service Record.	None	4 Hours	ASO III AFD
	1.3 Reviews the draft Service Record.	None	3 Hours	Division Chief III AFD
	1.4 Finalizes the draft Service Record.	None	20 Minutes	ASO III AFD
	1.5 Affixes initial to the Service Record.	None	10 Minutes	Division Chief III AFD
	1.6 Signs the Service Record.	None	10 Minutes	Regional Manager II ORM
	1.7 Releases the Service Record to the requesting former employee.	None	5 Minutes	ASO III AFD
2. Acknowledges receipt of Service Record.	2.1. Files a copy of the Service Record.	None	10 Minutes	ASO III AFD
TOTAL		None	1 Day	



8. PCIC Procedure on Handling of Feedback and Complaint

Background

Republic Act No. 11032 also known as Ease of Doing Business and Efficient Government Service Delivery Act of 2018, amending Republic Act No. 9485 or the Anti-Red Tape Act of 2007, mandates all government offices and agencies including local government units (LGUs), Government-Owned and Controlled Corporations (GOCCs) and other government instrumentalities to provide services covering business and non-business related transactions, which adopts simplified procedures that will reduce red tape and expedite transactions in government.

Procedure on Handling of Feedback and Complaint

After a series of TWG meetings and presentations to the PCIC CART, the following procedures on handling of feedback and complaint were approved.

8.1 Feedback Procedure (Head Office)

AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	Responsible Person
1. Receives the feedback and prepares response letter using pro-forma template.	None	2 hours	Head Office – Internal Communications Processor (HO-ICP)
2. Forwards to Department Manager, BDMD for review and approval.	None		
3. Reviews and approves the response letter to feedback.	None	4 hours	Department Manager, BDMD
4. Returns to HO-ICP for transmittal.	None		
5. Transmits the response letter to the client and files a copy accordingly.	None	2 hours	Head Office – Internal Communications Processor (HO-ICP)
6. Prepares monthly monitoring report for all feedback received.	None		
TOTAL	None	1 working day	



8.2 Feedback Procedure (Regional Office)

AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	Responsible Person
1. Receives the feedback and prepares response letter using pro-forma template.	None	2 hours	Regional Office – Internal Communications Processor (RO-ICP)
2. Forwards to Chief, Administrative and Finance Division for review and approval.	None		
3. Reviews and approves the response letter to feedback.	None	4 hours	Chief, Administrative and Finance Division
4. Returns to RO-ICP for transmittal.	None		
5. Transmits the response letter to the client and files a copy accordingly and furnishes Business Development and Marketing Department.	None	2 hours	Regional Office – Internal Communications Processor (RO-ICP)
6. Prepares monthly monitoring report for all feedback received.	None		
TOTAL	None	1 working day	

8.3 Complaint Handling (Head Office)

Activity	FEES TO BE PAID	PROCESSING TIME	Responsible Person
1. Receives and logs complaint and forwards to the Office of the President.	None	4 Hours	Records Officer
2. Receives and forwards to President for instructions.	None		Secretary, Office of the President
3. Examines the merits of the complaint and instructs Secretary to forward the complaint to Head Office - Internal Communications Processor (HO-ICP).	None	4 Hours	President
4. Receives and records the complaint.	None	4 Hours	Head Office - Internal Communications



<p>5. Notifies the complainant regarding the receipt of complaint.</p> <p>5.1. If personally delivered:</p> <ul style="list-style-type: none">a. With contact information – notifies the complainant regarding receipt of complaint via available contact information (i.e. telephone, cellphone, Facebook, or E-mail, etc.)b. Without contact information – Checks in PCIC Automated Business System (PABS) record for possible identification and retrieval of contact information; notifies the complainant re receipt of complaint <p>5.2. If endorsed by other Agencies:</p> <ul style="list-style-type: none">a. With contact information – notifies the endorsing agency and complainant regarding receipt of complaint via available contact informationb. Without contact information – checks in PCIC Automated Business System (PABS) record for possible identification and retrieval of contact information. <p>NOTE: If there are no means to identify any contact information of</p>			Processor (HO-ICP)
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the complainant, the HO-ICP informs the endorsing agency that the response letter shall be sent to them.			
6. Forwards complaint to Department Manager, Business Development and Marketing Department (BDMD).			
7. Examines the merits of the complaint and instructs HO-ICP to forward the complaint to concerned unit.	None	4 Hours	Department Manager, BDMD
8. Transmits complaint to concerned unit 8.1. If Head Office– forwards to concerned department head 8.2. If Regional Office – emails the to the Regional Office (see 6.4 Regional Office Procedure on Complaints Handling)	None	4 Hours	Head Office - Internal Communications Processor (HO-ICP)
9. Receives and examines the merits of the complaint and prepares response letter. 10. Forwards to Office of the President for review and approval.	None	4 Days	Concerned Department
11. Receives and forwards response letter to President.	None	1 Day and 4 Hours	Secretary, Office of the President
12. Reviews and approves the response letter. 12.1. With revision – returns to concerned Department for correction. 12.2. Without revision – forwards to Head Office - Internal Communications Processor (HO-ICP) for proper action.	None		President



NOTE: Additional consultation with other Head Office Departments may be required depending on the nature of complaint.			
13.Receives approved response letter. 14.Prepare endorsement letter and forwards to President/Department Manager, BDMD for signature.	None	1 Day	Head Office - Internal Communications Processor (HO-ICP)
15.Signs endorsement letter and returns to HO-ICP. NOTE: For complaint endorsed by the GCG, the endorsement letter shall be signed by the President. If the complaint was endorsed by other agencies, endorsement letter signed by the DM, BDMD shall suffice.	None		President/ Department Manager, BDMD
16.Transmits the copy of complaint, endorsement letter and response letter to the complainant and/or endorsing agency.	None	4 Hours	Head Office - Internal Communications Processor (HO-ICP)
17.Acknowledgement receipt of response letter		2 Hours	Endorsing Agency/Farmer
18.Files copy of documents and furnishes the concerned Head Office Department.		2 Hours	Head Office - Internal Communications Processor (HO-ICP)
END OF PROCESS		10 Working days	

8.4 Complaint Handling (Regional Office)



Activity	FEES TO BE PAID	PROCESSING TIME	Responsible Person
1. See HO procedures on Acknowledgement and Transmittal of Complaints to the concerned Regional Office (Activity 1 – 7 Section 6.3)	None	1-2 days	
2. Receives, logs and forwards complaint to Regional Office – Internal Communications Processor (RO-ICP).	None	2 hours	Officer of the Day
3. Receives and records the complaint. 4. Notifies the complainant regarding the receipt of complaint and forwards to Regional Manager II.	None	2 hours	Regional Office – Internal Communications Processor (RO-ICP)
5. Examines the merits of the complaint and assigns complaint to concerned division (Administrative and Finance Department (AFD)/ Claims and Adjustment Division (CAD)/ Marketing and Sales Division (MSD).	None	4 hours	Regional Manager II
6. Reviews the complaint and prepares response letter. 6.1. Retrieval of necessary documents. If needed, conducts validation/inspection/investigation. 7. Forwards response letter to Regional Manager II for review and approval.	None	3 days	Division Chief III, AFD/CAD/MSD
8. Reviews and approves the response letter. 9. Forwards to RO-ICP.	None	4 hours	Regional Manager II
10. Instructs Regional Office Staff to transmit the response letter to the complainant.	None	4 hours	Regional Office – Internal Communications Processor
11. Transmits response letter to the complainant and discusses the details of the response.	None		Regional Office Staff



12. Receives and acknowledges the response letter. 13. Accomplishes the Satisfaction Survey and signs the quit claim.	None	3 hours	Complainant
14. Furnishes Business Development and Marketing Department (BDMD) a copy of the complaint and response letter duly acknowledged by the complainant. 15. Files Regional Office copy. 16. Prepares monthly monitoring report for all complaints received.	None	4 hours	Regional Office – Internal Communications Processor
17. See HO procedures on Transmittal of Complaints Response Letter to the endorsing agency/farmer (Activity 13 -18 Section 6.3)	None	2 days	
END OF PROCESS		10 working days	

Feedback and Complaints Contact Information

Office	Contact Information
Anti-Red Tape Authority (ARTA)	complaints@arta.gov.ph 1-ARTA (2782)
Presidential Action Center (PACe)	pace@op.gov.ph
8888 Citizen's Complaint Center	8888
Contact Center ng Bayan (CCB)	0908-881-6565
Governance Commission for GOCCs (GCG)	feedback@gcg.gov.ph



Regional Office

Internal Services



1. Application for Leave

The leave of absence is a right granted to permanently appointed officials and employees not to report for work with or without pay.

Vacation leave refers to a leave of absence granted to officials and employees for personal reasons, the approval of which is contingent upon the necessities of the service.

Sick leave refers to leave of absence granted only on account of sickness or disability on the part of the employee concerned or any member of his immediate family.

Special leave privileges refer to leave of absence which officials and employees may avail of for a maximum of three days annually over and above the vacation, sick, maternity, and paternity leaves to mark personal milestones and/or attend to filial and domestic responsibilities.

All other special leave benefits allowed by their respective special laws.

Office or Division:	Administrative and Finance Division (AFD)	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government	
Who may avail:	Regional Office Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Sick Leave and Vacation Leave		
1. Accomplished Leave Form (Civil Service Form No. 6 Revised 2020) – (2 original copies: personal copy and HR copy)		Employee–applicant
For Sick Leave filed in advance or if exceeding five days		
1. Accomplished Leave Form (Civil Service Form No. 6 Revised 2020) – (2 original copies: personal copy and HR copy)		Employee–applicant
2. Medical Certificate / Affidavit (if medical consultation was not availed) - (1 original and 1 photocopy)		Attending Physician/ Clinic / Employee–applicant
For Maternity Leave – 105 days (allowable period of leave)		
1. Accomplished Leave Form (Civil Service Form No. 6 Revised 2020) – (2 original copies: personal copy and HR copy)		Employee–applicant
2. Accomplished CS Form No. 6A (Notice of Allocation of Maternity Leave), if applicable (2 original copies)		Employee–applicant
3. Proof of pregnancy e.g., ultrasound, doctor's certificate on expected date of delivery (1 original and 1 photocopy)		Hospital / Clinic / Lying-in / Attending Physician
For Paternity Leave – seven days (allowable period of leave)		
1. Accomplished Leave Form (Civil Service Form No. 6 Revised 2020) – (2 original copies: personal copy and HR copy)		Employee–applicant



2. Proof of child's delivery e.g., birth certificate, medical certificate (1 photocopy)	Hospital / Clinic / Lying-in / Civil Registry / Philippine Statistics Authority (PSA)
3. Marriage Certificate / Contract (1 photocopy)	PSA
For Solo Parent Leave – seven days (allowable period of leave)	
1. Accomplished Leave Form (Civil Service Form No. 6 Revised 2020) – (2 original copies: personal copy and HR copy)	Employee–applicant
2. Updated Solo Parent ID (1 photocopy)	Local Government Unit – Social Welfare and Development Office (SWDO)
For Study Leave – up to six months (allowable period of leave)	
1. Accomplished Leave Form (Civil Service Form No. 6 Revised 2020) – (2 original copies: personal copy and HR copy)	Employee–applicant
2. Approved Request for Study Leave (1 original copy)	Employee–applicant / AFD/ Head of Agency
3. Proof of acceptance/enrollment in an academic institution / review center (1 photocopy)	Academic institution / Review Center
4. Service Obligation Contract (1 photocopy)	AFD
For Violence Against Women and Children (VAWC) Leave – 10 days (allowable period of leave)	
1. Accomplished Leave Form (Civil Service Form No. 6 Revised 2020) – (2 original copies: personal copy and HR copy)	Employee–applicant
2. Any of the following supporting documents (1 certified true copy): <ul style="list-style-type: none"> Barangay Protection Order (BPO) Temporary / Permanent Protection Order Certification issued by the Punong Barangay/Kagawad or Prosecutor or Clerk of Court for the application for BPO Medico legal report 	Barangay Office Court Barangay Office or Prosecutor or Clerk of Court Government Physician
For Rehabilitation Leave for injuries acquired in the performance of duties – up to six months (allowable period of leave)	
1. Accomplished Leave Form (Civil Service Form No. 6 Revised 2020) – (2 original copies: personal copy and HR copy)	Employee–applicant
2. Approved Letter Request (1 original copy)	Employee–applicant / Office of the President
3. Police Report, if applicable (1 photocopy)	Police Station (PNP)
4. Medical Certificate on the nature of the injuries, the course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation as the case may be. (1 original copy)	Attending Physician
5. Written concurrence of a government physician should be obtained relative to the recommendation for rehabilitation if the	Government Physician



attending physician is a private practitioner, particularly on the duration of the period of rehabilitation. (1 original copy)				
For Special Leave benefits for Women – up to two months (allowable period of leave)				
1. Accomplished Leave Form (Civil Service Form No. 6 Revised 2020) – (2 original copies: personal copy and HR copy)		Employee–applicant		
2. Medical Certificate filled out by the proper medical authorities, e.g. the attending surgeon accompanied by a clinical summary reflecting the gynecological disorder which shall be addressed or was addressed by the said surgery; the histopathological report; the operative technique used for the surgery; the duration of the surgery including the perioperative period (period of confinement around surgery); as well as the employees estimated period of recuperation for the same. (1 original copy)		Attending Physician / Hospital		
For Special Emergency (Calamity) Leave – up to five days (allowable period of leave)				
1. Accomplished Leave Form (Civil Service Form No. 6 Revised 2020) – (2 original copies: personal copy and HR copy)		Employee–applicant		
2. Declaration of State of Calamity (1 photocopy)		Local Government Unit / Municipal Mayor/ Provincial Governor/		
3. Certification of Affected Area (1 original copy)				
For Adoption Leave – up to seven days (allowable period of leave)				
1. Accomplished Leave Form (Civil Service Form No. 6 Revised 2020) – (2 original copies: personal copy and HR copy)		Employee–applicant		
2. Pre–Adoptive Placement Authority (1 certified photocopy)		Department of Social Welfare and Development (DSWD)		
For Leave of Absence for 30 calendar days or more				
1. Accomplished Leave Form (Civil Service Form No. 6 Revised 2020) – (2 original copies: personal copy and HR copy)		Employee–applicant		
2. Accomplished Clearance Form (Civil Service Form No. 7) - (2 original copies)		Employee–applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the accomplished application for leave form including the documentary requirements to the AFD.	1.1 Receives the accomplished application for leave form.	None	5 Minutes	Administrative Services Officer (ASO) III AFD
	1.2 Reviews completeness of documentary requirements.	None	15 Minutes	ASO III AFD
	1.3 Certifies availability of leave credits.	None	30 Minutes	Division Chief III AFD
	1.4 Endorses leave form to the immediate supervisor for	None	30 Minutes	ASO III AFD



	recommendation and/or approval/ disapproval.			
	1.5 Reviews and recommends approval/ disapproval of the application for leave. <ul style="list-style-type: none"> • If for approval, marks the appropriate box and forwards to the RM. • If for disapproval, marks the appropriate box and states reason for disapproval and forwards to the RM. 	None	30 Minutes	<i>Supervisor Originating Division</i>
	1.6 Approves/dis-approves the application for leave. <ul style="list-style-type: none"> • If approved, indicates number of days approved. • If disapproved, states reason for disapproval. 	None	30 Minutes	<i>Regional Manager II ORM</i>
2. Receives the approved/disapproved leave application form and returns one (1) copy to the AFD.	2.1 Records and files the approved application for leave.	None	30 Minutes	<i>ASO III AFD</i>
TOTAL		None	2 Hours and 50 Minutes	

Note: The Schedule for filing leave per type of application shall be:

- Vacation Leave; Mandatory / Forced Leave; Special Privilege Leave; Solo Parent Leave; Adoption Leave – five days before the scheduled leave;
- Sick Leave – immediately upon employee's return from such leave;
- Maternity Leave – 30 days before Expected Date of Delivery;
- Paternity Leave – immediately upon employee's return from such leave;
- Study Leave – 30 days before the scheduled leave;
- VAWC leave – immediately upon return of employee or in-advance;
- Rehabilitation Leave – one week from the time of the accident except when a longer period is warranted;
- Special Leave benefits for Women – at least five (5) days. In case of emergency, upon return of employee but during confinement, the agency shall be notified of said surgery; and
- Special Emergency (Calamity) Leave – within 30 days from the actual occurrence of the natural calamity/ disaster.



2. Processing of Monetization of Leave Credits

Officials and employees who have accumulated 15 days of vacation leave credits shall be allowed to monetize a minimum of 10 days: Provided, that at least five days is retained after monetization and provided further that a maximum of 30 days may be monetized in a given year.

Monetization of 50% of all the accumulated leave credits may be allowed for valid and justifiable reasons, subject to the discretion of the agency head and availability of funds.

Office or Division:	Administrative and Finance Division (AFD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Regional Office Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For monetization not exceeding 50% of accumulated leave credits				
1. Accomplished Leave Form (Civil Service Form No. 6 Revised 2020) – (2 original copies)			Employee–applicant	
For Monetization in excess of 50% of accumulated leave credits				
1. Accomplished Leave Form (Civil Service Form No. 6 Revised 2020) – (2 original copies)			Employee–applicant	
2. Memorandum-Request to the Head of Agency stating the valid and justifiable reasons (1 original copy)			Employee–applicant	
3. Medical Certificate, if applicable (1 original copy)			Attending Physician	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the accomplished leave form including the required documents to the AFD.	1.1 Receives the accomplished application for leave form.	None	5 Minutes	ASO III AFD
	1.2 Reviews completeness of documentary requirements.	None	15 Minutes	ASO III AFD
	1.3 Certifies availability of leave credits.	None	30 Minutes	Division Chief III AFD
	1.4 Endorses leave form to the immediate supervisor for recommendation and/or approval/disapproval.	None	30 Minutes	ASO III AFD



	1.5 Reviews and recommends approval/dis-approval of the application for leave. <ul style="list-style-type: none"> If for approval, marks the appropriate box and forwards to the RM. If for dis-approval, marks the appropriate box and states reason for disapproval and forwards to the RM. 	None	30 Minutes	Supervisor Originating Division
	1.6 Approves/disapproves the application for leave. <ul style="list-style-type: none"> If approved, indicates number of days approved. If disapproved, states reason for disapproval 	None	30 Minutes	Regional Manager II ORM
	1.7 Records and files the approved application for leave.	None	30 Minutes	ASO III AFD
	1.8 Prepares schedule/computation of monetization	None	4 Hour	ASO III AFD
	1.9 Reviews schedule of monetization	None	4 Hour	Division Chief III AFD
	1.10 Approves schedule of monetization	None	4 Hour	Regional Manager II ORM
	1.11 Generates NVS through the PFMS and attaches required documents and submits to the Chief of AFD.	None	15 Minutes	Accounts Analyst II AFD
	1.12 Receives NVS and checks completeness, validity, and reliability of documents, reviews computations, and makes adjustments, if needed.	None	1 Hour	Division Chief III AFD



	1.13 Prepares journal entries through the PFMS as follows: • Debit - Leave Benefits Payable; and • Credit - Cash in Bank-GAF	None	15 Minutes	<i>Accounts Analyst II AFD</i>
	1.14 Approves DV through the PFMS • Box A	None	5 Minutes	<i>Division Chief III AFD</i>
	• Box B	None	5 Minutes	<i>Division Chief III AFD</i>
	• Box C	None	5 Minutes	<i>Division Chief III AFD</i>
	• Box D	None	5 Minutes	<i>Division Chief III Originating Division and Regional Manager II ORM</i>
	1.15 Prints approved DV and cheque for signature.	None	10 Minutes	<i>Teller I AFD</i>
2. Acknowledges receipt of cheque.	1.16 Secures signature of authorized signatories.	None	30 Minutes	<i>Teller I AFD</i>
	1.17 Releases cheque to the payee.	None	5 Minutes	<i>Teller I AFD</i>
	2.1. Files DV with complete attachments.	None	10 Minutes	<i>Teller I AFD</i>
TOTAL		None	2 Days 1 Hour and 35 Minutes	



3. Request for Certificate of Employment

A certificate of employment (COE) contains relevant information about the employee such as but not limited to job title, job description, salary and other compensation, and duration of employment with PCIC. This document may be requested for whatever legal purpose it may serve a current employee.

Office or Division:	Administrative and Finance Division (AFD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Regional Office Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Slip (1 original copy)			AFD	
For representatives of requesting employee			Employee-applicant	
4. Authorization Letter (1 original copy)				
5. Valid ID of the requesting employee (1 Photocopy)				
6. Valid ID of the representative (1 Photocopy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the accomplished request slip to the AFD.	1.1 Receives the accomplished Request Slip.	None	5 Minutes	ASO III AFD
	1.2 Prepares COE for the employee.	None	4 Hours	ASO III AFD
	1.3 Review of the COE.	None	3 Hours	Division Chief III AFD
	1.4 Finalizes the COE.	None	20 Minutes	ASO III AFD
	1.5 Affixes initial to the COE.	None	10 Minutes	Division Chief III AFD
	1.6 Signs the COE.	None	10 Minutes	Regional Manager II ORM
	1.7 Releases the COE to the requesting employee.	None	5 Minutes	ASO III AFD
2. Acknowledges receipt of Certificate of Employment.	2.1. Files a copy of the COE.	None	10 Minutes	ASO III AFD
TOTAL		None	1 Day	



4. Request for Service Record

A service record is a record or document of a current employee's employment history that includes employment date, position title/s held, date/s of promotion and salary adjustments.

Office or Division:	Administrative and Finance Division (AFD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Regional Office Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Slip (1 original copy)			AFD	
For representatives of requesting employee 1. Authorization Letter (1 original copy) 2. Valid ID of the requesting employee (1 Photocopy) 3. Valid ID of the representative (1 Photocopy)			Employee-applicant	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits accomplished Request Slip to the AFD.	1.1 Receives the accomplished Request Slip.	None	5 Minutes	ASO III AFD
	1.2 Prepares the Service Record for the employee.	None	4 Hours	ASO III AFD
	1.3 Reviews of the Service Record.	None	3 Hours	Division Chief III AFD
	1.4 Finalizes the Service Record.	None	20 Minutes	ASO III AFD
	1.5 Affixes initial to the Service Record.	None	10 Minutes	Division Chief III AFD
	1.6 Signs the Service Record.	None	10 Minutes	Regional Manager II ORM
	1.7 Releases the Service Record to the requesting employee.	None	5 Minutes	ASO III AFD
2. Acknowledges receipt of Service Record.	2.1. Files a copy of the Service Record.	None	10 Minutes	ASO III AFD
TOTAL		None	1 Day	



5. Request for the use of Government Vehicle

The use of government motor vehicles shall be authorized only through the issuance of a trip ticket, duly signed by the Chief of the Administrative and Finance Division and the Regional Manager II.

This describes the procedures employed by the Administrative and Finance Division in response to request for transport service on scheduled date and time using PCIC utility motor vehicle by PCIC officials/employees relative to their official functions.

Office or Division:	Administrative and Finance Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Regional Office Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Trip Ticket (1 original and 2 photocopies) 2. Approved Travel Order and Itinerary of Travel or Official Business (OB) Form (2 original copies)			Administrative and Finance Division (AFD)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Travel Order/OB form to the AFD.	1.1. Receives approved TO or accomplished OB Form.	None	5 Minutes	ASO III AFD
	1.2. Checks availability of vehicle and driver: <ul style="list-style-type: none"> If none, inform the requesting employee immediately. If available, assigns vehicle and driver. 	None	30 Minutes	ASO III AFD
	1.3. Prepares Trip Ticket.	None	30 Minutes	<i>Driver Mechanic B</i> AFD



	1.4. Approves/disapproves Trip Ticket and forwards to motorpool supervisor.	None	30 Minutes	<i>Division Chief III</i> AFD
	1.5. Informs the requesting employee of the approval/disapproval.	None	15 Minutes	<i>ASO III</i> AFD
2. Received information on assigned vehicle and driver, and details of the travel.				
TOTAL		None	1 Hour and 50 Minutes	



6. Request for Common Use Supplies and Equipment

Provision of necessary logistical requirements needed by the employees that would enable them to deliver their services and implement their programs in a timely, effective, efficient, and adequate manner.

Office or Division:	Administrative and Finance Division (AFD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Regional Office Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Approved Requisition and Issue Slip (RIS) - (3 original copies)			AFD	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepares RIS and submits to the AFD.	1.1 Receives RIS.	None	5 Minutes	ASO /// AFD
	1.2 Reviews and verifies completeness of information.	None	30 Minutes	ASO /// AFD
	1.3 Prepares the item/s to be issued and indicates the quantity, if item/s is/are not available inform requesting personnel to fill out purchase request (PR) form (refer to RO Internal Service Number 9).	None	1 Hour	ASO /// AFD



	1.4 Prepares Inventory Custodian Slip (ICS) and Property Sticker for requested semi-expendable items considered as inventories	None	1 Day	ASO /// AFD
	1.5 Delivers/Issues the requested supplies or semi-expendable items.	None	10 Minutes	ASO /// AFD
2. Receives supplies requested and signs in the received by portion of the RIS and/or ICS.	2.1 Files copy of RIS/ICS	None	10 Minutes	ASO /// AFD
TOTAL		None	1 Day 1 Hour and 55 Minutes	



7. Request for Non-Common Use Supplies, Equipment and Common Use Supplies Not Available in Stock

Provision of necessary logistical requirements needed by the employees that would enable them to deliver their services and implement their programs in a timely, effective, efficient, and adequate manner.

Office or Division:	Administrative and Finance Division (AFD)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Regional Office Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Approved Purchase Request (2 original copies)			AFD	
2. Annual Procurement Plan (APP) – (1 photocopy)				
3. Technical Specifications or Terms of Reference (TOR) – (2 original copies)			Requesting Division or Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits approved Purchase Request (PR) and Technical Specification s/TOR to the AFD	1.1 Receives PR and assigns control number.	None	5 Minutes	ASO III AFD
	1.2 Records and files copy of the PR for Procurement Monitoring.	None	5 Minutes	ASO III AFD
	1.3 Reviews and counter check the items and budget to the approved APP.	None	30 Minutes	Division Chief III AFD
	1.4 Conducts procurement process in accordance with the Implementing Rules and Regulations of R.A. 9184 and mode of procurement indicated in the Approved Annual Procurement Plan (APP)			
	Bidding	None	136 Days	RO BAC/RO BAC Secretariat
	Negotiated Small Value Procurement	None	21 Days	RO BAC/RO BAC Secretariat or ASO III AFD



	Negotiated Agency to Agency Procurement	None	21 Days	RO BAC/RO BAC Secretariat or ASO III AFD
	Shopping	None	14 Days	ASO III AFD
	1.5 Receives delivered goods vis-à-vis Purchase Order or Contract	None	3 Hours	Designated Property Custodian AFD
	1.6 Inspects delivered goods or services vis-à-vis Purchase Order or Contract	None	1 Hour	Designated Property Custodian AFD
	1.7 Accepts delivered goods or services vis-à-vis Purchase Order or Contract	None	30 Minutes	Designated Property Custodian AFD
	1.8 Prepares Inspection and Acceptance Report and other documents needed for the payment of goods.	None	10 Minutes	Designated Property Custodian AFD
	1.9 Prepares Disbursement Voucher for the payment	None	5 Minutes	Accounts Analyst II AFD
	1.10 Prepares documents (i.e. property sticker, ICS, MR, RIS) for issuance to end-user/s / requisitioner.	None	15 Minutes	Designated Property Custodian AFD
	1.11 Delivers/ Issues the requested goods and signs on the issued by portion of the document	None	15 Minutes	Designated Property Custodian AFD



2. Receives goods requested and signs in the received by portion of the appropriate document	2.1. Files copy of documents.	None	10 Minutes	Supply Officer II or Property Officer III PMGSD
TOTAL FOR SHOPPING		None	14 Days, 6 Hours and 5 Minutes	
TOTAL FOR NEGOTIATED SMALL VALUE AND NEGOTIATED AGENCY TO AGENCY PROCUREMENT		None	21 Days, 6 Hours and 5 Minutes*	
TOTAL FOR BIDDING		None	136 Days, 6 Hours and 5 Minutes*	

*Service is covered under R.A. No. 9184 Government Procurement Reform Act and its Revised IRR.



8. Request for Cash Advance for Official Travel

Special cash advances granted to permanent officials and employees for travel expenditures including transportation fare, hotel room/lodging expenses, travel allowances, and other incidental expenses incurred in connection with the official travel.

Office or Division:	Administrative and Finance Division (AFD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Regional Office Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Travel Order (1 original and 1 photocopy)			AFD	
2. Itinerary of Travel (1 original and 1 photocopy)			AFD	
3. General Administrative Fund Voucher (1 original copy)			PCIC Financial Management System (PFMS)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures approved Travel Order and Itinerary of Travel.	1.1 Recommends for approval of Travel Order and Itinerary of Travel.	None	15 Minutes	<i>Division Chief III</i> Originating Division
	1.2 Approves/Disapproves Travel Order and Itinerary of Travel <ul style="list-style-type: none"> If approved forwards to AFD for processing of DV. If disapproved, notifies requesting division/ employee. 	None	10 Minutes	<i>Regional Manager II</i> ORM
	1.3 Generates NVS through the PFMS and attaches required documents and submits to the Chief of AFD.	None	15 Minutes	<i>Accounts Analyst II</i> AFD
	1.4 Receives NVS and checks completeness, validity, and reliability of documents, reviews computations, and makes adjustments, if needed.	None	1 Hour	<i>Division Chief III</i> AFD



	1.5 Prepares journal entries through the PFMS as follows: <ul style="list-style-type: none"> • Debit – Advances to Officers and Employees; and • Credit - Cash in Bank-GAF 	None	15 Minutes	<i>Accounts Analyst II AFD</i>
	1.6 Approves DV through the PFMS <ul style="list-style-type: none"> • Box A 	None	5 Minutes	<i>Division Chief III Originating Division</i>
	<ul style="list-style-type: none"> • Box B 	None	5 Minutes	<i>Division Chief III AFD</i>
	<ul style="list-style-type: none"> • Box C 	None	5 Minutes	<i>Division Chief III AFD</i>
	<ul style="list-style-type: none"> • Box D 	None	5 Minutes	<i>Division Chief III Originating Division and Regional Manager II ORM</i>
	1.7 Prints approved DV and cheque for signature.	None	10 Minutes	<i>Teller I AFD</i>
2. Acknowledges receipt of cheque	1.8 Secures signature of authorized signatories.	None	30 Minutes	<i>Teller I AFD</i>
	1.9 Releases cheque to the payee.	None	5 Minutes	<i>Teller I AFD</i>
	2.1 Files DV with complete attachments.	None	10 Minutes	<i>Teller I AFD</i>
	TOTAL	None	3 Hours and 10 Minutes	



9. Request for Cash Advance for Operating Expenditures

Cash Advances granted to duly designated disbursing officers and employees for current operating expenditures or of the activity of the office undertaken when it is impractical to pay the same by check.

Office or Division:	Administrative and Finance Division (AFD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Regional Officials and Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Cash Advance Form (1 original and 1 photocopy)			Requesting Division	
2. General Administrative Fund (GAF) Voucher (1 original copy)			Requesting Division via PCIC Financial Management System (PFMS)	
3. Certification of no unliquidated cash advance (1 original copy)			AFD	
4. Approved Purchase Request (1 original copy)			AFD	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures Certification of no unliquidated cash advance and Accomplishes Cash Advance form and submits to the AFD.	1.1 Receives and reviews accomplished cash advance form and recommends approval/disapproval to the Regional Manager II.	None	5 Minutes	<i>Division Chief III</i> AFD
	1.2 Approves/disapproves of the request for cash advance <ul style="list-style-type: none"> • If approved, signs the cash advance form. • If disapproved returns to originating division 	None	5 Minutes	<i>Regional Manager II</i> ORM
	1.3 Receives approved Cash Advance form.	None	5 Minutes	<i>Accounts Analyst II</i> AFD
	1.4 Generates NVS through the PFMS and attaches required documents and submits to the Chief of AFD.	None	15 Minutes	<i>Accounts Analyst II</i> AFD



	1.5 Receives NVS and checks completeness, validity, and reliability of documents, reviews computations, and makes adjustments, if needed.	None	1 Hour	<i>Division Chief III AFD</i>
	1.6 Prepares journal entries through the PFMS as follows: <ul style="list-style-type: none">• Debit - Leave Benefits Payable; and• Credit - Cash in Bank- GAF	None	15 Minutes	<i>Accounts Analyst II AFD</i>
	1.7 Approves DV through the PFMS <ul style="list-style-type: none">• Box A	None	5 Minutes	<i>Division Chief III AFD</i>
	<ul style="list-style-type: none">• Box B	None	5 Minutes	<i>Division Chief III AFD</i>
	<ul style="list-style-type: none">• Box C	None	5 Minutes	<i>Division Chief III AFD</i>
	<ul style="list-style-type: none">• Box D	None	5 Minutes	<i>Division Chief III Originating Division and Regional Manager II ORM</i>
	1.8 Prints approved DV and cheque for signature.	None	10 Minutes	<i>Teller I AFD</i>
	1.9 Secures signature of authorized signatories.	None	30 Minutes	<i>Teller I AFD</i>
	1.10 Releases cheque to the payee.	None	5 Minutes	<i>Teller I AFD</i>
2. Acknowledges receipt of cheque.	2.1. Files DV with complete attachments.	None	10 Minutes	<i>Teller I AFD</i>
TOTAL		None	3 Hours	



10. Request for Cash Advance through Petty Cash

Petty cash is a revolving fund granted to disbursing officers primarily to service petty and emergency cash needs of various regional office units which cannot be paid conveniently by check or are required to be paid immediately.

Office or Division:	Administrative and Finance Division (AFD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Regional Office Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Petty Cash Advance Form (1 original copy)		Requesting Department through PFMS		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplishes Petty Cash Advance Request through PFMS.	1.1 Approves Petty Cash Advance Request	None	15 Minutes	<i>Division Chief III</i> Originating Division
2. Prints Approved Petty Cash Advance Request and submits to the AFD.	2.1 Releases the requested amount to the employee.	None	15 Minutes	<i>Teller I</i> AFD
3. Acknowledges receipt of cash	3.1 Files petty cash advance form	None	10 Minutes	<i>Teller I</i> AFD
TOTAL		None	40 Minutes	



11. Liquidation of Cash Advance for Official Travel

A cash advance should be settled and liquidated by submitting the details of the expenses incurred supported by proper receipts and other evidence/s of payment.

Office or Division:	Administrative and Finance Division (AFD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Regional Office Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Travel Order (1 original and 1 photocopy)			AFD	
2. Itinerary of Travel (1 original and 1 photocopy)			AFD	
3. Statement of Liquidation (1 original copy)			Requesting Division	
4. Certificate of Travel Completed (1 original copy)			Requesting Division	
5. Certificate of Appearance (1 original and 1 photocopy)			Appropriate Government Office	
6. Evidence of payment such as Official Receipt, Ticket, etc. (1 original and 1 photocopy)			Appropriate Government Office or Private Company	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the approved Statement of Liquidation with required documents to their Division Chief III.	1.1 Receives and checks the completeness of required documents and accuracy of the Statement of Liquidation.	None	5 Minutes	<i>Designated Job-Order Personnel</i> Originating Division
	1.2 Signs the Statement of Liquidation, Certification, Revised Itinerary of Travel and the Certificate of Travel Completed and submit to the AFD.	None	2 Minutes	<i>Division Chief III</i> Originating Division
	1.3 Receives and checks the completeness of required documents and accuracy of the Statement of Liquidation and determines if for refund or reimbursement.	None	10 Minutes	<i>Accounts Analyst II</i> AFD



	1.4 Processes the documents. If there is a refund or reimbursement, advises the employee and returns the documents.	None	5 Minutes	<i>Accounts Analyst II</i> AFD
2. <u>For Refund</u> , Pays the amount at the Teller I, AFD.	2.1 Receives the Liquidation Statement with the required documents.	None	5 Minutes	<i>Teller I</i> AFD
	2.2 Issues the Official Receipt for the refund and return the liquidation with the required documents to the Accounts Analyst II.	None	10 Minutes	<i>Teller I</i> AFD
	2.3 Prepares the accounting entry for the liquidation and keep them for submission to COA.	None	10 Minutes	<i>Accounts Analyst II</i> AFD
3. <u>For Reimbursement</u> : Submit the approved Statement of Liquidation with the required documents.	3.1 Receives the approved Cash Advance Liquidation Report with the required documents.	None	5 Minutes	<i>Accounts Analyst II</i> AFD
	3.2 Generates NVS through the PFMS and attaches required documents and submits to the Chief of AFD.	None	15 Minutes	<i>Accounts Analyst II</i> AFD
	3.3 Receives NVS and checks completeness, validity, and reliability of documents, reviews computations, and makes adjustments, if needed.	None	1 Hour	<i>Division Chief III</i> AFD



	3.4 Prepares journal entries through the PFMS as follows: • Debit – Travelling Expenses; • Credit – Cash Advances to Officers and Employees; and • Credit – Cash in Bank – GAF.	None	15 Minutes	<i>Accounts Analyst II</i> AFD
	3.5 Approves DV through the PFMS • Box A	None	5 Minutes	<i>Division Chief III</i> Originating Division
	• Box B	None	5 Minutes	<i>Division Chief III</i> AFD
	• Box C	None	5 Minutes	<i>Division Chief III</i> AFD
	• Box D	None	5 Minutes	<i>Division Chief III</i> Originating Division & <i>Regional Manager II</i> ORM
	3.6 Prints approved DV and cheque for signature.	None	10 Minutes	<i>Teller I</i> AFD
4. Acknowledges receipt of cheque.	3.7 Secures signature of authorized signatories.	None	30 Minutes	<i>Teller I</i> AFD
	3.8 Releases cheque to payee.	None	5 Minutes	<i>Teller I</i> AFD
	4.1 Files DV with complete attachments.	None	10 Minutes	<i>Teller I</i> AFD
TOTAL		None	3 Hours and 37 Minutes	



12. Liquidation of Cash Advance for Operating Expenditures

A cash advance should be settled and liquidated by presenting the details of the items paid in accordance with the purpose for which the cash advance was granted and supported by proper receipts and other evidence of payment.

Office or Division:	Administrative and Finance Division (AFD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Regional Office Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Liquidation Report (1 original and 1 photocopy)		Requesting Division		
2. Appropriate documents depending on the nature of expenses incurred (1 original and 1 photocopy)		Requesting Division		
3. Evidence of payment such as sales invoice, official receipt (1 original and 1 photocopy)		Appropriate Government Office or Private Company		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the approved Liquidation Report with the required documents to the AFD.	1.1 Receives the approved Liquidation Report with the required documents.	None	5 Minutes	<i>Accounts Analyst II</i> AFD
	1.2 Checks completeness and accuracy of documents.	None	30 Minutes	<i>Accounts Analyst II</i> AFD
	1.3 Processes the documents. If there is a refund or reimbursement advises the employee and return the documents to the employee.	None	5 Minutes	<i>Accounts Analyst II</i> AFD
2. <u>For Refund:</u> Submits the Liquidation Report with the required documents and returns unused amount to the Teller I, AFD.	2.1 Receives the Liquidation Report with the required documents and accept the payment for the refund.	None	3 Minutes	<i>Teller I</i> AFD
	2.2 Issues the Official Receipt and returns the Cash Advance	None	10 Minutes	<i>Teller I</i> AFD



	Liquidation Report with the required documents to the Accounts Analyst II.			
	2.3 Prepares the accounting entry for the liquidation and keep them for submission to COA.	None	10 Minutes	Accounts Analyst II AFD
3. <u>For Reimbursement:</u> Submit the approved Liquidation Report with the required documents to the AFD.	3.1 Receives the approved Liquidation Report with the required documents.	None	5 Minutes	Accounts Analyst II AFD
	3.2 Generates NVS through the PFMS and attaches required documents and submits to the Chief of AFD.	None	15 Minutes	Accounts Analyst II AFD
	3.3 Receives NVS and checks completeness, validity, and reliability of documents, reviews computations, and makes adjustments, if needed.	None	1 Hour	Division Chief III AFD
	3.4 Prepares journal entries through the PFMS as follows: <ul style="list-style-type: none"> • Debit – Appropriate Expense Accounts; • Credit – Cash Advances to Officers and Employees; and • Credit – Cash in Bank – GAF. 	None	15 Minutes	Accounts Analyst II AFD



	3.5 Approves DV through the PFMS			
	• Box A	None	5 Minutes	<i>Division Chief III Originating Division</i>
	• Box B	None	5 Minutes	<i>Division Chief III AFD</i>
	• Box C	None	5 Minutes	<i>Division Chief III AFD</i>
	• Box D	None	5 Minutes	<i>Division Chief III Originating Division & Regional Manager II ORM</i>
	3.6 Prints approved DV and cheque for signature.	None	10 Minutes	<i>Teller I AFD</i>
	3.7 Secures signature of authorized signatories.	None	30 Minutes	<i>Teller I AFD</i>
	3.8 Releases cheque to payee.	None	5 Minutes	<i>Teller I AFD</i>
4. Acknowledges receipt of cheque.	4.1 Files DV with complete attachments.	None	10 Minutes	<i>Teller I AFD</i>
TOTAL		None	3 Hours and 53 Minutes	



13. Liquidation of Cash Advance through Petty Cash

A cash advance should be settled and liquidated by presenting the details of the items paid in accordance with the purpose for which the cash advance was granted and supported by proper receipts and other evidence of payment.

Office or Division:	Administrative and Finance Division (AFD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Regional Office Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Appropriate Documents depending on the nature of expenses incurred (Canvass Sheet, Approved Purchase Request) – (1 original and 1 photocopy)		AFD		
2. Evidence of payment such as Sales Invoice, Official Receipt (1 original and 1 photocopy)		Appropriate Government Office or Private Company		
3. Petty Cash Advance Liquidation Form (1 original copy)		Requesting Division via PFMS		
For liquidation of petty cash advance of supplies				
1. Inspection and Acceptance Report (2 original copies)		AFD		
2. Evidence of payment such as Sales Invoice, Official Receipt (1 original and 1 photocopy)		Appropriate Government Office or Private Company		
3. Petty Cash Advance Liquidation Form (1 original and 1 photocopy)		Requesting Division via PFMS		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Liquidates Petty Cash Advance through the PFMS and submits required documents to the Teller I who is the Petty Cash Custodian	1.1 Receives and check completeness of documents.	None	5 Minutes	Teller I /Petty Cash Custodian AFD
	1.2 Processes settlement through the PFMS.	None	10 Minutes	Teller I /Petty Cash Custodian AFD
2. <u>For Refund</u> , pays the amount at the Teller I, Administrative and Finance Division.	2.1. Receives the Liquidation Statement with the required documents and issues the Official Receipt for the refund.	None	5 Minutes	Teller I AFD
TOTAL		None	20 Minutes	



VI. Directory of PCIC Offices

PCIC HEAD OFFICE

LOCATION	CONTACT DETAILS
7th Floor, Building A, NIA Complex, EDSA, Quezon City	<p>Tel. # (02) 8441-0667 op@pcic.gov.ph</p> <p>Tel. # (02) 8559-7457 rmg@pcic.gov.ph</p> <p>Telefax # (02) 8361-8983 admin@pcic.gov.ph</p>

PCIC REGIONAL OFFICES

REGION	LOCATION	CONTACT DETAILS
Regional Office I	2nd and 3rd Floor, S and P North Bldg., Nancayasan, McArthur Highway, Urdaneta City, Pangasinan	<p>(075) 637-8036 (075) 568-2524 (075) 637-8106 ro1@pcic.gov.ph</p>
Regional Office II	Dalan na Matunung corner Dalan na Paccorofun, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan	<p>(078) 844-1225 ro2@pcic.gov.ph</p>
Regional Office III	PEDMAR Bldg., Dolores, City of San Fernando, Pampanga	<p>(045) 435-6751 ro3@pcic.gov.ph</p>
Regional Office III-A	2nd Floor, Coopbank Building, Maharlika Highway, Imelda District, 3100, Cabanatuan City, Nueva Ecija	<p>(044) 600-2080 ro3a@pcic.gov.ph</p>
Regional Office IV	2nd Floor, Rizal Commercial Center, JP Rizal St. cor MH Del Pilar St., Calamba City, Laguna	<p>(049) 530-0935 ro4@pcic.gov.ph</p>
Regional Office V	BB Andes Bldg., Zone 8, SOLS Subdivision, Bitano, Legazpi City	<p>(052) 742-6613 ro5@pcic.gov.ph</p>
Regional Office VI	Iznart Street, Iloilo City Proper, Iloilo City	<p>(033) 323-3402 ro6@pcic.gov.ph</p>



REGION	LOCATION	CONTACT DETAILS
Regional Office VII	3rd Floor, DBP Building, Osmena Boulevard, Cebu City	(032) 253-8686 ro7@pcic.gov.ph
Regional Office VIII	3rd Floor, F. Mendoza Realty Complex, 141 Sto. Nino St., Tacloban City	(053) 523-4104 ro8@pcic.gov.ph
Regional Office IX	2nd Floor, Bulaylay Building, National Highway, Tiguma, Pagadian City	(062) 945-1588 ro9@pcic.gov.ph
Regional Office X	3rd Floor & 4th Floor, One Montecarlo Bldg., Annex, Corrales-Hayes St., Cagayan De Oro City	(088) 857-2983 ro10@pcic.gov.ph
Regional Office XI	JYSL Bldg., Purok 16, Sitio Durian, Libby Road, Bago Gallera, Puan, Davao City	(082) 224-5423 ro11@pcic.gov.ph
Regional Office XII	Dumagan Bldg., Morales Avenue, Purok Katipunan, General Paulino Santos, Koronadal City	(083) 305-2739 ro12@pcic.gov.ph

DIRECTORY OF PCIC EXTENSION OFFICES

PCIC Extension Office (Province)	Address	Contact Information
PCIC Regional Office No. 1		
Benguet	BenCom Bldg. Sitio Bekes, Brgy. Buyacaoan, Buguias, Benguet	0946-727-7995 pcicbuguias@gmail.com
Pangasinan	2nd Flr. EJR Bldg. Sadsaran St., Poblacion Alaminos City, Pangasinan	0933-868-3757 pcicalaminos@gmail.com
La Union	GAD Bldg. Ili Sur, San Juan, La Union	0977-738-5829 pciclaunion@gmail.com
Ilocos Sur	#5 Florentino Street. Brgy. 4, Vigan City, Ilocos Sur	0951-875-1714 peo_bantay@yahoo.com
Ilocos Norte	115 General Luna Corner Guerrero St. Brgy. 19 Marcela, Laoag City, Ilocos Norte	0920-356-9749 peo_laoag@yahoo.com



PCIC Extension Office (Province)	Address	Contact Information
PCIC Regional Office No. 2		
Cagayan	2nd Floor, Uyami Building, Junction Luna, Libertad, Abulug, Cagayan	0953-270-3586 pcic_peoabulug@yahoo.com
Isabela	2nd Floor, Heritage Building, Room 210, Malvar Road, Santiago City	0955-685-2389 pcic_peosantiago@yahoo.com.ph
PCIC Regional Office No. 3		
Zambales	Magsaysay St. Corner Luna St., Zone 4, Poblacion, Iba, Zambales	0950-415-1559 peopciczambales@gmail.com
PCIC Regional Office No. 3A		
Nueva Ecija	LPLO Bldg, Angara St., Brgy. Buhangin, Baler, Aurora	0951-611-6359 pcicaurora@yahoo.com
PCIC Regional Office No. 4		
Quezon	Puache Commercial Building Maharlika Highway Brgy. Kanlurang Mayao, Lucena City Quezon	(049) 797-9138 / 0930-774-2519 pcicpeolucena@gmail.com
Occidental Mindoro	Urieta St. Brgy., Buenavista, Sablayan, Occidental Mindoro	0917-814-6314 pcicpeosablayan@gmail.com
Occidental Mindoro	2nd flr VS Building Brgy Labangan, San Jose, Occidental Mindoro	(043) 491-1548 / 0917-866-1471 peosanjose1115@gmail.com
Oriental Mindoro	Madrid Blvd. Zone 11, Pinamalayan, Oriental Mindoro	(043) 738-2058 / 0917-815-8760 peo_oriental@yahoo.com
Marinduque	Brgy. Isoc 1, Boac, Marinduque	(042)332-0665 / 0949-871-3820 pcicpeom@gmail.com
Romblon	Gen. Luna St. Dapawan, Odiongan, Romblon	(042)752-5649 / 0908-679-8132 pcicpeoromblon@gmail.com
Palawan	MDP Plaza, Sta. Monica, Puerto Princesa City, Palawan	(048) 717-4059 / 0917-814-6340 peopuertoprincesa15@gmail.com
Palawan	Proper Pangobilian, Brooke's Point, Palawan	(048) 726-2988 / 0916-895-2432 pcicpeobrookespoint@yahoo.com
PCIC Regional Office No. 5		
Camarines Sur	Emerald St. Lomeda Subd. San Felipe, Naga City	0970-156-3020 philcrop05nagapeo@gmail.com
Masbate	2nd Floor, Ricarte Bldg. Ricarte Road, Brgy. Espinosa, Masbate City	0970-469-0689 pcicpeomasbate@gmail.com
PCIC Regional Office No. 6		



PCIC Extension Office (Province)	Address	Contact Information
Aklan	D. Maagma Street, Brgy. Poblacion, Kalibo, Aklan, 5600	(036) 500-6525 / 0938-621-6182 pcicaklan@gmail.com
Antique	Saint Nicolas Building, T.A. Fornier Street, Brgy. 2, San Jose De Buenavista, Antique 5700	(036) 641-6399 / 0938-621-6183 pcicpeoantique@gmail.com
Capiz	2nd Floor, E-Care Multipurpose Cooperative, Water Village, Brgy. Lawa-an, Roxas City, Capiz 5800	(036) 620-0167 / 0938-621-6194 pcicpeocapiz@gmail.com
Iloilo	#12 Washington Street, Brgy. Democracia, Jaro, Iloilo City 5000	(033) 323-3980 / 0938-621-6195 peoiloilomsd2023@gmail.com
Negros Occidental	ARDC Building, Brgy. 21, Galo St., Bacolod City, Negros Occidental 6100	(034) 445-6434 / 0938-621-6196 peonegocc@gmail.com
PCIC Regional Office No. 7		
Bohol	2 nd Floor, Roje's Commercial Building, Purok 7, Brgy. Bood, Ubay, Bohol	(038) 518-2987 peo.ubay07@gmail.com
Bohol	Bodare MPC Compound, Dao District, Tagbilaran City	0947-516-7523 peotag20@yahoo.com
Negros Oriental	Ground Floor Southern Homes Apartment, Diego De La Vina Road, Daro, Dumaguete City, Negros Oriental	(035) 421-2672 peonegor@yahoo.com
Siquijor	2nd Floor. Siquijor Business and Convention Center, Corner Mabini Sta. Fe St. Poblacion, Siquijor, Siquijor	0905-957-4643 pcicpeosiquijor@gmail.com
PCIC Regional Office No. 8		
Leyte	2nd Floor, City Center Park, Brgy. 60-A, Sagkahan, Tacloban City, Leyte 6500	0963-185-2632 peo.leyte@gmail.com
Leyte	2nd Floor, 4W Prime Bldg, Toog Highway, Brgy. Doña Feliza Mejia, Ormoc City, Leyte 6541	(053) 830-8512 / 0946-376-8890 peoormoc.msd@gmail.com
Southern Leyte	2nd Floor, Visto Building, Rizal Street, Zone 5, Sogod, Southern Leyte 6606	(053) 802-6092 / 0946-376-9070 pcicsogod@gmail.com



PCIC Extension Office (Province)	Address	Contact Information
Western Samar	2nd Floor, Cabangangan Bldg, San Roque Extension, Brgy. 10, Catbalogan City, 6700	(053) 837-1139 / 0975-371-1885 pciccatbalogan@gmail.com
Northern Samar	Bonifacio St., Corner of Saint Michael Academy, Former Gildon Bakeshop, Brgy. Casoy, Catarman, Northern Samar 6400	(053) 832-0165 / 0926-102-6415 peocatarman@gmail.com
Eastern Samar	2nd Floor, Jidgar Bldg., Brgy. Can-abong, Borongan City, Eastern Samar 6800	(055) 855-5727 / 0962-081-2049 peoborongan101@gmail.com
PCIC Regional Office No. 9		
Zamboanga del Norte	F. Lacaya St., Biasong, Dipolog City	(065) 917-9309 pcicdipolog@yahoo.com
Zamboanga Sibugay	1/F Mei Hua, Commercial Building, National Highway, Pangi, Ipil	(062) 957-5059 peoipil@yahoo.com
Zamboanga del Sur	2/F Mocreco Bldg., Yangco St., Makuguihon, Molave	(062) 945-1396 peomolave@gmail.com
Zamboanga del Norte	National Highway, Goleo, Sindangan	(065) 918-1991 peosindangan@gmail.com
Zamboanga City	2/F Samboangan Bayanihan Cooperative, Gen. Vicente Alvarez St., Zamboanga City	(062) 975-5544 peo.zamboanga1@gmail.com
PCIC Regional Office No. 10		
Agusan del Norte	Rudy Tiu Bldg. III, Montilla Bo.cor.Montilla St., San Ignacio, Butuan City	(085) 816-3673 / 0939-622-4821 pcic10eobutuan@gmail.com
Agusan del Sur	G/F NGPI Bldg., Brgy. 5, San Francisco	(085) 839-5639 / 0946-503-0477 pcicpeosf@gmail.com
Surigao del Norte	G/F Dumadag Bldg., KM3 Brgy. Luna, Surigao City	0950-709-3979 / 0905-894-3304 pcicpeosc@gmail.com
Surigao del Sur	2/F JTP Bldg. 2, Door 9, Capitol Road, P-Venus, Telaje, Tandag City	0930-470-0414 / 0939-622-4828 pcicpeotandag@gmail.com
Bukidnon	2/F Pinlac Bldg., Sayre Hi-way, Hagcol, Valencia City	0910-438-6324 / 0906-850-1171 pcicvalencia@gmail.com
PCIC Regional Office No. 11		
Davao del Norte	Capitol Compound, Tagum City, Davao del Norte	0909-163-9254 pcicpeo@gmail.com



PCIC Extension Office (Province)	Address	Contact Information
Davao Del Sur	Unit 5-6, NZT Bldg., Luna East, Digos City, Davao del Sur	0906-773-6496 / 0985-869-6052 pcicxipeodavaosur@gmail.com
Davao De Oro	Mawab Public Terminal, Mawab, Davao De Oro	0906-773-6463 / 0985-673-8649 pcicpeomawab@gmail.com
Davao Occidental	Public Market, Poblacion Malita, Davao Occidental	0906-773-9611 / 0985-869-6054 pcicropeomalita@gmail.com
Davao Oriental	DA Compound Matiao, Mati City, Davao De Oro	0985-872-1178 pcicpeomati@gmail.com
PCIC Regional Office No. 12		
Cotabato	Bartolaba Subdivision, Lanao, Kidapawan City	0935-164-4568 pcic12peokidapawan@gmail.com
Sultan Kudarat	Public Terminal, New Isabela, Tacurong City	0967-930-9284 pcic12peotacurong@gmail.com
Sultan Kudarat	Andrada Building, Poblacion 1, Lebak, Sultan Kudarat	0956-962-4514 peolebak31@gmail.com
Lanao del Norte	Office of the Municipal Agriculture Farmers Training Center Baroy, Lanao Del Norte	0919-203-3490 peolanao1981@gmail.com
North Cotabato	Veraj Building, Mabini St., Poblacion 2, Midsayap, Cotabato	0912-011-9783 pcicmidsayap@gmail.com