



**PHILIPPINE NATIONAL
CONSTRUCTION CORPORATION**

27 July 2020

Ref. No.: OP-MEU-040-2020L

MR. SAMUEL G. DAGPIN, JR.

Chairman

MR. MICHAEL P. CLORIBEL

Commissioner

MS. MARITES C. DORAL

Commissioner

GOVERNANCE COMMISSION FOR GOCCs

3rd Floor Citibank Center, 8741 Paseo De Roxas,
Makati City, Philippines

SUBJECT: PERFORMANCE EVALUATION SYSTEM (PES) FOR CY 2020

Gentlemen:

In compliance with your letter dated February 6, 2019 regarding the above-stated subject, we transmit herewith the Performance Evaluation System (PES) Monitoring Report for the first and second quarters of the Calendar Year 2020.

We trust that you will find the foregoing submission to be in order.

Thank you for your kind consideration.

Very truly yours,

MIGUEL E. UMALI

President and CEO

w/att.



PHILIPPINE NATIONAL CONSTRUCTION CORPORATION

	OBJECTIVE / MEASURES	FORMULA	WEIGHT	RATING SCALE	2020	
					Target	1 ST & 2 ND QUARTER ACCOMPLISHMENT
CUSTOMERS / STAKEHOLDERS	SO 1 Maximize Stakeholder Value					
	SM1 Construction and Development of Real Properties (FCA Properties)	Actual Accomplishment	1%	All or Nothing	Signed Lease Contract for FCA 2 Property	The 1.0 hectare (FCA1) which was intended for the proposed OFW Hospital was scrapped and is now merged/included in the remaining 8.9 hectares (FCA 3) subject for open bidding. Combined area is now 9.9 hectares. Terms of Reference (TOR) was already approved by the PNCC Board. Commencement for open bidding process however, was put on hold as the company upon the recommendation/advice of the Privatization Management Office (PMO) to inform, notify and seek clearance from the Office of the President (OP) of the planned open bidding for the lease and development of the 9.9 hectares FCA property. The OP was already informed of the proposed lease and development and PNCC is still waiting for its approval. Publication of Invitation to Bid shall be made only after receiving the clearance/approval from the OP.
			9%		Signed Lease Contract for FCA 3 Property	
	SM2 Percentage of Satisfied Customers		10%	Actual / Target 0% if below 80% a) Partner Agencies – 5% b) Concessionaires – 5%	90%	<ul style="list-style-type: none"> Prequalification of Consulting Firm to undertake the Satisfaction Survey has been conducted, however, bidding has been put on hold awaiting the GCG Questionnaire. (Annex A) PNCC received the GCG Questionnaire on June 3, 2020.
	SUBTOTAL		20%			
INTERNAL PROCESS	SO 2 Improve Internal Systems and Procedures					
	SM 3 ISO Certification	Actual Accomplishment	5%	All or Nothing	ISO 9001:2015 Certification	<ul style="list-style-type: none"> The ISO Core Team has reviewed the following documents and approved by the President and CEO for implementation on given dates: <ol style="list-style-type: none"> Citizen's Charter – 01/07/2020 (Annex B-1)

As of 30 June 2020

PES Monitoring Report

						<ul style="list-style-type: none"> b. Warehousing Procedure – 01/09/2020 (Annex B-2) c. Purchasing Procedure – 02/06/2020 (Annex B-3) d. Collection Flowchart – 02/11/2020 (Annex B-4) e. Risk and Opportunities Management Procedure – 02/11/2020 (Annex B-5) f. Disbursement Procedure – 02/11/2020 (Annex B-6) g. Bank Reconciliation Procedure – 02/18/2020 (Annex B-7) h. Payroll Process Flowchart – 03/03/2020 (Annex B-8) i. Guidelines on Use of Internet, Network and Email – 03/03/2020 (Annex B-9) j. Check Disbursement Process Flowchart – 03/02/2020 (Annex B-10) k. Supplies Control Procedure – 03/03/2020 (Annex B-11) <ul style="list-style-type: none"> • QMS Planning scheduled on November 27-29, 2019 was moved to December 12-13, 2019 due to intervening activities that some members had to attend to. However, the said schedule was further moved to 1st quarter of 2020 to give ample time to process owners to complete the required documentation. In view of the Enhanced Community Quarantine due to COVID Pandemic, the said activity has been put on hold.
	Construction and Development of Expressway Projects					
SM 4	a. Lucena-Matnog Expressway / SLEX TR5	Actual Accomplishment	7%	All or Nothing	Signed STOA for Lucena to Matnog Expressway Project	<ul style="list-style-type: none"> • The TRB, San Miguel Holdings Corp. and PNCC have conducted several discussions on the full context of the draft STOA for the TR5 Project. • TRB has already considered the TR5 Project as a Tollroad Project in June 2020.

As of 30 June 2020

PES Monitoring Report

	b. Pasig River Expressway Project (PAREX)	Actual Accomplishment	5%	All or Nothing	Signed STOA for PAREX Project	<ul style="list-style-type: none"> The TRB, San Miguel Holdings Corp. and PNCC have conducted several discussions on the full context of the draft STOA for the PAREX Project. TRB has already considered the PAREX Project as a Tollroad Project in June 2020.
	c. Bulacan-Tuguegarao Expressway (BUTEX)	Actual Accomplishment	5%	All or Nothing	Enter into a Joint Venture Agreement (JVA) for BUTEX Project	PNCC has started conducting evaluation of the qualification of a proponent on the documents submitted by the said proponent.
	SO 3 Enhance Mobility of People and Commerce					
SM 5	<i>Enhance Annual Daily Traffic</i>					
	a. Metro Manila Skyway Stage 3	Actual Accomplishment	20%	All or Nothing	Full Operation of Skyway Stage 3	<p>Metro Manila Skyway Stage 3 Accomplishment = 85.02%</p> <ul style="list-style-type: none"> Portion of Section from Buendia to Quirino Southbound on ramp (Concordia area) temporarily opened to traffic last July 2019 Rehabilitation of Pinaglabanan Bridge (Old Sta. Mesa Bridge) 100% completed and opened to public last March 11, 2020 On-going works for Section 2b (Tomas Claudio to Aurora Blvd) affected structures of Feb 1, 2020 fire incident Work stoppage from March 16, 2020 to May 15, 2020 due to implementation of Enhanced Community Quarantine in Luzon Rehabilitation of Sevilla Bridge scheduled to be completed by July 2020 Right-of-Way (ROW) accomplishment at 95% complete, excluding Section 2A (T. Claudio to Old Sta. Mesa)

As of 30 June 2020

PES Monitoring Report

FINANCE	SM 5	Increased Annual Daily Traffic					<ul style="list-style-type: none"> Submitted the 2X2 Scheme (VFP properties) to TRB for their approval. Awaiting status to implement 2X2 for Section 1 prioritizing the main viaduct Construction on-going on C5 Section (17 out of 19 columns completed for Piers 61 to 66) PTE secured in La Suerte at West Service Road, TUP and PNR areas. Ongoing activities on the acquisition of Right-of-Way. Minimal ROW progress. Ongoing coordination with utility companies for relocation of affected facilities Section 2 Realignment ongoing Detailed Engineering Design (DED)
		b. FTI-Bicutan	Actual Accomplishment	5%	All or Nothing	% Completion based on Project Gantt Chart	
		Sub – total		47%			
	SO 4	Reinforce Collection System					
	SM 6	Percentage of Receivables Collected	Actual Accomplishment	5%	Actual / Target	100% Collection of the ₱100.546 Million Receivables from PMMA	<ul style="list-style-type: none"> The Petition for Money claim has already been filed with COA. PMMA filed its Answer to the Petition dated 4 February 2020. The case is considered submitted for the decision of COA.
	SO 5	Improved Equity and Debt Management Service Strategies					
	SM 7	Revenues	Service Income + Share in JVs + Dividend Income + Interest Income	10%	Actual / Target	10% Increase from 2019 Revenues	As of June 30, 2020, total revenues ₱115,461,563 breakdown as follows: Service Income – ₱24,873,945 Share in JVs – ₱65,564,241 Dividend Income – ₱11,037,400 Interest Income – ₱13,988,977
	SM 8	Lease Income	Actual Amount	10%	Actual / Target	₱33.255 Million	Lease Income as of June 30, 2020 – ₱8,358,472
	SM 9	Conversion of Debt-to-Equity	Actual Accomplishment	3%	All or Nothing	Finalization of Debt Payment Scheme with PMO	<ul style="list-style-type: none"> The parties conducted initial meetings on the matter.
		Sub – total		28%			

As of 30 June 2020

PES Monitoring Report

LEARNING & GROWTH	SO 6	Development of Manpower					
	SM 10	Percentage of Employees Meeting Required Competencies	Actual Accomplishment	5%	All or Nothing	Board-approved Competency Framework	On-going selection of third party to develop the Competency Framework
			Sub – total	5%			
			TOTAL	100%			

As of 30 June 2020



PHILIPPINE NATIONAL CONSTRUCTION CORPORATION

MEMORANDUM

To : The Head, MIS

From : The Head, Materials Management Division

Reference : MMD-YCM-0016 IM/2020

Date : 16 March 2020

Subject : ENGAGEMENT OF QUALITY CONSULTING FIRM
TO UNDERTAKE CUSTOMER SATISFACTION
SURVEY

.....

Please be informed that we could not fully process your sub contacting request for the above subject due to the absence of questionnaire formulated by the GCG for PNCC for the purpose, as of to date.

The same was lacking from among the support documents forwarded to our end on 13 November 2019.

The GCG questionnaire was the common concern of the four(4) Survey Providers personally visited by MMD Staff and your Ms. Joy Eiman on February 11, 2020, namely:

1. Development Academy of the Philippines
Contact Person: Mr. Ariel Abanto - Vice President
Mr. Samuel C. Rosal - Director
Mr. Yuri Minesarte - Associate Project Officer
2. PhilSurvey Research Ms. Sofia Castro - Account Officer
3. IPSOS Philippines Ms. Cielo Remoren - Manager
4. Thinkscape Research Ms. Cris Yaro

The prospective providers generally asked the following:

- a. List of all Lessees/concessionaire or income generating units active as of January 2020 and its respective location.
- b. Approved budget for the project to accordingly draft the proposal
- c. Questionnaire from GCG
- d. Length of interview for the study , number of question to ask or pages of the questionnaires
- e. Target respondents, gender, age, etc.

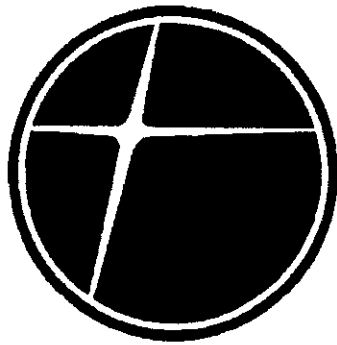
f. Desired sample size

Of the above prospective surveyors, DAP was the most inquisitive and informative as it offers fact checking and steps for sustainable development.

Unless there is the presence of the GCG Questionnaires , we could not process the SR in its conclusion .

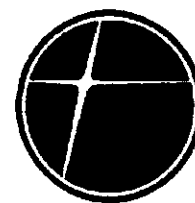

YOLANDA C. MORTEL

Cc: Office of the President



**PHILIPPINE NATIONAL
CONSTRUCTION CORPORATION**

CITIZEN'S CHARTER
2019 (1st Edition)



I. Mandate

The Philippine National Construction Corporation (PNCC) was incorporated in 1966 under the original name of Construction and Development Corporation of the Philippines (CDCP) for a term of fifty (50) years. The primary purpose of the CDCP was to carry-on and conduct a general contracting business, including the designing, constructing, operation, maintenance, financing or otherwise engaging in any work upon buildings, roads, highways, bridges and other infrastructure and to engage in any and all activities and business undertaking as may be necessary or incidental to accomplish the primary purpose and objectives of the Corporation that will contribute to the economic development of the country. PNCC's corporate life has been extended by the Securities and Exchange Commission on 21 November 2016.

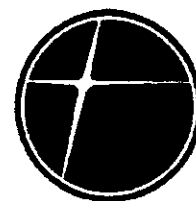
On March 31, 1977, P.D. 1113 was issued granting Construction Development Corporation of the Philippine (CDCP), the 30-year franchise to construct, operate and maintain toll facilities in North Luzon Expressway (NLEX) and South Luzon Expressway (SLEX). Under this mandate, PNCC entered into a Joint Venture Agreement with various partner to finance, design and rehabilitate the NLEX and SLEX as briefly described above.

Pursuant to Supreme Court decision on the Francisco case, with the expiration of PNCC's franchise on April 30, 2007, the toll assets and facilities of PNCC were automatically turned over to the National Government (NG) including PNCC's share in the toll fees collected by the JV companies currently operating the tollways.

On December 22, 1983, P.D. 1894 was issued further granting PNCC the right, privilege and authority to construct, maintain and operate any and all such extensions, linkages or stretches, together with the toll facilities appurtenant thereto, from any part of the NLEX, SLEX and/or Metro Manila Expressway and/or to divert the original route and change the original end-points of the NLEX and/or SLEX as approved by TRB. Under the P.D. 1894 franchise, PNCC entered into a Joint Venture Agreement with Indonesia's P.T. Citra Lamtoro Gung Persada to undertake the design, construction, maintenance, operation and funding of the Metro Manila Skyway (MMS) and Metro Manila Expressways (MME).

II. Vision

By 2025, PNCC would have achieved financial viability as an effective and capable partner of the government in tollroad and other related infrastructure development.



III. Mission

To enhance the capabilities of PNCC in the tollroad business and property investment to ensure financial recovery.

IV. Quality Policy

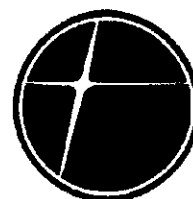
The PHILIPPINE NATIONAL CONSTRUCTION CORPORATION is committed to provide excellent services in the toll road business, realty management and manpower service to the full satisfaction of all its stakeholders.

To achieve this, the company shall comply with all applicable requirements of an effective and efficient QMS and ensure its continual improvement.

The Company's Quality Policy has the full support and commitment of the Management and the Board of Directors.

All employees are required to understand, implement and maintain the elements of the QMS in relation to their functions in the company.

This Quality Policy shall be communicated and made readily available to all relevant interested parties.



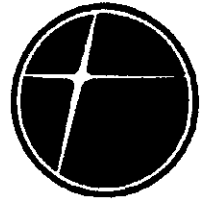
LIST OF SERVICES

Head Office – Bicutan

Page 5

External Services

- | | |
|--|---|
| 1. Receiving and Processing of Communications | 6 |
| 2. Issuance of Certificate of Employment, other
Certification & Employment Record | 7 |
| 3. Filing of Complaints | 8 |



Head Office – Bicutan

External Services



1. Receiving and Processing of Communications

PNCC will receive communications from Monday to Thursday, 7:am to 5:00 pm, except on non-working holidays. Maximum duration of process is 3 working days.

Office or Division:	Document Control Center			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submits request, query and other communication	1.1.1 Receives and records the communication and forwards it to the concerned office		10 minutes	Document Controller Document Control Center (DCC)
	1.1.2 Records and refers the communication to the appropriate and concerned personnel Note: If the received communication refers to request of information, follow the PNCC FOI Standard Procedure.	None	10 minutes	Document Controller DCC
	1.1.3 Evaluates the communication, reviews the related documents, prepares necessary recommendations or actions on the matter and submit	None	3 days from receipt	Division Head and Concerned Personnel



	the same to the Office of the President and CEO (OP)			
	1.1.4 Signs the reply	None	30 minutes	President & CEO
	1.1.5 Forwards the signed reply to the DCC for recording	None	1 day upon receipt from the OP	Document Controller DCC
	1.1.6 Delivery to and receipt of receiving party	None		
1.2 Receives reply				
	TOTAL:		4 days, 50 minutes	

2. Issuance of Certificate of Employment, other Certification & Employment Record

This service can be availed from Monday to Thursday, 7:am to 5:00 pm, except on non-working holidays. Maximum duration of process is 3 working days.

Office or Division:	Human Resource Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Former employees of PNCC			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Accomplished request form			Human Resource Division (HRD)	
Authorization Letter (from the former employee if not able to come personally)				
If request is for deceased former employee, death certificate of employee and proof of relation with the deceased				
Valid ID of the requesting person				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.1 Accomplish and submit request slip	2.1.1 Receives the duly filled out request slip and requirements then forwards to the authorized personnel	None	10 minutes	Personnel Staff HRD



	2.1.2 Checks the record of the requesting person to prepare the certification / employment record	None	1 day	Personnel Supervisor HRD
	2.1.3 Receives the certification/employment record for signature	None	30 minutes	HRD Head
	2.1.4 Forwards the signed Employment Certificate for releasing	None		Personnel Supervisor HRD
2.2 Receives the Employment Certificate				
	TOTAL:		1 day, 40 minutes	

3. Filing of Complaint

If you are not satisfied with our service you may file your complaint from Monday to Thursday, 7:am to 5:00 pm, except on non-working holidays. Maximum duration of process is 15 working days.

Office or Division:	Human Resource Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Accomplished feedback or complaint form			Security Office	
Photocopy of government-issued ID of the Complainant				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3.1 Accomplish and submit Feedback/C complaint Form	3.1.1 Receives the duly filled out Feedback/Complaint Form	None	10 minutes	Security Officer HRD



	3.1.2 Follow the Complaint Handling Procedure	None	15 days	
3.2 Receives reply	3.2.1 Release the reply to the complaint filed	None		
	TOTAL:		15 days, 10 minutes	

FEEDBACK AND COMPLAINTS MECHANISM

How to send feedback/complaints	<p>Fill out the Feedback Form / Complaint Form and drop it at the designated drop box located at the PNCC Bicutan Office</p> <p>You may email your feedback/complaint to pncc@pncc.ph or send letter to PNCC Complex, Km. 15 East Service Road, Bicutan, Paranaque City, 1700</p> <p>Contact info: 8846-3045 loc. 230</p>
How feedbacks/complaints are processed	<p>Every Thursday, the Security Officer together with designated HR personnel opens the drop box and compiles and records all feedback submitted.</p> <p>Feedback/Complaint requiring answers are forwarded to the concerned offices and they are required to answer within three (3) working days from receipt of the feedback.</p> <p>NOTE : A working day is any day other than Friday, Saturday, Sunday or a day which is declared a national public holiday in the Philippines. In computing for the period, Article 13 of the New Civil Code shall be observed.</p> <p>The date of receipt of the complaint will be either:</p> <p>a. The day on which the complaint is physically filed with the Office of the President (OP), or electronically delivered to OP thru the official company email address; or</p>



- b. If PNCC has requested the complainant for more details or attachment, the date on which the necessary details is received.

An exception to this will be where the complaint has been emailed to an absent employee, and this has generated an "out of office" message with instructions on how to re-direct the message to another contact. Where this is the case, the date of receipt will be the day the complaint arrives in the inbox of the contact.

Should PNCC require further details or information regarding the complaint, then the 15 working days will commence the day after it receives the required details or information from the complainant. If no required details or information is received from the complainant after sixty (60) calendar days, the complaint shall be filed as "Unprocessed complaint".


All complaint/s which require further details or information shall be temporarily filed as "Pending Complaints".



**List of Offices
PNCC Head Office
PNCC Complex, Km 15 East Service Road,
Bicutan, Paranaque City**

Office of the Chairman	8822-5725 (Direct Line) 8846-1395 (Facsimile) 8846-3045 loc. 116, 103, 104
Office of the President	8846-0209, 8846-2655 8821-0160 (Facsimile) 8846-3045 loc. 108
Management Information System Division	8846-3045 loc. 110, 117
Treasury Division	8846-2303 8846-3045 loc. 112, 122, 226
Human Resource Division Office of the Head Personnel Services Clinic Security Office General Services	8846-0741 8846-0591 (Facsimile) 8846-3045 loc. 124, 109, 129 8846-3045 loc. 115 8846-3045 loc. 230 8846-3045 loc. 121, 127
Materials Management Division	8846-0546 (Direct Line) 8846-1413 (Facsimile) 8846-3045 loc. 125, 126, 220
Corporate Legal Division	8846-2906 (Direct Line) 8846-1196 (Facsimile) 8846-3045 loc. 119, 132
Realty Management Division	8846-3045 loc.
Corporate Controllership Division	8846-1072 (Direct Line) 8846-3045 loc. 123, 218, 224, 225
Business Development Division	8846-3045 loc. 131

Approved :

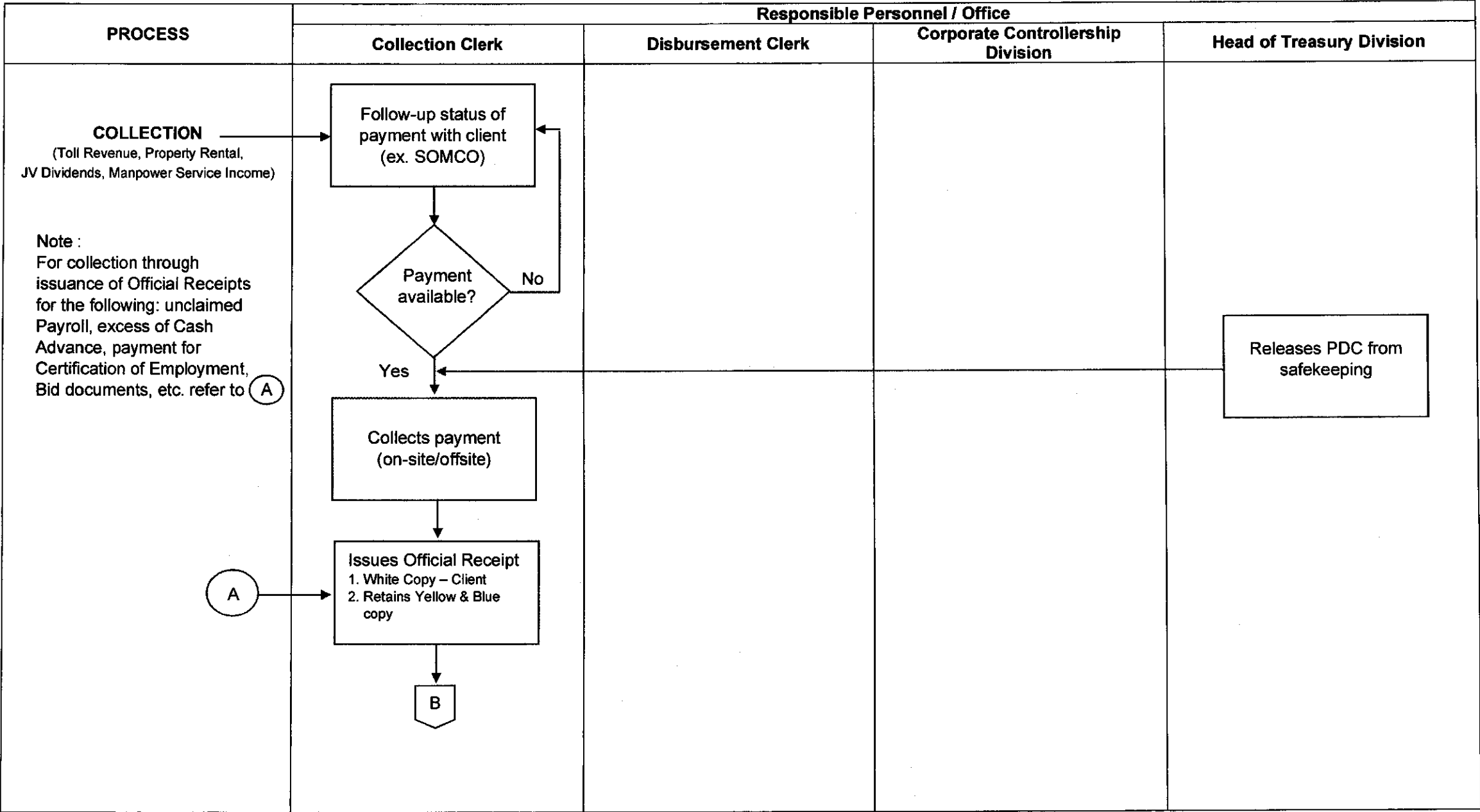

President & CEO


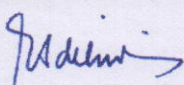
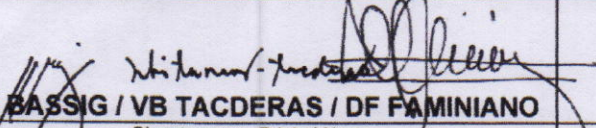
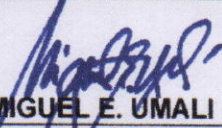

Date :


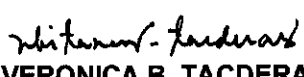
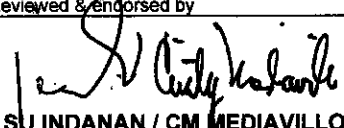
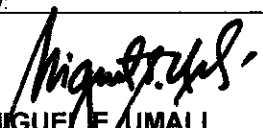

07 JAN 2020


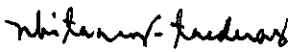



PNCC Form DCC-01 05/19
Rev No. 0


八

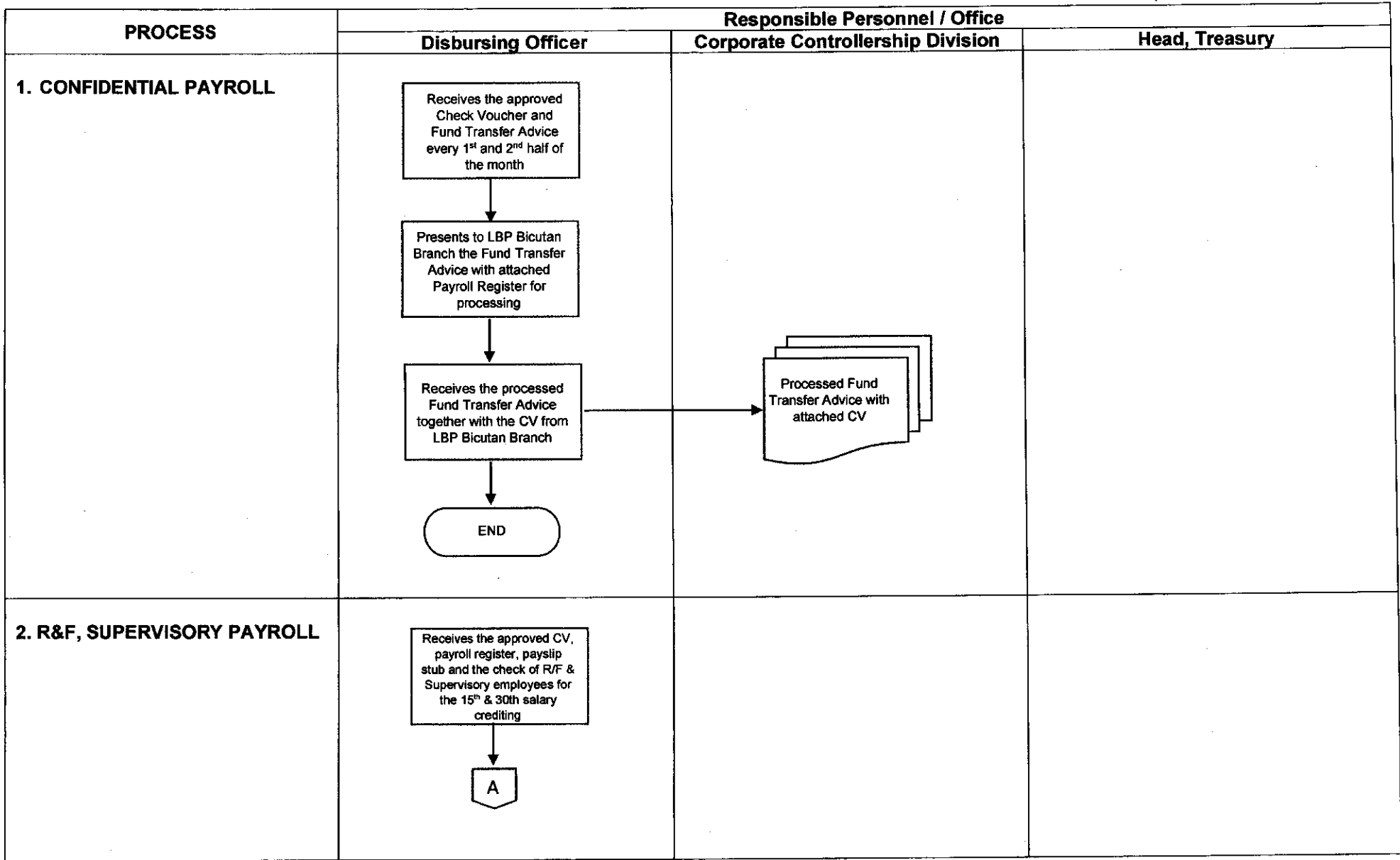



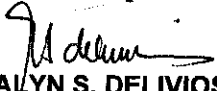

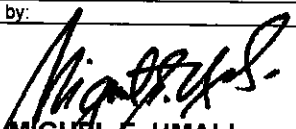

	PHILIPPINE NATIONAL CONSTRUCTION CORPORATION		Page Number		1 of 5							
			Document Number		ISO-P-06 05/19							
			Revision Number		0							
Document Title:												
RISKS AND OPPORTUNITIES MANAGEMENT PROCEDURE												
Rev. No.	Date Revised	Rev. Sec.	Revision Content		Rev. No.	Date Revised	Rev. Sec.	Revision Content				
Prepared by:			Reviewed & endorsed by:			Approved by:						
												
ROSALYN S. DELIVIOS			SB BASSIG / VB TACDERAS / DF FAMINIANO			MIGUEL E. UMALI						
Signature over Printed Name			Signature over Printed Name			Signature over Printed Name						
Page No.	1	2	3	4	5	6	7	8	9	10	DCC STAMPS	
Rev. No.												
Page No.	11	12	13	14	15	16	17	18	19	20		
Rev. No.												
Page No.	21	22	23	24	25	26	27	28	29	30		
Rev. No.												
Page No.	31	32	33	34	35	36	37	38	39	40	 DCC MASTER COPY 11 FEB 2020	
Rev. No.												
Page No.	41	42	43	44	45	46	47	48	49	50		
Rev. No.												
IMPORTANT CONTROLLED COPY, DO NOT DUPLICATE												

	PHILIPPINE NATIONAL CONSTRUCTION CORPORATION		Page Number		1 of 4							
			Document Number		CCD-P-01 05/19							
			Revision Number		0							
Document Title:												
DISBURSEMENT PROCEDURE												
Rev. No.	Date Revised	Rev. Sec.	Revision Content			Rev. No.	Date Revised	Rev. Sec.	Revision Content			
Prepared by:				Reviewed & endorsed by:				Approved by:				
 VERONICA B. TACDERAS				 SJ INDANAN / CM MEDIAVILLO / JG SORIANO, JR.				 MIGUEL E. UMALI				
Signature over Printed Name				Signature over Printed Name				Signature over Printed Name				
Page No.	1	2	3	4	5	6	7	8	9	10	DCC STAMPS	
Rev. No.												
Page No.	11	12	13	14	15	16	17	18	19	20	 DCC MASTER COPY	
Rev. No.												
Page No.	21	22	23	24	25	26	27	28	29	30	11 FEB 2020	
Rev. No.												
Page No.	31	32	33	34	35	36	37	38	39	40	IMPORTANT CONTROLLED COPY, DO NOT DUPLICATE	
Rev. No.												
Page No.	41	42	43	44	45	46	47	48	49	50		
Rev. No.												

	PHILIPPINE NATIONAL CONSTRUCTION CORPORATION	Page Number		1 of 4								
		Document Number		CCD-P-02 05/19								
		Revision Number		0								
Document Title:												
BANK RECONCILIATION PROCEDURE												
Rev. No.	Date Revised	Rev. Sec.	Revision Content	Rev. No.	Date Revised	Rev. Sec.	Revision Content					
Prepared by:		Reviewed & endorsed by:			Approved by:							
 VERONICA B. TACDERAS		 RS DELIVIOS / IB GRAMATA / YC MORTEL			 MIGUEL E. UMALI							
Signature over Printed Name		Signature over Printed Name			Signature over Printed Name							
Page No.	1	2	3	4	5	6	7	8	9	10	DCC STAMPS	
Rev. No.											 DCC MASTER COPY 18 FEB 2020	
Page No.	11	12	13	14	15	16	17	18	19	20		
Rev. No.												
Page No.	21	22	23	24	25	26	27	28	29	30		
Rev. No.												
Page No.	31	32	33	34	35	36	37	38	39	40	IMPORTANT CONTROLLED COPY, DO NOT DUPLICATE	
Rev. No.												
Page No.	41	42	43	44	45	46	47	48	49	50		
Rev. No.												

 PNCC	PAYROLL PROCESS FLOWCHART CORPORATE TREASURY DIVISION	Document No: CTD-O-03 05/19	Effectivity:	Reviewed by: <i>[Signature]</i> YC MORVEL SU INDANAN / VB TACDERAS	Approved by: <i>[Signature]</i> MIGUEL E. UMALI OMR / President & CEO
		Document Owner: CRISTY M. MEDIAVILLO <i>[Signature]</i>	Revision No.:		
		Page 1 of 3	Approval Date:		



	PHILIPPINE NATIONAL CONSTRUCTION CORPORATION	Page Number		1 of 4								
		Document Number		MIS-G-04 05/19								
		Revision Number		0								
Document Title: GUIDELINES ON USE OF INTERNET, NETWORK AND EMAIL												
Rev. No.	Date Revised	Rev. Sec.	Revision Content	Rev. No.	Date Revised	Rev. Sec.	Revision Content					
Prepared by:		Reviewed & endorsed by:			Approved by:							
 ROSALYN S. DELIVIOS		 SE BASSIG / FM ERECE, JR. / DF FAMNIANO			 MIGUEL E. UMALI							
Signature over Printed Name		Signature over Printed Name			Signature over Printed Name							
Page No.	1	2	3	4	5	6	7	8	9	10	DCC STAMPS	
Rev. No.											 DCC MASTER COPY 03 MAR 2020	
Page No.	11	12	13	14	15	16	17	18	19	20		
Rev. No.												
Page No.	21	22	23	24	25	26	27	28	29	30		
Rev. No.												
Page No.	31	32	33	34	35	36	37	38	39	40	IMPORTANT CONTROLLED COPY, DO NOT DUPLICATE	
Rev. No.												
Page No.	41	42	43	44	45	46	47	48	49	50		
Rev. No.												



Document Title:

**CHECK DISBURSEMENT
PROCESS FLOWCHART
CORPORATE TREASURY DIVISION**Document No: **CTD-O-02 05/19**Document Owner: **CRISTY M. MEDIAVILLO**

Page 1 of 6

Effectivity:

Revision No.:

Approval Date:

Reviewed by:


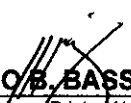



DF FAMINIANO**SB BASSIG / IB GRAMATA**

Approved by:

MIGUEL E. UMALI
CMR / President & CEO**ANNEX "B-10"**

PROCESS	Responsible Personnel / Office				
	Disbursing Officer	Bookkeeper	Corporate Controllershship Division	Check Signatories (Head, Treasury & Head, HRD)	President & CEO
1. CHECK PREPARATION *Required attachment of CV: 1.1 For Payment of Purchases: 1.1.1 Sales Invoice 1.1.2 Purchase Order 1.1.3 Abstract of Bids 1.2 For Payroll of Contractual, R/F and Supervisory: 1.2.1 Payroll Register 1.3 For Confidential Payroll: 1.3.1 Fund transfer 1.4 For Cash Advance >P3K 1.4.1 Request / Justification 1.5 For replenishment of Petty Cash Fund: 1.5.1 Petty Cash Fund Report 1.5.2 CA Slips 1.5.3 Statement of Expenses 1.5.4 Official Receipts 1.5.5 Other supplemental documents Note: For item 1.3, check will not be prepared, fund transfer for signature of Head, Treasury and President & CEO. Refer to Payroll Process Flowchart.	<div>Receives from CCD the duly filled out Check Voucher* (CV)</div> <div>Assigns control number in the CV* based on Check Logbook last entry with the format: MM-999-YY</div> <div>Prepares the check based on the details of the CV* and stamps "for payee's account only", as applicable</div> <div>Indicates check number in the CV* and records the ff. details in the Check Logbook: date, particulars, check # and amount</div> <div>Forwards the check with attachments to the signatories (Refer to Revised Signing Authorities Manual)</div> <div>A</div>				



	PHILIPPINE NATIONAL CONSTRUCTION CORPORATION	Page Number		1 of 6								
		Document Number		GSD-P-01 05/19								
		Revision Number		0								
Document Title:												
SUPPLIES CONTROL PROCEDURE												
Rev. No.	Date Revised	Rev. Sec.	Revision Content	Rev. No.	Date Revised	Rev. Sec.	Revision Content					
								Prepared by:		Reviewed & endorsed by		
 SABINO B. BASSIG		 FM ERECE, JR. / IB GRAMATA / JG SORIANO, JR.			 MIGUEL E. UMALI							
Signature over Printed Name		Signature over Printed Name			Signature over Printed Name							
Page No.	1	2	3	4	5	6	7	8	9	10	DCC STAMPS	
Rev. No.												
Page No.	11	12	13	14	15	16	17	18	19	20		
Rev. No.												
Page No.	21	22	23	24	25	26	27	28	29	30		
Rev. No.											 DCC MASTER COPY 03 MAR 2020	
Page No.	31	32	33	34	35	36	37	38	39	40		
Rev. No.												
Page No.	41	42	43	44	45	46	47	48	49	50		
Rev. No.												
IMPORTANT CONTROLLED COPY, DO NOT DUPLICATE												