



# Tourism Promotions Board

# Citizen's Charter

## M.I.C.E., Tourism Investment and Business Development Sector

### A. ASSISTING LOCAL ASSOCIATIONS / ORGANIZERS IN THE PREPARATION OF BID PAPERS

Procedure	Officer/Employee Responsible	Maximum time concluded	FEE(S) if necessary
1. Receives and reviews the letter of request from the client and sets up a meeting to discuss the details of the event.	Project Officer (assisted by another officer to review the bid documents)	Response to client within 24 hours upon receipt of the letter	None
2. Discuss with the client the assistance to be provided by the TFB, and clarifies details required for the bid paper.	Note: Only one Project officer is assigned to an account	Meeting set within 1 week upon contact with client	
3. Drafts bid document and submits to the client for comments.		Submission of bid document within 2 weeks from meeting	
4. Revises bid document as per client request.		Revision of bid within 1 week from receipt of comments from client	
5. Submits to the client the final draft of the bid document.		Submission of final bid document within one week	
		Printing of Final Bid Documents dependent on quantity and quality of bid	

### B. ASSISTING LOCAL ASSOCIATIONS / ORGANIZERS IN HANDLING LOCAL / INTERNATIONAL CONVENTIONS, MEETING, INCENTIVE TRAVEL

Procedure	Officer/Employee Responsible	Maximum time concluded	FEE(S) if necessary
1. Receives and reviews the letter of request from the client and either: • Acts on the request of the client (i.e. airport facilitation request for promotional materials, etc.) • Sets up a meeting to discuss the details of the event	Project Officer (assisted by another officer to review the request)  Note: Only one Project officer is assigned to an account	Response to client within 24 hours upon receipt of the letter  Meeting set within 1 week upon contact with client  Assistance provided within 2 weeks from meeting	None
2. Discuss with the client the assistance to be provided by the TFB, and clarifies details of the assistance required.		Response/Action within 24 hours from receipt of request / consultation quantify and quality of bid.	
3. Prepares items requested by client (i.e. promotional materials, endorsement requests, etc.) and submits requirements to client.			
4. Provides further assistance to client.			

### Marketing and Promotions Sector

#### A. ASSISTING LOCAL ASSOCIATION / ORGANIZERS IN HANDLING LOCAL / INTERNATIONAL TRADE EVENT/ EXHIBITS

Procedure	Officer/Employee Responsible	Maximum time concluded	FEE(S) if necessary
1. Receives letter addressed to the Chief Operating Officer (COO) from the client requesting assistance for handling of their event.	Marketing and Promotions Head (Project Officer)		
2. Marketing and Promotions Head contacts or connects with requesting party to get specific or general request to the letter of request.	Marketing and Promotions Head (Project Officer)	2-3 days	None
3. Marketing and Promotions Head evaluates, assigns project officers and prepares details of TFB involvement and submits recommendation and request to Head of Office.	Marketing and Promotions Head (Project Officer)	5 days (depending on the request)	
4. Once logistical requirements are approved, a team will be created to work on the specifics of the projects.			
5. Marketing and Promotions Head will assign project officers in the committees that will work on the requirements for the implementation of the project.			
6. Project officers will then coordinate with private organizations, LGU, local organizers for the arrangement / requirements of the event.	Project Officer	10 working days to 1 month (depending on the scope and size of the project)	
7. Marketing and Promotions Head may request support of other departments, particularly manpower services to augment the Marketing and Promotions Team during the actual implementation of the project.	Marketing and Promotions Head of the Dept.	3-5 working days after the termination of the project (depending on the submission of reports of all concerned committees)	
8. Project officers will make respective formal reports to the Central Info Officer for the review and approval of the Marketing and Promotions Head.		3-5 working days	
9. Project officers to send out "Thank You" letters to concerned private and public agencies.	Project Officer/ Finance Dept.	5 working days	
10. Marketing and Promotions Head to provide consolidated formal report to the review and approval of the COO before providing copy to the Local Organizer and the DOT Secretary should it be necessary in the case of DOT being the main sponsor of the event.		7-10 working days (depending on funds availability)	

#### B. ASSISTING LOCAL ASSOCIATIONS/ORGANIZERS IN HANDLING LOCAL/INTERNATIONAL TRADE EVENTS/EXHIBITS

Procedure	Officer/Employee Responsible	Maximum time concluded	FEE(S) if necessary
1. Receives letter addressed to the COO from the client requesting assistance for handling of their event.	Project Officer		
2. Validates the letter of request as to the extent of assistance to be given.	Project Officer/ Head of the Department	1-2 days for small project and 1 week or more for bigger events 1 day/1 week 1 day - 1 week for small project 1 week or more for bigger events	None
3. Communicates with the requesting party in the action decision of the Corporation and arranges a meeting to discuss and action plan/program.	Head of the Department	1 month to 1 year, or more (Depends on the project schedule/requirement)	
4. Assists the requesting party based on scope of assistance or support with continuous consultation.	Project Officer		
5. Assists the requesting party on all possible and legal means to ensure the success of the event.	Project Officer/ Department	Within the schedule of the event	
6. Monitors the project/event.			

### Marketing Communications Department

Procedure	Officer/Employee Responsible	Maximum time concluded	FEE(S) if necessary
<b>CREATIVE SERVICES</b> Requesting party to fill out job order form	Marketing and Communications Staff	Varies on the type of material to be lay-outed	FOC if TFB Member
<b>MEDIA</b> Approved request from the COO either for print advertisement	Marketing and Communications Staff	two weeks	
<b>COST ESTIMATE</b> Requesting party to submit an approval request to handle PR & Publicity requirements of an event/project	Marketing and Communications Staff	Varies on the duration of an event/project	
<b>BUBBING</b> Preparation of printing cost estimate	Marketing and Communications Staff	within the day	
<b>Requesting party to fill out job order form (no copying of the videos)</b>	Marketing and Communications Staff	2 days upon receipt of request	FOC if TFB Member P 200k/ea
<b>Requesting party to fill out job order form (copying of the photos: 1" x 1" size)</b>	Marketing and Communications Staff	2 days upon receipt of request	FOC if TFB Member P 100k/ea

### Finance Department

#### DISBURSEMENT BY CHECK

Procedure	Officer/Employee Responsible	Maximum time concluded	FEE(S) if necessary
1. Requesting Department must submit the fully accomplished Disbursement Voucher attached with supporting documents and Budget Allocation Slip (BAS) to the Finance Department.		1 day	
2. Upon submission it will be logged and forwarded to the Budget Division.	Bookkeeper	Maximum of 1 day (depending on the documents submitted)	
3. The Budget Division checks documents, checks legality and assign number to the BAS; determines charges according to program/project control and Department Control.	Budget Officer		
4. Charges will be entered in ledger cards of Departments Control and program/project control.	Budget Specialist		
5. Checking of the charges made according to program/project control and Department Control determines Corporate Account Code, member disclosure charges to Trust Liability Accounts (TLA), forward BAS, supporting documents to the Budget Division Chief	Budget Officer		
6. Upon receipt, will verify correctness of charges made according to program/project control and Department Control, Corporate Account Code or TLA, verify and sign Box B of the BAS and forward to the Accounting Division.	Budget Division Chief		
7. The Accounting Division receives the documents and checks completeness of the BAS, assign number to the Disbursement Voucher (DV) and Journal Entry Voucher (JEV), complete the amount and make the necessary accounting entry. All entries in Box B of the DV and JEV.	Financial Analyst (for regular expenses) Financial Analyst (for each advance of special projects) Financial Analyst (attendance to Philinvest, Pag-IBIG, SSS/ICF and Inquirer LA) Financial Analyst	At least within 5 working days (depending on the scope and size of the project)	
8. Index DV to ledger of payments to Contractors/employees of labor of Cash Advances, as the case may be. Forward to the Chief Accounting Division.	Chief Accounting Division		
9. The documents will be verified. Funds availability will be confirmed and the Box B and JEV will be signed.	Budget Specialist		
10. Mentions and set DV to be logged for approval for cash availability and preparation of cash advance.	Message		
11. Logging out of DV and support documents to the Approving Officer.	Message		
12. It will be read to the Authorized Approving Officer for approval and signing and forwarded to the Cashier for check. In the case of disbursements for pay-out, it will be forwarded to COA. Once pay-out, it will be read to the Cashier for check preparation. These checks are ready to be signed by Authorized Officials.	Message		
13. Signed checks are sent back to the Finance Department to get a copy of the DV for filing.	Message		
14. DV/JEVs of released checks are sent back to the Accounting Division for filing.	Message		
15. The JEV is then recorded in the Check Disbursement Journal, to re-usable entries and post advice to the general ledger.	Accountant		
16. A monthly file of JEV and the original DV and supporting documents are submitted to the COA for post audit.	Message		

#### REQUEST FOR CERTIFICATE OF REMITTANCE FOR PAG-IBIG/PHILHEALTH

Procedure	Officer/Employee Responsible	Maximum time concluded	FEE(S) if necessary
1. Requesting employee must inform the Finance Department staff regarding the request for Certificate of Remittance.	Records Officer	1-2 days (Steps may vary depending on the data that is required to be researched)	None

### Administrative Department

#### Human Resources Division

Procedure	Officer/Employee Responsible	Maximum time concluded	FEE(S) if necessary
1. Requesting employee must fill-up request for certification form and submit to the HRD. For purposes of official travel abroad please attach a copy of the travel Order or Special Order.	HRD Staff	1 day	None
2. Requesting employee will be informed once the certification/service record has been signed by the HRD Chief and is ready for pick-up.			

### Bonding

Procedure	Officer/Employee Responsible	Maximum time concluded	FEE(S) if necessary
1. Concerned employee must fill-up the application form (Nos. STA and SGA). It must be duly signed by the Admin Manager, Head of Agency and by a government doctor with the following documents in triplicate copy: - Special Disbursing Officer Form signed by the Head of Agency - Latest Assets and Liabilities - 1 pc. 2x2 ID picture			
2. Duly accomplished form and requirements must be to the HRD for verification and voucher preparation for processing of payment.			
3. HRD to submit to the Finance Department for processing of payment. From Finance it will be forwarded to the Cashier for check preparation.			
5. If the check is ready, HRD will file the documents and pay at the Bureau of Treasury			

### PAG-IBIG MULTI-PURPOSE LOAN

Procedure	Officer/Employee Responsible	Maximum time concluded	FEE(S) if necessary
1. Employee must complete the Pag-IBIG Loan Application form and submit to the HRD with the following: - Certificate of Contribution and Remittance (I-Form) - Certificate of employment with compensation - Previous analysis certified by HRD and Inquirer - Photo copy of Company ID (front and back)	HRD Staff	1 day	None
2. Upon submission to HRD, the HRD Liaison Officer will submit it to Pag-IBIG.	HRD Liaison Officer		

### GSIS SALARY/ POLICY LOAN

Procedure	Officer/Employee Responsible	Maximum time concluded	FEE(S) if necessary
1. Concerned employee must proceed to GSIS and apply through the kiosk.			
2. The employee must inform the assigned HRD Administrative Authorized Officers of the confirmation of loan.	HRD Staff assigned AAOs	1 day (Release from GSIS may take 3-working days upon approval)	None

### OTHER GSIS CONCERNS: REQUEST FOR MATURITY/ CSV CLAIM, FUNERAL/DEATH CLAIM, SURVIVORSHIP CLAIM, RETIREMENT

Procedure	Officer/Employee Responsible	Maximum time concluded	FEE(S) if necessary
1. Submit to the HRD duly accomplished forms with corresponding attachments (please see Check-in on page 11) and submit to the HRD assigned Liaison Officer.	HRD Liaison Officer	1 day	None
2. The Liaison Officer shall submit it to the concerned GSIS office.	HRD Liaison Officer	Processing days may vary (no GSIS)	None

### General Services Division

#### PROCUREMENT

Procedure	Officer/Employee Responsible	Maximum time concluded	FEE(S) if necessary
1. The requesting employee must fill-up the Purchase Request (PR) for goods (equipment, spareparts, printed materials, and equipment), rentals (vehicles and other consulting services).	Requesting employee		
2. The accomplished form will be forwarded to concerned signatures (see table 1)			
3. If requested items are on stock, the PRs forwarded to Property Unit for appropriate action.			
The requesting employee shall fill-up and submit the approved Requisition and Issue Slip (RS) to the Property Unit. If requested items are not available, PR is forwarded to the Procurement Office to identify mode of procurement with client.	Requesting Employee	10 minutes	
The Requisition, with the PRs to be posted in the official website of the DOT and the Procurement Office shall be posted in the official website of the DOT and the Procurement Office to obtain responsible vendor from the PMSIS and the Procurement Office.	Procurement Office and Evaluation Officer	15 minutes	
All procurement request/ purchase order documents shall be reviewed by the evaluation Officer to evaluate the proposals submitted prior to the approval of the awarding process. Procurement Unit for Shopping and Small Value Mode of Procurement	Evaluation Officer and Procurement Officer/BAC Secretariat	30 minutes	

**General Services Division**

Procedure	Officer/Employee Responsible	Maximum time concluded	FEE(S) if necessary
In case of public bidding, the period of action on procurement activities shall be followed pursuant to R.A. 7178 and its IRR (see table 2). The above documents shall be forwarded to the Procurement Officer who shall now prepare the Purchase Order (PO). The PO shall be routed to concerned officials for signatures (see table 4). Once the PO is funded and approved, the supplier is requested to acknowledge the receipt of the approved PO for them to produce the items and schedule delivery.	Procurement Officer	2 days	
	Procurement Officer	5 days	
	Procurement Officer	3 days for common supply. Delivery for giveaways will vary depending on the requirements.	Standard Rates (see table 3).

**PROPERTY AND SUPPLY MANAGEMENT**

Procedure	Officer/Employee Responsible	Maximum time concluded	FEE(S) if necessary
<b>A. Receipt/Release of Deliveries</b> Office Supplies, Promotional materials, Give-Aways, Furniture and Equipment	Supply Officer or Property Custodian	5 mins.	
1. Delivered office supplies, promotional give-aways, furniture and equipment should correspond with the approved specifications	Do -	2 mins.	
2. Request the Project Officer concerned as to quality of the promotional materials together with the Advertising and Publications Dept.	Do -	1 min.	
3. Request Finance Dept. and COA for inspection as to quantity	Do -	2 mins.	
4. Request the Project Officer to make the Requisition and Issue Slip (RIS) prior to the release/delivery of the items to their department	Do -	3 mins.	
5. If items are for stock, they are recorded on the stock ledger card prior to storage	Do -	5 mins.	
6. Release of said items to requesting Departments			
<b>B. Processing of Payment</b>			
1. An Inspection and Acceptance Report (IAR) is prepared and attached to the documents (PO, RIS, IR, etc.) to be signed by the Inspector and the GSD Chief	Supply Officer or Property Custodian	2 mins.	
2. Preparation of voucher prior to processing of payment by the Finance Department	Department concerned	3 mins.	
<b>C. Pass-In/Pass-out of TPR Properties</b>			
1. All TPR properties to be brought out/in of the premises must be accompanied by a Pass-In/Pass-out form duly signed by the Department Head, passed thru the Property Unit before it will be signed by the GSD Chief	Project Officer / Department concerned	2 mins.	
<b>D. Disposal of Properties</b>			
1. Preparation of Waste Material Report and Inventory and Inspection Report of Unrecoverable Property together with the computation of the unrecouped value	Property Officer / Property Custodian	1 - 3 hours	
2. Actual inspection is then conducted	Finance Inspector and witnessed by COA representative	5 - 10 mins.	
3. Once approved by Disposal Committee and TPR Head, an invitation to Bid with guidelines on bidding will be disseminated to DOT and attached agencies, other private entities and have to be posted through website	GSD Messenger	Whole day	
4. Opening of sealed bids is then conducted	MS Disposal Committee Member and witnessed by COA representative	20 minutes	
5. The Minutes of the Bidding and a memo to the Chief Operating Officer regarding the results are then prepared	Supply Officer / Property Custodian	5 mins.	
6. Submission of documents (DR, Minutes, etc.) to the Finance Department			
<b>E. Monthly/Year-End Reports</b>			
1. A monthly inventory of office supplies together with the Daily Report on Supplies and Materials (DSM) together with the Requisition and Issue Slip (RIS) is prepared for submission to the Finance Department	Supply Officer / Property Custodian	2 days	
2. A monthly inventory of promotional materials is prepared for dissemination to all departments	Do -	1 day	
3. A year-end inventory of TPR equipment, furniture, promotional materials and office supplies is conducted	Do -	2 months	

**MAILING AND COURIER SERVICES**

Procedure	Officer/Employee Responsible	Maximum time concluded	FEE(S) if necessary
1. Fill up the request form duly approved by their respective heads and forward to GSD for appropriate action. 2. Documents/mail packages are picked-up by the courier service agency while the letters are brought to the Post Office	Requesting employee	15 minutes	

**SHIPMENT**

Procedure	Officer/Employee Responsible	Maximum time concluded	FEE(S) if necessary
<b>A. Outgoing Shipment</b> 1. Request for shipment must be accomplished by the Project Officer Authorized by the COO or Authorized Representative. The request should include the packing list and complete address of consignee. 2. Once shipped, the requesting party will be informed of the shipment details. The consignee is later informed of the Airway Bill Number or Bill of Lading for his reference and appropriate action.	Requesting Employee	45 minutes	None
	Requesting Employee	30 minutes	
	GSD	30 minutes	

**B. Incoming Shipment**

Procedure	Officer/Employee Responsible	Maximum time concluded	FEE(S) if necessary
1. TPR is advised of the incoming shipment by way of the original copy of the airway bill or Bill of Lading which indicates the nature of shipment, point of origin and consignee.	GSD	10 minutes	None

**MESSENGER SERVICE**

Procedure	Officer/Employee Responsible	Maximum time concluded	FEE(S) if necessary
1. If services of the messenger companies are required, letters are given to GSD. GSD will be responsible in consulting said companies. 2. The messenger form must be accomplished and duly approved by the Administrative Manager.			

**VEHICULAR SERVICE**

Procedure	Officer/Employee Responsible	Maximum time concluded	FEE(S) if necessary
1. The vehicle Reservation Form must be submitted to the Administrative Department duly signed by their respective Department Managers. The form is forwarded to the GSD for approval and processing. 2. For extension of the use of vehicles, a reservation form is likewise required and approved.	Requesting Employee	3 days before actual use	None
	Vehicle Reservation Officer	10 minutes	
	Requesting Employee	2 weeks maximum use of vehicles per department.	

**Cash Unit**

**CHECK PREPARATION AND RELEASES**

Procedure	Officer/Employee Responsible	Maximum time concluded	FEE(S) if necessary
1. Requesting department shall prepare the disbursement voucher to be forwarded to the Finance Department for funding and then to be forwarded to authorized representative for approval	Requesting department		None
2. Approved disbursement voucher shall be forwarded to Cash Unit for releasing to client.	Cashier		
3. Once the check is fully signed, it will be returned to Cash Unit for releasing to client.			
4. For the releasing of check, the collector/representative must inform the Cashier the company he/she represents.	Cashier	20 minutes	None
5. The collector will sign the disbursement voucher acknowledging the receipt of check and all an official receipt to Cashier.			

**PETTY CASH DISBURSEMENT**

Procedure	Officer/Employee Responsible	Maximum time concluded	FEE(S) if necessary
1. The requesting employee must accomplish the petty cash voucher and submit it to the Administrative Department for signing of the Administrative Manager.	Administrative Manager	1 day	None
2. Signed petty cash vouchers are released by the Secretary of the Administrative Manager.	Secretary of the Administrative Manager		
3. Concerned employee will have to encash it at the Cashier.	Cashier		

**MIS Department**

**A. Website Services (for TPB Members and assisted events)**

Procedure	Officer/Employee Responsible	Maximum time concluded	FEE(S) if necessary
1. The requesting party should write a letter to the COO stating the purpose of the request: a. Banner Ad with logo b. Banner Ad with one page article c. Meeting and Maintenance - In-house	MIS Staff	3-5 days 3-5 days 2 weeks	P1,000.00/month P1,500.00/month P500.00/month

**B. Technical Services of TPB Departments**

Procedure	Officer/Employee Responsible	Maximum time concluded	FEE(S) if necessary
1. The requesting party fills up a form for program development.	MIS Staff	2-3 weeks	None
2. The requesting party fills up a form for the updating of the TPB website	MIS Staff	1-2 days	None
3. The requesting party advises the MIS Department thru telephone for any technical problem/assistance encountered/needed by the department.	MIS Staff	1-2 days depending on nature of problem/assistance	None
4. The requesting party fills up a form for presentations required.	MIS Staff	2-3 days	None
5. The requesting party fills up a form for equipment/borrow.	MIS Staff	1 day	None
6. The MIS Department provides the technical specifications of the hardware/software required by the requesting party before purchase request is undertaken.	MIS Staff	1 day	None
7. The MIS Department undertakes the installation of newly purchased hardware & software.	MIS Staff	1-3 days	None
8. The MIS Department provides in-house training of Microsoft Office programs.	MIS Staff	3 half-days	None

**ANNEX**

**CHECKLIST OF GISIS REQUIREMENTS**

- MATURITY/ CSV CLAIM**
- Service Record with inclusive dates of leave without Pay, if any; if no LAWOP, state NONE; duly certified by HEAD of Office/ Administrative Officer (Original/ CLEAR certified true copy) 2 copies
  - Policy Contract (original) – Affidavit of Loss, in case of Loss
  - Certificate/Letter of Surrender for CSV
  - Certification of Policy Loan Payments
  - Tentative Computation from GISIS
- FUNERAL/DEATH CLAIM**
- Funeral and Death Claim Form
  - Service Record with inclusive dates of leave without Pay, if any; if no LAWOP, state NONE; duly certified by HEAD of Office/ Administrative Officer (Original/ CLEAR certified true copy) 2 copies
  - Policy Contracts (original) – Affidavit of Loss, in case of Loss
  - Certification of Policy Loan Payments
  - Original Copy of Death Certificate of member
  - Marriage Contract for married members
  - Official Receipts of Funeral Cost/Service
- SURVIVORSHIP CLAIM**
- Survivorship Claim Form
  - Application for Retirement (3 copies)
  - Service Record with inclusive dates of leave without Pay, if any; if no LAWOP, state NONE; duly certified by HEAD of Office/ Administrative Officer (Original/ 3 certified true copy)
  - Certification of Salary/ Emergency Loan Payments
  - Original Death Certificate
  - Original Marriage Contract
  - Original Birth certificates of children
  - Proofs of Surviving legal heirs
- RETIREMENT**
- Application for Retirement (3 copies)
  - Service Record with inclusive dates of leave without Pay, if any; if no LAWOP, state NONE; duly certified by HEAD of Office/ Administrative Officer (Original and 2 certified true copy)
  - Tentative Computation of Retiree from GISIS

**GSD Table**

**Table 1: PURCHASE REQUESTS**

PARTICULARS	REQUESTING OFFICER	APPROVING OFFICIAL
Up to P100,000.00	Division Chief / OIC concerned	Admin. Manager / OIC
Over P100,000.00 up to P500,000.00	Department Manager / OIC concerned	Vice President / Corporate Affairs / OIC
Over P500,000.00 up to P1,000,000.00	Department Manager / OIC concerned	COO / OIC
Over P1,000,000.00 up to P10,000,000.00	Vice President / OIC concerned	COO / OIC
Over P10,000,000.00	COO / OIC	Chairperson TPB Board

**Table 2: PERIOD OF ACTION ON PROCUREMENT ACTIVITIES**

Item	Activity	Period	Start	End	Responsible Project	Responsible Staff
1	Preparation of Request for Proposal/ Invitation to Bid	1 day	1 day	1 day		
2	Posting of Bids/Invitation to Bid	1 day to 1 week	1 day to 1 week	1 day to 1 week		
3	Receipt and opening of Bids/Invitation to Bid	1 day	1 day	1 day		
4	Pre-Bid Conference	1 day	1 day	1 day		
5	Receipt of Evaluation	1 day	1 day	1 day		
6	Submission of Technical Proposal	1 day	1 day	1 day		
7	Submission of Financial Proposal	1 day	1 day	1 day		
8	Submission of Technical Proposal	1 day	1 day	1 day		
9	Submission of Financial Proposal	1 day	1 day	1 day		
10	Submission of Technical Proposal	1 day	1 day	1 day		
11	Submission of Financial Proposal	1 day	1 day	1 day		
12	Submission of Technical Proposal	1 day	1 day	1 day		
13	Submission of Financial Proposal	1 day	1 day	1 day		
14	Submission of Technical Proposal	1 day	1 day	1 day		
15	Submission of Financial Proposal	1 day	1 day	1 day		

**Table 3: STANDARD RATES for the cost of Bidding Documents pursuant to GPPB Resolution No. 04-2017 dated February 29, 2017**

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
≤ P50,000	200.00
More than P50,000 up to 1 Million	1,000.00
More than 1 Million up to 10 Million	5,000.00
More than 10 Million up to 50 Million	10,000.00
More than 50 Million up to 100 Million	20,000.00
More than 100 Million	70,000.00

**Table 4: PURCHASE ORDERS**

PARTICULARS	RECOMMENDING APPROVAL	APPROVING OFFICIAL
Up to P100,000.00	Head Office, Business Division / OIC	Head Office, Business Division / OIC
Over P100,000.00 up to P500,000.00	Business Administration Division / OIC	Vice President, Corporate Affairs / OIC
Over P500,000.00 up to P1,000,000.00	Vice President, Corporate Affairs / OIC	COO / OIC
Over P1,000,000.00	COO / OIC	Chairperson, TPB Board

**Table 5: CHECKS**

PARTICULARS	COUNTERSIGNING	APPROVING OFFICIAL
UP TO P100,000.00	Chief Cashier, Business Division / OIC	Head Office, Business Division / OIC
OVER P100,000.00 UP TO P500,000.00	Vice President, Corporate Affairs / OIC	COO / OIC
OVER P500,000.00	COO / OIC	Chairperson, TPB Board

