

ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT TEMPLATE

(1) NAME OF DEPARTMENT/AGENCY/LGU: PROCUREMENT

(2) SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 13, 2020: Yes No

(3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
Issuance of Certificate of Good Performance	RA 9184. The 2016 Revised Implementing Rules and Regulations	Annex I of the 2016 Revised Implementing Rule and Regulations of RA 9184 clauses 23.1 until 23.5 of the General Conditions of the Contract, Philippines Bidding Documents for the Procurement of Goods and clause on liquidated damages of the General Conditions of the Contract.	PM-PROC-006 Procurement Section Procedure	7/01/20	NONE

SERVICE INFORMATION PER GOVERNMENT SERVICE³

GOVERNMENT SERVICE: Government to Business Entity Releasing of Purchase Order / Notice to Proceed / Contract Agreement Form and Certificate of Good Performance					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Request letter from supplier	RA 9184.	1. Request for copy of Certificate of Good Performance 2. Claim Certificate of Good Performance	RA 9184.	20 minutes	None
Result of Suppliers' Evaluation	The 2016 Revised Implementing Rules and Regulations		The 2016 Revised Implementing Rules and Regulations Procurement Section Procedure	5 minutes	
TOTAL				25 Minutes	
