



**PHILIPPINE
COMPETITION
COMMISSION**

Ensuring businesses compete and consumers benefit

CITIZEN'S CHARTER

December 2023 (9th Edition)



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FOREWORD

Before the establishment of the Philippine Competition Commission (PCC or the Commission) in February 2016, businesses and consumers had little knowledge of competition law and policy. Since then, the Commission, mandated to implement the Philippine Competition Act (Republic Act No. 10667 or the PCA), has embarked on a campaign to educate the public on its role in promoting market competition and protecting consumer welfare.

In our roadshows, we have been asked how businesses, consumers and other stakeholders can help foster a culture of competition in the country. In our review of international best practice, we have found that key to an effective competition policy regime is to engage stakeholders in a collaborative manner. This includes encouraging greater compliance of the business sector to rules issued by the competition authority, coordinating with other regulatory agencies, and soliciting the public's participation in going after anti-competitive conduct.

With these in mind, the Commission crafted this Citizen's Charter in 2017 to make stakeholders aware of the PCC's mandate and functions. This document consists of key information on our internal and external services, the performance standards we adhere to in transacting with the public, and a feedback mechanism that would allow us to continually improve our service delivery.

Sharing the objective of the Anti-Red Tape Authority in promoting ease of doing business and creating an efficient government, we constantly update our Citizen's Charter alongside the development and continual improvement of our rules and procedures in safeguarding the market against anti-competitive behavior.



Kenneth V. Tanate
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Executive Director /

Chairperson, PCC Committee on Anti-Red Tape (CART)



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AGENCY PROFILE



I. MANDATE

The Philippine Competition Commission (PCC) is an independent and quasi-judicial body mandated to implement the national competition policy, and enforce Republic Act No. 10667 or the Philippine Competition Act (PCA), which serves as the country's primary competition law for promoting and protecting competitive markets.

II. POWERS AND FUNCTIONS

Pursuant to Section 12 of the PCA, the PCC shall exercise the following powers and functions:

- a. Conduct inquiry, investigate, and hear and decide on cases involving any violation of the PCA and other existing competition laws *motu proprio* or upon receipt of a verified complaint from an interested party or upon referral by the concerned regulatory agency, and institute the appropriate civil or criminal proceedings;
- b. Review proposed mergers and acquisitions, determine thresholds for notification, determine the requirements and procedures for notification, and upon exercise of its powers to review, prohibit mergers and acquisitions that will substantially prevent, restrict, or lessen competition in the relevant market;
- c. Monitor and undertake consultation with stakeholders and affected agencies for the purpose of understanding market behavior;
- d. Upon finding, based on substantial evidence, that an entity has entered into an anti-competitive agreement or has abused its dominant position after due notice and hearing, stop or redress the same, by applying remedies, such as, but not limited to, issuance of injunctions, requirement of divestment, and disgorgement of excess profits under such reasonable parameters that shall be prescribed by the rules and regulations implementing the PCA;
- e. Conduct administrative proceedings, impose sanctions, fines or penalties for any noncompliance with or breach of PCA and its implementing rules and regulations (IRR) and punish for contempt;
- f. Issue subpoena *duces tecum* and subpoena *ad testificandum* to require the production of books, records, or other documents or data which relate to any matter, relevant to the investigation and personal appearance before the Commission, summon witnesses, administer oaths, and issue interim orders such as show cause orders and cease and desist orders after due notice and in accordance with the rules and regulations implementing the PCA;
- g. Upon order of the court, undertake inspections of business premises and other offices, land and vehicles, as used by the entity, where it reasonably suspects that relevant books, tax records, or other documents which relate to any matter relevant to the investigation are kept, in order to prevent the removal, concealment, tampering with, or destruction of the books, records, or other documents;

- h. Issue adjustment or divestiture orders including orders for corporate reorganization or divestment the manner and under such terms and conditions as may be prescribed in the rules and regulations implementing the PCA;
- i. Deputize any and all enforcement agencies of the government or enlist the aid and support of any private institution, corporation, entity or association, in the implementation of its powers and functions;
- j. Monitor compliance by the person or entities concerned with the cease and desist order or consent judgment;
- k. Issue advisory opinions and guidelines on competition matters for the effective enforcement of the PCA and submit annual and special reports to Congress, including proposed legislation for the regulation of commerce, trade, or industry;
- l. Monitor and analyze the practice of competition in markets that affect the Philippine economy; implement and oversee measures to promote transparency and accountability; and ensure that prohibitions and requirements of competition laws are adhered to;
- m. Conduct, publish, and disseminate studies and reports on anti-competitive conduct and agreements to inform and guide the industry and consumers;
- n. Intervene or participate in administrative and regulatory proceedings requiring consideration of the provisions of the PCA that are initiated by government agencies such as the Securities and Exchange Commission, the Energy Regulatory Commission and the National Telecommunications Commission;
- o. Assist the National Economic and Development Authority, in consultation with relevant agencies and sectors, in the preparation and formulation of a national competition policy;
- p. Act as the official representative of the Philippine government in international competition matters;
- q. Promote capacity building and the sharing of best practices with other competition-related bodies;
- r. Advocate pro-competitive policies of the government; and
- s. Charge reasonable fees to defray the administrative cost of the services rendered.

III. VISION

The PCC aims to be a world-class competition authority in promoting fair market competition to help achieve a vibrant and inclusive economy and advance consumer welfare.

IV. MISSION

The PCC shall prohibit anti-competitive agreements, abuses of dominant position, and anti-competitive mergers and acquisitions. Sound market regulation will help foster limitless innovation, increase global competitiveness, and expand consumer choices to improve public welfare.

V. SERVICE PLEDGE

We, the officials and employees of the Philippine Competition Commission, with the aim to be a world-class competition authority in promoting fair market competition, pledge to:

- C** – Conscientiously serve our clients with integrity, professionalism, independence, and excellence;
- O** – Observe the agency's service standards and endeavor to continually improve the processes and enabling mechanisms to ensure the highest level of client satisfaction;
- M** – Manage the clients' concerns, understanding their needs and expectations, in a timely and efficient manner;
- P** – Put great value in every client's feedback, comment, and recommendation received from various platforms made available through the PCC Feedback and Redress Mechanism;
- E** – Exemplify objectivity, justice, and fairness in reviewing transactions and handling cases;
- T** – Tactfully communicate with clients and treat them with utmost courtesy and respect; and
- E** – Ensure that clients who are within the premises of the Office during official working hours including lunch break are properly attended to.

We shall uphold the principle of transparency by providing the public with information on competition-related matters through our website (www.phcc.gov.ph), and promptly responding to business and consumer queries through e-mail address (queries@phcc.gov.ph), and telephone number (+632) 87719-PCC (87719-722).

All these we guarantee to deliver our role in ensuring businesses compete and consumers benefit.

LIST OF SERVICES

EXTERNAL SERVICES

• MERGERS AND ACQUISITIONS OFFICE (MAO)

No.	Service	Classification	Total Processing Time	Page No.
1	Review of Mergers and Acquisitions Transactions ¹ <i>(For transactions that proceed until Phase I Review)</i>	Highly Technical	45 calendar days, 5 hours, 30 minutes	14
	Review of Mergers and Acquisitions Transactions <i>(For transactions that proceed until Phase II Review)</i>	Highly Technical	105 calendar days, 5 hours, 30 minutes	27
2	Provision of Pre-Notification Consultation	Complex	3 working days, 3 hours	44
3	Evaluation of Letters of Non-Coverage <i>(For Letters with sufficient information/requirements)</i>	Highly Technical	7 working days, 4 hours, 15 minutes	47
	Evaluation of Letters of Non-Coverage <i>(For Letters that require additional information)</i>	Highly Technical	14 working days, 5 hours, 45 minutes	56
	Evaluation of Letters of Non-Coverage under Mergers, Consolidations, and Acquisitions (MCA) of Banks <i>(For Letters with sufficient information/requirements)</i>	Highly Technical	7 working days	59
	Evaluation of Letters of Non-Coverage under Mergers, Consolidations, and Acquisitions (MCA) of Banks <i>(For Letters that require additional information)</i>	Highly Technical	14 working days	63

¹ The Review of Mergers and Acquisitions Transactions is facilitated by the Mergers and Acquisitions Office and the Commission.

• COMPETITION ENFORCEMENT OFFICE (CEO)

No.	Service	Classification	Total Processing Time	Page No.
4	Receipt and Processing of Enforcement Complaints (For Enforcement Complaints with Sufficient Requirements)	Highly Technical	20 days	69
	Receipt and Processing of Enforcement Complaints (For Enforcement Complaints Lacking Verification or Defective Verification)	Highly Technical	1 working day and 4 hours	74
5	Receipt and Processing of Enforcement-Related Questions and Queries (via E-mail and online portal)	Highly Technical	14 working days	75
6	Issuance of Binding Ruling ² (If CEO does not require an extension of 60 days)	Highly Technical	135 days, 45 minutes	77
	Issuance of Binding Ruling (If CEO requires an extension of 60 days)	Highly Technical	195 days, 45 minutes	81

• COMMUNICATIONS AND KNOWLEDGE MANAGEMENT OFFICE (CKMO)

No.	Service	Classification	Total Processing Time	Page No.
7	Provision of Competition Orientation Outreach Program (COOP) Services	Complex	3 working days	84

• ADMINISTRATIVE OFFICE (AO)

No.	Service	Classification	Total Processing Time	Page No.
8	Issuance of Certificate of Employment (COE) and Service Record (SR) (When the client requests for hard copy)	Simple	2 working days	88
	Issuance of COE and SR (When the client requests for soft copy)	Simple	1 working day, 4 hours	90

² The Issuance of Binding Ruling is facilitated by the Competition Enforcement Office and the Commission.

INTERNAL SERVICES

- OFFICE OF THE COMMISSION CLERK AND SHERIFF - DOCKET MANAGEMENT AND ADMINISTRATIVE SUPPORT DIVISION (OCCS-DMASD)**

No.	Service	Classification	Total Processing Time	Page No.
9	Issuance of Authenticated Copies of Commission Decisions and Resolutions	Simple	2 hours	93

- OFFICE OF THE GENERAL COUNSEL - LEGAL SERVICES DIVISION (OGC-LSD)**

No.	Service	Classification	Total Processing Time	Page No.
10	Issuance of Legal Opinion	Highly Technical	17 working days, 2 hours, 5 Minutes	96
11	Issuance of Certification of No Pending Administrative Case	Simple	2 working days, 6 hours, 15 minutes	99

- COMMUNICATIONS AND KNOWLEDGE MANAGEMENT OFFICE (CKMO)**

No.	Service	Classification	Total Processing Time	Page No.
12	Circulation of Library Books - Borrowing	Simple	7 minutes	102
13	Circulation of Library Books - Returning	Simple	8 minutes	104
14	Circulation of Library Books - Renewing/Re-borrowing (<i>Manual System</i>)	Simple	15 minutes	106
	Circulation of Library Books - Renewing/Re-borrowing (<i>Online System via MS Teams or Email</i>)	Simple	9 minutes	107
	Circulation of Library Books - Renewing/Re-borrowing (<i>Ticketing System</i>)	Simple	9 minutes	108

- ADMINISTRATIVE OFFICE (AO)**

No.	Service	Classification	Total Processing Time	Page No.
15	Issuance of Certificate of Employment (COE) and Service Record (SR) (<i>When the client requests for hard copy</i>)	Simple	2 working days	110
	Issuance of COE and SR (<i>When the client requests for soft copy</i>)	Simple	1 working day, 4 hours	112
16	Issuance of Authenticated Copies of Official Records	Simple	35 minutes per copy	114

No.	Service	Classification	Total Processing Time	Page No.
17	Requisition and Issuance of Supplies and Equipment (<i>when Supplies and/or Equipment are available</i>)	Simple	2 hours, 20 minutes	116
	Requisition and Issuance of Supplies and Equipment (<i>when Supplies and/or Equipment are not available</i>)	Simple	48 minutes	118
18	Provision of Service Vehicle (<i>If vehicle and driver are available</i>)	Simple	2 hours	119
	Provision of Service Vehicle (<i>If no vehicle is available</i>)	Simple	1 hour, 10 minutes	120
19	Issuance of Travel Authority	Simple	2 hours, 50 minutes	122
20	Processing of Request for the Approval of Local Capacity-Building Programs (<i>amounting to Php 50,000.00 and below</i>)	Complex	4 working days, 4 hours, 10 minutes	124
21	Processing of Request for the Approval of Local Capacity-Building Programs (<i>amounting to Php 50,000.01 and above</i>)	Complex	6 working days, 4 hours, 10 minutes	127
22	Processing of Request for the Approval of Foreign Capacity-Building Programs	Complex	4 working days, 4 hours, 10 minutes	130
23	Processing of Requests to Participate in Approved Capacity-Building Programs (<i>Foreign and Local Programs</i>)	Highly Technical	10 working days, 2 hours, 40 minutes	133
24	Provision of Information and Communications Technology (ICT) Services for Routine and General Requests	Complex	2 working days, 2 hours	137
25	Provision of ICT Services for User Control and Mission Critical Requests (<i>if does not require third-party assistance</i>)	Highly Technical	14 working days, 2 hours, 30 minutes	139
	Provision of ICT Services for User Control and Mission Critical Requests (<i>if requires third-party assistance</i>)	Highly Technical	11 working days, 2 hours, 30 minutes	140

• **FINANCE, PLANNING AND MANAGEMENT OFFICE (FPMO)**

No.	Service	Classification	Total Processing Time	Page No.
26	<i>If the request is sufficient to merit certification</i>			
	Processing of Certification of Availability of Allotment for Purchase Request	Complex	2 working days, 4 hours	144
	Processing of Certification of Availability of Allotment for Foreign Travel Order, Local	Complex	2 working days, 4 hours	146

	Travel Order, and/or Special Orders			
	Processing of Certification of Availability of Allotment for Special Orders not requiring Cash Advance	Complex	2 working days, 5 hours	148
	<i>If the request is not sufficient to merit certification</i>			
	Processing of Certification of Availability of Allotment for Purchase Request	Complex	3 working days, 7 hours, 30 minutes	149
	Processing of Certification of Availability of Allotment for Foreign Travel Order, Local Travel Order, and/or Special Orders	Complex	3 working days, 7 hours, 30 minutes	151
	Processing of Certification of Availability of Allotment for Special Orders not requiring Cash Advance	Complex	4 working days	153
27	Issuance of Authenticated Copies of Management Committee Meetings Summary of Discussions (<i>if requested document is available</i>)	Simple	1 hour, 50 minutes	156
	Issuance of Authenticated Copies of Management Committee Meetings Summary of Discussions (<i>if requested document is not available</i>)	Simple	40 minutes	157

MERGERS AND ACQUISITIONS OFFICE

EXTERNAL SERVICES

Mergers and Acquisitions Office (MAO)



1) Review of Mergers and Acquisitions Transactions

The Philippine Competition Commission (“PCC” or the “Commission”), upon notification by parties as provided under the Rules and Regulations Implementing R.A. No. 10667 (the “IRR”), has the power to review mergers and acquisitions having a direct, substantial and reasonably foreseeable effect on trade, industry, or commerce in the Philippines, based on factors deemed relevant by the Commission.

Office:	The Commission Mergers and Acquisitions Office (MAO)
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business G2G – Government to Government
Schedule of Availability:	8:00 AM – 5:00 PM, Monday-Friday
Who May Avail:	Parties to a merger or acquisition that satisfy the thresholds in Rule 4, Section 3 of the IRR, as amended by PCC Memorandum Circular No. 18-001, ³ are required to notify the PCC within thirty (30) calendar days from signing of definitive agreements relating to their transaction in accordance with Section 2.1 of the PCC Rules of Merger Procedure.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Submission of a Request Form to access the MAO E-Notification Filing System	Request Forms can be filled out through this link: Request Form to access MAO E-Notification System (office.com) . The instructions for uploading the documents to the SharePoint Facility can be found here: https://www.phcc.gov.ph/wp-content/uploads/2020/05/Annex-A-Instructions-for-PCC-SharePoint-Facility.pdf
Confirmed Appointment through the PCC Appointment System (PCAS)	Appointments can be reserved through the “Make An Appointment” Tab at the PCC Website (www.phcc.gov.ph)

Notes:

PCC Interim guidelines on the operations of the MAO

- The Implementing Rules and Regulations of Republic Act No. 10667 (“PCA-IRR”) and the Rules on Merger Procedure shall continue to apply unless otherwise provided for in the PCC Interim Guidelines during periods of Community Quarantine.
- PCC Interim Guidelines During Periods of Community Quarantine can be accessed through this link: <https://www.phcc.gov.ph/wp-content/uploads/2021/05/PCC-Interim-Guidelines-Quarantine-Periods-25May2021.pdf>

³ Amendment of Rule 4, Section 3 of the Implementing Rules and Regulations of Republic Act No. 10667.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
PRE-EVALUATION OF FORMS; DETERMINATION OF SUFFICIENCY	
<p>1. Notification Form (or Expedited Review Notification Form⁴). The original Form is signed and certified by a general partner of a partnership, an Officer or Director of a corporation, or in the case of a natural person, the natural person or his/her legal representative, and duly notarized [see Rule 4, Section 5(b) of the IRR].</p> <p>Please see <i>Annex A</i> for the List of Appendices Required under the Notification Form.</p> <p>Please see <i>Annex B</i> for the List of Appendices Required under the Expedited Review Notification Form.</p> <p>Each filing entity is required to upload the digital copies of the Form and required annexes or attachments and submit one (1) original hard copy thereof.</p>	<p>The Form may vary from time to time with the most recent version being made available on the PCC website:</p> <ul style="list-style-type: none"> • Notification Form - https://phcc.gov.ph/notification-form/ • Expedited Review Notification Form - https://phcc.gov.ph/expedited-review-notification-form/ <p>Should there be any uncertainty with respect to the information required in the Form, the notifying parties should refer to the Instructions which is likewise available on the PCC website. The PCC also encourages the parties to request a pre-notification consultation with the MAO in accordance with Rule 4, Section 4 of the IRR.</p>
<p>2. In the case of a partnership or a corporation, the Form shall be accompanied by a one (1) original Secretary's Certificate or Special Power of Attorney or its equivalent in foreign jurisdictions, naming the persons authorized to file and represent them before the PCC</p>	<p>The Secretary's Certificate or Separate Power Attorney (or its equivalent in other jurisdictions) is prepared by the filing Ultimate Parent Entity.</p>
<p>3. One (1) original affidavit attesting to the fact that a definitive agreement has been signed and that each party has an intention of completing the proposed transaction in good faith.⁵</p>	<p>The Affidavit is prepared and executed by the Notifying Party's authorized representative.</p>
<p>4. A digital copy and one (1) hard copy of a written consent⁶ signed by the party's authorized signatory granting the Commission staff permission to access the submitted documents and information outside the office premises of the PCC and to reach out to third parties during the review of the transaction.</p>	<p>The template of the Consent Letter can be accessed through this link: https://www.phcc.gov.ph/wp-content/uploads/2020/05/Consent-Letter-Template-MAOInterimGuidelines.pdf</p>

⁴ Acceptance of Expedited Review Notification Forms remains suspended while the PCC's Interim Guidelines During Periods of Community Quarantine is being implemented [(Sec. III(A)(9))].

⁵ In voting securities acquisition as provided under Rule 4, Section 5(e)(1) of the IRR, only the acquiring entity must submit an affidavit. Note also that the definitive agreement in these transactions shall be the agreement executed between the acquiring entity and the shareholders of the acquired entity.

⁶ The submission of Consent Letter is required by the PCC's Interim Guidelines During Periods of Community Quarantine [(Sec. II(4.3))].

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>5. A digital copy and one (1) hard copy of an affidavit signed by the party's authorized signatory ⁷ certifying that the hard copies and the digital copies uploaded in the online filing system are complete and accurate copies of each other.</p>	<p>The Affidavit is prepared and executed by the Notifying Party's authorized representative.</p>
<p>Notes:</p> <ul style="list-style-type: none"> - Documents executed abroad must be duly authenticated by the Philippine embassy or consul in the country of execution. If the same is impossible to obtain during a community quarantine, documents executed abroad may be submitted without an Apostille or without having been consularized; provided, that the party submitting the same shall submit a certification setting forth the reason for its failure to have the document consularized or Apostilled, together with an undertaking to submit the consularized or Apostilled copies upon resumption of the operations of the consulate or embassy in the country where consularization or Apostillization is to be done. The same process is done for documents that need to be notarized and should be submitted soon after the parties have secured notarization of the documents; - All documents are properly bound, with each attachment labeled with a tab; - Digital copies of the completed Form and its appendixes and attachments are saved in searchable PDF, Word, or spreadsheet format. 	
<p>PHASE I REVIEW</p>	
<p>1. Notification Form deemed sufficient by the MAO</p>	<p>The Form may vary from time to time with the most recent version being made available on the PCC website:</p> <ul style="list-style-type: none"> • Notification Form - https://phcc.gov.ph/notification-form/ • Expedited Review Notification Form - https://phcc.gov.ph/expedited-review-notification-form/ <p>The MAO determines the completeness of the Notification Forms submitted by the parties during the Sufficiency Determination Stage.</p>
<p>2. Payment of Phase I Review filing fee</p> <p><i>Filing fees must be paid within ten (10) calendar days from receipt of an Order of Payment from the PCC.</i></p>	<p>The MAO issues the Order of Payment, and instructions may be found here: https://phcc.gov.ph/memorandum-circular-no-17-002-revised-rules-payment-fees-notification-review-mergers-acquisitions/.</p>
<p>PHASE II REVIEW</p>	
<p>Payment of Phase II Review fee</p> <p><i>Phase II Review fees must be paid within ten (10) calendar days from receipt of an Order of Payment from the PCC.</i></p>	<p>The MAO issues the Order of Payment.</p>

⁷ In relation only to the affidavit required, 'authorized signatory' may also include duly authorized external counsels and consultants.

For transactions that proceed until Phase I Review:

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PRE-EVALUATION OF FORMS⁸						
1	The acquiring and acquired entities submit separate Request Forms to access the MAO E-Notification Filing System.	1.1	The MAO processes E-Notification requests from Monday to Friday from 8:00 a.m. to 5:00 p.m.	None	1 hour [Between 8:00 am and 5:00 pm during working days]	Legal Assistant, MAO
2	The notifying parties upload the digital copies of their Notification Forms and the required annexes or attachments to the MAO E-Notification Filing System. The Forms should be accompanied by Consent Letters and Affidavits of accuracy.	2.1	The Notification Division Chief assigns a handling Attorney to the transaction The MAO pre-evaluates the digital copies uploaded by the notifying parties to determine compliance with the formal requirements.	None	2 hours and 30 minutes ⁹ [Between 8:00 am and 5:00 pm during working days]	Chief of the Notification Division, MAO (for assignment of handling Attorney) Legal Assistant or Handling Attorney of the Notification Division, MAO (for pre-evaluation of digital copies)
3	Both acquiring and acquired entities should also proceed to the PCC Office on the date confirmed via PCC Client Appointment System (PCAS) and present filled-out Forms	3.1	The Records Officer together with a representative of MAO pre-evaluate the hard copies of the Forms submitted by the acquiring and acquired entities to determine compliance with the formal	None	45 minutes	Records Officer, AO-GSD Legal Assistant or Attorney, MAO

⁸ Pre-evaluation of Forms involves examination of the compliance by Notification Forms with the formal requirements as defined under the Implementing Rules and Regulations of the PCA. In view hereof, time spent conducting pre-evaluation does not form part of the processing time for evaluating the application.

⁹ The Parties will be informed of any lacking formal requirement within one (1) working day from transmittal of documents.

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PRE-EVALUATION OF FORMS⁸						
	and the required annexes or attachments, together with their Consent Letters and Affidavits of accuracy.		<p>requirements.</p> <p>The PCC may refuse to accept a Form if it fails to comply with any of the formal requirements, if any portion of the Form has not been filled out, or any annex required under the Form has not been attached. In such cases:</p> <p>a. The Form and its supporting documents are returned to the applicant.</p> <p>b. The noted deficiencies of the Form, either in the digital or hard copies, are explained to the applicant and are noted in the Notification Receiving Form which must be signed by the applicant and the representative of MAO.</p> <p>The submitter shall be given five (5) working days, subject to any extension that the MAO may grant upon its discretion, to submit the lacking formal requirements.¹⁰</p>			

¹⁰ This is compliance with Section 15 of the PCC Interim Guidelines During Periods of Community Quarantine.

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PRE-EVALUATION OF FORMS⁸						
		3.2	<p>A Form which is compliant with all the formal requirements shall be received by the Records Officer and the MAO Representative. A stamped "Received" Notification Receiving Form will be issued to the submitter and copies of the said Form shall be retained by the MAO and the Records Office.</p> <p>If the submitter presents a cover letter or transmittal slip together with a receiving copy of their Notification Form, the cover letter or transmittal slip shall be stamped "Received" by the Records Officer and returned to the applicant together with the Notification Receiving Form.</p> <p>In no case shall a duplicate copy of the Notification Form be stamped "Received" by the Records Officer.</p>	None	15 minutes	<p>Records Officer, AO-GSD</p> <p>Legal Assistant or Attorney, MAO</p>
		3.3	The MAO Legal Assistant inputs the required	None	30 minutes	Legal Assistant, MAO

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PRE-EVALUATION OF FORMS⁸						
			information in the database of MAO No transaction number shall be assigned to the submission since no filing is considered to have been made at this stage.			
SUB-TOTAL				None	5 hours	

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
DETERMINATION OF SUFFICIENCY¹¹						
		3.4	The Handling Attorney reviews the Forms of the acquiring and acquired entities to verify if they have presented all the necessary and appropriate documents and information together with the Forms.	None	15 calendar days	Handling Attorney of the Notification Division, MAO
		3.4.1	Where the merger or acquisition is covered by the compulsory notification requirement and the documents and information provided are sufficient, MAO shall issue an Order of Payment to the parties in order for them to pay the filing fee. <i>(Should this be the case, proceed</i>	None	Within 15 calendar days to determine sufficiency	Handling Attorney of the Notification Division, MAO

¹¹ Determination of sufficiency involves examination if all sections of the Notification Forms were completely filled up by notifying parties and does not involve evaluation of compliance with the substantive requirements of the Notification Forms. In view hereof, time spent conducting sufficiency determination does not form part of the processing time for evaluating the application.

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
DETERMINATION OF SUFFICIENCY¹¹						
			<i>to Client Step No. 6.)</i>			
		3.4.2	Where the merger or acquisition is covered by the compulsory notification requirement but the documents and information provided are deficient, MAO shall issue a notice of deficiency to one or both parties, identifying what other information and documents must be provided, pursuant to the Form ("Notice of Deficiency"). <i>(Should this be the case, proceed to Client Step No. 4.)</i> Note that the parties are given a period of fifteen (15) calendar days to comply with the deficiency. If the deficiencies are not complied with, the submitted Forms shall be returned to the parties, and no notification shall be considered to have been made to the PCC ¹² .	None	Within 10 calendar days to determine sufficiency	Director, MAO
4	The relevant party uploads the digital files of its response	4.1	The MAO Legal Assistant transfers the uploaded digital	None	Within 1 hour upon complete upload	Legal Assistant, MAO Records Officer,

¹² In accordance with Section 16 of the PCC Interim Guidelines During Periods of Community Quarantine, a request for extension of the period to complete the information and documents signed by a Party's authorized signatory may be filed via email no later than two (2) working days period prior to the lapse of the deadline for submission. In the event that a Party's request for extension is approved by the MAO, the 15-day Sufficiency Period shall be then extended until all notifying parties have fully complied with their respective Notice of Deficiencies.

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
DETERMINATION OF SUFFICIENCY¹¹						
	to the Notice of Deficiency to the MAO E-Notification Filing System and proceeds to the PCC Office on the date confirmed via PCAS to submit the hard copies of the documents. ¹³		files from the MAO E-Notification Filing System to the online repository of documents. The MAO Legal Assistant also informs the handling Attorney of the Notification Division that the digital files were successfully transferred to the online repository of documents.		(Between 8:00 am and 5:00 pm during working days; Within the 15 calendar days to comply with the Notice of Deficiency)	AO-GSD
		4.2	The Records Officer stamps "Received" the physical documents submitted in the office.		Within 30 minutes from submission (within 15 calendar days to comply with the Notice of Deficiency) ¹⁴	Records Officer, AO-GSD
		4.3	The Handling Attorney reviews the documents submitted by the notifying parties to verify if all the documents and information requested have been provided.	None	Within the balance of the original 15 calendar days to determine sufficiency, which in no case shall be less than 5 calendar days	Handling Attorney of the Notification Division, MAO
		4.4	If the documents and information submitted in response to the Notice of Deficiency are complete and	None	Within the balance of the original 15 calendar days to determine sufficiency	Handling Attorney of the balance of the original 15 calendar days to determine sufficiency, which in no case shall

¹³ In submitting the documents and information, the following requirements must be observed: (a) soft copies should be uploaded in the MAO E-Notification Filing System and hard copies are filed with the Records Unit; (b) files should be named in a way that allows easy identification of submissions to which they refer to; (c) documents are accompanied by an Affidavit of accuracy; and (d) a notarized certification accompanying the submission stating that the response for additional information and all documents attached were prepared and assembled under the supervision of the certifying officer of the notifying party, and that to the best of his/her knowledge, these are true, correct, and complete in accordance with applicable laws and regulations.

¹⁴ During ECQ or MECQ, submission of hard copies shall be submitted in accordance with Sections 23.2 and 23.3 of the PCC Interim Guidelines During Periods of Community Quarantine. The parties shall be given a period of seven (7) calendar days from the lifting of ECQ or MECQ over the NCR or Barangay Bagong Pag-Asa, Quezon City within which to submit, subject to any extension that may be granted by MAO.

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
DETERMINATION OF SUFFICIENCY¹⁵						
			<p>sufficient to proceed to Phase I Review, MAO issues an Order of Payment to the parties.¹⁵</p> <p>(Should this be the case, proceed to Client Step No. 6.)</p>			be less than 5 calendar days the Notification Division, MAO
		4.4.1	<p>The PCC returns the Forms by issuing a Notice of Return if any of the following circumstances shall appear after a review of the Applicant's response to the Notice of Deficiency:</p> <p>a. Incorrect designation of any of the notifying parties' ultimate parent entity (UPE);¹⁶</p> <p>b. Failure to submit information or attachments required under the Form; or</p> <p>c. Submission of incorrect or misleading information, without prejudice to the application of the appropriate penalties.</p>	None	Within the balance of the original 15 calendar days to determine sufficiency	Director, MAO
5	Applicant or his/her authorized representative proceeds to	5.1	Records Officer and a representative of MAO:	None	1 hour	Records Officer, AO-GSD Legal Assistant or Attorney,

¹⁵ During ECQ or MECQ, Orders of Payment shall be issued in accordance with Sections 23.2 and 23.3 of the PCC Interim Guidelines During Periods of Community Quarantine. The parties shall be given a period of seven (7) calendar days from the lifting of ECQ or MECQ over the NCR or Barangay Bagong Pag-Asa, Quezon City within which to pay, subject to any extension that may be granted by MAO.

¹⁶ The PCC shall, however, allow the parties to correct their submission after the former has made preliminary determination on the correct UPE.

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
DETERMINATION OF SUFFICIENCY¹¹						
	<p>the PCC Office on the date confirmed via PCAS to claim the incomplete Form together with all documents submitted.</p> <p>If the claimant should be a person other than the authorized person of the applicant, the claimant must submit an original copy of his/her proof of authority together with a photocopy of a government-issued ID, the original copy of which must likewise be presented for verification, to the MAO Representative</p>		<p>a. Ensure that the Notification Return Form is filled-out and signed by the Applicant or his/her authorized representative</p> <p>b. Release the incomplete Form and all documents to the Applicant or his/her authorized representative; and</p>			MAO
		5.1.1	The MAO Legal Assistant files a duly signed Notification Return Form when the Notification Forms of the parties were returned.	None	10 minutes	Legal Assistant, MAO
6	After having received an Order of Payment, the notifying party/ies proceeds to the PCC Office	6.1	<p>The Cashier processes payment and issues an official receipt to the Applicant.</p> <p>A MAO</p>	Notification Filing and Phase I Review Fee – PHP 250,000.00	30 minutes	<p>Cashier, AO-GSD</p> <p>Legal Assistant or Attorney, MAO</p>

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
DETERMINATION OF SUFFICIENCY¹⁷						
	on the date confirmed via PCAS and pays the filing fee for Notification and Phase I. Review to the Cashier. Note that the parties are given a period of ten (10) calendar days ¹⁷ to pay the filing fee from receipt of the Order of Payment.		representative presents the original copy of the Order of Payment to the Cashier who will indicate thereon the official receipt number and stamp the same as "Paid." A duplicate copy of the stamped Order of Payment is issued to the Applicant and the MAO.			
		6.2	The MAO issues Notices of Sufficiency ¹⁸ to the notifying parties electronically and, if the authorized officer is in the Philippines, by mail or personal delivery, to inform them that the Forms and other documents submitted by them are sufficient for commencement of Phase I Review. A case number is assigned to the filed submission.	None	Within 1 working day from payment of filing fee	Director, MAO
SUB-TOTAL				PHP 250,000.00	15 calendar days, 30 minutes	

"Review of Mergers and Acquisitions Transactions" is covered under R.A. No. 10667 and its IRR, the PCC Rules on Merger Procedure, and other related PCC Memorandum Circulars

¹⁷ If parties are unable to pay the fees within their Payment Schedule, they may request an extension of the period signed by the authorized signatory prior to the lapse of the deadline for payment.

¹⁸ Issuance of Notice of Sufficiency doesn't form part of the processing time for evaluating sufficiency.

TOTAL FEES TO BE PAID	PHP 250,000.00
Notification Filing and Phase I Review Fee	PHP 250,000.00
TOTAL PROCESSING TIME	45 calendar days, 5 hours, 30 minutes¹⁹
Pre-Evaluation of Forms	5hours
Determination of Sufficiency	15 calendar days (and 1 hour for payment processing of Notification Filing and Phase I Review Fee, and for issuance of Notices of Sufficiency)
Phase I Review	30 calendar days (to commence on the first working day after payment of fee for notification and Phase I Review)

¹⁹ The total processing time includes the uploading by notifying parties of Notification Form to the MAO E-Notification System, pre-evaluation by the MAO of the parties' submissions, and other internal processes to be conducted by the MAO in relation to the Notification Form filed by the notifying parties.

For transactions that proceed until Phase II Review:

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PRE-EVALUATION OF FORMS²⁰						
1	The acquiring and acquired entities submit separate Request Forms to access the MAO E-Notification Filing System.	1.1	The MAO processes E-Notification requests from Monday to Friday from 8:00 a.m. to 5:00 p.m.	None	1 hour [Between 8:00 am and 5:00 pm during working days]	Legal Assistant, MAO
2	The notifying parties upload the digital copies of their Notification Forms and the required annexes or attachments to the MAO E-Notification Filing System. The Forms should be accompanied by Consent Letters and Affidavits of accuracy.	2.1	The Notification Division Chief assigns a handling Attorney to the transaction. The MAO pre-evaluates the digital copies uploaded by the notifying parties to determine compliance with the formal requirements.	None	2 hours and 30 minutes ²¹ [Between 8:00 am and 5:00 pm during working days].	Chief of the Notification Division, MAO (for assignment of handling Attorney) Legal Assistant or Handling Attorney of the Notification Division, MAO (for pre-evaluation of digital copies)
3	Both acquiring and acquired entities should also proceed to the PCC Office on the date confirmed via PCC Client Appointment System (PCAS) and present filled-out Forms and the required annexes or attachments,	3.1	The Records Officer together with a representative of MAO pre-evaluates the hard copies of the Forms submitted by the acquiring and acquired entities to determine compliance with the formal requirements.	None	45 minutes	Records Officer, AO-GSD Legal Assistant or Attorney, MAO

²⁰ Pre-evaluation of Forms involves examination of the compliance by Notification Forms with the formal requirements as defined under the Implementing Rules and Regulations of the PCA. In view hereof, time spent conducting pre-evaluation does not form part of the processing time for evaluating the application.

²¹ The Parties will be informed of any lacking formal requirement within one (1) business day from transmittal of documents.

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PRE-EVALUATION OF FORMS²⁰						
	together with their Consent Letters and Affidavits of accuracy.		<p>The PCC may refuse to accept a Form if it fails to comply with any of the formal requirements, if any portion of the Form has not been filled out, or any annex required under the Form has not been attached. In such cases:</p> <p>a. The Form and its supporting documents are returned to the applicant.</p> <p>b. The noted deficiencies of the Form, either in the digital or hard copies, are explained to the applicant and are noted in the Notification Receiving Form which must be signed by the applicant and the representative of MAO. The submitter shall be given five (5) working days, subject to any extension that the MAO may grant upon its discretion, to submit the lacking formal requirements.²²</p>			
		3.2	A Form which is compliant with all	None	15 minutes	Records Officer,

²² This is compliance with Section 15 of the PCC Interim Guidelines During Periods of Community Quarantine.

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PRE-EVALUATION OF FORMS²⁰						
			<p>the formal requirements shall be received by the Records Officer and the MAO Representative. A stamped "Received" Notification Receiving Form will be issued to the submitter and copies of the said Form shall be retained by the MAO and the Records Office.</p> <p>If the submitter presents a cover letter or transmittal slip together with a receiving copy of their Notification Form, the cover letter or transmittal slip shall be stamped "Received" by the Records Officer and returned to the applicant together with the Notification Receiving Form.</p> <p>In no case shall a duplicate copy of the Notification Form be stamped "Received" by the Records Officer.</p>			<p>AO-GSD</p> <p>Legal Assistant or Attorney, MAO</p>
		3.3	The MAO Legal Assistant inputs the required information in the database of MAO	None	30 minutes	Legal Assistant, MAO

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PRE-EVALUATION OF FORMS²⁰						
			No transaction number shall be assigned to the submission since no filing is considered to have been made at this stage.			
SUB-TOTAL				None	5 hours	

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
DETERMINATION OF SUFFICIENCY²³						
		3.4	The Handling Attorney reviews the Forms of the acquiring and acquired entities to verify if they have presented all the necessary and appropriate documents and information together with the Forms.	None	15 calendar days	Handling Attorney of the Notification Division, MAO
		3.4.1	Where the merger or acquisition is covered by the compulsory notification requirement and the documents and information provided are sufficient, MAO shall issue an Order of Payment to the parties in order for them to pay the filing fee. <i>(Should this be the case, proceed to Client Step No. 6.)</i>	None	Within 15 calendar days to determine sufficiency	Handling Attorney of the Notification Division, MAO

²³ Determination of sufficiency involves examination if all sections of the Notification Forms were completely filled up by notifying parties and does not involve evaluation of compliance with the substantive requirements of the Notification Forms. In view hereof, time spent conducting sufficiency determination does not form part of the processing time for evaluating the application.

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
DETERMINATION OF SUFFICIENCY²³						
		3.4.2	<p>Where the merger or acquisition is covered by the compulsory notification requirement but the documents and information provided are deficient, MAO shall issue a notice of deficiency to one or both parties, identifying what other information and documents must be provided, pursuant to the Form ("Notice of Deficiency").</p> <p><i>(Should this be the case, proceed to Client Step No. 4.)</i></p> <p>Note that the parties are given a period of fifteen (15) calendar days to comply with the deficiency. If the deficiencies are not complied with, the submitted Forms shall be returned to the parties, and no notification shall be considered to have been made to the PCC²⁴.</p>	None	Within 10 calendar days to determine sufficiency	Director, MAO
		3.4.3	Where the merger or acquisition is not covered by the compulsory notification requirement, or is covered by an	None	Within 15 calendar days to determine sufficiency	Handling Attorney of the Notification Division, MAO

²⁴ In accordance with Section 16 of the PCC Interim Guidelines During Periods of Community Quarantine, a request for extension of the period to complete the information and documents signed by a Party's authorized signatory may be filed via email no later than two (2) business days period to the lapse of the deadline for submission. In the event that a Party's request for extension is approved by the MAO, the 15-day Sufficiency Period shall be then extended until all notifying parties have fully complied with their respective Notice of Deficiencies.

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
DETERMINATION OF SUFFICIENCY²³						
			existing and effective exemption circular or guidelines issued by the PCC, the parties shall be informed that their transaction is not covered by the compulsory notification requirement.			
4	The relevant party uploads the digital files of its response to the Notice of Deficiency to the MAO E-Notification Filing System and proceeds to the PCC Office on the date confirmed via PCAS to submit the hard copies of the documents. ²⁵	4.1	<p>The MAO Legal Assistant transfers the uploaded digital files from the MAO E-Notification Filing System to the online repository of documents.</p> <p>The MAO Legal Assistant also informs the handling Attorney of the Notification Division that the digital files were successfully transferred to the online repository of documents.</p>	None	<p>Within 1 hour upon complete upload</p> <p>(Between 8:00 am and 5:00 pm during working days; Within 15 calendar days to comply with the Notice of Deficiency)</p>	Legal Assistant, MAO
		4.2	The Records Officer stamps "Received" the physical documents submitted in the office.	None	<p>Within 30 minutes from submission</p> <p>(within 15 calendar days to comply with the Notice of Deficiency)²⁶</p>	Records Officer, AO-GSD

²⁵ In submitting the documents and information, the following requirements must be observed: (a) soft copies should be uploaded in the MAO E-Notification Filing System and hard copies are filed with the Records Unit; (b) files should be named in a way that allows easy identification of submissions to which they refer to; (c) documents are accompanied by an Affidavit of accuracy; and (d) a notarized certification accompanying the submission stating that the response for additional information and all documents attached were prepared and assembled under the supervision of the certifying officer of the notifying party, and that to the best of his/her knowledge, these are true, correct, and complete in accordance with applicable laws and regulations.

²⁶ During ECQ or MECQ, submission of hard copies shall be submitted in accordance with Sections 23.2 and 23.3 of the PCC Interim Guidelines During Periods of Community Quarantine. The parties shall be given a period of seven (7) calendar days from the lifting of ECQ or MECQ over the NCR or Barangay Bagong Pag-Asa, Quezon City within which to submit, subject to any extension that may be granted by MAO.

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
DETERMINATION OF SUFFICIENCY²³						
		4.3	The Handling Attorney reviews the documents submitted by the notifying parties to verify if all the documents and information requested have been provided.	None	Within the balance of the original 15 calendar days to determine sufficiency, which in no case shall be less than 5 calendar days	Handling Attorney of the Notification Division, MAO
		4.4	If the documents and information submitted in response to the Notice of Deficiency are complete and sufficient to proceed to Phase I Review, MAO issues an Order of Payment to the parties. ²⁷ (Should this be the case, proceed to Client Step No. 6.)	None	Within the balance of the original 15 calendar days to determine sufficiency	Handling Attorney of the Notification Division, MAO
		4.4.1	The PCC returns the Forms by issuing a Notice of Return if any of the following circumstances shall appear after a review of the Applicant's response to the Notice of Deficiency: a. Incorrect designation of any of the notifying	None	Within the balance of the original 15 calendar days to determine sufficiency	Director, MAO

²⁷ During ECQ or MECQ, Orders of Payment shall be issued in accordance with Sections 23.2 and 23.3 of the PCC Interim Guidelines During Periods of Community Quarantine. The parties shall be given a period of seven (7) calendar days from the lifting of ECQ or MECQ over the NCR or Barangay Bagong Pag-Asa, Quezon City within which to pay, subject to any extension that may be granted by MAO.

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
DETERMINATION OF SUFFICIENCY²³						
			<p>parties' ultimate parent entity (UPE);²⁸</p> <p>b. Failure to submit information or attachments required under the Form; or</p> <p>c. Submission of incorrect or misleading information, without prejudice to the application of the appropriate penalties.</p>			
5	<p>Applicant or his/her authorized representative proceeds to the PCC Office on the date confirmed via PCAS to claim the incomplete Form together with all documents submitted.</p> <p>If the claimant should be a person other than the authorized person of the</p>	5.1	<p>Records Officer and a representative of MAO:</p> <p>b. Ensure that the Notification Return Form is filled-out and signed by the Applicant or his/her authorized representative.</p> <p>b. Release the incomplete Form and all documents to the Applicant or his/her authorized representative; and</p>	None	1 hour	<p>Records Officer, AO-GSD</p> <p>Legal Assistant or Attorney, MAO</p>

²⁸ The PCC shall, however, allow the parties to correct their submission after the former has made preliminary determination on the correct UPE.

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
DETERMINATION OF SUFFICIENCY²³						
	applicant, the claimant must submit an original copy of his/her proof of authority together with a photocopy of a government-issued ID, the original copy of which must likewise be presented for verification, to the MAO Representative	5.1.1	The MAO Legal Assistant files a duly signed Notification Return Form when the Notification Forms of the parties were returned.	None	10 minutes	Legal Assistant, MAO
6	<p>After having received an Order of Payment, the notifying party/ies proceeds to the PCC Office on the date confirmed via PCAS and pays the filing fee for Notification and Phase I. Review to the Cashier.</p> <p>Note that the parties are given a period of ten (10) calendar days²⁹ to pay the filing fee from receipt of the Order of Payment.</p>	6.1	<p>The Cashier processes payment and issues an official receipt to the Applicant.</p> <p>A MAO representative presents the original copy of the Order of Payment to the Cashier who will indicate thereon the official receipt number and stamp the same as "Paid." A duplicate copy of the stamped Order of Payment is issued to the Applicant and the MAO.</p>	Notification Filing and Phase I Review Fee – PHP 250,000.00	30 minutes	<p>Cashier, AO-GSD</p> <p>Legal Assistant or Attorney, MAO</p>

²⁹ If parties are unable to pay the fees within their Payment Schedule, they may request an extension of the period signed by the authorized signatory prior to the lapse of the deadline for payment.

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
DETERMINATION OF SUFFICIENCY²³						
		6.2	The MAO issues Notices of Sufficiency ³⁰ to the notifying parties electronically and, if the authorized officer is in the Philippines, by mail or personal delivery, to inform them that the Forms and other documents submitted by them are sufficient for commencement of Phase I Review. A case number is assigned to the filed submission.	None	Within 1 working day from payment of filing fee	Director, MAO
SUB-TOTAL				PHP 250,000.00	15 calendar days, 30 minutes	

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PHASE I REVIEW						
		6.3	PCC undertakes a Phase I Review, day 1 of which is the working day following payment of the filing fee.	None	30 calendar days	Case Team (for conduct of Review) Chairperson and Commissioners (for Commission)

³⁰ Issuance of Notice of Sufficiency doesn't form part of the processing time for evaluating sufficiency.

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PHASE I REVIEW						
						Decisions) Director (for Notices), MAO
		6.3.1	The MAO may send a Request for Information to the parties indicating other relevant information necessary for the review of the transaction.	None	Within the 30-day period for Phase I Review	Handling Attorney of Review Division, MAO Director, MAO
7	The relevant party uploads the digital files of its response to the Request for Information to the MAO E-Notification Filing System and proceeds to the PCC Office on the date confirmed via PCAS to submit the hard copies of the documents. ³¹	7.1	The MAO Legal Assistant transfers the uploaded digital files from the MAO E-Notification Filing System to the online repository of documents. The MAO Legal Assistant also informs the assigned case team for review that the digital files were successfully transferred to the online repository of documents.	None	Within 1 hour upon complete upload (Between 8:00 am and 5:00 pm during working days; Within the 30-day period for Phase I Review)	Legal Assistant, MAO
		7.2	The Records Officer stamps "Received" the physical documents submitted in the office.	None	Within 30 minutes from submission (within the 30-day period for Phase I Review)	Records Officer, AO-GSD
		7.3	At the expiration of the 30-day period for Phase I Review, the PCC may take any of the following	None	Within the 30-day period for Phase I Review	Chairperson and Commissioners (for Commission Decisions)

³¹ In submitting the documents and information, the following requirements must be observed: (a) soft copies should be uploaded in the MAO E-Notification Filing System and hard copies are filed with the Records Unit; (b) files should be named in a way that allows easy identification of submissions to which they refer to; and (c) documents are accompanied by an Affidavit of accuracy.

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PHASE I REVIEW						
			<p>action:</p> <p>a. Issue a Decision clearing the transaction; or</p> <p>b. In the event that PCC identifies competition concerns in Phase I Review such that a favorable decision cannot be rendered, or on the basis of all information before it, is unable to form a conclusion that the transaction does not raise competition concerns, the PCC will inform the notifying that the transaction will proceed to a Phase II Review.</p> <p>If the PCC does not issue a Decision or Notice that the transaction will proceed to Phase II Review upon the expiration of the period for Phase I Review, the transaction is deemed approved.</p>			
		7.3.1	<p>If the transaction shall proceed to Phase II Review, the PCC notifies the parties that a more detailed and extensive review is needed for their transaction ("Phase II Notice"), and issue a Phase II Request for Additional</p>	None	Within the 30-day period for Phase I Review	<p>Handling Attorney of Review Division, MAO</p> <p>Director, MAO</p>

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PHASE I REVIEW						
			Information ("Phase II Request"). Phase II Review of the transaction shall commence on the day after service of the Phase II Notice.			
SUB-TOTAL				None	30 calendar days	

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PHASE II REVIEW						
8	The parties upload the digital copies of their response to Phase II Request using the MAO E-Notification Filing System and proceed to the PCC Office on the date confirmed via PCAS to submit hard copies of their response to the Phase II Request within 15 calendar days from the parties' receipt of said request subject to any request for extension of time granted by the MAO.	8.1	The PCC undertakes Phase II Review.	None	60 calendar days	Case Team (for the conduct of Review) Chairperson and Commissioners (for Commission Decisions) Director (for Notices), MAO
		8.2	The MAO Legal Assistant transfers the uploaded digital files from the MAO E-Notification Filing System to the online repository of documents. The MAO Legal Assistant also informs the assigned case team for review that the digital files were successfully transferred to the online repository of documents.	None	Within 1 hour upon complete upload (Between 8:00 am and 5:00 pm during working days; Within the 60-day period for Phase II Review)	Legal Assistant, MAO
		8.3	The Records Officer stamps "Received" the physical	None	The Records Officer stamps "Received" the physical	Records Officer, AO-GSD

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PHASE II REVIEW						
			documents submitted in the office.		documents submitted in the office.	
		8.4	The PCC issues a Notice of Return to the notifying parties for failure to submit a complete response or for failure to submit both the digital and hard copies of their response to the Phase II Request, and no notification is considered to have been made to the PCC. The parties must then re-submit their Form to the PCC pursuant to Section 5 of the PCC Rules on Merger Procedure <i>(Should this be the case, proceed to Client Step No. 10.)</i>	None	On the 5 th calendar day from the lapse of the 15-day period to submit the parties' response to the Phase II Request	Director, MAO
9	None	9.1	The PCC sends an Order of Payment to the notifying parties for payment of the fee for Phase II Review within 5 calendar days from the parties' receipt of a Phase II Notice. ³² <i>(Proceed to Client Step No. 11.)</i>	None	Within 5 calendar days from the parties' receipt of a Phase II Notice	Handling Attorney of Review Division, MAO
		9.2	The PCC issues a Notice of Return to the notifying parties for failure	None	Within 1 working day from the lapse of the period to	Director, MAO

³² During ECQ or MECQ, Orders of Payment shall be issued in accordance with Sections 23.2 and 23.3 of the PCC Interim Guidelines During Periods of Community Quarantine. The parties shall be given a period of seven (7) calendar days from the lifting of ECQ or MECQ over the NCR or Barangay Bagong Pag-Asa, Quezon City within which to pay, subject to any extension that may be granted by MAO.

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PHASE II REVIEW						
			to pay the filing fee for Phase II Review, and no notification is considered to have been made to the PCC. The parties must then re-submit their Form to the PCC pursuant to Section 5 of the PCC Rules on Merger Procedure. <i>(Should this be the case, proceed to Client Step No. 10.)</i>		pay the filing fee for Phase II Review	
10	Applicant or his/her authorized representative proceeds to the PCC Office on the date confirmed via PCAS to claim the Notification Form together with all documents submitted. If the claimant should be a person other than the authorized person of the applicant, the claimant must submit an original copy of his/her proof of authority together with a photocopy of a government-issued ID, the original copy of which must likewise be presented for verification, to the MAO Representative	10.1	Records Officer and a representative of MAO: a. Ensure that the Notification Return Form is filled-out and signed by the Applicant or his/her authorized representative. b. Release the Form and all documents to the Applicant or his/her authorized representative; and	None	1 hour	Records Officer, AO-GSD Legal Assistant or Attorney, MAO
		10.2	The MAO Legal Assistant files a duly signed Notification Return Form when the Notification Forms of the parties were returned.	None	10 minutes	Legal Assistant, MAO

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PHASE II REVIEW						
11	The parties proceed to the PCC Office on the date confirmed via PCAS and pay the fee for Phase II Review upon presentment of the Order of Payment to the Cashier.	11.1	The Cashier processes payment and issues official receipt; stamps the Order of Payment as “Paid,” indicating the date of payment and official receipt number.	Fee for Phase II Review - 1% of 1% of the value of transaction, which shall not be less than PHP 1,000,000.00 nor exceed PHP 5,000,000.00	30 minutes	Cashier, AO-GSD
	Note that the parties are given a period of ten (10) calendar days ³³ to pay the filing fee from receipt of the Order of Payment. After payment	12.2	The PCC invites each party for a State of Play meeting, as necessary.	None	Within the 60-day period for Phase II Review	Handling Attorney of Review Division, MAO
12	The parties attend the State of Play meeting via video conferencing through Microsoft Teams which may be conducted during Phase II Review.	12.1	The PCC facilitates conduct of State of Play meeting ³⁴ via video conferencing through Microsoft Teams.	None	Within the 60-day period for Phase II Review	Handling Attorney of Review Division, MAO
		12.2	During the period for Phase II Review, the PCC issues a Decision on whether to clear the merger, prohibit the same, or subject its clearance to certain conditions. ³⁵	None	Within the 60-day period for Phase II Review	Chairperson and Commissioners (for Commission Decisions)
SUBTOTAL:				1% of 1% of the value of the transaction which shall not be less than PHP 1,000,000.00 nor exceed PHP 5,000,000.00	60 calendar days	

³³ If parties are unable to pay the fees within their Payment Schedule, they may request an extension of the period signed by the authorized signatory prior to the lapse of the deadline for payment. The request for extension to pay the fees for Phase 2 review must be accompanied by a waiver extending Phase 2 review for a period corresponding to the number of days by which the deadline for payment of fees will be extended.

³⁴ Per Section 7.17 of the PCC Rules of Merger Procedure.

³⁵ If the PCC does not issue a Decision upon the expiration of the period for Phase II Review, the transaction shall be deemed approved.

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PHASE II REVIEW						
			TOTAL:	PHP 250,000.00 + (1% of 1% of the value of the transaction which shall not be less than PHP 1,000,000.00 nor exceed PHP 5,000,000.00)	105 calendar days, 5 hours, 30 minutes	

“Review of Mergers and Acquisitions Transactions” is covered under R.A. No. 10667 and its IRR, the PCC Rules on Merger Procedure, and other related PCC Memorandum Circulars.

TOTAL FEES TO BE PAID:	PHP 250,000.00 + (1% of 1% of the value of the transaction which shall not be less than PHP 1,000,000.00 nor exceed PHP 5,000,000.00)
Notification Filing and Phase I Review Fee	PHP 250,000.00
Phase II Review Fee	1% of 1% of the value of the transaction which shall not be less than PHP 1,000,000.00 nor exceed PHP 5,000,000.00
TOTAL PROCESSING TIME:	105 calendar days, 5 hours, 30 minutes³⁶
<i>Pre-Evaluation of Forms</i>	5 hours
<i>Determination of Sufficiency</i>	<i>15 calendar days (and 1 hour for payment processing of Notification Filing and Phase I Review Fee, and for issuance of Notices of Sufficiency)</i>
Phase I Review	30 calendar days (to commence on the first working day after payment of fee for notification and Phase I Review)
Phase II Review	60 calendar days

³⁶ The total processing time includes the uploading by notifying parties of Notification Form to the MAO E-Notification System, pre-evaluation by the MAO of the parties' submissions, and other internal processes to be conducted by the MAO in relation to the Notification Form filed by the notifying parties.

2) Provision of Pre-Notification Consultation

The Mergers and Acquisitions Office (“MAO”) may assist parties with the planning and consideration of proposed mergers or acquisitions (“M&As”) by way of Pre-Notification Consultations (“PNCs”) wherein parties are given an opportunity to discuss the content and timing of their notifications with a staff of the Philippine Competition Commission (“PCC” or the “Commission”).

During a PNC, parties may seek clarification on the information required under the Notification Form, inquire what other additional information may be required for the review, and discuss their identified markets. For mergers involving complex products or services or raising competition issues, PNCs can streamline and facilitate the review process. Parties may also request a PNC to seek guidance on whether a potential transaction is notifiable or not based on the thresholds provided under Rule 4 of the IRR.

The parties are given non-binding advice on the specific information required in the Notification Form. However, the PCC does not give opinion whether a merger is likely to lead to substantial lessening of competition (“SLC”) during PNCs.

Office:	Mergers and Acquisitions Office (MAO)
Classification:	Complex
Type of Transaction:	G2B – Government to Business G2G – Government to Government
Schedule of Availability:	8:00 AM – 5:00 PM, Monday-Friday
Who May Avail:	Parties to a proposed merger or acquisition that are required to notify may inform the PCC thereof and request a pre-notification consultation with a staff of the Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>To request a meeting, the parties must provide the following information in writing, whether electronically or by mail:</p> <ol style="list-style-type: none"> Names and business contact information of the entities concerned; Type of transaction; and Markets or lines of businesses covered by the proposed merger or acquisition. <p>If request is filed by mail, the party needs to submit only one (1) original copy of the request containing all the foregoing information.</p>	<p>E-mail or correspondence to be prepared by the Applicant.</p>

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	<p>Client sends a request for pre-notification consultation by mail (at 25/F Vertis North Corporate Center 1, North Avenue, Quezon City 1105) or e-mail (at mergers@phcc.gov.ph) providing the aforementioned required information.</p> <p>Such request, if sent by mail, must likewise indicate the Applicant's contact information (i.e., e-mail address and telephone number).</p> <p>Parties are also encouraged to send a list of questions or issues they wish to discuss, accompanied by electronic copies of relevant documents. With this, a written consent duly signed by their authorized signatory authorizing MAO staff to access their documents outside the premises of PCC should be submitted.</p>	1.1	<p>The handling Attorney of the Notification Division acknowledges receipt of the request.</p> <p>The handling Attorney of the Notification Division also informs the party of the schedule of the pre-notification consultation.</p> <p>Once the parties and the MAO have agreed to conduct the pre-notification consultation on a specific date, the MAO will send a meeting invitation through Microsoft Teams.</p>	None	Acknowledge within 3 working days from receipt of request	Handling Attorney of MAO Notification Division
2	Parties attend the pre-notification consultation via video conferencing through Microsoft Teams	2.1	Holds the pre-notification consultation remotely via video conferencing through Microsoft Teams, and records the meeting only when parties consent thereto.	None	3 hours	Handling Attorney of the Notification Division, assisted by a Legal Assistant, MAO
TOTAL:				None	3 working days, 3 hours	

“Provision of Pre-Notification Consultation” is provided under the IRR of R.A. No. 10667, and the PCC Rules on Merger Procedure.

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	3 working days, 3 hours
Evaluation of Request	3 working days
Conduct of Pre-Notification Consultation	3 hours

3) Evaluation of Letters of Non-Coverage

A Letter of Non-Coverage shall refer to letters filed by stakeholders, business-owners or counsels to inform the Philippine Competition Commission (“PCC” or the “Commission”) that a merger or acquisition is not subject to compulsory notification. The letters must be accompanied by information or documents as required under pertinent guidelines or rules.

The PCC, together with Philippine Deposit Insurance Corporation (PDIC), Bangko Sentral ng Pilipinas (BSP), Securities and Exchange Commission (SEC), and Cooperative Development Authority (CDA) (collectively, “concerned agencies”) entered into a Memorandum of Agreement on the Procedures for Applications for Mergers, Consolidations, and Acquisitions of Banks (MCA-MOA) to align the processing of applications for the approval of merger, consolidation, and acquisition proposals of banks with the government’s initiative to promote ease of doing business while achieving each of the concerned agencies’ respective regulatory mandates. Subsequently, the concerned agencies issued the Implementing Guidelines for the Streamlined Procedures for Applications for Mergers, Consolidations, and Acquisitions (MCA) of Banks (the “Implementing Guidelines”). The procedure outlined in the MCA-MOA shall cover applications for non-notifiable MCAs of banks that do not involve any financial assistance. Letters of Non-Coverage concerning non-notifiable MCA transactions of banks are processed by the MAO with due regard to the procedures laid down in relevant PCC issuances, the MCA-MOA, and the Implementing Guidelines

Office:	Mergers and Acquisitions Office (MAO)
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business
Schedule of Availability:	8:00 AM – 5:00 PM, Monday-Friday
Who May Avail:	<ol style="list-style-type: none"> Parties submitting information that their transaction is not subject to compulsory notification under R.A. No. 10667 and its Implementing Rules and Regulations; Parties submitting information that their transaction is covered by an effective exemption circular or guideline issued by the PCC

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Submission of a Request Form to access the MAO E-Notification Filing System.	<p>Request Forms can be filled out through this link: Request Form to access MAO E-Notification System (office.com)</p> <p>The instructions for uploading the documents to the SharePoint Facility can be found here: https://www.phcc.gov.ph/wp-content/uploads/2020/05/Annex-A-Instructions-for-PCC-SharePoint-Facility.pdf</p>
Confirmed Appointment through the PCC Appointment System (PCAS)	Appointments can be booked through the “Make An Appointment” Tab at the PCC Website. (www.phcc.gov.ph)
[Additional requirement for applications of Mergers, Consolidations, and Acquisitions (MCA) of Banks to be submitted to the BSP]	<p>Memorandum of Agreement on the Procedures for Applications for Mergers, Consolidations, and Acquisitions of Banks</p> <p>Joint Circular No. 1, series of 2022 can be accessed here:</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>The Proponent Bank shall fill out and submit the Unified Application Form together with the harmonized requirements indicated in the Joint Circular No. 1, series of 2022 to the BSP.</p>	<p>https://www.bsp.gov.ph/Media_And_Research/Public_Advisories/Joint_Circular_No._01_Series_of_2022.pdf</p> <p>Unified Application Form can be accessed here: https://www.phcc.gov.ph/wp-content/uploads/2022/03/Annex-B-Application-Form.pdf</p>
<p>Notes: PCC Interim guidelines on the operations of the MAO</p> <ul style="list-style-type: none"> - The Implementing Rules and Regulations of Republic Act No. 10667 ("PCA-IRR") and the Rules on Merger Procedure shall continue to apply unless otherwise provided for in these PCC Interim Guidelines. - PCC's Interim Guidelines During Periods of Community Quarantine can be accessed through this link: https://www.phcc.gov.ph/wp-content/uploads/2021/05/PCC_Interim-Guidelines_Quarantine-Periods_25May2021.pdf 	
GENERAL REQUIREMENTS	
<p>1. The Letter, regardless of the ground for the application, must provide either one (1) original or copy of the following information:</p> <ol style="list-style-type: none"> Names of the acquiring and acquired (or "target") entities (collectively the "Parties"), and their respective ultimate parent entities ("UPE"); Latest General Information Sheets of the Parties and their identified UPEs; Definitive agreement or preliminary agreement relating to the proposed transaction; Description of the proposed transaction; Objective of the proposed transaction; For the respective Notifying Groups of the acquiring and acquired entities, provide: <ol style="list-style-type: none"> A description of their lines of business; Products and services for each line of business; Revenues derived by the Notifying Group for each line of business in the most recent year; and The geographical areas in the Philippines where they supply each product or service; For mergers, the most recent draft of the Plan of Merger and Articles of Merger; For joint ventures, relevant documents showing the degree of participation and 	<ul style="list-style-type: none"> • The Parties prepare the Letter of Non-Coverage, setting forth the applicable ground and the information required. • The General Information Sheet form part of the parties' internal records and may also be obtained from the Securities and Exchange Commission (SEC). • Revenues may be derived from audited financial statements that form part of the parties' internal records and may also be obtained from the SEC. • Other requirements may be obtained from the Parties' internal records. <p>The Guidelines may be found here: https://phcc.gov.ph/guidelines-letters-noncoverage-nonnotification-compulsory-notification/.</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>management roles of each JV partner, respective rights and powers in the management of the JV, and division of profits, risks and losses;</p> <p>i. Identity of the authorized representatives of each Party to the Transaction, including the designation/ position, email address, business address, and phone number.</p> <p>In addition, Letters submitted pursuant to these Guidelines must comply with the following formal requirements:</p> <p>a. Accompanied by one (1) original Secretary's Certificate in case of a corporation, or Special Power of Attorney in case of a partnership, naming the authorized signatory of the letter as possessing actual authority to make the certification on behalf of the entity filing the letter, and naming the persons authorized to file and represent them before the MAO;</p> <p>b. One (1) original hard copy of the Letter and each subsequent response to requests for information by the MAO, if any, together with an electronic version of each, uploaded in the MAO E-Notification Filing System. Each attachment must be uploaded in the online filing system as a separate file with a file name that corresponds to the appendix number. The electronic versions must be saved in searchable PDF, Word, or Excel format (for data sets); and</p> <p>c. All Letters and subsequent responses to requests for additional information and documents by the MAO must be accompanied by a duly notarized certification from an authorized person of the requesting party that (i) the Letter, together with all appendices and attachments thereto, was prepared under his/her supervision; and (ii) the information and data provided</p>	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>are complete, true and correct to the best of his knowledge and/or based on authentic records. The authorized person must be a general partner of a partnership, an officer or director of a corporation, or in the case of a natural person, the natural person or his/her legal representative.</p>	
<p>2. A digital copy and one (1) hard copy of a written consent³⁷ signed by the party's authorized signatory granting the Commission staff permission to access the submitted documents and information outside the office premises of the PCC.</p>	<p>The template of the Consent Letter can be accessed through this link: https://www.phcc.gov.ph/wp-content/uploads/2020/05/Consent-Letter-Template_MAOInterimGuidelines.pdf</p>
<p>3. A digital copy and one (1) hard copy of an affidavit signed by the party's authorized signatory³⁸ certifying that the hard copies and the digital copies uploaded in the online filing system are complete and accurate copies of each other.</p>	<p>The Affidavit is prepared and executed by the Notifying Party's authorized representative.</p>
FOR MERGERS OR ACQUISITIONS FALLING BELOW THE NOTIFICATION THRESHOLDS	
<p>For mergers and acquisitions that do not breach the notification thresholds, one (1) original or copy of the following:</p> <ol style="list-style-type: none"> Diagrams or charts showing the relationship between the Notifying Group of the acquiring entity and the acquired entity before and after the proposed transaction; and Description of the assets, shares, or other interests being acquired. <ol style="list-style-type: none"> For acquisition of assets, a description of all the classes of assets to be acquired, the value of each class of asset, and the basis of the valuation thereof; For acquisition of shares, a description of all classes of shares of the acquired entity and entities it controls, and the features of each class of shares; 	<ul style="list-style-type: none"> The Parties prepare the Letter of Non-Coverage, setting forth the applicable ground and the information required. Audited Financial Statements form part of the parties' internal records and may also be obtained from the Securities and Exchange Commission (SEC). Other requirements may be obtained from the Parties' internal records.

³⁷ The submission of Consent Letter is required by the PCC Interim Guidelines During Periods of Community Quarantine.

³⁸ In relation only to the affidavit required, 'authorized signatory' may also include duly authorized external counsels and consultants

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> iii. For joint ventures (JV), a description of all the assets or shares to be combined or contributed, the value of each class of asset and the basis of the valuation thereof or in case of shares, the features of each class of shares; and iv. For mergers, provide the information required in (i) or (ii) for each asset or share of the absorbed entity and entities it controls. c. Latest Audited Financial Statements or last regularly prepared financial statement of the Parties and their respective UPEs. 	
FOR TRANSACTIONS THAT INVOLVE INTERNAL RESTRUCTURING	
<p>For mergers and acquisitions involving internal restructuring under Clarificatory Note No. 16-002, one (1) original or copy of the following:</p> <ul style="list-style-type: none"> a. Shareholders' agreement; b. Board resolutions and minutes of the meeting; c. Voting trust agreements; d. Management contracts; e. Nominee agreements; f. Trust agreements; g. Any other agreements of a similar nature or analogous to those abovementioned. 	<ul style="list-style-type: none"> • The Parties prepare the Letter of Non-coverage, setting forth the applicable ground and the information required. • Other requirements may be obtained from the Parties' internal records. <p>Clarificatory Note No. 16-002 on coverage of compulsory notification may be found here: https://phcc.gov.ph/clarificatory-note-no-16-002-coverage-compulsory-notification/.</p>
FOR CONSOLIDATION OF OWNERSHIP	
<p>For mergers and acquisitions involving consolidation of ownership under Clarificatory Note No 18-001, one (1) original or copy of the following:</p> <ul style="list-style-type: none"> a. A list of all entities in which each of the common beneficial owners of the acquiring and target entities have an interest, together with information on: <ul style="list-style-type: none"> i. The type and extent of the beneficial owner's interest ii. The lines of business of each entity in which the beneficial owners have an interest iii. Products and services in each line of business. b. Latest General Information Sheet and Audited Financial Statements of all entities identified in 6(a); 	<ul style="list-style-type: none"> • The Parties prepare the Letter of Non-coverage, setting forth the applicable ground and the information required. • The General Information Sheet form part of the parties' internal records and may also be obtained from the Securities and Exchange Commission (SEC). • Audited Financial Statements form part of the parties' internal records and may also be obtained from the SEC. • Other requirements may be obtained from the Parties' internal records. <p>Clarificatory Note No. 18-001 on consolidation of ownership may be found here: https://phcc.gov.ph/clarificatory-note-no-18-001-consolidation-of-ownership/.</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> c. Most recent draft(s) of the agreement(s) or executed copy of the agreement(s) to implement the transaction; d. Affidavit from duly authorized officers of the Acquiring and Acquired entity that the transaction is between entities that are controlled by, or under common control of the same ultimate parent entity; e. Evidence of control in cases where the natural person(s) controls a party to the transaction other than ownership of shares. 	
FOR ACQUISITIONS OF LAND NOT FOR THE PURPOSE OF OBTAINING CONTROL	
<p>For land acquisitions not for the purpose of obtaining control under Clarificatory Note No. 19-001, one (1) original or copy of the following:</p> <ul style="list-style-type: none"> a. Latest Articles of Incorporation, and By-Laws of the parties; b. Deeds, instruments, writings, or documents which transfer, convey, or assign the property, including deeds, instruments, writings or documents which require one party to assume any liability or mortgage arising from the transfer of the property. c. If there is any condition to assume liability or mortgage, the deed, instrument, writing, or document pertaining to the principal liability (e.g. loan agreement) and the mortgage agreement. d. If the transaction involves titled property, certified true copy of the original certificate of title (OCT), transfer certificate of title (TCT), condominium certificate of title (CCT) or other proof of ownership of the property, including pages on Memorandum of Encumbrances issued by the Registry of Deeds within fourteen (14) days prior to submission to the PCC; e. Certified true copy of the latest Tax Declaration of the property, untitled or titled, and any improvement thereto, obtained 	<ul style="list-style-type: none"> • The Parties prepare the Letter of Non-coverage, setting forth the applicable ground and the information required. • The General Information Sheet and Audited Financial Statements form part of the parties' internal records and may also be obtained from the Securities and Exchange Commission (SEC). • Title to the property and other deeds may be obtained from the Registry of Deeds, or from Parties' internal records. • Other requirements may be obtained from the Parties' internal records. <p>Clarificatory Note No. 19-001 on acquisition of land may be found here: https://phcc.gov.ph/cn19-001-land-acquisition-notif/.</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>within fourteen (14) days prior to the submission to the PCC;</p> <p>f. Certificate of No Improvement;</p> <p>g. Appraisal report, if available;</p> <p>h. Financial and accounting records itemizing the (i) property, plant, and equipment, (ii) investment property, (iii) inventory, or (iv) other accounts, where the property is recorded, including, but not limited to, lapsing schedule, subsidiary ledgers, or worksheets showing the purchase price, cost, carrying amount, accumulated depreciation, and other changes (i.e. increase or decrease) of the account.</p> <p>i. Approved location map or, in its absence, a google map satellite image of the land to be acquired, including the text copy of the coordinates; and</p> <p>j. Clear photos of the property, including its boundaries, structures thereon, and right of way, to be captured within thirty (30) days prior to submission of information to the MAO.</p>	

For Letters with sufficient information/requirements:

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	The acquiring and acquired entities submit separate Request Forms to access the MAO E-Notification Filing System.	1.1	The MAO processes E-Notification requests from Monday to Friday from 8:00 a.m. to 5:00 p.m.	None	1 hour [Between 8:00 am and 5:00 pm during working days]	Legal Assistant, MAO
2	The notifying parties upload the digital copies of the Letter of Non-Coverage from Compulsory Notification and the required	2.1	<p>The Notification Division Chief assigns a handling Attorney to the transaction.</p> <p>The MAO pre-evaluates the digital copies uploaded by</p>	None	2 hours and 30 minutes ³⁹ [Between 8:00 am and 5:00 pm during working days]	<p>Chief of the Notification Division, MAO (for assignment of handling Attorney)</p> <p>Legal Assistant or Handling</p>

³⁹ The Parties will be informed of any lacking formal requirement within one (1) business day from transmittal of documents.

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>annexes or attachments to the MAO E-Notification Filing System.</p> <p>The Letter of Non-Coverage should be accompanied by a Consent Letter and Affidavit of accuracy.</p>		the notifying parties to determine compliance with the formal requirements.			Attorney of the Notification Division, MAO (for pre-evaluation of digital copies)
3	<p>The applicant should also proceed to the PCC Office on the date confirmed via PCC Client Appointment System (PCAS) and submits the Letter of Non-Coverage from Compulsory Notification to the PCC Records Section (at 25/F Vertis North Corporate Center 1, North Avenue, Quezon City 1105) providing the aforementioned required information.</p>	3.1	The Records Officer together with a representative of MAO pre-evaluates the hard copies of the Letter of Non-Coverage from Compulsory Notification submitted by the acquiring and acquired entities.	None	45 minutes	<p>Records Officer, AO-GSD</p> <p>Legal Assistant or Attorney, MAO</p>
		3.2	The MAO verifies if the Letter of Non-Coverage from Compulsory Notification and its attachments contain all the necessary and appropriate documents that are required to be submitted for the assessment of their request.	None	Within 7 working days from submission by applicant of Letter of Non-Coverage	Handling Attorney of the Notification Division, MAO
		3.3	The MAO issues an Acknowledgment Letter if it determines that the Letter of Non-Coverage from Compulsory Notification is not covered by compulsory notification as prescribed by the PCA and IRR. Otherwise, the MAO advises the Applicant to notify if the transaction is subject to compulsory notification.	None		<p>Handling Attorney of the Notification Division, MAO</p> <p>Director, MAO</p>

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			<p>Should the facts turn out to be different than what was represented before the MAO or the PCC, all opinions or findings issued by the MAO or the PCC in response to the Parties' Letter shall be deemed to have been obtained on the basis of fraud or false material information, and therefore shall have no effect. In this regard, the Parties cannot rely on said opinion or finding issued by the MAO or the PCC as basis for not notifying the PCC of the transaction⁴⁰.</p> <p>The acknowledgment issued by the MAO shall not prevent the PCC from commencing a <i>motu proprio</i> review of the transaction.⁴¹</p>			
TOTAL:				None	7 working days, 4 hours, 15 minutes	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	7 working days, 4 hours, 15 minutes⁴²

⁴⁰ Revised Guidelines on Non-Coverage from Compulsory Notification, §11.

⁴¹ Rep. Act no. 10667 and its Implementing Rules and Regulations.

⁴² The total processing time includes the uploading by notifying parties of the Letter of Non-Coverage to the MAO E-Notification System, pre-evaluation by the MAO of the parties' submissions, and other internal processes to be conducted by the MAO in relation to the Letter of Non-Coverage filed by notifying parties.

For Letters that require additional information:

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
EVALUATION OF INITIAL SUBMISSION						
1	The acquiring and acquired entities submit separate Request Forms to access the MAO E-Notification Filing System.	1.1	The MAO processes E-Notification requests from Monday to Friday from 8:00 a.m. to 5:00 p.m.	None	1 hour [Between 8:00 am and 5:00 pm during working days]	Legal Assistant, MAO
2	The notifying parties upload the digital copies of the Letter of Non-Coverage from Compulsory Notification and the required annexes or attachments to the MAO E-Notification Filing System. The Letter of Non-Coverage should be accompanied by a Consent Letter and Affidavit of accuracy.	2.1	The Notification Division Chief assigns a handling Attorney to the transaction. The MAO pre-evaluates the digital copies uploaded by the notifying parties to determine compliance with the formal requirements.	None	2 hours and 30 minutes ⁴³ [Between 8:00 am and 5:00 pm during working days]	Chief of the Notification Division, MAO (for assignment of handling Attorney) Legal Assistant or Handling Attorney of the Notification Division, MAO (for pre-evaluation of digital copies)
3	The applicant should also proceed to the PCC Office on the date confirmed via PCAS and submits the Letter of Non-Coverage from Compulsory Notification to the PCC Records Section (at 25/F Vertis North Corporate Center 1, North Avenue, Quezon City 1105) providing the aforementioned required information.	3.1	The Records Officer together with a representative of MAO pre-evaluates the hard copies of the Letter of Non-Coverage from Compulsory Notification submitted by the acquiring and acquired entities.	None	45 minutes	Records Officer, AO-GSD Legal Assistant or Attorney, MAO
		3.2	The MAO verifies if the Letter of Non-Coverage from Compulsory Notification and its attachments contain all the necessary and appropriate documents that are required to be	None	Within 7 working days from submission by applicant of Letter of Non-Coverage	Handling Attorney of the Notification Division, MAO

⁴³ The Parties will be informed of any lacking formal requirement within one (1) working day from transmittal of documents.

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			submitted for the assessment of their request.			
		3.3	The MAO determines that the Letter of Non-Coverage from Compulsory Notification is deficient and issues a Request for Additional Information.	None	Within 7 working days from submission by applicant of Letter of Non-Coverage	Handling Attorney of the Notification Division, MAO Director, MAO
SUB-TOTAL				None	7 working days, 4 hours, 15 minutes	
EVALUATION OF RESPONSE TO REQUEST FOR ADDITIONAL INFORMATION						
4	The applicant uploads the digital copies of the information requested to the MAO E-Notification Filing System within the period prescribed in the Request for Additional Information.	4.1	The MAO Legal Assistant transfers the uploaded digital files from the MAO E-Notification Filing System to the online repository of documents. The MAO Legal Assistant also informs the handling Attorney of the Notification Division that the digital files were successfully transferred to the online repository of documents.	None	Within 1 hour upon complete upload [Between 8:00 am and 5:00 pm during working days; Within the period prescribed in the Request for Additional Information]	Legal Assistant or Handling Attorney of the Notification Division, MAO
5	The applicant should also proceed to the PCC Office on the date confirmed via PCAS and submits the information requested within the period prescribed in the Request for	5.1	The Records Officer stamps "Received" the physical documents submitted in the office.	None	Within 30 minutes from submission (Within the period prescribed in the Request for Additional Information) ⁴⁴	Records Officer, AO-GSD

⁴⁴ During ECQ or MECQ, submission of hard copies shall be submitted in accordance with Sections 23.2 and 23.3 of the PCC Interim Guidelines During Periods of Community Quarantine. The parties shall be given a period of seven (7) calendar days from the lifting of ECQ or MECQ over the NCR or Barangay Bagong Pag-Asa, Quezon City within which to submit, subject to any extension that may be granted by MAO.

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Additional Information.	5.2	<p>The Handling Attorney reviews the additional documents submitted by the applicant.⁴⁵</p> <p>Where, upon evaluation, the applicant was able to submit all requested additional information, the MAO either issues an Acknowledgment, or advises the Applicant that the transaction is subject to compulsory notification.</p>	None	Within 7 working days from submission by applicant of complete additional information	<p>Handling Attorney of the Notification Division, MAO</p> <p>Director, MAO</p>
SUB-TOTAL:				None	7 working days, 1 hour, 30 minutes	
TOTAL:				None	14 working days, 5 hours, 45 minutes	

TOTAL FEES TO BE PAID	None
TOTAL PROCESSING TIME	14 working days, 5 hours, 45 minutes⁴⁶
Evaluation of Initial Submission	7 working days, 4 hours, 15 minutes
Evaluation of Response to Request for Additional Information	7 working days, 1 hour, 30 minutes

⁴⁵ In accordance with Section 16 of the PCC Interim Guidelines During Periods of Community Quarantine, a request for extension of the period to complete the information and documents signed by a Party's authorized signatory may be filed via email no later than two (2) working days period to the lapse of the deadline for submission.

⁴⁶ The total processing time includes the uploading by notifying parties of the Letter of Non-Coverage to the MAO E-Notification System, pre-evaluation by the MAO of the parties' submissions, and other internal processes to be conducted by the MAO in relation to the Letter of Non-Coverage filed by notifying parties.

For Letters with sufficient information/requirements under Mergers, Consolidations, and Acquisitions (MCA) of Banks:

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	The Lead Proponent Bank will answer the Self-Assessment Questionnaire (SAQ) in the BSP Website.	1.1	BSP will send an automatic reply within 24 hours, copy furnishing BSP-FSD office, PDIC, SEC, and CDA. (Sec 3.1 of Joint MCA)	None	no processing time on part of MAO	Bangko Sentral ng Pilipinas (BSP)
		1.2	BSP shall notify the Lead Proponent Bank, copy furnishing concerned agencies, of its eligibility or non-eligibility to submit the MCA Application and Documentary requirements. (Sec 3.1 of Joint MCA)	None	no processing time on part of MAO	
2	The Proponent Banks submit separate Request Forms to access the MAO E-Notification Filing System.	2.1	The MAO processes E-Notification requests from Monday to Friday from 8:00 a.m. to 5:00 p.m.	None	1 hour [Between 8:00 am and 5:00 pm during working days; Within 7 working days from submission by Proponent Banks of Letter of Non-Coverage]	Legal Assistant, MAO
3	The Proponent Banks upload the digital copies of the Letter of Non-Coverage from Compulsory Notification and the required annexes or attachments to the MAO E-Notification Filing System.	3.1	The Notification Division Chief assigns a handling Attorney to the transaction. The MAO pre-evaluates the digital copies uploaded by the Proponent Banks to determine compliance with	None	2 hours and 30 minutes ⁴⁷ [Between 8:00 am and 5:00 pm during working days; Within 7 working days from submission by Proponent Banks of Letter of Non-Coverage]	Chief of the Notification Division, MAO (for assignment of handling Attorney) Legal Assistant or Handling Attorney of the Notification Division, MAO

⁴⁷ The Parties will be informed of any lacking formal requirement within one (1) business day from transmittal of documents.

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	The Letter of Non-Coverage should be accompanied by a Consent Letter and Affidavit of accuracy.		the formal requirements.			(for pre-evaluation of digital copies)
		3.2	MAO shall inform the BSP and other concerned agencies upon its receipt of documents required under the Harmonized List of Requirements from the Proponent Banks (Sec 3.3 of Joint MCA)	None	1 hour [Between 8:00 am and 5:00 pm during working days; Within 7 working days from submission by Proponent Banks of Letter of Non-Coverage]	Chief of the Notification Division, MAO
		3.3	BSP shall assign a Unified Application Number (UAN) to the MCA Application and will disseminate to the concerned agencies through email. (Sec 3.3 of Joint MCA)	None	no processing time on part of MAO	Bangko Sentral ng Pilipinas (BSP)
4	The Proponent Banks should also proceed to the PCC Office on the date confirmed via PCC Client Appointment System (PCAS) and submit the Letter of Non-Coverage from Compulsory Notification to the PCC Records Section (at 25/F Vertis North Corporate Center 1, North Avenue, Quezon City 1105) providing the aforementioned	4.1	The Records Officer together with a representative of MAO pre-evaluate the hard copies of the Letter of Non-Coverage from Compulsory Notification submitted by the Proponent Banks.	None	45 minutes [Within 7 working days from submission by Proponent Banks of Letter of Non-Coverage]	Records Officer, AO-GSD Legal Assistant or Attorney, MAO
		4.2	The MAO verifies if the Letter of Non-Coverage from Compulsory Notification and its attachments contain all the necessary and appropriate documents that are required to be submitted for the	None	Within 7 working days from submission by applicant of Letter of Non-Coverage	Handling Attorney of the Notification Division, MAO

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	required information.		assessment of their request.			
		4.3	<p>The MAO informs the concerned agencies that its assessment is complete.</p> <p>The MAO will only release its Acknowledgement Letter to the Proponent Banks upon confirmation of clearance from other concerned agencies.</p>	None		<p>Handling Attorney of the Notification Division, MAO</p> <p>Director, MAO</p>
5	The concerned agencies issue Notices of Complete Submission to the MAO		<p>The MAO issues an Acknowledgment Letter if it determines that the Letter of Non-Coverage from Compulsory Notification is not covered by compulsory notification as prescribed by the PCA and IRR. Otherwise, the MAO advises the Applicant to notify if the transaction is subject to compulsory notification,</p> <p>Should the facts turn out to be different than what was represented before the MAO or the PCC, all opinions or findings issued by the MAO or the PCC in response to the Parties' Letter shall be deemed to have been obtained on the basis of fraud</p>	None	<p>1 hour to issue an email to inform the Proponent Banks that the MAO has completed its assessment of the Letter of Non-Coverage and that the findings will be issued after confirmation by all concerned agencies that they have issued a Notice of Complete Submission.</p> <p>After issuance by all concerned agencies of their respective Notices of Complete Submission, the MAO will issue an Acknowledgment Letter or a Notice of Notifiability</p> <p>[The issuance of the Acknowledgment Letter of Notice of Notifiability may be outside the 7 working day evaluation period of the MAO]</p>	<p>Concerned Agencies</p> <p>Handling Attorney of the Notification Division, MAO</p> <p>Director, MAO</p>

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			<p>or false material information, and therefore shall have no effect. In this regard, the Parties cannot rely on said opinion or finding issued by the MAO or the PCC as basis for not notifying the PCC of the transaction⁴⁸.</p> <p>The acknowledgment issued by the MAO shall not prevent the PCC from commencing a <i>motu proprio</i> review of the transaction.⁴⁹</p>			
TOTAL:				None	7 working days	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	7 working days⁵⁰

⁴⁸ Revised Guidelines on Non-Coverage from Compulsory Notification, §11.

⁴⁹ Rep. Act no. 10667 and its Implementing Rules and Regulations.

⁵⁰ The total processing time includes the uploading by Proponent Banks of the Letter of Non-Coverage to the MAO E-Notification System, pre-evaluation by the MAO of the parties' submissions, and other internal processes to be conducted by the MAO in relation to the Letter of Non-Coverage filed by the Proponent Banks.

For Letters that require additional information under Mergers, Consolidations, and Acquisitions (MCA) of Banks:

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
EVALUATION OF INITIAL SUBMISSION						
1	The Lead Proponent Bank will answer the Self-Assessment Questionnaire (SAQ) in the BSP Website.	1.1	BSP will send an automatic reply within 24 hours, copy furnishing BSP-FSD office, PDIC, SEC, and CDA. (Sec 3.1 of Joint MCA)	None	no processing time on part of MAO	Bangko Sentral ng Pilipinas (BSP)
		1.2	BSP shall notify the Lead Proponent Bank, copy furnishing concerned agencies, of its eligibility or non-eligibility to submit the MCA Application and Documentary requirements. (Sec 3.1 of Joint MCA)	None	no processing time on part of MAO	
2	The Proponent Banks submit separate Request Forms to access the MAO E-Notification Filing System.	2.1	The MAO processes E-Notification requests from Monday to Friday from 8:00 a.m. to 5:00 p.m.	None	1 hour [Between 8:00 am and 5:00 pm during working days; Within 7 working days from submission by Proponent Banks of Letter of Non-Coverage]	Legal Assistant, MAO
3	The Proponent Banks upload the digital copies of the Letter of Non-Coverage from Compulsory Notification and the required annexes or attachments to the MAO E-Notification Filing System. The Letter of Non-Coverage	3.1	The Notification Division Chief assigns a handling Attorney to the transaction. The MAO pre-evaluates the digital copies uploaded by the Proponent Banks to determine compliance with the formal requirements.	None	2 hours and 30 minutes ⁵¹ [Between 8:00 am and 5:00 pm during working days; Within 7 working days from submission by Proponent Banks of Letter of Non-Coverage]	Chief of the Notification Division, MAO (for assignment of handling Attorney) Legal Assistant or Handling Attorney of the Notification Division, MAO (for pre-evaluation of digital copies)

⁵¹ The Parties will be informed of any lacking formal requirement within one (1) business day from transmittal of documents.

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	should be accompanied by a Consent Letter and Affidavit of accuracy.	3.2	MAO shall inform the BSP and other concerned agencies upon its receipt of documents required under the Harmonized List of Requirements from the Proponent Banks (Sec 3.3 of Joint MCA)	None	1 hour [Between 8:00 am and 5:00 pm during working days; Within 7 working days from submission by Proponent Banks of Letter of Non-Coverage]	Chief of the Notification Division, MAO
		3.3	BSP shall assign a Unified Application Number (UAN) to the MCA Application and will disseminate to the concerned agencies through email. (Sec 3.3 of Joint MCA)	None	no processing time on part of MAO	Bangko Sentral ng Pilipinas (BSP)
4	The Proponent Banks should also proceed to the PCC Office on the date confirmed via PCC Client Appointment System (PCAS) and submits the Letter of Non-Coverage from Compulsory Notification to the PCC Records Section (at 25/F Vertis North Corporate Center 1, North Avenue, Quezon City 1105) providing the aforementioned required information.	4.1	The Records Officer together with a representative of MAO pre-evaluate the hard copies of the Letter of Non-Coverage from Compulsory Notification submitted by the Proponent Banks.	None	45 minutes [Within 7 working days from submission by Proponent Banks of Letter of Non-Coverage]	Records Officer, AO-GSD Legal Assistant or Attorney, MAO
		4.2	The MAO verifies if the Letter of Non-Coverage from Compulsory Notification and its attachments contain all the necessary and appropriate documents that are required to be submitted for the assessment of their request.	None	Within 7 working days from submission by applicant of Letter of Non-Coverage	Handling Attorney of the Notification Division, MAO
		4.3	The MAO determines that the Letter of Non-Coverage from Compulsory Notification is deficient and issues a Request for Additional Information.	None	Within 7 working days from submission by applicant of Letter of Non-Coverage	Handling Attorney of the Notification Division, MAO Director, MAO

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SUB-TOTAL				None	7 working days	
EVALUATION OF RESPONSE TO REQUEST FOR ADDITIONAL INFORMATION						
5	The Proponent Banks upload the digital copies of the information requested to the MAO E-Notification Filing System within the period prescribed in the Request for Additional Information.	5.1	<p>The MAO Legal Assistant transfers the uploaded digital files from the MAO E-Notification Filing System to the online repository of documents.</p> <p>The MAO Legal Assistant also informs the handling Attorney of the Notification Division that the digital files were successfully transferred to the online repository of documents.</p>	None	<p>Within 1 hour upon complete upload</p> <p>[Between 8:00 am and 5:00 pm during working days; Within the period prescribed in the Request for Additional Information]</p>	Legal Assistant or Handling Attorney of the Notification Division, MAO
6	The Proponent Banks should also proceed to the PCC Office on the date confirmed via PCAS and submits the information requested within the period prescribed in the Request for Additional Information.	6.1	The Records Officer stamps "Received" the physical documents submitted in the office.	None	<p>Within 30 minutes from submission</p> <p>(Within the period prescribed in the Request for Additional Information)⁵²</p>	Records Officer, AO-GSD
		6.2	The Handling Attorney reviews the additional documents submitted by the applicant. ⁵³	None	Within 7 working days from submission by applicant of complete additional information	Handling Attorney of the Notification Division, MAO
		6.3	<p>The MAO informs the concerned agencies that its assessment is complete.</p> <p>The MAO will only release its Acknowledgement Letter to the Proponent Banks upon confirmation</p>	None		Director, MAO

⁵² During ECQ or MECQ, submission of hard copies shall be submitted in accordance with Sections 23.2 and 23.3 of the PCC Interim Guidelines During Periods of Community Quarantine. The parties shall be given a period of seven (7) calendar days from the lifting of ECQ or MECQ over the NCR or Barangay Bagong Pag-Asa, Quezon City within which to submit, subject to any extension that may be granted by MAO.

⁵³ In accordance with Section 16 of the PCC Interim Guidelines During Periods of Community Quarantine, a request for extension of the period to complete the information and documents signed by a Party's authorized signatory may be filed via email no later than two (2) working days period to the lapse of the deadline for submission.

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			of clearance from other concerned agencies.			
7	The concerned agencies issue Notices of Complete Submission to the MAO	7.1	<p>The MAO issues an Acknowledgment Letter if it determines that the Letter of Non-Coverage from Compulsory Notification is not covered by compulsory notification as prescribed by the PCA and IRR. Otherwise, the MAO advises the Applicant to notify if the transaction is subject to compulsory notification,</p> <p>Should the facts turn out to be different than what was represented before the MAO or the PCC, all opinions or findings issued by the MAO or the PCC in response to the Parties' Letter shall be deemed to have been obtained on the basis of fraud or false material information, and therefore shall have no effect. In this regard, the Parties cannot rely on said opinion or finding issued by the MAO or the PCC as basis for not notifying the PCC of the transaction⁵⁴.</p> <p>The acknowledgment issued by the MAO</p>	None	<p>1 hour to issue an email to inform the Proponent Banks that the MAO has completed its assessment of the Letter of Non-Coverage and that the findings will be issued after confirmation by all concerned agencies that they have issued a Notice of Complete Submission.</p> <p>After issuance by all concerned agencies of their respective Notices of Complete Submission, the MAO will issue an Acknowledgment Letter or a Notice of Notifiability.</p> <p>[The issuance of the Acknowledgment Letter of Notice of Notifiability may be outside the 7 working day evaluation period of the MAO]</p>	<p>Handling Attorney of the Notification Division, MAO</p> <p>Director, MAO</p>

⁵⁴ Revised Guidelines on Non-Coverage from Compulsory Notification, §11.

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			shall not prevent the PCC from commencing a <i>motu proprio</i> review of the transaction. ⁵⁵			
SUB-TOTAL:				None	7 working days	
TOTAL:				None	14 working days	

TOTAL FEES TO BE PAID	None
TOTAL PROCESSING TIME	14 working days⁵⁶
Evaluation of Initial Submission	7 working days
Evaluation of Response to Request for Additional Information	7 working days

⁵⁵ Rep. Act no. 10667 and its Implementing Rules and Regulations.

⁵⁶ The total processing time includes the uploading by Proponent Banks of the Letter of Non-Coverage to the MAO E-Notification System, pre-evaluation by the MAO of the parties' submissions, and other internal processes to be conducted by the MAO in relation to the Letter of Non-Coverage filed by the Proponent Banks.

COMPETITION ENFORCEMENT OFFICE

EXTERNAL SERVICES

4) Receipt and Processing of Enforcement Complaints

This service details (1) how an interested party may file an Enforcement Complaint and (2) its assessment to determine if such complaint would be granted due course by the Commission and proceed to a Preliminary Inquiry (PI).

Enforcement Complaints refer to (1) verified complaints and (2) referrals by regulatory agencies filed with the PCC. It will undergo an assessment with the following considerations:

- *Jurisdiction of the PCC;*
- *Public Interest;*
- *Resource Allocation;*
- *Likelihood of Successful Outcome;*
- *Non-compliance with Section 2.4 of the 2017 Rules of Procedure in the case of a verified complaint; and*
- *Absence of reasonable grounds to commence PI, with due regard to enforcement priorities set by the Commission.*

The assessment of Enforcement Complaints shall be handled by an Intake Team which is composed of three (3) members of the Competition Enforcement Office (CEO). The Economics Office shall designate an economist to assist the Intake Team.

Office:	Competition Enforcement Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business Entity
Schedule of Availability:	8:00 AM – 5:00 PM, Monday – Friday
Who May Avail:	All <i>(Any interested/requesting party)</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Enforcement Complaint (either a verified complaint or a referral from a regulatory agency) and its annexes.⁵⁷</p> <p>In case of a verified complaint, it shall contain the following:</p> <ul style="list-style-type: none"> • Identity of the entity complained of; • Acts constituting the violation of the Philippine Competition Act (“PCA” or the “Act”), its implementing rules, or other competition laws; • Documents and other materials supporting the allegations; • A statement of the present status of any other case proceeding involving substantially similar facts, issues, and entities, and an undertaking to inform the PCC of any such case or proceeding within five (5) days from knowledge thereof; and 	<p>Requesting Party</p>

⁵⁷ This supersedes the number of copies required by the Rules in Section 1.8, in relation to Article II of Rule IV on Service and Filing thereof.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Statement under oath that the complainant has read the complaint and that the allegations therein are true and correct of his personal knowledge or based on authentic records. <p>In case of a referral from a regulatory agency, it will contain the following:</p> <ul style="list-style-type: none"> Identity of the entity complained of; Acts constituting the violation of the Philippine Competition Act ("PCA" or the "Act"), its implementing rules, or other competition laws; and Documents and other materials supporting the allegations. 	
If by personal filing, or filing by registered mail or private courier⁵⁸	
Duly accomplished Submission Form (1, original copy)	<p>Requesting Party</p> <p>The submission form can be downloaded from the PCC Website (https://phcc.gov.ph/citizens_charter/citizens-charter/)</p>
One (1) original copy and one (1) photocopy of the Enforcement Complaint and its annexes	Requesting Party
<p>Soft copy of the Enforcement Complaint and its annexes sent via e-mail at enforcement@phcc.gov.ph</p> <p><i>The soft copies shall be submitted via e-mail within ten (10) days from the filing of the hard copies.</i></p>	Requesting Party
Confirmed Appointment through the PCC Appointment System	<p>Appointments can be reserved through the "Make An Appointment" Tab at the PCC Website www.phcc.gov.ph)</p>
If filing is done electronically⁵⁹	
Soft copy of the Enforcement Complaint sent via e-mail at enforcement@phcc.gov.ph , following the file format and required declaration prescribed by the 2017 Rules of Procedure. ⁶⁰	Requesting Party
The hard copies (one (1) original copy and one (1) photocopy) of the Enforcement Complaint and its annexes must be submitted no later than ten (10) days from the filing of the soft copies.	Requesting Party

⁵⁸ Enforcement Complaints may be mailed or personally filed or mailed to the PCC Main Office or any of its existing Investigation and Collaboration Stations (i-Stations).

⁵⁹ If filed after the close of business hours or on a Saturday, Sunday or holiday in the place where the PCC holds office, the verified complaint is deemed filed on the next working day.

⁶⁰ See Rules, Section 4.12(a).

For Enforcement Complaints with Sufficient Requirements

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	<p>(A) Proceeds to the PCC Office or any of its Investigation and Collaboration Stations (i-Stations) on the date confirmed via PCC Client Appointment System (PCAS) and files the Enforcement Complaint with the duly accomplished Submission Form; or</p> <p>(B) Sends a soft copy of the Enforcement Complaint via email at enforcement@phcc.gov.ph</p>	1.1	<p>(A) Receives the Enforcement Complaint and its annexes, records it in the Integrated Information Management Application (IIMA) and transmits/ forwards said documents to the Enforcement Office; or</p> <p>(B) Receives the Enforcement Complaint and its annexes via enforcement@phcc.gov.ph and records in the relevant SharePoint folder.</p>	None	4 hours	<p>(A) <i>Records Officer, AO-GSD Records Unit</i></p> <p>(B) <i>Legal Assistant, CEO</i></p>
		1.2	<p>Receives, evaluates the Enforcement Complaint, and prepares and submits the Intake Report to the Commission for decision.</p> <p><i>Notes:</i></p> <p>Within the next working day from receipt of the verified complaint by the CEO, the CEO shall send a reminder to the complainant to e-mail the soft copy or submit the hard copy, as the case may be, of the verified complaint within 10 days from filing thereof.</p>	None	6 days, 20 hours	<i>Intake Team, CEO</i>

			For referrals from regulatory agencies, the Chairperson shall acknowledge receipt of the submission and inform the regulatory agency of the action to be taken by the PCC within three (3) days from receipt.			
		1.3	<p>Determines whether or not the Enforcement Complaint shall be given due course taking into consideration the following, among others:</p> <ul style="list-style-type: none"> a. Jurisdiction of the PCC; b. Public interest; c. Resource allocation; d. Likelihood of a successful outcome; e. Non-compliance with the formal requirements of a Verified Complaint; or f. Absence of reasonable grounds to commence Preliminary Inquiry. <p>Issues a Resolution reflecting its decision.</p>	None	3 days	<i>The Commission, PCC</i>

		1.4	Issues a certification on the resolution or action of the Commission, and forwards to the Enforcement Office. Receives the resolution and informs the complainant or referring agency of the pertinent resolution.	None	10 days	<i>Board Secretary, Office of the Chairperson- Commission Secretariat</i> <i>CEO Director, CEO</i>
2	Receives the information regarding the pertinent resolution.	None	None	None	None	None
TOTAL				None	20 days	

“Receipt and Processing of Enforcement Complaints” is covered under RA 10667 and the 2017 Rules of Procedure of the Philippine Competition Commission (PCC).

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	20 days
Notes: <ul style="list-style-type: none"> The total processing time stated above is the maximum. The Commission may issue a Resolution on the Enforcement Complaint earlier than the above stated processing time. Pursuant to Section 2.3 of the 2017 Rules of the Procedure, unless the Commission resolves to deny due course to an Enforcement Complaint, the same shall proceed to PI ten (10) days from receipt thereof, or from receipt of the latest amended, supplemental, or related complaint or referral, if any. 	

For Enforcement Complaints Lacking Verification or Defective Verification

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	<p>(A) Proceeds to the PCC Office or any of its Investigation and Collaboration Stations (i-Stations) on the date confirmed via PCC Client Appointment System (PCAS), and files the Enforcement Complaint with the duly accomplished Submission Form; or</p> <p>(B) Sends a soft copy of the Enforcement Complaint via email at enforcement@phcc.gov.ph</p>	1.1	<p>(A) Receives the Enforcement Complaint and its annexes, records it in the Integrated Information Management Application (IIMA), and transmits/ forwards said documents to the Enforcement Office; or</p> <p>(B) Receives the Enforcement Complaint and its annexes via enforcement@phcc.gov.ph and records in the relevant SharePoint folder.</p>	None	4 hours	<p>(A) Records Officer, AO-GSD Records Unit</p> <p>(B) Legal Assistant, CEO</p>
		1.2	Returns complaint to complainant and informs the latter that the complaint is considered as not filed.	None	1 working day	CEO Director, CEO
2	Receives notice of defective verification or incomplete information.	None	None	None	None	None
TOTAL				None	1 working day and 4 hours	

“Receipt and Processing of Enforcement Complaints” is covered under RA 10667 and the 2017 Rules of Procedure of the PCC.

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	1 working day and 4 hours
Note: <ul style="list-style-type: none"> The total processing time stated above is the maximum. 	

Competition Enforcement Office (CEO)



5) Receipt and Processing of Enforcement-Related Questions and Queries (via E-mail and online portal)

This service details how any interested/requesting party who has questions or queries relating to (1) Sections 14 and 15 of the Philippine Competition Act (PCA), (2) Alleged Anti-Competitive Conduct or Agreement and/or (3) Rules of Procedure on the investigation and enforcement of the PCA can be answered or addressed.

Office:	Competition Enforcement Office (CEO)
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business Entity
Schedule of Availability:	8:00 AM – 5:00 PM, Monday – Friday
Who May Avail:	All (Any interested/requesting party)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>(1) Via Email</p> <p>Email addressed to the CEO Director sent through enforcement@phcc.gov.ph, or sent to queries@phcc.gov.ph duly endorsed to the CEO, with the following details:</p> <ul style="list-style-type: none"> • Name, <i>if requesting party consents to disclose her/his name</i> • Organization, <i>if applicable</i> • Contact Details <ul style="list-style-type: none"> ○ Telephone/Cellphone Number; and/or ○ Email Address • Details/Nature of the Query/Question <p>(2) Via online portal</p> <ul style="list-style-type: none"> • Submission of the information required by the portal https://www.phcc.gov.ph/covid19/ 	<p>Requesting Party</p> <p>Details of the CEO Director and PCC Offices can be accessed through the “Contact Us” Tab at the PCC Website (https://phcc.gov.ph/contact-phcc/)</p>

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits the question/query with details mentioned in the checklist of requirement via email or via the online portal	1.1	Acknowledges the receipt of the email ⁶¹ , reviews and assigns an Attorney to draft a response and/or memorandum, if necessary	None	1 working day	<i>Office of the Executive Director or System-generated response</i> <i>or</i> <i>Division Chief/Attorney V, CEO</i>
		1.2	Prepares the response and/or memorandum and submits for review	None	11 working days	<i>Duty Officer CEO</i>
		1.3	Reviews, approves the draft response and/or memorandum and forwards to the assigned personnel	None	1 working day	<i>Division Chief/Attorney V, CEO</i>
		1.4	Finalizes, e-mails the response to the requesting party informing of next course/s of action to be taken, if necessary.	None	1 working day	<i>Duty Officer, CEO</i>
2	Acknowledges the receipt of the response/e-mail.	None	None	None	None	None
TOTAL				None	14 working days	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	14 working days
Notes: <ul style="list-style-type: none"> The Duty Officers are composed of CEO personnel from the divisions of the CEO, i.e., <i>Litigation Division (LD) and Monitoring and Investigation Division (MID)</i>, which includes lawyers, investigation agents and legal assistants. <ul style="list-style-type: none"> The duty officer will handle the e-mail query that falls on his/her schedule. 	

⁶¹ If thru queries@phcc.gov.ph, the Office of the Executive Director (OED) acknowledges receipt of email; If thru the online portal, acknowledgement is automatically generated.

6) Issuance of Binding Ruling

This service details how any entity who is in doubt as to whether a contemplated act, course of conduct, agreement, or decision (the “Subject Matter”) is in compliance with, exempt from, or in violation of any of the provisions of the Act, its implementing rules, or other competition laws, may request the Commission, in writing, to render a Binding Ruling thereon.

The following conditions should be met:

- 1. The Subject Matter has not been executed or implemented, and no prior verified complaint or referral from a regulatory agency has been filed, or investigation has been initiated on the Subject Matter;*
- 2. All acts preparatory to the Subject Matter should not be in violation of the PCA, its implementing rules, or other competition laws; and*
- 3. The Subject Matter does not involve a merger or an acquisition.*

Office:	The Commission Competition Enforcement Office (CEO)
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government G2B – Government to Business Entity
Schedule of Availability:	8:00 AM – 5:00 PM, Monday – Friday
Who May Avail:	All (Any interested/requesting party)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished Submission Form (1, original copy)	Requesting Party The submission form can be downloaded from the PCC Website (https://phcc.gov.ph/citizens_charter/citizens-charter/)
Written Request (1, original copy) for a Binding Ruling must be verified and shall contain the following: <ul style="list-style-type: none"> • Material facts and supporting documents and information relating to the Subject Matter; Identity of the Entities involved in the Subject Matter; • The issue/s that the Entity seeks to be ruled upon; • Provision of law or rule under which the issue on the Subject Matter arises; • Statement that the Entity has the intention of engaging in the Subject Matter; • Documents necessary for evaluating the fees provided in Section 3.4; and • Other relevant matters that will aid in the evaluation of the request for a Binding Ruling. 	Requesting Party

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Each request shall be limited to only one Subject Matter.	
<p>Payment Fee – the requesting party shall pay within five (5) days from notice thereof a fee of one to three percent (1%-3%) of the value of the Entity's assets or annual revenues, whichever is higher.</p> <ul style="list-style-type: none"> The value of assets shall be based on the last regularly prepared balance sheet or the most recent audited financial statements. The value of annual revenues shall be based on the last regularly prepared annual statement of income and expense of the Entity. <p><i>In assessing the fee to be paid by the requesting party, the Commission shall take into consideration the complexity of the request and the nature of the business of the Entity, among others.</i></p> <p><i>Payment fees should be made using a Manager's Check</i></p>	Requesting Party
Confirmed Appointment through the PCC Client Appointment System (PCAS)	Appointments can be reserved through the "Make An Appointment" Tab at the PCC Website (www.phcc.gov.ph)

If CEO does not require an extension of sixty (60) days for the evaluation and comment on the Request for Binding Ruling:

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to the PCC Office on the date confirmed via PCC Client Appointment System (PCAS) and files a Verified Request for Binding Ruling.	1.1	Receives and records the verified Request for Binding Ruling and audited financial statements for the immediately preceding financial year.	None	15 minutes	Records Officer, AO-GSD Records Unit
		1.2	<p>Gives due course to the request and directs the CEO to file a comment thereon, or denies the same.</p> <p><i>Granting of due course shall be conditioned upon the payment of the assessed fees within five (5) days from notice thereof.</i></p>	None	15 days	Commission

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2	Proceeds to the PCC Office on the date confirmed via PCAS and pays the fees assessed in the Order granting due course <i>within five (5) days from notice thereof.</i>	2.1	Processes payment and issues an official receipt. The Cashier shall stamp the Order as "Paid", indicating the date of payment and official receipt number.	One percent (1%) to three percent (3%) of the value of the requesting entity's assets or annual revenues, whichever is higher	30 minutes	<i>Cashier,</i> AO-GSD Cashier Unit
		2.2	As may be directed by the Commission, evaluates and submits its comment to the request for Binding Ruling.	None	90 days	<i>Director,</i> CEO <i>Attorney,</i> CEO- Litigation Division
		2.3	Receives CEO's comment and issues the Binding Ruling.	None	30 days	<i>The Commission</i>
4	Receives the Binding Ruling	None	None	None	None	None
TOTAL				One percent (1%) to three percent (3%) of the value of the requesting entity's assets or annual revenues, whichever is higher	135 days, 45 minutes	

"Issuance of Binding Ruling" is covered under RA 10667 and the 2017 Rules of Procedure of the Philippine Competition Commission (PCC).

TOTAL FEES TO BE PAID:	One percent (1%) to three percent (3%) of the value of the requesting entity's assets or annual revenues, whichever is higher
TOTAL PROCESSING TIME:	135 working days, 45 minutes

Notes:

- On Agency Action 2.2:
 - The period may be shortened in consideration of the specific circumstances relating to the Subject Matter.
 - The running of the period shall stop when the EO requests for additional information, and shall run again once the EO determines that the entity has submitted all the requested information
- On Agency Action 2.3:
 - A favorable Binding Ruling shall be for a specified period, subject to extension as may be determined by the Commission, and based on substantial evidence;
 - The Commission may terminate the proceedings without issuing a Binding Ruling if the Entity does not pay the fee under Section 3.4 of the 2017 Rules of Procedure.
 - The proceedings may also be terminated based on, among others, the same considerations provided in Section 3.3 of the 2017 Rules of Procedure should they become evident or manifest after the request has been given due course. Unless the termination is based on paragraphs (c), (d), and (e) of Section 3.3 of the 2017 Rules of Procedure, the Entity may file a new request for Binding Ruling on the same Subject Matter in accordance with this Rule. The filing of such request shall be treated as a new proceeding
- In computing any period of time prescribed or allowed by the 2017 Rules of Procedure, the day of the act or event from which the designated period of time begins to run is to be excluded and the date of performance included. If the last day of the period, as thus computed, falls on a Saturday, a Sunday, or a legal holiday where the Commission sits, the time shall not run until the next working day.

If CEO requires an extension of sixty (60) days for the evaluation and comment on the Request for Binding Ruling:

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to the PCC Office on the date confirmed via PCC Client Appointment System (PCAS) and files a Verified Request for Binding Ruling.	1.1	Receives the verified Request for Binding Ruling and audited financial statements for the immediately preceding financial year.	None	15 minutes	Records Officer, AO-GSD Records Unit
		1.2	Gives due course to the request and direct the EO to file a comment thereon, or deny the same. <i>Granting of due course shall be conditioned upon the payment of the assessed fees within five (5) days from notice thereof.</i>	None	15 days	Commission
2	Proceeds to the PCC Office on the date confirmed via PCC Appointment System (PCAS) and pays the fees assessed in the Order granting due course <i>within five (5) days from notice thereof.</i>	2.1	Processes payment and issues an official receipt. The Cashier shall stamp the Order as "Paid", indicating the date of payment and official receipt number.	One percent (1%) to three percent (3%) of the value of the requesting entity's assets or annual revenues, whichever is higher	30 minutes	Cashier, AO-GSD Cashier Unit
		2.2	As may be directed by the Commission, evaluates and submits its comment to the request for Binding Ruling.	None	150 days	Director, CEO Attorney, CEO- Litigation Division
		2.3	Receives CEO's comment and issues the Binding Ruling.	None	30 days	The Commission
4	Receives the Binding Ruling	None	None	None	None	None

TOTAL	One percent (1%) to three percent (3%) of the value of the requesting entity's assets or annual revenues, whichever is higher	195 days, 45 mins	
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"Issuance of Binding Ruling" is covered under RA 10667 and the 2017 Rules of Procedure of the Philippine Competition Commission (PCC).

TOTAL FEES TO BE PAID:	One percent (1%) to three percent (3%) of the value of the requesting entity's assets or annual revenues, whichever is higher
TOTAL PROCESSING TIME:	195 days, 45 mins

Notes:

- On Agency Action 2.2:
 - The period may be shortened in consideration of the specific circumstances relating to the Subject Matter.
 - The running of the period shall stop when the EO requests for additional information, and shall run again once the EO determines that the entity has submitted all the requested information
- On Agency Action 2.3:
 - A favorable Binding Ruling shall be for a specified period, subject to extension as may be determined by the Commission, and based on substantial evidence;
 - The Commission may terminate the proceedings without issuing a Binding Ruling if the Entity does not pay the fee under Section 3.4 of the 2017 Rules of Procedure.
 - The proceedings may also be terminated based on, among others, the same considerations provided in Section 3.3 of the 2017 Rules of Procedure should they become evident or manifest after the request has been given due course. Unless the termination is based on paragraphs (c), (d), and (e) of Section 3.3 of the 2017 Rules of Procedure, the Entity may file a new request for Binding Ruling on the same Subject Matter in accordance with this Rule. The filing of such request shall be treated as a new proceeding
- In computing any period of time prescribed or allowed by the 2017 Rules of Procedure, the day of the act or event from which the designated period of time begins to run is to be excluded and the date of performance included. If the last day of the period, as thus computed, falls on a Saturday, a Sunday, or a legal holiday where the Commission sits, the time shall not run until the next working day.

COMMUNICATIONS AND KNOWLEDGE MANAGEMENT OFFICE

EXTERNAL SERVICE

7) Provision of Competition Orientation Outreach Program (COOP) Services

This program describes the procedure how business entities, general public, and academe can request an orientation-seminar on the PCA and the PCC. The Competition Orientation Outreach Program aims to increase awareness of clients on competition policy and law and to serve as an introduction to compliances under the Act.

Office:	Communications and Knowledge Management Office – Capacity Building and Advocacy Division (CKMO-CBAD)
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government
Schedule of Availability:	8:00 AM – 5:00 PM, Monday – Friday
Who May Avail:	<ul style="list-style-type: none"> • Business community (<i>large businesses, MSMEs, cooperatives</i>); • General public (<i>consumer groups, CSOs, interest groups</i>); • All government instrumentalities; • Legal community; • Media organizations; • Academe

CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
Duly accomplished Training Request Form (TRF) (1, signed copy) to be submitted via email at cbad@phcc.gov.ph				Requesting Party Form can be downloaded from the PCC Website (https://bit.ly/PCCTrainingRequestForm)		
NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Downloads Training Request Form (TRF) from PCC website, accomplishes and , submits via e-mail (at cbad@phcc.gov.ph)	1.1	Checks completeness of information provided in the TRF, acknowledges receipt, assigns control number and logs request.	None	15 mins	COOP focal, CKMO-CBAD
		1.2	Assesses the viability of the client request based on set criteria: a. Availability on date/s requested vis-a-vis CKMO's	None	1 working day	Division Chief, CKMO-CBAD COOP focal, CKMO-CBAD

CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
			training calendar; b. Number and composition of target participants; c. Client resources to be provided; d. Availability of PCC resources, i.e., availability of subject matter experts, online platform and availability of PCC funds to support the training, if needed.			
		1.3	Prepares recommendation of CBAD Chief and submits to the office of CKMO Director for approval	None	3 hours	<i>Division Chief, CKMO-CBAD</i> <i>COOP focal, CKMO-CBAD</i>
		1.4	Approves/ disapproves CBAD recommendation.	None	4 hours	<i>CKMO Director</i>
		1.5	Prepares draft reply letter on the client's training request. <i>If positive response will be relayed, agrees with the client on logistical arrangements for the training.</i> <i>If otherwise, advises client that the request was not approved and enjoins client to attend the upcoming PCC event instead.</i>	None	30 minutes	<i>COOP focal, CKMO-CBAD</i>
		1.6	Reviews and signs reply letter	None	4 hours	<i>Director, CKMO</i>

CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
			on the client's training request.			
		1.7	Transmits signed reply letter to the client.	None	15 minutes	COOP focal, CKMO-CBAD
2	Acknowledges the receipt of the letter/information on the orientation-seminar.	2	Conducts and facilitates the orientation-seminar on agreed date.	None	4 hours	CKMO-CBAD Team, CKMO
TOTAL				None	3 working days	

TOTAL FEES TO BE PAID	None
TOTAL PROCESSING TIME	3 working days

Notes:

- Request for orientation-seminar should be made at least 5 weeks before the target conduct date.
- If information provided in the TRF is incomplete, the client shall be advised to submit new form.

ADMINISTRATIVE OFFICE

EXTERNAL SERVICE

Administrative Office – Human Capital Management Division (AO-HCMD)



8) Issuance of Certificate of Employment (COE) and Service Record (SR)

This service describes the procedure on how PCC officials and employees or those whose services are engaged through Job Order contracts (currently employed and separated) can request for a COE and SR for verification of their employment date and standing, job title, and compensation.

Office:	Administrative Office – Human Capital Management Division (AO-HCMD)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government
Schedule of Availability:	8:00 AM to 5:00 PM, Monday - Friday
Who May Avail:	PCC Official and Employees (currently employed and separated)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished AO-HCMD Request Form (1, original copy)	<ul style="list-style-type: none"> Hard copy is available at the AO-HCMD Office. E-copy of the form can be downloaded from the PCC website https://phcc.gov.ph/citizens_charter/citizens-charter/

When the client requests for hard copy:

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Accomplishes the AO-HCMD Request form and submit to AO-HCMD Office, or downloads the AO-HCMD Request Form, accomplishes and submits via e-mail to hcmt@phcc.gov.ph .	1.1.1	<i>If submitted to AO-HCMD Office, acknowledges the receipt of the Form and records in the Document Tracking System.</i>	None	30 minutes	<i>Human Resource Assistant, AO-HCMD</i>
		1.1.2	Forwards the documents to the Human Resource Management Officer for the preparation of the requested document.	None	30 minutes	<i>Human Resource Assistant, AO-HCMD</i>
		1.2	<i>If submitted via e-mail, acknowledges the receipt of</i>	None	1 hour	<i>Human Resource Management Officer, AO-HCMD</i>

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			the Form (via e-mail) and records in the Document Tracking System.			
		1.3	Prepares the requested document, endorses it to the Chief Administrative Officer for review and initials.	None	4 hours	<i>Human Resource Management Officer, AO-HCMD</i>
		1.4	Reviews and initials on the requested document.	None	4 hours	<i>Chief Administrative Officer, AO-HCMD</i>
		1.5	Forwards the requested document to the Office Director for signature.	None	1 hour	<i>Human Resource Assistant, AO-HCMD</i>
		1.6	Receives and records the requested document.	None	1 hour	<i>Secretary, AO</i>
		1.7	Reviews and signs the document and transmits it to AO-HCMD for release.	None	4 hours	<i>Director IV, AO</i>
		1.8	Receives and records the signed document and endorses it to HRMO.	None	30 minutes	<i>Human Resource Assistant, AO-HCMD</i>
		1.9	Informs the client on the availability of the document (via e-mail) and releases it to the client/s on their available time.	None	30 minutes	<i>Human Resource Management Officer, AO-HCMD</i>

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2	Acknowledges the e-mail and retrieves the approved document on their available time.	None	None	None	None	None
			TOTAL:	None	2 working days	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	2 working days

Note:

- Upon pick-up of the approved document at the PCC Office, the client must make an appointment through the PCC Website (www.phcc.gov.ph) under the tab "Make an Appointment".

When AO-HCMD Form is submitted via email:

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Accomplishes the AO-HCMD Request form and submit to AO-HCMD Office, or downloads the AO-HCMD Request Form, accomplishes and submits via e-mail to hcmd@phcc.gov.ph .	1.1.1	If submitted to AO-HCMD Office, acknowledges the receipt of the Form and records in the Document Tracking System.	None	30 minutes	Human Resource Assistant, AO-HCMD
		1.1.2	Forwards the documents to the Human Resource Management Officer for the preparation of the requested document.	None	30 minutes	Human Resource Assistant, AO-HCMD
		1.2	If submitted via e-mail, acknowledges the receipt of the Form (via e-mail) and records in the Document Tracking System.	None	1 hour	Human Resource Management Officer, AO-HCMD
		1.3	Prepares the requested document, endorses it (via e-mail) to the Chief Administrative Officer for review and initials.	None	3 hours	Human Resource Management Officer, AO-HCMD
		1.4	Reviews the requested document.	None	3 hours	Chief Administrative Officer, AO-HCMD

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1.5	Forwards (via e-mail) the requested document to the Office Director for e-signature.	None	1 hour	<i>Chief Administrative Officer, AO-HCMD</i>
		1.6	Reviews and signs the document and transmits it to AO-HCMD (via e-mail) for release.	None	3 hours	<i>Director IV, AO</i>
		1.7	E-mails the signed requested documents to clients.	None	1 hour	<i>Human Resource Management Officer, AO-HCMD</i>
2	Acknowledges the e-mail.	None	None	None	None	None
			TOTAL:	None	1 working day, 4 hours	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	1 working day, 4 hours



OFFICE OF THE COMMISSION CLERK AND SHERIFF – DOCKET MANAGEMENT AND ADMINISTRATIVE SERVICES

INTERNAL SERVICES

Office of The Commission Clerk and Sheriff-Docket Management and Administrative Support Division (OCCS-DMASD)



9) Issuance of Authenticated Copies of Commission Decisions and Resolutions

This service describes the procedure of how PCC Offices and employees can request authenticated copies of Commission Decisions and Resolutions.

Office:	Office of the Commission Clerk and Sheriff (OCCS) - Docket Management and Administrative Support Division (DMASD)
Classification:	Simple
Type of Transaction:	G2G- Government to Government
Schedule of Availability:	8:00 AM to 5:00 PM, Monday - Friday
Who May Avail:	PCC Offices and employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>E-mail request to DMASD (Commission Secretariat) official e-mail (commissionsecretariat@phcc.gov.ph) with the following information:</p> <ul style="list-style-type: none"> Subject matter (if known, number and title) of Commission Resolution/Decision Purpose of request 	Requesting Party

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Sends e-mail request to DMASD (Commission Secretariat) with the following information: <ul style="list-style-type: none"> Subject matter (if known, number and title) of Commission Resolution/ Decision; and Purpose of request. 	1.1	Acknowledges receipt of request.	None	15 minutes	Board Secretary, DMASD (Commission Secretariat)
		1.2	Reviews nature and purpose of request and completeness of information provided.	None	30 minutes	Board Secretary, DMASD (Commission Secretariat)
		1.3	Prepares document: <i>For certified true copy – prints a copy, stamps “Certified True Copy,” and affixes signature and date.</i>	None	1 hour	Board Secretary, DMASD (Commission Secretariat)

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1.4	Releases document: <i>For certified true copy – e-mails client the date and time of pick-up.</i>	None	15 minutes	<i>Board Secretary, DMASD (Commission Secretariat)</i>
2	Acknowledges receipt of document <i>(by signing the logbook).</i>	None	None	None	None	None
TOTAL				None	2 hours	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	2 hours

Notes:

- The DMASD (Commission Secretariat) can only release approved, signed and issued Commission Decisions/ Resolutions.
- Copies cannot be used for purposes other than those specified in the e-mail request.
- Copies not emanating from the DMASD (Commission Secretariat) shall be deemed uncontrolled and cannot be used as reference in any document or presentation.
- The DMASD (Commission Secretariat) reserves the right to deny any request if the purpose thereof is not clearly indicated therein.
- Requests received beyond 5:00 PM are considered received the next working day.

OFFICE OF THE GENERAL COUNSEL

INTERNAL SERVICES

10) Issuance of Legal Opinion

This service details the procedure of how PCC Offices can request for Legal Opinion on Applicability of Laws, Contracts and on their Interpretation and Implementation, and other Legal Matters.

Office:	Office of the General Counsel - Legal Services Division (OGC-LSD)
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government
Schedule of Availability:	9:00 AM to 6:00 PM, Monday - Friday
Who May Avail:	PCC Offices

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Memorandum duly signed by the Office Director requesting for a Legal Opinion detailing its concern and the specific legal question that needs clarification and attaching all necessary documents. (1, original copy)</p> <p>Attachments may include one (1) photocopy of the following:</p> <ol style="list-style-type: none"> 1. Contract to be reviewed 2. Law, rules and regulations highlighting the provision in question 3. Correspondences from third parties, if the legal matter involves third parties 4. Other documents that are necessary that would aid OGC-LSD in assessing and answering the legal question <p>The Requesting Party may also submit the above-mentioned requirements through OGC-LSD's official email addresses at legal@phcc.gov.ph or LegalServicesDivision@phcc.gov.ph</p> <p>In cases of the electronic submissions, the Memorandum shall be digitally signed by the Office Director either through the Philippine National Public Key Infrastructure (PNPKI), Adobe Sign, and/or Adobe Acrobat.</p>	<p>Requesting Party</p>

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits the Memorandum with the attachments to OGC-LSD.	1.1	Receives and assesses if the Memo and its attachments are complete.	None	15 minutes	<i>Legal Assistant, OGC-LSD</i>
		1.2	Forwards the Memo to the Division Chief.	None	2 minutes	<i>Legal Assistant, OGC-LSD</i>
		1.3	Reviews the Memo and assigns the task to OGC-LSD Staff (<i>Atty II and Atty III</i>).	None	13 minutes	<i>Division Chief, OGC-LSD</i>

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1.4	Make an initial research on the legal question in the Memo.	None	3 days	<i>Atty. II & Atty. III, OGC-LSD</i>
		1.5	Sets a meeting with the concerned Office to discuss and clarify the legal question.	None	15 minutes	<i>Atty. II & Atty. III, OGC-LSD</i>
2	Confirms availability for a meeting.	2.1	Acknowledges the receipt of the confirmation from the client.	None	5 minutes	<i>Atty. II/Atty. III, OGC-LSD</i>
		2.2	Conducts the meeting with the concerned Office.	None	1 hour	<i>Atty. II & Atty. III, OGC-LSD</i>
		2.3	Prepares initial draft of the Legal Opinion incorporating the necessary information discussed during the meeting.	None	3 days	<i>Atty. II & Atty. III, OGC-LSD</i>
		2.4	Reviews the draft Legal Opinion.	None	2 days	<i>Attorney IV, OGC-LSD</i>
		2.5	Revises the initial draft incorporating the comments and edits of Attorney IV (<i>which includes conduct of additional research</i>).	None	2 days	<i>Atty. II & Atty. III, OGC-LSD</i>
		2.6	Reviews the revised Legal Opinion and submits it to the Division Chief.	None	2 days	<i>Attorney IV, OGC-LSD</i>
		2.7	Reviews the revised Legal Opinion.	None	2 days	<i>Division Chief, OGC-LSD</i>
		2.8	Incorporates the edits and comments of the Division Chief (<i>which may require additional research</i>).	None	2 days	<i>Attorney II, Attorney III & Attorney IV, OGC-LSD</i>
		2.9	Conducts final review and clearance of the Legal Opinion.	None	1 day	<i>Division Chief, OGC-LSD</i>
		2.10	Furnishes the concerned Office	None	15 minutes	<i>Legal Assistant, OGC-LSD</i>

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			with an electronic or original copy of the Legal Opinion.			
3	Acknowledges the receipt of the Legal Opinion.	None	None	None	None	None
TOTAL				None	17 working days, 2 hours, 5 minutes	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	17 working days, 2 hours, 5 minutes
Notes: <ul style="list-style-type: none"> The steps enumerated may be modified to address lack of human resource complement or complexity of the legal matter. The total processing time stated above is the maximum. The OGC-LSD may issue a Legal Opinion earlier than the above stated processing time depending on the urgency and complexity of the legal question. 	

11) Issuance of Certifications for No Pending Administrative Case

This service details the procedure of how an employee of the PCC can request for a certification stating that there is no pending administrative case filed against them before the PCC.

Office:	Office of the General Counsel - Legal Services Division (OGC-LSD)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Schedule of Availability:	9:00 AM to 6:00 PM, Monday - Friday
Who May Avail:	PCC Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Email request to OGC-LSD's official email addresses (legal@pgcc.gov.ph or LegalServicesDivision@phcc.gov.ph), attaching the prescribed Request Form containing the following information:</p> <ul style="list-style-type: none"> • Name of Requestor • Position/Designation • Office/Place of Assignment • Purpose of Request • Date of Filling Out the Request Form • Email Address <p>Alternatively, the Requestor may route a physical/original copy of the Request Form to the OGC-LSD's Office.</p>	Requesting Party

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits the accomplished Request Form to the OGC-LSD through its official email address or at its office.	1.1	Receives and assesses if the information in the Request Form is complete.	None	15 minutes	<i>Legal Assistant, OGC-LSD</i>
		1.2	Forwards the Request to the OGC-LSD Division Chief.	None	5 minutes	<i>Legal Assistant, OGC-LSD</i>
		1.3	Assesses and acknowledges receipt of the Request.	None	10 minutes	<i>Division Chief, OGC-LSD</i>
		1.4	Confirms with the OGC-LSD's existing records if the Requestor has no pending administrative case filed before it.	None	8 hours	<i>Legal Assistant, OGC-LSD</i>

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1.5	Prepares the initial draft of the certification.	None	1 hour	<i>Legal Assistant, OGC-LSD</i>
		1.6	Reviews the initial draft and makes necessary revisions to the certification.	None	5 hours	<i>Attorney IV, OGC-LSD</i>
		1.7	Reviews the draft certification.	None	3 hours	<i>Division Chief, OGC-LSD</i>
		1.7.1	Affixes their signature on the certification.	None	15 minutes	<i>Division Chief, OGC-LSD</i>
		1.7.2	Upon approval of the Division Chief, affix their signature on the certification. Alternatively, for electronic requests, affix their electronic signature on the e-certification.	None	4 hours	<i>Legal Assistant, OGC-LSD</i>
		1.8	Finalizes the certification and forwards the document to the requesting party.	None	30 minutes	<i>Legal Assistant, OGC-LSD</i>
2	Acknowledges receipt of the certificate issued by the OGC-LSD.	2.1	None	None	None	None
TOTAL				None	2 working days, 6 hours, 15 minutes	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	2 working days, 6 hours, 15 minutes
Notes: <ul style="list-style-type: none"> The steps enumerated may be modified to address lack of human resource complement or complexity of the legal matter. The total processing time stated above is the maximum. The OGC-LSD may issue a Certification earlier than the above stated processing time depending on the urgency of the request's purpose. 	

COMMUNICATIONS AND KNOWLEDGE MANAGEMENT OFFICE

INTERNAL SERVICES

Communications and Knowledge Management Office – Knowledge Management Division (CKMO-KMD)



12) Circulation of Library Books - Borrowing

This service details the procedure on how PCC officials and employees may borrow books from the PCC library.

Office:	Communications and Knowledge Management Office – Knowledge Management Division (CKMO-KMD)
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Schedule of Availability:	9:00AM to 5:00PM, Monday - Friday
Who May Avail:	PCC Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
PCC Identification Card (ID)	Requesting Party If Requesting Party does not have an ID, they may request from the Administrative Office - Human Capital Management Division (AO-HCMD)
Accomplished Book Card/s	PCC Library
Book/s to be Borrowed	PCC Library

Manual system

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Presents PCC ID and the book/s to be borrowed.	1	Checks the PCC ID, receives the book/s to be borrowed, retrieves the book card/s, and instructs the client to accomplish the respective book card/s (<i>indicating the client's name, office, signature, and time of request</i>).	None	1 minute	Information Officer, CKMO-KMD
2	Accomplishes the book card/s.	2	Checks account status, scans and checks out the book/s at the ILS. <i>If the ILS is down, the client indicates the check out time in the logbook.</i>	None	3 minutes	Information Officer, CKMO-KMD
3		3.1	Signs the book card/s and	None	1 minute	Information Officer, CKMO-KMD

	Submits the accomplished book card.		indicates the due date.			
		3.2	Signs the due date slip.	None	1 minute	<i>Information Officer, CKMO-KMD</i>
		3.3	Releases the book/s.	None	1 minute	<i>Information Officer, CKMO-KMD</i>
4	Receives book/s.	None	None	None	None	None
TOTAL				None	7 minutes	

Via Ticketing System

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits ticket and scans/enters the bar code of the book/s to be borrowed using the Library Automated Borrowing-Returning-Renewing System (LABS).	1.1	Receives email notification of the request. Checks account status of the client at the ILS.	None	2 minutes	<i>Information Officer, CKMO-KMD</i>
		1.2	Scans and checks out the book/s at the ILS. <i>*If ILS is down, checking out will be done using the logbook.</i>	None	3 minutes	<i>Information Officer, CKMO-KMD</i>
		1.3	Releases the book/s.	None	1 minute	Information Officer, CKMO-KMD
2	Receives book/s.	None	None	None	None	None
TOTAL				None	6 minutes	

TOTAL FEES TO BE PAID	None
TOTAL PROCESSING TIME	7 minutes (Manual); and 6 minutes (via Ticketing System)

Notes:

- PCC borrowers may check out up to a maximum of three (3) books at a time.
- Each book can be borrowed for a maximum of five (5) business days. However, during the pandemic period (starting July 2020 until further notice), a book may be borrowed for a period of 30 calendar days. If the 30th calendar day, falls on a weekend or holiday, the due date will be on the next working day.
- PCC staff may not be allowed to borrow until the overdue books are returned;
- PCC borrower who deface, mutilate or steal any library material or property shall have their library privileges suspended, and such suspension lifted only after replacing the said resource within sixty (60) calendar days after receipt of notice from the librarian. Failure to replace a material would subject the user under penalties of pertinent provision/s of applicable laws and Civil Services Commission (CSC) regulations.

Communications and Knowledge Management Office – Knowledge Management Division (CKMO-KMD)



13) Circulation of Library Books – Returning

This service details the procedure on how PCC officials and employees return borrowed library books to the PCC library.

Office:	Communications and Knowledge Management Office – Knowledge Management Division (CKMO-KMD)
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Schedule of Availability:	9:00AM to 5:00PM, Monday – Friday
Who May Avail:	PCC Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Book Card/s	PCC Library
Book/s to be returned	Requesting Party

Manual System

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Presents the book/s to be returned.	1.1	Receives evaluates the physical state of the book/s.	None	2 minutes	Information Officer, CKMO-KMD
		1.2	Instructs the client to accomplish the respective book card/s (<i>indicating the client's name, office, signature, and time of request</i>)	None	1 minute	Information Officer, CKMO-KMD
2	Accomplishes the book card/s.	2.1	Scans and checks in the book/s at the ILS. <i>If the ILS is down, the client indicates the check in time in the logbook.</i>	None	3 minutes	Information Officer, CKMO-KMD
		2.2	Signs the due date slip and book card as proof of receipt of book/s.	None	2 minutes	Information Officer, CKMO-KMD
TOTAL				None	8 minutes	

Ticketing System

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits ticket using the Library Automated Borrowing-Returning-Renewing System (LABS), and presents the book/s.	1.1	Receives email notification of the request. Checks and evaluates the physical state of the book/s.	None	3 minutes	<i>Information Officer, CKMO-KMD</i>
		1.2	Scans and checks in the book/s at the ILS. <i>*If the ILS is down, the client indicates the check in time of the book/s in the logbook.</i>	None	3 minutes	<i>Information Officer, CKMO-KMD</i>
		TOTAL		None	6 minutes	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	8 minutes (Manual); 6 minutes (via Ticketing system)
Notes: <ul style="list-style-type: none"> PCC staff may not be allowed to borrow until the overdue books are returned. PCC borrowers who deface, mutilate or steal any library material or property shall have their library privileges suspended, and such suspension lifted only after replacing the said resource within sixty (60) calendar days after receipt of notice from the librarian. Failure to replace a material would subject the user under penalties of pertinent provision/s of applicable laws and Civil Services Commission (CSC) regulations. 	

Communications and Knowledge Management Office – Knowledge Management Division (CKMO-KMD)



14) Circulation of Library Books – Renewing/Re-borrowing

This service details the procedure on how PCC officials and employees may renew/re-borrow library books from the PCC library.

Office:	Communications and Knowledge Management Office – Knowledge Management Division (CKMO-KMD)
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Schedule of Availability:	9:00AM to 5:00PM, Monday – Friday
Who May Avail:	PCC Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Book Card/s	PCC Library
Book/s to be renewed/re-borrowed	Requesting Party

Manual System

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Presents the book/s to be renewed.	1.1	Receives and evaluates the physical state of the book/s.	None	2 minute	Information Officer, CKMO-KMD
		1.2	Retrieves the book card/s of the book/s for renewal, and instructs the client to accomplish the book card/s (<i>indicating the client's name, office, signature, and time of request</i>).	None	3 minute	Information Officer, CKMO-KMD
		1.3	Checks account status, scans the bar code/s of the book/s for checking in and checking out at the ILS. <i>If the ILS is down, the client indicates the renewal time of</i>	None	6 minutes	Information Officer, CKMO-KMD

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			<i>the book/s in the logbook.</i>			
3	Submits the accomplished book card/s.	3.1	Signs the book card/s and due date slip to indicate new due date.	None	3 minutes	Information Officer, CKMO-KMD
		3.2	Releases the renewed book/s.	None	1 minute	Information Officer, CKMO-KMD
4	Receives book/s renewed.	None	None	None	None	None
TOTAL				None	15 minutes	

Online System (via MS Teams or Email)

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits request and presents photo/s of the book/s to be renewed.	1.1	Receives the request and evaluates the physical state of the book/s to be renewed, based on the photo presented by the client.	None	2 minutes	Information Officer, CKMO-KMD
		1.2	Checks account status, scans the bar code/s of the book/s for checking in and checking out at the ILS, and confirms the renewal to the client. <i>*If ILS is down, checking in and out will be done using the logbook.</i>	None	7 minutes	Information Officer, CKMO-KMD
TOTAL				None	9 minutes	

Ticketing System

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits ticket using the Library Automated Borrowing-Returning-Renewing System (LABS), and presents the book/s to be renewed.	1.1	Receives email notification of the request. Checks and evaluates the physical state of the book/s.	None	2 minutes	Information Officer, CKMO-KMD
		1.2	Checks account status, scans the bar code/s of the book/s for checking in and checking out at the ILS. <i>If the ILS is down, the client indicates the renewal time of the book/s in the logbook.</i>	None	6 minutes	Information Officer, CKMO-KMD
		1.3	Releases the book/s.	None	1 minute	Information Officer, CKMO-KMD
3	Receives book/s renewed.	None	None	None	None	None
TOTAL				None	9 minutes	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	15 minutes (Manual); 9 minutes (MS Teams or email); 9 minutes (Ticketing system)
Notes: <ul style="list-style-type: none"> A book may be renewed, provided it was not reserved by another user. 	

ADMINISTRATIVE OFFICE

INTERNAL SERVICE

Administrative Office – Human Capital Management Division (AO-HCMD)



15) Issuance of Certificate of Employment (COE) and Service Record (SR)

This service describes the procedure on how PCC officials and employees or those whose services are engaged through Job Order contracts (currently employed and separated) can request for a COE and SR for verification of their employment date and standing, job title, and compensation.

Office:	Administrative Office – Human Capital Management Division (AO-HCMD)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government
Schedule of Availability:	8:00 AM to 5:00 PM, Monday - Friday
Who May Avail:	PCC Official and Employees (currently employed and separated)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished AO-HCMD Request Form (1, original copy)	<ul style="list-style-type: none"> Hard copy is available at the AO-HCMD Office. E-copy of the form can be downloaded from the PCC website https://phcc.gov.ph/citizens_charter/citizens-charter/

When the client requests for hard copy:

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Accomplishes the AO-HCMD Request form and submit to AO-HCMD Office, or downloads the AO-HCMD Request Form, accomplishes and submits via e-mail to hcmt@phcc.gov.ph .	1.1.1	If submitted to AO-HCMD Office, acknowledges the receipt of the Form and records in the Document Tracking System.	None	30 minutes	Human Resource Assistant, AO-HCMD
		1.1.2	Forwards the documents to the Human Resource Management Officer for the preparation of the requested document.	None	30 minutes	Human Resource Assistant, AO-HCMD
		1.2	If submitted via e-mail, acknowledges the receipt of the Form (via e-mail) and records in the Document Tracking System.	None	1 hour	Human Resource Management Officer, AO-HCMD

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1.3	Prepares the requested document, endorses it to the Chief Administrative Officer for review and initials.	None	4 hours	<i>Human Resource Management Officer, AO-HCMD</i>
		1.4	Reviews and initials on the requested document.	None	4 hours	<i>Chief Administrative Officer, AO-HCMD</i>
		1.5	Forwards the requested document to the Office Director for signature.	None	1 hour	<i>Human Resource Assistant, AO-HCMD</i>
		1.6	Receives and records the requested document.	None	1 hour	<i>Secretary, AO</i>
		1.7	Reviews and signs the document and transmits it to AO-HCMD for release.	None	4 hours	<i>Director IV, AO</i>
		1.8	Receives and records the signed document and endorses it to HRMO.	None	30 minutes	<i>Human Resource Assistant, AO-HCMD</i>
		1.9	Informs the client on the availability of the document (via e-mail) and releases it to the client/s on their available time.	None	30 minutes	<i>Human Resource Management Officer, AO-HCMD</i>
2	Acknowledges the e-mail and retrieves the approved document on their available time.	None	None	None	None	None
			TOTAL:	None	2 working days	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	2 working days
Note: <ul style="list-style-type: none"> For external clients, upon pick-up of the approved document at the PCC Office, the client must make an appointment through the PCC Website (www.phcc.gov.ph) under the tab "Make an Appointment". 	

When AO-HCMD Form is submitted via email:

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Accomplishes the AO-HCMD Request form and submit to AO-HCMD Office, or downloads the AO-HCMD Request Form, accomplishes and submits via e-mail to hcmt@phcc.gov.ph .	1.1.1	<i>If submitted to AO-HCMD Office, acknowledges the receipt of the Form and records in the Document Tracking System.</i>	None	30 minutes	<i>Human Resource Assistant, AO-HCMD</i>
		1.1.2	Forwards the documents to the Human Resource Management Officer for the preparation of the requested document.	None	30 minutes	<i>Human Resource Assistant, AO-HCMD</i>
		1.2	<i>If submitted via e-mail, acknowledges the receipt of the Form (via e-mail) and records in the Document Tracking System.</i>	None	1 hour	<i>Human Resource Management Officer, AO-HCMD</i>
		1.3	Prepares the requested document, endorses it (via e-mail) to the Chief Administrative Officer for review and initials.	None	3 hours	<i>Human Resource Management Officer, AO-HCMD</i>
		1.4	Reviews the requested document.	None	3 hours	<i>Chief Administrative Officer, AO-HCMD</i>
		1.5	Forwards (via e-mail) the requested document to the Office Director for e-signature.	None	1 hour	<i>Chief Administrative Officer, AO-HCMD</i>
		1.6	Reviews and signs the	None	3 hours	<i>Director IV, AO</i>

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			document and transmits it to AO-HCMD (via e-mail) for release.			
		1.7	E-mails the signed requested documents to clients.	None	1 hour	<i>Human Resource Management Officer, AO-HCMD</i>
2	Acknowledges the e-mail.	None	None	None	None	None
			TOTAL:	None	1 working day, 4 hours	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	1 working day, 4 hours

Administrative Office – General Services Division (AO-GSD)



16) Issuance of Authenticated Copies of Official Records

This service describes the procedure on how PCC employees may request authenticated copies of PCC administrative issuances (i.e., Special Orders, Local Travel Orders, Foreign Travel Orders) in the custody of the AO-GSD Records Unit.

Office:	Administrative Office – General Services Division (AO-GSD) Records Unit
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Schedule of Availability:	8:00 AM to 5:00 PM, Monday - Friday (except holidays)
Who May Avail:	PCC Offices and Employees

CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
Access to the GSD-Service Request System (GSD-SRS).				<ul style="list-style-type: none"> Microsoft 365 Applications 		
NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Creates request via GSD-SRS.	1.1	Receives request via GSD-SRS and assigns it to the Records unit head.	None	N/A	Chief / Supervising Administrative Officer, AO-GSD
1	Accomplishes AO-GSD SRF and submits to AO-GSD Records Unit.	1.2	Receives and evaluates the assigned request via GSD-SRS. Assigns the request to any Records Officer (RO).	None	N/A	Unit Head / Assigned RO in the absence of the Unit Head, AO-GSD Records Unit
		1.3	Receives the assigned request via GSD-SRS. Checks the Online Database for the record/s requested.	None	10 minutes	Records Officer, AO-GSD Records Unit
		1.4	Retrieves the record/s and reproduces copy/copies of the said record/s.	None	5 minutes per copy	Records Officer, AO-GSD Records Unit
		1.5	Prepares the documents <ul style="list-style-type: none"> Stamps “Certified True Copy”, affixes signature and date on all of the page/s of the record/s. 	None	10 minutes per copy	Records Officer, AO-GSD Records Unit

CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
		1.6	Releases the authenticated record/s. Updates status of the request via GSD-SRS.	None	10 minutes	<i>Records Officer, AO-GSD Records Unit</i>
2	Receives the authenticated record/s and rates the service.	2	Closes the request details via GSD-SRS.	None	N/A	<i>Records Officer, AO-GSD Records Unit</i>
TOTAL				None	35 minutes per copy	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	35 minutes per document copy
Notes: <ul style="list-style-type: none"> Processing time is per copy of the requested document, provided that all the necessary equipment are available. Start of processing time is upon approval of the Records Unit Head and end is upon implementation of the request. If requested document/s is/are confidential in nature, the approval of the Immediate Supervisor or the Office Head of the requesting party is strictly required. 	

Administrative Office – General Services Division (AO-GSD)



17) Requisition and Issuance of Supplies and Equipment

This service describes the procedure for requisition and issuance of in-stock inventory items and equipment, which starts from the preparation of Requisition and Issuance Slip (RIS) and ends with the issuance and receipt of the requested item/s.

Office:	Administrative Office - General Services Division (AO-GSD)
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Schedule of Availability:	8:00 AM to 5:00 PM, Monday - Friday
Who May Avail:	PCC Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished Requisition and Issuance Slip (RIS) signed by the Director/Division Chief (1, original/scanned copy)	<p>Requesting Party</p> <ul style="list-style-type: none"> E-copies can be accessed through the following: <ul style="list-style-type: none"> PCC Knowledge Management Portal under the Quality Management Tab; RP's may request e-copies from the AO-GSD (supply officers).

When Supplies and/or Equipment are available:

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits Requisition and Issuance Slip (RIS) in one (1) copy, <i>originally/e-signed and approved by the Director/Division Chief.</i>	1.1	Reviews the submitted RIS, if the form used is updated, properly accomplished, and verifies the completeness of information indicated, i.e., item requested, quantity and unit.	None	5 minutes	Supply Officer, AO-GSD
		1.2	Signs the "Received" portion of the RIS form and indicates the date and time it was received.	None	3 minutes	Supply Officer, AO-GSD
		1.3	Checks the availability of the items being requested on the stock card posted at cabinet storages or in the AO-GSD-Accounting common file.	None	10 minutes	Supply Officer, AO-GSD
		1.4	Prepares the requested items.	None	1 hour	Supply Officer, AO-GSD
		1.5	Identifies the requested items if: <ul style="list-style-type: none"> Semi-Expendable (items from 	None	2 minutes	Supply Officer, AO-GSD

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			PhP200.00 up to PhP14,999.00); <ul style="list-style-type: none"> Capital Outlay (items PhP15,000.00 and above); Supplies. 			
		1.6	Generates Property and Acknowledgement Receipt (PAR) for capital outlay items/Inventory Custodian Slip (ICS) for semi-expandable items in three (3) copies and signs the "Issued by" portion for property accountability. <i>If applicable, generate and print property sticker/s for tagging of equipment under PAR/ICS.</i>	None	20 minutes	Supply Officer, AO-GSD
		1.7	Records the released items including its quantity, date of issuance and the requesting party in the AO-GSD-Accounting common file and AO-GSD Stock Card.	None	20 minutes	Supply Officer, AO-GSD
		1.8	Signs the "Issued by" portion of the RIS and releases the requested items/equipment.	None	18 minutes	Supply Officer, AO-GSD
2	Receives the items/equipment and fills-out the "Received by" portion together with date and time.	2.1	Produce additional two (2) photocopies of the RIS for supply Officer's file and RSMI file.	None	2 minutes	Supply Officer, AO-GSD
TOTAL				None	2 hours, 20 minutes	
TOTAL FEES TO BE PAID:			None			
TOTAL PROCESSING TIME:			2 hours, 20 minutes			

When Supplies and/or Equipment are not available:

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits Requisition and Issuance Slip (RIS) in one (1) copy, <i>originally/e-signed and approved by the Director/ Division Chief.</i>	1.1	Reviews the submitted RIS, if the form used is updated, properly accomplished, and verifies the completeness of information indicated, i.e., <i>item requested, quantity and unit.</i>	None	5 minutes	Supply Officer, AO-GSD
		1.2	Signs the "Received" portion below the RIS form and indicates the date and time it was received.	None	3 minutes	Supply Officer, AO-GSD
		1.3	Checks the availability of the items being requested on the stock card posted at cabinet storages or in the AO-GSD-Accounting common file.	None	10 minutes	Supply Officer, AO-GSD
		1.4	Marks the item/s as stock not available in the RIS form, produce one (1) photocopy for Supply Officer's file and forwards another copy of RIS to the requesting party. <i>If needed and requested, issues "certificate of non-availability of items" and advises the requesting party to prepare Purchase Request and undergo procurement process.</i>	None	30 minutes	Supply Officer, AO-GSD
2	Acknowledges the receipt of the RIS and/or pertinent information.	None	None	None	None	None
TOTAL				None	48 minutes	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	48 minutes
Note: <ul style="list-style-type: none"> Duly accomplished Requisition and Issuance Slip must be submitted to Property and Supply Unit or GSD Authorized personnel until 3:00 PM, Monday to Friday. RIS submitted beyond 3:00 PM will be processed on the following work day. 	

Administrative Office – General Services Division (AO-GSD)



18) Provision of Service Vehicle

This service describes the procedures on how PCC offices and employees can request the use of the PCC's service vehicles. The Motor Pool Service provides access to entitled officials and employees on the use of service vehicle to carry out operational and administrative requirements of the concerned PCC Office.

To reserve a service vehicle, the employee must log-in to the Motor Pool Reservation System (MPRS). The MPRS is a web-based information system designed to manage and operate motor pool reservation, dispatching of motor vehicles and drivers, monitor end-user's trip request, and evaluate the performance of motor pool vehicles and drivers.

Office:	Administrative Office - General Services Division (AO-GSD)
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Schedule of Availability:	8:00 AM to 5:00 PM, Monday – Friday
Who May Avail:	PCC Offices and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly Accomplished Trip Ticket (1, original copy)	<p>Requesting Party</p> <ul style="list-style-type: none"> Generated from the Motor Pool Reservation System http://10.10.254.139/Account/Login?ReturnUrl=%2f

If vehicle and driver are available:

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits the accomplished trip ticket with recommending approval generated from the MPRS.	1.1	Receives and reviews the accomplished trip ticket for adequacy of information.	None	10 minutes	Administrative Officer III and Administrative Officer II, AO-GSD
		1.2	Checks the schedule of trips and availability of vehicles and drivers in the MPRS.	None	20 minutes	Administrative Officer III / Administrative Officer II, AO-GSD
		1.3	Informs the Chief Administrative Officer (CAO) or the Supervising Administrative Officer in case of absence of CAO.	None	10 minutes	Administrative Officer III / Administrative Officer II, AO-GSD
		1.4	Approves trip ticket in the MPRS and	None	30 minutes	Chief Administrative Officer /

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			forwards signed trip ticket to AO II.			<i>Supervising Administrative Officer, AO-GSD</i>
		1.5	Reviews all approved trip tickets and assigns vehicle and driver for the trip in the MPRS.	None	30 minutes	<i>Administrative Officer III / Administrative Officer II, AO-GSD</i>
		1.6	Issues approved trip tickets to drivers with their assigned vehicles	None	10 minutes	<i>Administrative Officer III / Administrative Officer II, AO-GSD</i>
		1.7	Informs Client of the approved trip ticket with the assigned driver and vehicle	None	10 minutes	<i>Administrative Officer III / Administrative Officer II, AO-GSD</i>
TOTAL				None	2 hours	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	2 hours

Notes:

- Duly accomplished trip tickets shall be submitted at least two (2) working days prior to the use of the service vehicle until 3:00 PM from Monday to Friday.
- Approved trip tickets shall be issued on or before 3:00 PM, at least one (1) day prior to the requested trip schedule, *provided that the accomplished trip tickets are submitted within the cut-off period.*
- The Motor Pool Service shall grant the requests for the use of pooled vehicles on a first come, first served basis. However, *the urgency and level of importance of the trip shall likewise be considered.*
Urgent trips are as follows:
 - Issuance of Subpoenas due within the same day;
 - Delivery of Proceedings due within the same day;
 - Delivery of Accountability Report due within the same day;
 - Case Meetings confirmed within the same day and;
 - Emergency cases that need immediate action.
- Assignment of vehicles and drivers are conducted in batches before 3:00 PM from Monday to Friday. Motor pool assignment by batch ensures vehicle schedule and destination are optimized. This also organizes trips based on the urgency of the trip.

If no vehicle is available:

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits the accomplished trip ticket with recommending approval generated from the MPRS.	1.1	Receives and reviews the accomplished trip ticket for adequacy of information.	None	10 minutes	<i>Administrative Officer III / Administrative Officer II, AO-GSD</i>
		1.2	Checks the schedule of trips	None	20 minutes	<i>Administrative Officer III /</i>

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			and availability of vehicles in the MPRS.			<i>Administrative Officer II, AO-GSD</i>
		1.3	Informs CAO or SAO (in case of the absence of CAO) for "Certification of Non-availability of Pooled Vehicle".	None	10 minutes	<i>Administrative Officer III / Administrative Officer II, AO-GSD</i>
		1.4	Approves trip ticket in the MPRS, signs "Certification of Non-availability of Pooled Vehicle" and returns certified trip ticket to AO II.	None	20 minutes	<i>Chief Administrative Officer / Supervising Administrative Officer, AO-GSD</i>
		1.5	Records non-availability of vehicle in the MPRS and forwards trip ticket to Client.	None	10 minutes	<i>Administrative Officer III / Administrative Officer II, AO-GSD</i>
2	Receives the Certification of Non-availability of Pooled Vehicles.	None	None	None	None	None
TOTAL				None	1 hour, 10 minutes	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	1 hour, 10 minutes

Notes:

- Duly accomplished trip tickets shall be submitted at least two (2) days prior to use of service vehicle until 3:00 PM from Monday to Friday.
- The "Certification of Non-Availability of Pooled Vehicle" shall be issued on or before 3:00 PM, at least one (1) day prior to the requested trip schedule, *provided that the accomplished trip tickets are submitted within the cut-off period.*
- For urgent trips submitted beyond the cut-off period, as certified by the Director or Chief of the requesting office/personnel, "Certification of Non-Availability of Pooled Vehicle" shall be issued *provided that the trip ticket is accomplished and submitted prior to the scheduled trip.*

Administrative Office – Human Capital Management Division (AO-HCMD)



19) Issuance of Travel Authority

This service details the procedure on how PCC officials and employees holding plantilla positions can request for a Travel Authority for their trips abroad for purely personal or private purpose, without cost to the government.

Office:	Administrative Office – Human Capital Management Division (AO-HCMD)
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Schedule of Availability:	8:00 AM to 5:00 PM, Monday - Friday
Who May Avail:	PCC Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly Accomplished AO-HCMD Request Form (1, original copy)	<ul style="list-style-type: none"> Hard copy is available at the AO-HCMD Office. E-copy is available here: https://bit.ly/3bZlx59
Duly Approved Leave Application (1, photocopy)	<ul style="list-style-type: none"> Copies of Approved Leave Application can be requested from AO-HCMD. <p><i>*Leave Applications can be processed and secured from the Human Resource Information System (HRIS) through this link:</i> http://10.10.254.237/HRIS/hris/min/e2e/resources/views/pages/idx.e2e.php?</p>

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits AO-HCMD Request Form and attachment indicated in the checklist of requirements.	1.1	Receives and records the submitted AO-HCMD form and attachment in the Document Tracking System.	None	10 minutes	Human Resource Assistant, AO-HCMD
		1.2	Forwards the documents to the Human Resource Management Officer unit for the preparation of the requested document.	None	5 minutes	Human Resource Assistant, AO-HCMD
		1.3	Prepares the requested Travel Authority, attaches the copy of the approved leave application and endorses it to the Chief Administrative Officer.	None	30 minutes	Human Resource Management Officer, AO-HCMD

CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
		1.4	Reviews and initials on the Travel Authority.	None	30 minutes	<i>Chief Administrative Officer, AO-HCMD</i>
		1.5	Forwards the Travel Authority to the Executive Director for signature.	None	10 minutes	<i>Human Resource Assistant, AO-HCMD</i>
		1.6	Receives the Travel Authority and its attachment.	None	5 minutes	<i>Secretary II, Office of the Executive Director</i>
		1.7	Reviews and approves the Travel Authority and transmits it to the AO-HCMD.	None	1 hour	<i>Executive Director, Office of the Executive Director</i> <i>Secretary II, Office of the Executive Director</i>
		1.8	Receives the Approved Travel Authority and its attachment and forwards to the Human Resource Management Officer.	None	15 minutes	<i>Human Resource Assistant, AO-HCMD</i>
		1.9	Informs the client on the availability of the approved Travel Authority and releases it.	None	5 minutes	<i>Human Resource Management Officer, AO-HCMD</i>
2	Claims the approved Travel Authority.	None	None	None	None	None
TOTAL:				None	2 hours, 50 minutes	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	2 hours, 50 minutes
Notes: <ul style="list-style-type: none"> Section 5 of Memorandum Circular (MC) No. 35 of the Office of the President prohibits the issuance of foreign travel authorities to the following individuals: private individuals; consultants of, and/or those engaged by way of contracts of service by government agencies, except in highly meritorious circumstances, and upon written justification to be submitted by the requesting agency; and spouses or children of government officials, except when diplomatic protocol or practices provide otherwise. Section 6 of the MC states that no government official or employee shall be allowed to depart for any travel abroad, even if such travel is for a purely personal or private purpose without cost to the government, unless such official or employee has duly accomplished the requisite leave forms and has obtained the appropriate travel authorization from his or her agency. 	

Administrative Office – Human Capital Management Division (AO-HMCD)



20) Processing of Request for the Approval of Local Capacity-Building Programs (amounting to Php 50,000.00 and below)

This service details the procedure on how PCC officials and employees can request approval of their proposed local capacity building programs which cost Php 50,000.00 and below.

Capacity-building programs refer to externally provided and/or organized programs that are in the form of training, boot camp, study tour or fellowship, staff secondment or internship, study with examination/certification, or other similar programs. It excludes programs where the official or employee is attending the program as: (a) resource person, panelist, discussant or presenter; (b) delegate in a ministerial meeting; (c) member of a team for a PCC mission (e.g., consultation with competition authorities, etc.); (d) a requisite to perform the functions of an ad hoc committee or team (e.g., Quality Management Team, etc.); or (e) part of mandatory continuing professional education or development.

Office:	Administrative Office – Human Capital Management Division (AO-HCMD)
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Schedule of Availability:	8:00 AM to 5:00 PM, Monday - Friday
Who May Avail:	PCC Officials and Employees (<i>holding plantilla positions</i>)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Program Participation Form (PPF) – duly accomplished and signed by the supervisor and head of the requesting Office/Unit (1, original copy) <i>If without nominee, leave Section A – Nominee Information and Section B – Nominee's Competency blank.</i>	Available at AO-HCMD *Downloadable online (https://bit.ly/3aPUhpC)
Programme/Agenda/Course Outline (1, photocopy)	Service Provider/Organizer of the Proposed Program
Event's General Information and/or Funding Details (1, photocopy)	Service Provider/Organizer of the Proposed Program
<i>If applicable</i> , Invitation from the Organizer or letter of acceptance for paper presentations in conferences/fora (1, photocopy)	Service Provider/Organizer of the Proposed Program

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits PPF and other requirements to the AO-HCMD/ PDC Secretariat.	1.1	Checks completeness, receives and logs PPF and other requirements, and forwards to concerned officer.	None	10 minutes	Human Resource Assistant, AO-HCMD

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1.2	Reviews relevance of the program to the PCC and supplies computation of projected cost, previous attendees and feedback (<i>if applicable</i>).	None	4 hours	Human Resource Management Officer, AO-HCMD
		1.3	Consolidates all received requests and submits to the Personnel Development Committee (PDC) Secretariat Head.	None	1 day	Human Resource Management Officer, AO-HCMD
		1.4	Reviews the list of programs and forwards to the PDC Chairperson.	None	4 hours	Chief Administrative Officer (as PDC Secretariat Head), AO-HCMD
		1.5	Approves the inclusion of the requested programs in the PDC Meeting agenda.	None	4 hours	Chairperson, Personnel Development Committee
		1.6	Notifies the PDC via e-mail on the schedule and agenda of the PDC meeting.	None	4 hours	Human Resource Management Officer, AO-HCMD
		1.7	Decides on the program. The decision to participate in the program may include: (a) <i>identified grantee/s and/or office/s</i> ; (b) <i>number of slots</i> ; (c) <i>entitlements and obligations</i> ; and/or (d) <i>other matters deemed necessary</i> .	None	1 day	PCC Personnel Development Committee
		1.8	Informs via e-mail the concerned Offices/employees of the decision and/or releases Call for Nominations to target Office/Unit.	None	4 hours	Human Resource Management Officer, AO-HCMD
2	Receives the pertinent information regarding the request.	None	None	None	None	None

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL				None	4 working days, 4 hours, 10 minutes	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	4 working days, 4 hours, 10 minutes

Notes:

- Proposed programs with complete requirements must be submitted 5 working days prior to the regular PDC meetings.
 - PDC meetings are scheduled every second (2nd) Monday of the month depending on the availability of the PDC Chairperson and Members.
- The AO-HCMD, which serves as the PDC Secretariat, consolidates all submitted requests 4 working days before the scheduled PDC meeting, and presents to the PDC Secretariat Head and PDC Chairperson for clearance before inclusion in the agenda.

Administrative Office – Human Capital Management Division (AO-HCMD)



21) Processing of Request for the Approval of Local Capacity-Building Programs (amounting to Php 50,000.01 and above)

This service details the procedure on how PCC officials and employees can request approval of their proposed local capacity-building programs amounting to Php 50,000.01 and above.

Capacity-building programs refer to externally provided and/or organized programs that are in the form of training, boot camp, study tour or fellowship, staff secondment or internship, study with examination/certification, or other similar programs. It excludes programs where the official or employee is attending the program as: (a) resource person, panelist, discussant or presenter; (b) delegate in a ministerial meeting, including those with international partners (e.g., ASEAN, AEGC, etc.); (c) member of a team for a PCC mission (e.g., consultation with competition authorities, etc.); (d) a requisite to perform the functions of an ad hoc team/committee (e.g., Quality Management Team, etc.); or (e) part of mandatory continuing professional education or development.

Office:	Administrative Office – Human Capital Management Division (AO-HCMD)
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Schedule of Availability:	8:00 AM to 5:00 PM, Monday - Friday
Who May Avail:	PCC Officials and Employees (<i>holding plantilla positions</i>)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Program Participation Form (PPF) – duly accomplished and signed by the supervisor and/or head of the requesting Unit/Office (1, original copy) <i>If without nominee, leave Section A – Nominee Information and Section B – Nominee's Competency blank.</i>	Available at AO-HCMD *Downloadable online (https://bit.ly/3aPUhpC)
Programme/Agenda/Course Outline (1, photocopy)	Service Provider/Organizer of the Proposed Program
Event's General Information and/or Funding Details, (1, photocopy)	Service Provider/Organizer of the Proposed Program
<i>If applicable</i> , Invitation from the Organizer or letter of acceptance for paper presentations in conferences/fora (1, photocopy)	Service Provider/Organizer of the Proposed Program

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits PPF and other requirements to the AO-HCMD/ PDC Secretariat.	1.1	Checks completeness, receives and logs PPF and other requirements, and forwards to concerned officer.	None	10 minutes	Human Resource Assistant, AO-HCMD

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1.2	Reviews relevance of the program to the PCC and supplies computation of projected cost, previous attendees, and feedback (if applicable).	None	4 hours	<i>Human Resource Management Officer, AO-HCMD</i>
		1.3	Consolidates the requests and submits to the PDC Secretariat Head.	None	1 day	<i>Human Resource Management Officer, AO-HCMD</i>
		1.4	Reviews the program/s requested and submits to the PDC Chairperson.	None	4 hours	<i>Chief Administrative Officer (as PDC Secretariat Head), AO-HCMD</i>
		1.5	Approves the inclusion of the requested programs in the PDC Meeting agenda.	None	4 hours	<i>Chairperson, Personnel Development Committee</i>
		1.6	Notifies the PDC regarding the schedule and agenda of the PDC meeting.	None	4 hours	<i>Human Resource Management Officer, AO-HCMD</i>
		1.7	Decides on the program. The decision to participate in the program may include: (a) <i>identified grantee/s and/or office/s</i> ; (b) <i>number of slots</i> ; (c) <i>entitlements and obligations</i> ; and/or (d) <i>other matters deemed necessary</i> .	None	1 day	<i>PCC Personnel Development Committee</i>
		1.8	<i>If approved, submits the program/s for inclusion in the Commission Meeting agenda.</i>	None	4 hours	<i>Human Resource Management Officer, AO-HCMD</i>

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1.9	Confirms inclusion of the program/s in the Commission Meeting agenda.	None	4 hours	<i>Commission Secretariat</i>
		1.10	Decides on the program. The decision to participate in the program may include: (a) <i>identified grantee/s and/or office/s</i> ; (b) <i>number of slots</i> ; (c) <i>entitlements and obligations</i> ; and/or (d) <i>other matters deemed necessary</i> .	None	1 day	<i>Commission</i>
		1.11	Informs via e-mail the concerned Offices/ employees of the decision and/or releases Call for Nominations to target Office/ Unit.	None	4 hours	<i>Human Resource Management Officer, AO-HCMD</i>
2	Receives the pertinent information regarding the request.	None	None	None	None	None
TOTAL				None	6 working days, 4 hours, 10 minutes	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	6 working days, 4 hours, 10 minutes
Notes: <ul style="list-style-type: none"> Submission of proposed programs with complete requirements must be made 5 working days prior the regular PDC meetings. <ul style="list-style-type: none"> PDC meetings are scheduled every second (2nd) Monday of the month depending on the availability of the PDC Chairperson and Members. Administrative Matters are discussed during Thursday Commission Meetings. The AO-HCMD, which serves as the PDC Secretariat, consolidates all submitted requests 4 working days before the scheduled PDC meeting, and presents to the PDC Secretariat Head and PDC Chairperson for clearance before inclusion in the agenda. 	

Administrative Office – Human Capital Management Division (AO-HCMD)



22) Processing of Request for the Approval of Foreign Capacity-Building Programs

This service details the procedure on how PCC officials and employees can request approval of their proposed foreign capacity-building programs.

Capacity-building programs refer to externally provided and/or organized programs that are in the form of training, boot camp, study tour or fellowship, staff secondment or internship, study with examination/certification, or other similar programs. It excludes programs where the official or employee is attending the program as: (a) resource person, panelist, discussant or presenter; (b) delegate in a ministerial meeting, including those with international partners (e.g., ASEAN, AEGC, etc.); (c) member of a team for a PCC mission (e.g., consultation with competition authorities, etc.); (d) a requisite to perform the functions of an ad hoc team/committee (e.g., Quality Management Team, etc.); or (e) part of mandatory continuing professional education or development.

Office:	Administrative Office – Human Capital Management Division (AO-HCMD)
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Schedule of Availability:	8:00 AM to 5:00 PM, Monday - Friday
Who May Avail:	PCC Officials and Employees (<i>holding plantilla positions</i>)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Program Participation Form (PPF) – duly accomplished and signed by the supervisor and/or head of the requesting Unit/Office (1, original copy) <i>If without nominee, leave Section A – Nominee Information and Section B – Nominee's Competency blank.</i>	Available at AO-HCMD *Downloadable online (https://bit.ly/3aPUhpC)
Programme/Agenda/Course Outline (1, photocopy)	Service Provider/Organizer of the Proposed Program
Event's General Information and/or Funding Details, (1, photocopy)	Service Provider/Organizer of the Proposed Program
<i>If applicable</i> , Invitation from the Organizer or letter of acceptance for paper presentations in conferences/fora, (1, photocopy)	Service Provider/Organizer of the Proposed Program

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits PPF and other requirements to the AO-HCMD/ PDC Secretariat.	1.1	Checks completeness, receives and logs PPF and other requirements, and forwards to concerned officer.	None	10 minutes	Human Resource Assistant, AO-HCMD

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1.2	Reviews relevance of the program to the PCC and supplies computation of projected cost, previous attendees, and feedback (if applicable).	None	4 hours	<i>Human Resource Management Officer, AO-HCMD</i>
		1.3	Consolidates requests received and submits to the PDC Secretariat Head.	None	1 day	<i>Human Resource Management Officer, AO-HCMD</i>
		1.4	Reviews the program/s requested and submits to the PDC Chairperson.	None	4 hours	<i>Chief Administrative Officer (as PDC Head Secretariat), AO-HCMD</i>
		1.5	Submits list of programs for inclusion in the Commission Meeting agenda.	None	4 hours	<i>Chairperson, Personnel Development Committee</i>
		1.6	Confirms inclusion of the program/s in the Commission Meeting agenda.	None	4 hours	<i>Commission Secretariat</i>
		1.7	Decides on the program. The decision to participate in the program may include: (a) <i>identified grantee/s and/or office/s</i> ; (b) <i>number of slots</i> ; (c) <i>entitlements and obligations</i> ; and/or (d) <i>other matters deemed necessary</i> .	None	1 day	<i>Commission</i>
		1.8	Informs via e-mail the concerned Offices/ employees of the decision and/or releases Call for Nominations to target Office/Unit.	None	4 hours	<i>Human Resource Management Officer, AO-HCMD</i>
2	Receives the pertinent information regarding the request	None	None	None	None	None
TOTAL				None	4 working days, 4 hours, 10 minutes	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	4 working days, 4 hours, 10 minutes
Notes: <ul style="list-style-type: none"> • Submission of proposed programs with complete requirements must be made 5 working days prior the regular PDC meetings. <ul style="list-style-type: none"> ○ PDC meetings are schedule every second (2nd) Monday of the Month depending on the availability of the PDC Chairperson and Members. • Administrative Matters are discussed during Thursday Commission Meetings. • The AO-HCMD, which serves as the PDC Secretariat, consolidates all submitted requests 4 working days before the scheduled PDC meeting, and presents to the PDC Secretariat Head and PDC Chairperson for clearance before inclusion in the agenda. 	

Administrative Office – Human Capital Management Division (AO-HCMD)



23) Processing of Requests to Participate in Approved Capacity-Building Programs (*Foreign and Local Programs*)

This service details the procedure on how PCC officials and employees can request participation in capacity-building programs approved by the Personnel Development Commission and/or the Commission.

Office:	Administrative Office – Human Capital Management Division (AO-HCMD)
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government
Schedule of Availability:	8:00 AM to 5:00 PM, Monday - Friday
Who May Avail:	PCC Officials and Employees (<i>holding plantilla positions</i>)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Program Participation Form (PPF) – duly accomplished and signed by the supervisor and/or head of the requesting Unit/Office, (1, original copy)	Available at AO-HCMD Downloadable online (https://bit.ly/3aPUhpC)
<u>If participation is approved:</u> <ul style="list-style-type: none"> Acceptance/confirmation of registration, (1, photocopy) <i>If program involves travel beyond Metro Manila:</i> <ul style="list-style-type: none"> Travel schedule and three price quotations (1, photocopy) Local Travel Order (Itinerary of Travel), <i>if applicable</i>, (1, original copy) 	Organizer/Learning Service Provider Online platforms of transport service providers or Travel Agency Downloadable online (https://bit.ly/2WtEs39)

NO	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Accomplishes the PPF and submits to the PDC Secretariat on or before deadline set by AO-HCMD.	1.1	Checks completeness of information provided and receives PPF.	None	10 minutes	Human Resource Assistant, AO-HCMD
		1.2	Conducts initial evaluation based on nominee's training needs and current/anticipated functions and responsibilities.	None	4 hours	Human Resource Management Officer, AO-HCMD
		1.3	Consolidates all received PPF's and prepares matrix of nominees with additional/pertinent information	None	4 hours	Human Resource Management Officer, AO-HCMD

NO	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			about the nominees.			
		1.4	Decides on the request.	None	1 day	<i>Personnel Development Committee (PDC)</i>
		1.5	Informs the concerned Offices/ employees of the decision via e-mail and, <i>if approved</i> , the additional requirements to be submitted.	None	4 hours	<i>Human Resource Management Officer, AO-HCMD</i>
2	Receives the pertinent information/ decision; <i>if approved</i> , prepares the additional requirements needed as indicated in the checklist of requirements.	None	None	None	2 days	None
3	Submits additional requirements for approved requests/ nominations to AO-HCMD.	3.1	Receives document/s	None	10 minutes	<i>Human Resource Assistant, AO-HCMD</i>
		3.2	Prepares the following documents: a. Endorsement Memorandum specifying how the participation, particularly those involving local and foreign travels, conforms to Section 3 of Executive Order No. 77, s. 2019; b. Foreign Travel Order (FTO)/Special Order (SO); and c. Computation/ breakdown of	None	1 day, 4 hours	<i>Human Resource Management Officer, AO-HCMD</i>

NO	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			allowances, <i>if applicable.</i>			
		3.3	Reviews draft memorandum, FTO/SO, computation/ breakdown of allowances and completeness of all required documents/ information.	None	4 hours	<i>Supervising Administrative Officer, AO-HCMD</i>
		3.4	Clears and endorses all documents to the Director of the Administrative Office.	None	2 hours	<i>Chief Administrative Officer, AO-HCMD</i>
		3.5	Reviews, signs endorsement memorandum.	None	2 hours	<i>Director IV, Administrative Office</i>
		3.6	Reviews entitlement, computation, certifies availability of funds and forwards to OED.	None	1 day	<i>Budget Officer, FPMO-Budget Division</i> <i>Director IV, FPMO</i>
		3.7	Reviews and endorses documents to the OTC.	None	1 day	<i>Executive Assistant, Office of the Executive Director</i> <i>Executive Director</i>
		3.8	Reviews documents and approves/signs the FTO/SO and computation/ breakdown of allowances, if applicable.	None	1 day	<i>Head Executive Assistant, Office of the Chairperson</i> <i>Chairperson</i>
		3.9	Transmits approved FTO/SO to AO-HCMD.	None	10 minutes	<i>Administrative Assistant, Office of the Chairperson</i>
		3.10	Assigns reference number to the FTO/SO.	None	10 minutes	<i>Human Resource Management Officer, AO-HCMD (for FTOs)</i> <i>Records Officer, Administrative Office (for SOs)</i>

NO	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		3.11	Records and issues copy of FTO/SO to concerned employees.	None	2 hours	<i>Records Officer, Administrative Office</i>
4	Receives copy of the FTO/SO.	None	None	None	None	None
TOTAL				None	10 working days, 2 hours, 40 minutes	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	10 working days, 2 hours, 40 minutes
Note: <ul style="list-style-type: none"> PDC meetings are scheduled every second (2nd) Monday of the month depending on the availability of the PDC Chairperson and Members. 	

Administrative Office – Information and Communications Technology Division (AO-ICTD)



24) Provision of Information and Communications Technology (ICT) Services for Routine and General Requests

This service describes the procedure on how PCC Offices and employees can request support from the AO-ICTD for Routine (Low) and General request/s (Medium). Routine requests can be categorized for services which involve enhancement, planned change and typical application questions, while General requests are for services that support system/application upgrading and other issues. You may refer the Annex C for more details on what services fall under Routine and General Requests.

The requests are facilitated using the ICT Service Request System (ICT-SRS). The ICT-SRS is a web-based system that aims to facilitate the process wherein user/s create a request such as connection to a network or service, access to a certain file or information, or other technical difficulties, which will be responded by assigned AO-ICTD personnel.

Office:	Administrative Office – Information and Communications Technology Division (AO-ICTD)
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Schedule of Availability:	8:00 AM to 5:00 PM, Monday - Friday
Who May Avail:	PCC Offices and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly Accomplished ICT Service Request	<p>ICT Service Request System (SRS)</p> <p>*SRS can be accessed through this link (ICT-SRS: https://pccgov-139896e65e7b99.sharepoint.com/sites/ICTD_SRS/FlexibleRequestManagement)</p>
For Special Access Request, Duly Accomplished ICT Service Request Form (1, original copy)	<ul style="list-style-type: none"> E-copy is available through the Knowledge Management Portal in SharePoint under the Quality Management System Tab (ICT-SRF: https://pccgov.sharepoint.com/:b:/r/sites/km/QMS%20Templates%20%20Forms/Administrative%20Office/AO-ICTD/ICT%20Service%20Request/OP-AO-005-F1_ICTD%20Service%20Request%20Form_25%20October%202019_rev1.pdf?csf=1&e=tghy8G); Hard Copy is available at the AO-ICTD
If needed, documentary attachments to serve as supporting details to the service request (1 each, photocopy)	Requesting Party

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Enters the web domain and creates a ticket on ICTD Service Request System (SRS). If needed special access, fills out and submits an ICTD Service Request Form.	1.1	Reviews, validates the service request details, and assigns an ICTD personnel to address the request.	None	2 hours	<i>ICT Division Chief, AO-ICTD</i>
		1.2	Acknowledges the assignment of service request, performs assessment, and informs the requesting party on the activities to be undertaken moving forward.	None	1 hour	<i>ICTD Personnel, AO-ICTD</i>
		1.3	Implementation of the service request.	None	1 day, 4 hours	<i>ICTD Personnel, AO-ICTD</i>
		1.4	Conducts testing, validation with the requesting party if the issue/problem has been resolved, and monitor actions undertaken. If not resolved, go back to Step 1.2.	None	2 hours	<i>ICTD Personnel, AO-ICTD</i>
2	Rates the service rendered through ICT SRS.	2	Closes ticket/service request through the ICT SRS.	None	1 hour	<i>ICTD Personnel, AO-ICTD</i>
TOTAL				None	2 working days, 2 hours	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	2 working days, 2 hours
Notes: <ul style="list-style-type: none"> Approval and processing of request/s with Low to High severity is only during business/office hours (Monday-Friday, 8:00 AM – 5:00 PM). Urgent request/s may be processed beyond business/office hours only if it can be carried out remotely. Service request/s will be tagged as <i>Special Access</i> if it is a privilege type of request to access, view, edit/update or make use of the information/product or software duly approved by the information/product or software owner. Documentary attachments can be in any document format type and image or video format type. ICT service request process is based on simplified Information Technology Infrastructure Library (ITIL) or ISO 20000 standard. 	

Administrative Office – Information and Communications Technology Division (AO-ICTD)



25) Provision of Information and Communications Technology (ICT) Services for User Control and Mission Critical Requests

This service describes the procedure on how PCC Offices and employees can request support from the AO-ICTD for User Control (High) and Mission Critical Request/s (Urgent). User control request can be categorized for concerns wherein requestor cannot carry out normal work responsibilities and no alternative is available, while Mission-critical requests are for services that need to be resolved as soon as possible with widespread impact, or reported as emergency. You may refer to Annex C for more details on what services fall under User Control and Mission Critical Requests.

The requests are facilitated using the ICT Service Request System (ICT-SRS). The ICT-SRS is a web-based system that aims to facilitate the process wherein user/s create a request such as connection to a network or service, access to a certain file or information, or other technical difficulties, which will be responded by assigned AO-ICTD personnel.

Office:	Administrative Office – Information and Communications Technology Division (AO-ICTD)
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government
Schedule of Availability:	8:00 AM to 5:00 PM, Monday - Friday
Who May Avail:	PCC Offices and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly Accomplished ICT Service Request	ICT Service Request System (SRS) * SRS can be accessed through this link (ICT-SRS: https://pccgov-139896e65e7b99.sharepoint.com/sites/ICTD_SRS/Files/RequestManagement)
For Special Access Request, Duly Accomplished ICT Service Request Form (1, original copy)	<ul style="list-style-type: none"> E-copy is available through the Knowledge Management Portal in SharePoint under the Quality Management System Tab (ICT-SRF: https://pccgov.sharepoint.com/:b:/r/sites/km/QMS%20Templates%20Forms/Administrative%20Office/AO-ICTD/ICT%20Service%20Request/OP-AO-005-F1 ICTD%20Service%20Request%20Form 25%20October%202019_rev1.pdf?csf=1&e=tghy8G); Hard Copy is available at the AO-ICTD Office
If needed, documentary attachments to serve as supporting details to the service request (1 each, photocopy)	Requesting Party

If the Service Request does not Require Third-Party Assistance:

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Enters the web domain and creates a ticket on ICTD Service Request System (SRS). <i>if needed special access</i> , fills out and submits an ICTD Service Request Form.	1.1	Reviews, validates the service request details, and assigns an ICTD personnel to address the request.	None	2 hours	<i>ICT Division Chief, AO-ICTD</i>
		1.2	Acknowledges the assignment of service request, performs assessment, and informs the requesting party on the activities to be undertaken moving forward.	None	2 days	<i>ICTD Personnel, AO-ICTD</i>
		1.3	Implementation of the service request.	None	5 days	<i>ICTD Personnel, AO-ICTD</i>
		1.4	Conducts testing, validation with the requesting party if the issue/problem has been resolved, and monitor actions undertaken. If not resolved, go back to Step 1.2.	None	7 days	<i>ICTD Personnel, AO-ICTD</i>
2	Rates the service rendered through ICT SRS.	2	Closes ticket/service request through the ICT SRS.	None	30 minutes	<i>ICTD Personnel, AO-ICTD</i>
TOTAL				None	14 working days, 2 hours, 30 minutes	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	14 working days, 2 hours, 30 minutes
Notes: <ul style="list-style-type: none"> Approval and processing of request/s with Low to High severity is only during business/office hours (Monday-Friday, 8:00 AM – 5:00 PM). Urgent request/s may be processed beyond business/office hours only if it can be carried out remotely. Service request/s will be tagged as <i>Special Access</i> if it is a privilege type of request to access, view, edit/update or make use of the information/product or software duly approved by the information/product or software owner. Documentary attachments can be in any document format type and image or video format type. ICT service request process is based on simplified Information Technology Infrastructure Library (ITIL) or ISO 20000 standard. 	

If the Service Request Requires Third-Party Assistance:

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Enters the web domain and creates a ticket on ICTD Service Request System (SRS). <i>if needed special access, fills out and submits an ICTD Service Request Form.</i>	1.1	Reviews, validates the service request details, and assigns an ICTD personnel to address the request.	None	2 hours	<i>ICT Division Chief, AO-ICTD</i>
		1.2	Acknowledges the assignment of service request, performs assessment, and informs the requesting party on the activities to be undertaken moving forward.	None	2 days	<i>ICTD Personnel, AO-ICTD</i>
		1.3	Creates Problem Report and informs the requesting party of the number of days to be resolved by the third-party.	None	2 days	<i>ICTD Personnel, AO-ICTD</i>
		1.4	Conducts testing, validation with the requesting party if the issue/problem has been resolved, and monitor actions undertaken. If not resolved, go back to Step 1.2.	None	7 days	<i>ICTD Personnel, AO-ICTD</i>
2	Rates the service rendered through ICT SRS.	2	Closes ticket/service request through the ICT SRS.	None	30 minutes	<i>ICTD Personnel, AO-ICTD</i>
TOTAL				None	11 working days, 2 hours, 30 minutes	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	11 working days, 2 hours, 30 minutes
Notes: <ul style="list-style-type: none"> Approval and processing of request/s with Low to High severity is only during business/office hours (Monday-Friday, 8:00 AM – 5:00 PM). Urgent request/s may be processed beyond business/office hours only if it can be carried out remotely. Service request/s will be tagged as <i>Special Access</i> if it is a privilege type of request to access, view, edit/update or make use of the information/product or software duly approved by the information/product or software owner. Documentary attachments can be in any document format type and image or video format type. 	

- ICT service request process is based on simplified Information Technology Infrastructure Library (ITIL) or ISO 20000 standard.
- Third-party assistance may refer to either hardware manufacturer or software developer.
 - *Third-party hardware* refers to components that are developed by companies besides the original computer manufacturer; *and*
 - *Third-party software* refers to programs that are developed by companies other than the company that developed the computer's operating system.
- The service performance of third-party is beyond the agency's control.
- Third-party assistance is available 8 hours/day & 7 days/week. However, it should be noted if the problem report was made beyond 2:00 PM, response will be by the next business day.

FINANCE, PLANNING AND MANAGEMENT OFFICE

INTERNAL SERVICES

26) Processing of the Certification of Availability of Allotment (CAA)

This service describes the procedure on how PCC Offices and employees can request for the processing and certifying availability of allotment for various transactions. The documents processed for CAA are Purchase Request (PR), Special Order (SO), Local Travel Order (LTO), and Foreign Travel Order (FTO).

The procedure covers the receipt of the PR, SO, LTO and FTO, the review and coordination, certification of allotment availability (CAA) up to the release of documents to concerned Office.

Office:	Finance, Planning and Management Office – Budget Division (FPMO-BD)
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Schedule of Availability:	8:00 AM to 5:00 PM, Monday - Friday
Who May Avail:	PCC Offices and employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For LTO: <ul style="list-style-type: none"> Draft LTO (1, original copy) Itinerary of Travel (1, original copy) Breakdown of Expenses (1, original copy); <i>if not within the standard costing</i>, Duly signed Market Sounding for rental of vehicles (1, original copy) 	Requesting Party
For FTO: <ul style="list-style-type: none"> Draft FTO (1, original copy) Duly signed Endorsement Memorandum (1, original copy) Invitation (1, photocopy) Program (1, photocopy) Itinerary of Travel (1, original copy) <i>For Head of Agency and for those traveling in business class</i>, Presidents' approval (1, original copy) 	Requesting Party
For PR: <ul style="list-style-type: none"> AO-GSD numbered and certified as 'Included in APP' PR (1, original) Latest copy of BUR Report + RAF as applicable (1, photocopy) <i>If not within the Standard Costing</i>, Duly signed Market Sounding (1, original copy) 	Requesting Party
For SO on activity/ies: <ul style="list-style-type: none"> Draft SO (1, original copy) Memorandum on <i>Authority to Conduct</i> or its equivalent (1, original copy) <i>If not within standard costing</i>, Duly signed Market Sounding (1, original copy) List of participants (1, original copy) Program (1, original copy) <i>If applicable</i>, Breakdown of Expenses (1, original copy) 	Requesting Party

<ul style="list-style-type: none"> For payment of Honoraria, Proof of salary (if applicable) or any document to support/validate monthly salary rate (1, photocopy) 	
<p>For request not within the approved Work and Financial Plan (WFP),</p> <ul style="list-style-type: none"> Duly accomplished Reallocation Advice Form (RAF) for all transactions (1, original copy) For items to be procured, Supplemental PPMP (1, original copy) 	<p>Requesting Party</p> <p>*RAF may be accessed through the Knowledge Management Portal under the QMS Tab</p> <p>*Supplemental PPMP template may be requested from the Administrative Office-General Services Division</p>

If the request is sufficient to merit Certification:

For Purchase Request:

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits the documents identified in the checklist of requirements to FPMO-BD.	1.1	Receives, logs, and assigns Availability of Allotment (AA) No. in the document, and checks presence of the required supporting documents.	None	1 hour	Budget Officer I, FPMO-BD
		1.2	Reviews and checks if the transaction and the supporting documents are in order and sufficient to merit approval of AA, including processing of RAF as applicable.	None	9 hours	Budget Officer, FPMO-BD Supervising Administrative Officer, FPMO-BD
		1.3	Records AA transaction in the Registry of Allotment and Obligation (RAO), affixes initials and other information on the document/s and forwards to the CAO.	None	1 hour	Budget Officer, FPMO-BD Supervising Administrative Officer, FPMO-BD

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1.4	Assesses the transaction/s, approves the AA, and forwards to BO I.	None	7 hours, 30 minutes	<i>Chief Administrative Officer, FPMO-BD</i>
		1.5	Records the signed transaction and forwards the document to the AO-GSD/End-user for procurement process.	None	1 hours, 30 minutes	<i>Budget Officer I, FPMO-BD</i>
2	Receives the document.	None	None	None	None	None
TOTAL				None	2 working days, 4 hours	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	2 working days, 4 hours

- **For Foreign Travel Order, Local Travel Order and/or Special Orders:**

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits the documents identified in the checklist of requirements to FPMO-BD.	1.1	Receives, logs, and assigns Availability of Allotment (AA) No. in the document, and checks presence of the required supporting documents.	None	1 hour	<i>Budget Officer I, FPMO-BD</i>
		1.2	Reviews and checks if the transaction and the supporting documents are in order and sufficient to merit approval of AA, including processing of RAF as applicable.	None	8 hours	<i>Budget Officer, FPMO-BD</i> <i>Supervising Administrative Officer, FPMO-BD</i>

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1.3	Records AA transaction in the Registry of Allotment and Obligation (RAO), affixes initials and other information on the document/s and forwards to the SAO.	None	1 hour	<i>Budget Officer, FPMO-BD</i> <i>Supervising Administrative Officer, FPMO-BD</i>
		1.4	Assesses the transaction/s, approves the AA, and forwards to BO I.	None	7.5 hours	<i>Chief Administrative Officer, FPMO-BD</i>
		1.5	Records the signed transaction and forwards the document to the FPMO Director for review and signature.	None	1 hour	<i>Budget Officer I, FPMO-BD</i>
		1.6	Reviews and signs the document if merits approval of AA	None	1 hour	<i>Director IV, FPMO</i>
		1.7	Forwards the document to the concerned Office/Unit	None	30 minutes	<i>Secretary II, FPMO</i>
2	Receives the document.	None	None	None	None	None
TOTAL				None	2 working days, 4 hours	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	2 working days, 4 hours

- **For SO not requiring cash advance:**

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits the documents identified in the checklist of requirements to FPMO-BD.	1.1	Receives, logs, and assigns Availability of Allotment (AA) No. in the document, and checks presence of the required supporting documents.	None	1 hour	<i>Budget Officer I, FPMO-BD</i>
		1.2	Reviews and checks if the transaction and the supporting documents are in order and sufficient to merit approval of AA, including processing of RAF as applicable.	None	9 hours	<i>Budget Officer, FPMO-BD</i> <i>Supervising Administrative Officer, FPMO-BD</i>
		1.4	Records AA transaction in the Registry of Allotment and Obligation (RAO), affixes initials and other information on the document/s and forwards to the CAO.	None	1 hour	<i>Budget Officer, FPMO-BD</i> <i>Supervising Administrative Officer, FPMO-BD</i>
		1.5	Assesses the transaction/s, approves the AA, and forwards to BO I.	None	7 hours	<i>Chief Administrative Officer, FPMO-BD</i>
		1.6	Records the signed transaction and forwards the document to the FPMO Director for review and signature.	None	1 hour	<i>Budget Officer I, FPMO-BD</i>
		1.7	Reviews and signs the document if merits approval of AA	None	1 hour	<i>Director IV, FPMO</i>

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1.8	Forwards the document to concerned Office/Unit.	None	1 hour	<i>Secretary II, FPMO</i>
2	Receives the document.	None	None	None	None	None
TOTAL				None	2 working days, 5 hours	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	2 working days, 5 hours

If the request is not sufficient to merit Certification:

- For Purchase Request:**

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits the documents identified in the checklist of requirements to FPMO-BD.	1.1	Receives, logs, and assigns Availability of Allotment (AA) No. in the document, and checks presence of the required supporting documents.	None	1 hour	<i>Budget Officer I, FPMO-BD</i>
		1.2	Reviews and checks if the transaction and the supporting documents are in order and sufficient to merit approval of AA, including processing of RAF as applicable.	None	9 hours	<i>Budget Officer, FPMO-BD</i> <i>Supervising Administrative Officer, FPMO-BD</i>
		1.3	<i>If not sufficient to merit approval of AA, returns to BO I with comments/ findings.</i>	None	30 minutes	<i>Budget Officer, FPMO-BD</i> <i>Supervising Administrative Officer, FPMO-BD</i>
		1.4	Records the transaction and forwards the	None	1 hour	<i>Budget Officer I, FPMO-BD</i>

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			document with FPMO-BD comments/ recommendation for compliance of the requesting party/AO-GSD.			
2	Receives the document with FPMO-BD comments/ recommendation and complies with the requirements.	None	None	None	1 day	None
3	Submits the document with compliance to FPMO-BD recommendation /s.	3.1	Receives, logs, and checks compliance on the required supporting documents.	None	30 minutes	<i>Budget Officer I, FPMO-BD</i>
		3.2	Reviews and checks if the transaction and the supporting documents are in order and sufficient to merit approval of AA.	None	2 hours	<i>Budget Officer, FPMO-BD</i> <i>Supervising Administrative Officer, FPMO-BD</i>
		3.3	Records AA transaction in the Registry of Allotment and Obligation (RAO), affixes initials and other information on the document/s and forwards to the CAO.	None	30 minutes	<i>Budget Officer, FPMO-BD</i> <i>Supervising Administrative Officer, FPMO-BD</i>
		3.4	Assesses the transaction/s, approves the AA, and forwards to BO I.	None	7 hours 30 minutes	<i>Chief Administrative Officer, FPMO-BD</i>
		3.5	Records the signed transaction and forwards the document to the AO-GSD/ requesting party for procurement process.	None	1.5 hours	<i>Budget Officer I, FPMO-BD</i>

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4	Receives the document.	None	None	None	None	None
TOTAL				None	3 working days, 7 hours, 30 minutes	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	3 working days, 7 hours, 30 minutes

- **For Foreign Travel Order, Local Travel Order, and/or Special Orders:**

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits the documents identified in the checklist of requirements to FPMO-BD.	1.1	Receives, logs, and assigns Availability of Allotment (AA) No. in the document, and checks presence of the required supporting documents.	None	1 hour	<i>Budget Officer I, FPMO-BD</i>
		1.2	Reviews and checks if the transaction and the supporting documents are in order and sufficient to merit approval of AA, including processing of RAF as applicable.	None	8 hours	<i>Budget Officer, FPMO-BD</i> <i>Supervising Administrative Officer, FPMO-BD</i>
		1.3	<i>If not sufficient to merit approval of AA, returns to BO I with comments/ findings.</i>	None	30 minutes	<i>Budget Officer, FPMO-BD</i> <i>Supervising Administrative Officer, FPMO-BD</i>
		1.4	Records the transaction and forwards the document with FPMO-BD comments for compliance of the requesting party.	None	1 hour	<i>Budget Officer I, FPMO-BD</i>

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2	Receives the document with FPMO-BD comments and complies with the requirements.	None	None	None	1 day	None
3	Submits the document with compliance to FPMO-BD recommendation /s.	3.1	Receives, logs, and checks compliance on the required supporting documents.	None	30 minutes	<i>Budget Officer I, FPMO-BD</i>
		3.2	Reviews and checks if the transaction and the supporting documents are in order and sufficient to merit approval of AA.	None	4 hours	<i>Budget Officer, FPMO-BD</i> <i>Supervising Administrative Officer, FPMO-BD</i>
		3.3	Records AA transaction in the Registry of Allotment and Obligation (RAO), affixes initials and other information on the document/s and forwards to the CAO.	None	30 minutes	<i>Budget Officer, FPMO-BD</i> <i>Supervising Administrative Officer, FPMO-BD</i>
		3.4	Assesses the transaction/s, approves the AA, and forwards to BO I.	None	5 hours 30 minutes	<i>Chief Administrative Officer, FPMO-BD</i>
		3.5	Records the signed transaction and forwards the document to the FPMO Director for review and signature.	None	1 hour	<i>Budget Officer I, FPMO-BD</i>
		3.6	Reviews and signs the document if merits approval of AA	None	1 hour	<i>Director IV, FPMO</i>

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		3.7	Forwards the document to the concerned Office/Unit	None	30 minutes	<i>Secretary II, FPMO</i>
4	Receives the document.	None	None	None	None	None
TOTAL				None	3 working days, 7 hours, 30 minutes	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	3 working days, 7 hours, 30 minutes

- **For SO not requiring cash advance:**

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits the documents identified in the checklist of requirements to FPMO-BD.	1.1	Receives, logs, and assigns Availability of Allotment (AA) No. in the document, and checks presence of the required supporting documents.	None	1 hour	<i>Budget Officer I, FPMO-BD</i>
		1.2	Reviews and checks if the transaction and the supporting documents are in order and sufficient to merit approval of AA, including processing of RAF as applicable.	None	8 hours	<i>Budget Officer, FPMO-BD</i> <i>Supervising Administrative Officer, FPMO-BD</i>
		1.3	<i>If not sufficient to merit approval of AA, returns to BO I with comments/ findings.</i>	None	30 minutes	<i>Budget Officer, FPMO-BD</i> <i>Supervising Administrative Officer, FPMO-BD</i>
		1.4	Records the transaction and forwards the document with FPMO-BD comments for compliance of	None	1 hour	<i>Budget Officer I, FPMO-BD</i>

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			the requesting party.			
2	Receives the document with FPMO-BD comments and complies with the requirements.	None	None	None	1 day	None
3	Submits the document with compliance to FPMO-BD recommendation/s.	3.1	Receives, logs, and checks compliance on the required supporting documents.	None	30 minutes	<i>Budget Officer I, FPMO-BD</i>
		3.2	Reviews and checks if the transaction and the supporting documents are in order and sufficient to merit approval of AA.	None	4 hours	<i>Budget Officer, FPMO-BD</i> <i>Supervising Administrative Officer, FPMO-BD</i>
		3.3	Records AA transaction in the Registry of Allotment and Obligation (RAO), affixes initials and other information on the document/s and forwards to the SAO.	None	30 minutes	<i>Budget Officer, FPMO-BD</i> <i>Supervising Administrative Officer, FPMO-BD</i>
		3.4	Assesses the transaction/s, approves the AA, and forwards to BO I.	None	6 hours	<i>Chief Administrative Officer, FPMO-BD</i>
		3.5	Records the signed transaction and forwards the document to the FPMO Director for review and signature.	None	30 minutes	<i>Budget Officer I, FPMO-BD</i>
		3.6	Reviews and signs the document if	None	1 hour	<i>Director IV, FPMO</i>

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			merits approval of AA.			
		3.7	Forwards the document to concerned Office/Unit.	None	1 hour	<i>Secretary II, FPMO</i>
4	Receives the document.	None	None	None	None	None
TOTAL				None	4 working days	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	4 working days

Finance, Planning and Management Office – Corporate Planning and Management Division (FPMO-CPMD)



27) Issuance of Authenticated Copies of Management Committee Meetings Summary of Discussions (SOD)

This service details the procedure on how PCC Offices/employees may request authenticated copies of the PCC Management Committee (ManCom) Meetings Summary of Discussion (SOD).

Office:	Finance, Planning and Management Office – Corporate Planning and Management Division (FPMO-CPMD)
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Schedule of Availability:	8:00 AM to 5:00 PM, Monday - Friday
Who May Avail:	PCC Offices and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
E-mail request detailing the following information: 1. Purpose of the Request; 2. ManCom Meeting Date, No., and Agenda Item; 3. No. of Copies	Requesting Party

If requested document is available:

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	E-mails request to the ManCom Secretariat/ FPMO-CPMD.	1.1	Acknowledges receipt of request and reviews the nature of the request.	None	5 minutes	Administrative Officer, FPMO-CPMD
		1.2	Verifies availability of minutes in the database/records.	None	20 minutes	Administrative Officer, FPMO-CPMD
		1.3	Prepares minutes of the requested agenda, includes signature page of the approved minutes for printing, and stamps each page for authentication.	None	1 hour	Administrative Officer, FPMO-CPMD
		1.4	Signs and authenticates the document and forwards to Secretary II for transmittal.	None	5 minutes	Administrative Officer, FPMO-CPMD
		1.5	Records document in the	None	20 minutes	Secretary II, FPMO

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			logbook and transmits authenticated copy to requesting party.			
2	If available, receives authenticated copy and acknowledges receipt in the logbook.	None	None	None	None	None
TOTAL				None	1 hour, 50 minutes	

TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	1 hour, 50 minutes
Notes: <ul style="list-style-type: none"> Requesting Party may only request records that are duly signed by all members of the PCC Management Committee; If the date of the request is on a Holiday/Suspended Work, the request shall be processed on the next working day; Authenticated copies are in the form of Hard Copies. 	

If requested document is unavailable:

NO.	CLIENT STEPS	NO.	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	E-mails request to the ManCom Secretariat/ FPMO-CPMD.	1.1	Acknowledges receipt of request and reviews the nature of the request.	None	5 minutes	<i>Administrative Officer, FPMO-CPMD</i>
		1.2	Verifies availability of minutes in the database/records.	None	20 minutes	<i>Administrative Officer, FPMO-CPMD</i>
		1.3	If minutes is not yet approved, e-mails requesting party of its unavailability.	None	15 minutes	<i>Administrative Officer, FPMO-CPMD</i>
2	Acknowledges the receipt of the pertinent information.	None	None	None	None	None
TOTAL				None	40 minutes	




TOTAL FEES TO BE PAID:	None
TOTAL PROCESSING TIME:	40 minutes
Notes: <ul style="list-style-type: none"> Requesting Party may only request records that are duly signed by all members of the PCC Management Committee; If the date of the request is on a Holiday/Suspended Work, the request shall be processed on the next working day. 	

FEEDBACK AND REDRESS MECHANISM



It is our commitment to deliver quality and excellent services to you, our stakeholders. We give great value to your suggestions and comments regarding our service delivery. Please let us know how we have served and assisted you here at the Philippine Competition Commission.

<p>How to send a feedback</p>	<div data-bbox="632 499 740 591"></div> <p>Accomplish the PCC Client Feedback Form and drop it in the designated box at the PCC Entrance or accomplish via the online PCC Client Feedback Form;</p> <div data-bbox="624 689 740 781"></div> <p>Mail us at Office of the Executive Director, 25/F Vertis North Corporate Center 1, North Avenue, Quezon City 1105; or</p> <div data-bbox="628 826 732 916"></div> <p>Send us an e-mail at feedback@phcc.gov.ph</p>
<p>How feedback is processed</p>	<p>PCC Client Feedback Form</p> <ol style="list-style-type: none"> The Public Assistance Desk Officer (“PADO”) receives the accomplished PCC Client Feedback Form. <ol style="list-style-type: none"> <i>When clients accomplishes the printed form and drops in the designated drop box</i>, the PADO opens the drop box, reviews the duly accomplished feedback forms, and logs details in the monitoring sheet on a daily basis. <i>When clients accomplishes the online form</i>, the PADO reviews the duly accomplished online feedback form, and logs details in the monitoring sheet on a daily basis. For feedback requiring response, the PADO submits report to the Office of the Executive Director (“OED”) within the next working day for further disposition. The OED focal person reads report and forwards the same to the concerned Unit (“CU”) for appropriate action, as necessary. The (OED or) CU provides response to the feedback, as necessary, within fifteen (15) working days. <ol style="list-style-type: none"> The Records Officer (“RO”) facilitates routing of reply letter to the client concerned (the OED and PADO are furnished with a copy). The (OED or) CU may also respond to the feedback via e-mail if such contact information is available (the OED and PADO Cc’d). <p>Mail</p> <ol style="list-style-type: none"> The RO receives the feedback mail and routes to OED. A copy is also furnished to the PADO for recording and monitoring.

	<ol style="list-style-type: none"> 2. The OED focal person reads mail and forwards to the CU, as necessary, for appropriate action. 3. The OED or CU drafts response to the feedback, as necessary, within fifteen (15) working days from receipt of feedback mail by the RO. <ol style="list-style-type: none"> a. The RO facilitates routing of reply letter to the client concerned (the OED and PADO are furnished with a copy). b. The (OED or) CU may also respond to the feedback via e-mail if such contact information is available (the OED and PADO Cc'd).
How feedback is processed	<p>E-Mail</p> <ol style="list-style-type: none"> 1. The OED focal person reads feedback and sends an acknowledgment e-mail within 24 hours, or the next working day for e-mails received on a weekend or holiday, the PADO Cc'd for recording and monitoring. 2. The OED focal person forwards the e-mail to the CU, as necessary, for appropriate action. 3. The (OED or) CU responds to the feedback, as necessary, within fifteen (15) working days from date of client's e-mail (the OED and PADO Cc'd). <p>For inquiries or follow-ups, clients may use the CFF No. (of the Client Feedback Form), and/or contact the PADO at (+632) 8771-9PCC (8771-9722).</p>
How to file a complaint	<div style="display: flex; align-items: flex-start;">  <div style="margin-left: 10px;"> <p>Accomplish the PCC Client Complaint Form and drop it in the designated box at the PCC Entrance or accomplish via the online PCC Client Complaint Form;</p> </div> </div> <div style="display: flex; align-items: flex-start; margin-top: 10px;">  <div style="margin-left: 10px;"> <p>Mail us at Office of the Executive Director, 25/F Vertis North Corporate Center 1, North Avenue, Quezon City 1105; or</p> </div> </div> <div style="display: flex; align-items: flex-start; margin-top: 10px;">  <div style="margin-left: 10px;"> <p>Send us an e-mail at feedback@phcc.gov.ph</p> </div> </div> <p>For complaints sent via mail (personal or registered) or e-mail, the complainant must provide complete information of the following, among others:</p> <ol style="list-style-type: none"> a. Name of complainant; b. Contact number; c. Address; d. E-mail address; e. Date of transaction with the PCC; f. PCC service availed of; g. Name of PCC employee being complained of;







	<ul style="list-style-type: none"> h. Nature of complaint (Inaction/Delayed Processing of Request, Collection of Any Kind, or Unethical Behavior); and i. Details of the incident.
How complaints are processed	<p>PCC Client Complaint Form</p> <ol style="list-style-type: none"> 1. The PADO receives the accomplished PCC Client Complaint Form <ol style="list-style-type: none"> a. <i>When clients accomplishes the printed form and drops in the designated drop box</i>, the PADO opens the drop box, reviews the duly accomplished complaint form/s, and logs details in the monitoring sheet on a daily basis. b. <i>When clients accomplishes the online form</i>, the PADO reviews the duly accomplished online complaint form, and logs details in the monitoring sheet on a daily basis 2. The PADO submits report to the OED within the next working day for further disposition. 3. The OED focal person evaluates complaint and forwards the same to the Legal Services Division (“LSD”) for investigation. 4. The LSD prepares a report and submits to the Executive Director for appropriate action. 5. The OED focal persons provides response to the complaint within fifteen (15) working days from date of client’s e-mail. <ol style="list-style-type: none"> a. The RO facilitates routing of reply letter to the client concerned (the OED and PADO are furnished with a copy). b. The OED may also respond to the complaint via e-mail (the OED and PADO Cc’d). <p>Mail</p> <ol style="list-style-type: none"> 1. The RO receives the complaint and routes to OED. A copy is also furnished to the PADO for recording and monitoring. 2. The OED focal person evaluates complaint and forwards the same to the LSD for investigation. 3. The LSD prepares a report and submits to the Executive Director for appropriate action. 4. The OED focal persons drafts response to the complaint. <ol style="list-style-type: none"> a. The RO facilitates routing of reply letter to the client concerned within fifteen (15) working days from receipt of the client’s complaint (the OED and PADO are furnished with a copy). b. The OED may also respond to the complaint via e-mail (the OED and PADO Cc’d). <p>E-Mail</p> <ol style="list-style-type: none"> 1. The OED focal person reads and evaluates complaint and sends an acknowledgment e-mail within 24 hours, or the next working day for e-mails received on a weekend or a holiday, the PADO Cc’d for recording and monitoring. 2. The OED focal person forwards the e-mail to the LSD for investigation.

	<p>3. The LSD prepares a report and submits to the Executive Director for appropriate action.</p> <p>4. The OED responds to the complaint within fifteen (15) working days from receipt of the complaint (the PADO Cc'd).</p> <p>The LSD may contact the complainant during the course of the investigation for clarification.</p> <p>For inquiries or follow-ups, clients may use the CCF No. (of the Client Complaint Form), and/or contact the PADO at (+632) 8771-9PCC (8771-9722).</p>
<p>Contact Information of the Anti-Red Tape Authority, Presidential Action Center, and Contact Center ng Bayan</p>	<p>Anti-Red Tape Authority: complaints@arta.gov.ph https://arta.gov.ph/fileacomplaint ARTAwag Center: 09692577242 09286904080</p> <p>Presidential Action Center: 8888 Contact Center ng Bayan: 0908-881-6565</p>

Thank you very much for giving us the opportunity to serve you better!

DIRECTORY



 <p>PHILIPPINE COMPETITION COMMISSION</p> <p><i>Ensuring businesses compete and consumers benefit</i></p>	<p> Address: 25/F Vertis North Corporate Center 1, North Avenue, Quezon City</p> <p> Website: www.phcc.gov.ph</p> <p> E-Mail Address: queries@phcc.gov.ph</p> <p> Trunk Line: (+632) 8771-9PCC (722)</p> <p> Fax: (+632) 8771-9713</p>
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OFFICE	LOCAL NUMBER AND E-MAIL ADDRESS
Office of the Chairperson	Local: 103 otc@phcc.gov.ph
Office of the Executive Director	Local: 152 oed@phcc.gov.ph
Office of the Commission Clerk and Sheriff	Local: 226 sssandigan@phcc.gov.ph
Administrative Office	Local: 202 ao@phcc.gov.ph
Communications and Knowledge Management Office	Local: 242 ckmo@phcc.gov.ph
Competition Enforcement Office	Local: 232 enforcement@phcc.gov.ph
Economics Office	Local: 262 economics@phcc.gov.ph
Finance, Planning and Management Office	Local: 212 fpmo@phcc.gov.ph
Mergers and Acquisitions Office	Local: 252 mergers@phcc.gov.ph



LIST OF ANNEXES

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Annex B	List of Appendices Required under the Expedited Review Notification Form	171
Annex C	ICT Request Severity Matrix	177

List of Appendices Required under the Notification Form

APPENDIX NO.	NAME	WHERE TO SECURE
Appendix 1.7	<i>One (1) original hard copy of the authorization from the UPE.</i>	Issued by the UPE's Board of Directors, certified by the Corporate Secretary.
Appendix 2.4	<i>One (1) original hard copy of the authorization by the UPE or its designee (indicated in Section 1.7 of this Form).</i>	Issued by the UPE's Board of Directors, certified by the Corporate Secretary.
Appendix 3.3	<i>Name and address of each entity directly or indirectly controlled by the filing UPE (the filing UPE and each entity identified herein collectively comprise the "Notifying Group").</i>	Prepared by the filing entity.
Appendix 3.4	<i>Description of the domestic and international operations of the Notifying Group [identified in 3.3] and the amount of the total sales of the Notifying Group in the most recent year (identifying the year).</i>	Prepared by the filing entity. Value of total sales may be derived from the audited financial statements available from filing entity's internal records, or the Securities and Exchange Commission.
Appendix 3.5	<i>Diagram or chart showing the entire Notifying Group <u>before</u> the transaction and the relationship among the UPE, the Acquiring/Acquired Entity (if different from the UPE), and each entity identified in 3.3. Show the percentage owned by the UPE in each entity within the Notifying Group pre-transaction.</i>	Prepared by the filing entity.
Appendix 3.6	<i>Diagram or chart showing the entire Notifying Group <u>after</u> the transaction and the relationship among the UPE, the Acquiring/Acquired Entity (if different from the UPE), and each entity identified in 3.3. Show the percentage owned by the UPE in each entity within the Notifying Group post-transaction.</i>	Prepared by the filing entity.
Appendix 5.1	<p><i>Description of the proposed transaction and the parties to the transaction, including the following information:</i></p> <ul style="list-style-type: none"> <i>a) The assets, shares, or other interests being acquired, and whether the assets, shares, or other interests are being purchased, combined, or otherwise transferred;</i> <i>b) The consideration to be given and received by each party (e.g., cash, assets, shares, interests), and how such was determined or calculated. Include your bases for the calculation and a copy of the document/s used to calculate the consideration;</i> <i>c) The intended structure of ownership and control after the completion of the transaction;</i> <i>d) The business objectives the parties intend to achieve through the proposed transaction;</i> <i>e) The major events required to bring about the completion of the transaction;</i> <i>f) If the proposed transaction is an acquisition of assets or shares, describe all general classes of the assets to be acquired or assets of the Acquired Entity and entities it</i> 	Prepared by the filing entity.

APPENDIX NO.	NAME	WHERE TO SECURE
	controls, respectively (examples: cash, land, intellectual property, merchandising inventory, manufacturing plants, distribution facilities, retail stores, etc.); g) A description of how the operations of the filing Notifying Group would proceed absent the proposed transaction.	
Appendix 5.2	<i>If the transaction is to be a joint venture, state:</i> a) The name and business address of the joint venture; b) A description of the business the joint venture will engage in; c) A description of the principal assets of the joint venture and their location; d) The contributions that each entity forming the joint venture has agreed to make, including a description of the assets and the value of each. Include the basis of the valuation of the asset/ contribution; e) The products or services to be supplied by the joint venture and the geographic areas where it will supply these goods and services; and f) The duration of the joint venture.	Prepared by the filing entity.
Appendix 5.3	<i>Identification of each other country or jurisdiction in which a notification of the proposed transaction has been or, to the best of the knowledge of the party supplying this notice, will be filed. Where applicable, provide the date on which each country or jurisdiction was notified and the status as of date.</i>	Prepared by the filing entity, based on UPE's internal records and notification pending before other jurisdictions.
Appendix 6.1	<i>List of all domestic and foreign entities within the Notifying Group that have assets in the Philippines or generate revenues from sales in, from or into the Philippines. For each entity, provide:</i> a) The business address; b) A brief description of the nature of the business; c) Identify each entity that holds at least ten percent (10%) of the outstanding voting shares or non-corporate interest of the entities listed herein. For limited partnerships, only the general partner(s), regardless of percentage held, should be listed.	Prepared by the filing entity. • Number of shares indicated in General Information Sheet from party's internal records or the SEC.
Appendix 6.2	<i>For each identified in Error! Reference source not found. provide:</i> a) The lines of business the entity operated in the most recent year (identify the year); b) Revenues derived in each line of business [6.2 (a)] in the Philippines in the most recent year. Specify the business unit that generated the reported revenues; c) A list of the principal categories of product(s) and/or service(s) in each line of business. Submit product or service brochures if available; and	Prepared by the filing entity. • Revenues may be derived from audited financial statements from party's internal records or the SEC.

APPENDIX NO.	NAME	WHERE TO SECURE
	d) <i>Provinces or cities in the Philippines where the entity supplies its products and/or services</i>	
Appendix 7.1	<p><i>List of the entities within the Acquiring Entity's Notifying Group that operated in the same line of business [or in the case of a joint venture, will operate in the same line of business] with the Acquired Entity and entities it controls (directly or indirectly), in any part of the Philippines in the most recent year. For each overlapping line of business, provide:</i></p> <ul style="list-style-type: none"> <i>a) A list of all products and services provided by each party, segregated by sales channel. Include variations and size formats of the product where applicable;</i> <i>b) Monthly sales (volume and revenues) for each product and service for the last three (3) years;</i> <i>c) Price (wholesale and/or retail) for each product and service and the corresponding unit cost (or profit margin if unit cost is not available) for the last three (3) years. Provide an explanation of how these variables were computed;</i> <i>d) The proposed candidate market(s) that may be affected by the proposed transaction, taking into account the product and geographic dimensions [See PCC Merger Review Guidelines];</i> <i>e) Estimated market share(s) of each party to the transaction in each proposed candidate market;</i> <i>f) The competitors in each proposed candidate market and the estimated market share of each;</i> <i>g) Diagram(s) of the supply chain(s) of the filing Notifying Group for each candidate relevant market, accounting for how the product and/or service reaches the consumer;</i> <i>h) Marketing and strategic plan(s) for the last three (3) years and the next three (3) years, for each candidate relevant market;</i> <i>i) Studies, surveys, analyses and reports obtained or procured by the filing Notifying Group for the purpose of researching, evaluating or analyzing the market(s) identified;</i> <i>j) The provinces or cities in the Philippines where the products or services are supplied.</i> 	<p>Prepared by the filing entity.</p> <ul style="list-style-type: none"> • Pricing and sales data may be derived from party's internal records • Market data from commissioned surveys, market studies, or reports.
Appendix 7.2	<p><i>For every proposed candidate market where horizontal relationships have been identified, please identify the top ten (10) customers and top ten (10) suppliers of each such entity, separately by sales and volume, in, into or from, the Philippines (for the most recent year). Include:</i></p> <ul style="list-style-type: none"> <i>a) Customer or supplier name and address;</i> <i>b) Contact person at the company;</i> 	<p>Prepared by the filing entity.</p> <ul style="list-style-type: none"> • Pricing and sales data may be derived from party's internal records • Market data from commissioned surveys, market studies, or reports.

APPENDIX NO.	NAME	WHERE TO SECURE
	<p>c) Telephone number for the contact person; and</p> <p>d) The annual volume and the value of sales to each customer in the most recent year, or the annual volume and the value of purchases from each supplier in the most recent year.</p>	
Appendix 7.3	<p>List of entities within the filing Notifying Group that are or will be in a vertical relationship with any entity in the Notifying Group of the other party to the transaction, in a market in any part of the Philippines in the most recent year. For each vertical relationship, identify the market(s) in which the relationship exists and provide the following information:</p> <ul style="list-style-type: none"> a) A list of all products and services provided by each party, segregated by sales channel. Include variations and size formats of the product where applicable; b) Monthly sales (volume and revenues) for each product and service for the last three (3) years; c) Price (wholesale and/or retail) for each product and service and the corresponding unit cost (or profit margin if unit cost is not available) for the last three (3) years. Provide an explanation of how these variables were computed; d) Estimated market share of each entity within the filing Notifying Group that has a vertical relationship with the Notifying Group of the other party to the transaction (if a supplier); e) List of other economic participants, the market(s) in which they operate, and the estimated market share(s) of each such economic participant in the market(s) identified (if a supplier); f) Diagram(s) of the supply chain(s) of the filing Notifying Group for every market where the vertical relationship exists, accounting for how the product/service reaches the consumer; g) Marketing and strategic plan(s) of the filing Notifying Group for the last three (3) years and next three (3) years for each market where the vertical relationship exist; h) Studies, surveys, analyses and reports obtained or procured by the filing Notifying Group for the purpose of researching, evaluating or analyzing the market(s) identified; i) The provinces or cities in the Philippines where the products or services are supplied. 	<p>Prepared by the filing entity.</p> <ul style="list-style-type: none"> • Sales data may be derived from party's internal records. • Market data from commissioned surveys, reports, or studies (where available).
Appendix 7.4	If any entity within the filing Notifying Group is a buyer or seller in one or more markets identified in	Prepared by the filing entity.

APPENDIX NO.	NAME	WHERE TO SECURE
	<p>7.3, identify for each market the top ten (10) suppliers (if a buyer) or the top ten (10) customers (if a seller) of each such entity, separately by sales and volume, in, into or from, the Philippines (for the most recent year). Include:</p> <ol style="list-style-type: none"> Customer or supplier name and address; Contact person at the company; Telephone number for the contact person; and The annual volume and the value of sales to each customer in the most recent year, or the annual volume and the value of purchases from each supplier in the most recent year. 	<ul style="list-style-type: none"> Sales data may be derived from party's internal records.
Appendix 7.5	Explanation of the bases for responses to 7.1 to 7.4 and identification of the source(s) of the information used in your responses.	Prepared by the filing entity.
Appendix 7.6	<p>Identification of prior, contemporaneous or related acquisitions of the Notifying Group over the past five (5) years. For each acquisition, provide:</p> <ol style="list-style-type: none"> The name of the acquired entity (i.e. entity whose voting shares, non-corporate interests, or assets were or are being acquired); The office address of such acquired entity prior to the acquisition; Description of how the voting shares, non-corporate interests or assets were or are to be acquired; The consummation date of the acquisition; and The lines of business of the acquired entity. 	Prepared by the filing entity.
Appendix 8.1	One (1) original or copy of the signed binding preliminary agreement or definitive agreement. Should no signed definitive agreement be available as of the date of filing, submit a copy of the most recent draft of the definitive agreement. If a draft definitive agreement was submitted, provide an undertaking to submit the signed definitive agreement within two (2) days from signing, identifying changes made to the draft agreement that were implemented in the signed agreement, if any.	Prepared by the parties to the transaction.
Appendix 8.2	Original or copies of all non-compete agreements.	Filing entity's internal records.
Appendix 8.3	Original or copies of Articles of Incorporation, By-laws, and the General Information Sheet or equivalent document in its jurisdiction, of the filing UPE and the Acquiring or Acquired Entity.	<ul style="list-style-type: none"> Filing entity's internal records Securities and Exchange Commission
Appendix 8.4	One (1) original or copy of a Secretary's Certificate that the proposed transaction has been approved by (majority) shareholders of the Acquired/Acquiring Entity.	Corporate Secretary of the Acquired/Acquiring entity.
Appendix 8.5	Original or copies of studies, surveys, analyses and reports that were prepared or received by an officer or director of any of the entities in the Notifying Group—or in the case of an unincorporated entity,	Filing entity's internal records.

APPENDIX NO.	NAME	WHERE TO SECURE
	<i>an individual who serves in a similar capacity—for the purpose of evaluating or analyzing the proposed transaction with respect to market shares, competition, competitors, markets, potential for sales growth or expansion into new products/services or geographic regions. For each document, provide the date on which the document was prepared.</i>	
Appendix 8.6	<i>Original or copies of confidential information memoranda, bankers' books and other third-party consultant materials and synergy documents related to the sale of the target or assets. For each document, provide the date on which the document was prepared.</i>	<ul style="list-style-type: none"> • Filing entity's internal records • Records or reports prepared by financial institutions and/or consultants.
Appendix 8.7	<i>Original or copies of ordinary course documents (e.g. board presentations, memorandum to the board or key officers, email correspondences, and other similar documents) relating to or discussing market position, competition, competitors, potential for sales or revenue growth or expansion, in the identified markets in Section 7, in the most recent year.</i>	Filing entity's internal records.
Appendix 8.8	<i>One (1) original or copy of the most recent annual report for the filing UPE, the Acquired or Acquired entity (if different from UPE), and each entity identified in Error! Reference source not found. and 3 (or, if the annual report is not available or if the financial statements are different from those contained in the report, audited financial statements relating to the principal businesses of the entity for its most recently completed fiscal year).</i>	Filing entity's internal records.
Appendix 9.1	<i>One (1) original hard copy of an affidavit attesting to the fact that a binding preliminary agreement or definitive agreement has been signed and that the filing UPE and the Acquiring or Acquired Entity have a good faith intention of completing the proposed transaction.</i>	Prepared by the UPE or its authorized representative.
Appendix 9.2	<i>One (1) original hard copy of the authorization in favor of the person signing this Form who must be a general partner of a partnership, an officer or director of a corporation, or a natural person (or such natural person's legal representative). The Authorization to be submitted in response hereto must observe the requirements under Rule 4, Section 5 of the IRR and Section 5 of the Rules on Merger Procedure.</i>	Issued by the UPE's Board of Directors, certified by the Corporate Secretary
Appendix 10.1	<i>Does this Form come with an electronic storage device which contains electronic copies of this Form and its appendices?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	Electronic storage and its digital content to be prepared by the filing entity.
Appendix 10.2	<i>(For the Acquiring Group only) Abstract of the proposed transaction, with a description of the parties. The abstract will be posted in the Commission's website upon the parties' receipt of the Commission's decision in Phase I.</i>	Prepared by the acquiring entity.

Annex B

List of Appendices Required under the Expedited Review Notification Form

APPENDIX NO.	NAME	WHERE TO SECURE
Appendix 1.5	<i>One (1) original hard copy of authorization from the UPE</i>	Issued by the UPE's Board of Directors, certified by the Corporate Secretary
Appendix 1.11	<i>One (1) original hard copy of authorization from the UPE or his designee (indicated in section 1.5 of this Form)</i>	Issued by the UPE's Board of Directors, certified by the Corporate Secretary
Appendix 2.3	<i>Name and address of entities directly or indirectly controlled by the filing UPE (the filing UPE and each entity identified herein collectively comprise the "Notifying Group")</i>	Prepared by the filing entity.
Appendix 2.4	<i>Description of the domestic and international operations of the Notifying Group [identified in 2.3] and the amount of total sales of the Notifying Group in the most recent year.</i>	Prepared by the filing entity.
Appendix 2.5	<ul style="list-style-type: none"> <i>Diagram or chart of the entire Notifying Group pre-transaction and the relationship among the UPE, the Acquiring/Acquired Entity (if different from the UPE), and each entity identified in 2.3.</i> <i>Percentage owned by the UPE in each entity within the Notifying Group pre-transaction.</i> 	Prepared by the filing entity.
Appendix 2.6	<ul style="list-style-type: none"> <i>Diagram or chart showing the entire Notifying Group <u>post</u>-transaction and the relationship among the UPE, the Acquiring/Acquired Entity (if different from the UPE), and each entity identified in 2.3.</i> <i>Percentage owned by the UPE in each entity within the Notifying Group post-transaction.</i> 	Prepared by the filing entity. <ul style="list-style-type: none"> Number of shares indicated in General Information Sheet from party's internal records or the SEC.
Appendix 4.1	<ul style="list-style-type: none"> <i>Summary of the proposed transactions</i> <i>Parties to the transaction</i> <i>Nature of the transaction (i.e. merger, acquisition, or joint venture)</i> <i>Lines of business the parties are engaged in</i> <i>Product and geographic markets on which the transaction will have an impact</i> <i>Strategic and economic rationale for the transaction.</i> 	Prepared by the filing entity.
Appendix 4.2	<i>Explanation of the ground under which the proposed transaction is qualified for expedited merger review, in reference to Section 1.5 of the PCC Rules on Expedited Merger Review.</i>	Prepared by the filing entity.
Appendix 4.3	<ul style="list-style-type: none"> <i>Explanation of the implementation of the transaction</i> <i>Expected date of any major events designed for the completion of the transaction.</i> 	Prepared by the filing entity.

APPENDIX NO.	NAME	WHERE TO SECURE
Appendix 4.4	<ul style="list-style-type: none"> Statement of consideration for the transaction (i.e. the purchase price, or the value of all the assets involved, as the case may be), and specify Specification of whether in the form of equity, cash, or other assets 	Prepared by the filing entity.
Appendix 4.5	Country or jurisdiction in which a notification of the proposed transaction has been supplying this notice <u>or</u> Country or jurisdiction in which a notification of the proposed transaction will be filed	Prepared by the filing entity, based on UPE's internal records and notification pending before other jurisdictions.
Appendix 5.1.1	Identification and description of each line of business in which each entity in the Notifying Group operated in the most recent year	Prepared by the filing entity.
Appendix 5.1.2	Identification and description each product and service offered for each line of business and provided a category for each product and service.	Prepared by the filing entity.
Appendix 5.1.3	<ul style="list-style-type: none"> Description of the previous [for the past three (3) years], existing, and future [for the next three (3) years] business activities of the acquiring or acquired entity's Notifying Group. Written business plans of the acquiring or acquired entity's Notifying Group for the same period 	Prepared by the filing entity.
Appendix 5.1.4	Estimated market share of the acquiring or acquired entity's Notifying Group for each identified category of products or services offered	Prepared by the filing entity. <ul style="list-style-type: none"> Market data from commissioned surveys, reports, or studies (where available).
Appendix 5.1.5	Description and illustration of the supply chain of the acquiring or acquired entity's Notifying Group for each identified category of products and services offered	Prepared by the filing entity.
Appendix 5.1.6	Top 10 competitors of the acquiring or acquired entity's Notifying Group for each identified category of products or services offered with their contact information	Prepared by the filing entity.
Appendix 5.1.7	Top 10 customers of the acquiring or acquired entity's Notifying Group for each identified category of products or services offered with their contact information	Prepared by the filing entity.
Appendix 5.1.8	Top 10 suppliers of the acquiring or acquired entity's Notifying Group for each material input to production with their contact information	Prepared by the filing entity.
Appendix 5.1.9	Explanation on why the filing UPE considers that the proposed transaction does not give rise to any reportable market	Prepared by the filing entity.
Appendix 5.2.1	Identification and description of each line of business in which Philippine subsidiaries and all entities it controls operated in the most recent year	Prepared by the filing entity.

APPENDIX NO.	NAME	WHERE TO SECURE
Appendix 5.2.2	<i>Identification and description of each product offered for each line of business and a provided category for each product</i>	Prepared by the filing entity.
Appendix 5.2.3	<i>Description and illustration of the supply chain of the Philippine subsidiaries for each product offered</i>	Prepared by the filing entity.
Appendix 5.2.4	<i>Percentage of revenue derived by the Philippine entity from domestic customers vis-à-vis the revenue derived from exports to the parent in the most recent year</i>	Prepared by the filing entity.
Appendix 5.2.5	<i>Total market size (volume and value) of the domestic market where the identified product is sold in the Philippines, and the Philippine subsidiaries' identified product sales value and volume to the said domestic market</i>	Prepared by the filing entity.
Appendix 5.2.6	<i>Top 10 competitors of the Philippine entity for each identified category of products offered</i>	Prepared by the filing entity.
Appendix 5.2.7	<i>Top 10 customers of the Philippine entity for each identified category of products offered with their contact information, and the volume and value, separately, of sales to each customer in the most recent year.</i>	Prepared by the filing entity.
Appendix 5.2.8	<i>Top 10 suppliers of the Philippine entity for each material input to production with their contact information, and the volume and value, separately, of purchases from each supplier in the most recent year.</i>	Prepared by the filing entity.
Appendix 5.3.1	<i>List of the lines of businesses or markets where any entity within the Acquiring Entity's Notifying Group and any entity within the Acquired Entity's Notifying Group are operating or will be operating in any part of the Philippines</i> - <i>List of entities engaged in the identified overlapping lines of businesses or markets (both the Acquiring and Acquired Notifying Groups)</i>	Prepared by the filing entity.
Appendix 5.3.2	<i>Identification and description of each product and service offered for each horizontal and vertical relationship; and the category for each product and service</i>	Prepared by the filing entity.
Appendix 5.3.3	<i>Estimated market share(s) of each party to the transaction for each identified category of products or services offered</i>	Prepared by the filing entity. • Market data from commissioned surveys, reports, or studies (where available).
Appendix 5.3.4	<i>Estimate(s) of the gross revenues for each identified category of products or services offered</i>	Prepared by the filing entity.
Appendix 5.3.5	<i>Top 10 competitors for each identified category of products or services offered and the estimated market share of each</i>	Prepared by the filing entity. • Market data from commissioned surveys, reports, or studies (where available).
Appendix 5.3.6	<i>Diagram(s) of the supply chain(s) of the filing Notifying Group for each identified category of products or services offered and</i>	Prepared by the filing entity.

APPENDIX NO.	NAME	WHERE TO SECURE
	<i>how the product/service reaches the consumer</i>	
Appendix 5.3.7	<i>Original or copies of marketing and strategic plan(s) for the last three (3) years for each identified category of products or services offered</i>	Prepared by the filing entity.
Appendix 5.3.8	<i>Original or copies of all studies, surveys, analyses and reports prepared by or procured by the filing Notifying Group for the purpose of evaluating or analyzing each identified category of products or services offered</i>	<ul style="list-style-type: none"> Filing entity's internal records Studies, surveys, analyses and reports prepared by third parties
Appendix 5.3.9	<i>Provinces or cities in the Philippines where the products or services are supplied.</i>	Prepared by the filing entity.
Appendix 5.3.10	<i>Top 10 customers for each identified category of products and services offered with their contact information, and the volume and value, separately, of sales to each customer in the most recent year</i>	Prepared by the filing entity.
Appendix 5.3.11	<i>Top 10 suppliers for each material input to production with their contact information, and the volume and value, separately, of purchases from each supplier in the most recent year</i>	Prepared by the filing entity.
Appendix 5.3.12	<i>Prior acquisitions over the past five (5) years.</i> <ul style="list-style-type: none"> <i>Name of the acquired entity (i.e. entity whose voting shares, non-corporate interests, or assets were or are being acquired);</i> <i>Office address of such acquired entity prior to the acquisition;</i> <i>Description of how the voting shares, non-corporate interests or assets were or are to be acquired;</i> <i>Consummation date of the acquisition;</i> <i>Lines of business of the acquired entity</i> 	Prepared by the filing entity.
Appendix 5.4.1	<ul style="list-style-type: none"> <i>Identification and description of each line of business in which the UPE, the acquiring and acquired entities operated in the most recent year</i> <i>List of all product(s) and service(s) in each line of business</i> <i>Revenues derived in each product or service in the Philippines in the most recent year.</i> 	Prepared by the filing entity.
Appendix 5.4.2	<i>Identification of each line of business and location in which the Joint Venture will operate in, and all product(s) and service(s) in each line of business</i>	Prepared by the filing entity.
Appendix 5.4.3	<i>Estimated market share(s) of each party to the transaction for each product or service offered that is in a horizontal or vertical</i>	Prepared by the filing entity. <ul style="list-style-type: none"> Market data from commissioned surveys, reports, or studies (where available).

APPENDIX NO.	NAME	WHERE TO SECURE
	<i>relationship with the product or service of the Joint Venture</i>	
Appendix 5.4.4	<i>Top 10 competitors for each product or service identified in 5.5.3 and the estimated market share of each</i>	Prepared by the filing entity. <ul style="list-style-type: none"> Market data from commissioned surveys, reports, or studies (where available).
Appendix 5.4.5	<i>Provinces or cities in the Philippines where the products or services identified in 5.5.3 are supplied</i>	Prepared by the filing entity.
Appendix 6.1	<i>One (1) original or copy of the signed binding preliminary agreement or definitive agreement</i> <u>or</u> <ul style="list-style-type: none"> One (1) original or copy of the most recent draft of the definitive agreement—if no signed definitive agreement is available as of the date of filing An undertaking to submit the signed definitive agreement within two (2) business days from signing, including the changes made to the draft agreement that were implemented in the signed agreement, if any—if a draft definitive agreement was submitted 	Prepared by the parties to the transaction.
Appendix 6.2	<i>Original or copies of all non-compete agreements.</i>	Prepared by the filing entity.
Appendix 6.3	<i>Original or copies of Articles of Incorporation, By-laws, and the General Information Sheet or equivalent document in its jurisdiction, of the filing UPE and the Acquiring or Acquired Entity</i>	<ul style="list-style-type: none"> Filing entity's internal records Securities and Exchange Commission
Appendix 6.4	<i>Original or copies of studies, surveys, analyses and reports that were prepared or received by an officer or director of any of the entities in the Notifying Group</i> <u>or</u> <i>An individual who serves in a similar capacity—in the case of an unincorporated entity, for the purpose of evaluating or analyzing the proposed transaction with respect to market shares, competition, competitors, markets, potential for sales growth or expansion into new products/services or geographic regions.</i>	<ul style="list-style-type: none"> Filing entity's internal records Studies, surveys, analyses and reports prepared by third parties
Appendix 6.5	<i>Original or copies of confidential information memoranda, bankers' books and other third-party consultant materials and synergy documents related to the sale of the target or assets</i>	<ul style="list-style-type: none"> Filing entity's internal records Records or reports prepared by financial institutions and/or consultants
Appendix 6.6	<i>One (1) original or copy of the most recent annual report of the filing UPE, the Acquired or Acquiring Entity (if different from the UPE), and each entity identified in Section 5</i> <u>or</u>	<ul style="list-style-type: none"> Filing entity's internal records Securities and Exchange Commission

APPENDIX NO.	NAME	WHERE TO SECURE
	<i>Audited financial statements relating to the principal businesses of the entity for its most recently completed fiscal year— if the annual report is not available or if the financial statements are different from those contained in the report</i>	
Appendix 7.1	<i>One (1) original hard copy of an affidavit attesting to the fact that a binding preliminary agreement or definitive agreement has been signed and that the filing UPE and the Acquiring or Acquired Entity are in good faith of completing the proposed transaction</i>	Prepared by the UPE or its authorized representative.
Appendix 7.2	<i>One (1) original hard copy of the authorization in favor of the person signing this Form who must be a general partner of a partnership, an officer or director of a corporation, or a natural person (or such natural person's legal representative) in observance of the requirements under Rule 4, Section 5 of the IRR and Section 3 of the Rules on Expedited Merger Review</i>	Issued by the UPE's Board of Directors, certified by the Corporate Secretary
Appendix 8.2	<i>(For the Acquiring Group only) An abstract of the proposed transaction along with a description of the parties</i>	Prepared by the acquiring entity.

Level of Severity	Details	Target Response Time
Urgent	<ol style="list-style-type: none"> 1. Senior Personnel Issue <ol style="list-style-type: none"> a. Commissioners b. ED 2. Needs to be resolved as soon as possible with widespread impact <ol style="list-style-type: none"> a. Server is down (Development, Staging and Production Server) b. A virtual environment with business critical service does not start or is unavailable c. Business critical service does not work after backup restoration or after migration 3. There is no available workaround and reported as emergency <ol style="list-style-type: none"> a. Significant and unrecoverable data loss b. System crash c. Entire system is inoperable 	Within 15 minutes
High	<ol style="list-style-type: none"> 1. System or component is down, requestor cannot carry out normal work responsibilities and no alternative is available <ol style="list-style-type: none"> a. An entire component (ex. Power panel,) does not work b. A system application has a major issue after a software update and the issue remains after update is removed c. A new installation does not function, the system does not boot, hangs or crashes d. Critical or frequently used parts of the system are impaired or inoperable e. Data corruption which has a critical business impact f. Some types of processing cannot be done although processing could continue in other areas 	Within 1 hour
Medium	<ol style="list-style-type: none"> 1. System or component is down or degraded but requestor can carry out normal work tasks <ol style="list-style-type: none"> a. The defect would reduce effectiveness, but a workaround is sustainable and there is no threat to the ability to serve end-users b. Data corruption which may compound until fixed, but which can be recovered 	Within 4 hours
Low	<ol style="list-style-type: none"> 1. Enhancement, planned change, typical application questions <ol style="list-style-type: none"> a. Problems which have no effect on the functioning of the system 	Within 24 hours

LIST OF FORMS



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7	PCC Client Complaint Form	202

TRANSACTION NUMBER ASSIGNED

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NOTIFICATION FORM

INFORMATION REQUIRED – This form provides a framework for supplying to the Philippine Competition Commission (“PCC”) the information required under Section 17 of the Philippine Competition Act and Rule 4 of the Implementing Rules and Regulations (“IRR”). This Notification Form (“Form”) should be completed separately by each party to the proposed transaction. Please refer to the Instructions to Form for guidance on completing this Form. Forms that fail to comply with the formal requirements under Section 5.3 of the Rules on Merger Procedure shall not be received by the PCC.

1. GENERAL INFORMATION	
1.1. Is this covered by PCC Clarificatory Note No. 17-001? <input type="checkbox"/> Yes <input type="checkbox"/> No	1.2. Does this filing involve bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No
1.3. Ultimate Parent Entity (UPE) Name: Mailing address of head office: Web site: Email address: Telephone number: Fax number:	
1.4. The filing UPE is: <input type="checkbox"/> an acquiring party <input type="checkbox"/> an acquired party <input type="checkbox"/> both	
1.5. The filing UPE is: <input type="checkbox"/> a corporation <input type="checkbox"/> an unincorporated entity <input type="checkbox"/> a natural person <input type="checkbox"/> other (specify) Click or tap here to enter text.	
1.6. Acquiring or Acquired Entity (if different from UPE) <input type="checkbox"/> Not applicable Name: Mailing address: Website: Telephone number: Email address:	
1.7. Is this Form being filed on behalf of the UPE by another entity within its Notifying Group? If Yes, attach to this Form the original copy of the authorization from the UPE. <input type="checkbox"/> Yes <input type="checkbox"/> No	
1.8. Entity Filing Notification (If different from UPE) <input type="checkbox"/> Not applicable Name: Mailing address: Website: Telephone number: Email address:	
1.9. Did the parties avail of a pre-notification consultation? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide the dates of the consultation	Click or tap to enter a date. Click or tap to enter a date. Click or tap to enter a date.
FEE INFORMATION	
1.10. Official receipt for fee payment should be issued to: Name Email address Mailing address Phone number	

2. IDENTIFICATION OF PERSONS TO CONTACT REGARDING THIS FORM					
2.1. Individual to Contact		2.2. Alternate Individual to Contact			
Name:		Name:			
Title:		Title:			
Mailing address:		Mailing address:			
Telephone number:		Telephone number:			
Fax number:		Fax number:			
Email address:		Email address:			
2.3. Is this Form being filed on behalf of a foreign UPE? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide contact information of an individual located in the Philippines authorized to receive communications on behalf of the UPE regarding this notification and related proceedings.		Name: Mailing address: Telephone number: Fax number: Email address:			
2.4. Is the notifying party being assisted by external counsel? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach the original copy of the authorization by the UPE or its designee (indicated in Section 1.7 of this Form) and provide details of counsel.		Name: Firm: Mailing address: Telephone number: Fax number: Email address:			
3. PARTIES TO THE TRANSACTION					
3.1. Name, address, and UPE(s) of the Acquiring Entity	Name:	Mailing address:	UPE(s):		
	(1)				
	(2)				
3.2. Name, address, and UPE(s) of the Acquired Entity	Name:	Mailing address:	UPE(s):		
	(1)				
	(2)				
Please attach appendices where applicable. Indicate the appendix number and the number of pages contained in each appendix in the appropriate column corresponding to the Section. Clearly indicate the appendix number on the upper right corner of the first page of the appendix, which should correspond to the Section of the Form it addresses.			Appendix Reference Number	No. of Pages	Remarks
3.3. Name and address of each entity directly or indirectly controlled by the filing UPE (the filing UPE and each entity identified herein collectively comprise the "Notifying Group").					
3.4. Description of the domestic and international operations of the Notifying Group [identified in 3.3] and the amount of the total sales of the Notifying Group in the most recent year (identifying the year).					
3.5. Diagram or chart showing the entire Notifying Group <u>before</u> the transaction and the relationship among the UPE, the Acquiring/Acquired Entity (if different from the UPE), and each entity identified in 3.3. Show the percentage owned by the UPE in each entity within the Notifying Group pre-transaction.					
3.6. Diagram or chart showing the entire Notifying Group <u>after</u> the transaction and the relationship among the UPE, the Acquiring/Acquired Entity (if different from the UPE), and each entity identified in 3.3. Show the percentage owned by the UPE in each entity within the Notifying Group post-transaction.					

4. THE PROPOSED TRANSACTION SUBJECT TO THE NOTIFICATION	
4.1. Type of proposed transaction (put an "X" in all the boxes that apply): <input type="checkbox"/> Acquisition of assets <input type="checkbox"/> Acquisition of shares <input type="checkbox"/> Acquisition of an interest in a non-corporate entity <input type="checkbox"/> Merger <input type="checkbox"/> Joint venture <input type="checkbox"/> Other (describe) Click or tap here to enter text.	
VALUE OF THE PROPOSED TRANSACTION AS DETERMINED IN THE MANNER PRESCRIBED IN THE REGULATIONS	
SIZE OF PARTY	
4.2. Gross revenues from sales in, into or from the Philippines of the UPE's entire Notifying Group: ₱ _____	4.3. Aggregate value of assets in the Philippines owned by the UPE's entire Notifying Group: ₱ _____
ACQUISITION OF ASSETS	
4.4. For a proposed merger or acquisition of assets in the Philippines, the aggregate value of assets in the Philippines to be acquired: ₱ _____	4.5. Gross revenues generated in or into the Philippines by assets to be acquired in the Philippines: ₱ _____
4.6. For a proposed merger or acquisition of assets outside the Philippines, the aggregate value of assets in the Philippines of the acquiring entity and entities it controls: ₱ _____	4.7. Gross revenues generated in or into the Philippines by those assets acquired outside the Philippines: ₱ _____
4.8. For a proposed merger or acquisition of assets inside and outside the Philippines, the aggregate value of assets in the Philippines of the acquiring entity and entities it controls: ₱ _____	4.9. Gross revenues generated in or into the Philippines by those assets acquired in and outside the Philippines: ₱ _____
ACQUISITION OF SHARES	
4.10. Aggregate value of assets in the Philippines owned by the Acquired Entity and entities it controls: ₱ _____	4.11. Gross revenues from sales in, into, or from the Philippines of the Acquired Entity entities it controls: ₱ _____
4.12. Percentage of voting shares already held (including voting shares that were already purchased but not yet transferred in their name): _____ % Does the Notifying Entity hold convertible shares? If yes, please indicate the number and percentage. <input type="checkbox"/> Yes <input type="checkbox"/> No Click or tap here to enter text.	4.13. Total percentage of voting shares to be held as a result of the acquisition: _____ %
ACQUISITION OF AN INTEREST IN A NON-CORPORATE ENTITY	
4.14. Aggregate value of assets in the Philippines owned by the non-corporate target entity and entities it controls: ₱ _____	4.15. Gross revenues from sales in, into or from the Philippines of the non-corporate target entity and entities it controls: ₱ _____
4.16. Percentage of non-corporate interests already held: _____ %	4.17. Total percentage of non-corporate interests to be held as a result of the acquisition: _____ %
JOINT VENTURES	
4.18. Aggregate value of assets to be combined in or contributed to the proposed joint venture by the filing Acquiring or Acquired Entity: ₱ _____	4.19. Gross revenues generated in the Philippines by assets of the filing Acquiring or Acquired Entity referred to in 4.18: ₱ _____

Please attach appendices where applicable. Indicate the appendix number and the number of pages of each appendix in the appropriate column corresponding to the section. Clearly indicate the appendix number on the upper right corner of the first page of the appendix, which should correspond to the Section of the Form it addresses.	Appendix Reference Number	No. of Pages	M.A.O. Use
5. SUMMARY OF THE PROPOSED TRANSACTION			
<p>5.1. Describe the proposed transaction and the parties to the transaction, including the following information:</p> <ul style="list-style-type: none"> a) The assets, shares, or other interests being acquired, and whether the assets, shares, or other interests are being purchased, combined, or otherwise transferred; b) The consideration to be given and received by each party (e.g., cash, assets, shares, interests), and how such was determined or calculated. Include your bases for the calculation and a copy of the document/s used to calculate the consideration; c) The intended structure of ownership and control after the completion of the transaction; d) The business objectives the parties intend to achieve through the proposed transaction; e) The major events required to bring about the completion of the transaction; f) If the proposed transaction is an acquisition of assets or shares, describe all general classes of the assets to be acquired or assets of the Acquired Entity and entities it controls, respectively (examples: cash, land, intellectual property, merchandising inventory, manufacturing plants, distribution facilities, retail stores, etc.); g) A description of how the operations of the filing Notifying Group would proceed absent the proposed transaction. 			
<p>5.2. If the transaction is to be a joint venture, state:</p> <ul style="list-style-type: none"> a) The name and business address of the joint venture; b) A description of the business the joint venture will engage in; c) A description of the principal assets of the joint venture and their location; d) The contributions that each entity forming the joint venture has agreed to make, including a description of the assets and the value of each. Include the basis of the valuation of the asset/ contribution; e) The products or services to be supplied by the joint venture and the geographic areas where it will supply these goods and services; and f) The duration of the joint venture. 			
<p>5.3. Identify each other country or jurisdiction in which a notification of the proposed transaction has been or, to the best of the knowledge of the party supplying this notice, will be filed. Where applicable, provide the date on which each country or jurisdiction was notified and the status as of date.</p>			
6. OPERATIONS OF THE PARTIES IN THE PHILIPPINES			
<p>6.1. List all domestic and foreign entities within the Notifying Group that have assets in the Philippines or generate revenues from sales in, from or into the Philippines. For each entity, provide:</p> <ul style="list-style-type: none"> a) The business address; b) A brief description of the nature of the business; c) Identify each entity that holds at least ten percent (10%) of the outstanding voting shares or non-corporate interest of the entities listed herein. For limited partnerships, only the general partner(s), regardless of percentage held, should be listed. 			
<p>6.2. For each identified in 6.1 provide:</p> <ul style="list-style-type: none"> a) The lines of business the entity operated in the most recent year (identify the year); b) Revenues derived in each line of business [6.2 (a)] in the Philippines in the most recent year. Specify the business unit that generated the reported revenues; c) A list of the principal categories of product(s) and/or service(s) in each line of business. Submit product or service brochures if available; and d) Provinces or cities in the Philippines where the entity supplies its products and/or services 			

Please attach appendices where applicable. Indicate the appendix number and the number of pages of each appendix in the appropriate column corresponding to the section. Clearly indicate the appendix number on the upper right corner of the first page of the appendix, which should correspond to the Section of the Form it addresses.		Appendix Reference Number	No. of Pages	M.A.O. Use
7. HORIZONTAL AND VERTICAL RELATIONSHIPS				
HORIZONTAL RELATIONSHIP				
<p>7.1. List the entities within the Acquiring Entity's Notifying Group that operated in the same line of business [or in the case of a joint venture, will operate in the same line of business] with the Acquired Entity and entities it controls (directly or indirectly), in any part of the Philippines in the most recent year.¹ For each overlapping line of business, provide:</p> <ul style="list-style-type: none"> a) A list of all products and services provided by each party, segregated by sales channel. Include variations and size formats of the product where applicable; b) Monthly sales (volume and revenues) for each product and service for the last three (3) years; c) Price (wholesale and/or retail) for each product and service and the corresponding unit cost (or profit margin if unit cost is not available) for the last three (3) years. Provide an explanation of how these variables were computed; d) The proposed candidate market(s) that may be affected by the proposed transaction, taking into account the product and geographic dimensions [See PCC Merger Review Guidelines]; e) Estimated market share(s) of each party to the transaction in each proposed candidate market; f) The competitors in each proposed candidate market and the estimated market share of each; g) Diagram(s) of the supply chain(s) of the filing Notifying Group for each candidate relevant market, accounting for how the product and/or service reaches the consumer; h) Marketing and strategic plan(s) for the last three (3) years and the next three (3) years, for each candidate relevant market; i) Studies, surveys, analyses and reports obtained or procured by the filing Notifying Group for the purpose of researching, evaluating or analyzing the market(s) identified; j) The provinces or cities in the Philippines where the products or services are supplied. 				
<p>7.2. For every proposed candidate market where horizontal relationships have been identified, please identify the top ten (10) customers and top ten (10) suppliers of each such entity, separately by sales and volume, in, into or from, the Philippines (for the most recent year). Include:</p> <ul style="list-style-type: none"> a) Customer or supplier name and address; b) Contact person at the company; c) Telephone number for the contact person; and d) The annual volume and the value of sales to each customer in the most recent year, or the annual volume and the value of purchases from each supplier in the most recent year. 				

¹ However, if the Notifying Group of the Acquired Entity will retain structural links with the Notifying Group of the Acquiring Entity Post-Transaction, the business overlaps in this Section should include those between the entities within the Acquiring Entity's Notifying Group and the entities within the Acquired Entity's Notifying Group in any part of the Philippines.

Please attach appendices where applicable. Indicate the appendix number and the number of pages of each appendix in the appropriate column corresponding to the section. Clearly indicate the appendix number on the upper right corner of the first page of the appendix, which should correspond to the Section of the Form it addresses.	Appendix Reference Number	No. of Pages	M.A.O. Use
VERTICAL RELATIONSHIP			
<p>7.3. List the entities within the filing Notifying Group that are or will be in a vertical relationship with any entity in the Notifying Group of the other party to the transaction, in a market in any part of the Philippines in the most recent year. For each vertical relationship, identify the market(s) in which the relationship exists and provide the following information:</p> <ul style="list-style-type: none"> a) A list of all products and services provided by each party, segregated by sales channel. Include variations and size formats of the product where applicable; b) Monthly sales (volume and revenues) for each product and service for the last three (3) years; c) Price (wholesale and/or retail) for each product and service and the corresponding unit cost (or profit margin if unit cost is not available) for the last three (3) years. Provide an explanation of how these variables were computed; d) Estimated market share of each entity within the filing Notifying Group that has a vertical relationship with the Notifying Group of the other party to the transaction (if a supplier); e) List of other economic participants, the market(s) in which they operate, and the estimated market share(s) of each such economic participant in the market(s) identified (if a supplier); f) Diagram(s) of the supply chain(s) of the filing Notifying Group for every market where the vertical relationship exists, accounting for how the product/service reaches the consumer; g) Marketing and strategic plan(s) of the filing Notifying Group for the last three (3) years and next three (3) years for each market where the vertical relationship exist; h) Studies, surveys, analyses and reports obtained or procured by the filing Notifying Group for the purpose of researching, evaluating or analyzing the market(s) identified; i) The provinces or cities in the Philippines where the products or services are supplied. 			
<p>7.4. If any entity within the filing Notifying Group is a buyer or seller in one or more markets identified in 7.3, identify for each market the top ten (10) suppliers (if a buyer) or the top ten (10) customers (if a seller) of each such entity, separately by sales and volume, in, into or from, the Philippines (for the most recent year). Include:</p> <ul style="list-style-type: none"> a) Customer or supplier name and address; b) Contact person at the company; c) Telephone number for the contact person; and d) The annual volume and the value of sales to each customer in the most recent year, or the annual volume and the value of purchases from each supplier in the most recent year. 			
<p>7.5. Explain the bases for your responses to 7.1 to 7.4 and identify the source(s) of the information used in your responses.</p>			
<p>7.6. Identify prior, contemporaneous or related acquisitions of the Notifying Group over the past five (5) years. For each acquisition, provide:</p> <ul style="list-style-type: none"> a) The name of the acquired entity (i.e. entity whose voting shares, non-corporate interests, or assets were or are being acquired); b) The office address of such acquired entity prior to the acquisition; c) Description of how the voting shares, non-corporate interests or assets were or are to be acquired; d) The consummation date of the acquisition; and e) The lines of business of the acquired entity. 			

Please attach appendices where applicable. Indicate the appendix number and the number of pages of each appendix in the appropriate column corresponding to the section. Clearly indicate the appendix number on the upper right corner of the first page of the appendix, which should correspond to the Section of the Form it addresses.		Appendix Reference Number	No. of Pages	M.A.O. Use
8. DOCUMENTS TO BE SUBMITTED				
8.1. A copy of the signed binding preliminary agreement or definitive agreement. Should no signed definitive agreement be available as of the date of filing, submit a copy of the most recent draft of the definitive agreement. If a draft definitive agreement was submitted, provide an undertaking to submit the signed definitive agreement within two (2) days from signing, identifying changes made to the draft agreement that were implemented in the signed agreement, if any.				
8.2. Copies of all non-compete agreements.				
8.3. The Articles of Incorporation, By-laws, and the General Information Sheet or equivalent document in its jurisdiction, of the filing UPE and the Acquiring or Acquired Entity.				
8.4. Secretary's Certificate that the proposed transaction has been approved by (majority) shareholders of the Acquired/Acquiring Entity.				
8.5. Studies, surveys, analyses and reports that were prepared or received by an officer or director of any of the entities in the Notifying Group—or in the case of an unincorporated entity, an individual who serves in a similar capacity—for the purpose of evaluating or analyzing the proposed transaction with respect to market shares, competition, competitors, markets, potential for sales growth or expansion into new products/services or geographic regions. For each document, provide the date on which the document was prepared.				
8.6. Confidential information memoranda, bankers' books and other third-party consultant materials and synergy documents related to the sale of the target or assets. For each document, provide the date on which the document was prepared.				
8.7. Ordinary course documents (e.g. board presentations, memorandum to the board or key officers, email correspondences, and other similar documents) relating to or discussing market position, competition, competitors, potential for sales or revenue growth or expansion, in the identified markets in Section 7, in the most recent year.				
8.8. A copy of the most recent annual report for the filing UPE, the Acquired or Acquired entity (if different from UPE), and each entity identified in 7.1 and 3 (or, if the annual report is not available or if the financial statements are different from those contained in the report, audited financial statements relating to the principal businesses of the entity for its most recently completed fiscal year).				
9. OATHS AND SOLEMN AFFIRMATIONS				
9.1. Original copy of an affidavit attesting to the fact that a binding preliminary agreement or definitive agreement has been signed and that the filing UPE and the Acquiring or Acquired Entity have a good faith intention of completing the proposed transaction.				
9.2. Original copy of the authorization in favor of the person signing this Form who must be a general partner of a partnership, an officer or director of a corporation, or a natural person (or such natural person's legal representative). The Authorization to be submitted in response hereto must observe the requirements under Rule 4, Section 5 of the IRR and Section 5 of the Rules on Merger Procedure.				
10. MISCELLANEOUS				
10.1. Does this Form come with an electronic storage device which contains electronic copies of this Form and its appendices? <input type="checkbox"/> Yes <input type="checkbox"/> No				
10.2. (For the Acquiring Group only) Submit an abstract of the proposed transaction, with a description of the parties. The abstract will be posted in the Commission's website upon the parties' receipt of the Commission's decision in Phase I.				

CERTIFICATION

This **NOTIFICATION FORM**, together with any and all appendices and attachments thereto, was prepared and assembled under my supervision in accordance with instructions issued by the Philippine Competition Commission. The information and data provided herein are complete, true and correct to the best of my knowledge and/or based on authentic records.

NAME	TITLE
SIGNATURE	DATE

SUBSCRIBED AND SWORN to before me this ____ day of _____ at _____, with the affiant/s exhibiting to me their identification documents as follows:

NAME	Competent Evidence of Identity	DATE and PLACE ISSUED

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20__.

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EXPEDITED REVIEW NOTIFICATION FORM

INFORMATION REQUIRED – This form provides a framework for supplying to the Philippine Competition Commission (“PCC”) the information required under Section 17 of the Philippine Competition Act, Rule 4 of the Implementing Rules and Regulations (“IRR”), and the Rules on Expedited Merger Review. This Expedited Review Notification Form (“Form”) should be completed separately by each party to the proposed transaction. Forms that fail to comply with the requirements under Section 3.4 of the Rules on Expedited Merger Review shall not be received by the PCC.

1. GENERAL INFORMATION			
1.1. Ultimate Parent Entity (UPE)	Name: Mailing address of head office: Web site: Email address: Telephone number: Fax number:		
1.2. The filing UPE is: <input type="checkbox"/> an acquiring party <input type="checkbox"/> an acquired party <input type="checkbox"/> both			
1.3. The filing UPE is: <input type="checkbox"/> a corporation <input type="checkbox"/> an unincorporated entity <input type="checkbox"/> a natural person <input type="checkbox"/> other (specify) Click or tap here to enter text.			
1.4. Acquiring or Acquired Entity (if different from UPE)	Name: Mailing address: Website:	<input type="checkbox"/> Not applicable	
1.5. Is this Form being filed on behalf of the UPE by another entity within its Notifying Group? If Yes, attach to this Form the original copy of the authorization from the UPE. <input type="checkbox"/> Yes <input type="checkbox"/> No			
1.6. Entity Filing Notification (if different from UPE)	Name: Mailing address:	<input type="checkbox"/> Not applicable	
1.7. Did the parties avail of a pre-notification consultation? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide the dates of the consultation in the next column		Click or tap to enter a date. Click or tap to enter a date. Click or tap to enter a date.	
IDENTIFICATION OF PERSONS TO CONTACT REGARDING THIS FORM			
1.8. Individual to Contact		1.9. Alternate Individual to Contact	
Name: Title: Mailing address: Telephone number: Fax number: Email address:		Name: Title: Mailing address: Telephone number: Fax number: Email address:	
1.10. Is this Form being filed on behalf of a foreign UPE? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide contact information of an individual located in the Philippines authorized to receive communications on behalf of the UPE regarding this notification and related proceedings.		Name: Mailing address: Telephone number: Fax number: Email address:	
1.11. Is the notifying party being assisted by external counsel? If Yes, attach to this Form the original copy of the authorization from the UPE or his designee (indicated in section 1.5 of this Form) and provide details of counsel below. <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name: Firm: Mailing address:		Name: Firm: Mailing address:	

Telephone number: Fax number: Email address:	Telephone number: Fax number: Email address:
FEE INFORMATION	
1.12. Official receipt for fee payment should be issued to: <div style="border: 1px solid black; padding: 2px; width: 600px; margin-top: 5px;"> Click or tap here to enter text. </div>	

2. THE PARTIES TO THE TRANSACTION			
2.1. Name, address, and UPE(s) of the Acquiring Entity	Name:	Mailing address:	UPE(s):
	(1)		
	(2)		
2.2. Name, address, and UPE(s) of the Acquired Entity	Name:	Mailing address:	UPE(s):
	(1)		
	(2)		

Please attach appendices where applicable. Indicate the appendix number and the number of pages of each appendix in the appropriate column corresponding to the section. Clearly indicate the appendix number on the upper right corner of the first page of the appendix, which should correspond to the Section of the Form it addresses.	Appendix Reference Number	No. of Pages	M.A.O. Use
2.3. Name and address of each entity directly or indirectly controlled by the filing UPE (the filing UPE and each entity identified herein collectively comprise the "Notifying Group").			
2.4. Description of the domestic and international operations of the Notifying Group [identified in 2.3] and the amount of total sales of the Notifying Group in the most recent year (identify the year).			
2.5. Diagram or chart showing the entire Notifying Group <u>before</u> the transaction and the relationship among the UPE, the Acquiring/Acquired Entity (if different from the UPE), and each entity identified in 2.3. Show the percentage owned by the UPE in each entity within the Notifying Group pre-transaction.			
2.6. Diagram or chart showing the entire Notifying Group <u>after</u> the transaction and the relationship among the UPE, the Acquiring/Acquired Entity (if different from the UPE), and each entity identified in 2.3. Show the percentage owned by the UPE in each entity within the Notifying Group post-transaction.			

3. THE PROPOSED TRANSACTION SUBJECT TO THE NOTIFICATION	
3.1. Type of proposed transaction (put an "X" in all the boxes that apply): <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Acquisition of assets <input type="checkbox"/> Acquisition of shares <input type="checkbox"/> Acquisition of an interest in a non-corporate entity </div> <div> <input type="checkbox"/> Merger <input type="checkbox"/> Joint venture <input type="checkbox"/> Other (describe) Click or tap here to enter text. </div> </div>	
VALUE OF THE PROPOSED TRANSACTION AS DETERMINED IN THE MANNER PRESCRIBED IN THE REGULATIONS	
SIZE OF PARTY	
3.2. Gross revenues from sales in, into or from the Philippines of the UPE's entire Notifying Group: ₱ _____	3.3. Aggregate value of assets in the Philippines owned by the UPE's entire Notifying Group: ₱ _____
ACQUISITION OF ASSETS	

3.4. For a proposed merger or acquisition of assets in the Philippines, the aggregate value of assets in the Philippines to be acquired: ₱ _____	3.5. Gross revenues generated in or into the Philippines by assets to be acquired in the Philippines: ₱ _____
3.6. For a proposed merger or acquisition of assets outside the Philippines, the aggregate value of assets in the Philippines of the acquiring entity and entities it controls: ₱ _____	3.7. Gross revenues generated in or into the Philippines by those assets acquired outside the Philippines: ₱ _____
3.8. For a proposed merger or acquisition of assets inside and outside the Philippines, the aggregate value of assets in the Philippines of the acquiring entity and entities it controls: ₱ _____	3.9. Gross revenues generated in or into the Philippines by those assets acquired in and outside the Philippines: ₱ _____
ACQUISITION OF SHARES	
3.10. Aggregate value of assets in the Philippines owned by the entity to be acquired and entities it controls: ₱ _____	3.11. Gross revenues from sales in, into, or from the Philippines of the Acquired Entity and entities it controls: ₱ _____
3.12. Percentage of voting shares already held (including voting shares that were already purchased but not yet transferred in their name): _____ % Does the Notifying Entity hold convertible shares? If yes, please indicate the number and percentage. <input type="checkbox"/> Yes <input type="checkbox"/> No Click or tap here to enter text.	3.13. Total percentage of voting shares to be held as a result of the acquisition: _____ %
ACQUISITION OF AN INTEREST IN A NON-CORPORATE ENTITY	
3.14. Aggregate value of assets in the Philippines owned by the non-corporate target entity and entities it controls: ₱ _____	3.15. Gross revenues from sales in, into or from the Philippines of the non-corporate target entity and entities it controls: ₱ _____
3.16. Percentage of non-corporate interests already held: _____ %	3.17. Total percentage of non-corporate interests to be held as a result of the acquisition: _____ %
JOINT VENTURES	
3.18. Aggregate value of assets to be combined or contributed to the proposed joint venture by the filing Acquiring or Acquired Entity: ₱ _____	3.19. Gross revenues generated in the Philippines by assets of the filing Acquiring or Acquired Entity referred to 3.18: ₱ _____

Please attach appendices where applicable. Indicate the appendix number and the number of pages of each appendix in the appropriate column corresponding to the section. Clearly indicate the appendix number on the upper right corner of the first page of the appendix, which should correspond to the Section of the Form it addresses.	Appendix Reference Number	No. of Pages	M.A.O. Use
4. DETAILS OF THE PROPOSED TRANSACTION			
4.1. Provide a summary of the proposed transaction, including the parties to the transaction, the nature of the transaction (<i>i.e.</i> merger, acquisition, or joint venture), the lines of			

Please attach appendices where applicable. Indicate the appendix number and the number of pages of each appendix in the appropriate column corresponding to the section. Clearly indicate the appendix number on the upper right corner of the first page of the appendix, which should correspond to the Section of the Form it addresses.	Appendix Reference Number	No. of Pages	M.A.O. Use
business the parties are engaged in, the product and geographic markets on which the transaction will have an impact, and the strategic and economic rationale for the transaction.			
4.2. Explain the ground under which the proposed transaction is qualified for expedited merger review. Please refer to Section 1.5 of the PCC Rules on Expedited Merger Review.			
4.3. Explain how the transaction will be implemented and indicate the expected date of any major events designed to bring about the completion of the transaction.			
4.4. State the consideration for the transaction (<i>i.e.</i> the purchase price, or the value of all the assets involved, as the case may be), and specify whether this is in the form of equity, cash, or other assets.			
4.5. Identify each other country or jurisdiction in which a notification of the proposed transaction has been or, to the best of the knowledge of the party supplying this notice, will be filed. When applicable, provide the date on which each country or jurisdiction was notified and the status as of date.			
5. USE OF THE EXPEDITED REVIEW NOTIFICATION FORM			
<i>Parties must provide information required by the ground which makes their transaction eligible for Expedited Review, referring to the specific documentary requirements per ground as prescribed in the Annex to this Form.</i>			
6. DOCUMENTS TO BE SUBMITTED			
6.1. A copy of the signed binding preliminary agreement or definitive agreement. Should no signed definitive agreement be available as of the date of filing, submit a copy of the most recent draft of the definitive agreement. If a draft definitive agreement was submitted, provide an undertaking to submit the signed definitive agreement within two (2) business days from signing, identifying changes made to the draft agreement that were implemented in the signed agreement, if any.			
6.2. Copies of all non-compete agreements.			
6.3. The Articles of Incorporation, By-laws, and the General Information Sheet or equivalent document in its jurisdiction, of the filing UPE and the Acquiring or Acquired Entity.			
6.4. Studies, surveys, analyses and reports that were prepared or received by an officer or director of any of the entities in the Notifying Group—or in the case of an unincorporated entity, an individual who serves in a similar capacity—for the purpose of evaluating or analyzing the proposed transaction with respect to market shares, competition, competitors, markets, potential for sales growth or expansion into new products/services or geographic regions. For each document, provide the date on which the document was prepared.			
6.5. Confidential information memoranda, bankers' books and other third-party consultant materials and synergy documents related to the sale of the target or assets. For each document, provide the date on which the document was prepared.			
6.6. A copy of the most recent annual report of the filing UPE, the Acquired or Acquiring Entity (if different from the UPE), and each entity identified in Section 5 (or, if the annual report is not available or if the financial statements are different from those contained in the report, audited financial statements relating to the principal businesses of the entity for its most recently completed fiscal year).			
7. OATHS AND SOLEMN AFFIRMATIONS			
7.1. Original copy of an affidavit attesting to the fact that a binding preliminary agreement or definitive agreement has been signed and that the filing UPE and the Acquiring or Acquired Entity have a good faith intention of completing the proposed transaction.			
7.2. Original copy of the authorization in favor of the person signing this Form who must be a general partner of a partnership, an officer or director of a corporation, or a natural person (or such natural person's legal representative). The Authorization to be submitted in response hereto must observe the requirements under Rule 4, Section 5 of the IRR and Section 3 of the Rules on Expedited Merger Review.			
8. MISCELLANEOUS			

Please attach appendices where applicable. Indicate the appendix number and the number of pages of each appendix in the appropriate column corresponding to the section. Clearly indicate the appendix number on the upper right corner of the first page of the appendix, which should correspond to the Section of the Form it addresses.	Appendix Reference Number	No. of Pages	M.A.O. Use
8.1. Does this Form come with an electronic storage device which contains electronic copies of this Form and its appendices? <input type="checkbox"/> Yes <input type="checkbox"/> No			
8.2. (For the Acquiring Group only) Submit an abstract of the proposed transaction along with a description of the parties, which will be posted in the Commission's website within one (1) working day from receipt of the Expedited Review Notification Form.			

CERTIFICATION

This **EXPEDITED REVIEW NOTIFICATION FORM**, together with any and all appendices and attachments thereto, was prepared and assembled under my supervision in accordance with instructions issued by the Philippine Competition Commission. The information and data provided herein are complete, true and correct to the best of my knowledge and/or based on authentic records.

NAME	TITLE
SIGNATURE	DATE

SUBSCRIBED AND SWORN to before me this ____ day of _____ at _____, with the affiant/s exhibiting to me their identification documents as follows:

NAME	Competent Evidence of Identity	DATE and PLACE ISSUED

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20__.

ANNEX: SPECIFIC DOCUMENTS TO BE PROVIDED UNDER EACH GROUND FOR EXPEDITED REVIEW

Please attach appendices where applicable. Indicate the appendix number and the number of pages of each appendix in the appropriate column corresponding to the section. Clearly indicate the appendix number on the upper right corner of the first page of the appendix, which should correspond to the Section of the Form it addresses.	Appendix Reference Number	No. of Pages	M.A.O. Use
5.1. NO HORIZONTAL, VERTICAL, OR COMPLEMENTARY RELATIONSHIP EXISTS BETWEEN THE NOTIFYING GROUPS			
5.1.1. Identify and describe each line of business in which each entity in the Notifying Group operated in the most recent year (identifying the year).			
5.1.2. Identify and describe each product and service offered for each line of business, and provide a category for each product and service.			
5.1.3. Describe previous (for the past three (3) years), existing, and future (for the next three (3) years) business activities of the acquiring or acquired entity's Notifying Group. Provide written business plans of the acquiring or acquired entity's Notifying Group for the same period.			
5.1.4. Provide the estimated market share of the acquiring or acquired entity's Notifying Group for each identified category of products or services offered.			
5.1.5. Describe and illustrate the supply chain of the acquiring or acquired entity's Notifying Group for each identified category of products and services offered.			
5.1.6. Provide the Top 10 competitors of the acquiring or acquired entity's Notifying Group for each identified category of products or services offered with their contact information.			
5.1.7. Provide the Top 10 customers of the acquiring or acquired entity's Notifying Group for each identified category of products or services offered with their contact information (name, address, contact person, telephone number for the contact person, and email address).			
5.1.8. Provide the Top 10 suppliers of the acquiring or acquired entity's Notifying Group for each material input to production with their contact information (name, address, contact person, telephone number for the contact person, and email address).			
5.1.9. Explain why the filing UPE considers that the proposed transaction does not give rise to any reportable market [Reportable markets consist of all plausible relevant product and geographic markets, where the Notifying Groups of both parties may have horizontal or vertical relationships].			

Please attach appendices where applicable. Indicate the appendix number and the number of pages of each appendix in the appropriate column corresponding to the section. Clearly indicate the appendix number on the upper right corner of the first page of the appendix, which should correspond to the Section of the Form it addresses.	Appendix Reference Number	No. of Pages	M.A.O. Use
5.2. GLOBAL MERGER BETWEEN PARENTS WHOSE PHILIPPINE SUBSIDIARIES ACT MERELY AS MANUFACTURERS OR ASSEMBLERS OF PRODUCTS PURELY FOR EXPORT			
5.2.1. Identify and describe each line of business in which Philippine subsidiaries and all entities it controls operated in the most recent year (identifying the year).			
5.2.2. Identify and describe each product offered for each line of business and provide a category for each product.			
5.2.3. Describe and illustrate the supply chain of the Philippine subsidiaries for each product offered.			
5.2.4. Provide the percentage of revenue derived by the Philippine entity from domestic customers vis-à-vis the revenue derived from exports to the parent in the most recent year.			
5.2.5. Provide the total market size (volume and value) of the domestic market where the identified product is sold in the Philippines, and the Philippine subsidiaries' identified product sales value and volume to the said domestic market.			
5.2.6. Provide the Top 10 competitors of the Philippine entity for each identified category of products offered.			
5.2.7. Provide the Top 10 customers of the Philippine entity for each identified category of products offered with their contact information (name, address, contact person, telephone number for the contact person, and email address), and the volume and value, separately, of sales to each customer in the most recent year.			
5.2.8. Provide the Top 10 suppliers of the Philippine entity for each material input to production with their contact information (name, address, contact person, telephone number for the contact person, and email address), and the volume and value, separately, of purchases from each supplier in the most recent year.			

Please attach appendices where applicable. Indicate the appendix number and the number of pages of each appendix in the appropriate column corresponding to the section. Clearly indicate the appendix number on the upper right corner of the first page of the appendix, which should correspond to the Section of the Form it addresses.	Appendix Reference Number	No. of Pages	M.A.O. Use
5.3. RELEVANT GEOGRAPHIC MARKET IS GLOBAL AND THE ACQUIRING AND ACQUIRED ENTITIES HAVE NEGLIGIBLE OR LIMITED PRESENCE IN THE PHILIPPINES			
5.3.1. List the lines of businesses or markets where any entity within the Acquiring Entity's Notifying Group and any entity within the Acquired Entity's Notifying Group are operating or will be operating in any part of the Philippines. a) List the entities that are engaged in the identified overlapping lines of businesses or markets (both the Acquiring and Acquired Notifying Groups)			
5.3.2. Identify and describe each product and service offered for each horizontal and vertical relationship and provide a category for each product and service.			
5.3.3. Provide estimated market share(s) of each party to the transaction for each identified category of products or services offered.			
5.3.4. Provide the estimate(s) of the gross revenues for each identified category of products or services offered.			
5.3.5. Provide the Top 10 competitors for each identified category of products or services offered and the estimated market share of each.			
5.3.6. Provide diagram(s) of the supply chain(s) of the filing Notifying Group for each identified category of products or services offered, accounting for how the product/service reaches the consumer.			
5.3.7. Provide marketing and strategic plan(s) for the last three (3) years for each identified category of products or services offered.			
5.3.8. Submit all studies, surveys, analyses and reports prepared by or procured by the filing Notifying Group for the purpose of evaluating or analyzing each identified category of products or services offered.			
5.3.9. Identify the provinces or cities in the Philippines where the products or services are supplied.			
5.3.10. Provide the Top 10 customers for each identified category of products and services offered with their contact information (name, address, contact person, telephone number for the contact person, and email address), and the volume and value, separately, of sales to each customer in the most recent year.			
5.3.11. Provide the Top 10 suppliers for each material input to production with their contact information, and the volume and value, separately, of purchases from each supplier in the most recent year.			
5.3.12. Identify prior acquisitions over the past five (5) years. For each prior acquisition, provide: the name of the acquired entity (i.e. entity whose voting shares, non-corporate interests, or assets were or are being acquired); the office address of such acquired entity prior to the acquisition; description of how the voting shares, non-corporate interests or assets were or are to be acquired; the consummation date of the acquisition; and the lines of business of the acquired entity.			

Please attach appendices where applicable. Indicate the appendix number and the number of pages of each appendix in the appropriate column corresponding to the section. Clearly indicate the appendix number on the upper right corner of the first page of the appendix, which should correspond to the Section of the Form it addresses.	Appendix Reference Number	No. of Pages	M.A.O. Use
5.4. JOINT VENTURES FORMED PURELY FOR THE CONSTRUCTION AND DEVELOPMENT OF A RESIDENTIAL AND/OR COMMERCIAL REAL ESTATE DEVELOPMENT PROJECT			
5.4.1. Identify and describe each line of business in which the UPE, the acquiring and acquired entities operated in the most recent year (identifying the year), a list of all product(s) and service(s) in each line of business, and state the revenues derived in each product or service in the Philippines in the most recent year.			
5.4.2. Identify and describe each line of business and location in which the Joint Venture will operate in, and all product(s) and service(s) in each line of business.			
5.4.3. Provide estimated market share(s) of each party to the transaction for each product or service offered that is in a horizontal or vertical relationship with the product or service of the Joint Venture.			
5.4.4. Provide the Top 10 competitors for each product or service identified in 5.5.3 and the estimated market share of each.			
5.4.5. Identify the provinces or cities in the Philippines where the products or services identified in 5.5.3 are supplied.			

SUBMISSION FORM

Name: _____ **Date:** _____
Organization: _____

<p align="center"><u>Enforcement</u></p> <p><input type="checkbox"/> Verified Complaint <input type="checkbox"/> Referral from Regulatory Agency <input type="checkbox"/> Request for Binding Ruling <input type="checkbox"/> Other Enforcement Matters</p>	<p>No. of hard copies: _____ Were soft copies submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how were they submitted? <input type="checkbox"/> USB (No. of USBs _____) <input type="checkbox"/> E-mail <input type="checkbox"/> Others _____</p>
<p align="center"><u>Other</u></p>	

To be filled out by Records Officer:

<p>DMS Reference No. _____ Date Received: _____ Time Received: _____</p>	<p>Action: <input type="checkbox"/> For Intake <input type="checkbox"/> Route to _____ <input type="checkbox"/> Other _____</p>
<p align="center">_____ Name and Signature of Records Officer</p>	

for PCC CKMO-CBAD use only; do not fill-out

TRF Number	
Received by	
Date Received	

**COMPETITION ORIENTATION OUTREACH PROGRAM
Training Request Form**

NOTE: This Training Request Form (TRF) must be submitted to the PCC Communications and Knowledge Management Office-Capacity Building and Advocacy Division (CKMO-CBAD) via email at: cbad@phcc.gov.ph, at least five (5) weeks prior to the requested training schedule. Please fill-out all requested information; **incomplete TRFs will not be processed.**

CONTACT INFORMATION

Company / Institution / Office Name			
Name of Representative		Position	
E-mail Address		Contact Number	
<i>For companies/institutions, please attach brief profile.</i>			

ACTIVITY INFORMATION

Topic			
Purpose			
Target Date (approximate if unknown)		Preferred training time	<input type="checkbox"/> AM <input type="checkbox"/> PM
Resources required from PCC (check all that apply)	<input type="checkbox"/> Resource speakers <input type="checkbox"/> Equipment <input type="checkbox"/> Electronic Information collaterals / training kits <input type="checkbox"/> Online webinar platform <input type="checkbox"/> Other (please specify): _____ _____ _____ _____ _____	Estimated number of attendees	<i>If forum (for all levels)</i> <input type="checkbox"/> <50 participants <input type="checkbox"/> 51 to 80 participants <input type="checkbox"/> 81 and above <i>If small group discussion/ roundtable (high level)</i> <input type="checkbox"/> >20 participants <input type="checkbox"/> 20 to 49
		Likely composition of attendees (check all that apply)	<input type="checkbox"/> All levels <input type="checkbox"/> Staff <input type="checkbox"/> Supervisors/ Managers Executives <input type="checkbox"/> Other (please specify): _____ _____
SIGNATURE OVER PRINTED NAME		DATE REQUESTED	

ADMINISTRATIVE OFFICE
General Services Division (GSD)
SERVICE REQUEST FORM (SRF)

For GSD Personnel use only:	
Control number : _____	Date & Time Received : _____


Instructions: Kindly accomplish **Box 1: Required Details** and submit to GSD for proper action.

1	Request Details (to be accomplished by requesting office) :
<div style="display: flex; justify-content: space-between;"> <div> <p>Requesting Office: _____</p> <p>Category:</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Office Structure</div> <div style="width: 50%;"><input type="checkbox"/> Office Property / Equipment</div> <div style="width: 50%;"><input type="checkbox"/> Records</div> <div style="width: 50%;"><input type="checkbox"/> Motor Pool</div> <div style="width: 50%;"><input type="checkbox"/> Cashiering</div> <div style="width: 50%;"><input type="checkbox"/> Housekeeping</div> <div style="width: 50%;"><input type="checkbox"/> Permits</div> <div style="width: 50%;"><input type="checkbox"/> Others (specify): _____</div> </div> <p>Particulars _____</p> </div> <div> <p>Date: _____</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> <p>Requested By: _____</p> <p align="center">Signature Over Printed Name</p> </div> <div> <p>Approved by: _____</p> <p align="center">Signature Over Printed Name of Immediate Supervisor / Office Head*</p> </div> </div>	
2	Compliance Details (for GSD Personnel only) :
<p>I. Finding/s: _____</p> <p>II. Action Taken _____</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> <p>Reported / Acted Upon by: _____</p> <p align="center">Signature Over Printed Name</p> </div> <div> <p>Noted/Approved by: _____</p> <p align="center">Signature Over Printed Name of Unit Head / GSD Chief / AO Director</p> </div> </div>	
3	Service Rating (to be accomplished by requesting office) :
<p>To improve the quality of our service, kindly check your corresponding rating below.</p> <p>Rating: <input type="checkbox"/> Very Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Neutral <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Very Unsatisfactory</p> <p align="right">_____ Signature Over Printed Name of Rater</p> <p align="right">End of Process (Date & Time) : _____</p>	

* Required if requesting personnel is not privy to the document being requested.



Rev. 2 (03/03/2021)

 PHILIPPINE COMPETITION COMMISSION <i>Ensuring businesses compete and consumers benefit</i>		HCMD Request Form Date Requested: _____ Control No. _____ AO- _____ Date Received by HRDD: _____	
Name and Signature: _____ Designation: _____ Office/Division: _____ Email: _____ No. of Copies: _____ <input type="checkbox"/> Hard copy <input type="checkbox"/> E-copy <input type="checkbox"/> Both Purpose: _____		Type of request (please tick appropriate box/es)*: <input type="checkbox"/> Certificate: <input type="checkbox"/> employment <input type="checkbox"/> employment with income <input type="checkbox"/> good moral character <input type="checkbox"/> remittances (GSIS, PhilHealth, Pag-Ibig) <input type="checkbox"/> Service Record <input type="checkbox"/> PDS / PDF <input type="checkbox"/> Accumulated Leave Credits <input type="checkbox"/> Others, specify below: _____	
for HCMD use only			
Remarks: _____ _____ _____			
Date/Time Accomplished: _____		Date Issued/Received by: _____	
<i>Rev0 (07/2020)</i>			



Ensuring businesses compete and consumers benefit

CLIENT FEEDBACK FORM

We would like to know how we can serve you better. Please fill out this form and put inside the drop box. Thank you.

Date: _____ Time In: _____ Time Out: _____

Name of Client: _____ Sex: _____

Organization: _____

Address: _____

Contact No.: _____ E-Mail Add.: _____

Number of Transactions with PCC:

_____ First Time _____ 2-5 _____ 6 or More

Purpose of Visit:

- _____ Review of Mergers and Acquisitions Transactions
- _____ Provision of Pre-Notification Consultation
- _____ Evaluation of Letters of Non-Coverage
- _____ Receipt and Processing of Enforcement Complaints
- _____ Issuance of Binding Ruling
- _____ Receipt and Processing of Enforcement-Related Questions and Queries
- _____ Provision of Orientation-Seminar on the Philippine Competition Act & the Philippine Competition Commission under the Competition Orientation Outreach Program
- _____ Issuance of Certificate of Employment & Service Record
- _____ Others (please specify) _____

Client's Signature over Printed Name

PCC Officer's Signature Over Printed Name

=====

How satisfied are you with our service today? (Please Mark)



Very
Satisfied



Satisfied



Neutral



Dissatisfied



Very
Dissatisfied

What aspect of our service delivery would you like us to continue doing?

What aspect of our service today are you unhappy with?

How can we further improve our services?

Thank you very much for giving us the opportunity to serve you better!

Privacy Notice: The PCC is committed to ensure that your personal data are protected and secured. We only use your personal data for the specific purpose of improving the services we provide. The PCC privacy policy values and protects your personal data in accordance with Republic Act No. 10173 or the Data Privacy Act of 2012.





**PHILIPPINE
COMPETITION
COMMISSION**

Ensuring businesses compete and consumers benefit

CLIENT COMPLAINT FORM

We would like to know what aspect/s of our service delivery you were unhappy with. To assist us in the review and investigation of your complaint, please fill in all requested information in this form. Thank you.

Date Filed: _____

Name of Client: _____ Sex: _____

Organization: _____

Address: _____

Contact No.: _____

E-Mail Address: _____

Complaint Information

Date of Visit/Transaction: _____

Purpose of Visit:

- ☐ Review of Mergers and Acquisitions Transactions
- ☐ Provision of Pre-Notification Consultation
- ☐ Evaluation of Letters of Non-Coverage
- ☐ Receipt and Processing of Enforcement Complaints
- ☐ Issuance of Binding Ruling
- ☐ Receipt and Processing of Enforcement-Related Questions and Queries
- ☐ Provision of Orientation-Seminar on the Philippine Competition Act & the Philippine Competition Commission under the Competition Orientation Outreach Program
- ☐ Issuance of Certificate of Employment & Service Record
- ☐ Others (please specify) _____

Name of the Employee Being Complained of: _____

Check the box that describes your complaint:

- ☐ **Inaction/Delayed Processing of Request.** Neglect of duty of employee due to delayed/non-resolution of previously filed request/application/complaint.
- ☐ **Collection of Any Kind.** Collection of any amount of money or goods by an employee, for pecuniary gain or any other advantage, in exchange of speedy facilitation of a client's transaction or for any other purpose.
- ☐ **Unethical Behavior.** Misconduct of employee such as, but not limited to, uncontrolled temper or discourteous behavior, that offends the client.

Please describe the details of the incident here:

Client's Signature over Printed Name

Thank you very much. For inquiries or follow-ups, use the CCF number below. You may contact our Public Assistance Desk Officer at (+632) 8771-9PCC (87719-722).

Privacy Notice: The PCC is committed to ensure that your personal data are protected and secured. We only use your personal data for the specific purpose of improving the services we provide. The PCC privacy policy values and protects your personal data in accordance with Republic Act No. 10173 or the Data Privacy Act of 2012.





Management
System
ISO 9001:2015



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**The PCC is ISO 9001:2015 certified by
TÜV Rheinland Philippines, Inc.**

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