PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

CITIZEN'S CHARTER

2021

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I. Mandate

• Formulate policies, plans, programs, projects, and strategies for health S&T development
• Program and allocate government and external funds for R&D
• Monitor R&D projects
• Generate external funds

II. Vision

The Philippine Council for Health Research and Development (PCHRD) as the recognized lead provider of research-based solutions and innovations to address health system needs by 2028.

III. Mission

As the national coordinating body for health research, we provide central direction, leadership and coordination of health research. To achieve this, we are committed to do the following:

1. Formulate agenda, plans, policies, and strategies for health research
2. Mobilize resources to support health research
3. Develop and strengthen capacity for health research
4. Support the development of affordable, accessible, and quality S&T-based solutions and innovations
5. Ensure the dissemination and utilization of health research outputs
6. Monitor and evaluate health research activities
7. Establish linkages and partnerships with local and international organizations
8. Promote good governance among health research organizations through efficient, effective, transparent, and ethical health research management system.

IV. List of Services

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Philippine Council for Health Research and Development

External Services

1. Research and Development Grants

PCHRD funds research proposals that are aligned with the health S&T research priorities in the Harmonized National Research and Development Agenda (HNRDA) of the Department of Science and Technology (DOST). The HNRDA articulates the national science and technology priorities and serves as a guide for public investment in R&D geared towards socio economic growth and benefit for the Filipinos.

The PCHRD research priorities in the HNRDA are integrated in the National Unified Health Research Agenda (NUHRA). The NUHRA is a major document of the Philippine National Health Research System that provides focus and direction on health research and development efforts that will address the country's health sector concerns.

Both documents specify the areas and topics for health research that need to be addressed in the six-year period.

The PCHRD priority research areas are the following:

- A. Tuklas Lunas (Drug discovery and development)
- B. Functional foods
- C. Nutrition and Food Safety
- D. Re-Emerging and Emerging Diseases
- E. Omic Technologies for health
- F. Diagnostics
- G. Biomedical Devices Engineering for Health
- H. Digital and Frontier Technologies for Health
- I. Disaster Risk Reduction – Climate Change Adaptation in Health
- J. Mental Health

Office or Division:	Research and Development Management Division
Classification:	Highly Technical
Type of Transaction:	Government to Business (Private Research Institutions, Higher Education Institutions, Hospitals)
	Government to Government (State Universities and Colleges, research agencies and hospitals)
Who may avail:	Filipinos with at least a Master's Degree in a relevant field, have proven research competence / track record, and employed in universities / colleges, research agencies/institutes, hospitals, and other health related agencies are eligible to apply for the research grant.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
The proponent should submit <u>electronic copy</u> of the following requirements online through the **PCHRD Project Management System** (projects.pchrd.dost.gov.ph) or the DOST Project Management Information System (dpmis.dost.gov.ph)	
1. Research proposal following the PCHRD Detailed Proposal Form for special call for proposals or online encoding of research proposal in the DOST Project Management Information System (DPMIS) for regular call for proposals	The research proposal form can be downloaded from the PCHRD website (www.pchrd.dost.gov.ph).
2. Appropriate clearance needed (ethics clearance; animal research permit; biosafety clearance)	Ethics clearance – from accredited Research Ethics Committees Animal research permit - Bureau of Animal Industry Biosafety clearance (for research proposals involving use of GMOs) - DOST Biosafety Committee
3. Informed Consent Form (for studies involving human subjects)	To be produced and provided by the client and as approved by the Research Ethics Committee.
4. Case Report Form, if applicable 5. Endorsement of Agency Head 6. Duties and Responsibilities of each Project Personnel 7. Curriculum Vitae of Proponent(s) 8. Letter of request addressed to: The Executive Director Philippine Council for Health Research and Development Department of Science and Technology Saliksik Bldg., Kasarinlan St. DOST Compound, Bicutan, Taguig City	Requirements 4-8 will be produced and provided by the client.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME Note: Starts upon the receipt of complete requirements	PERSON RESPONSIBLE
1. Submit proposal and other document requirements online through DPMIS for regular call for proposals or PCHRD Project Management System for special call for proposals *Note: Requirements can be submitted remotely using a computer with Internet access at home or anywhere at client's convenience.*	1.1. Receive documents and endorse proposal to Chief of Technical Division through Records Section	None	1 working day	Office of the Executive Director; Finance and Administrative Division – Records Section
None	1.2. Chief of Technical Division will endorse to Senior SRS who will then assign to Program Heads. Project Heads will assign a Project Manager to handle the proposal	None	1 working day	Research and Development Management Division (Chief SRS, Senior SRS, Program Heads, Project Managers)
None	1.3. In-house review	None	2 working days	Research and Development Management Division (Project Manager, Program Head, Senior SRS, Chief SRS)
2. If evaluation is through en banc meeting,	2. Technical Review	None	17 working days (includes 5 days for proposal revision/	Research and Development Management Division (Project

attend said meeting Submit response to comments from technical review and revised proposal, if needed.	(for proposals that passed in-house review)		submission of response/revised proposal by proponent)	Manager, Program Head, Senior SRS, Chief SRS) Technical Consultants (external)
3. Coordinate with assigned Project Manager for the preparation of documents for endorsement to approving body	3. Prepare required documents for endorsement of proposal to approving body (for proposals that passed technical review)	None	2 working days	Research and Development Management Division (Project Manager with concurrence of Program Head, Senior SRS and Chief SRS)
4. Attend Governing Council (GC) / DOST Executive Committee (ExeCom) meetings Submit response to comments from Governing Council and revised proposal, if needed.	4.1 Final Approval 4.1.1 If budget is less than PhP 5M – Submission of memorandum for approval of proposal to the PCHRD Executive Director 4.1.2 If budget is PhP5M or more - Endorsement/Presentation of proposal to GC 4.1.3 If funding will come from DOST-GIA: Endorsement/ Presentation of proposal to DOST Executive Committee	None	17 working days (includes 5 days for proposal revision/ submission of response/revised proposal by proponent)	Research and Development Management Division (Project Manager with concurrence of Program Head, Senior SRS and Chief SRS) Approving bodies: PCHRD Executive Director (if budget is below Php5M) PCHRD Governing Council (if budget is Php5M and above)

				If funding will come from DOST-GIA, the approving body is the DOST Executive Committee (DOST Central Office).
		TOTAL:	**None**	**40 Working days**	

2. Support to Research Dissemination

The Research Information, Communication, and Utilization Division of PCHRD supports projects and activities on research dissemination, including, but not limited to support to publication, paper presentation, and events.

The program will provide financial assistance to all Filipino health researchers who intends to get their research results communicated to the public and target stakeholders. The topic should be aligned with the National Unified Health Research Agenda 2017-2022.

Office or Division:	Research Information, Communication, and Utilization Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen
	Government to Business (Private Research Institutions, Higher Education Institutions, Hospitals)
	Government to Government (State Universities and Colleges (SUCs), research agencies and Hospitals)
Who may avail:	Filipino health researchers who intends to get their results of research communicated to the public and target stakeholders

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Support to Publication Only research funded by the Council which are accepted for publication in local or international peer-reviewed journals can request for support. The proponent should submit electronic copy of the following requirements through the PCHRD Project Management System (http://projects.pchrd.dost.gov.ph): 1. Proof that the journal article is accepted for publication 2. Copy of the article accepted for publication 3. Proof (Document) that the journal is not a predatory journal 4. Line-Item Budget 5. Letter of request addressed to the PCHRD Executive Director	The line-item budget template is downloadable at (http://www.pchrd.dost.gov.ph/index.php/downloads/category/212-research-and-development-grant?download=1543:line-item-budget-2020). Requirements 1-3 and 5 will be produced and provided by the client. Requirement 1 should be obtained by the client from the journal publisher.

Support to Paper Presentation Only research funded by the Council which are accepted for oral presentation in local or international conferences can request for travel support. The proponent should submit the following requirements online through the PCHRD Project Management System (http://projects.pchrd.dost.gov.ph): 1. Letter from the organizing committee that the research is accepted for oral presentation 2. Abstract of the study 3. Line-Item Budget 4. Letter of request addressed to the PCHRD Executive Director	Requirements 1,2 and 4 will be produced and provided by the client. Requirement 1 should be obtained by the client from the organizing committee of the event.
Support to Research and Scientific Forum/Events Health Research Institutions (HEIs) and State Universities and Colleges (SUCs) which organize seminars, conferences, fora, and workshops on research dissemination aligned to the NUHRA 2017-2022 may seek financial support. The proponent should submit the following requirements online through the PCHRD Project Management System (http://projects.pchrd.dost.gov.ph): 1. Program of Activities 2. Line-Item Budget 3. Letter of request addressed to the PCHRD Executive Director	Requirements 1 and 3 will be produced and provided by the client.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			Note: Starts upon the receipt of complete requirements	
1. Submit proposal online through PCHRD Project Management System http://projects.pchrd.dost.gov.ph *Note: Requirements can be submitted remotely using a computer with Internet access at home or anywhere at client's convenience.*	1.1. Receive documents and endorse proposal to Chief of Technical Division	None	1 working day	Records Officer, Finance and Administrative Division
None	1.2. Chief of Technical Division assigns proposal to Project Officer	None		Chief, Research Information, Communication, and Utilization Division
None	1.3. Review and evaluate proposal	None	3 working days	Project Officer, Research Information, Communication, and Utilization Division
None	1.4. Final review of proposal and endorsement 1.5 Send letter of approval to client	None	3 working days	Chief, Research Information, Communication, and Utilization Division
2. Sign the Memorandum of Agreement (MOA)	2.1. Prepare, sign, and submit Memorandum of Agreement	Courier fee	5 working days	Project Officer, Research Information, Communication, and Utilization Division

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None	2.2. Submit proposal, budget breakdown, and documentary evidence of project approval to FAD for budget processing	None	3 working days	Accountant, Finance and Administrative Division
	2.3. Process budget release following the National Government Accounting System (NGAS)			Chief, Finance and Administrative Division
	TOTAL:	**None**	**15 working days**	

3. Balik Scientist Program

The Balik Scientist Program (BSP) encourages Filipino scientists, technologists, and experts to return to the country and share their expertise for the country's scientific, agro-industrial, and economic development, including the development of our human capital in science, technology and innovation.

The Philippine Council for Health Research and Development (PCHRD) focuses on evaluating BSP Applicants for the health R&D sector.

Office or Division:	Institution Development Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen
	Government to Business (Host Institution; Public or Private)
	Government to Government (Host Institution)
Who may avail:	1. Foreign-based Filipinos or foreigners of Filipino descent, with graduate/advanced degrees and internationally-recognized experts in the priority sectors of DOST, who are willing to come back and serve either on a short- or long-term basis;
	2. Public and private institutions which need the expertise of a Balik Scientist and are willing to serve as Host Institutions.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. New Applications Submit electronic copy of the following requirements: 1. BSP Form 001 - Balik Scientist Program Application 2. BSP Form 002 - Terms of Reference 3. BSP Form 3 - R&D Program/Project Involvement 4. Detailed Work plan and Gantt chart 5. Endorsement Letter from Host Institution addressed to PCHRD Executive Director, Dr. Jaime C. Montoya 6. Updated Curriculum Vitae of BSP	Requirements 1-4 can be accessed by emailing PCHRD BSP Secretariat at pchrd.bspsecretariat@gmail.com. Requirement 5 will come from the Host Institution of Balik Scientist applicant.

Applicant	
7. Copy of Certificate of employment (most recent, if applicable) 8. Copy of credentials/certificates of achievement/Diplomas/Transcript of Records 9. Scanned copy of passport 10. Medical Certificate	Requirements 6-10 will be produced and provided by the client.
B. Subsequent Applications *Please provide one (1) digital/scanned copy of each requirement* *Submit requirements similar for New Applications (A. Items 1-10).* 1. Terminal Report 2. BSP Feedback Form for Balik Scientist 3. BSP Feedback Form for Hosts 4. Host Evaluation Report 5. Impact Assessment Questionnaire 6. PCHRD Feedback Form 7. Justification by the host institution for the subsequent engagement	Requirements 1 to 6 are documents that are already with the applicants from their previous engagement. This should be resubmitted along with the other requirements. Requirement 7 will come from Host Institution of Balik Scientist applicants.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME Note: Starts upon the receipt of complete requirements	PERSON RESPONSIBLE
1.Submit the application and documentary requirements to pchrd.bspsecretariat@gmail.com *Note: Requirements can be submitted remotely using a computer with Internet access at home or anywhere at client's convenience.*	1.1. Receive, acknowledge submitted application, reviews completeness of documents relative to the application and qualification of the potential Balik Scientist/ host institution	None	1 working day	BSP Program Coordinator and Secretariat, Institution Development Division
None	1.2 *For applications with complete documents:* Forward application to the technical evaluators of the Council 1.2.1 *For applications with incomplete documents:* Advise potential host institution/ Balik Scientist to submit the lacking requirement(s)	None	1 working day	BSP Program Coordinator and Secretariat, Institution Development Division
None	1.3. Evaluate the application based on the documents provided including the accomplishments, outputs from previous engagement (if applicable), and the merit of the Balik Scientist's visit if aligned with the	None	5 working days	BSP Program Coordinator and Secretariat, Institution Development Division Chief, Supervising SRS,

	DOST's S&T priority areas 1.3.1. Recommend revisions in the terms of reference (TOR) as necessary 1.3.2. Solicit comments/ views from other concerned Council/s, if applicable			Institution Development Division Chief, Research Information, Communication, and Utilization Division Chief, Research Development and Management Division
None	1.4. For qualified applicants, submit recommendations to the Office of the Undersecretary for Research and Development (OUSECRD); For applicants not qualified, notify the Scientist/Host of the disapproval of the application	None	1 working day	BSP Program Coordinator and Secretariat, Institution Development Division
None	1.5. Check result of evaluation 1.5.1. If the OUSECRD agrees with the Council's recommendation, endorse the application to OSEC for final approval 1.5.2. If the Undersecretary for Research and Development	None	2 working days	Undersecretary, Department of Science and Technology – Research and Development

	disagrees with the recommendation of the Council, refer back the documents to the Council for re-evaluation				
None	1.6. Re-evaluate the application and submit recommendations to OUSECRD	None	3 working days	BSP Program Coordinator and Secretariat, Institution Development Division	
None	1.7. Check result of re-evaluation 1.7.1. If the Undersecretary for Research and Development agrees with the Council's recommendation, endorse the application to the Office of the Secretary (OSEC) for final approval 1.7.2. If the Undersecretary for Research and Development disagrees with the recommendation of the Council, refer back the documents to the Council for disapproval	None	2 working days	Undersecretary, Department of Science and Technology – Research and Development	
None	1.8. Approve/ Disapprove application based on endorsement of the OUSECRD and the concerned Council/s	None	3 working days	Secretary, Department of Science and Technology	

2. Receive notification on the result of the evaluation of application	2.1. If the Secretary disapproves the application, the Council informs the host institution/ scientist of the decision 2.1.1. If the Secretary approves the application, the Council advises the BSP Awardee to make the necessary arrangements to return to the Philippines and informs the Awardee and host institution of the Secretary's decision	None	2 working days	BSP Program Coordinator and Secretariat, Institution Development Division
	TOTAL:	**None**	**20 working days**	

4. Scholarship Grants

PCHRD supports scholarship programs for MD-PhD in Molecular Medicine- University of the Philippines and MS in Molecular Medicine- St. Luke's College of Medicine to sustain much needed health research human resource.

MD-PhD in Molecular Medicine (University of the Philippines)

The MD-PhD (Molecular Medicine) Program aims to train aspiring physician-scientists for careers dedicated to the advancement of health through biomedical research. The prescribed period of study is eight years, during which the MD-PhD student is expected to satisfy all the course requirements of the UPCM Organ System Integration (OSI) curriculum (i.e., the MD component of the Program) and also earn at least 44 credit units of graduate courses, including 16 credit units of core courses, 12 units of major courses, 4 units of cognates/electives and 12 credit units towards the PhD dissertation.

MS in Molecular Medicine (St. Luke's College of Medicine)

Molecular Medicine stems from knowledge gained from basic science and applied biomedical research. The curriculum includes latest biotechnologies, such as cell-based therapies, gene therapies, targeted therapies, biomarker technology, molecular diagnostics, pharmacogenomics, and personalized medicine, which is supplemented by background courses on the fundamental sciences behind it.

The program aims to upgrade skills for the application of molecular medicine in the clinical setting, through a unique opportunity for training in the fully-equipped research laboratories of the St. Luke's Research and Biotechnology Division. It will also strengthen the capabilities of the current crop of medical practitioners and allied health professionals towards a new way of doing medicine.

Office or Division:	Institution Development Division
Classification:	Highly Technical
Type of Transaction:	Government to Citizen
Who may avail:	**MD-PhD in Molecular Medicine (University of the Philippines)**
	Filipino citizen; not more than 45 years old at the time of application; in good health; with outstanding scholastic record (GWA 1.75 or higher) from any recognized institution or higher learning; a bachelor's or master's degree in the biomedical field, preferably in biochemistry, molecular biology or biotechnology; have a high aptitude for advanced study and research potential in molecular biology and biotechnology and their applications in medicine; have passed the admission requirements for the

graduate study; and have passed the interview and other screening procedures.

(Applicants should initially apply for admission into the Doctor of Medicine (MD) Program of the University of the Philippines College of Medicine, with the option of explicitly indicating on their application forms their intent to apply for admission into the MD-PhD Program.)

MS in Molecular Medicine (St. Luke's College of Medicine)

Filipino citizen; not more than 45 years old at the time of application; in good health condition; have passed the admission requirements for the graduate study; and have passed the interview and other screening procedures and graduate of any of the following courses may apply

Doctor of Medicine, Doctor of Veterinary Medicine, Doctor of Dentistry, BS Degree with at least of the following: 25 units Life Sciences, 8 units Mathematics, 5 units Physics

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Please provide one (1) copy of each requirement: 1. Accomplished application form with ID picture (original copy) 2. Admission to Graduate Studies/Graduate School (photocopy) 3. University Evaluation Sheet (if any) (photocopy) 4. Transcript of Records (Certified True Copy) 5. PSA Birth Certificate (original copy) 6. Valid NBI Clearance (original copy) 7. Medical Certificate as to health status from a licensed physician with his/her PRC license number indicated (original copy) 8. Endorsement Letter from 2 former professors *(original copy/ we accept advance copy through email)* 9. Certificate of Employment (if employed, recommendation and	Clients are encouraged to access the application form at the PCHRD website. (http://pchrd.dost.gov.ph). Note: Forms can also be secured at DOST-PCHRD office Requirements 2-10 will be produced and provided by the client.

	permission to take a leave of absence from employer or head of agency while on scholarship) (Original copy) 10. Program of Study/Course Curriculum (if available or to follow) (Photocopy) *Note: Applicants must pass the graduate admission requirements first before applying for a PCHRD Scholarship grant.*			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME Note: Starts upon the receipt of complete requirements	PERSON RESPONSIBLE
1. Submit hard copy of application and other documentary requirements for MD-PhD or MS Molecular Medicine to the PCHRD office Address: Philippine Council for Health Research and Development Department of Science and Technology Executive Lounge, DOST Compound, Bicutan, Taguig City *Note: Requirements submitted through courier will also accepted.*	1.1. Receive and acknowledge submission of application (short-listed) and other documentary requirements thru courier or hand carry for MD-PhD or MS Molecular Medicine	None	1 working day	Senior Science Research Specialist, Institution Development Division
None	1.2. Review and evaluate	None	2 working days	Senior Science Research

	submitted documentary requirements			Specialist, Institution Development Division
None	1.3. Facilitate recommendation for approval through preparation of Memorandum to the Executive Director and inform qualified applicants	None	5 working days	Senior Science Research Specialist, Institution Development Division
2. Scholar will receive a confirmation letter and notice of the Scholarship Agreement signing event	2. Facilitate the conduct of Scholarship Agreement signing	None	16 working days	Senior Science Research Specialist, Institution Development Division
	TOTAL:	**None**	**24 working days**	

5. Online Document Delivery Request

HERDIN PLUS is an online portal that provides free access to full text research of published local health journals through the Online Document Delivery Service. Research articles may include links to full-text content from publisher websites or downloadable at the HERDIN PLUS website.

Office or Division:	Research Information, Communication, and Utilization Division
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	Citizens in need of health research information

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. At least one (1) valid email address (institutional or personal account)	Client may use existing email address or create an email address from any email account provider (e.g. Google, Yahoo, Hotmail etc.) if he/she does not have an existing email address.
2. At least one (1) active account at herdin.ph	Client needs to create an account at http://www.herdin.ph/index.php/login .
3. At least one (1) computer/mobile gadget	Client needs a gadget (smartphone, tablet, desktop, or laptop) and an internet connection to avail of this service. To access HERDIN PLUS, the client may: • Rent computer/laptop at any computer shop
4. At least 3 Mbps Internet access	• Subscribe to internet service provider (e.g., PLDT, Globe, etc.) or use mobile data to access the internet

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME Note: Starts upon the receipt of complete requirements	PERSON RESPONSIBLE
1. Log in at http://www.herdin.ph/index.php/login to request full-text article Note: This service can be accessed remotely using computer/ mobile gadget with internet access at home or anywhere at client's convenience.	1. Monitor system accessibility	None	0 working day	Information Officer and ICT staff, Research Information, Communication, and Utilization Division
2. Search for research articles	2.1. Monitor system accessibility	None	0 working day	Information Officer and ICT staff, Research Information, Communication, and Utilization Division
3. Select research title for full-text request	3.1. Monitor system accessibility	None	0 working day	Information Officer and ICT staff, Research Information, Communication, and Utilization Division
4. Request full-text article	4.1. Acknowledge the full-text article request 4.2. Send the full-text article requested to client's email 4.3. Send customer feedback form	None	3 working days	Information Officer, Research Information, Communication, and Utilization Division

	after service provision			
	TOTAL:	**None**	**3 working days**	

6. HERDIN PLUS Online Searching

HERDIN PLUS is an online portal developed and managed by DOST-PCHRD that provides free and easy access to health and health related research information. Clients may research for topics for free even without an account. It is accessible at http://herdin.ph

Office or Division:	Research Information, Communication, and Utilization Division
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	Citizens in need of health research information

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.One (1) Computer/Mobile Phone/Tablet 2.At least 3 Mbps Internet access	Client needs a gadget (smartphone, tablet, desktop, or laptop) and an internet connection to avail of this service. To access HERDIN PLUS, the client may: • Use his/her own device • Rent computer/laptop at any computer shop • Subscribe to internet service provider (e.g. PLDT, Globe, etc.) or use mobile data to access the internet

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME Note: Starts upon the receipt of complete requirements	PERSON RESPONSIBLE
1.Type http://www.herdin.ph at URL/web address bar in any web browser (e.g. Chrome, Firefox, explorer etc.) Note: This service can be accessed remotely using computer/ mobile gadget with internet access at home or anywhere at client's convenience.	1. Monitor system accessibility	None	0 working day	Information Officer and ICT staff, Research Information, Communication, and Utilization Division
2. Type a word or phrase into the query box	2. Monitor system accessibility	None	0 working day	Information Officer and ICT staff, Research Information,

3. Click on the search button or press the "enter" key	3. Monitor system accessibility	None	10 seconds per keyword search	Information Officer and ICT staff, Research Information, Communication, and Utilization Division
4. Select and print/save articles from search results Clients may send their selected articles to their email address (optional)	4. Monitor system accessibility	None	0 working day	Information Officer and ICT staff, Research Information, Communication, and Utilization Division
5. Email info@pchrd.dost.gov.ph or click Contact us-https://www/herdin.ph/index.php /contact-us if you need assistance	5.Respond to client queries	None	1 working day	Information Officer, Research Information, Communication, and Utilization Division
	TOTAL:	**None**	**1 working day**	

Philippine Council for Health Research and Development

Internal Service

1. Disbursement Process

This process aims to ensure that all eligible PCHRD payees are paid upon receipt of required requirements. This procedure includes payments made including but not limited to new and ongoing R&D projects and programs, transportation, representation, delivery, and honoraria expenses. This covers activities from the preparation of Obligation Request, Disbursement Voucher (DV), receipt of approved DV, processing of payments via online or check, issuance of payments. The Finance and Administrative Division ensures that actual utilization/disbursements and out of cash allocation are in accordance with the existing budgeting, accounting and auditing rules and regulations.

Office or Division:	Finance and Administrative Division
Classification:	Simple
Type of Transaction:	Government to Government
Who may avail:	PCHRD project officers and employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Payments for R/D and S/T Projects **NEW PROJECTS** 1. Photocopy of duly approved and notarized Memorandum of Agreement (MOA) 2. Photocopy of approved Line Item Budget (LIB) 3. Photocopy of Proof of Bank Account Information (applicable to New Institutions/Agencies) 4. Originally signed request of release of Mobilization Fund duly signed by the Project Officer and approved by the Division Chief	Requirements 1-4 will be produced and provided by the client.
ON-GOING & MULTI-YEAR PROJECTS 1. Photocopy of duly approved and notarized Memorandum of Agreement (on-going)	Requirements 1-5 will be produced and provided by the client.

2. Photocopy of duly signed & approved Conforme (multi-year)	
3. Originally signed Certification of Funding Release duly signed by the Project Officer and approved by the Division Chief	
4. Photocopy of Latest Financial Report (FR) with complete signatures *(with stamped received of PCHRD Records)*	
5. Photocopy of Schedule of Accounts Payable, if applicable	
2. Payment and/ or Reimbursement of Transportation and other related Expenses	
Per Diem (Cash Advance) Local Travel	
1. Photocopy of signed Local Travel Order	Requirements 1-3 will be produced and provided by the client.
2. Originally signed duly approved Itinerary of Travel (IOT)	
3. Printed or photocopy of invitation, if applicable	
Foreign Travel	
1. Originally signed duly approved Itinerary of travel (IOT)	Requirements 1-8 will be produced and provided by the client.
2. Photocopy of signed Travel Order/Authority	
3. Printed or photocopy of BSP Exchange Rate	
4. Printed or photocopy of UNDP Rate	
5. Printed or photocopy of Invitation	
6. Photocopy of Memo to ED	
7. Photocopy of LIB	
8. Photocopy of Activity Proposal	

Travel Reimbursement **Local Travel** 1. Photocopy of Signed Local Travel Order 2. Original copy of Certificate of Travel Completed 3. Original copy of Liquidation Report 4. Original copy of Actual IOT 5. Original copy of Duly approved Pre-IOT 6. Photocopy of Boarding Passes 7. Original copy of Certification of Expenses not requiring receipts *(please refer to the attached COA Cir No. 2017-001)* 8. Photocopy of Certificate of Appearance 9. Printed or photocopy of Invitation, if applicable	Requirements 1-9 will be produced and provided by the client.
Foreign Travel 1. Photocopy of signed Travel Authority / Special Order 2. Original copy of Certificate of Travel Completed 3. Original copy of Liquidation Report 4. Original copy of Actual IOT 5. Original copy of Duly approved Pre-IOT 6. Photocopy of Boarding Passes 7. Original copy of Certification of Expenses not requiring receipts *(please refer to the attached COA Cir No. 2017-001)* 8. Photocopy of Certificate of Appearance 9. Printed or photocopy of BSP Exchange Rate 10. Printed or photocopy of UNDP Rate 11. Printed or photocopy of Copy of Invitation 12. Printed or photocopy of Travel Report re the	Requirements 1-12 will be produced and provided by the client.

seminar/conferences attended	
Taxi/Grab/Uber	
1. Original copy of Request for Vehicle stamped with "No Available Vehicle" 2. Original copy of OR / Printed Electronic Receipt 3. Original copy of Justification Note: Justification must be recommended for approval by the Division Chief and approved by Dr. Jaime C. Montoya (Reference: COA Cir No. 96-004-Pertinent amendments pursuant to EO 298 "#3 Only ordinary public conveyance or customary modes of transportation shall be used. Exceptions may be made in meritorious cases as justified by prevailing circumstances.	Requirement 1 is available at FAD-Procurement office. Requirements 2-3 will be produced and provided by the client.
Transportation reimbursement 1. Original copy of Approved Pass slip(s) 2. Original copy of Ticket (ex: bus tickets, if applicable) 3. Original copy of Signed summary total of expenses 4. Original copy of Certification of Expenses not requiring receipts *(please refer to the attached COA Cir No. 2017-001)*	Requirements 1-4 will be produced and provided by the client.
Toll fees/Parking Fees 1. Photocopy of Trip Ticket(s) 2. Original copy of Official Receipt (OR)	Requirement 1 will be produced and provided by the client. Available at FAD-Procurement office.
3. Reimbursement of Communication Expenses and other related expenses **Load Reimbursement** 1. Original copy of Official Receipt (OR) 2. Photocopy of Approved Special Order (SO)	Requirements 1-3 will be produced and provided by the client.

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3. Original copy of Signed receiving report form	
Note: Dates on the Official Receipts must be covered by the months authorized in the Special Order (ex. SO authorizes reimbursement for August 2018 communication expenses-OR must also be dated as of August 2018)	
Postage and Deliveries	Requirements 1 and 2 will be produced and provided by the client.
1. Original copy of Official Receipts (OR) 2. Original copy of Justification when using special couriers (ex. Grab)	
Note: Justification must be recommended for approval by the Division Chief and approved by Dr. Jaime C. Montoya	
4. Payment and/or Reimbursement of Representation expenses	
Meals other than those provided by the Hotels	Requirements 1-4 will be produced and provided by the client.
1. Original copy of Official Receipt/ Invoice/SOA 2. Original copy of Authority to Serve Meals 3. Original copy of Attendance Sheet (Certified True Copy if the Original was already attached to other transaction) 4. Original copy of Minutes of Meeting signed by the Project Officer/ any required output	
Banquet Services of Hotels	Requirements 1-6 will be produced and provided by the client.
1. Original copy of Invoice/ Statement of Account (SOA) 2. Original copy Attendance Sheet 3. Photocopy of Activity proposal 4. Original copy of Contract 5. Original copy of Minutes of Meeting/ any required output 6. Original copy of Purchase Request (PR)	Requirement 7 is available at FAD-Procurement office. Requirement 8 is available at FAD-Accounting office.

7. Original copy of BAC Abstract/ Resolution 8. Original copy of CAF **Function Rooms, Room Accommodations, Banquet Services & other Incidental charges** (Activities, Events, Forums) 1. Original copy of Invoice/ Statement of Account (SOA) 2. Original copy of Attendance Sheet 3. Original copy of Minutes of Meeting / any required output 4. Original copy of Purchase Request (PR) 5. Photocopy of Activity Proposal & LIB 6. Photocopy of Program 7. Original copy of Contract 8. Original copy of CAF 9. Original copy of BAC Abstract/ Resolution	Requirements 1-7 will be produced and provided by the client. Requirement 8 is available at FAD-Accounting office. Requirement 9 is available at FAD-Procurement office.
5. Payments of Consultancy Services **Honoraria-Technical Consultants, Speakers, Moderators, Evaluators, Facilitators** *(based on MC. 001)* 1. Original copy of Authority to Pay Honoraria with Bank Accounts and TIN*) /* Photocopy of Special Order (SO) 2. Original copy of Certification of Service(s) Rendered 3. Photocopy of any required output/Criteria for 4. Photocopy of Evaluation Form signed by the consultant (Separate computation indicating the rendered hours and time duration when using a per hour rate) 5. Photocopy of Attendance Sheet, if applicable	Requirements 1-6 will be produced and provided by the client.

6. Photocopy of Program, if applicable	
Honoraria (Employees)	
Initial Payment (Per Project)	
1. Photocopy of Special Order (SO) based on a **per hour rate** 2. Original copy of Certification of Services Rendered signed by the Division Chief 3. Original copy of Outputs or deliverables per project 4. Original copy of Personnel assigned to project stating the duties and responsibilities 5. Original copy of Expected deliverables per assigned personnel 6. Original copy of Individual accomplishment report with supporting documents	Requirements 1-6 will be produced and provided by the client.
Succeeding Payments (Per Project)	
1. Photocopy of Special Order (SO) based on a **per hour rate** 2. Original copy of Certification of Services Rendered signed by the Division Chief 3. Original copy of Individual accomplishment report with supporting documents	Requirements 1-3 will be produced and provided by the client.
6. Payment for Other Professional Services under Contract of Service	
1. Original copy of BAC Resolution 2. Photocopy of duly approved and notarized contract 3. Original copy of Certification of service(s) rendered 4. Photocopy of required output/deliverables	Requirement 1 is available at FAD-Procurement Office. Requirements 2-4 will be produced and provided by the client.

7. Payments and/ or Reimbursement of Registration Fees in Seminars, Conferences, Conventions and Trainings	
For Payment	
1. Original copy of Billing/ Invoice / SOA 2. Photocopy of invitation 3. Photocopy of Special Order (SO)	Requirements 1-3 will be produced and provided by the client.
For reimbursement	
1. Photocopy of Certificate of Appearance or Participation 2. Photocopy of Special Order 3. Original Official Receipt Note: For seminars, conferences and conventions held by Private Institutions, the allowable Registration fee is not to exceed P2,000.00 per head.	Requirements 1-3 will be produced and provided by the client.
8. Payment for the Awards and Prizes	
1. Original copy of Activity proposal and LIB 2. Photocopy of Special Order (SO) 3. Original copy of Certification of awardees duly signed by the Division Chief 4. Photocopy of Evaluation Ratings Note: Awards and Prizes exceeding P10,000 is taxable at 20%.	Requirements 1-4 will be produced and provided by the client.
9. Equipment Reimbursement	
1. Original Official Receipt 2. Original copy of Purchase Request (PR) 3. Original copy of quotation from 3 suppliers 4. Original copy of Inventory Custodian Slip (ICS) — below	Requirements 1-3 will be produced and provided by the client.

P15, 000.00 / Property Acknowledgement Receipt (PAR)- more than P15, 000.00 5. Original copy of Inspection & Acceptance Report	Requirements 4 &5 are available at FAD-Procurement office.
Purchase thru Property Section & BAC 1. Original copy of Sales Invoice 2. Original copy of Delivery receipt 3. Original copy of Purchase Request (PR) 4. Original copy of Purchase Order	Requirements 1-4 will be produced and provided by the client.
5. Original copy of BAC Abstract/ Resolution 6. Original copy of Property Acknowledgement Receipt (PAR)-more than P15, 000.00 / Inventory Custodian Slip (ICS) — below P15,000.00 7. Original copy of Inspection and Acceptance Report (JAR)	Requirements 5-7 are available at FAD-Procurement office.
10. Payment of Repair and Maintenance 1. Original copy of Official Receipt 2. Original copy of Purchase Request (PR) 3. Original copy of Pre-repair and post-repair inspection report 4. Original copy of BAC Abstract/Resolution, if applicable	Requirements 1-3 will be produced and provided by the client. Requirement 4 is available at FAD-Procurement office.
11. Payments and/ or Reimbursement of Supplies Expenses 1. Original Invoice / Receipt 2. Original copy of Purchase Request (PR) 3. Original copy of canvass of at least 3 suppliers if the amount	Requirements 1-3 will be produced and provided by the client.

is P1,000.00 and *above per transaction of similar item* 4. Original copy of Inventory Custodian Slip, for item below P15, 000.00 with more than one (1) year useful life 5. Original copy of Inspection *(Name and signature of the authorized inspector with inspection date)*	Requirements 4-5 are available at FAD-Procurement office.
12. Petty Cash Fund Replenishment 1. Original copy of duly accomplished and approved Petty Cash Voucher (PCV) for every transaction 2. Documentary requirements as specified in the above transactions 3. Original copy of report on paid petty cash vouchers with period covered Note: Payments out of PCF is allowed only for amounts not exceeding P15,000.00 for each transaction. The PCF shall be replenished as soon as disbursements reach at least 75%, or as need arises. References: COA Circular No. 2012-001 dated June 14, 2012 COA Circular No. 96-004 dated April 19, 1996 COA Circular No. 2017-001dated June 19, 2017 PCHRD S.O. No. 487: PCHRD Guideline Rates for Venues, Meals and Room Accommodation	Requirements 1-3 will be produced and provided by the client.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME Note: Starts upon the receipt of complete requirements	PERSON RESPONSIBLE
1.Submit one (1) copy of each documentary requirements for payment transactions Note: Clients need to submit the hardcopy of the	1.1. Receive documents and check the completeness and accuracy of required documentary	None	1 working day	Budget Officer, Finance and Administrative Division

	requirements depending on the transactions. If incomplete, papers will be returned to the end-user 1.2. Prepare and process Obligation Request and Status			
requirements to the PCHRD FAD office.				
None	1.3. Process disbursement Voucher and record the transactions in e-NGAS Database	None	1 working day	Accountant, Finance and Administrative Division
None	1.4. Process LDDAP and prepare Checks and ADAs for issuance	None	1 working day	Cashier, Finance and Administrative Division
	TOTAL:	**None**	**3 working days**	

VI. Feedback and Complaints Mechanism

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send feedback	**Pen and Paper** Feedback forms are available at the PCHRD office. Accomplished feedback forms can be dropped at the suggestion box available at the information desk. **Online** Clients may give their feedback at feedback.pchrd.dost.gov.ph or send an email at feedback@pchrd.dost.gov.ph .
How feedback is processed	All feedback received are validated through the feedback and complaints validation checklist. Feedback that is valid and needs action are forwarded to concerned division. The concerned division will act upon the feedback within 7 working days. Client Relations Committee will monitor the effectiveness of action taken.
How to file complaints	**Pen and Paper** Feedback forms are available at the PCHRD office. Accomplished feedback forms can be dropped at the suggestion box available at the information desk. **Online** Clients may give their feedback at feedback.pchrd.dost.gov.ph or send an email at feedback@pchrd.dost.gov.ph .
How complaints are processed	All valid complaints are forwarded to the concerned division and should be addressed within 15 working days upon receipt. PCHRD will inform the client of the action taken regarding his/her complaint. If the client is not satisfied with the action taken, the client may file an appeal, 5 working days upon receipt of the complaint result. Appeal will be escalated to top management for action. If client is satisfied with the action taken, complaint is tagged as resolved.
Contact information	PCHRD hotline: (02) 88372924

	Email: info@pchrd.dost.gov.ph Website: pchrd.dost.gov.ph
	Anti-Red Tape Authority (ARTA) hotline: (02) 8478-5091 | 8478-5093 | (02) 8478-5099 Email: info@arta.gov.ph Website: arta.gov.ph Civil Service Commission (CSC) hotline: (02) 8931-8092 | 8931-7939 | 8931-7935 Email: email@contactcenterngbayan.gov.ph Website: csc.gov.ph Presidential Complaint Center (PCC) hotline: (02) 8736-8645 | 8736-8603 | 8736-8629 | 8736-8621 Email: pcc@malacanang.gov.ph Website: op-proper.gov.ph

VII. Office location

Office	Address	Contact Information
Philippine Council for Health Research and Development	Saliksik Bldg., Kasarinlan St., Department of Science and Technology (DOST) Compound, Gen. Santos Avenue, Bicutan, Taguig City	(02) 88372924 info@pchrd.dost.gov.ph feedback@pchrd.dost.gov.ph