

1. WEBSITE ADMINISTRATION

This describes the procedures in the uploading of publications on the Division's website.

Office or Division:	ICT Unit			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	SDO Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Email Request for Posting 2. Issuances 3. Articles		Records Section		
4. Email Request for Posting 5. Issuances 6. Bidding Documents 7. Invitation to Bid 8. Notice of Award 9. Notice to Proceed		Bids and Awards Committee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receipt of email request	Verify the documents for uploading	None	5-10 minutes	IT Officer
	Upload the documents on the Division website	None	5-15 minutes	IT Officer or Staff
	Recording of uploaded documents in the Website Administration Log Sheet	None	5-10 minutes	IT Officer or Staff
TOTAL:			35 minutes	