

Citizen's Charter



2. Vision Screening Kit Distribution

Description of the Service: Describe how the vision screening kits are distributed to different public and private schools around the Philippines

Office or Division	National Institutes of Health - Philippine Eye Research Institute
Classification	Distribution of Vision Screening Kits for the National Vision Screening Program Highly Technical
Type of Transaction	Government to Government – DOH / DepEd / Public and Private School
Who may Avail	Public and Private School / DOH / DepEd

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Purchase Order	1. Requesting Agency
2. Memorandum of Agreement	2. PERI

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends Purchase Order	1.1 Receives Purchase Order	N/A	3mins	Requesting Agency
	1.2 Draft Memorandum of Agreement	N/A	10mins	PERI NVSP Staff Administrative Officer V
2. Receives Memorandum of Agreement	2.1 Send memorandum of agreement	N/A	3mins	PERI NVSP Staff AO V
3. Sends Signed Memorandum of Agreement	3.1 Receives signed Memorandum of Agreement	N/A	5 days	Courier Service
	3.2 Signed by Director	N/A	5 days	PERI Director
	3.3 Memorandum of Agreement is sent to the Office of the Chancellor for signature	N/A	5 days	Chancellor
	3.4 Receives signed Memorandum of Agreement from Chancellor	N/A	5mins	PERI NVSP Staff AO V
	3.5 Purchase Order signed by Director	N/A	5 Days	PERI Director
	3.6 Delivery of Items	P3,000/kit	5 Days	PERI NVSP Staff
TOTAL		P3,000/Kit	25 Days and 21 mins	