ISSUANCE OF SAFETY ENGINEER'S OR SAFETY INSPECTOR'S PERMIT FOR SSCMP/COC PROJECTS

Processing Time : 11 Calendar Days

NOTE:

For SSCMP Project Applications:
All Projects from the Mindanao Region
- Evaluator : MFO – ERDUD
- Payment validation : MFO Collecting Officer
- Uploading of the Official Receipt : MFO Collecting Officer

All Projects from the Visayas Region
- Evaluator : VFO – ERDUD
- Payment validation : VFO Collecting Officer
- Uploading of the Official Receipt : VFO Collecting Officer

All Projects from the Luzon Region
- Evaluator : CNMD
- Payment validation : Treasury Division
- Uploading of the Official Receipt : Treasury Division

For COC Project Applications:
All Projects – directed to CNMD

START

Applicant Chooses a Project from the List in EVOSS associated to the Company

Project Record found in EVOSS? — NO → **Applicant won't be able to submit an application in EVOSS**

YES

Applicant submits through the EVOSS System the complete Set of Documentary Requirements

(1) EVOSS System notifies the Concerned Unit through a system generated email notification of the submitted application

(1) Concerned Unit checks the completeness and consistency of the submission within **three (3) working days**

Acted within 3 Working Days? — NO → **(1.1) EVOSS System** generates Deemed Complete Certificate

YES

(2) EVOSS System notifies the **Applicant** and the **Concerned Unit** thru a system generated email notification on the issuance of Deemed Complete Certificate

Complete? — NO → **(2) Concerned Unit** uploads the Rejection Letter signed by the **Concerned Director** due to incomplete submission **within 3 calendar days**

(3) EVOSS System notifies the **Applicant** thru a system generated email notification on the rejection of the submitted application

EVOSS System sets the time to COMPLETE and ENDS the Workflow

END

YES

(3) Concerned Unit uploads the Order of Payment and encodes the Serial No. **within 1 working day**

(4) EVOSS System notifies the **Applicant** and **Treasury Division or Concerned Collecting Officer** thru a system generated email notification to pay the processing fee within 3 working days

(4) Applicant pays the application/processing fee **within 3 working days***

Paid? — NO → **(2.1) Concerned Unit** uploads the Rejection Letter signed by the **Concerned Director** due to incomplete submission **within 3 calendar days**

(5/5A) EVOSS System notifies the **Applicant**, and **Treasury Division or Concerned Field Collecting Officer** of the cancellation due to non payment

EVOSS System sets the time to COMPLETE and ENDS the Workflow

END

YES

(6) EVOSS System notifies **Treasury Division or Concerned Collecting Officer and Concerned Unit** thru a system generated email notification on the payment of the processing fee

(5) Treasury Division or Concerned Field Office Collecting Officer validates the proof of payment **within 1 working day**

Valid? — NO → **(7)** EVOSS System notifies the **Applicant** and **Concerned Unit** thru a system generated email notification of the invalid payment

(2.2) Concerned Unit uploads the Rejection Letter signed by the **Concerned Director** due to incomplete submission **within 3 calendar days**

(8) EVOSS System notifies the **Applicant**, and **Treasury Division or Concerned Field Collecting Officer** of the cancellation due to invalid payment

EVOSS System sets the time to COMPLETE and ENDS the Workflow

END

YES

(5.1) Treasury Division or Concerned Field Office Collecting Officer uploads the Official Receipt and encodes the OR Number **within 1 working day**

(10) EVOSS System notifies the **Applicant and Concerned Unit** thru a system generated email notification of the uploaded Official Receipt

EVOSS System creates the deliverable in the System
Start of Day 1
(1/11)

(7) Concerned Unit conducts Technical Evaluation of the submitted application **within 5 calendar days**

Still within 11 Calendar Days? — NO → **(7.1) EVOSS System** issues Deemed Approved Certificate

(11) EVOSS System notifies the **Applicant** and **Concerned Unit** thru a system generated email notification on the issuance of Deemed Approved Certificate

EVOSS System sets the time to COMPLETE and ENDS the Workflow

END

YES

Qualified? — NO → **(8) Concerned Unit** disapproves the application and uploads the **Disapproval Letter** signed by the **Concerned Director** within 3 calendar days

(12) EVOSS System notifies the **Applicant** thru a system generated email notification on the rejection of the submitted application

EVOSS System sets the time to COMPLETE and ENDS the Workflow

END

YES

(9) Concerned Director reviews the endorsed application
within 5 calendar days
Note: Concerned unit to update the system

Still within 11 Calendar Days? — NO → **(9.1) EVOSS System** issues Deemed Approved Certificate

(13) EVOSS System notifies the **Applicant** and **Concerned Unit** thru a system generated email notification on the issuance of Deemed Approved Certificate

EVOSS System sets the time to COMPLETE and ENDS the Workflow

END

YES

Approved? — NO → **(10) Concerned Unit** disapproves the application with a Letter signed by the signed by the **Concerned Director** within 3 calendar days

(14) EVOSS System notifies the **Applicant** thru a system generated email notification on the disapproval of the submitted application

EVOSS System sets the time to COMPLETE and ENDS the Workflow

END

YES

(11) Concerned Unit uploads the signed and approved Safety Engineer's/Inspector's Permit **within 1 Calendar Day**

Still within 11 Calendar Days? — NO → **(11.1) EVOSS System** issues Deemed Approved Certificate

(15) EVOSS System notifies the **Applicant** and **Concerned Unit** thru a system generated email notification on the issuance of Deemed Approved Certificate

EVOSS System sets the time to COMPLETE and ENDS the Workflow

END

YES

(16) EVOSS System notifies the **Applicant** thru a system generated email notification of the Approved Safety Engineer's/Inspector's Permit

EVOSS System sets the time to COMPLETE and ENDS the Workflow

END