



# ANNEX 2

## NTRC RELEVANT INTERESTED PARTIES AND THEIR REQUIREMENTS

**Document Reference Code**  
NTRC-QMS-ANNEX-002

**Revision No.**  
0

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DIVISIONS	RELEVANT INTERESTED PARTIES	REQUIREMENTS (NEEDS AND EXPECTATIONS)	QMS PROCESSES TO ADDRESS REQUIREMENTS	PROCESS OWNERS
<b>Technical Branches</b>	<ul style="list-style-type: none"> <li>• DOF</li> <li>• Congress</li> <li>• Other Government Agencies/Instrumentalities</li> <li>• Educational Institutions</li> <li>• Local Government Units</li> <li>• International Organizations</li> <li>• Private Sector</li> <li>• General Public</li> </ul>	<ul style="list-style-type: none"> <li>• Tax Studies</li> <li>• Comments/Revenue Estimates of Proposed Tax Measures.</li> <li>• Assessment of Tax Legislation and Issuances</li> <li>• Tax Journals and Other Publications</li> <li>• Technical Assistance</li> </ul>	<ul style="list-style-type: none"> <li>• Research Process</li> <li>• Publication Process</li> <li>• Technical Assistance Process</li> <li>• Website Administration Process</li> </ul>	<ul style="list-style-type: none"> <li>• Technical Branches</li> <li>• PCB</li> <li>• IT Unit</li> </ul>
<b>Fiscal Incentives Branch (FIB) (FIRB Secretariat)</b>	<ul style="list-style-type: none"> <li>• GOCCs/Commissaries</li> <li>• FIRB and Technical Committee</li> <li>• Congress/Executive Department</li> <li>• UP Law Center ONAR</li> <li>• Private Sector</li> <li>• General Public</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation of applications for tax subsidy</li> <li>• Issuance of FIRB Resolutions and CES</li> <li>• Technical Assistance</li> <li>• Facilitation of FIRB meetings</li> <li>• Provision of copies of FIRB Issuances, Resolutions and Reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Tax Subsidy Process</li> <li>• Technical Assistance Process.</li> <li>• Transmittal of Documents Process</li> </ul>	<ul style="list-style-type: none"> <li>• FIB</li> <li>• Administrative Division</li> </ul>
<b>Special Research and Technical Services Branch (SRTSB) (Secretariat to the Task Force on Fees)</b>	<ul style="list-style-type: none"> <li>• NGAs and Instrumentalities</li> <li>• Task Force on Fees and Charges</li> <li>• Private Sector</li> </ul>	<ul style="list-style-type: none"> <li>• Comments on proposals on fees.</li> <li>• Response to queries on fees.</li> <li>• Technical assistance</li> <li>• Transmittal of signed evaluation paper to requesting NGAs</li> </ul>	<ul style="list-style-type: none"> <li>• Research Process</li> <li>• Technical Assistance Process</li> <li>• Transmittal of Documents Process</li> </ul>	<ul style="list-style-type: none"> <li>• SRTSB</li> <li>• Administrative Division</li> </ul>
<b>Planning and Coordinating Branch (PCB)</b>	<ul style="list-style-type: none"> <li>• DOF</li> <li>• Congress</li> <li>• Other Government Agencies/Instrumentalities</li> <li>• Educational Institutions</li> <li>• Local Government Units</li> <li>• International Organizations</li> <li>• Private Sector</li> <li>• General Public</li> <li>• NTRC Officials and Employees</li> </ul>	<ul style="list-style-type: none"> <li>• Tax Journals and Other Publications</li> <li>• Technical Assistance (Reports to PCW, DBM, COA, DOF)</li> <li>• Transmittal/Provision of studies/publications to concerned agencies/entities</li> </ul>	<ul style="list-style-type: none"> <li>• Coordination and Monitoring Process</li> <li>• Transmittal of Documents Process</li> </ul>	<ul style="list-style-type: none"> <li>• PCB</li> <li>• Administrative Division</li> </ul>
	<ul style="list-style-type: none"> <li>• Printing Press/Publishing Companies</li> </ul>	<ul style="list-style-type: none"> <li>• Product specifications</li> <li>• Cost of Printing</li> <li>• Contract</li> </ul>	<ul style="list-style-type: none"> <li>• Publication Process</li> </ul>	<ul style="list-style-type: none"> <li>• PCB</li> </ul>



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DIVISIONS	RELEVANT INTERESTED PARTIES	REQUIREMENTS (NEEDS AND EXPECTATIONS)	QMS PROCESSES TO ADDRESS REQUIREMENTS	PROCESS OWNERS
AFB	• COA, DBM and DOF	• Financial information	• Financial Statements Process	• Accounting and Budget Division
	• GSIS, PHIC and Pag-IBIG	• Remittance of premiums and loan payments.	• Remittance Process	• Accounting Division
	• CSC • CESB	• Report of Appointment Issued • Report of Ascension and Separation • Occupancy Report for Third Level Position	• CSC Report Process • CESB Report Process	• HR Division
	• BIR	• Remittance of payments and filing of tax returns	• Remittance Process	• Accounting Division
	• NTRC Officials and Employees	• Preparation of payrolls and vouchers, etc. • Training and Development • Copies of the Approved IPCRs	• Payroll Process • Learning and Development Process • Performance Rating Process	• HR Division
	• Educational Institutions	• On the Job Training of Students	• Training Process (refer to NTRC Citizens Charter)	• HR Division
	• Employees/Researchers/Students	• Books, reference and other reading materials.	• Library Process (refer to NTRC Citizen's Charter)	• Library Unit
	• NTRC Officials and Employees	• Issuance of supplies • Approval of Purchase Request/Petty Cash Voucher • Request for Repair and Maintenance • Troubleshooting of IT equipment • GovMail Account Management	• Issuance of Supplies Process • Management of Petty Cash Fund Process • Repair Maintenance Process • Troubleshooting Process • GovMail Account Management Process	• Administrative Division • IT Unit
	• Suppliers (PS-DBM & Others)	• Purchase Order (PO)/Service Order (SO) • Payment of invoices	• Purchasing Process • Payment Process	• Administrative Division