## ANNEX 2
### NTRC RELEVANT INTERESTED PARTIES AND THEIR REQUIREMENTS

<table>
<thead>
<tr>
<th>DIVISIONS</th>
<th>RELEVANT INTERESTED PARTIES</th>
<th>REQUIREMENTS (NEEDS AND EXPECTATIONS)</th>
<th>QMS PROCESSES TO ADDRESS REQUIREMENTS</th>
<th>PROCESS OWNERS</th>
</tr>
</thead>
</table>
| **Technical Branches** |  • DOF  
  • Congress  
  • Other Government Agencies/Instrumentalities  
  • Educational Institutions  
  • Local Government Units  
  • International Organizations  
  • Private Sector  
  • General Public |  • Tax Studies  
  • Comments/Revenue Estimates of Proposed Tax Measures.  
  • Assessment of Tax Legislation and Issuances  
  • Tax Journals and Other Publications  
  • Technical Assistance |  • Research Process  
  • Publication Process  
  • Technical Assistance Process  
  • Website Administration Process |  Technical Branches  
  PCB  
  IT Unit |
| **Fiscal Incentives Branch (FIB) (FIRB Secretariat)** |  • GOCCs/Commissaries  
  • FIRB and Technical Committee  
  • Congress/Executive Department  
  • UP Law Center ONAR  
  • Private Sector  
  • General Public |  • Evaluation of applications for tax subsidy  
  • Issuance of FIRB Resolutions and CES  
  • Technical Assistance  
  • Facilitation of FIRB meetings  
  • Provision of copies of FIRB Issuances, Resolutions and Reports. |  • Tax Subsidy Process  
  • Technical Assistance Process. |  FIB  
  Administration Division |
| **Special Research and Technical Services Branch (SRTSB) (Secretariat to the Task Force on Fees)** |  • NGAs and Instrumentalities  
  • Task Force on Fees and Charges  
  • Private Sector |  • Comments on proposals on fees.  
  • Response to queries on fees.  
  • Technical assistance  
  • Transmittal of signed evaluation paper to requesting NGAs |  • Research Process  
  • Technical Assistance Process  
  • Transmittal of Documents Process |  SRTSB  
  Administration Division |
| **Planning and Coordinating Branch (PCB)** |  • DOF  
  • Congress  
  • Other Government Agencies/Instrumentalities  
  • Educational Institutions  
  • Local Government Units  
  • International Organizations  
  • Private Sector  
  • General Public  
  • NTRC Officials and Employees  
  • Printing Press/Publishing Companies |  • Tax Journals and Other Publications  
  • Technical Assistance (Reports to PCW, DBM, COA, DOF)  
  • Transmittal/Provision of studies/publications to concerned agencies/entities |  • Coordination and Monitoring Process  
  • Transmittal of Documents Process |  PCB  
  Administration Division |
|  |  • Product specifications  
  • Cost of Printing  
  • Contract |  • Publication Process |  PCB |
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<th>QMS PROCESSES TO ADDRESS REQUIREMENTS</th>
<th>PROCESS OWNERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFB</td>
<td>• COA, DBM and DOF</td>
<td>• Financial information</td>
<td>• Financial Statements Process</td>
<td>• Accounting and Budget Division</td>
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<tr>
<td></td>
<td>• GSIS, PHIC and Pag-IBIG</td>
<td>• Remittance of premiums and loan payments.</td>
<td>• Remittance Process</td>
<td>• Accounting Division</td>
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<tr>
<td></td>
<td>• CSC</td>
<td>• Report of Appointment Issued</td>
<td>• CSC Report Process</td>
<td>• HR Division</td>
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<tr>
<td></td>
<td>• CESB</td>
<td>• Report of Ascension and Separation</td>
<td>• CESB Report Process</td>
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<td>• Occupancy Report for Third Level Position</td>
<td>• Accounting Division</td>
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<td>• BIR</td>
<td>• Remittance of payments and filing of tax returns</td>
<td>• Remittance Process</td>
<td>• Accounting Division</td>
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<td>• NTRC Officials and Employees</td>
<td>• Preparation of payrolls and vouchers, etc.</td>
<td>• Payroll Process</td>
<td>• HR Division</td>
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<td>• Training and Development</td>
<td>• Learning and Development Process</td>
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<td>• Copies of the Approved IPCRs</td>
<td>• Performance Rating Process</td>
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<td>• Educational Institutions</td>
<td>• On the Job Training of Students</td>
<td>• Training Process (refer to NTRC Citizens Charter)</td>
<td>• HR Division</td>
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<td>• Employees/Researchers/Students</td>
<td>• Books, reference and other reading materials.</td>
<td>• Library Process (refer to NTRC Citizen’s Charter)</td>
<td>• Library Unit</td>
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<tr>
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<td>• NTRC Officials and Employees</td>
<td>• Issuance of supplies</td>
<td>• Issuance of Supplies Process</td>
<td>• Administrative Division</td>
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<tr>
<td></td>
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<td>• Approval of Purchase Request/Petty Cash Voucher</td>
<td>• Management of Petty Cash Fund Process</td>
<td>• IT Unit</td>
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<td>• Request for Repair and Maintenance</td>
<td>• Repair Maintenance Process</td>
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<td>• Troubleshooting of IT equipment</td>
<td>• Troubleshooting Process</td>
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<td>• GovMail Account Management</td>
<td>• GovMail Account Management</td>
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<td>• Suppliers (PS-DBM &amp; Others)</td>
<td>• Purchase Order (PO)/Service Order (SO)</td>
<td>• Purchasing Process</td>
<td>• Administrative Division</td>
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<td>• Payment of invoices</td>
<td>• Payment Process</td>
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