

## GOVERNMENT ARSENAL-DND

### Manufacture and Issuance of Small Arms Ammunition (SAA) for/to the Armed Forces of the Philippines (AFP)

Step	Applicant/Client	Activity	Duration of Activity	Person/Office in Charge	Fees	Form/Required Documents	Remarks
1	Meets GA Staff	<p>Discusses with the AFP Staff ammunition production workload</p> <p>Procures direct and indirect materials for manufacture of SAA</p> <p>Provides toolings, technical supports and does production research and development</p> <p>Manufactures the different ammunition components</p> <p>Assemble ammunition components into finished cartridges</p> <p>Conducts in-process and final acceptance testing</p> <p>Packing of ammunition</p> <p>Provides/develops manpower</p>	Whole year	<p>Superintendent, Planning &amp; Logistics Division</p> <p>Planning &amp; Logistics Division</p> <p>Engineering Division</p> <p>Case &amp; Bullet and Explosives Division</p> <p>Cartridge Assembly and Packaging Division</p> <p>Quality Assurance Division</p> <p>Cartridge Assembly and Packaging Division</p> <p>Administrative Division</p>	-	Notice of meeting from the Chief of Staff, AFP (CSAFP)	Meeting schedule and venue is as per notice from AFP

		Seeks for the needed budget from DBM to support the annum procurement		Finance and Management Division			
2	Issues Letter of Instruction (LOI), Letter Orders and Directives	Prepares RIV and tally-out	Upon receipt of AFP directive/notice	Planning & Logistics Division	-	AFP Notice/Directive	AFP notice/directive must indicate the following: Distribution of rounds of SAA to the different AFP major services Information as follows: o Date of Hauling o Type/Lot # of SAA o Quantity (# of rounds) o # of wooden boxes o Name of SAO,GHQ, AFP o # of hauling trucks Names of military officers and men of the hauling team
		Recommends release of SAA using said forms		Superintendent, Planning & Logistics Division	-	Tally-out RIS	
		Certifies that the SAA have been accepted for release		Superintendent, Quality Assurance Division	-		
		Approves the release		Director, Arsenal	-		

3	-Presents to GA Main Gate the hauling documents for entry to GA premises and the list of officers and men of the team -Deposits all guns at the designated AFP vehicle before entry.	Inspects the hauling documents and checks the names of the hauling team Coordinates with the Chief, Property Management Section, Planning and Logistics Division	30 minutes before entry to the Main Gate	Guard on Duty, GASSO	-	Hauling Documents List of names of the hauling team	AFP vehicle designated as depository vehicle of all guns shall be parked outside the Main Gate of GA. Guns are strictly prohibited inside the GA premises.
4	SAO, GHQ, AFP witnesses the loading of SAA to hauling vehicles	Facilitates/checks the loading of SAA to AFP hauling vehicles		Chief, Property Management Section/ Mr Renato Aldovino	-		
5	SAO, GHQ, AFP receives and signs the tally out and RIS forms	Releases the SAA		SAO, GA/C, PMS, PLD	-		
6	Show the releasing papers to Main Gate	Releases the hauling team		Guard on Duty, GASSO	-		

## GOVERNMENT ARSENAL-DND

Testing of Small Arms Ammunition (SAA)  
As requested by AFP, PNP and other agencies

Step	Applicant/Client	Activity	Duration of Activity	Person/Office in Charge	Fees	Form/ Required Documents	Remarks
1	Forwards request for testing, addressed to the Director, GA	GA formally acknowledges the request, informing the client of testing schedule	Two (2) days after receipt of the request	Quality Assurance Division		Letter request	Request must indicate the number of lots, caliber, type and projectile model of SAA
2	Undertakes discussion with GA prior to testing schedule	GA meets the client to discuss test details and standards to be applied	One (day)	Supt, Quality Assurance Division		Product specs and standards adopted by the client	
3	Submits testing sample	Receives testing samples Conducts testing of SAA Prepares the billing statement Sends the billing statement thru fax or e-mail Transmits original copy	One (1) week upon receipt of test samples  1 hour upon receipt of test result from QAD  Three (3) days after receipt of billing statement	Quality Assurance Division  Finance and Management Division  GAMMLO Personnel		Results of test conducted  Test Result	Request for billing from QAD
4	Returns to GA and pays the testing fee	Processes payment and issues official receipt	2 minutes	Finance Section	P 20,000.00 per lot	Billing Statement	Fees vary on labor, material and equipment costs

## GOVERNMENT ARSENAL-DND

Medical Services: Emergency Treatment

Schedule of Availability

Monday – Sunday

24-hour service

Dental, Laboratory and X-Ray Services

Monday – Friday during office hours

WHO MAY AVAIL OF THE SERVICES: 1. Arsenal Civilian/Military Personnel and their Dependents below 21 years old (Free of charge; 21 years old and above are charged at discounted rates)  
2. Non-Arsenal Personnel (mostly residing in nearby barangays and barrios)

HOW TO AVAIL OF THE SERVICES:

Step	Applicant/Client	Activity	Duration of Activity	Person/Office in Charge	Fees	Form/ Required Documents	Remarks
1	Proceeds to the emergency room for emergency treatment	Obtains patient's data, takes and records vital signs and refers patient to Medical Officer	5 minutes	Emergency Room (ER) Nurse/s on duty		OPD Medical Record	
		Examines patient Gives immediate resuscitative measures (if vital signs are absent)	1 hour	Medical Officer on Duty (MOD)	P50.00 P0.30 /psi oxygen		
		Writes and signs admitting orders and notifies ward (if patient is for admission)	15 minutes			Admission record	
		Prepares referral form if patient is for transfer to other hospital for further management	15 minutes			Referral form Trip ticket	
		Writes order on the patient's chart for immediate work-up, CBC/urinalysis or special procedures (if patient is for surgery)	5 minutes			Prescription Pad/Laboratory Request form	

## GOVERNMENT ARSENAL-DND

Medical Services: Admission  
 Schedule of Availability  
 Monday – Sunday  
 24-hour service

WHO MAY AVAIL OF THE SERVICES: 1. Arsenal Civilian/Military Personnel and their Dependents below 21 years old (Free of charge; 21 years old and above are charged at discounted rate)  
 2. Non-Arsenal Personnel (mostly residing in nearby barangays and barrios)

HOW TO AVAIL OF THE SERVICES:

Step	Applicant/Client/Patient	Activity	Duration of Activity	Person/Office in Charge	Fees	Form/Required Documents	Remarks
1	Presents self for admission	Admits for confinement Makes necessary interview for personal data and chief complaints Records to the admission logbook Accomplishes the admission form Carries out doctor's order; render patient's case and vital signs monitoring; refers laboratory results to MOD Accomplishes nurse's notes and makes necessary endorsement	5 minutes  2 minutes  15 minutes 1 hour  10 minutes	Admitting staff		Admission form Prescription pad Laboratory request form	
2	Prepares for discharge	Endorses medical record chart to billing section and gives home medication instructions and health teachings	20 minutes	Releasing staff		Medical record	
3	Pay bills	Processes payment and issues official receipt	5 minutes	Ms Ma. Teresa Santos	See attached hospital fees and charges	Discharge slip	

## GOVERNMENT ARSENAL-DND

Medical Services: Outpatient Department

Schedule of Availability

Monday – Friday

8:00AM to 5:00PM

WHO MAY AVAIL OF THE SERVICES: 1. Arsenal Civilian/Military Personnel and their Dependents below 21 years old (Free of charge; 21 years old and above are charged at discounted rates))

2. Non-Arsenal Personnel (mostly residing in nearby barangays and barrios)

HOW TO AVAIL OF THE SERVICES:

Step	Applicant/Client/Patient	Activity	Duration of Activity	Person/Office in Charge	Fees	Form/Required Documents	Remarks
1	Secures I.D. and OPD chart at the Records Room.	Issues the I.D. and the OPD chart	2 minutes	Ms Estrella Crisostomo	-	OPD Record	
2	Forwards OPD chart to Emergency Room and gets subjected to physical examination.	Receives the OPD chart; gets vital signs; records findings on the OPD chart; turns-over to Medical Officer on Duty (MOD)	2 minutes	OPD Nurse	P50.00	ID OPD Chart	
		Gives prescription and instructions, if for medical care	5-10 minutes	MOD		Prescription pad	
		Gives orders for the laboratory, ECG or X-ray examination and refers to OPD nurse, if for work-up	5 minutes	MOD		Laboratory Request form	
3	Proceeds to laboratory for work-up, gets result/s thereof then returns back to MOD	Receives work-up result/s and gives prescription and instructions.	15 minutes	MOD		Prescription pad	
		Accomplishes Doctor's Order sheet and Admitting History Sheet	15 minutes	MOD		Admission form	
		Carries out doctor's stat orders and	5-10	OPD Nurse		OPD Record	

		endorses to ward nurse	minutes				
		Records observations, impression, diagnosis and treatment rendered on the OPD chart	10 minutes	MOD		Admission form	
		Files the recorded information on the OPD chart	2 minutes	Records Filing Clerk		Patient Medical Record	
4	Proceeds to billing section and pays consultation fee	Processes payment issues official receipt	1 minute	Ms Ma. Teresa Santos		Official receipt	



## GOVERNMENT ARSENAL-DND

Dental Service  
 Schedule of Availability  
 Monday – Friday  
 8:00AM – 5:00PM

WHO MAY AVAIL OF THE SERVICES: 1. Arsenal Civilian/Military Personnel detailed at the camp and their Dependents are entitled to free dental health care services such as dental consultation, oral prophylaxis, tooth extraction, tooth fillings, dental x-ray, root canal treatment and denture repair.  
 2. Non-Arsenal individuals/patients could be accommodated at reasonable fees.

HOW TO AVAIL OF THE SERVICES:

Step	Applicant/Client/Patient	Activity	Duration of Activity	Person/Office in Charge	Fees	Form/ Required Documents	Remarks
1	Secures dental records at the Dental Clinic.	Accomplished and makes necessary entries in the dental record	5 minutes	Ms Michelle Gaspar		Dental Record Form	
2	Presents himself/herself to the dentist while statement of account is being prepared.	Attends to patient and makes necessary dental procedures needed/Prepares statement of account	30 minutes to 1 hour	Dr Angelica Maria T Maraon/Ms Ma. Teresa Santos		Dental Record form/Statement of Account	
3	Pays dental fee	Processes payment and issues official receipt	2 minutes	Ms Ma. Teresa Santos		Official receipt	
4	Presents prescription to the pharmacy	Gives the prescribed medicines	5 minutes	Ms Luz Roque		Prescription	

## GOVERNMENT ARSENAL-DND

Laboratory Services  
 Schedule of Availability  
 Monday – Friday  
 8:00AM – 5:00PM

WHO MAY AVAIL OF THE SERVICES: Arsenal Civilian/Military Personnel and their Dependents, Military Officers and Men of 165 PNP Mobile Group, Non-Arsenal Personnel (mostly residing in nearby barangays and barrios)

HOW TO AVAIL OF THE SERVICES:

Step	Applicant/Client/ OPD Patient	Activity	Duration of Activity	Person/Office in Charge	Fees	Form/ Required Documents	Remarks
1	Asks for the schedule  <i>(Note: emergency cases and those confined are immediately attended)</i>	Informs schedule of test Gives preparatory instructions	5-10 minutes	Ms Marigae Krista Monilla		Request from the Physician	
<b>Blood Chemistry</b>							
2	-Proceeds to laboratory -Hands over required specimen -Observes fasting requirement (at least 6-8 hours before blood collection)	Receives sample Conduct the test	3 hours	Ms Marigae Krista Monilla	See attach ed price list/ fees	Blood chemistry result form	
<b>Urinalysis/Fecalalysis</b>							
2	-Collects urine sample -Submits to laboratory	Receives sample Conduct the test	10-15 minutes	Ms Marigae Krista Monilla	P 42.00		Urine sample must be at least 5ml in a clean, sterilized bottle

							Submission must not be more than 1 hour after the collection of sample. A mid-stream catch of sample is preferable.
	Collects stool sample	Receives sample Conduct the test	10-15 minutes	Ms Marigae Krista Monilla	P30.00	Fecalysis result form	Sample must be in a wide-mouth sterilized bottle. Submission must not be more than 1 hour after the collection.

**Hematology/Serology**

2	Presents himself/herself to laboratory for cbc, platelet count and hematological procedures	Conducts the procedure	30-40 minutes	Ms Marigae Krista Monilla	cbc P72.00 pH P54.00 Hgb/hct P30.00		Blood for cbc, platelet count, and hematological procedures must be at least 1 ml For widal test, at least 3 ml
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**Radiology and ECG Services**

2	Presents request	Informs schedule of examination for Annual Physical Check-up (APE) of personnel and gives necessary instructions	5 minutes	Ms Mariquita Guila	See attached fees	X-Ray request form ECG request form X-ray Result form ECG tracing	
	Gets ready for examination	Performs examination immediately after receiving the request for in-patient, emergency and diagnostic cases	20-30 minutes				
		Performs special examination such as KUB/IVP	2 hours			X-Ray request form X-ray result	

	Secures the examination result	releases the examination result				form	
3	Waits for the statement of account	Secures statement of account from the billing section	2 minutes	Ms Ma. Teresa Santos		Statement of account	
4	Pays bill	Processes payment and issues official receipt	2 minutes	Ms Ma. Teresa Santos		Official receipt	

## GOVERNMENT ARSENAL-DND

On-the-Job-Training  
(as part of school requirement)

WHO MAY AVAIL OF THE SERVICES: Students who are direct dependents or close relatives of GA employees

HOW TO AVAIL OF THE SERVICES:

Step	Applicant/Client	Activity	Duration of Activity	Person/Office in Charge	Fees	Form/ Required Documents	Remarks
1	Submits request personally or thru e-mail	<p>Receives the request Interviews and gives information/instructions</p> <p>Endorses the request to concerned division superintendent and secures approval for accommodation; with said approval, endorses the request to Chief, GASSO for security clearance</p> <p>Conducts Background Check (BC) and submits result with recommendation to C,TCDS</p> <p>If BC result is not ok, will inform the applicant of his/her denied request. If it is ok, will endorse the request together with the approval for accommodation and the BC result to Director, Arsenal recommending approval thereof</p> <p>Informs the student of the action taken and requires to report</p>	<p>30 minutes</p> <p>Within 1 day</p> <p>1 day</p> <p>Within 1 day</p> <p>Immediately upon receipt</p>	<p>Chief, Training and Career Development (C,TCDS), Administrative Division</p> <p>Government Arsenal Safety and Security Office (GASSO)</p> <p>Superintendent, Admin Division</p> <p>C,TCDS</p>		<p>Letter request must indicate among others the following: -Name/s of student/s -Field of study -Total training hours required,</p> <p>PDS and pertinent credentials</p> <p>BC result</p>	Request addressed to Director, GA through Superintendent, Administrative Division

			of the Director's approval				
2	Reports to GA	Explains terms and conditions of MOA, issues Office Order and conducts orientation.	1 hour	C,TCDS		MOA	
3	Proceeds to GASSO	Issues ID	1 hour	GASSO		Office Order of Assignment	
4	Reports to assigned division	Orient the student trainee about his/her division assignment and introduce him/her to its people	1 hour	Superintendent/Section Chief of concerned division			
5	Undertakes on-the-job training	Trains the student  Evaluates/rates student trainee	200 hours or as required in the curriculum	Divisions concerned		Rating report	

## GOVERNMENT ARSENAL-DND

Familiarization Firing  
For marksmanship training

WHO MAY AVAIL OF THE SERVICES: AFP military, PNP and other personnel

HOW TO AVAIL OF THE SERVICES:

Step	Applicant/Client	Activity	Duration of Activity	Person/Office in Charge	Fees	Form/ Required Documents	Remarks
1	Submits request for familiarization firing/training by Commanding Officer/Regional Director	Determines if the request is covered by authority, ammunition requirement and availability of firing range	Within 15 minutes	Government Arsenal Safety and Security Office (GASSO)		Letter request AFP requirement	Request addressed to the Secretary of National Defense thru the Assistant Secretary for Installations and Logistics Request must cite the following: ○ type and quantity of ammunition ○ intended schedule of firing ○ roster of personnel who will undergo the marksmanship training
		Determines availability of ammunition		Planning & Logistics Division			
		Prepares the corresponding RIV/Tally Out	Within 15 minutes	GASSO			
		Processes the RIV		Planning & Logistics Div			
		Certifies the acceptability of the ammunition		Quality Assurance Div			
		Forwards the request, together with required documents to Director, Arsenal for approval		GASSO			
Informs client of the approved request		GASSO					

2	<p>Presents to GA Main Gate approval of request</p> <p>Deposits issued ammunition then proceed to the firing range</p>	Allows entry to the camp		<p>GASSO</p> <p>Supply Sergeant/GASSO Storekeeper</p>			Deposit of issued ammunition is for safekeeping to prevent being mixed with the training ammunition
3	<p>The Officer in charge (OIC) of the group receives the training ammunition, signs on the RIV and proceeds to the firing range</p> <p>After firing, the firers sign in the designated logbook indicating the number of rounds fired</p>	Releases the training ammunition		Supply Sergeant/GASSO Storekeeper		<p>RIV</p> <p>Logbook</p>	
4	The OIC returns the fired cases and unfired cartridges, after the training	Accounts the rounds of ammunition issued after firing		GASSO			