

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 and Logistics Division</p> <p>Planning and Logistics Division</p> <p>Engineering Division</p> <p>Case and Bullet Division 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 and 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 Certifies that the SAA have been accepted for release Approves the release		Superintendent, Planning and Logistics Division Superintendent, Quality Assurance Division Director, Arsenal		Tally-out RIS	

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	Shows 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 (1) day	Superintendent, Quality Assurance Division		Product specs and standards adopted by the client	
3	Submits testing sample	<p>Receives testing samples</p> <p>Conducts testing of SAA</p> <p>Prepares the billing statement</p> <p>Sends the billing statement thru fax or e-mail</p> <p>Transmits original copy</p>	<p>One (1) week upon receipt of approved request</p> <p>One (1) day upon receipt of test samples</p> <p>1 hour upon receipt of test result from QAD</p> <p>Three (3) days after receipt of billing statement</p>	<p>Quality Assurance Division</p> <p>Finance and Management Division</p> <p>GAMMLO Personnel</p>		<p>Results of test conducted</p> <p>Test result</p>	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 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	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 and treats patient Gives immediate resuscitative measures if needed	30 minutes 30 minutes	Medical Officer on Duty (MOD)		Admission record Referral form Trip ticket Prescription pad / Laboratory request form	
		Writes and signs admitting orders and notifies ward (if patient is for admission)	15 minutes				
		Prepares referral form if patient is for transfer to other hospital for further management	15 minutes				
		Makes necessary endorsement to hospital of choice	10 minutes				

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	Pays bills	Processes payment and issues official receipt	5 minutes	Ms Ma. Teresa Santos Ms Mariquita Guila	Fees and charges available at the GA hospital	Discharge slip	

GOVERNMENT ARSENAL-DND

Medical Services: Outpatient Department

Schedule of Availability

Monday – Friday

8:00 AM – 5:00 PM

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	Secures or presents patient's number and secures OPD record	Issues patient number and OPD record	5 minutes	Medical Records Clerk		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 record; turns over to Medical Officer on Duty (MOD)	2 minutes	OPD Nurse		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 endorses to ward nurse	5-10 minutes	OPD Nurse		OPD record	

		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 cashier	Processes payment and issues official receipt (if necessary)	2 minutes	Ms Ma. Teresa Santos Ms. Mariquita Guila		Statement of account Official receipt	

GOVERNMENT ARSENAL-DND

Dental Services

Schedule of Availability

Monday – Friday

8:00 AM – 5:00 PM

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, 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	Accomplishes 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	20 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 Mariquita Guila		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

8:00 AM – 5:00 PM

WHO MAY AVAIL OF THE SERVICES: Arsenal Civilian / Military Personnel and their Dependents, Military Officers, 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	Proceeds to laboratory and asks for schedule	Informs schedule of test Gives preparatory instructions	5-10 minutes	Ms Marigae Krista Monilla		Request from the physician	
Blood Chemistry							
2	- Observes fasting requirement (at least 6-8 hours before blood collection)	Performs blood extraction	3 hours	Ms Marigae Krista Monilla	Fees and charges available at the GA hospital	Blood chemistry result form	
Urinalysis / Fecalalysis							
2	- Collects urine sample - Submits to laboratory	Receives sample Conducts the test	10-15 minutes	Ms Marigae Krista Monilla	P 51.00		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 Conducts the test	10-15 minutes	Ms Marigae Krista Monilla	P36.00	Fecalysis result form	Sample must be in a wide-mouth sterilized bottle. Submission must not be more than 1 hour after the collection.
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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 P87.00 plt P65.00 Hgb/hct P36.00		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	Fees and charges available at the GA hospital	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				
	Secures the examination result	Performs special examination such as KUB / IVP Releases the examination result	2 hours				

3	Waits for the statement of account	Secures statement of account from the billing section	2 minutes	Ms Ma. Teresa Santos		Statement of account	
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4	Pays bill	Processes payment and issues official receipt	2 minutes	Ms Mariquita Guila		Official receipt	
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GOVERNMENT ARSENAL-DND

On-the-Job Training

(as part of school requirement)

WHO MAY AVAIL OF THE SERVICES: Students who are direct dependents 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 of the</p>	<p>Chief, Training and Career Development (C, TCDS), Administrative Division</p> <p>Government Arsenal Safety and Security Office (GASSO)</p> <p>Superintendent, Administrative 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

			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	Orients 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 and Logistics Division			
		Prepares the corresponding RIV / Tally-out		GASSO			
		Processes the RIV		Planning and Logistics Division			
		Certifies the acceptability of the ammunition		Quality Assurance Division			
		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			