
	QUALITY MANUAL	Document Code:	2017.QM.CDQ.001
		Page No.:	1 of 4
	Annex 4.3 Process Map Business Development Management	Issue No.:	1
		Revision No.:	0
		Date Prepared:	01 August 2022
		Date of Effectivity:	01 OCT 2022

SOURCE OF INPUTS (PREDECESSOR PROCESSES e.g. at providers (internal or external) at customers, at other relevant interested parties)	INPUTS (MATTER, ENERGY INFORMATION, e.g. in the form of materials, resources, requirements)	ACTIVITIES	OUTPUTS (MATTER, ENERGY INFORMATION, e.g. in the form of product, service, decision)	RECEIVER OF OUTPUTS (SUBSEQUENT PROCESSES, e.g. at customers (internal or external), at other relevant interested parties)
Proponents/Clients	<ul style="list-style-type: none"> <li>Letter of Proposal</li> <li>Lay-out/Drawing /Specification/Work Methodology Documentary requirements</li> <li>Intent to renew upcoming expired contract</li> </ul>	<p><b>A. Contract Preparation</b></p> <ul style="list-style-type: none"> <li>Preparation of Business Concept, Cost Computation, Work Clearance, Certificate of Compliance, Checklist of Requirements, Permit to Operate, Certificate of Site Inspection based on proponents/LOI</li> <li>Meeting with Proponents</li> <li>Ocular Inspection</li> <li>Coordination Meeting with concerned Offices/Clients</li> <li>Preparation of memoranda recommending for approval of the administrator</li> </ul> <p><b>B. Contract Monitoring and Implementation</b></p> <ul style="list-style-type: none"> <li>Monitoring of activities and compliance to legal and financial requirements of the contract</li> </ul>	<ul style="list-style-type: none"> <li>Approved Business Concept</li> <li>Signed Contracts/ Paid Activities Signed Cost Computations, Work Clearances, Certificates of Compliance, Checklist of Requirements, Permits to Operate, Certificates of Clearance</li> <li>Monitoring report</li> <li>Notice of Contract Expiration</li> </ul>	<ul style="list-style-type: none"> <li>Proponent/Client</li> <li>LRTA Internal Offices</li> <li>BDD</li> </ul>

Documents that do not bear fresh LRTA's official document stamp are considered "Uncontrolled"




	QUALITY MANUAL	Document Code:	2017.QM.CDQ.001
		Page No.:	2 of 4
	Annex 4.3 Process Map Business Development Management	Issue No.:	1
		Revision No.:	0
		Date Prepared:	01 August 2022
		Date of Effectivity:	01 OCT 2022

SOURCE OF INPUTS (PREDECESSOR PROCESSES e.g. at providers (internal or external) at customers, at other relevant interested parties)	INPUTS (MATTER, ENERGY INFORMATION, e.g. in the form of materials, resources, requirements)	ACTIVITIES	OUTPUTS (MATTER, ENERGY INFORMATION, e.g. in the form of product, service, decision)	RECEIVER OF OUTPUTS (SUBSEQUENT PROCESSES, e.g. at customers (internal or external), at other relevant interested parties)
		<b>C. Contract Renewal or Expiration</b> <ul style="list-style-type: none"> <li>Preparation of Notice of Contract Expiration</li> <li>Inspection of leased area for possible damages incurred within the contract period</li> <li>Assessment of intent to renew and preparation of documented requirements for renewal</li> </ul>		
Internal Offices	<ul style="list-style-type: none"> <li>Contracts, Legal Opinions</li> <li>Official receipts of payments</li> <li>Projected plans and targets</li> </ul> <p>Technical reviews, evaluations, and recommendations of proposed non-rail business activities</p>	<ul style="list-style-type: none"> <li>Preparation of documents for approval of contracts by concerned parties</li> <li>Recording and updating of accounts</li> <li>Reference in formulation of plans and programs</li> <li>Reference for the compliance of proponents on recommended technical requirements</li> </ul>	<ul style="list-style-type: none"> <li>Implementation of contracts</li> <li>Communications with clients regarding status of payments</li> <li>Plans and programs</li> <li>Compliance to the recommended technical requirements</li> </ul>	<ul style="list-style-type: none"> <li>BDD</li> <li>Proponent/Client</li> <li>LRTA</li> </ul>

Documents that do not bear fresh LRTA's official document stamp are considered "Uncontrolled"






	QUALITY MANUAL	Document Code:	2017.QM.CDQ.001
		Page No.:	3 of 4
	Annex 4.3 Process Map Business Development Management	Issue No.:	1
		Revision No.:	0
		Date Prepared:	01 August 2022
		Date of Effectivity:	01 OCT 2022




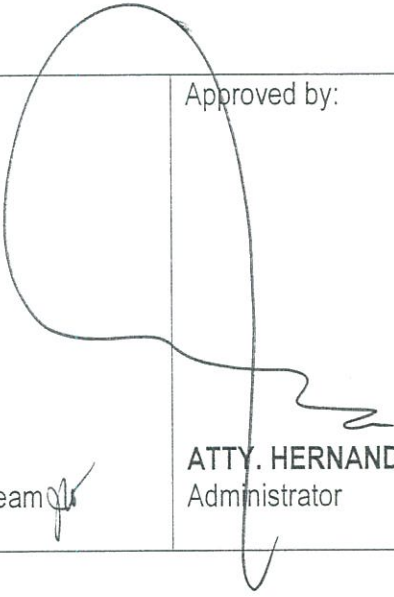
SOURCE OF INPUTS (PREDECESSOR PROCESSES e.g. at providers (internal or external) at customers, at other relevant interested parties)	INPUTS (MATTER, ENERGY INFORMATION, e.g. in the form of materials, resources, requirements)	ACTIVITIES	OUTPUTS (MATTER, ENERGY INFORMATION, e.g. in the form of product, service, decision)	RECEIVER OF OUTPUTS (SUBSEQUENT PROCESSES, e.g. at customers (internal or external), at other relevant interested parties)
Oversight Agencies <ul style="list-style-type: none"> <li>• LGUs</li> <li>• MMDA</li> <li>• DOTR</li> </ul>	<ul style="list-style-type: none"> <li>• Guidelines and policies</li> <li>• Directives/Issuances</li> </ul>	<ul style="list-style-type: none"> <li>• Applications of guidelines/policies</li> <li>• Implementation of updated directives/issuances</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance to the requirements of oversight agencies</li> </ul>	<ul style="list-style-type: none"> <li>• BDD</li> <li>• Proponent/client</li> <li>• LRTA</li> </ul>
Similar External Agencies <ul style="list-style-type: none"> <li>• LRMC</li> <li>• MRT</li> <li>• PNR</li> </ul>	<ul style="list-style-type: none"> <li>• Updated Rates</li> <li>• Guidelines</li> <li>• Related Documents</li> </ul>	<ul style="list-style-type: none"> <li>• Review and compare updated rates with existing rates</li> <li>• Request for approval and applications of rates</li> </ul>	<ul style="list-style-type: none"> <li>• Updated competitive rate</li> </ul>	<ul style="list-style-type: none"> <li>• LRTA</li> <li>• Proponent/client</li> </ul>

<p align="center"><b>Controls and Check Points:</b> (Possible controls and check points to monitor and measure performance)</p> <p align="center">BDD Income Report (Quarterly/Yearly), Coordination Meetings with Proponents and other Concerned Offices, Inventory of Available Commercial Spaces for Lease/Occupied Commercial Lease Spaces, Quarterly Monitoring Reports, Updated List of Rates, Contracts and Conforme, Work Clearances, Checklist of Requirements, OPCR/IPCR</p>				
--	--	--	--	--

Documents that do not bear fresh LRTA's official document stamp are considered "Uncontrolled"



	<b>QUALITY MANUAL</b>	Document Code:	2017.QM.CDQ.001
		Page No.:	4 of 4
	<b>Annex 4.3 Process Map Business Development Management</b>	Issue No.:	1
		Revision No.:	0
		Date Prepared:	01 August 2022
		Date of Effectivity:	01 OCT 2022

Prepared by:   <b>LEOMARIE V. OBIAS</b> Manager, Assent Management Division Concurrent OIC, Business Development Division	Reviewed by:   <b>ANNABELLE C. GANANCIAL</b> Manager A, Business Development and Public Relation Department   <b>DOMINIC F. KABIGTING</b> Management Representative, QMS Core Team	Approved by:   <b>ATTY. HERNANDO T. CABRERA</b> Administrator
--	--	---