



Republic of the Philippines
Department of the Interior and Local Government
Bureau of Fire Protection
NATIONAL HEADQUARTERS
Agham Road, Sitio San Roque, Brgy. Bagong Pag-asa, Quezon City
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MEMORANDUM

**TO: ALL HEADS OF OFFICES
BFP National Headquarters**

**SUBJECT: GUIDELINES ON ACCOMPLISHING THE BFP WEBSITE
POSTING REQUEST FORM**

DATE: 30 August 2019



1. Reference: Memorandum from Chief, BFP dated 27 August 2019 re: Approving Authority on All Posting Requests on the BFP Official Website.

2. In connection with the above reference, you are hereby directed to strictly follow the attached guidelines on how to accomplish the BFP Website Posting Request Form.

3. Electronic copy of the above cited form is available on the "Downloads" page of the BFP Official Website and at the office of Web Services and Security Section, SDMD, DICTM.

4. For concerns and clarifications, you may contact the Directorate for ICT Management (ATTN: FO2 Francis N Bañares) at telephone number (02) 426-0246 local 406.

5. For information and widest dissemination.


LEONARD R. BAÑAGO, PME
FIRE DIRECTOR (DSC)
Chief, BFP 

GUIDELINES ON ACCOMPLISHING THE BFP WEBSITE POSTING REQUEST FORM

The following are the steps on accomplishing the BFP Posting Request Form (BFP WPRF).

1 Input the Name of Office.

2 Select at least one (1) Category of post.


Specify the Type of File/s to be uploaded.

3 Input the appropriate title of the post along with a detailed description.


4 Input Rank & Name, Email Address and Date, and affix signature.

5 Submit the accomplished BFP WPRF to the Office of CDS for approval.

6 The BFP WPRF signed and approved by CDS shall be submitted to the office of Web Services and Security Section SDMD, DICTM together with the electronic copy of document (thru email, media transfer, etc.) to be posted.
After the web posting request has been successfully completed, the requestor shall acknowledge and affix his/her signature.



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BUREAU OF FIRE PROTECTION
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Agham Road, Brgy. Bagong Pag-asa, Diliman, Quezon City



Directorate for Information and Communications Technology Management
Systems Development and Management Division

BFP WEBSITE POSTING REQUEST FORM

Service Code: **BFPWP**--- Office: Web Services and Security Section, SDMD, DICTM
**To be filled in by Web Editor

CATEGORIES:

<input type="checkbox"/> BFP Directory	<i>Procurements</i>	<i>What's New</i>
<input type="checkbox"/> Downloads	<input type="checkbox"/> Bids and Awards	<input checked="" type="checkbox"/> Announcements
<input type="checkbox"/> Featured Posts	<input type="checkbox"/> Committee (BAC)	<input type="checkbox"/> Press Release
<i>Good Governance</i>	<input type="checkbox"/> Contract of Agreement	Others (Please specify): _____
<input type="checkbox"/> BFP Citizen's Charter	<input type="checkbox"/> Invitation to Bid	
<input type="checkbox"/> PhilGEPS Posting	<input type="checkbox"/> Notice to Proceed	
<input checked="" type="checkbox"/> Transparency Seal	<input type="checkbox"/> Purchase Order	
<input type="checkbox"/> Notice of Vacancy	<input type="checkbox"/> Request for Quotation	
<input type="checkbox"/> Application Status	<input type="checkbox"/> Work Order	
<input type="checkbox"/> Notice of Publication	<input type="checkbox"/> Notice of Award	

TYPE OF FILE/S TO BE UPLOADED: [Note: Files must be in ELECTRONIC FORMAT (Maximum upload size: 80 MB)]

<input checked="" type="checkbox"/> Portable Document Format (PDF)	<input type="checkbox"/> Image File (PNG, JPEG, etc.)
<input type="checkbox"/> Word Document	<input type="checkbox"/> Video File (AVI, MP4, etc.)
<input type="checkbox"/> Excel Document	<input type="checkbox"/> Compressed File (ZIP, RAR, etc.)

Others (Please specify format): _____

TITLE OF POST:
Sample Title Post

DETAILED DESCRIPTION OF POST:
This is all about the detailed description of the post

Additional sheet/s for Title and Description Post may be used, if necessary.

<p>REQUESTOR (Head of Office):</p> <p>Signature: _____</p> <p>Rank & Name: <u>INSP JUAN DELA CRUZ</u></p> <p>Email Address: <u>sdmddictm.bfp@gmail.com</u></p> <p>Date: <u>28-Aug-2019</u></p>	<p><small>**This portion shall be filled in by the Requestor once posting on the website has been made.</small></p> <p>ACKNOWLEDGED BY:</p> <p>Signature: _____</p> <p>Rank & Name: <u>INSP JUAN DELA CRUZ</u></p> <p>Date: <u>28-Aug-19</u></p>
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APPROVED BY:

Chief Directorial Staff

BFP-QSF-SDMD-003 Rev. 00 (07.02.19)

NOTES:

- Service Code will be generated after the posting has been completed.
- Kindly send electronic copy/copies of document/s to be uploaded to this email: **sdmddictm.bfp@gmail.com**