PRE AND POST REPAIR INSPECTION REPORT

1. Receives, checks the correctness of the information specified, countersigns.

2. Certifies that the PPE to be repaired is UPLB property, signs.

3. Files one copy.

Bennie M. Evangelista

UNITED CLEARANCE

1. Reconciles from the SPMO records to check its property accountability.

2. Counter signs.

3. If with property accountability/ies: Prints and provides the end-user list of property accountabilities. Checks whether transfer of accountabilities have been done.

4. Signs.

10 MINUTES

Maria Cielo M. Lampo

Portenio M. Mercado

Thelmat. Menguio
CENTRAL STOREROOM SECTION
GOODS FROM PS-DBM / SUPPLIERS

1 DAY
Checks the deliveries as to quantity, quality, condition, packaging before acceptance

JOSELITO E. DIZON

3-5 DAYS
Encodes in the supplies ledger card; assigns stock card; stacks the good; and records in the logbook

LEA C. GONZALES

5 MINUTES
Checks entries as to correctness of price, unit of issue and availability of goods

JOSELITO E. DIZON

5 MINUTES
Assigns RIS number and countersigns

LEA C. GONZALES

Obligates and signs

BUDGET MANAGEMENT OFFICE
REQUEST AND ISSUE SLIP
(OBLIGATED)

1. Encoded in the suppliers ledger card
2. Issues goods
3. Receives the goods

5 MINUTES

REQUESTING PARTY/END-USER

REYNALDO L. LIM

JOSELITO E. DIZON

ANTONIO K. GICANA, JR.

ARNOLDF. MAMINO
REQUEST FOR QUOTATION (50 thousand and above)

Receives 5 copies of RQ with complete documents attached; stamps and assigns control number. Forwards 3 copies to end-user, 1 for supplier's corner and 1 for SPMO buyer.

Serves to local suppliers and submits to BAC for consolidation.

ARIEL L. CASUPANG

Receives, encodes and docutrack.

Releases/forwards to Accounting Office/units.

LUCITA R. VILLEGAS

Verifies/ checks the correctness of the information prior to the signature of the Chief, SPMO.

CRISTINA L. LUSEBIO

Approves/ disapproves, as the case maybe.

MARIO O. REBLORA

Note: 7 days transaction depending on the submission of RQs and AOQ by the end-user.
AGENCY PROCUREMENT REQUEST (APR – consolidated app list 1)

Prepares APR with BUR/QbR and DV attached on it

Evaluates/process and serves to PS-DBM

3 WEEKS

BUR/QbR and DV

AGENCY PROCUREMENT REQUEST
(APR – CONSOLIDATED APP LIST 1 – NOTE DELIVERED BY PS-DBM)

Checks against the Reply Action Document (RAD) goods that are not delivered by PS-DBM

1 WEEK

Prepares RQ and serve to outside sources

ROSS ALBERT T. GONZALES

LEA C. GONZALES

LEA C. GONZALES

ARIEL L. CASUPANG
DELIVERY RECEIPT (DR)

Prepares Requisition Issued Slip (RIS) for supplies under APP List 1 and forwards to Accounting Office for approval of funds.

Once approved, RIS shall be forwarded to the end-user for withdrawal from the Central Storeroom Section.

Receives with approved specifications by TWG from end-user.

Consolidates PR to be distributed to BAC Secretariat.

PR with BAC action for shopping/small value procurement – forward to OVCA. From OVCA to end-user.

ACCOUNTING OFFICE

ARNOLD V. DAO

LEA C. GONZALES
CERTIFICATE OF COVER OF UPLB MOTOR VEHICLES And gsis insurance coverage

Receives official receipts (OR) and certificate of registration (CR) and secure draft sheet from GSIS

Disseminates/distributes the draft sheet to the end-users

Collects the advance payment from the end-user and forwards to GSIS to secure COC and insurance policy

Note:
Submission of CR and OR to get draft sheet from GSIS is one (1) month based on the plate number.

MARIO O. REBLORA

ARIEL L. CASUPANG
SUPPLIER’S ELIGIBILITY REQUIREMENTS

Checks and reviews all the requirements submitted. If compliant, certifies that the submitted documents are in accordance with the bidders’ registry system allowed under Sec. 23.4 of the IRR of RA 9184.

If not compliant, returns the documents to supplier for completion.

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If not compliant, returns the documents to supplier for completion.

ENCODES ALL THE INFORMATION IN THE SUPPLIER’S REGISTRY

JOHN MICHAEL O. ROSARIO

MARIO O. REBLORA

Receives the documents from the suppliers:
1. Class A - legal, technical, financial documents
2. Class B – valid joint venture agreement, if applicable
3. Post qualifications requirements – tax clearance, latest income and business tax returns
4. Additional requirements –
   a. notarized omnibus sworn statement (not blacklisted, disclosure of no-relationship, authorization for eligibility check, authenticity of documents)
   b. Notarized questionnaire for prospective bidders (Memo #UP-OVPA-AAS-09-22 dated March 27, 2009)
   c. Company profile and product list