

1 Selling and warehousing commonly used office supplies to government entities

To offer the lowest possible price of quality items to government entities in Negros Occidental and neighboring provinces

OFFICE OR DIVISION	Procurement Services Division			
Classification	Simple			
Type of Transaction	G2G - Government to Government			
Who may avail	Local Government Units (LGUs): provinces, cities, municipalities, and barangays, National Government Agencies			
	(NGAs), State Universities and Colleges (SUCs), Government Owned or Controlled Corporations (GOCCs), and their subsidiaries			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Agency Procurement Request (APR) (5 copies)		Purchasing Agency's General Services Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Agency Procurement Request to the Depot staff	1.1 Check APR for signature of agency head, validity of price and stocks availability and apprise client on status of request; issue order of payment	Based on pricelist issued by DBM - Procurement Service (Pricelist may be viewed at www.negros-occ.gov.ph)	20 minutes	PS Depot Staff

None	1.2 Print and sign Delivery Receipt; prepare and attach Certificate of Balance (CB), if applicable	None	5 minutes	Admin Aide I
2. Pay Cash or Cheque, or present Certificate of Balance if applicable	Issue Official Receipt and Log Transaction in record book	None	10 minutes	PS Depot Staff
3. Present Official Receipt (OR)	Note OR details and forward documents for approval	None	2 minutes	Supply Officer designate/ Clerk I
None	Approve DR and CB	None	2 minutes	PSD Head
None	Release DR/ OR/ CB	None	2 minutes	Clerk I
4. Present DR, check and accept purchased goods	Release goods based on approved DR	None	More or less 15 minutes, depending on volume of goods purchased	Storekeeper III
TOTAL:		Sum of amount for items purchased	More or less 1 hour	

2 ISSUANCE OF PRICE QUOTATION AND STOCKS AVAILABILITY CERTIFICATION

To guide clients on the price and availability of supplies that they need

OFFICE OR DIVISION	Procurement Services Division
Classification	Simple
Type of Transaction	G2G - Government to Government
Who may avail	Local Government Units (LGUs): provinces, cities, municipalities, and barangays, National Government Agencies (NGAs), State Universities and Colleges (SUCs), Government Owned or Controlled Corporations (GOCCs), and their

subsidiaries

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Agency Procurement Request (APR) 1 copy		Agency's General Services Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Agency Procurement Request (APR) to the Depot staff or send by fax	Prepare Price Quotation and Certificate of Non-Availability of Stocks	None	<u>Requirement submitted personally:</u> More or less 25 minutes per APR depending upon number of items included therein <u>Requirement submitted by fax:</u> Within a maximum of 2 days upon receipt	PS Depot Staff
None	Sign Price Quotation and Certificate of Non-Availability of Stocks	None	2 minutes	PSD Head/ Supply Officer
2. Receive document	Release document to client or send by fax	None	None	PS Depot Staff
TOTAL:		None	5 minutes	

3 LEAVE OF ABSENCE

Securing an official leave of absence for employees of the Procurement Services Division

OFFICE OR DIVISION	Procurement Services Division
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Classification	Simple			
Type of Transaction	G2G - Government to Government			
Who may avail	Procurement Services Division Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Leave Application Request Slip		Clerk II		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit Leave Application Request Slip from Clerk II	None	None	3 minutes	Requesting employee
None	Print-out application for leave		10 minutes	Clerk II
2. Sign application for leave	None		2 minutes	Requesting employee
None	Submit application for leave of absence to PSD Head for approval		5 minutes	PSD Head
	Encode details of leave on DTS (document tracker system) to be received by Provincial Human Resource Management Office		5 minutes	Clerk II
	Submit application for leave to PHRMO		15 minutes	Clerk II
TOTAL:			None	45 minutes

4 PAYROLL PREPARATION

Preparation of salaries of employees of Procurement Services Division

OFFICE OR DIVISION	Procurement Services Division
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Classification	Simple			
Type of Transaction	G2G Government to Government			
Who may avail	Procurement Services Division Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Daily Time Record (DTR)		Employees of Procurement Services Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	Print payroll from Management Information System (MIS)	None	10 minutes	Clerk II
	Print Collection List from MIS		20 minutes	Clerk II
	Print Obligation Request Form and attach DTR and Leave of Absences		10 minutes	Clerk II
	Submit to PSD Head for signature		5 minutes	PSD Head/ Clerk II
	Encode detatils on MIS and submit to Provincial Budget Office for approval		10 minutes	Clerk II
	TOTAL:	None	55 minutes	Clerk II

5 Certificate of Balance

Claiming of stocks previously paid for by the procuring agency

OFFICE OR DIVISION	Procurement Services Division
Classification	Simple
Type of Transaction	G2G - Government to Government

Who may avail	Local Government Units (LGUs): provinces, cities, municipalities, and barangays, National Government Agencies			
	(NGAs), State Universities and Colleges (SUCs), Government Owned or Controlled Corporations (GOCCs), and their subsidiaries			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Agency Procurement Request (APR) - 1 copy 2. Certificate of Balance (CB) - 1 copy		1. General Services Office (GSO) 2. Copy of CB issued to purchasing agency by PSD from previous transaction		
	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Agency Procurement Request and Certificate of Balance to the Depot staff	1.1 Check APR for signature of agency head, validity of price and stocks availability and apprise client on status of request; issue order of payment	Based on pricelist issued by DBM - Procurement Service (Pricelist may be viewed at www.negros-occ.gov.ph)	20 minutes	PS Depot Staff
None	1.2 Print and sign Delivery Receipt; prepare and attach Certificate of Balance (CB), if applicable	None	5 minutes	Admin Aide I
None	1.3 Issue Official Receipt and Log Transaction in record book	None	10 minutes	PS Depot Staff

2. Present Official Receipt (OR)	2.1 Note OR details and forward documents for approval	None	2 minutes	Supply Officer designate/ Clerk I
None	2.2 Approve DR and CB	None	2 minutes	PSD Head
None	2.3 Release DR/ OR/ CB	None	2 minutes	Clerk I
3. Present DR, check and accept purchased goods	Release goods based on approved DR	None	More or less 15 minutes, depending on volume of goods purchased	Storekeeper III
TOTAL:		None	More or less 1 hour	

6 CERTIFICATE OF APPEARANCE

Issuing of Certificate of Appearance to clients outside Bacolod City

OFFICE OR DIVISION	Procurement Services Division		
Classification	Simple		
Type of Transaction	G2G - Government to Government		
Who may avail	Employees of Local Government Units (LGUs): provinces, cities, municipalities, and barangays, National		
	Government Agencies, (NGAs), State Universities and Colleges (SUCs), Government Owned or Controlled		
	Corporations (GOCCs), and their subsidiaries		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Agency Identification Card		PS Depot Staff	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present ID card to PS Depot Staff	Log client information on logbook	None	3 minutes	PS Depot Staff
2. None	Issue Certificate of Appearance to client	None	2 minutes	PS Depot Staff
TOTAL:		None	5 minutes	

7 DISBURSEMENT VOUCHER

Payment of account for products and services used by the Procurement Services Division

OFFICE OR DIVISION	Procurement Services Division			
Classification	Simple			
Type of Transaction	G2B - Government to Business, G2G Government to Government			
Who may avail	Any business that offers products and services needed by the Procurement Services Division			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Statement of Account		Emailed or sent to the PSD Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	Print Disbursement Voucher	None	5 minutes	Clerk II
2. None	Print Obligation Request		10 minutes	
3. None	Print Checklist		5 minutes	
4. None	Submit to PSD Head for signature		5 minutes	
5. None	Encode transaction on DTS and submit all documents including Statement of Account		15 minutes	

	documents including Statement of Account to Provincial Budget Office for approval		15 minutes	
TOTAL:		None	40 minutes	