

**X. SUPPLY & PROPERTY MANAGEMENT OFFICE
FRONTLINE SERVICES**

FRONTLINE SERVICES (Transactions)	SEMI-DETAILED PROCESS	FORMS/ REQUIREMENTS	PROCESSING TIME (UNDER NORMAL CONDITION)	PERSON RESPONSIBLE	FEE
1. Issuance of Supplies	Step 1: College Inspection Team inspects the supplies for specifications, accuracy and quantity	RIS	Five (5) Minutes	Supply Staff	None
	Step 2: Supply Staff informs the concern end-user or requisitioner of the availability of the supplies			Supply Officer	
	Step 3: End-User/Requisitioner Inspects the Supplies			Inspection Committee	
	Step 4: End-User/ Requisitioner signs RIS form				
	Step 5: End User/Requisitioner receives supplies. End of transaction				
2. Issuance of Equipment	Step 1: College Inspection Team inspects the equipment for specifications, accuracy and quantity	ARE PAR ICS	Ten (10) Minutes	Supply Staff	None
	Step 2: Supply Staff informs the concern end-user or requisitioner of the availability of the equipment			Supply Officer	
	Step 3: End-User/Requisitioner Inspects the Equipment			Inspection Committee	
	Step 4: End-User/Requisitioner signs forms				
	Step 5: Supply Staff labels the equipment with college property sticker				
3. Preparation of Purchase Request (P.R.) of non-common office supplies and equipment for shopping	Step 1: Supply Staff counterchecks the items requested to the approved APP	P.R.	Five (5) minutes	Supply Staff/ Supply Officer	None
	Step 2: Supply Staff prepares the P.R.			Unit/Department Head	
	Step 3: Requisitioner receives PR and routes it for the concerned signatory.				
	Step 4: Requisitioner submits the signed PR back to the Supply Staff				
	Step 5: Supply Staff submits signed PR to the BAC				

	Secretariat for BAC Resolution				
4. Preparation of Canvass of non-common office supplies and equipment for shopping	Step 1: Supply Staff prepares canvas based on approved P.R.	Canvass Form	Ten (10) minutes	Supply Staff	None
	Step 2: Supply Staff submits canvass to the office of the President for approval			College President	
5. Preparation of Purchase Order (P.O.)	Step 1: Supply Staff prepares purchase order	P.O.	Fifteen (15) minutes	Supply Staff	None
	Step 2: Supply Staff submits purchase order to the office of the President for approval			College President	
	Step 3: Supply staff submits purchase order to the college Accountant for certification of funds availability			College Accountant	
6. Confirmation or Serving of Approved Purchase Order (P.O.)	Step 1: Supply staff serves or delivers approved Purchase Order for Confirmation by the Supplier/Manufacturer	P.O.	One (1) working day	Supply Staff Supply Officer	None
7. Issuance of Diesel/Gasoline Withdrawal Slip	Step 1: Supply Staff prepares Purchase Request for the Diesel/Fuel	P.R.	Ten (10) minutes	Supply Staff	None
	Step 2: Requisitioner routes the PR for signature by concerned offices	Withdrawal Slip		Supply Officer	
	Step 3: Requisitioner submits back to supply office the signed PR			Unit/Department Head	
	Step 4: Supply Staff prepares diesel/fuel withdrawal slip			College President	
	Step 5: Requisitioner signs the diesel/fuel withdrawal slip and routes it to concerned offices for signature				
	Step 6: Requisitioner proceeds to the gasoline station for withdrawal				
8. Preparation of	Step 1: Supply Staff prepares the quarterly procurement request (QPR)	QPR	One (1) working day	Supply Staff/ Supply Officer	None

Quarterly Procurement of Common Office Supplies/Equipment from DBM (QPR)	Step 2: Supply Staff routes the QPR to concerned offices (Accounting and OP) for signature			College Accountant	
	Step 3: Supply staff submits to DBM for confirmation			College President	
	Step 4: Supply Staff contacts DBM thru email for confirmation of purchase				
9. Hauling of Supplies from DBM	Step 1: Supply Officer/Staff receives confirmation and notice of availability of supplies/equipment for purchase from DBM	P.O.	One (1) working day	Supply Staff/ Supply Officer	None
	Step 2: Supply Team travels to DBM-Depot and haul the supplies/equipment	Travel Order		Administrative Aide (Driver)	
10. Consolidation of PPMP	Step 1: Supply office notifies all unit heads and department heads to prepare their respective unit/departments PPMPs	PPMP Template / Form	One (1) month	Unit/Department Heads	None
	Step 2: Supply office receives the electronic copies (E-copies) of all unit and departments			Supply Staff	
	Step 3: Budget office, Planning Office and Office of the President reviews the PPMPs for priorities and budget costing			Supply Officer	
	Step 4: Supply office informs the unit/departments of the results of the review by the Budget and Planning office			Budget Officer	
	Step 5: Supply office prints the final copies of the PPMPs			Planning Director	
	Step 6: Unit/Department Head signs/confirms their respective PPMPs			College President	
11. Preparation of College Annual Procurement Plan (APP)	Step 1: Supply Staff and Budget Officer consolidates all unit's/department's PPMPs	APP Template/ Form	One (1) month	Supply Staff	None
	Step 2: Consolidated PPMPs are converted to APP			Budget Officer	
	Step 3: Bids and Awards Committee determines the mode of procurements			Bids & Awards Committee	
	Step 5: Supply Staff submits APP for Approval by the College President			Members	

	Step 6: Supply Staff furnish copies of APP to the College President, Auditor's Office, Budget Office, Planning Office			College President	
12. Preparation of Supplementary College Annual Procurement Plan (APP)	Step 1: Supply Unit consolidate supplemental APP from all units	APP Template/ Form	Three (3) working days	Supply Staff	None
	Step 2: Bids and Awards Committee determines the mode of procurements			Budget Officer	
	Step 3: Supply Staff submits APP for Approval by the College President			College President	
	Step 4: Supply Staff furnish copies of APP to the College President, Auditor's Office, Budget Office, Planning Office				
13. Conduct of Annual College Inventory	Step 1: Supply office prepares Activity Design for the conduct of the inventory	Inventory Template / Form	Two (2) months	Supply Staff/ Supply Officer	None
	Step 2: Inventory Committee conducts actual Inventory assisted by the Supply Unit, Budget Office, GSO, Dean's Office, Planning Office			Budget Officer	
	Step 3: Inventory Committee submits their inventory reports to the Supply office			Campus Dean/ GSO	
	Step 4: Supply office consolidates the Inventory Committee's reports into a single Inventory Report			Inventory Committee	
	Step 5: Supply office furnishes copies of the Inventory Report to concerned offices				
14. Preparation of Waste Materials Report	Step 1: Employee presents to the Supply Staff/Officer the actual waste materials	Waste Material Report	Three (3)minutes	Supply Officer	None
	Step 2: Supply Staff prepares and prints the waste materials report			Supply Staff	
	Step 3: Employee signs the Waste Materials Report				
15. Signing of Clearances (Employees & Students)	Step 1: Employee or Student presents his/her Clearance for Signing	Clearance	Five (5) minutes	Supply Officer	None
	Step 2: Supply Staff checks the employee's/student's record/ accountabilities			Supply Staff	
	Step 3: Supply Officer signs the Clearance <i>if the</i>				

	<i>student or employee has no accountability on record.</i> End of Transaction				
16. Issuance of Certification	Step 1: The concerned individual submits a letter addressed to the Supply Officer indicating what kind of certification and the specific purpose of the certification.	Certification	Ten (10) minutes	Supply Staff Supply Officer Cashier	Twenty Five pesos (P25.00) per certification
	Step 2: Individual pays Certification Fee to the Cashier's Office				
	Step 3: The concerned individual presents to the Supply office his/her official receipt				
	Step 4: The Supply Staff/Officer prepares and prints the Certification requested				
	Step 5: The individual receives his/her Certification				