






SECSIME NO. BAG-02. APPROVAL OF PURCHASE REQUEST



Description: For CENRO internal costumers who intend to obtain purchased goods and services, including stock.

Office or Division:	Office of the CENR Officer, CENRO Baguio		
Classification:	Simple		
Type of Transaction:	G2G - Government to Government		
Who may avail:	Internal: Regular Employees of CENRO Baguio		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Purchase Request		Employee/Unit/Section	
Additional if from the Government Sector			
Additional if Requesting Party is a representative			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit Purchase Request and other supporting documents	1. Review, assign Purchase Request Number and sign PPMP Certification	None	5 Minutes	<p>VIRGINIA M.DAVID <i>End user Secretariat</i> BAC</p> 
1.1. None	1.1. Appropriate charging and countersign the Purchase Request	None	5 Minutes	<p>JEANELYN D. BASTIAN <i>Designated Planning</i> Planning Unit Administrative Section</p> 
1.2. None	1.2. Sign Purchase Request	None	5 Minutes	<p>ENGR. LEANDRO L. DE JESUS <i>OIC, CENR Officer</i> Office of the CENR Officer</p> 



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.3. None	1.3. Scan document for C-DATS then return to BAC END User	None	3 Minutes	<p>PATRICIA PAULINO <i>Admin. Asst.</i> Receiving/Releasing Unit Office of the CENR Officer</p> 
** PENRO Receives Document	1.4. Prepare endorsement to PENRO.	None	2 Minutes	<p>VIRGINIA M.DAVID <i>End user Secretariat</i> BAC</p> 
TOTAL:		None	Simple	20 Minutes