








SECSIME NO. KAL-02. PROCUREMENT OF GOODS THRU PROCUREMENT SERVICE-DBM


Description: This process is in compliance to RA 9184 for transparency in the implementation of procurement process.



Office or Division:	Management Services Division			
Classification:	Simple to Complex			
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
Who may avail:	Internal: Regular Employee of DENR Kalinga External: Contract of Service Personnel,			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Purchase Request		Supply Officer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. End-User submits Purchase Request (PR)	1. Receive funded PR and check if items to be procured is included in the APP, and if found ok, record on logbook and forward to CAO	None	15 min.	 IRENEA A. MALAYAO <i>Designated Supply Officer</i>
2. None	2. Review and sign PR and forward to PENRO for approval	None	10 min	 VERONICA R. BANGLOT <i>OIC, Chief, MSD</i>




3.None	3. Record receipt of PR	None	5 min	 <i>DEAH SIBAYAN (JO)</i> <i>Receiving/Releasing Clerk</i> <i>Office of the PENRO</i>
4.None	4. Approves PR	None	5 min	 <i>NOEL M. BARRIENTOS</i> <i>OIC, PENRO</i>
5.None	5. Returns PR to Supply Unit	None	2 min	 <i>DEAH SIBAYAN (JO)</i> <i>Receiving/Releasing Clerk</i> <i>Office of the PENRO</i>





6.None	6. Receive PR, assign PR Number	None	2 min	 <i>IRENEA A. MALAYAO</i> <i>Designated Supply Officer</i>
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PROCUREMENT SERVICE-DEPARTMENT OF BUDGET AND MANAGEMENT				
7.None	7. Submit and Collect the Agency Procurement Request from DBM, prepare Purchase Order (PO), assign number and submit to Accounting for certification of availability of funds	None	1 day	 <i>IRENEA A. MALAYAO</i> <i>Designated Supply Officer</i>
8.None	8. Receive and sign PO as to availability of fund	None	5 min	 <i>CHRISTMA B. DELA PEÑA</i> <i>Accountant III</i>





9.None	9. Approve the PO and forward to Supply Officer	None	5 min	 <i>NOEL M. BARRIENTOS</i> <i>OIC, PENRO</i>
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10.None	10. Prepare voucher and attach other supporting documents for payment and expedite the signing of documents by concerned officials	None	30 min	 <i>IRENEA A. MALAYAO</i> <i>Designated Supply Officer</i>
11.None	11. Affix signature and initials on the documents for payment	None	5 min	 <i>VERONICA R. BANGLLOT</i> <i>OIC, Chief, MSD</i>





12.None	12. Approves disbursement voucher and other supporting documents	None	5 min	 <i>NOEL M. BARRIENTOS</i> <i>OIC, PENRO</i>
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13.None	13. Receive document, sort and forward to accounting for payment. <ul style="list-style-type: none">• Retain file copy and copy for BAC• Furnish copy of PO to COA auditor for reference	None	10 min	 <i>IRENEA A. MALAYAO</i> <i>Designated Supply Officer</i>
14.None	14. Receive and process voucher for payment	None	30 min	 <i>ZOSIMA G. BASTICA</i> <i>AO IV (Budget Officer)</i>



				 <p><i>CHRISTMA B. DELA PEÑA</i> Accountant III Finance section</p>
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15.None	15. Prepares and signs check an advice of checks issued and forward to PENRO	None	5 min	 <p><i>MAGDALENA S. SAKING</i> AO I (Cashier)</p>
16.None	16. Signs check and Advice	None	3 min	 <p><i>NOEL M. BARRIENTOS</i> OIC, PENRO</p>



17.None	17. Releases check to Supply Officer	None	3 min	 <i>MAGDALENA S. SAKING</i> <i>AO I (Cashier)</i>
18.None	18. Serves PO and check to DBM, Receive supplies	None	1 day	 <i>IRENEA A. MALAYAO</i> <i>Supply Officer</i>
TOTAL:		None	Complex	2 days 2 hours 20 minutes