

DOST IX PROCUREMENT DOCUMENT TRACKING FORM

PROCESS 2019	CONCERNED STAFF OFFICIALS	DATE/TIME			Signature	Comment
		Date	In	Date	Out	
PURCHASE REQUEST	Supply Officer					
RESOLUTION/RFO	BAC Chairman					
	BAC Member 1					
	BAC Member 2					
	BAC Member 3					
	BAC Member 4					
	Supply Officer					
DISSEMINATION OF RFO	Designated canvasser					
OPENING OF BIDS	Supply Officer					
SIGNING OF BIDS	BAC Chairman					
	BAC Member 1					
	BAC Member 2					
	BAC Member 3					
	BAC Member 4					
ABSTRACT OF BIDS (Evaluation of Bid)	Supply Officer (Preparation of AOB)					
	BAC Chairman					
	BAC Member 1					
	BAC Member 2					
	BAC Member 3					
	BAC Member 4					
BAC Recommendation for Award	BAC Chairperson					
	BAC Member 1					
	BAC Member 2					
	BAC Member 3					
	BAC Member 4					
Notice Of Award	HOPE Supply Officer (Preparation of PO & OS)					
PURCHASE ORDERS	RD/ARD/Admin/Technical					
	Budget Officer					
	Accountant III					
	Regional Director					
DELIVER PO TO SUPPLIER	Canvasser					
DATE OF DELIVERY	Supply Officer					
	Inspector 1					
	Inspector 2					
	Inspector 3					
ACCEPTANCE OF ITEMS BY END-USER STOCKROOM	Supply Officer / End-User					

Monitored by:

RONNEL B. GUNDOY
Supply Officer

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DISSEMINATION OF RFO	Designated canvasser					
OPENING OF BIDS	Supply Officer					
SIGNING OF BIDS	BAC Chairman					
	BAC Member 1					
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	BAC Member 3					
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ABSTRACT OF BIDS (Preparation of AOB)	Supply Officer (Preparation of AOB)					
	BAC Chairman					
	BAC Member 1					
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BAC Recommendation for Award	BAC Chairperson					
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PURCHASE ORDERS	RD/ARD/Admin/Technical					
	Budget Officer					
	Accountant III					
	Regional Director					
DELIVER PO TO SUPPLIER	Canvasser					
DATE OF DELIVERY	Supply Officer					
INSPECTION OF MATERIALS	Inspector 1					
	Inspector 2					
	Inspector 3					
ACCEPTANCE OF ITEMS BY END-USER STOCKROOM	Supply Officer / End-User					

Monitored by:

RONNEL B. GUNDOY
Supply Officer