
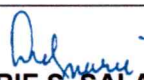
	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	WI FASS-PUR 05-09
	WORK INSTRUCTIONS	REVISION NUMBER	0
		PAGE NUMBER	1 of 1
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	15 June 2020
SUBJECT	PROCESSING OF JOB ORDER		

PERSONS RESPONSIBLE:

End-user
Assistant Regional Director (ARD)
Accountant
Supplier/Representative
Inspection Committee
Supply Officer
Regional Director

STEPS:

- 1.0 Validate and ensure that the approved PR contains complete and specific technical requirement of the end-user;
- 2.0 End-user shall prepare job order request using Job Order Form FASS-PUR F17 indicating the supplier name, subject and the amount.
- 3.0 Assistant Regional Director (ARD) shall recommend approval of the request.
- 4.0 The Accountant shall certify availability of funds.
- 5.0 The request shall be approved by the Regional Director.
- 6.0 Accomplished job order shall be signed by the supplier or it's duly authorized representative, indicating the start and end date.
- 7.0 Upon completion, the inspection committee shall verify correctness and completeness of the job order.
- 8.0 The end-user and/or supply officer shall accept the completed job order to be approved by the Regional Director.

Prepared by:  RONNEL B. GUNDOY Supply Officer	Approved by:  ROSEMARIE S. SALAZAR ARD-FASTS
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