

	DEPARTMENT OF SCIENCE AND TECHNOLOGY <b>DOST Regional Office No. IX</b>	DOCUMENT CODE	<b>WI-FASS-PUR 05-06</b>
	<b>WORK INSTRUCTIONS</b>	REVISION NUMBER	<b>1</b>
		PAGE NUMBER	<b>1 of 1</b>
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	<b>06 Februray 2017</b>
SUBJECT	<b>HOW TO EVALUATE WORK SERVICES RENDERED</b>		

**PERSON RESPONSIBLE:**

Members of the Inspection Committee.  
Supply Officer

**STEPS:**

- 1.0 Supply Officer conducts preliminary inspection of the work service rendered for DOST Regional Office No. IX against Job Order/Contract of Services (FASS- PUR F17) for correctness as to specification of work and work coverage;
- 2.0 Supply Officer requests for a member of the Inspection Team to conduct inspection of completed work service;
- 3.0 Inspector inspects completed work service against Job Order/Contract of Services (FASS-PUR F17) and delivery receipt/report of work coverage for correctness as to quantity and specification of items.
- 4.0 For items found not within specifications, require for back job from the service provider.
- 5.0 Supply Officer will receive and sign delivery receipt or charge invoice;
- 6.0 Inspection Committee will prepare FASS-PUR F09, Inspection and Acceptance Report (IAR) using the PDS refer to WI FASS-PUR 05-01, How to Access the DOST IX Procurement Database System (PDS)
- 7.0 Recommends appropriate amount for payment in cases of in-complete, rejected or back jobs.
- 8.0 Prepare payment.
- 9.0 To accomplish FASS-PUR FO3 for Externally-Sourced Supplier Performance Rating Report.

Prepared by:  Supply Officer	Approved by:  ARD, Finance and Administrative Support System
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