

AGUS 6/7 HYDROPLANT COMPLEX

Fuentes, Iligan City

ROUTING SLIP

(Pre-PR/PR/PO-Shopping for Common Items)

Note: Please attach this slip for all purchase requisition from

Pre-PR to PO preparation. Assumed number of working days

leadtime is based on normal situation, otherwise, leadtime

maybe shortened or extended.

Responsible Person	#WD Leadtime	Initial	Date	
			In	Out
A. PRE - PR				
1. Requisitioner/End User	0.50			
2. Division Mngr. Concerned	0.50	PE	08/14	
3. PPMP Officer	1.00			
4. Property Officer	1.00			
5. Plant Manager	0.50			
6. Secretary	1.00			
Total	4.50			
B. PURCHASE REQUISITION (PR No. 116-A-115-0129)				
1. Requisitioner/Supervisor	0.50	PE	9/16	
2. Division Mngr. Concerned	0.50			
3. PPMP Officer	0.50		9/16	
4. Property Officer	0.50		9/16	9/16
5. Sr. Financial Specialist	0.50		9/18	
6. Mngr., AdFin Services	0.50		9/18	
7. Plant Manager	0.50			
8. Secretary	0.50			
Total	4.00			
C. PR PROCESSING SHEET				
1. Chief, HRA	0.50			
2. Chairman, BAC	0.50	PE	09/22	
3. Plant Manager	0.50			
Total	1.50			
D. BAC Resolution (Method of Procurement)				
1. Finance Members	0.50			
2. Technical Members	0.50			
3. Vice Chairman	0.50			
4. BAC Chairman	0.50	PE	10/02	
Total	2.00			
E. PROCUREMENT PROCESS - Common Items				
1. Prep Canvass Forms	10.00	PE	10/5	10/6
Canvass For PHILGEPS Posting				
Invitation to Bid			10/7	10/7
Retrieval of Canvass			10/27	10/27
Opening of Bids			10/27	10/27
2. Evaluation of Bids(BOEC)			10/26	10/28
Mats. Mgt. Specist	1.00			
Requisitioner	1.00			
Chief, Finance	0.50			
Chairman, BOEC	1.50			
Total	14.00			
F. BAC Resolution (Declaration LCRB & Approval)				
1. End-User	0.50			
2. Technical Member	0.50			
3. Finance Member	0.50			
4. Vice-Chairman (BAC)	0.50			
5. BAC Chairman	0.50			
6. Plant Manager	0.50			
Total	3.00			
G. PURCHASE ORDER				
1. Mats. Mngt. Specialist	0.50			
2. Chief, HRA	0.50			
3. Sr. Financial Specialist	0.50			
4. Chief, Finance	0.50			
5. Mngr., AdFin Services	0.50			
6. Plant Manager	0.50			
7. Secretary	0.50			
8. Mats. Mngt. Spclst. (Serve PO)	1.00			
Total	4.50			
TOTAL PR/PO LEADTIME 33.50				