

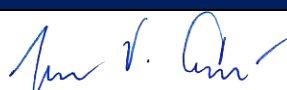



PROCESS TITLE	RENTAL of EQUIPMENT
<b>PROCESS OBJECTIVES</b>	<ul style="list-style-type: none"> <li>To ensure that all phases of equipment rental at the NMFIC are covered with the necessary documentation</li> <li>To facilitate smooth processes and allocation of resources (personnel, materials and supplies) and other aspects of rental services at NMFIC</li> </ul>
<b>SCOPE</b>	<ul style="list-style-type: none"> <li>The process covers all rental services at the NMFIC which include rental of food processing equipment, packaging equipment, and complementary food laboratory equipment</li> </ul>
<b>RELATED RISK/S</b>	<ul style="list-style-type: none"> <li>Delay in the provision of rental services caused by unexpected equipment breakdown and intervening tasks</li> </ul>
<b>PROCESS OWNER</b>	<ul style="list-style-type: none"> <li>Northern Mindanao Food Innovation Center (NMFIC, sometimes abbreviated as FIC)</li> </ul>
<b>FORM/S</b>	<ul style="list-style-type: none"> <li>Job Order Request FM-USTP-FIC-07</li> <li>Statement of Account FM-USTP-FIC-08</li> </ul>

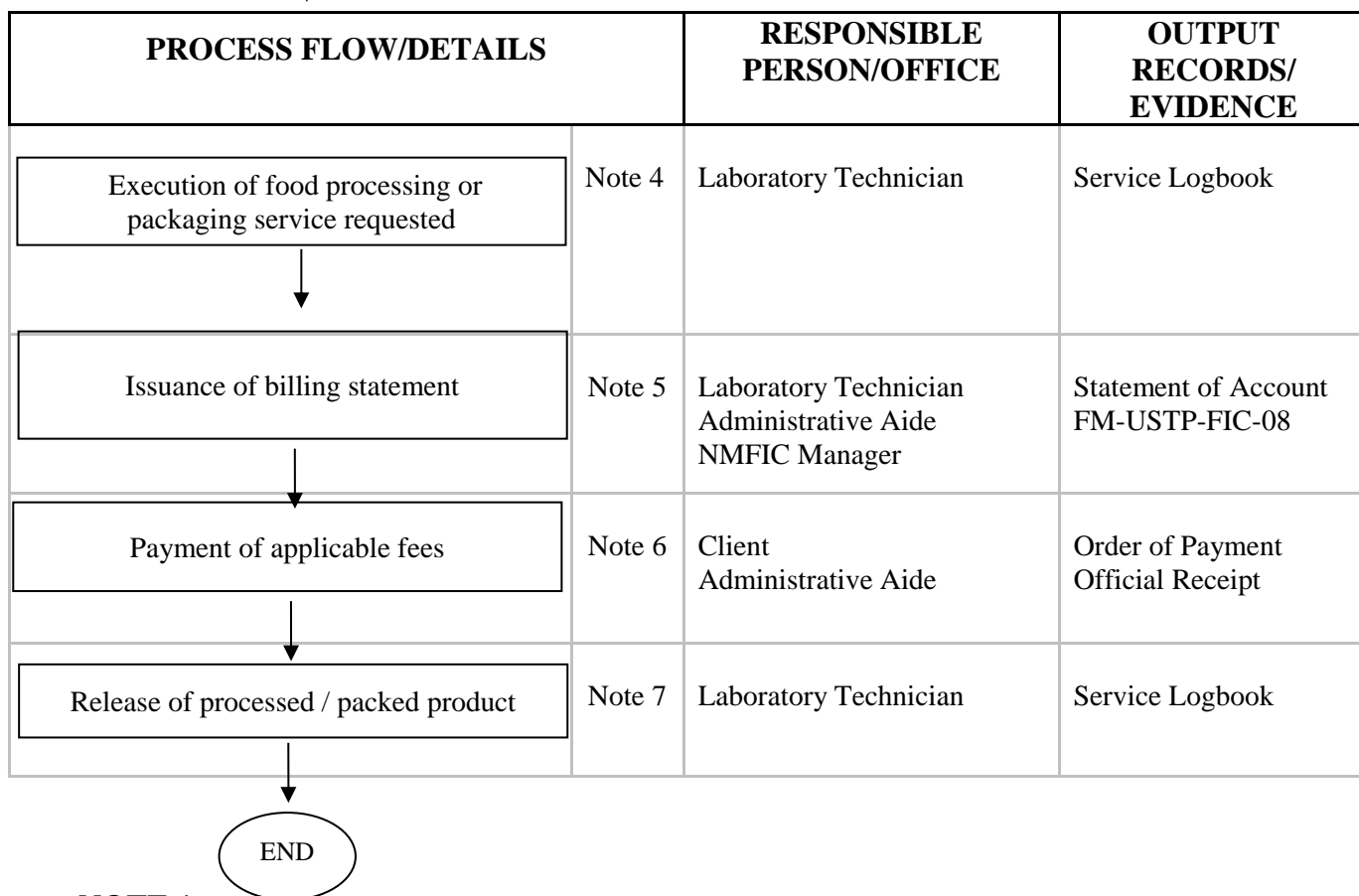
PROCESS FLOW/DETAILS	RESPONSIBLE PERSON/OFFICE	OUTPUT RECORDS/EVIDENCE
Request of rental for equipment or NMFIC facility	Note 1 Client NMFIC Administrative Aide	Job Order Request FM-USTP-FIC-07
Checking of NMFIC schedule	Note 2 Administrative Aide Laboratory Technicians	Job Order completion FM-USTP-FIC-07
Completion and approval of the request	Note 3 Administrative Aide NMFIC Manager	Job Order approval FM-USTP-FIC-07

**B**

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RECOMMENDED BY:	APPROVED BY:
 <b>VANESSA V. ASCAÑO, DPA</b> Quality Management Leader	 <b>AMBROSIO B. CULTURA II, PhD</b> USTP System President

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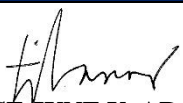
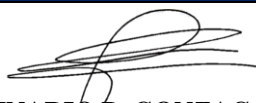
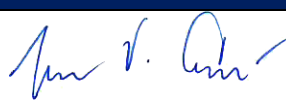



**NOTE 1:**

1. The client who wishes to avail of food processing and packaging services, using the sets of equipment at the Northern Mindanao Food Innovation Center, fills out the Job Order Request form.

**NOTE 2:**

2. The Administrative Aide checks if there are ongoing or pending job orders at the facility.
3. He / She then proceeds to complete the Job Order Request, indicating the work to be done and the corresponding schedule.

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**NOTE 3:**

4. She/ He assigns the appropriate laboratory technician for the equipment rental service and submits the Job Order Request to the NMFIC Manager for approval.

**NOTE 4:**

5. The assigned Laboratory Technician notes the details on the Job Order Request.
6. He/ She performs the service requested as indicated in the Job Order Request and notes this in the Service / Production Logbook.
7. Upon completion, he/she advises the Administrative Aide so that the client can be informed to pick up the processed or packed product(s).



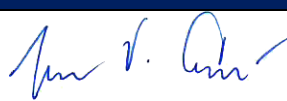

**NOTE 5:**

8. Based on the details recorded by the Laboratory Technician on the Service Logbook, the Administrative Aide computes the applicable fees according to prescribed fees or rates.
9. She/ He proceeds to write and issue a Statement of Account (SOA) specifying the applicable fees.
10. This is reviewed and signed by the NMFIC Manager.

**NOTE 6:**

11. When the client conforms to the SOA, the Administrative Aide fills out the university Accounting Office's form labeled as Order of Payment. This requests the university Cashier to issue the corresponding Official Receipt when payment is received.

**NOTE 7:**

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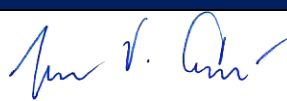

12. Upon presentation of the Official Receipt at the NMFIC, the processed or packed product(s) is/are released to the client. This completion of the transaction is then noted in the Service Logbook and in the Statement of Account.

**RECORDS/EVIDENCE:**

- ☐ Job Order Request
- ☐ Statement of Account
- ☐ Service Logbook
- ☐ Order of Payment
- ☐ Copy of Official Receipt

FM-USTP-FIC-07

FM-USTP-FIC-08

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