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| **OFFICE** | Finance and Administrative Division - General Services and Supply (FAD-GSS) and Provincial/HUC Offices |
| **QUALITY PROCEDURE TITLE** | Procurement of Commonly-Used Supplies and Equipment Thru Procurement Service, Department of Budget and Management (PS, DBM) |
| **PERIOD** | Month of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

| **No.** | **Purchase Request** | | | | **Agency Procurement Request** | | | | | | | | **ORS, DV** | | | | **Check** | | | **Liquidation Report** | | | **Processing Days** | **Remarks** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BAC Sec** | | | | **BAC Sec** | | **GSS/BAC Sec Head** | | **AS/DO** | | **HOPE** | | **BS/DO** | | **AS/DO** | | **Cashier** | | **GSS/ PO/ HUC** | **GSS/ PO/ HUC** | **AS/DO** | |
| **PR No.** | **ABC** | **Office** | **PR Date** | **APR No** | **APR Date** | **Received** | **Returned** | **Received** | **Returned** | **Received** | **Returned** | **Received** | **Returned** | **Received** | **Returned** | **Received** | **Returned** | **Submitted to PS-DBM** | **Prepared** | **Received** | **Returned** |
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| Prepared By: | Reviewed By: | Approved By: |
| **ADELAIDA R. DALANGIN**  AO V/Chief, GSS | **ELOISA G. ROZUL**  Chief, LGCDD and  Concurrent OIC-Chief, FAD | **ARIEL O. IGLESIA, CESO V**  Assistant Regional Director |
| **Process Owner** | **Division Deputy QMR** | **Quality Management Representative** |