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| **OFFICE** | Finance and Administrative Division - General Services and Supply (FAD-GSS) and Provincial/HUC Offices |
| **QUALITY PROCEDURE TITLE** | Procurement Process Thru Negotiated Procurement (Small Value Procurement) |
| **QUALITY OBJECTIVE** | 1. 80% Timely processing of Purchase Request of Commonly-Used Supplies and Equipment thru PS,DBM (submitted check to PS,DBM) within the standard time.  2. 80% Timely submission of Liquidation Report to Accounting Section/Disbursing Officer within 7 calendar days upon delivery of items. |
| **FREQUENCY OF MONITORING:** | Monthly |
| **PERIOD:** | Month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

| **Date** | **Total number of PR under PS,DBM processed (submitted check to PS,DBM) within the standard time**  **(A)** | **Total number of PR under PS-DBM received**  **(B)** | **Total number of PR under PS,DBM cancelled**  **(C)** | **Total number of Liquidation Report under PS,DBM submitted to Accounting Section/Disbursing Officer within seven (7) working days upon delivery of items**  **(D)** | **Total number of deliveries from PS,DBM received (E)** | **Objective 1 Results**  **(A/(B-C))\*100%** | | | | **Objective 2 Results**  **(D/E)\*100%** | | | |
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| **%** | **Met**  **>**  **80%** | **Unmet**  **<**  **80%** | **Remarks (Indicate reason if target is unmet)** | **%** | **Met**  **>**  **80%** | **Unmet**  **<**  **80%** | **Remarks (Indicate reason if target is unmet)** |
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| Prepared By: | Reviewed By: | Noted By: |
| **NAME**  Position | **NAME**  Position | **NAME**  Position |

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| Prepared By: | Reviewed By: | Approved By: |
| **ADELAIDA R. DALANGIN**  AO V/Chief, GSS | **ARIEL O. IGLESIA, CESO V**  Assistant Regional Director | **MANUEL Q. GOTIS, CESO III**  BLGS Director and  Concurrent OIC - Regional Director |
| **Process Owner** | **Quality Management Representative** | **Top Management** |