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| **OFFICE** |  |
| **QUALITY PROCEDURE TITLE** | Procurement Process Thru Shopping |
| **PERIOD** | Month of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

| **No.** | **Purchase Request**  **(PR)** | | | | **Request for Quotation**  **(RFQ)** | | | | | | | | | **PHILGEPS** | **Regional Website** | | **Post Qua** | **Abstract of Quotation** | | **BAC Resolution, NOA, NTP** | | | **ORS/BURS, PO** | | | | | **NOA, PO, NTP** | | **ALL** | | **Processing Days** | **Remarks** |
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| **BAC Sec** | | | | **BAC Sec** | | **FAD Chief** | **Canvasser 1** | | **Canvasser 2** | | **Canvasser 3** | | **BAC Sec** | **BAC**  **Sec** | **RICTU** | **BACTWG** | **BAC**  **Sec** | **BAC/ SSVPC** | **BAC Sec** | **BAC** | **HOPE** | **BAC Sec** | **BAC Sec** | **BS** | **AS** | **HOPE** | **BAC Sec** | | **BAC Sec** | **BAC Sec** |
| **PR No** | **ABC** | **Office** | **PR Date** | **RFQ No** | **RFQ Date** | **Signed** | **Received** | **Returned** | **Received** | **Returned** | **Received** | **Returned** | **Posted** | **Requested for Posting** | **Posted** | **Assessed** | **Prepared** | **Awarded** | **Prepared** | **Signed** | **Signed** | **Prepared** | **PO No.** | **Obligated** | **Signed PO** | **Signed** | **Sent to Supplier** | **Returned by Supplier** | **Submitted to COA** | **Forwarded to GSS** |
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