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| **OFFICE** |  |
| **QUALITY PROCEDURE TITLE** | Procurement Process Thru Shopping |
| **QUALITY OBJECTIVE** | 1. 80% Timely processing of Purchase Request under shopping (served Purchase Order to winning supplier) within the standard time:   * 25 calendar days for PR without posting requirement * 30 calendar days for PR with posting requirement   2. 80% Timely submission of Disbursement Voucher under shopping to Accounting Section/Disbursing Officer within three (3) working days upon receipt of billing/sales invoice |
| **FREQUENCY OF MONITORING:** | Monthly |
| **PERIOD:** | Month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

| **Date** | **Total number of PR under shopping processed (served PO to winning supplier) within the standard time**  **(A)** | **Total number of PR**  **under shopping received**  **(B)** | **Total number of PR under shopping cancelled**  **(C)** | **Total number of DV** **under shopping submitted to Accounting Section/ Disbursing Officer within 3 working days upon receipt of billing/sales invoice**  **(D)** | **Total number of Billing/Sales Invoice received**  **(E)** | **Objective 1 Results**  **(A/(B-C))\*100%** | | | | **Objective 2 Results**  **(D/E)\*100%** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **%** | **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**  Senior Staff | **NAME**  Provincial Director | **MANUEL Q. GOTIS, CESO III**  Regional Director |