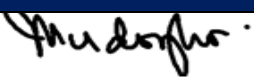

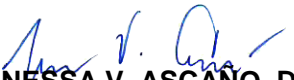



DOCUMENT TITLE	COMPUTER PRINTING SERVICES
PURPOSE	<ul style="list-style-type: none"> To print certificates, diploma, invitations and others for a fee.
SCOPE	<ul style="list-style-type: none"> This procedure covers from the receipt of the document/s to be reproduced until the release of the reproduced documents to its concerned client/s applicable for Cagayan de Oro Campus only.
RELATED RISK/S	<ul style="list-style-type: none"> Non-Availability of consumables and technical problem with equipment.
PROCESS OWNER/S	<ul style="list-style-type: none"> Printing Press Unit

PROCESS FLOW/DETAILS	RESPONSIBLE PERSON/OFFICE	RECORDS/ EVIDENCE
<div>Receive document from the client to be printed</div> <div>↓</div>	Note 1	Admin Assistant
<div>Issue Job Order</div> <div>↓</div>	Note 2	Admin Assistant
<div>Receive approved Job Order</div> <div>↓</div>	Note 3	Admin Assistant
<div>Reproduce document/s</div> <div>↓</div>	Note 4	Admin Assistant
<div>Release printed document/s to client with delivery receipt</div>	Note 5	Admin Assistant
		Logbook
		Job Order Form (FM-USTP-PP-001)
		Delivery Receipt (FM-USTP-PP-002)
		Logbook

PREPARED BY:	REVIEWED BY:
 MARIA CAROLINA R. DOMUGHO Focal Person for the Process	 ATTY. ERWIN B. BUCIO, Ph.D. Deputy QML – Administrative Support Services
RECOMMENDED BY:	APPROVED BY:
 VANESSA V. ASCANO, DPA Quality Management Leader (QML)	 AMBROSIO B. CULTURA II, Ph.D. President

MASTER COPY

CONTROLLED E-COPY
Date: October 01, 2021

NOTE 1:

1. Examine the document to be printed, i.e. how many black/white and colored pages.
2. Indicate the number of copies to be printed.
3. Calculate the cost/price of printing.

NOTE 2:

1. Job Order is issued with corresponding cost/price which will be signed by the requesting client, Director – Enterprise Division, Accountant for funds availability and duly approved by the Vice Chancellor for Finance and Administration.

NOTE 3:

1. Record the approved Job Order received in the job order database.

NOTE 4:

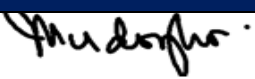

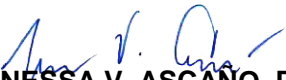

1. Identify the type of paper to be used, i.e. plain paper, special paper or boards.
2. Record the withdrawal of supplies and materials in the Supplies and Materials logbook.

NOTE 5:

1. Record as completed job with attached delivery receipt.
2. Submit the approved job order with attached delivery receipt to the accounting office for billing charged to the client's office in the university.

RECORDS/EVIDENCE:

- Job Order Form FM-USTP-PP-001
- Delivery Receipt FM-USTP-PP-002
- Logbook

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