

Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE

Paco, Manila

Depot
Operations
Manual



v.2015



MESSAGES



The Depots, Sub-Depots, and Hubs play a very important role in the operations of the PS-PhilGEPS as the face of the office in the regions. In addition, our Depots and Sub-Depots are a principal avenue for us to provide goods and services around the country in an economical and cost-effective manner, as borne out by the fact that a substantial portion of our income is derived from the sales operations of the Depots and Sub-depots.

As we continually strive to improve ourselves, management has updated and revised the Depot Operations Manual with the continuing hope that this will be a useful reference tool and handbook that will guide all of us as we move towards our mission and vision of being the Purchaser of Choice of government agencies —

providing quality goods at the right price, at the right time.

This Manual is not meant to be cast in stone, but is suppose to be a living document. As we are all partners in this journey, we encourage everyone to use the Manual and we welcome all suggestions on how we can continually better our operations.


ATTY. JOSE TOMAS C. SYQUIA
Executive Director IV

Since the start of Regional Depot Operations in 1998, the government agencies in the regions were able to avail of the benefits of centralized procurement for common - use supplies, materials and equipment.

Over the years, the Depot has expanded its operations thru partnerships with the Local Government Units in order to bring the PS services from the regional to the provincial/city level down into the municipalities and barangays.



Policies and processes were established to promote standard customer service across all regions. With this newly Updated Depot Operations Manual, the responsibility, accountability, sustainability are more defined towards a better and more valuable services.


FLORIDA G. ARIAS
Operations Manager & DCO Head



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OBJECTIVES

This Manual aims to provide stakeholders with clear and accurate information, guidelines, procedures, and reporting requirements on the operation of PS Depots, Sub-Depots, LGU Depot and Hubs.

MANDATE

- Operation of a government-wide procurement system
- Price monitoring of common use supplies, materials and equipment
- Identification of supplies, materials, and such other items, including equipment and construction materials, which can be economically purchased through centralized procurement and which is within the scope of its activity
- Identification of the sources of supply which are able to offer the best prices, terms and other conditions for items procured by the government
- Continuous evaluation, development and enhancement of its procurement system, coverage and procedure

MISSION

The PS-PhilGEPS aims to provide excellent customer service to attain optimum customer satisfaction by ensuring efficient, responsive, economical, prudent and professional service to clients and other stakeholders.

Our Mission is to ensure that government clients acquire quality products at the best prices, at the right time — all the time.

VISION

It is the vision of the PS-PhilGEPS, together with the depots and sub-depots, to be the Purchaser of Choice.



BRIEF HISTORY OF THE DEPOTS AND SUB-DEPOTS

The PS, as the government's central procurement agency for common-use supplies, has expanded its reach to promote our products and services all around the Philippine archipelago.

With the goal of providing every government agency with quality common-use supplies, materials and equipment at competitive prices, the PS established depots and sub-depots in various regions, provinces and cities across the nation in accordance with Executive Order No. 359 signed by then President Corazon C. Aquino in June of 1989.

The first PS depot was established in June 18, 1998 in Region V - Legazpi City. Additional depots were established in 2004 namely Region XI - Davao City (March 26), CAR - Baguio City (August 06) and Region X - Cagayan de Oro City (September 17). Depots are supervised and operated by DBM Regional Offices.

On March 29, 2004, the first sub-depot was established in Negros Occidental, operated by the local government unit under the supervision of the Provincial Government. In 2011, the said sub-depot was considered a depot as it eventually expanded its operations catering to the entire Region VI.

To date, there are a total of thirteen (13) operating depots, namely: Region I - La Union (September 19, 2005), Region II - Tuguegarao City (February 02, 2005), Region III - Pampanga (February 01, 2005), Region VII - Cebu City (July 02, 2005), Region VIII - Tacloban City (December 01, 2012), Region XII - Koronadal City (March 13, 2006) and Region XIII - Butuan City (September 18, 2006).

There are fourteen (14) sub-depots operating in the following areas, namely: Surigao del Norte, Camiguin, Misamis Occidental, Mt. Province, Eastern Samar, Biliran, Puerto Princesa City, Misamis Oriental, Calbayog City, Valencia City, Zamboanga City, Zamboanga Sibugay, Maasin and Catarman.

The next step in the growth is the creation of Hubs. At present, there is one hub in Cagayan de Oro, and a second hub is planned to be created in Legazpi City.

From now on and to highlight the importance of compliance with the procurement law (RA 9184) using the Procurement Service (PS) and Philippine Government Procurement System (PhilGEPS) - the Procurement agency of the government will now be called PS - PhilGEPS.

DEPT OPERATIONS





PART I: DEPOT OPERATIONS

A. Management and Responsibilities

1. Types of Organizations

a. Depots

Depot operation in the regions are supervised by the DBM Regional Directors and covered by a Memorandum of Agreement (MOA) between the PS-PhilGEPS Executive Director and the DBM Regional Directors. PS-PhilGEPS has propriety rights over the depot.

- The depot shall be responsible for marketing and selling items that it carries in inventory. Likewise, the depot may conduct regular monitoring, when necessary, local market prices of common-use supplies, materials and equipment from at least three (3) to five (5) local suppliers, and submit a price monitoring report to the Depot Coordination Office (DCO) not later than two (2) weeks after the end of each quarter. However, it is the PS-PhilGEPS that determines depot prices based on the submitted price monitoring report and freight.
- It is the responsibility of PS-PhilGEPS to transfer stock quantities to the depot in accordance with the available stocks to supply the requirement of government agencies in regions, provinces and cities based on the submitted Annual Procurement Plan (APP), or based on the Stock Transfer Request (STR).
- Trainings of depot staff on warehousing, operational procedures, financial reporting and recording, as well as the client agencies on depot ordering procedures and the Philippine Government Electronic Procurement System shall be the responsibility of PS-PhilGEPS.
- PS-PhilGEPS shall provide the office furniture and equipment as shown in Annex A - Standard Office Furniture and Equipment for use in the depot and establish a working fund which shall cover the current operating expenses.
- The DBM Regional Office shall issue a notice to all agencies within the region to procure all their common - use office requirements from the depot adopt strategies that will fully tap the market potential of the region.

b. Sub-Depots

The operation of sub-depots shall be covered by a MOA between the PS-PhilGEPS Executive Director, the DBM Regional Directors and the local executive of the province/city. They shall jointly operate the sub-depot. The MOA shall have a duration of three (3) years from the date of signing of the Agreement. Upon the expiration of the Agreement, all parties shall undertake an objective review of the sub-depot operations to determine the continued viability of the facility. All proprietary rights over the goods being sold in the sub-depot belong to PS-PhilGEPS.

- It is the responsibility of the Province/City to provide the site / lot and building for the sub-depot where supplies, materials and equipment shall be stored.



- Likewise, the sub-depot shall undertake a survey of market prices of common-use supplies, materials and equipment from at least three (3) to five (5) local suppliers, a report of which must be submitted to the PS-PhilGEPS depot prior to the operation of the sub-depot. The price monitor shall be updated and submitted to PS-PhilGEPS Regional Depot/DBM RO (if the region has no depot) not later than two (2) weeks after the end of each quarter, against which sub-depot prices may be compared. PS-PhilGEPS will determine depot prices based on the submitted price monitoring report.
- The PS-PhilGEPS, on the other hand, shall provide the stocks through door-to-door delivery in accordance with the supply requirement of the Province/City, its component local government units (LGUs), national government agencies (NGAs) within the province/city, and national and local agencies in the neighbouring provinces, as indicated in their APPs. Door - to - door delivery means that the Forwarder will pick - up the items on PS Staging Area up to the depot's staging area unless otherwise agreed.
- Training for sub-depot staff on warehousing, operational procedures, supply management, financial reporting/recording shall be provided by the PS-PhilGEPS including the training for client agencies on ordering procedures.
- The DBM Regional Office, for its part, shall provide overall supervision, marketing support and coordinative role between and among PS-PhilGEPS main, the regional depot and the sub-depots within the region.
- The sub-depot shall issue a directive requiring all component LGUS to procure all their common-use requirements from the sub-depot, and shall adopt strategies that will fully tap the market potential of the province/city.

c. LGU Depot

A Local Government Unit (LGU) Depot is a depot established by the PS-PhilGEPS in partnership with a Local Government. Its operation shall also be covered by a MOA between PS-PhilGEPS and the local chief executive of the province/city.

- All expenses of the LGU Depot shall be processed in PS-PhilGEPS Manila since an LGU Depot does not have a separate Working Fund. An LGU Depot is run by the designated LGU Staff whose rates are the same as with the Regional Depot and reports directly to PS-PhilGEPS Central Office through the DCO.

d. Hubs

A Hub is a central warehouse established by PS-PhilGEPS to cater to the needs of nearby depots and sub - depots. Its location is determined based on its accessibility within the area and delivery within twenty four (24) hours to depots and sub-depots.

- The role of the Hub is to prepare request for Stock Transfer, receive and transmit goods in the most efficient and effective manner.
- The Hub is operated by personnel hired by PS-PhilGEPS Main Office, directly reporting thru the DCO. All necessary equipment, utilities, etc. are paid in PS-PhilGEPS Main Office.



A Petty Cash Fund is established, administered by the Hub Supervisor, for operating expenses that are too small that issuing a check is not economical.

e. Depot / Hub

A Depot / Hub is a regular depot serving clients and at the same time serving other depot / sub - depot. Its location is determined to be strategic to serve the clients in a particular area and where there is easy access to transport goods to nearby depots and sub - depots.

- Expenses of the Depot / Hub shall be prorated to the operation as a Depot and as a Hub wherein the cost shall be shouldered by PS Main



2. Job Descriptions of Depot Complement

a. Regional Depots

Depot Supervisor

- Provides administrative supervision and marketing support to the depot
- Oversees the day-to-day operations of the depot
- Administers the depot Working Fund
- Approves the APP of the Depot, Stock Transfer Requests (STRs), Delivery Receipts (DRs), financial/operational reports and disbursements for the operating expenses of the depot including purchase refund
- Approves the semi-annual Physical Inventory Report of Items for Sale for submission to PS Manila through the DCO
- Oversees marketing activities of the Sub - Depots
- Approves the APP of the sub - depot and all the latter's disbursements for the operating expenses
- Witnesses the disposal of expired and similar items

Assistant Depot Supervisor

- Assist in the daily operations of the depot and reviews all the documents forwarded to the Depot Supervisor for approval.
- Approves delivery receipts and disbursement vouchers including refund, in the absence of Depot Supervisor.
- Supervises and reviews the preparation of the annual sales projection.
- Certifies the correctness of STRs and approves the same in the absence of the Depot Supervisor.
- Supervises and reviews the preparation of the annual budget of the depot.
- Supervises the semi - annual Inventory of Items for Sale.
- Attend to queries / comments of client agencies and refers to PS Manila for immediate action.
- Acts as focal person for PhilGEPS and maintains the access terminal of PhilGEPS
- Performs other functions as may be assigned by the Depot Supervisor

Accountant

- Reviews and signs DVs/payrolls including purchase refund
- Prepares Statement of Disbursements (to be submitted to the Regional Resident COA Auditor for verification) and Bank Reconciliation Statement to support replenishment of the Working Fund
- Submits supporting documents of the reports to the Regional Resident Auditor for post-audit
- Assists in the physical count of the Items for Sale
- Coordinates with the COA Auditor in the review of depot transactions
- Prepares the annual budget of the depot
- Prepares Report of Disbursements and Statement of Taxes Withheld to support replenishment of Working Fund
- Maintains client agencies Subsidiary Ledger
- Maintains ledger to summarize the financial transactions of the sub - depots
- Undertakes other functions as may be assigned by the Depot Supervisor



Cashier

- Acts as collecting and disbursing officer of the depot
- Accepts payments and issues Official Receipts (ORs)
- Deposits daily collections to the depot account of PS Manila
- Prepare DVs for the depot and sub - depot
- Prepares the weekly/monthly Cash Receipts Register and Monthly Report of Accountability for Accountable Forms
- Maintains the Petty Cash Fund for small amount of expenses in the depot
- Prepares checks for payment per approved DVs/payroll including refunds charged to the Working Fund
- Prepares Statement of Disbursement for submission to Auditor
- Pay bills of the depot
- Undertakes other functions as may be assigned by the Depot Supervisor

Supply Officer

- Oversees the operation of supply management of the depot
- Prepares the APP of the Depot
- Prepares STR and forwards it to the Depot Assistant Supervisor for review and the Depot Supervisor for approval
- Accepts and evaluates the Agency Procurement Request (APR) as to price validity and stock availability
- After payment, prepares/issues the DR and forwards it to the Assistant Depot Supervisor for review and Depot Supervisor for approval
- Prepares the monthly Report of Deliveries for submission to PS Manila
- Prepares monthly Report of Stocks Issued and Deliveries by Item and
- Stock Positions Report showing the beginning and ending inventories and total cost
- Conducts periodic inventory count of Items for Sale by counter checking the data in the computerized inventory system and bin card
- Attends to inquiries/clarification or complaints of client agencies and refer matters to depot supervisor for immediate solution
- Administrator of the IT System for Inventory Management
- Acts as inspector of items purchased by the Depot
- Undertakes other functions as may be assigned by the Depot Supervisor

Storekeeper II

- Checks the quantity of stocks transferred from PS Manila against the Transfer of Stocks (TOS)
- Update/Input the TOS to the Inventory System
- Checks the availability of stocks in the system
- Checks items already in critical level for inclusion in the STR
- Checks the expiration dates of any consumable items before acceptance and likewise checks the stocks with near expiration for return/replacement to PS Manila
- Checks the items issued per approved DR and issues the same to client agency
- Assists in the loading and unloading of stocks
- Assists in checking the quantity of goods per DR and issues the goods to client agencies
- Prepares Inspection and Acceptance Report (IAR) for direct deliveries, for approval of the Depot Supervisor before submission to DCO
- Assists in the semi-annual physical count of inventories of all stocks in the warehouse



- Assists in the conduct of periodic inventory count of Items for sale
- Undertakes other functions as may be assigned by the Depot Supervisor

Storekeeper I

- Conducts daily inventory count of items for sale by counter-checking the data in the computerized inventory system and bin card
- Maintains the bin card for every item on stock
- Assists in the conduct of periodic inventory count of items for sale
- Assists in loading and unloading of stocks
- Undertakes other functions as may be assigned by the Depot Supervisor

Utility Worker

- Pick items based on approved DR
- Packs items after being reviewed/checked/inspected by the Storekeeper
- Assist in the loading and unloading of stocks
- Organizes/maintains in good condition the stocks of the depot
- Ensures that the adoption of the "first in, first out" policy in the issuance of
- Shall be applied to minimize expiration of items
- Maintains the cleanliness and orderliness of the depot and its surroundings
- Reports immediately any discrepancy or defects noted in the packaging of products received from PS Manila
- Answers telephone calls and fax documents to client agencies and PS Ma
- Does messenger works (eg Photocopy, payment of bills, mail)
- Undertakes other functions as may be assigned by the Depot Supervisor

b. Sub-Depots

Manager/Supervisor

- Provides administrative supervision to the sub-depot
- Oversees the day to day operation of the sub-depot
- Certifies correctness of STR, financial/operation reports and reimbursement for the operating expenses of the Sub-Depot
- Approves DRs
- Prepares Annual Sales Projection
- Attends to queries/comments of client agencies and refers matters to Depot Regional Supervisor for immediate action

Assistant Sub - Depot Manager

- Assist in the daily operations of the depot and reviews all the documents forwarded to the Sub - Depot Manager for approval.
- Approves delivery receipts and petty cash vouchers including refund, in the absence of Depot Supervisor.
- Supervises and reviews the preparation of the annual sales projection.
- Certifies the correctness of STRs and approves the same in the absence of the Sub - Depot Manager.
- Supervises the semi - annual Inventory of Items for Sale.



- Attend to queries / comments of client agencies and refers to PS Manila for immediate action.
- Acts as focal person for PhilGEPS and maintains the access terminal of PhilGEPS
- Performs other functions as may be assigned by the Sub - Depot Manager

Cashier

- Acts as collecting officer of the Sub-Depot
- Accepts payments and issues ORs
- Deposits daily collection to the depot account of PS Manila
- Prepares the weekly/monthly CRR and Monthly Report of Accountability for Accountable Forms for submission to the DBM Regional Depot

Supply Officer

- Oversees the operation of supply management of the sub - depot
- Prepares the APP of the Sub - depot
- Prepares STR and forwards it to the Assistant Sub - Depot Manager for review and approval
- Accepts and evaluates the Agency Procurement Request (APR) as to price validity and stock availability
- After payment, prepares/issues the DR and forwards it to the Assistant Depot Manager for review and Sub - Depot Manager for approval
- Prepares the monthly Report of Deliveries for submission to PS Manila
- Prepares monthly Report of Stocks Issued and Deliveries by Item and Stock Positions Report showing the beginning and ending inventories and total cost
- Conducts periodic inventory count of Items for Sale by counter checking the data in the computerized inventory system and bin card
- Attends to inquiries/clarification or complaints of client agencies and refer matters to depot supervisor for immediate solution
- Administrator of the IT System for Inventory Management
- Acts as inspector of items purchased by the Sub - Depot
- Undertakes other functions as may be assigned by the Sub - Depot Manager

Storekeeper

- Checks the quantity of stocks transferred from PS Manila against the Transfer of Stocks (TOS)
- Update/Input the TOS to the Inventory System
- Checks the availability of stocks in the system
- Checks items already in critical level for inclusion in the STR
- Checks the expiration dates of any consumable items before acceptance and likewise checks the stocks with near expiration for return/replacement to PS Manila
- Checks the items issued per approved DR and issues the same to client agency
- Assist in the loading and unloading of stocks
- Assist in checking the quantity of goods per DR and issues the goods to client agencies
- Prepares Inspection and Acceptance Report (IAR) for direct deliveries, for approval of the Sub - Depot Manager before submission to DCO
- Assist in the semi-annual physical count of inventories of all stocks in the warehouse
- Assist in the conduct of periodic inventory count of Items for sale
- Undertakes other functions as may be assigned by the sub-depot manager/supervisor



Utility Worker

- Assist in the pick-up of stocks
- Assist in the loading and unloading of stocks
- Assist in the physical count of inventories done semi-annually
- Other functions as may be assigned by the immediate supervisor



B. GENERAL POLICIES AND GUIDELINES

1. Operational Matters

a. Client Agencies

Client Agencies or Authorized Buyers are NGAs and their implementing units, LGUs, Government-Owned and/or Controlled Corporations (GOCCs), State Universities and Colleges, Government Financial Institutions and Government Employees' Cooperative/Association.

b. Hours of Operation

PS Depots/Sub-Depots shall operate during prescribed office hours (8:00 a.m. to 5:00 p.m.) and may operate after office hours as the need arises.

c. Depot Electronic Catalogue

Depots and sub-depots shall be responsible for updating their respective "Catalogue" appearing in the PS-PhilGEPS website under their respective tabs.

d. Pricing Policy

Each depot is provided a Price List by the PS-PhilGEPS Manila at the start of the year through the DCO. Prices in the depots include freight/delivery cost. Depot Price List may be modified only in so far as stock availability is concerned.

Price adjustment is effected based on the Notice of Price Change that is being issued to a depot at any given time for items with a price increase/decrease of more than three percent (3%).

Client agencies shall be informed of any price change(s) by posting in the depot webpage link found in PS-PhilGEPS Website. Before accepting their APR, the agency is informed of the price change to avoid under/over payment.

The selling price includes the cost of the goods, the standard mark - up rate (4%) and the freight charge percentage varying per depot location. The freight charge amount represents the cost incurred in transporting the goods from PS Main to the concerned depot / sub - depot.

e. Reporting Policy

Depots and sub-depots are required to prepare reports of their operations, and financial reports, on a monthly basis (on or before the 5th day of the following month) and shall be submitted to the Regional Resident COA Auditors for post-audit and to the PS-PhilGEPS Manila for recording in the books of accounts. These reports include:

- **Cash Receipts Register (CRR).** Summarizes, in numerical order, monthly collections received and deposited by the accountable officer. The report shall identify the extension by, 1) NGAs/SUCs; 2) LGUs; and 3) GOCCs/GFIs. (See Form A - Cash Receipts Register)
- **Report of Deliveries.** Indicates sales for the month and accounts for issued DRs with details like the name of the client and the amount of goods delivered. There shall be a



separate summary for common use, non-common use, and other items. (See Form B - Report of Deliveries)

- **Report of Stocks Issued.** These are stocks withdrawn from the depot warehouse and reported by item, unit, quantity, including the unit selling price and the total amount. Stocks enumerated in this report should tally with the figures declared in the *Report of Deliveries*. (See Form C - Report of Stocks Issued)
- **Report of Stock Position.** Contains a summary of stock movement in a period of one month. It shall show the beginning balance, the stocks received, stocks issued, and the ending balance which can be verified against the bin cards. The unit cost per item multiplied by the ending balance shall be equal to the total cost of inventory at the end of the month. (See Form D - Report of Stock Position)
- **Report of Sales Return.** This is the report summarizing the returns made by client agencies indicating the reason for return, date of return, item description, unit, quantity, selling price and the amount. This is supported by DRs and Counter Receipts. Items returned shall be reported to DCO for appropriate action. Monthly Back-end of ReDDS shall also be submitted electronically (thru e-mail).

f. Selling Policy

As instructed under EO 359 Section 4.b dated 02 June 1989 by Pres. Corazon C. Aquino, client agencies shall remit in advance to the Procurement Service the funds needed to service their requirements for supplies, materials and equipment as reflected in said Work and Financial Plan. There will be no sales on credit to be allowed.

Reservation of items is not allowed and the use of items for sale without a DR is absolutely prohibited.

In case items are damaged or not sold due to negligence in proper care and safekeeping, accountability shall be shared by all involved in the warehouse and the Depot Supervisor.

2. Financial Matters

a. Working Fund

A Working Fund shall be established in each depot/sub-depot to cover current operating expenses. It shall be treated as cash advance issued to PS-PhilGEPS depots/sub-depots. This shall be deposited in a separate bank account and shall be administered by the depot/sub-depot concerned. The Working Fund for each depot shall be equivalent to two (2) months requirement of the depot concerned based on the approved budget for the year. All payments drawn from the fund shall be approved by the Depot Supervisor. The fund shall be subjected to replenishment from the PS-PhilGEPS Manila upon submission of a Report of Disbursements verified by the respective Regional Resident COA Auditors and supported with Bank Reconciliation and Bank Statements.

Petty cash may be drawn from the fund payable to a Cashier/Special Disbursing Officer (SDO) to cover small amount of expenses that are impractical to be paid in check and should be paid immediately, including purchase refund not to exceed one thousand pesos



(PhP1,000.00). All disbursements and supporting documents shall be submitted to the Regional Resident COA Auditors for post-audit purposes.

A Depot shall disburse out of their Working Fund the current operating expenses of their respective Sub-Depots, subject to replenishment. These include authorized allowances of designated staff of the Sub-Depot, freight and handling of stocks; water and power bills; communication expenses; supplies and materials; repair and maintenance of office equipment; travelling expenses; insurance; fidelity bonds; and bank charges. Petty Cash Fund may also be drawn from the fund payable to the Sub-Depot Manager to cover petty expenses.

As part of the Sub-Depot Transition Plan to an LGU Depot, establishment of working fund will be done. Initial funding shall be contributed both by PS-PhilGEPS and the respective LGU which amount shall be determined by both parties.

The said working fund shall be administered by the Manager. Issuance of checks from the fund shall be countersigned by the Cashier (PS-PhilGEPS Personnel). Fidelity bond coverage must be applied for to the signing authorities.

For the operating expenses of an LGU Depot (without Working Fund), all claims shall be submitted to DCO with the supporting documents then Accounting Division will process the payment. The corresponding check is then prepared and released to the Depot concerned. The same shall be transitioned to an LGU Depot with Working Fund as part of the Transition Plan.

Purchase of equipment out of the working fund shall not be allowed. All such purchases shall be coursed through PS-PhilGEPS Manila.

b. Financial Transaction Recording

All transactions in the regional depots and sub-depots shall be consolidated in PS-PhilGEPS Manila office. Maintenance of subsidiary ledger shall be done by the Depot Accountants for each client agency to monitor collections and deposits against sales. Source documents and reports shall be submitted to the Regional Resident COA Auditor for post audit.

Inventory taking shall be done weekly by the depot to keep the actual count, bin cards and system (ReDDS/FACT) tally.

Offsetting of shortages to overages is not allowed. Discrepancies must be investigated to identify the cause.

c. Budget Preparation

Every 3rd to last quarter of the preceding year, Budget Preparation and Target Sales setting was done to carry out PS-PhilGEPS Mandate according to its Roadmap. Included in the roadmap are performance also of the depots and sub-depots.



The Sales are based on the expenditures and planned net profit to be contributed by each depot and sub-depot to the Government Equity. Below is the list of expenses that may be incurred in line with their current operation:

Type of Expense	Description / Particulars
Travelling Expenses	May include transportation expense by the Cashier in the deposit of collections made.
Bank Charges	
General Services	Includes expenses to pay Job Order Employees. Subject to approval of the Executive Director
Security Services	Three Security Guards per Depot. Salaries are based on the existing PADPAO rates in the Region. There will be three (3) shifts: 6 AM - 2 PM, 2 PM - 10 PM, and 10 PM to 6 AM. Contract shall be with the Depot / Sub - Depot and the Security Agency
Office Supplies Expense	Subject to submission of Project Procurement Management Plan (PPMP)
Gasoline, Oil and Lubricants	Use of DBM Vehicle for daily deposit of collections and conduct of dialogue with agencies to promote the services of PS.
Advertising Expenses	Expenses during marketing activities of the depot / sub - depot. For sub - depots, it shall be actual activity conducted to include, but not limited to, expenses of the Depot Supervisor (e.g. transportation, meals and lodging) assisting in the said activity.
Fidelity Bond Premium	Shall cover the following: <ol style="list-style-type: none"> 1. Accountability of the Cash Collecting Officer for the collections. The amount for Fidelity Bond provided for the Cashier is based on the monthly average amount of collection for the last six (6) months. 2. Accountability of the Storekeeper for the inventory of items for sale. The amount of Bond Premium shall be based on the premium rates for cash accountability since these items are held for sale and the average monthly stock for the last six (6) months.
Representation Expenses	
Postage & Deliveries	
Internet Expenses	
Printing & Binding	
Legal Services	Notarial Fee
Auditing Services	<ul style="list-style-type: none"> ➤ Office Supplies used by COA ➤ Attendance to conventions and seminars
Telephone Expenses (Landline)	
Telephone Expenses (Mobile)	
Electricity Expenses	Except for Depots with existing meter, the computation is based on the following factors: <ol style="list-style-type: none"> 1. Total area per square meter occupied by the Depot 2. Total manpower stationed in the Depot (DBM Support Services and PS-PhilGEPS Depot Staff) 3. Total number of existing equipment



Water Expenses	The computation is based on the following factors: 1. Total manpower stationed in the Depot 2. Usage of water during cleaning 3. Number of comfort rooms
Repairs & Maintenance - Office Building	The computation is based on the following factors: 1. Total area of the Depot 2. Year the building was constructed
Repairs & Maintenance - Office Equipment, IT Equipment, and Furniture and Fixtures	The computation is based on the Net Book Value of the equipment or furniture and fixtures.
Insurance Expenses	PS-PhilGEPS Main Office shall apply for the insurance coverage of stocks based on average inventory cost for the last six (6) months.
Other MOOE	Mid-year and year-end assessment/team building, subject to DBM Circular

It is understood that the monthly allowable rates of each budget items shall be based on the existing guidelines approved for the purpose. Excess on the rates indicated therein shall be subjected to justification of the Depot Supervisor and approval of the Executive Director.

Once the budget has been approved, Depot / Sub - Depot may disburse the expense without the need for authority from PS - PhilGEPS. The Depot / Sub - depot may realign expenses within the MOOE limit. For all Capital Outlays, clearance shall be made from PS - PhilGEPS Main Office first before proceeding to its implementation.

d. Guidelines on Income Sharing

The operation of the depot shall be a joint undertaking of PS-PhilGEPS and the DBM Regional Office covered by a Memorandum of Agreement (MOA) entered into and executed by and between the said parties represented by PS-PhilGEPS Executive Director and DBM Regional Director.

This would require assignment of some personnel from DBM Regional Office, either temporary or part - time, pending the creation of the regular staffing for the PS-PhilGEPS Depots. They shall receive remuneration available under existing laws, while profit sharing scheme is not in effect.

Per memorandum to DBM Secretary Florencio B. Abad dated 04 February 2013 regarding the Incentive Scheme / Profit Sharing for PS-PhilGEPS Regional Depot Operations, the following manner of share utilization were approved:

- a) Forty Percent (40%) - For DBM and/or Depot office facility upgrading focused on improving working conditions, improve security/safety measures, enhance communication and transportation systems and facilities and all other activities or systems designed to improve overall worker productivity.
- b) Forty Percent (40%) - For PS-PhilGEPS advocacy and promotional activities to increase market share.



- c) Twenty Percent (20%) - For supplies, materials or equipment that should help boost individual staff productivity (e.g. laptops, cellular phones, etc.)

The manner of computation for the income share shall be as follows:

Sales		xxx
Less: Cost of Sales		
Beginning Balance	xxx	
Add: Stock Transfers	xxx	
Freight - in	xxx	
Add(less): Adjustments	xxx	
Total Stocks Available for Sale	xxx	
Less: Ending Inventory	xxx	
Cost of Goods Sold		xxx
Gross Profit		xxx
Less: Operating Expenses		
MOOE	xxx	
Giveaways to Client Agencies	xxx	xxx
Net Income		xxx
Share in the Income (50%)		xxx
Less: Expenses Chargeable to Depot		
Depot Allowances	xxx	
Loss of Assets	xxx	xxx
Net Share in the Income		xxx

e. Guidelines on Depot Giveaways

Giveaways may be given to client agencies to recognize regular patronage and support to the Depot provided the following criteria are met by the said Depot:

1. Achieved ninety percent (90%) target sales of previous year;
2. Income generating from previous year;
3. The value of the item should not exceed twenty percent (20%) of the share in income from previous year; and
4. The giveaway shall come from items for sale by PS-PhilGIPS.

f. Guidelines on Loss of Assets

The Loss of Assets include damages while under depot custody and shortages found during inventory taking. For purposes of computation of depot share, the cost of damages equivalent to one percent (1%) of year-end inventory cost will be included in the regular operating expense while the excess of one percent (1%) will be deducted in full on the depot share.



g. Allowances

As part of the Memorandum of Agreement entered between DBM and PS-PhilGEPS, allowances shall be given to detailed DBM Staff pending the implementation of the profit sharing scheme. Now that it has been implemented, the said allowances shall be deducted to the share in profit from operation of the respective depot.

Allowances may be given on the start of the month using the previous month's performance to determine if the depot is generating income. While for newly opened LGU Depot, it shall be given on the 1st week of the following month to evaluate if there will be income source for the purpose based on the preceding month.

Allowable rates are attached as Annex B - Allowable Rates for DBM Support Staff, Annex C - Allowable Rates for DBM Support Staff without Depot and Annex D - Allowable Rates for LGU Support Staff

3. Administrative Matters

a. Opening a New Depot

In opening a new depot, the following criteria must be considered:

	Criteria	Description/Requirement
1	Depot Location	<ul style="list-style-type: none">✓ Strategically located✓ Near clients, government centers, etc.
2	Minimum Movement	<ul style="list-style-type: none">✓ The physical arrangement of the warehouse and office provides minimum movement of stocks and people.✓ Office and warehouse should be close enough to provide smooth flow of transactions
3	Manpower	<ul style="list-style-type: none">✓ The LGU concerned shall have available staff to manage the depot operations✓ The designated Cashier shall be an organic permanent personnel of the LGU for bonding purposes.
4	Knowledge Capability	<ul style="list-style-type: none">✓ The staff must be equipped with required knowledge in operating a depot specifically client handling, financial practices, warehouse management, logistics, etc.
5	Accessibility of the Facilities	<ul style="list-style-type: none">✓ The location of the depot must be accessible to stakeholders
6	Terminal Facilities	<ul style="list-style-type: none">✓ It may be near transportation terminals and accessible by all types of vehicle
7	Service Needs	<ul style="list-style-type: none">✓ Location of the depot must be covered by city / government services such as electricity, communication lines, etc.✓ All depots shall have separate meters for electricity, water and telephone lines registered in the name of the Depot. In cases where sharing in the monthly bills are preferred, this should be covered by an internal agreement to be executed by and between the PS-PhilGEPS and the Depot Supervisor upon recommendation by the DCO.



8	Availability of Labor	✓ Additional manpower must be available within the area as the need arises (i.e. during loading and unloading of stocks)
9	Internal Organization	✓ The organizational pattern of the depot staff must be designed to carry out its function ✓ Reporting levels must be established to provide guide for the escalation procedures
10	Environmental Changes	✓ Pertains to the safety of location with regards to the effect of nature (i.e. volcanic eruption, near creeks, etc.)
11	Security	✓ The office and warehouse location must be secured to prevent access of unauthorized persons.

Below are the activities to be undertaken in opening a new depot:

1. Send a Letter of Intent to Local Chief Executive of prospective Provincial / City LGU
2. Set a meeting with the local executive of the Province/City to present proposed Business Partnership
3. If both parties agree to the Business Partnership, sign MOA indicating specific responsibilities of party
4. Determine staff complement and administrative requirements.
5. Prepare the warehouse facility for operations. Design and layout shall ensure safety and protection of the goods inside the staging area. The PS-PhilGEPS Admin shall design an area for the storekeeper a working area at the entrance of the warehouse. Unauthorized personnel should not be allowed inside the warehouse.
6. Conduct price monitor within the LGU area of coverage to determine pricing of goods to be carried.
7. Install IT System for inventory management and forms to be used
8. Conduct training of the staff on all aspects of operations such as policies and procedures, financial reports, IT System/Inventory Management, Disposal and Administrative Matters.
9. Send initial quantity of items/stocks for sale
10. The Local Executive of the Province/City concerned shall issue an Executive Order requiring all component LGUs to procure all their common use office supplies requirements from the Depot. It will also adopt strategies that would fully tap the market potential of the Province/City.
11. Operate the Depot.

b. Physical Facilities

Depot assets include land, building, furniture, and equipment, as may be applicable. These assets are part of the Fixed Assets of PS-PhilGEPS Manila. Maintenance and care shall be the responsibility of the Depot Supervisor in whose name the Acknowledgment Receipt of Equipment (ARE) is issued.

For LGU Depots, the Province/City concerned shall provide area / location for the warehouse in accordance with the layout/specifications of PS-PhilGEPS. Renovation and other related costs shall be shouldered by the Province/City concerned. Its physical assets include IT and warehouse equipment.

c. Personal Services

Manpower requirements for the operations of a depot shall be six (6) for Regional Depot : Depot Supervisor, Assistant Depot Supervisor, Accountant, Cashier, Supply Officer,



Storekeeper and Job Orders who shall be hired to assist in depot operation as Storekeeper and Utility Workers not to exceed eight (8) JO staff.

For LGU depots in provinces/cities, manpower requirement includes one (1) LGU Depot Manager; one (1) Asst. Sub-Depot Manager; one (1) Cashier; one (1) Supply Officer; one (1) Storekeepers; and one (1) Utility Worker. Their salaries shall be paid by the Provincial/City Government.

d. Minimum Office and Warehouse Equipment

Attached as Annex A is the list of basic equipment for every depot and sub-depot to be provided by PS - PhilGEPS.

Purchase of additional equipment is subject to the approval of the request for new equipment supported with justification and report of existing inventory of equipment.

e. Depot/Sub-Depot's Annual Procurement Plan (APP)

All depots/sub-depots shall submit to the DCO their Annual Procurement Plan for next calendar year on or before the 15th of November of the preceding year. Any modification or changes in the APP shall be approved by the Depot Supervisor, copy furnished the DCO.

No procurement of office supplies and equipment shall be undertaken unless in accordance with the approved APP.

f. Training

Training and manpower development of DBM, LGU and Depot Staff may participate in such activity provided it is included in their proposed budget or may be sourced from savings of other MOOE accounts.

g. Conduct of Annual Depot Assessment and Corporate Planning

The PS-PhilGEPS Annual Depot Assessment is designed to set priorities, focus energy and resources, strengthen operations and ensure that employees and other stakeholders are working toward common goals. Agreements are arrived at intended outcomes / results, assess and adjust the organization's direction in response to a changing environment. It is a disciplined effort that produces fundamental decisions and actions needed to make progress, but also how it will know if it is successful.

Envisioning the goals and objectives that PS-PhilGEPS would like to achieve, it is therefore necessary that assessment be conducted to harmonize the policies, procedures and processes to ensure common understanding and application of the same by PS-PhilGEPS regional depots and sub - depots.

The following are the activities conducted in the said undertaking:

1. PS-PhilGEPS Updates, Upgrades and Improvements
These are updates on the ongoing projects in PS-PhilGEPS Central Office. It also includes results of activities done and impact on PS-PhilGEPS as a whole.
2. Proposed Programs and Projects in Central Office and in Regions
These are projects proposed to be implemented in PS-PhilGEPS Central Office that will be cascaded to the regions. These are usually, New IT System Implementation, roll-out of New Process, etc.



3. Presentation of prior years' performance and recommendation of areas for improvement
This part is where individual depots and sub - depots got to present their operation and share their techniques that made them achieve their targets, etc.

4. Target Setting and Proposed Budget for the succeeding year
The Finance Division leads and assists the depots and sub - depots in preparing their proposed budget and target sales. For detailed discussion, please see Section V - General Policies and Procedures on Financial Matters - Budget Preparation.

5. Recognition of Top Performing Depots
Performance of the depots and sub - depots during the previous year is evaluated to determine which depot showed exemplary performance. The criteria for the evaluation are the following with corresponding weight consideration:
 - a. Efficiency in Spending (Net Income over Gross Profit) - 40%
 - b. Ability to Sell based on Stocks Received (Ratio on Sales Against Stock Transfer) - 40%
 - c. Promptness in Submission of Accurate Reports - 20%

The depot/sub-depot with the highest rating in each category will be awarded as the Top Performer for the year.

6. Awarding of Profit Shares
DBM / LGU Share in the income from operation of depot / sub - depot operation from previous year are also distributed during this activity.

7. Other important concerns



C. Specific Operating Procedures

1. Operational Matters

Section 7.1 of the IRR-A, RA No. 9184 provides that no government procurement shall be undertaken unless it is in accordance with an approved APP of the agency. Client agencies are therefore required to submit to PS and/or its Depots every budget preparation period a list of common-use items based on their APP. This will help PS-PhilGEPS determine the level of stocks to be maintained and make estimation of stocks for shipment.

a. Availability, Handling and Transfer of Stocks

Stock Transfer Requests are submitted to and coordinated by the DCO. Stocks are transferred from the PS-PhilGEPS Warehouse in Manila or from one depot to another via land, sea, or air transport. The stocks shall form part of the overall stocks for sale.

i. Processing of Stock Transfer Request

- The DCO receives the approved STR from the Depot Supervisor. The STR shall contain the name of the requisitioning depot, control number and details of items to be transferred with corresponding priority number for each item. If within a prescribed period of time, the stocks are still undelivered, a written communication shall be sent from DCO informing the status of the request.
- Upon evaluation and approval of the request, the DCO prepares TOS and forwards same to the Warehousing Division to schedule the delivery of the item. WD loads the stocks in the delivery van and informs DCO whether the container van is full. DCO prepares additional TOS for other items to maximize the capacity of the delivery van.

ii. Receiving of Stocks

- The regional depot/sub-depot Storekeeper shall oversee the unloading of stocks and checks the quantity of stocks transferred from PS-PhilGEPS Manila versus the TOS. He shall always be available on the date of delivery.
- The depot Storekeeper shall inspect, accept and affix his/her signature on the TOS. For delivery of items contained in sealed boxes with signature of PS-PhilGEPS WADD, the Storekeeper shall open, inspect and properly reseal before acceptance. Unsealed boxes shall not be accepted.

iii. Discrepancies Noted

- Any variance in quantity and/or damaged items during delivery shall be indicated in the TOS and shall be attested by the driver of PS-PhilGEPS or the forwarder.
- The amount of damaged and/or lost items during transit, indicated in the original TOS shall immediately be forwarded to DCO for appropriate action.
- Adjustment thereto shall be reflected through a Stock Transfer Adjustment prepared by DCO. The same shall be faxed / e - mailed to depot concerned.



iv. Inter-depot Stock Transfer

- Transfer of stocks from one depot to another shall be allowed only upon prior approval from the DCO. The depot shall report the inter depot transfer to the DCO for proper recording, copy furnished the PS-PhilGEPS Accounting Division. Cost for transporting the stocks shall be charged to the working fund of the receiving depot.

v. Return of Stocks to PS Manila

For items/stocks returned to PS-PhilGEPS Manila from the Regional Depots, the following should be strictly observed:

- Authority shall be secured by the Depot Supervisor from the Office of the PS-PhilGEPS Executive Director, upon recommendation of the DCO;
- Defective/damaged items returned by client agency may be accepted under the following conditions:
 - With patent manufacturing defects shall be reported and returned as instructed. Immediate replacement may be allowed for office equipment/device within seven (7) calendar days upon purchase by the agency due to manufacturer's defect. Otherwise, the same shall be reported to DCO for information/appropriate action;
 - still covered by warranty period. The warranty period for equipments shall start from the delivery of the supplier to the PS-PhilGEPS Main Warehouse in Paco, Manila;
 - must be in its original form and packaging;
 - that the damage is not caused by agency's negligence as per initial inspection made by the depot;
 - Returned items shall indicate the unit costs based on actual stock transfer at the time of the receipt by the depot;
 - Storekeepers shall see to it that stocks to be returned to the PS-PhilGEPS Manila are received twelve (12) months before the expiration period; and
 - Freight cost for the returned stocks shall be charged to the working fund of the depot concerned. If the return is caused by wrong delivery from PS-PhilGEPS Main, the cost of freight shall be charged to PS-PhilGEPS Main Office.

vi. Disposal of Items

For spoiled/damaged items, these may be recommended for disposal observing the following steps:

- Prepare Inventory and Inspection Report witnessed by COA Representative;
- Recommend the mode of disposal for totally damaged items by burning, pounding, breaking, shredding, throwing or any other method by which the item is disposed beyond economic recovery;
- The destruction shall be made in the presence of the Depot Supervisor and COA representative;
- Attach pictures for the destruction of totally damaged items;



- After disposal, submit to PS-PhilGEPS Main all relative documents to support the request for dropping from the books of account.
- Slightly damaged items may be distributed for office use.

vii. Releasing of Inventory

- Depots shall strictly adopt the “first in, first out” policy in the delivery of stocks to client agencies in order to minimize expiration of items.
- All depot Supply Officers shall maintain a bin card for every item in the depot indicating the expiry date and the Average Monthly Withdrawal (AMW).
- Storekeepers should reconcile at least once a week their stock records, and system and stock cards against the actual count (existing quantity) of their stocks. This will enable them to determine the discrepancy in their stocks, if any.

viii. Sale of About to Expire Inks, Obsolete and/or Delisted Items

Before returning the items to PS-PhilGEPS Manila, a Cost Benefit Analysis shall be done if freight cost in the return is lower than selling the items at a discount. The loss or cost incurred in this undertaking shall be shouldered by the said depot. For guidelines on the manner of cost allocation, please refer to the computation of Depot Share - Loss of Assets.

The sale of about to expire inks at discounted amount may be authorized to recoup certain amount of losses. The discount shall be based in the remaining shelf life as follows:

- 6 months to 5 months - 20% discount
- 4 months to 3 months - 30% discount
- 2 months to 1 month - 50% discount

After the sale, the Depot shall prepare a report to be submitted to PS Main for purposes of dropping from the books the cost of the items lost due to expiration.

ix. Sale of Items at a Discount

Non-moving items and those that are included in the list of items for delisting may be sold at a discount. The item shall be priced to recover the acquisition cost. Further discount may be given subject to justification of the Depot Supervisor and approval of PS-PhilGEPS.

x. Direct Delivery of Items from Supplier

For direct deliveries, the depot Supply Officer shall prepare and submit to the DCO the Inspection and Acceptance Report (IAR). This shall be forwarded by the DCO to the Inspection Division, PS-PhilGEPS Manila for the issuance of the Inspection Certification and Acceptance Report (ICAR).

b. Ordering, Payment, Delivery and Reporting

i. Preparation of the Agency Procurement Request (APR)

The procurement process starts with the submission by the client agency of a duly accomplished APR to PS-PhilGEPS Depot. Upon receipt of the APR, the Supply Officer shall check the price and availability of the items requested and shall process the DR. The agency



shall pay only for the items available, in case the mode of payment is cash. If check is issued, the remaining amount shall be considered as unutilized deposit which may be refunded by agency or utilize in their next purchase.

ii. Modes of Payment

Cash on Delivery

Payment of the items may be made in cash or by check payable to the "Procurement Service".

Direct Payment to Bank

Where it is inconvenient for the client agency to effect payment at the depot, the payment may be deposited with any branch of the Land Bank of the Philippines (LBP) under the account of "Procurement Service".

The duplicate copy of the deposit slip marked received and signed by the receiving bank teller shall be faxed to the PS-PhilGEPS Depot. Upon verification of the authenticity of the payment, the depot shall inform the client agency to pick up the items.

iii. Collections and Deposits

The release of items shall be covered by Delivery Receipt (DR). No DR shall be issued or released without the corresponding payment.

- Upon acceptance of the APR and payment, the depot Cashier shall issue an Official Receipt (OR).
- The collections shall be deposited intact daily or not later than the next banking day to the account of the PS-PhilGEPS through any LBP branch nearest the depot.
- The depot Cashier prepares a weekly/monthly CRR and forwards same to the depot Accountant for review and for transmittal to PS-PhilGEPS Manila.
- Corresponding OR for Refund of Cash Advances shall also be included in the CRR under the column "Others" for deposit to the Working Fund Account of the depot.

iv. Refund of Excess Deposits from Client Agencies

- Depots are allowed to refund the excess deposits provided that the following are presented: (a) photocopy of the APR showing the list of items to be purchased; (b) photocopy of the DR issued by the Depot; and (c) photocopy of the OR issued to the agency.
- Refund shall be charged against the Depot Working Fund. Refunds are done through the preparation of a disbursement voucher with the photocopies of the APR, DR and OR as attachments and the refund shall be payable in check.
- Depot Accountants shall record the refund as a debit to Due to NGAs/GOCCs/LGUs reflecting a reduction from the agency's deposit balances. Official Receipts should be issued by the agencies concerned for payment of refunds made.

Excess deposits maybe refunded in the following manner:

1. Below Php1,000.00 – charged to Petty Cash Fund
2. Php1,000.00 and above – charged to Working Fund



v. Delivery of Supplies

- Upon acceptance by the Supply Officer of the APR and OR, he/she then prepares the DR for approval of the Depot Supervisor.
- Upon approval, the goods are then released to the authorized representative of the client agency. He/she acknowledges receipt of requested stocks by signing the received portion of the DR.

vi. Preparation of Reports

The Depot shall prepare and submit the following reports to PS-PhilGEPS Manila through the DCO not later than the fifth (5th) day following the end of the month:

- Cash Receipt Register
- Report of Deliveries
- Report of Stocks Issued
- Report of Stock Position
- Report of Accountability for Accountable Forms
- Report of Sales Return (if there is any)
- Schedule of Subsidiary Ledger Balances (Quarterly)
- Physical Inventory Report (semi-annually)

c. Conduct of Physical Inventory

- Conduct of Physical Inventory should be done weekly, monthly and annually. Items can be classified as A B & C. Class A items are those items which we consider as the most saleable items or the fast moving items. Inventory of stocks must be done regularly to ensure that potential stock-outs are avoided. Class B items are those items with regular moving stocks. Inventory of this items can be done weekly or in a monthly basis. For Class C, semi or annual inventory of stocks may also be applicable or when the need be arises.
- Warehouse stocks should reconcile with the bin card and should tally with the Regional Depot Database System (ReDDS) or FACT System ending balance at the end of the period or when the need arises.
- In case of the overages, the items will be added to inventory and adjustments thereto should be made accordingly.
- Report of Physical Inventory for year - end shall be submitted on or before the 10th day of January of succeeding year using the prescribed format. Guidelines on the inventory taking is shown in Annex E.
- Conduct of Physical Inventory for semi - annual and annual shall be accompanied by the COA Representative.



2. Financial Matters

a. Utilization and Replenishment of PS-PhilGEPS Depots' Working Fund

- Disbursements from the Working Fund shall cover payment of salaries of PS-PhilGEPS personnel and allowances of DBM Support Staff, maintenance and other operating expenses such as communications, water, electricity, supplies, repair of office equipment, security services and other related depot operating expenses.
 - All disbursements shall be covered by DV duly supported with the required documents to establish the validity and correctness of the payment. It shall be certified by the designated Accountant and approved by the Supervisor.
- The Cashier shall issue checks for every approved DV which shall be recorded in the Cash Registry. Report of Disbursement shall be prepared by the Cashier for submission to the Accountant.
- The Accountant shall prepare the replenishment request which shall be supported with the following reports for electronic transmission (e-mail or fax) to PS-PhilGEPS Manila:
 - Report of Check Disbursement verified by the COA Regional Auditor.
 - Bank Reconciliation supported with Bank Statement.
 - To give Auditors ample time to verify the disbursement subject for replenishment, the depot is allowed to replenish upon disbursing 75% of the fund.
- The above reports with the original DVs and supporting documents are submitted by the Accountant to the Regional Resident COA Auditor for post audit.
- Upon receipt of the replenishment request and supporting documents, PS-PhilGEPS Accounting Division shall prepare DV to be certified correct by the Chief Accountant. The DV shall be approved by the authorized signatories.
- After the approval of the DV, the PS-PhilGEPS Cashier shall prepare the corresponding check to be signed by authorized signatories and deposit the check in the bank account of the depot.
- For disbursements with mandatory deductions, photocopies of payroll/voucher shall be attached to the replenishment to support the remittances of amounts deducted.
- Liquidation of petty cash fund shall be supported with summary of expenses.
- For cash advances, a Liquidation Report (LR) must be submitted indicating the reference check number and date, amount and the purpose. An OR, issued by the designated collecting officer, shall be attached on the LR for unused cash advances upon submission to COA Auditor.
- Audited monthly reports must all be submitted to Accounting Division for the period covered of the disbursement. If the reports are not yet audited, proof of receipt by Resident COA Auditor shall be submitted. On next replenishment, the audited report of the previous month must be submitted. If in case no audited report is submitted on



third replenishment (period of one (1) quarter or three (3) months), request for assistance for PS-PhilGEPS Resident Auditor in coordinating with the respective regional unit shall be sent by the Accounting Division. If until within six (6) months, no audited report is submitted, a team from PS - PhilGEPS shall go to the depot and audit the transactions.

- The Accounting Division may hold the replenishment of Working Fund upon discrepancies / irregularities noted in the reports submitted.



D. Depot Visits

Audit of depot operations shall be done at least once a year to determine if the depot is operating under the standard policies and procedures set by PS Main Office. Audit shall be done on the following aspects: (1) Financial, (2) Operational, (3) IT System, and (4) Special Audit.

- For the financial aspect, the audit focus will be the balances of, but not limited to, Cash Collecting Officer, Working Fund Account, Inventory, Due to Other NGAs / GOCCs / LGUs, Sales Revenue, Expenses, etc.
- For the operations aspect, the focus will be on the processes involved in depot operations. This include APR processing, request for Stock Transfer, Sales Returns, Defective / Damaged / Expired Items, warehouse management, etc.
 - Inventory accuracy will also be evaluated during the visit. Inventory balance per system will be compared against actual and per bin card balances.
- For the IT Systems audit, the focus will be the access rights of the user, the modules used in a certain transaction, escalation procedure, etc.
- For Special Audit, these are audits done on a specific purpose as requested or required by the Depot or PS Main Office. This may include audit of a special event, program or even impact caused by fortuitous events (typhoon, floods, theft, etc.)



Annex A - Standard Office Furniture and Equipment

Quantity	Item
2 units	Desktop Computer – Non-Branded, Intel Core i7, 4 GB DDR3, DVD Reader/Writer, 1 TB, Graphics: Built-in Memory Shared, Audio: Built-In, Network: 10/100/1000 Ethernet, Built-In, Others: Parallel Port with Generic Speakers, USB Keyboard and Mouse, Monitor: LED 21.5", Warranty: One (1) Year on Parts and Labor
1 unit	Printer, Impact Dot Matrix, 24 pins, for printing of Delivery Receipts
1 unit	Printer, Impact Dot Matrix, 9 pins, for printing of Official Receipts
1 unit	Printer, Laser, for printing of Reports
1 unit	Facsimile Machine
1 unit	Flatbed Scanner
2 units	Air Conditioning Unit, 1 unit for the office and 1 unit for the inks / toners warehouse
1 set	CCTV Camera
1 unit	Filing Cabinet, vertical with top safe
50 pieces	Palettes, plastic
2 units	Push Cart
1 unit	Trolley
2 units	Electric Fan (Stand, Orbit or Industrial)
1 unit	Ladder
4 sets	Safety Gears (1pc Hard Hat, 2 Dust Masks, 2sets Gloves, high visibility vest and 1 pair Safety Shoes)



Annex B - Allowable Rates for DBM Support Staff

Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE
RR Road, Cristobal Street, Paco, Manila, Philippines 1007
Tel. Nos. 563-9365 & 563-9395

ALLOWABLE RATES FOR DEPOT OPERATIONS
Effective: July 1, 2011

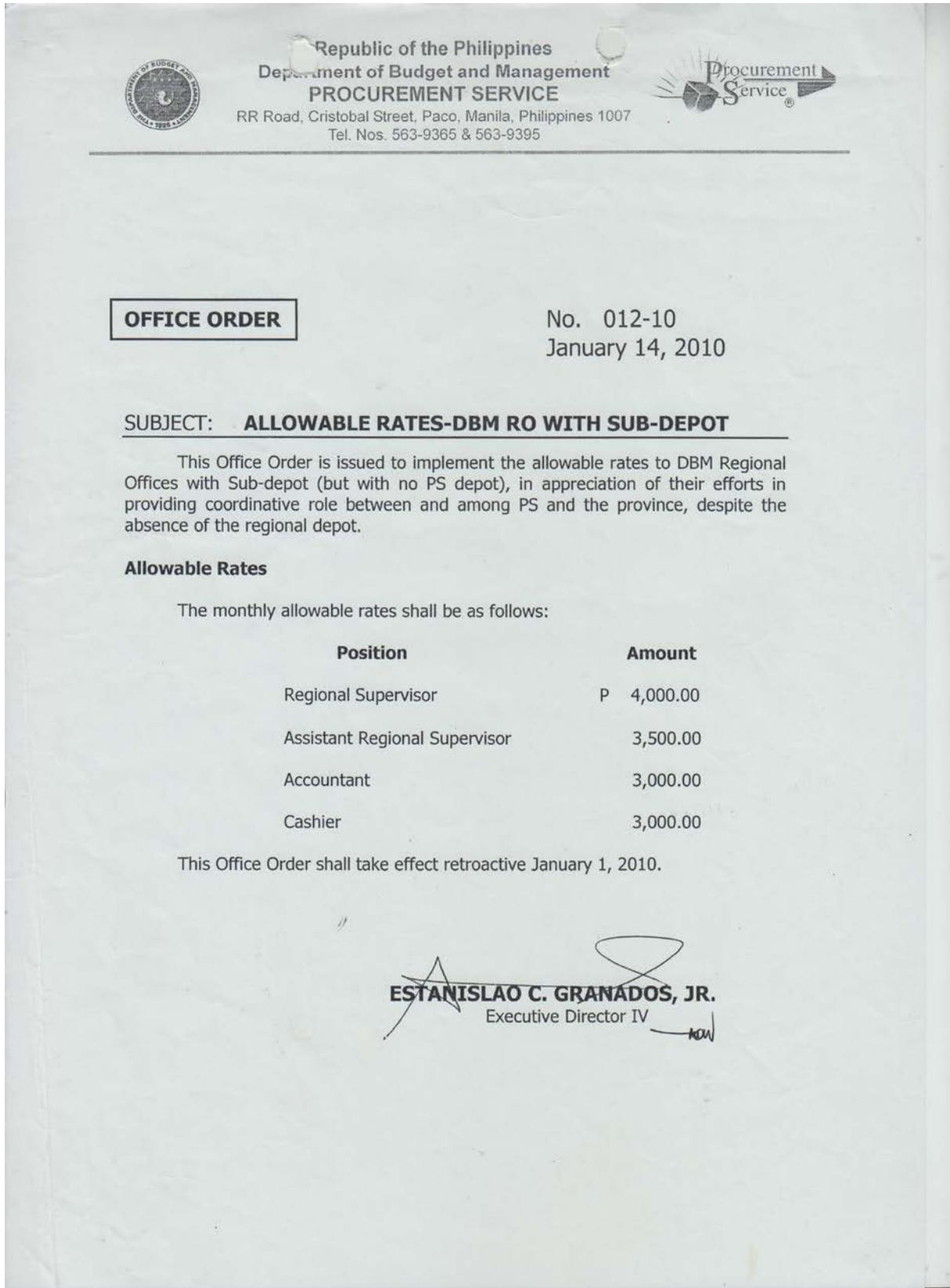
POSITION	POSITION TITLE	LEVEL	AMOUNT
Depot Supervisor	Regional Director	I	Php 10,000.00
Asst. Depot Supervisor	Asst. Regional Director	II	6,500.00
Depot Cashier	Cashier	III	5,500.00
Depot Accountant	Administrative Officer/Accountant	III	5,500.00
Storekeeper	Administrative Officer	III	5,500.00
Supply Officer	Administrative Officer	III	5,500.00

RAMON C. MARTINEZ
Chief Administrative Officer

ESTANISLAO C. GRANADOS, JR.
Executive Director IV



Annex C - Allowable Rates for DBM Support Staff without Depot





Annex D - Allowable Rates for LGU Support Staff

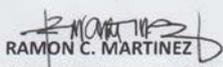
PROCUREMENT SERVICE
RR Road, Cristobal Street, Paco, Manila 1007
Telephone: 562 0250

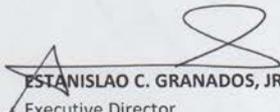


ALLOWABLE RATES OF MONTHLY HONORARIA
Effective June 1, 2012

Position	Equivalent Position	Rate
• Sub-Depot Manager	• Dept. Head or Equivalent	4,000.00
• Assistant Sub-Depot Manager	• Asst. Dept. Head or Equivalent	3,500.00
• Collecting Officer	• Cashier	3,000.00
• Storekeeper II	• Supply Officer	3,000.00
• Storekeeper I	• Storekeeper	2,500.00
• Utility Worker	• Utility Worker	2,000.00

As contained in the Memorandum of Agreement (MOA) signed between the Secretary of Budget and Management and the Provincial/City Government to provide additional monthly honoraria to the personnel of the Sub-Depot.


RAMON C. MARTINEZ
Chief Administrative Officer


ESTANISLAO C. GRANADOS, JR.
Executive Director



Annex E - Guidelines on the Inventory Taking

1.0 PHYSICAL INVENTORY TAKING INSTRUCTIONS

1.1 Day 1 – FIRST COUNT

- 1.1.1 There will be a first count for items for sale to be conducted by the assigned teams under the supervision of the Depot Manager/Supervisor.
- 1.1.2 The Depot Manager/Supervisor will ascertain that:
 - a) All stocks are arranged according to their classification.
 - b) Items which are not to be counted must be segregated and identified as such.
 - c) Obsolete and non-moving items shall be separated from good stocks for proper identification.
- 1.1.3 The first count team will be composed of:
 - a) Leader – Records quantities and is responsible for the accurate counting of inventories.
 - b) Members – Responsible for verifying the count.
- 1.1.4 Before the start of the count, cut-off for the following documents shall be established by the Storekeeper:
 - a) All DRs where items are undelivered as of December 9, 2014, must be cancelled in the system and return/add to the bin card for ending balances.
 - b) All Transfer of Stocks/Stock Adjustments must be entered in the system and bin card in order to include additional deliveries or cancelled deliveries as of December 9, 2014.
- 1.1.5 Product Name/Code and complete description of items should be written on inventory sheet.

1.2 Day 2 – SECOND COUNT

- 1.2.1 A complete re-count of all stocks will be done on December 11, 2014 with the presence of the COA Auditor who will at the same time do his/her independent count.
- 1.2.2 After the re-count of actual stocks, the team leaders must sign the “checked by” portion of the count sheet to signify his/her certification as to the correctness of the count and the recording made.



- 1.2.3 After the count in all areas have been completed, all team leaders will see to it that no items in their respective areas have been left uncounted.

1.3 Day 3 – FIRST COUNT VERSUS SECOND COUNT

- 1.3.1 Team Leaders and members will check second count versus first count. All stocks with discrepancies on the quantity counted must be recounted and finally determine the exact quantity on hand.
- 1.3.2 All damage items must be declared as such and notify the Depot Manager/Supervisor to determine if it can still be used for office consumption.

2.0 Year-end Inventory Adjustment

After physical inventory count – every movement of stocks which includes the receipt of Transfer of Stocks and urgent pick-up by client agencies will be adjusted/included in the final Year-end Inventory Report to be submitted to PS Main not later than December 31 of the reporting period.

3.0 Year-end Inventory Report

The unit cost in the Transfer of Stocks documents (not the Price list) shall be the basis of the costing of item/quantity in the Final Year-end Inventory Report. Further, do not include negative quantity because, this may cause understatement of the said Report.

4.0 Administrative Requirements

The Depot Manager/Supervisor shall ensure that all administrative requirements for smooth implementation of the Year-End Physical Inventory are provided for.

5.0 Funding Source

All expenses related to the conduct of the Year-End Physical Inventory, supplies and materials, snacks (P100.00 per person per day) for 2 days shall be charged against PS Depot working funds in accordance with existing accounting and auditing rules and regulations.



REPORTS





A. Cash Receipts Register

- ANNEX A - APRIL 2015

CASH RECEIPTS REGISTER
For the Period APRIL 1-30, 2015

AGENCY: **PROCUREMENT SERVICE**
SUB-OFFICE: **PALAWAN SUB DEPOT**
REGION: **PPC**

DATE	OR/D S NO.	REF. NO	NAME OF PAYOR	CHECK NO.	RECEIPTS	CASH	Total	DEPOSITS	BALANCE	NGA	GOCC	LGU	OTHERS
Balance Forwarded									162,963.54				
4/1/15	42095					-		7,495.37	155,468.17				
4/1/15	42096					-		23,632.31	131,835.86				
4/1/15	959061	PPC-19953	Philippine Coast Guard - Palawan	773837	506,024.26		506,024.26	-	637,860.12	506,024.26			
4/1/15	959062	PPC-19955	LGU-PPC - City PNP			248.90	248.90	-	638,109.02			248.90	
4/1/15	959063	PPC-19956	PPC Government Employees Multi-Purpose Cooperative			667.70	667.70	-	638,776.72				667.70
4/6/15	42097					-		916.60	637,860.12				
4/6/15	42098					-		506,024.26	131,835.86				
4/6/15	959064	PPC-19958	Western Philippines University			3,712.50	3,712.50	-	135,548.36	3,712.50			
4/6/15	959065	PPC-19963	DTI-PALAWAN	1174609	2,598.10		2,598.10	-	138,146.46	2,598.10			
4/6/15	959066	PPC-19962	DTI-PALAWAN	1174591	2,500.00		2,500.00	-	140,646.46	2,500.00			
4/7/15	42099					-		3,712.50	136,933.96				
4/7/15	42100					-		5,098.10	131,835.86				
4/7/15	959067	PPC-19969	AFP-WESCOM-U4	461370	42,482.60		42,482.60	-	174,318.46	42,482.60			
4/7/15	959068	PPC-19970	NSO-Palawan			1,882.00	1,882.00	-	176,200.46	1,882.00			
4/7/15	959069	PPC-19971	Provincial Prosecutor	1160906	53,689.45		53,689.45	-	229,889.91			53,689.45	
4/7/15	959070	PPC-19974	DEPARTMENT OF AGRICULTURE			444.45	444.45	-	230,334.36	444.45			
4/8/15	42101					-		2,326.45	228,007.91				
4/8/15	42102					-		96,172.05	131,835.86				
4/8/15	959071	PPC-19978	LGU-Municipality of EL NIDO, Palawan	47956501	58,702.75		58,702.75	-	190,538.61			58,702.75	
4/8/15	959072	PPC-19977	LGU-Municipality of EL NIDO, Palawan	47956502	11,770.30		11,770.30	-	202,308.91			11,770.30	
4/8/15	959073	PPC-19979	LGU-Municipality of EL NIDO, Palawan	47956471	6,689.15		6,689.15	-	208,998.06			6,689.15	
4/8/15	959074	PPC-19980	LGU-Municipality of EL NIDO, Palawan	47956651	19,225.00		19,225.00	-	228,223.06			19,225.00	
4/8/15	959075	PPC-19991	LGU-Municipality of EL NIDO, Palawan	47956465	8,861.85		8,861.85	-	237,084.91			8,861.85	
4/8/15	959076	PPC-19990	LGU-Municipality of EL NIDO, Palawan	47956464	22,168.33		22,168.33	-	259,253.24			22,168.33	
4/8/15	959077	PPC-19989	LGU-Municipality of EL NIDO, Palawan	44403849	4,469.63		4,469.63	-	263,722.87			4,469.63	
4/8/15	959078	PPC-19988	LGU-Municipality of EL NIDO, Palawan	47956777	921.60		921.60	-	264,644.47			921.60	
4/8/15	959079	PPC-19987	LGU-Municipality of EL NIDO, Palawan	47956467	38,384.68		38,384.68	-	303,029.15			38,384.68	



ANNEX A - APRIL 2015

DATE	OR/D S NO.	REF. NO	NAME OF PAYOR	CHECK NO.	RECEIPTS	CASH	Total	DEPOSITS	BALANCE	NGA	GOCC	LGU	OTHERS
4/28/15	971203	PPC-19697	LGU-PPC - City Social Welfare & Development Office	283788	13,124.70		13,124.70	-	169,908.62				13,124.70
4/28/15	971204	PPC-19952	LGU-PPC - City Budget Office	283789	2,508.17		2,508.17	-	172,416.79				2,508.17
4/28/15	971205	PPC-20191	DPWH - Palawan 2nd DEO	473303	59,624.72		59,624.72	-	232,041.51	59,624.72			
4/29/15	13241							2,080.21	229,961.30				
4/29/15	13606							98,125.44	131,835.86				
4/29/15	971206	PPC-20195	LGU-Municipality of QUEZON, Palawan			277.30	277.30	-	132,113.16				277.30
4/29/15	971207	PPC-20194	LGU-Municipality of QUEZON, Palawan			3,184.55	3,184.55	-	135,297.71				3,184.55
4/29/15	971208	PPC-20196	CIVIL AVIATION AUTHORITY OF THE PHILIPPINES	1060078	58,226.59		58,226.59	-	193,524.30	58,226.59			
4/29/15	971209	PPC-20200	LGU-PPC - City PNP			2,376.00	2,376.00	-	195,900.30				2,376.00
4/29/15	13971							5,837.85	190,062.45				
4/30/15	14336							58,226.59	131,835.86				
4/30/15	971210	PPC-20201	PILOT ELEMENTARY SCHOOL			1,386.50	1,386.50	-	133,222.36				1,386.50
4/30/15	971211	PPC-20202	Home Development Mutual Fund (PAG-IBIG) - Palawan Extension Office			1,096.30	1,096.30	-	134,318.66	1,096.30			
4/30/15	971212	PPC-20205	DEPED-IPILAN, NHS-Brooke's Point			2,773.00	2,773.00	-	137,091.66	2,773.00			
4/30/15	971213	PPC-20208	Procurement Service Sub-Depot, Puerto Princesa			898.41	898.41	-	137,990.07	898.41			
4/30/15	971214	PPC-20211	RTC-Branch 49, Puerto Princesa City			236.50	236.50	-	138,226.57	236.50			
4/30/15	971215	PPC-20212	DEPARTMENT OF AGRICULTURE	Cancelled	-			-	138,226.57				
4/30/15	971216	PPC-20213	LGU-PPC - City Cooperative Development Council			533.50	533.50	-	138,760.07				533.50
4/30/15	971217	PPC-20215	DEPED-DUMARAN MAINLAND, NHS			819.00	819.00	-	139,579.07	819.00			
					1,390,650.30	147,529.02	1,538,179.32	1,561,563.79	139,579.07	823,664.48	1,753.12	704,791.97	7,969.75

Prepared By:

ELIZABETH F. SEVA
Depot Cashier

Noted:

RENATO M. DE VERA, MNSA, CESO III
Depot Supervisor (Director IV, RO IV-B)

Verified:

OLIVIA M. ANIS
Resident Depot Auditor



B. Report of Deliveries

Annex "B"

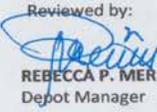
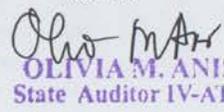
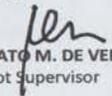
PROCUREMENT SERVICE
Department of Budget and Management
REPORT OF DELIVERIES
PALAWAN SUB DEPOT
For the Period April 01, 2015 - April 30, 2015

R Date	DR No.	APR No.	AGENCY	COMMON USE		LGU	OTHERS	PC/Laptop PC/Laptop ng Bayan	PX- Comm- Comm- ssary	Non- Common/ Supple- Supple- mentary	Supple- Medicine Medicine	Medicine AMOUNT	TOTAL
				NGA	GOCC								
4/1/2015	PPC-19952	15-1477	LGU-PPC - City Budget Office	0.00	0.00	1,386.50	0.00	0	0.00	0.00	0.00	0.00	1,386.50
4/1/2015	PPC-19953	15-1552	Philippine Coast Guard - Palawan	120,202.55	0.00	0.00	0.00	0	3,484.80	608.10	0.00	0.00	124,295.45
4/1/2015	PPC-19954	15-1561	NATIONAL FOOD AUTHORITY	2,586.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	2,586.00
4/1/2015	PPC-19955	15-1564	LGU-PPC - City PNP	0.00	0.00	248.90	0.00	0	0.00	0.00	0.00	0.00	248.90
4/1/2015	PPC-19956	15-1565	PPC Government Employees Multi-Purpose Cooperative	0.00	0.00	0.00	667.70	0	0.00	0.00	0.00	0.00	667.70
4/6/2015	PPC-19957	15-1571	Provincial Government of Palawan - Governor's Office	0.00	0.00	1,293.50	0.00	0	0.00	0.00	0.00	0.00	1,293.50
4/6/2015	PPC-19958	15-1573	Western Philippines University	3,712.50	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	3,712.50
4/6/2015	PPC-19959	15-1580	NATIONAL FOOD AUTHORITY	597.55	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	597.55
4/6/2015	PPC-19960	15-1581	Provincial Health Office	0.00	0.00	3,147.55	0.00	0	0.00	0.00	0.00	0.00	3,147.55
4/6/2015	PPC-19961	15-1582	LGU-Brgy. Sta. Lourdes, PPC	0.00	0.00	1,432.75	0.00	0	0.00	0.00	0.00	0.00	1,432.75
4/6/2015	PPC-19962	15-1588	DTI-PALAWAN	640.10	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	640.10
4/6/2015	PPC-19963	15-1587	DTI-PALAWAN	956.08	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	956.08
4/6/2015	PPC-19964	15-1589	LGU-PPC-CITY MAYORS 117	0.00	0.00	9,634.20	0.00	0	0.00	0.00	0.00	0.00	9,634.20
4/6/2015	PPC-19965	15-1590	LGU-PPC-CITY MAYOR'S KAAC	0.00	0.00	2,048.12	0.00	0	0.00	0.00	0.00	0.00	2,048.12
4/7/2015	PPC-19966	15-1594	LGU-Municipality of QUEZON, Palawan	0.00	0.00	3,888.30	0.00	0	0.00	0.00	0.00	0.00	3,888.30
4/7/2015	PPC-19968	15-1322	LGU-PPC - City Mayor's Office	0.00	0.00	11,066.95	0.00	0	0.00	0.00	0.00	0.00	11,066.95
4/7/2015	PPC-19969	15-0888	AFP-WESCOM-U4	11,455.50	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	11,455.50
4/7/2015	PPC-19970	15-1599	NSO-Palawan	1,882.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	1,882.00
4/7/2015	PPC-19971	15-1602	Provincial Prosecutor	0.00	0.00	11,711.75	0.00	0	0.00	0.00	0.00	0.00	11,711.75

Page 1 of 12



DR Date	DR No.	APR No.	AGENCY	NGA	COMMON USE		PC/Laptop PC/Laptop ng Bayan	PX- Commi- Commis- sary	Non- Common/ Supple- Supple- mentary	Supple- Medicine Medicine	Medicine AMOUNT	TOTAL
					GOCC	LGU						
4/30/2015	PPC-20206	15-1916	Provincial Government of Palawan - Governor's Office	0.00	0.00	5,835.20	0.00	0	0.00	0.00	0.00	5,835.20
4/30/2015	PPC-20207	15-1917	570th CTW-PALAWAN	8,310.25	0.00	0.00	0.00	0	0.00	0.00	0.00	8,310.25
4/30/2015	PPC-20208	15-1918	Procurement Service Sub-Depot, Puerto Princesa	837.21	0.00	0.00	0.00	0	0.00	61.20	0.00	898.41
4/30/2015	PPC-20209	15-1685	LGU-PPC - City Vice Mayor's Office	0.00	0.00	9,339.05	0.00	0	0.00	0.00	0.00	9,339.05
4/30/2015	PPC-20210	15-1904	San Miguel National High School	0.00	0.00	0.00	4,457.60	0	0.00	0.00	0.00	4,457.60
4/30/2015	PPC-20211	15-1919	RTC-Branch 49, Puerto Princesa City	236.50	0.00	0.00	0.00	0	0.00	0.00	0.00	236.50
4/30/2015	PPC-20213	15-1921	LGU-PPC - City Cooperative Development Council	0.00	0.00	533.50	0.00	0	0.00	0.00	0.00	533.50
4/30/2015	PPC-20214	15-1066	LGU-PPC - City Social Welfare & Development Office	0.00	0.00	20,187.60	0.00	0	0.00	0.00	0.00	20,187.60
4/30/2015	PPC-20215	15-1927	DEPED-DUMARAN MAINLAND, NHS	819.00	0.00	0.00	0.00	0	0.00	0.00	0.00	819.00
TOTAL				479,045.94	52,634.52	1,124,930.19	12,427.35	0	16,658.40	14,099.05	0.00	1,699,795.45

Prepared by:  MARLON L. ANIAR Supply Officer	Reviewed by:  REBECCA P. MERIS Depot Manager	Verified:  OLIVIA M. ANIS State Auditor IV-ATL	Noted:  RENATO M. DE VERA Depot Supervisor
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Page 12 of 12



C. Report of Stocks Issued

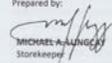
Department of Budget and Management
PROCUREMENT SERVICE
PALAWAN SUB DEPOT
REPORT OF STOCKS ISSUED
For the Period April 01, 2013 - April 30, 2013

Annex "C"

AMOUNT	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	
Common Use					
	ACETATE, gauge #3, 50m	roll	8	657.80	5,262.40
	AIR FRESHENER, 280ml/can	can	189	85.80	16,216.20
	ALCOHOL, rubbing, 500ml	bottle	928	39.45	36,609.60
	AUDIO CASSETTE TAPE, 90min.	each	9	24.20	217.80
	BATTERY, dry cell, D	pack	6	75.90	455.40
	BATTERY, dry cell, size AA	packet	131	20.30	2,659.30
	BATTERY, dry cell, size AA	packet	3	75.90	227.70
	BLADE, heavy duty cutter(L500), 10s/pack	pack	23	8.00	184.00
	BROOM, SOFT (lambo)	each	195	104.50	20,377.50
	BROOM, STICK (tingting)	each	125	24.20	3,025.00
	CALCULATOR, desktop, compact, electronic, LCD display, 12 digits, two-way power source	unit	59	170.20	10,041.80
	CALCULATOR, desktop, mini-printer type, 12 digits two color print, PI-DTS	unit	1	984.50	984.50
	CALCULATOR, scientific, 10 digits, dot matrix display, programmable w/ case	unit	15	416.90	6,253.50
	CARBON FILM, 216mm x 330mm	box	38	268.60	10,206.80
	CARBON FILM, polyethylene, A-4	box	17	236.50	4,020.50
	CARTOLINA, assorted color, 20s/pack	pack	65	74.80	4,862.00
	CARTOLINA, white, 20s/pack	pack	3	55.00	165.00
	CHAIR, monobloc, without armrest, beige	pc.	223	297.00	66,231.00
	CHAIR, monobloc, without armrest, white	pc.	34	297.00	10,098.00
	CHALK, white enamel, approx. 140s/box	box	2	29.70	59.40
	CLIP, backfold, 19mm, 12s/box	box	50	8.10	405.00
	CLIP, backfold, 32mm, 12s/box	box	13	18.45	239.85
	CLIP, backfold, 50mm, 12s/box	box	27	44.00	1,188.00
	COLUMNAR PAD, 14 cols	pad	4	46.95	187.80
	COLUMNAR PAD, 16 cols	pad	19	37.95	721.05
	COMPACT DISK REWRITABLE, min. of 650MB, 70 min. running time	piece	65	11.00	715.00
	COMPACT DISK REWRITABLE, HIGH SPEED, 700mb/80mins capacity	piece	41	21.70	889.70
	COMPUTER CONTINUOUS FORMS, 1 ply, 11x9-1/2", 2000 sets/box	box	2	548.15	1,096.30
	CONTINUOUS FORM, CARBONLESS, 3 PLY, 280x241mm	box	6	603.85	3,623.10
	CUTTER, heavy duty, L500	each	6	8.00	48.00
	CUTTER, heavy duty, L500	each	86	24.20	2,081.20
	CUTTING MACHINE	piece	2	9,722.90	19,445.80
	DATA FOLDER, made of chipboard, taglia lock	piece	293	81.40	23,850.20
	DISINFECTANT SPRAY, 340 gm.	can	99	187.00	18,513.00
	DOCUMENT CAMERA	each	1	20,680.00	20,680.00

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AMOUNT	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	
	TAPE, masking (2"), 48mm	roll	129	108.90	14,048.10
	TAPE, packaging, 48mm, (2")	roll	8	35.20	281.60
	TAPE, transparent, (1"), 24mm	roll	385	18.40	7,084.00
	TAPE, transparent, (2"), 48mm	roll	209	35.20	7,356.80
	TOILET DEODORANT CAKE, 99%, 50gms.	box	134	26.40	3,537.60
	TOILET TISSUE, 12 rolls/pack	pack	242	79.95	19,347.90
	TONER CART, HP CE505K, Black, high cap	each	4	7,109.30	28,437.20
	TONER, HP CE285 A	each	4	2,863.30	11,453.20
	TRASHBAG, plastic, black, gusseted type, 40" length, width 18.5", 10pcs/roll	roll	310	152.75	47,352.50
		SUB-TOTAL, Common Use			1,669,038.00
	PX-Commissary				
	DETERGENT, powder, all-purpose, 500 grams	pack	631	26.40	16,658.40
		SUB-TOTAL, PX-Commissary			16,658.40
	Supplementary				
	DIGITAL VOICE RECORDER	unit	2	6,545.00	13,090.00
	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (6th edition)	book	3	30.60	91.80
	RING BINDER, 80 rings, plastic 25mm x 1.12m/pc.	piece	1	12.50	12.50
	TAPE, electrical	roll	47	19.25	904.75
		SUB-TOTAL, Supplementary			14,099.05
	GRAND TOTAL				1,699,795.45

Prepared by:  MICHAEL A. LINGCO
Storekeeper

Reviewed by:  REBECCA P. MERIS
Depot Manager

Verified:  OLIVIA M. ANIS
State Auditor IV-ATL

Noted:  RENATO M. DE VERA
Depot Supervisor

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D. Report of Stock Position

Department of Budget and Management
PROCUREMENT SERVICE
PALAWAN SUB DEPOT
REPORT OF STOCK POSITION
 For the Period April 01, 2015 - April 30, 2015

Annex "D"

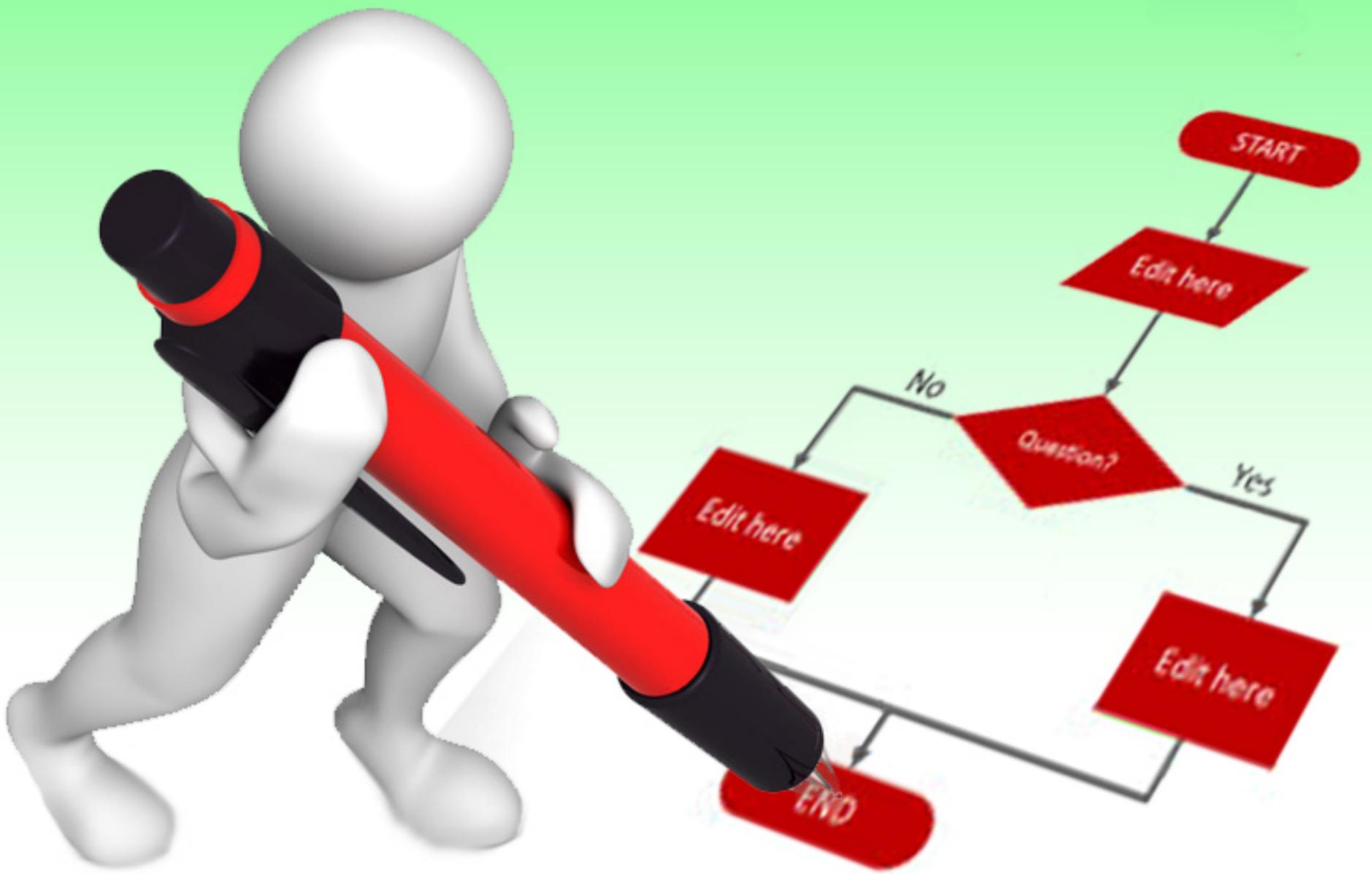
ITEM	UNIT	BEGINNING	STOCK	TOTAL	STOCK	ENDING
		BALANCE Mar 31, 2015	TRANSFER Apr 01-Apr 30, 2015		ISSUED Apr 01-Apr 30, 2015	
Common Use						
ACETATE, gauge #3, 50m	roll	12		12	8	4
AIR FRESHENER, 280ml/can	can	0	600	600	189	411
AIRPOT, with dispenser, electronic 3.5 to 4.0 liters capacity	each	0		0		0
ALCOHOL, 70% isopropyl, 500 ml.	bottle	0		0		0
ALCOHOL, rubbing, 500ml	bottle	-146	720	574	928	-354
AUDIO CASSETTE TAPE, 90min.	each	9		9	9	0
AUTOMATIC VOLTAGE REGULATOR (AVR) 500 watts capacity	unit	0		0		0
BATHROOM SOAP, Cellise brand	piece	0		0		0
BATHROOM SOAP, Guardian	each	0		0		0
BATHROOM SOAP, regular size, 70gms.	each	13		13	13	
BATTERY, AAA, alkaline, 2pcs/packet	packet	15		15	15	
BATTERY, D, alkaline, 2pcs/packet	packet	0		0		0
BATTERY, dry cell, D	pack	321		321	6	315
BATTERY, dry cell, size AA	packet	1,562		1,562	134	1,428
BATTERY, size AA, alkaline, 2pcs/packet	packet	-5		-5		-5
BINDER, 3-ring, D-type, 64mm(2.5"), A4 size	piece	18		18	18	
BINDER, 3-ring, D-type, 64mm(2.5"), legal size	piece	12		12	12	
BLADE, heavy duty cutter(L500), 10s/pack	pack	202		202	23	179
BROOM, SOFT (tambo)	each	308		308	195	113
BROOM, STICK (tingting)	each	127		127	125	2
CALCULATOR, desktop, adding machine type, 12 digits two color print, P23DT5	unit	0		0		0
CALCULATOR, desktop, compact, electronic, LCD display, 12 digits, two-way power source	unit	120	80	200	59	141
CALCULATOR, desktop, mini-printer type, 12 digits two color print, PI-DT5	unit	19		19	1	18
CALCULATOR, heavy duty printing, ribbon type printer, 12 digits capacity, Canon MP-1200F5	each	30		30		30
CALCULATOR, scientific, 10 digits, dot matrix display, programmable w/ case	unit	88	100	188	15	173
CARBON FILM, 216mm x 330mm	box	172	100	272	38	234
CARBON FILM, polyethylen, A-4	box	50		50	17	33
CARBON PAPER, ordinary, A-4, 100s/box	box	0		0		0
CARBON PAPER, ordinary, legal	box	0		0		0
CARTOLINA, assorted color, 20s/pack	pack	13	125	138	65	73
CARTOLINA, white, 20s/pack	pack	-2		-2	3	-5
CHAIR, monobloc, without armrest, beige	pc.	1,562		1,562	223	1,339

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ITEM	UNIT	BEGINNING	STOCK	TOTAL	STOCK	ENDING
		BALANCE Mar 31, 2015	TRANSFER Apr 01-Apr 30, 2015		ISSUED Apr 01-Apr 30, 2015	
LAPTOP NG BAYAN II	unit	0		0		0
LAPTOP NG BAYAN, bundled w/ Windows XP	piece	0		0		0
LAPTOP NG BAYAN, HP COMPAQ 6510b	unit	0		0		0
PX-Commissary						
BATHSOAP, Safeguard 90g Deocologne/piece	piece	0		0		0
BLEACH LIQUID, Zonrox, original scent, 250ml/bottle	btl	0		0		0
DETERGENT BAR, Surf, 440g/bar	bar	0		0		0
DETERGENT POWDER, 500g, Zoom, w/ fabric conditioner	pack	0		0		0
DETERGENT POWDER, Surf kalamansi, 480g/pack	pack	0		0		0
DETERGENT, powder, all-purpose, 500 grams	pack	185	500	635	631	4
FABRIC SOFTENER, downy rise fresh, in piece	piece	0		0		0
Supplementary						
DIGITAL VOICE RECORDER	unit	43		43	2	41
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (6th edition)	book	624		624	3	621
RING BINDER, 80 rings, plastic 25mm x 1.12m/pc.	piece	1		1	1	0
RING BINDER, 80 rings, plastic, 12.7mm x 1.12m	bndl	0		0		0
RING BINDER, 80 rings, plastic, 12.7mm x 1.12m/pc.	piece	0		0		0
RING BINDER, plastic 25mm x1.125/pc.	piece	0		0		0
RING BINDER, plastic, 25mm x1.12	bndl	0		0		0
STEEL FILING CABINET, VERTICAL WITH TOP SAFE	unit	0		0		0
TAPE, electrical	roll	229		229	47	182

Prepared by: *Michael A. Luyogay* (Storekeeper)
 Certified Correct: *Rebecca P. Meris* (Depot Manager)
 Verified: *Olivia M. Anis* (State Auditor IV-ATL)
 Noted: *Renato M. De Vera* (Depot Supervisor)

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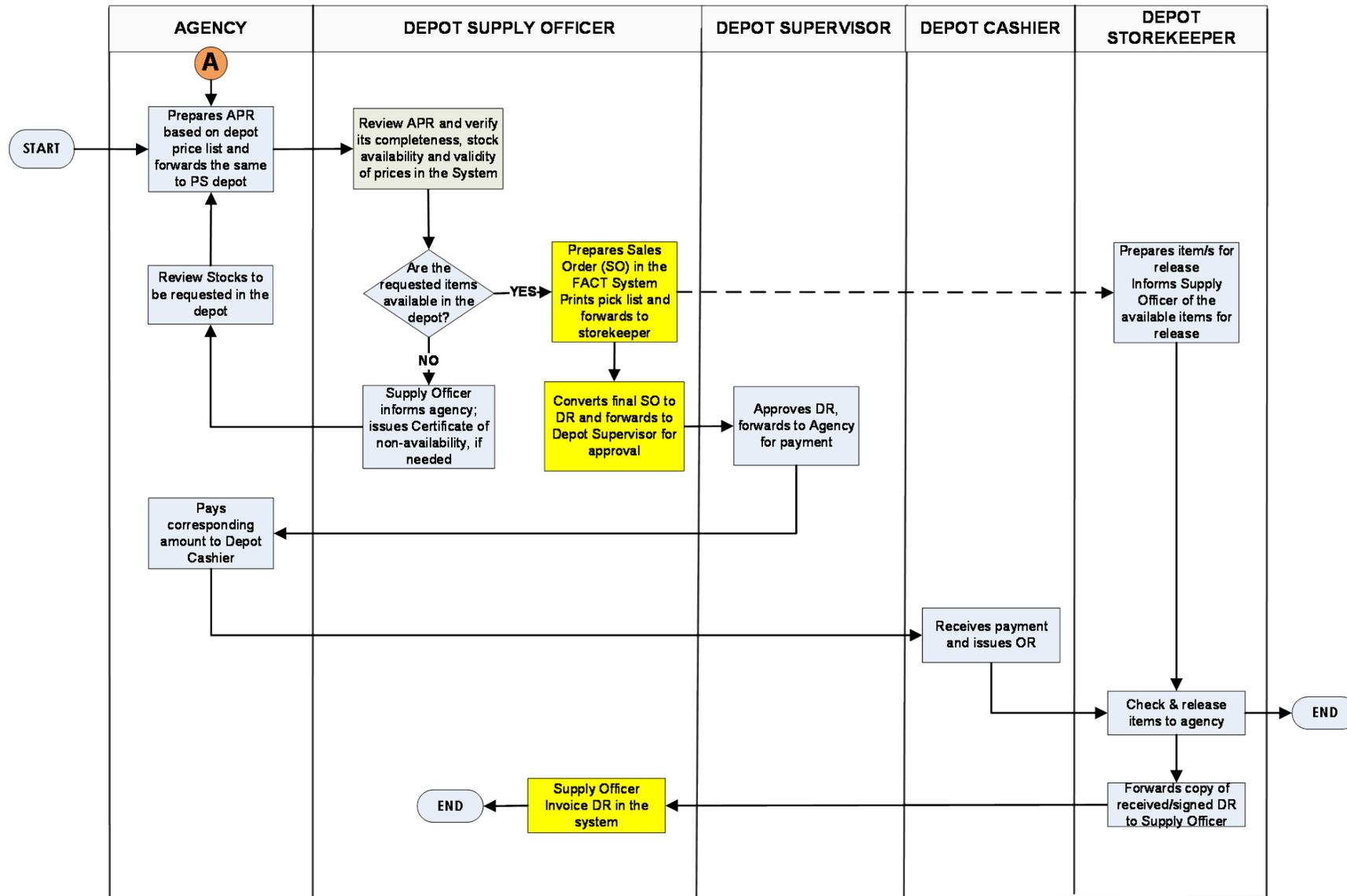


PROCESS FLOWS



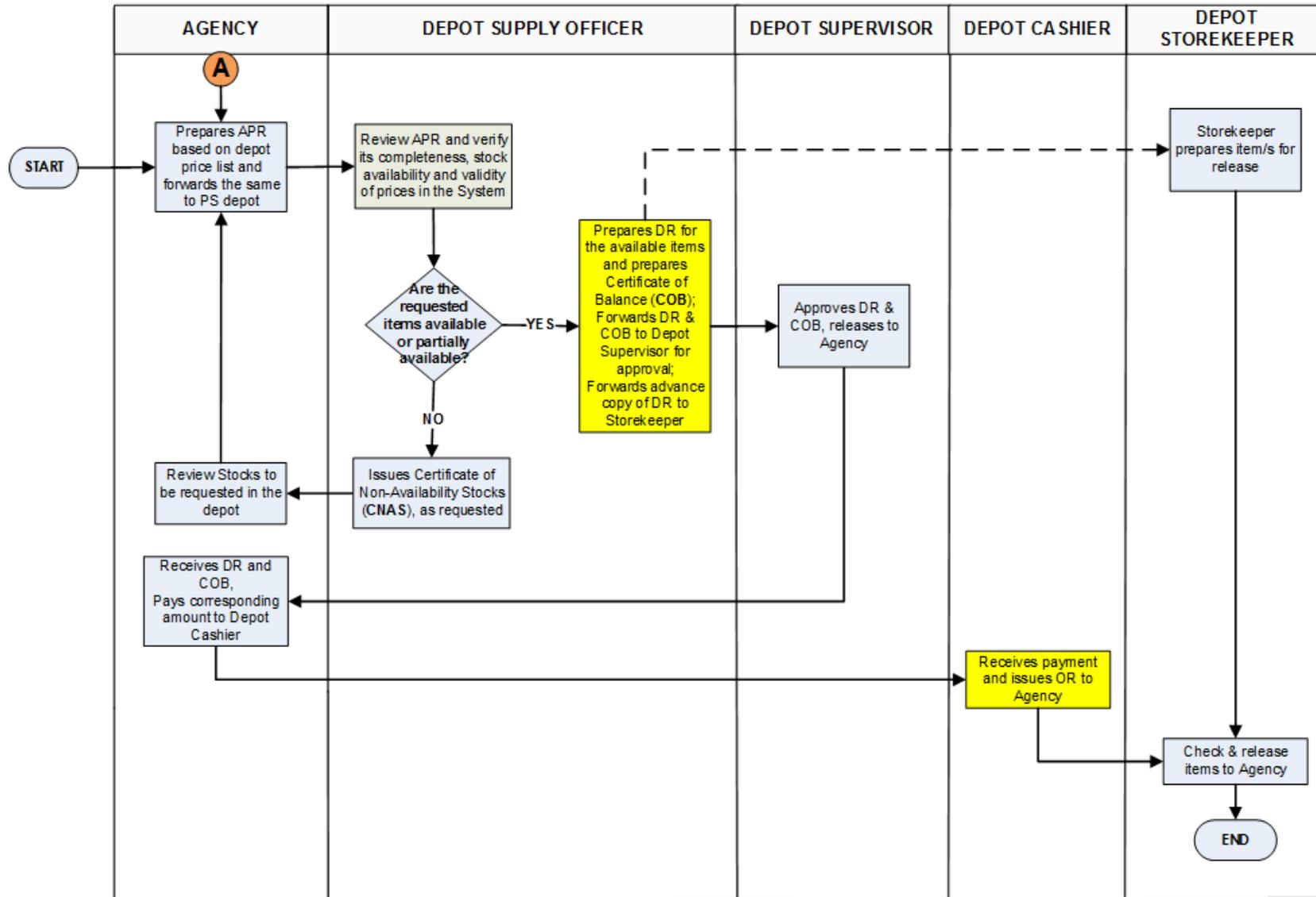


A. Ordering of Common Use Items using FACT System



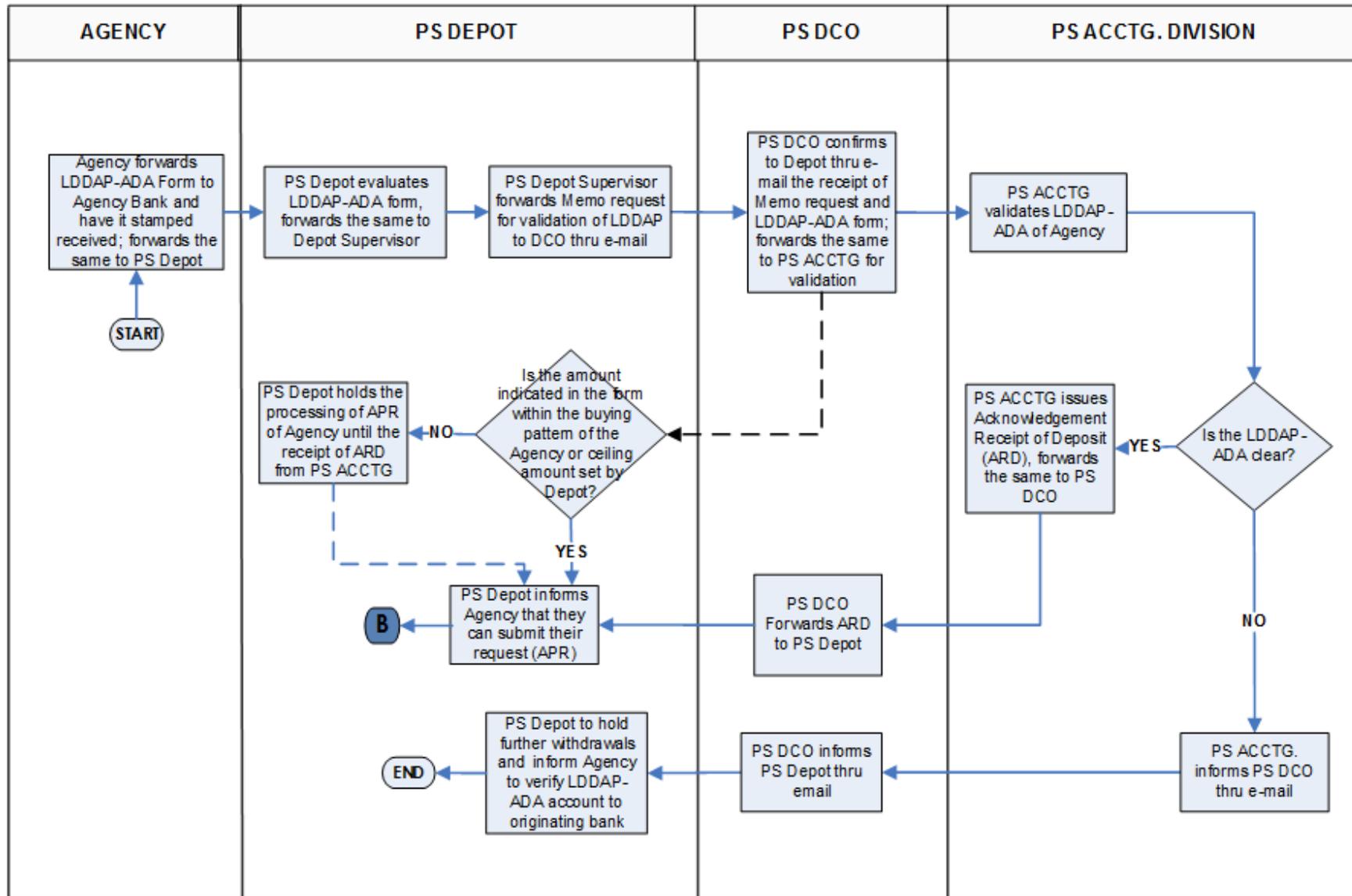


B. Ordering of Common Use Items using REDDS System



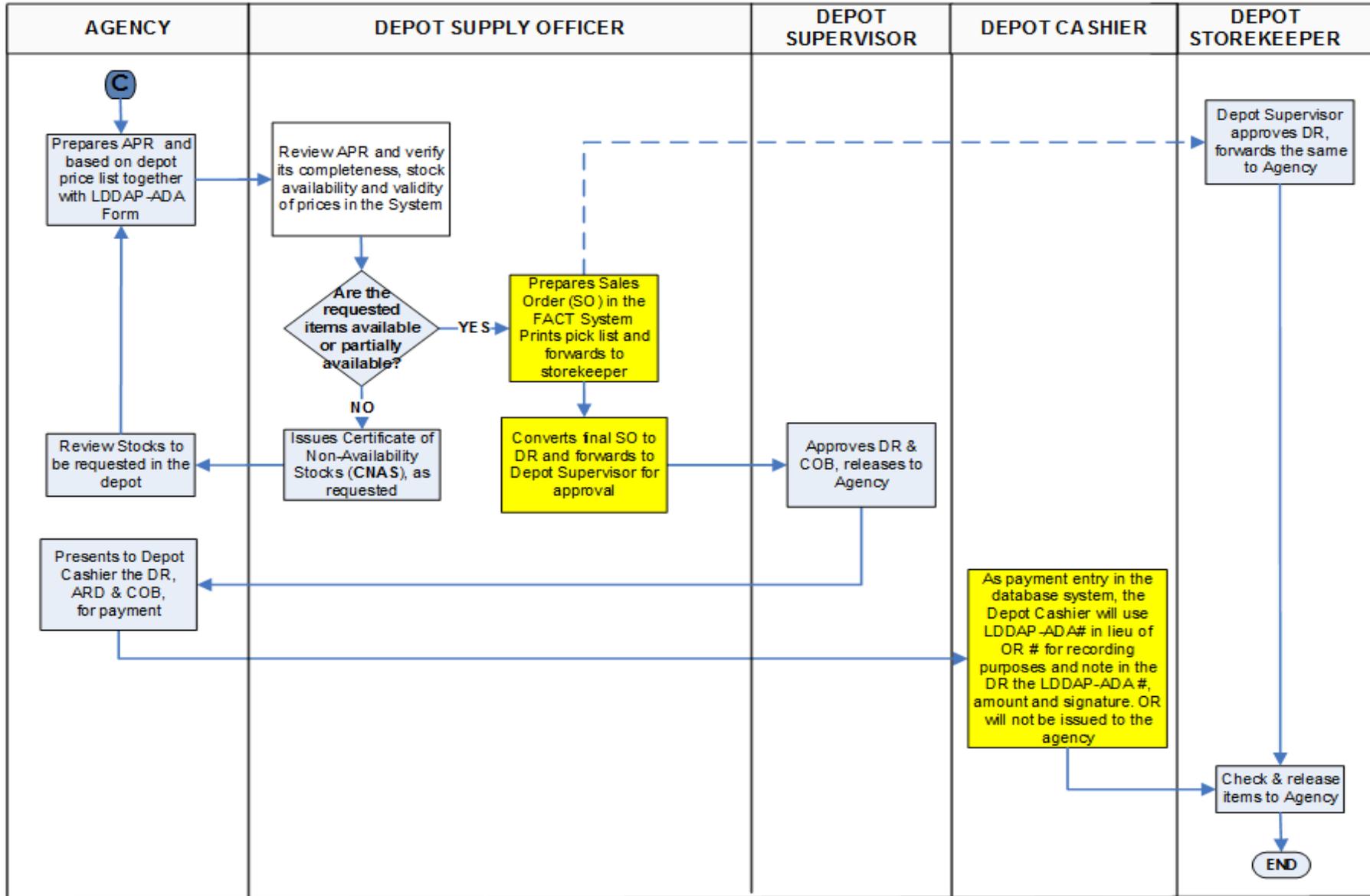


C. Validation of LDDAP-ADA



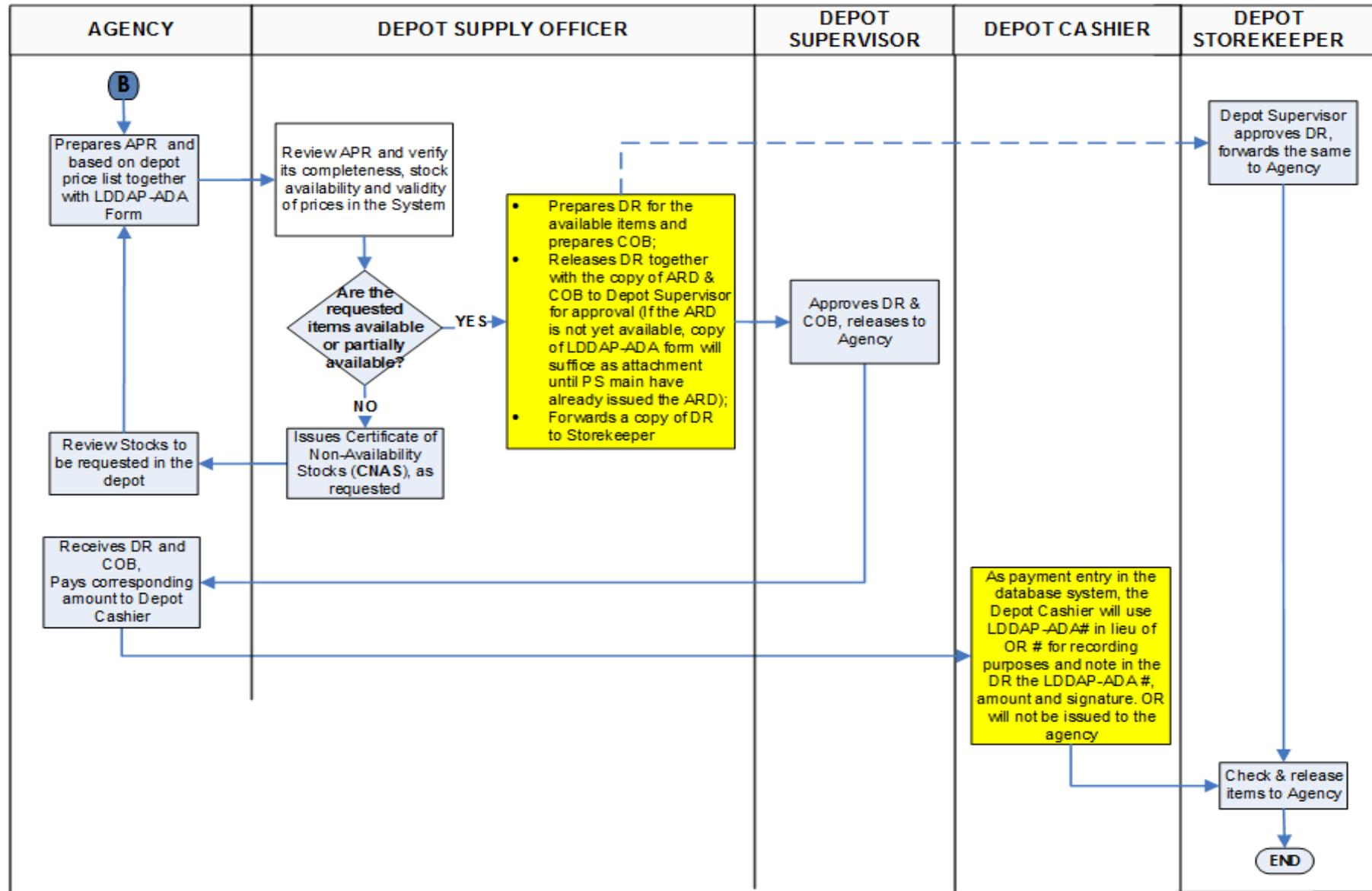


D. LDDAP-ADA Payment using FACT System



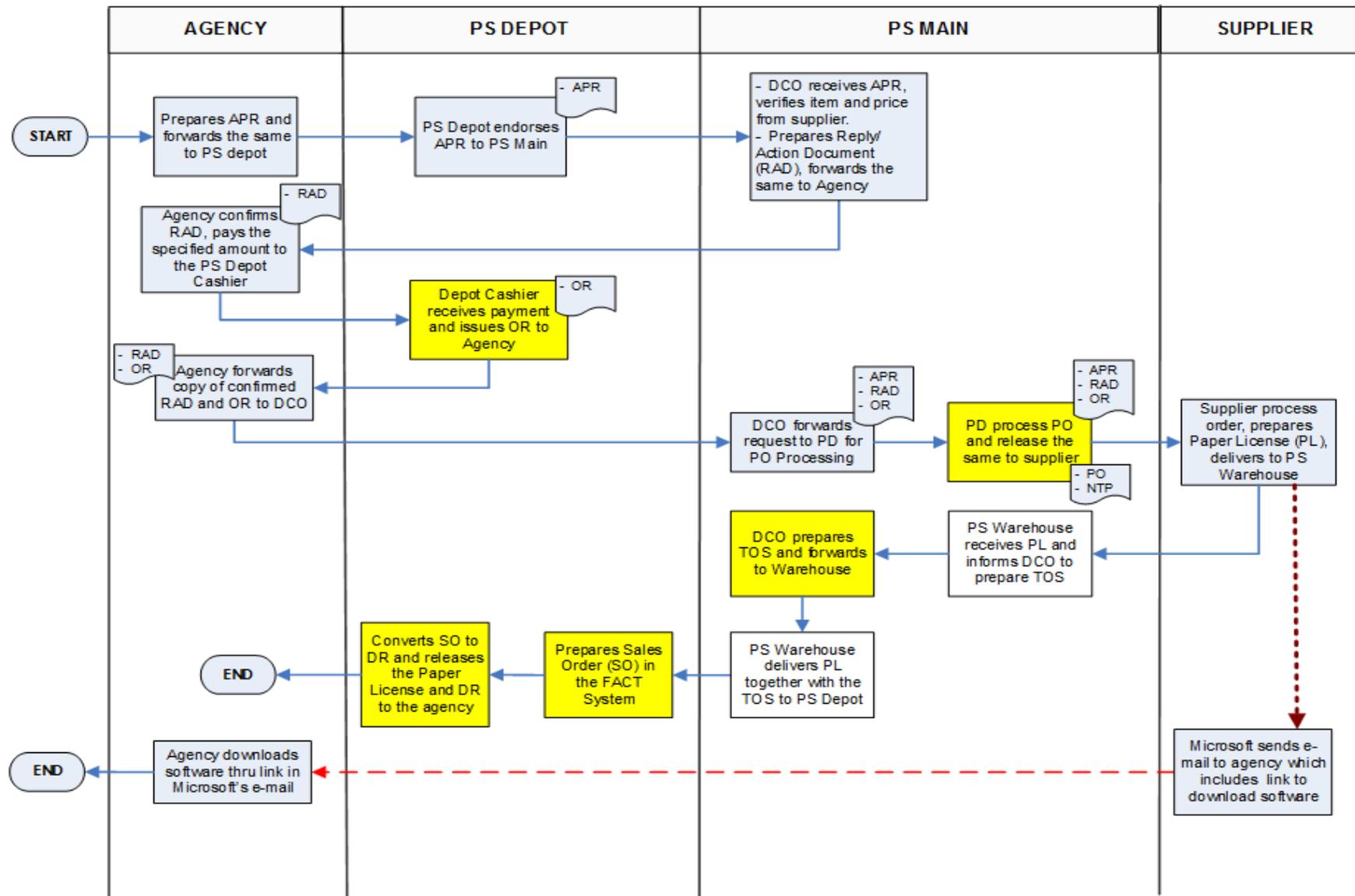


E. LDDAP-ADA Payment using REDDS System



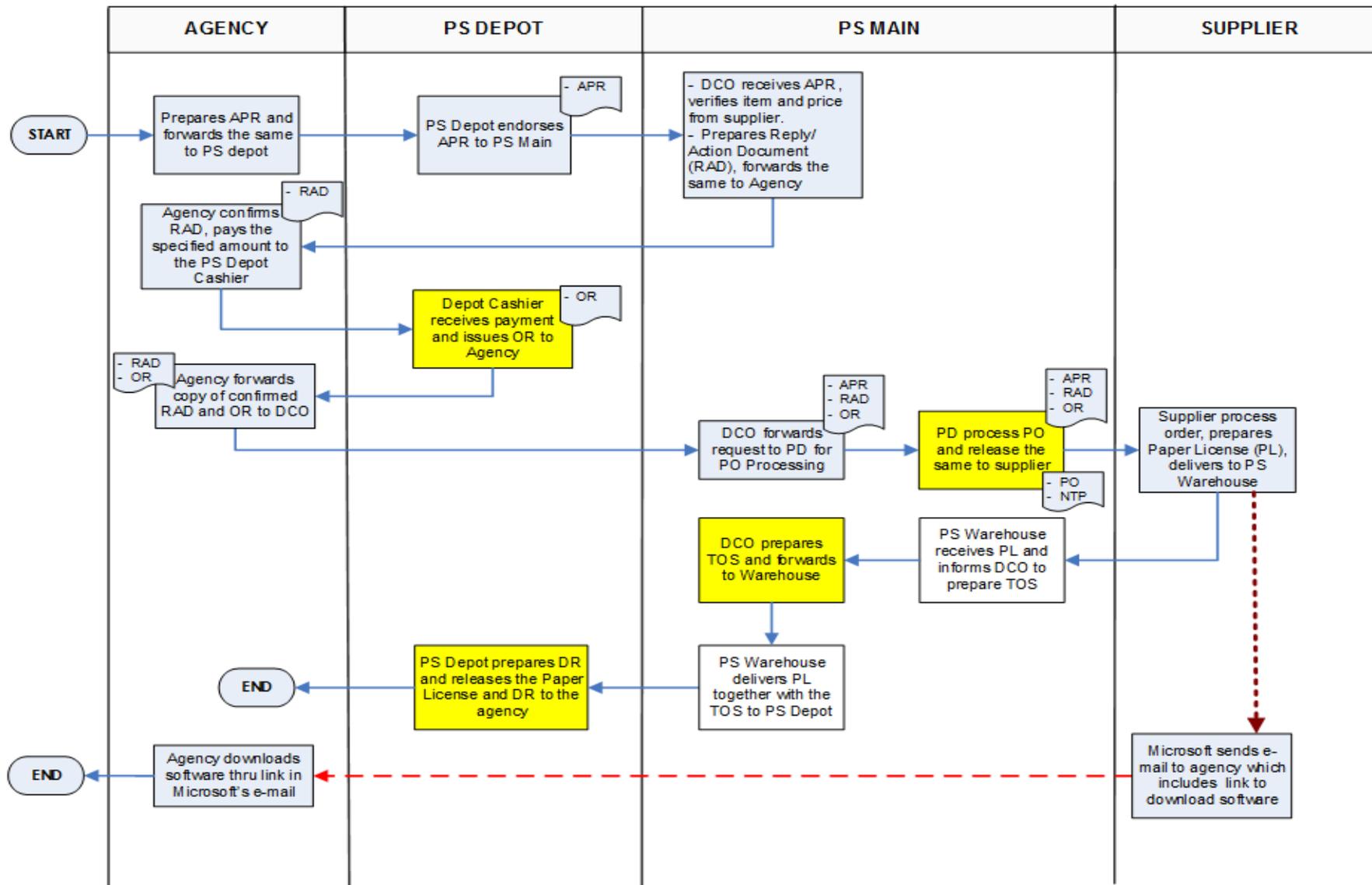


F. Ordering of Microsoft Products using FACT System



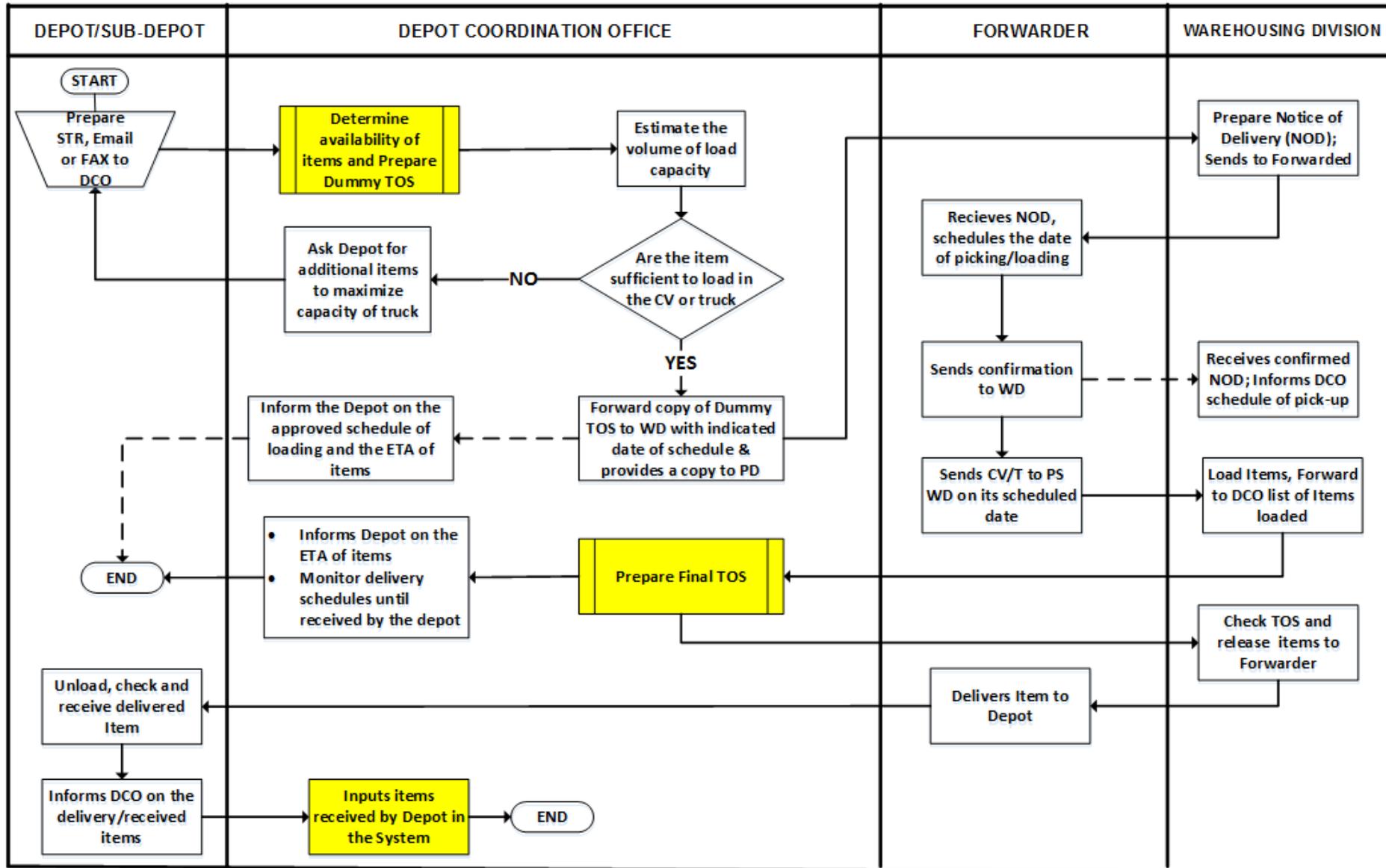


G. Ordering of Microsoft Products using REDDS System



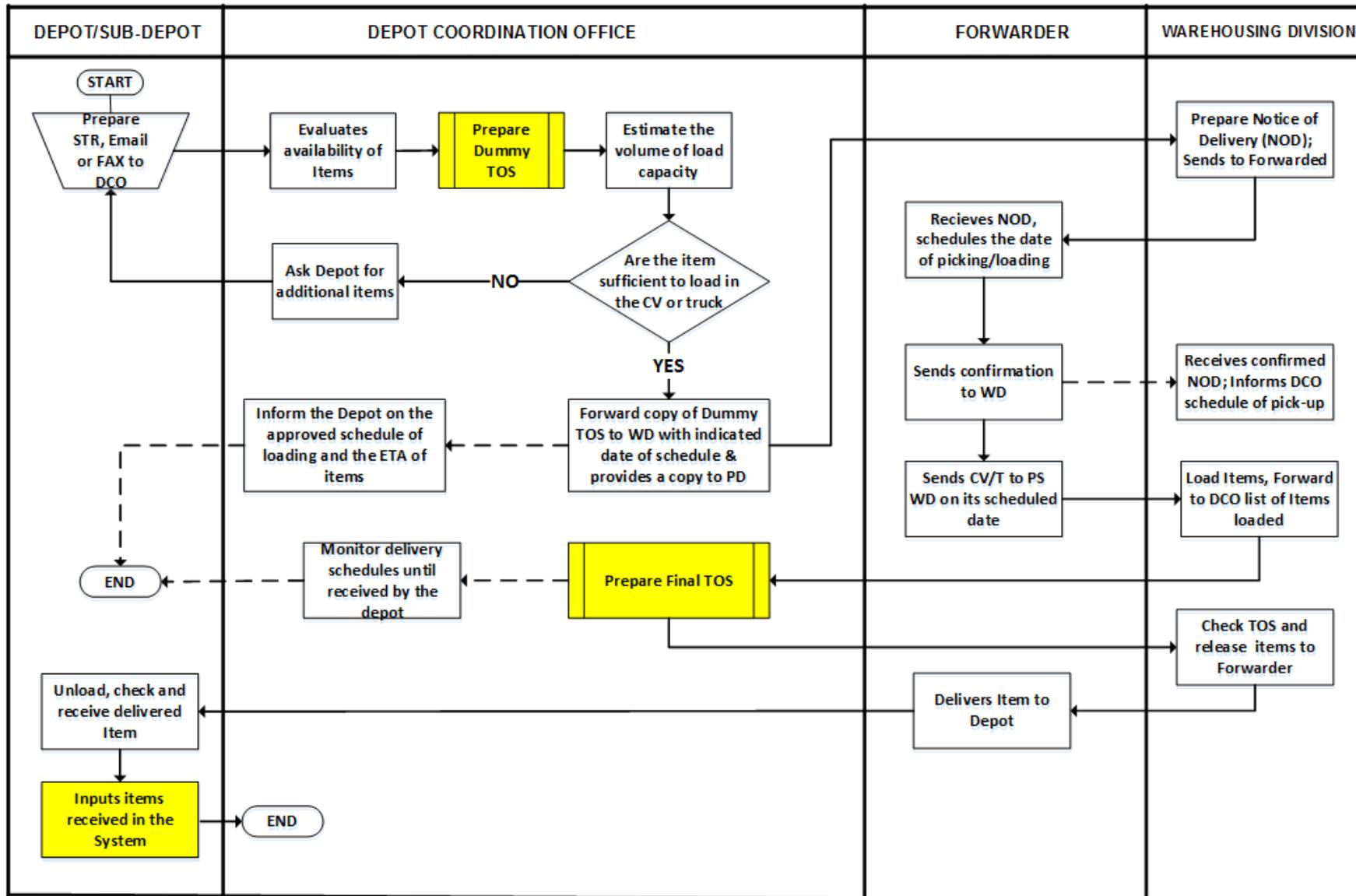


H. TOS using FACT System



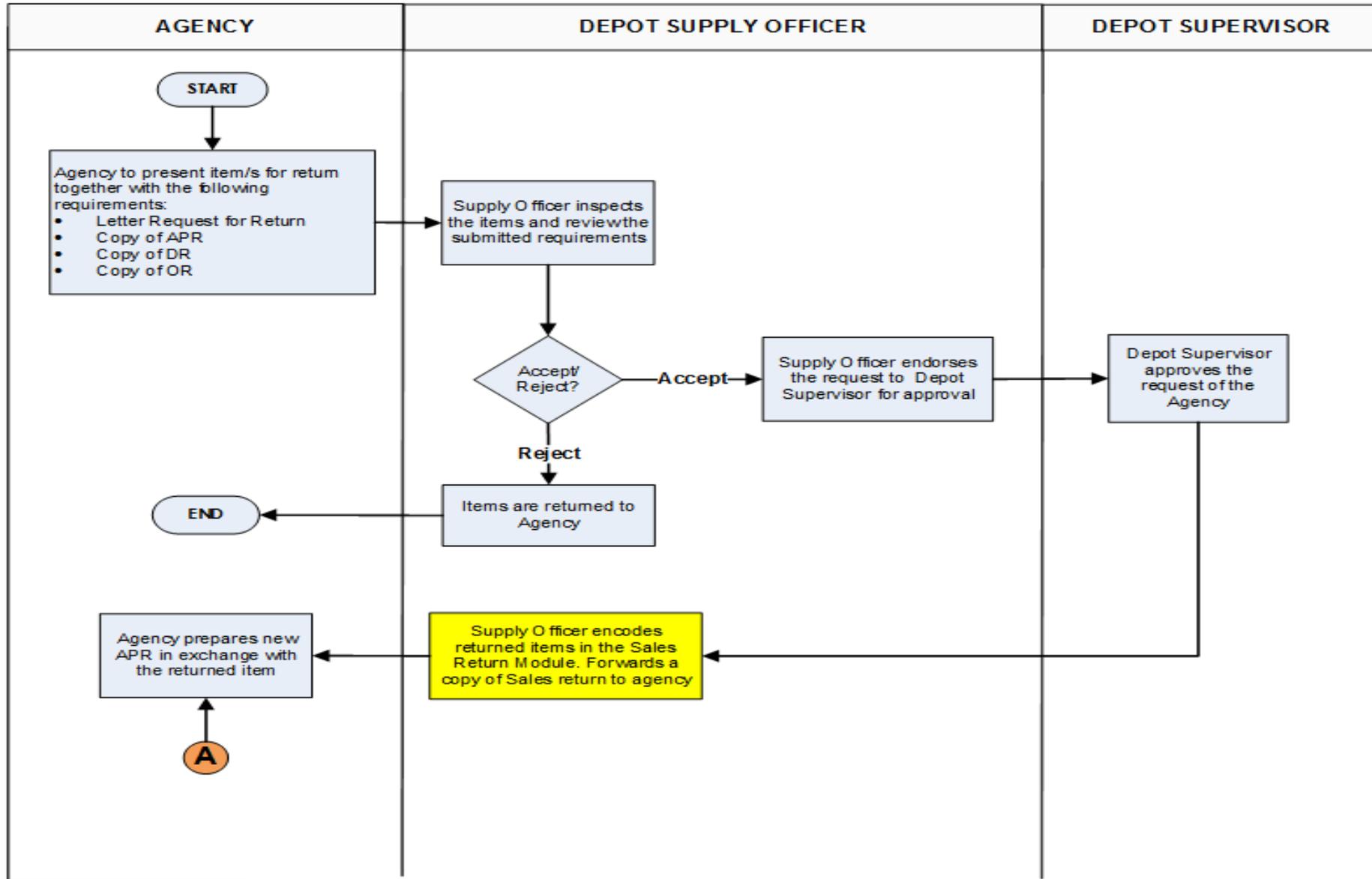


I. TOS using REDS System



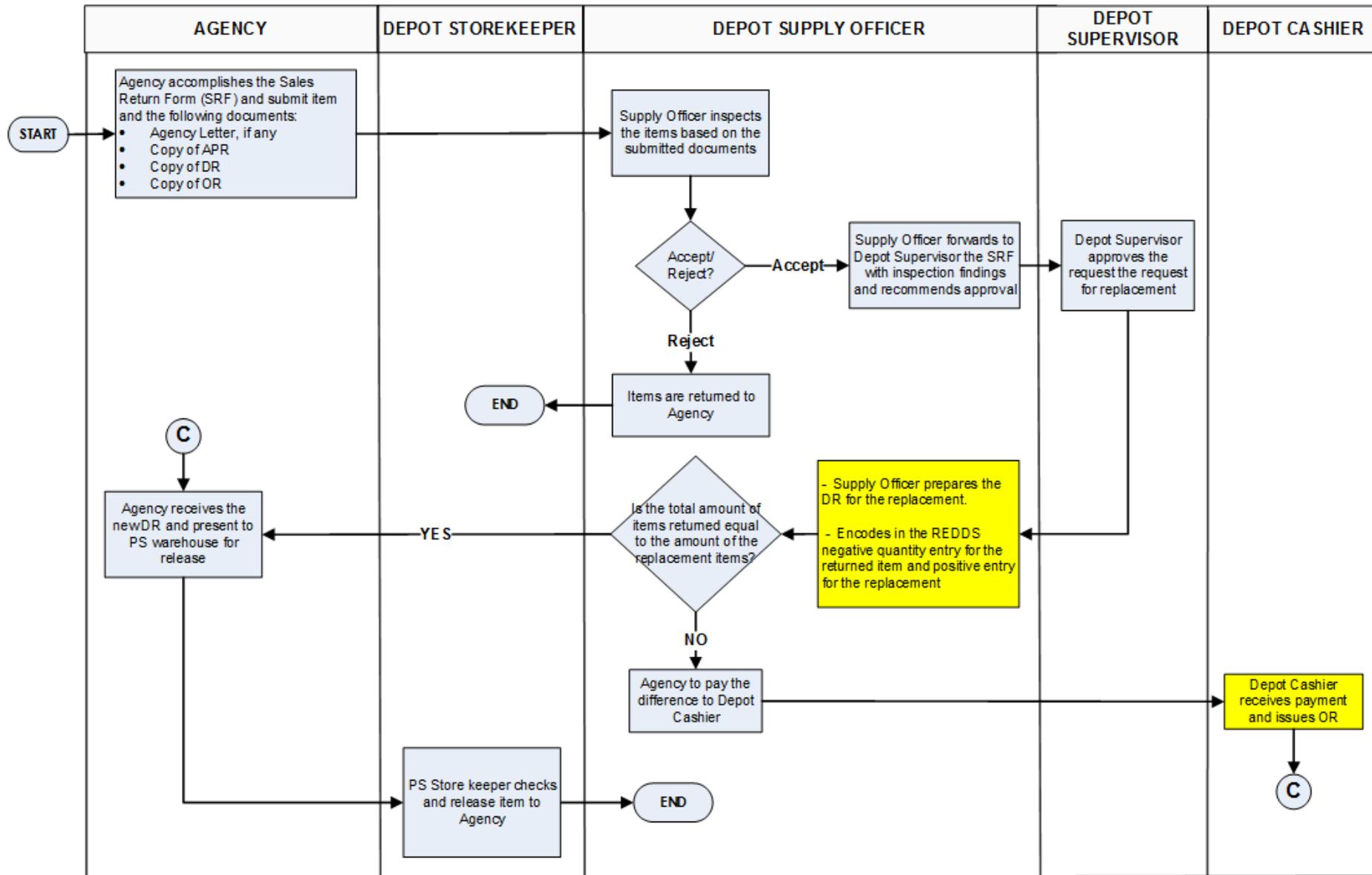


J. Return of Stocks using FACT System



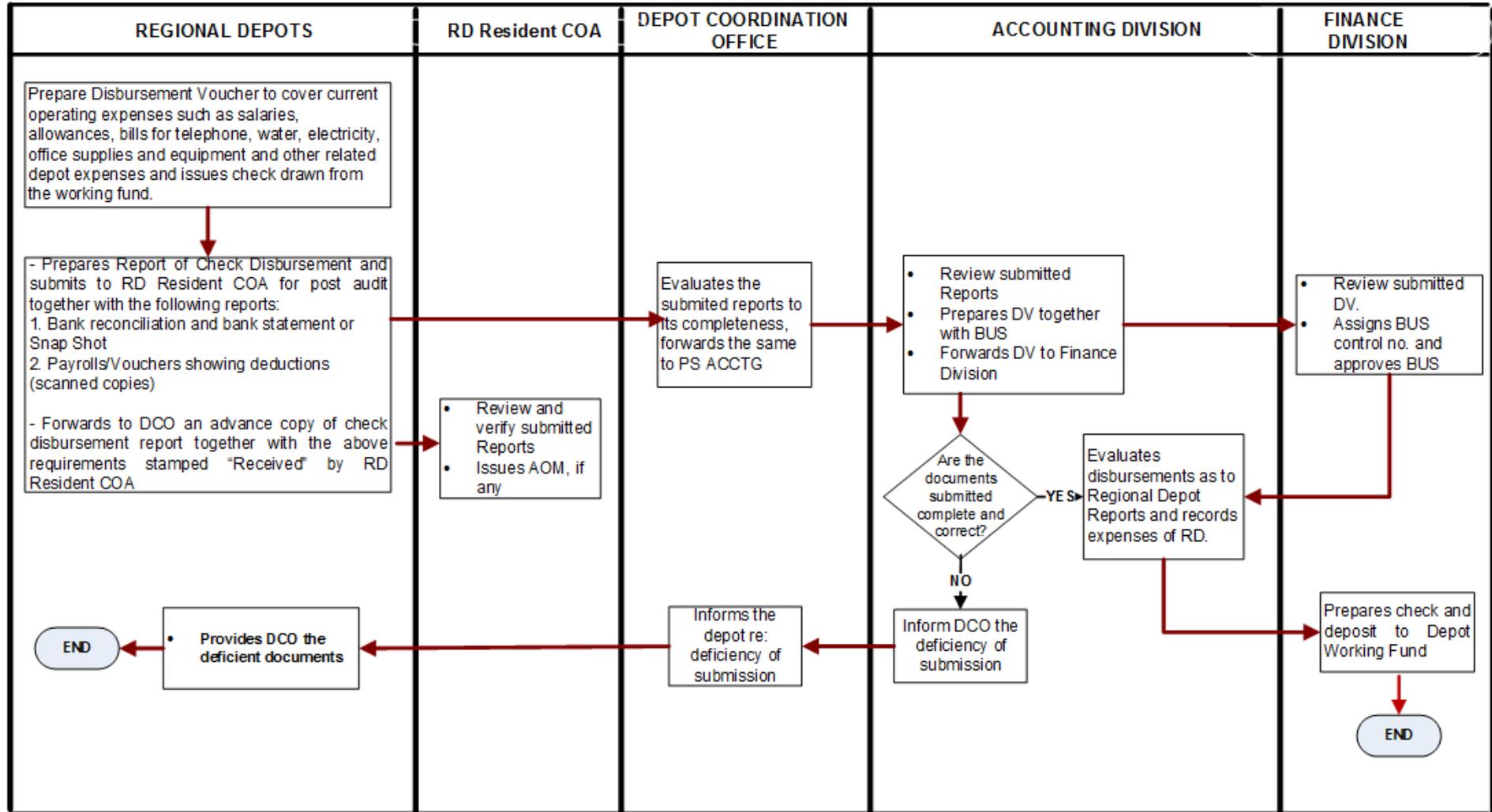


K. Return of Stocks using REDDS System



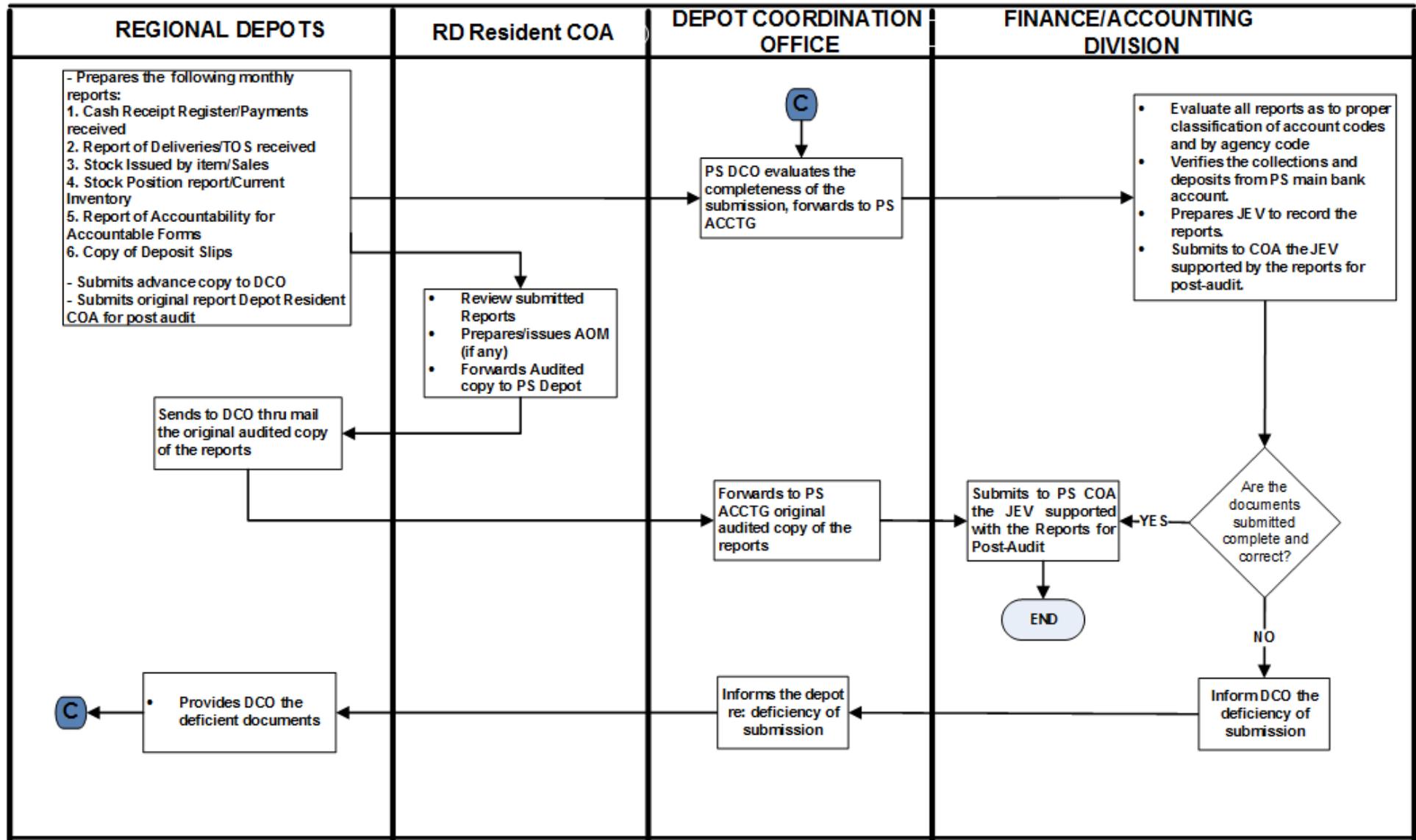


L. Replenishment of Working Fund





M. Submission of Monthly Reports





N. Updating of Depot Website

Guide on how to save convert a single sheet excel report to an HTML file

1. Select the range of cells to be included in the report:

The screenshot shows a Microsoft Excel spreadsheet titled 'catalogue_pampanga.xls [Compatibility Mode] - Microsoft Excel'. The spreadsheet contains a table with the following data:

S/no	Item Number	Item Description	UOM	PRICE	Out of Stock	Stock Available on
1	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min, 12 cans/box, individually shrink wrapped	can		<input type="checkbox"/>	
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml), 36 bottles/box	btl.		<input type="checkbox"/>	
3	47131604-BR-S01	BROOM, SOFT (TAMBO), weight: 200g min tiger grass, 25 pieces/bundle	pc.		<input type="checkbox"/>	
4	44101807-CA-C01	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box, 40 units/carton	unit		<input type="checkbox"/>	
5	44101808-CA-S01	CALCULATOR, SCIENTIFIC, 1 unit in individual box, 40 units/carton	unit		<input type="checkbox"/>	
6	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm, 100 sheets per box, 50 boxes/carton	box		<input type="checkbox"/>	
7	14111525-CA-A01	CARTOLINA, ASSORTED COLORS, 20 pieces per pack, 5 packs/bundle	pack		<input type="checkbox"/>	
8	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm, 2,000 sets per box, 1 box	box		<input type="checkbox"/>	
9	14111506-CF-L21	CONTINUOUS FORM, 2 PLY, 280 x 241mm, 1,000 sets per box, 1 box	box		<input type="checkbox"/>	
10	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, 500 sets per box, 1 box	box		<input type="checkbox"/>	
11	56101504-CM-B01	CHAIR, MONOBLOC, BEIGE, with backrest, w/o armrest, 25 pieces/stack	pc.		<input type="checkbox"/>	
12	56101504-CM-W01	CHAIR, MONOBLOC, WHITE, with backrest, w/o armrest, 25 pieces/stack	pc.		<input type="checkbox"/>	
13	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends, 8 pieces/bundle	pc.		<input type="checkbox"/>	
14	44122011-DF-F01	DATA FOLDER, made of chipboard, taglia lock, 6 pieces/bundle	pc.		<input type="checkbox"/>	
15	47131811-DE-P01	DETERGENT POWDER, all purpose, 500 grams (-2.5%) per plastic pouch, 50 pouches/sack	pouch		<input type="checkbox"/>	
16	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable), 1 unit in individual box, 10 units/unit	unit		<input type="checkbox"/>	
17	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams, 12 cans/box, individually shrink wrap	can		<input type="checkbox"/>	
18	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade, 1 unit/box	unit		<input type="checkbox"/>	
19	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document, 500 pieces per box, 1 box	box		<input type="checkbox"/>	



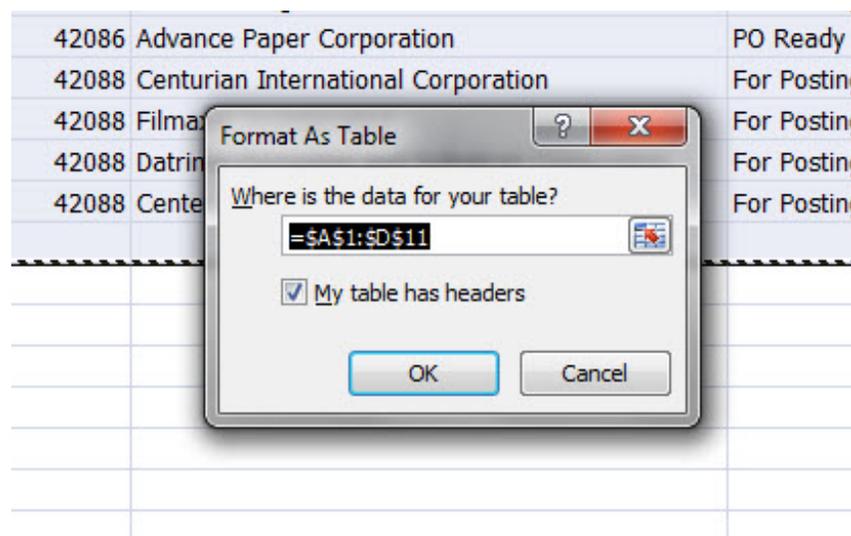
2. Set the font style to Tahoma and the font size to 10

The screenshot shows Microsoft Excel in Compatibility Mode with the file 'catalogue_pampanga.xls'. The 'Table Tools' ribbon is active, showing the 'Format as Table' task pane. The table data is as follows:

S/no	Item Number	Item Description	UOM	Price
1	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min, 12 cans/box, individually shrink wrapped	can	
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml), 36 bottles/box	btl.	
3	47131604-BR-S01	BROOM, SOFT (TAMBO), weight: 200g min tiger grass, 25 pieces/bundle	pc.	
4	44101807-CA-C01	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box, 40 units/carton	unit	
5	44101808-CA-S01	CALCULATOR, SCIENTIFIC, 1 unit in individual box, 40 units/carton	unit	
6	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm, 100 sheets per box, 50 boxes/carton	box	
7	14111525-CA-A01	CARTOLINA, ASSORTED COLORS, 20 pieces per pack, 5 packs/bundle	pack	
8	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm, 2,000 sets per box, 1 box	box	
9	14111506-CF-L21	CONTINUOUS FORM, 2 PLY, 280 x 241mm, 1,000 sets per box, 1 box	box	
10	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, 500 sets per box, 1 box	box	
11	56101504-CM-B01	CHAIR, MONOBLOC, BEIGE, with backrest, w/o armrest, 25 pieces/stack	pc.	
12	56101504-CM-W01	CHAIR, MONOBLOC, WHITE, with backrest, w/o armrest, 25 pieces/stack	pc.	
13	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends, 8 pieces/bundle	pc.	
14	44122011-DF-F01	DATA FOLDER, made of chipboard, taglia lock, 6 pieces/bundle	pc.	
15	47131811-DE-P01	DETERGENT POWDER, all purpose, 500 grams (-2.5%) per plastic pouch, 50 pouches/sack	pouch	
16	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable), 1 unit in individual box, 10 units/pack	unit	
17	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams, 12 cans/box, individually shrink wrapped	can	
18	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade, 1 unit/box	unit	
19	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document, 500 pieces per box, 1 box	box	



3. With the range of cells still selected, Go to Format as Table and select the 2nd blue table under the Medium Tab. Check “My table has headers” tick box





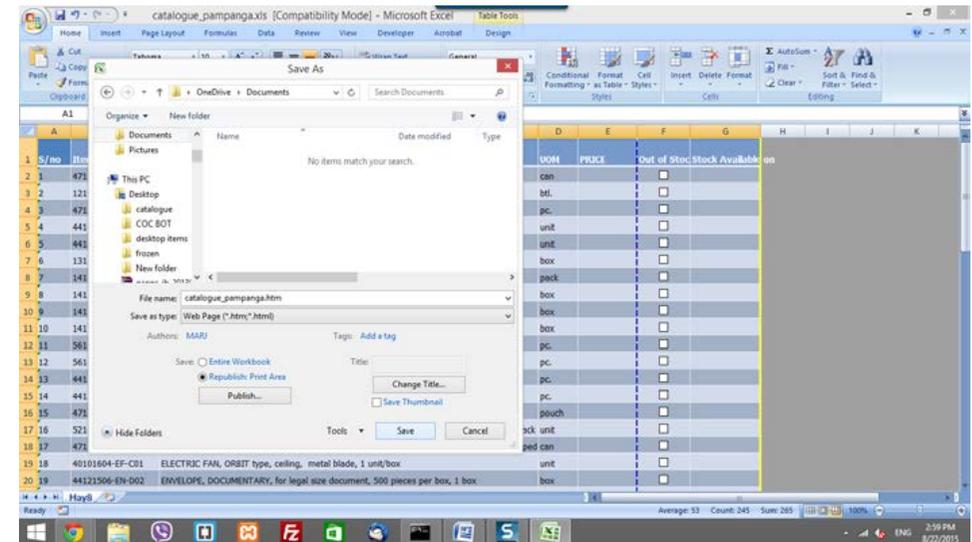
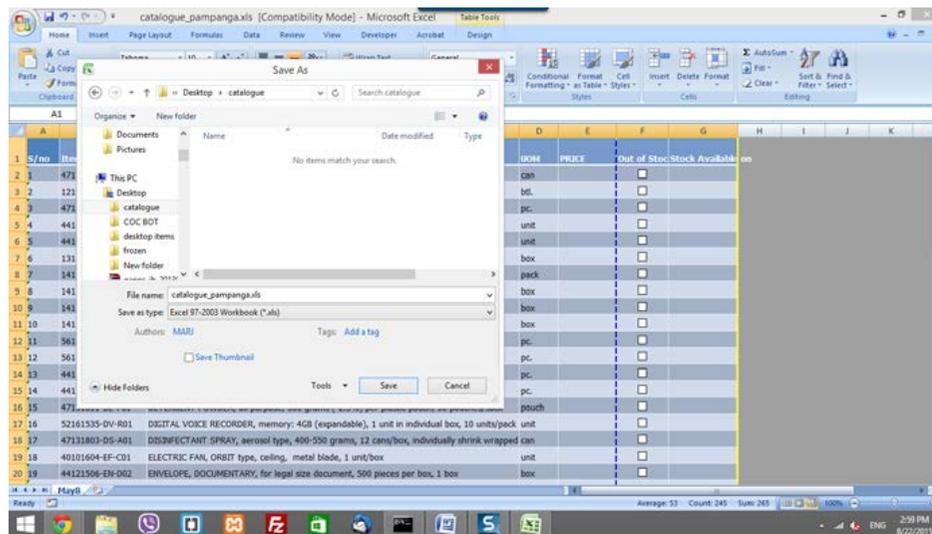
4. Adjust the rows and columns of the report

S/no	Item Number	Item Description	UOM	PRICE	Out of Stock	Stock Available
1	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min, 12 cans/box, individually shrink wrapped	can		<input type="checkbox"/>	
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml), 36 bottles/box	btl.		<input type="checkbox"/>	
3	47131604-BR-S01	BROOM, SOFT (TAMBO), weight: 200g min tiger grass, 25 pieces/bundle	pc.		<input type="checkbox"/>	
4	44101807-CA-C01	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box, 40 units/carton	unit		<input type="checkbox"/>	
5	44101808-CA-S01	CALCULATOR, SCIENTIFIC, 1 unit in individual box, 40 units/carton	unit		<input type="checkbox"/>	
6	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm, 100 sheets per box, 50 boxes/carton	box		<input type="checkbox"/>	
7	14111525-CA-A01	CARTOLINA, ASSORTED COLORS, 20 pieces per pack, 5 packs/bundle	pack		<input type="checkbox"/>	
8	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm, 2,000 sets per box, 1 box	box		<input type="checkbox"/>	
9	14111506-CF-L21	CONTINUOUS FORM, 2 PLY, 280 x 241mm, 1,000 sets per box, 1 box	box		<input type="checkbox"/>	
10	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, 500 sets per box, 1 box	box		<input type="checkbox"/>	
11	56101504-CM-B01	CHAIR, MONOBLOC, BEIGE, with backrest, w/o armrest, 25 pieces/stack	pc.		<input type="checkbox"/>	
12	56101504-CM-W01	CHAIR, MONOBLOC, WHITE, with backrest, w/o armrest, 25 pieces/stack	pc.		<input type="checkbox"/>	
13	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends, 8 pieces/bundle	pc.		<input type="checkbox"/>	
14	44122011-DF-E01	DATA FOLDER, made of chipboard, with closed ends, 8 pieces/bundle	pc.		<input type="checkbox"/>	



Save your report as excel file and Web Page. When saving the report as html file, tick the “Selection” before clicking the “Save” button.

5.





6. Tick “Open published web page in a browser” before clicking “Publish” button to view your saved HTML file.

The screenshot shows the Microsoft Excel interface with the 'Publish as Web Page' dialog box open. The dialog box has the following fields and options:

- Item to publish:** A list box containing 'Previously published items', 'May8 Print Area \$A\$1:\$G\$62', and 'May8 Range \$A\$1:\$G\$62'. A 'Remove' button is next to the list.
- Publish as:** A section with a 'Title:' field and a 'Change...' button.
- File name:** A text field containing 'C:\Users\Gelo\OneDrive\Documents\catalogue_pampanga.htm' and a 'Browse...' button.
- AutoRepublish every time this workbook is saved:** An unchecked checkbox.
- Open published web page in a browser:** A checked checkbox.
- Buttons:** 'Publish' and 'Cancel' buttons at the bottom right.

The background spreadsheet has the following data:

S/no	Item Number	Item Description	UOM	PRICE	Out of Stock	Stock Available on
1	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min,				
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-72%, scented, 500ml				
3	47131604-BR-S01	BROOM, SOFT (TAMBO), weight: 200g min				
4	44101807-CA-C01	CALCULATOR, COMPACT, electronic, 12 digi				
5	44101808-CA-S01	CALCULATOR, SCIENTIFIC, 1 unit in individua				
6	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330				
7	14111525-CA-A01	CARTOLINA, ASSORTED COLORS, 20 pieces				
8	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm ,				
9	14111506-CF-L21	CONTINUOUS FORM, 2 PLY, 280 x 241mm,				
10	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm,				
11	56101504-CM-B01	CHAIR, MONOBLOC, BEIGE, with backrest, w				
12	56101504-CM-W01	CHAIR, MONOBLOC, WHITE, with backrest, y				
13	44111515-DF-B01	DATA FILE BOX, made of chipboard, with cl				
14	44122011-DF-F01	DATA FOLDER, made of chipboard, taglia lock, 6 pieces/bundle	pc.			
15	47131811-DE-P01	DETERGENT POWDER, all purpose, 500 grams (-2.5%) per plastic pouch, 50 pouches/sack	pouch			
16	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable), 1 unit in individual box, 10 units/pack	unit			
17	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams, 12 cans/box, individually shrink wrapped	can			
18	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade, 1 unit/box	unit			
19	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document, 500 pieces per box, 1 box	box			



REDDDS MANUAL





REGIONAL DEPOT DATABASE SYSTEM

USER MANUAL



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Part IV: Regional Depot Database System

Background

The Regional Depot Database System (ReDDS) is a customized database application program that is designed primarily for the operation of PS Regional Depot and Sub-Depots nationwide. Conceptualized and first used in PS Regional Depot-Baguio City in 2004, proponents of ReDDS have re-configured the system to make use and deploy to other regional depots. Continuous development and improvement were made to cope with the requirements as a result of changes in the operations of the Procurement Service as a whole.

As of date, the thirteen (13) regional depots and eleven (14) sub-depots of the Procurement Service are still using ReDDS in their day-to-day activities, pending the establishment and deployment of a common database system that will be utilized by both PS Main and Depots.

Rationale

In view of the great impact on the operations of the regional depots and sub-depots as a result of the issuance of Administrative Order No. 17, the Depot Coordination Office (DCO) has realized the need to improve the existing system currently utilized by depots and establish new strategies to cope with the challenges brought by said Order.

As part of PS Main functions and responsibilities to provide necessary administrative and technical support to depots, the DCO, in collaboration with the IT Unit, have upgraded the ReDDS to address the constraints encountered by the old version as a result of this welcome development. Thus, the new ReDDS was further developed to provide a more responsive, efficient and effective system that would help facilitate the transactions and operations of the regional depots and sub-depots

Features

- **Unlimited Data Storage**

The new system has migrated to a new open-source database platform (MySQL database) that has the capacity to store unlimited records.

- **Stand-alone Executable Application**

Being an executable program designed and coded using Visual Basic Enterprise Edition, it is easy to install and update since the system does not require other applications or special programs to run.



- **Manageable Connection**

Connection from PS Main to different depots will be facilitated through the use of Virtual Private Network (VPN) Technology and a Driver Manager, a library that manages communication between the application and the driver connecting to the database.

- **Security Login**

This feature will verify if user has a privilege to access the database before using the application to prevent unauthorized access to modify records.

- **User Access Rights**

There are set limitations on the application's specific tasks (i.e. data entry, payments, reports generation) identified by the user access rights. Each User will be given specific User ID that enables them the specific modules that they are allowed to access.

- **Reliability on usage**

Up to 500 concurrent users are allowed to use the system without downtime.

- **Efficiency and Mobility**

Easy deployment of update patches for both application and database via VPN or Team viewer.

- **Online Support**

Available online support will ease distance from Depot to technical support, thus faster resolution to immediate concern is given through use of VPN or Team viewer.

System Design Interface

There are 2 Major parts of the System Interface: Login and Main screen. Under Main screen, we will define the five (5) Modules, Menu and Tabs, as follows:

Security Login

Just like any ATM machines that need a pin or a yahoomail login that require userID and password to access your account, ReDDS has added this new feature for security purposes to avoid unauthorized access on the system.



Procurement Service
Regional Depot Database System
Security Login

User Name

Password

Login Cancel

2013 version

Main Screen and Parts

The main screen parts are divided into four namely;

- Menu Bar – these are shortcuts to specific tabs for easy access
- Module Specific – These modules are task specific set for each user
- Module Tabs – Each tab is unique with forms and transaction screen
- Transaction Screen – The screen contains the necessary function to make transactions, generate reports or making changes, inserts and updates to the database.



The Menu Bar

There are nine (9) items in the Menu Bar. Each item directly links to a specific Module Tab and each tab will be presented and discussed throughly in the succeeding pages.

The screenshot shows the 'REGIONAL DEPOT DATABASE SYSTEM' interface. At the top, a blue header contains the 'Procurement Service' logo and the system name. Below this is a 'MENU BAR' with nine items: 'Create New Entry', 'Agency Ledger', 'Report Generation', 'Delivery Receipt', 'Stocks Information', 'Price list', 'About', 'Login', and 'Exit'. A 'DATA ENTRY MENU' is visible below the menu bar, with tabs for 'DATA ENTRY MENU', 'TRANSFER OF STOCKS/ADJUSTMENT', 'STOCK TRANSFER REQUEST', 'CLIENT INFORMATION', and 'PRICE LIST'. On the left, a vertical sidebar lists 'MODULES FOR SPECIFIC PURPOSE': 'TRANSACTION DATA ENTRY', 'DELIVERY RECEIPT', 'REPORT GENERATION', 'STOCKS INFORMATION', 'DEPOSITS & PAYMENTS', and 'ADMINISTRATOR'. The main area is a 'TRANSACTION SCREEN' with a form for 'Create New Entry'. It includes fields for 'Select Agency', 'Prepared By' (JOSEPH CONRAD D. DUEÑAS), 'Date' (February 18, 2013), 'Reference APR Number', 'No. of Items' (0), and 'Grand Total'. The 'APR Status' is 'Pending'. A table with columns 'N...', 'Item Name', 'Quantity', 'Unit Price', 'Unit', and 'Amount' is present. At the bottom, there are buttons for 'Reserve This APR', 'Create DR number', and 'Item Verification'.



1. Create New Entry

Transaction Date Entry
Stock transfer Data Entry

2. Agency Ledger

Payment Entry Form
Deposit Entry Form
Subsidiary Ledger Form
Counter Receipt Form

3. Report Generation

Cash Receipt Register
Collections Deposit
Deliveries
Item Issued
Payments Summary
Sales Return
Stock position
AMW By Frequency

4. Delivery Receipt

View Existing Delivery Receipt
View Existing Price Quotation
Summary of Quoted APR

5. Stocks Information – link use to check stock inventory

6. Price list – shortcut to check list of all items and their unit price

7. About – link to provide information regarding the system

8. Login – link use to relogin as different user

9. Exit – link use to log out of the system

The Modules

There are five (5) modules in the system which consists of the following:

1. Transaction Data Entry

This is where the basic data are encoded or inputted.



The screenshot shows the 'REGIONAL DEPOT DATABASE SYSTEM' interface. The top navigation bar includes 'Create New Entry', 'Agency Ledger', 'Report Generation', 'Delivery Receipt', 'Stocks Information', 'Price list', 'About', 'Login', and 'Exit'. The left sidebar lists 'TRANSACTION DATA ENTRY', 'DELIVERY RECEIPT', 'REPORT GENERATION', 'STOCKS INFORMATION', 'DEPOSITS & PAYMENTS', and 'ADMINISTRATOR'. The main content area is titled 'DATA ENTRY MENU' and contains sub-menus: 'DATA ENTRY MENU', 'TRANSFER OF STOCKS/ADJUSTMENT', 'STOCK TRANSFER REQUEST', 'CLIENT INFORMATION', and 'PRICE LIST'. Below these are action links: 'Create New Entry', 'Add Item', 'Edit Quantity', 'Delete', 'Save', 'Open Existing APR', and 'Preview Report'. The form fields include 'Select Agency:' (a dropdown menu), 'Date: February 18, 2013', 'Prepared By: JOSEPH CONRAD D. DUEÑAS', 'No. of Items: 0', and 'Grand Total:'. A 'Reference APR Number' field is highlighted in blue. The 'APR Status' is 'Pending'. A table with columns 'N...', 'Item Name', 'Quantity', 'Unit Price', 'Unit', and 'Amount' is present but empty. At the bottom, there are buttons for 'Reserve This APR', 'Create DR number', and 'Item Verification'.

2. Delivery Receipts

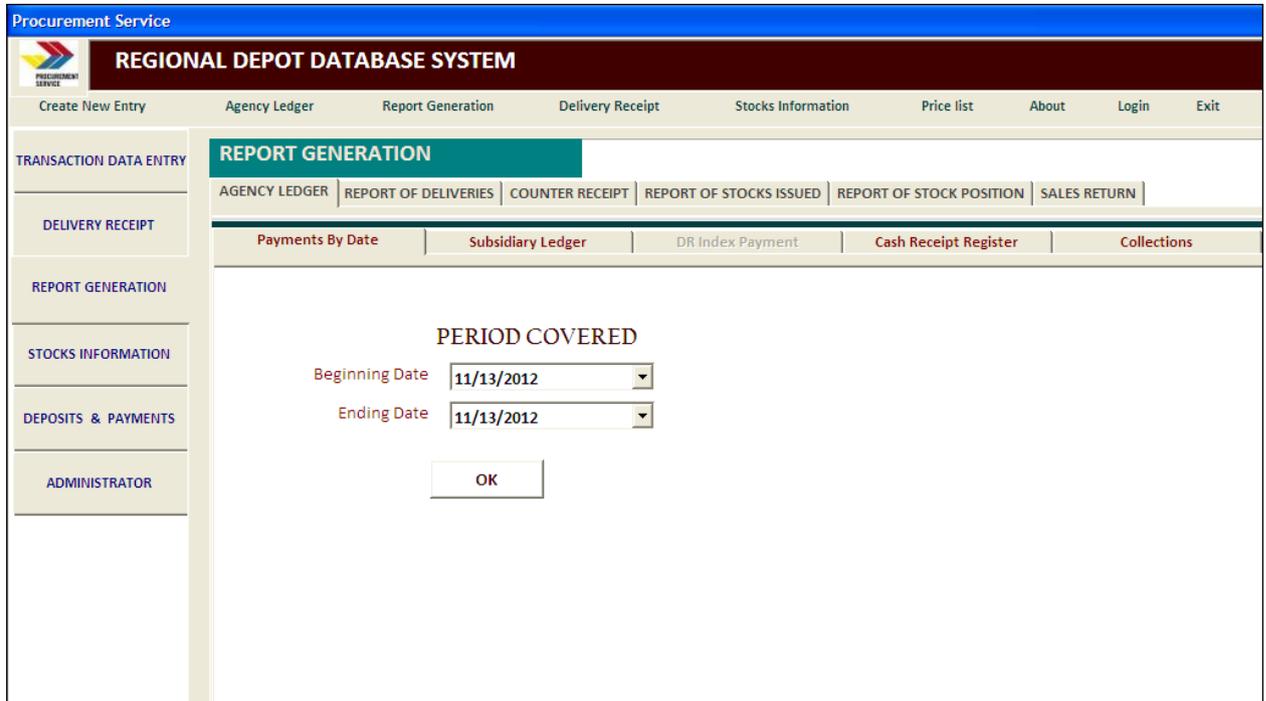
This is where we can view all Agency Procurement Requests that are either pending or reserved and all Delivery Receipts generated.

The screenshot shows the 'REGIONAL DEPOT DATABASE SYSTEM' interface with the 'DELIVERY RECEIPT MENU' selected. The top navigation bar and left sidebar are the same as in the previous screenshot. The main content area is titled 'DELIVERY RECEIPT MENU' and contains sub-menus: 'VIEW EXISTING DELIVERY RECEIPT', 'VIEW PRICE QUOTATIONS', and 'LIST OF QUOTED APRs PER AGENCY'. The central form is titled 'DELIVERY RECEIPT' and features a 'Select Delivery Receipt No.' dropdown menu. Below the dropdown are 'OK' and 'CANCEL' buttons.



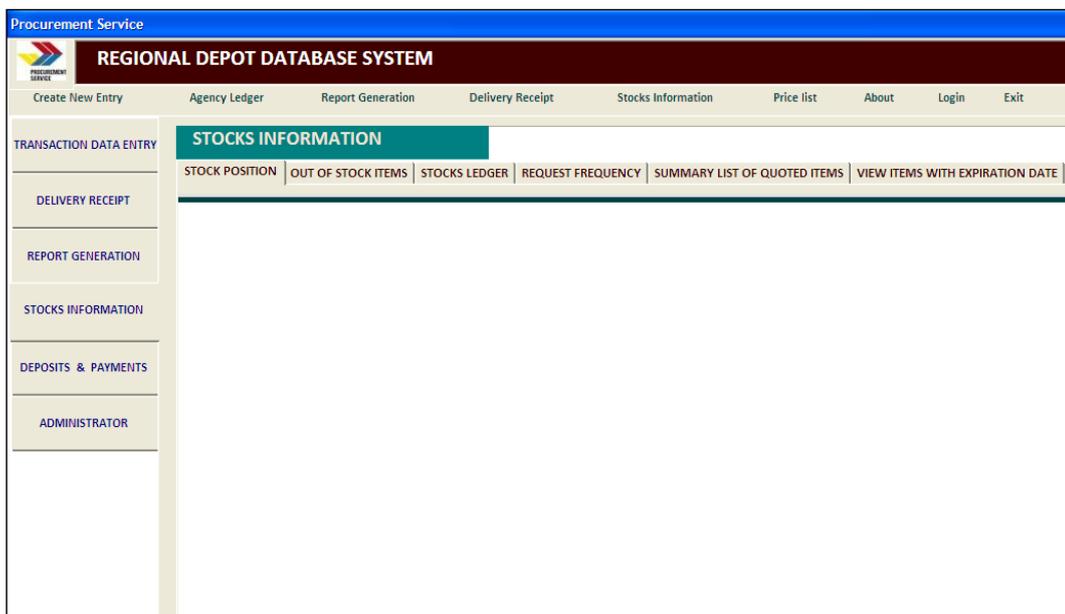
3. Report Generation

This is the module that generates computerized reports for submission to PS Main Office per period specified.



4. Stocks Information

This module provides real time reports for stocks inventory and update.





5. Deposit and Payments

This module is intended to generate Official Receipts for the payment of corresponding Delivery Receipts and where Deposits are encoded.

Procurement Service

REGIONAL DEPOT DATABASE SYSTEM

Create New Entry Agency Ledger Report Generation Delivery Receipt Stocks Information Price list About Login Exit

TRANSACTION DATA ENTRY

DEPOSITS AND PAYMENTS

DEPOSIT ENTRY FORM PAYMENT ENTRY FORM PAYMENTS BY AGENCY

Deposit Entry Form

Reference No. Agency name

OR Number Deposit Mode Cash Check

Date

Deposit Slip No. Amount

CANCEL SAVE EDIT DELETE PREVIEW REPORT VIEW DEPOSIT BY DATE SEARCH

Deposits:

DR No.	DS No.	Amount	Agency	Check No.	OR No.



Table of Users

User ID	User Designation	Access Rights to Modules	Specific Tasks
0	Administrator, Director, Designated IT Personnel, Depot Manager, Depot Head	ALL	They have full access of all the application's modules; Add new Item; Add new Client Information
1	Transact Personnel	Transaction Data Entry Delivery Receipts Agency Subsidiary Ledger Stocks Information Price List (no adding of item)	Deals and interacts to agencies regarding procurement of items; Responsible in creating and editing APR; Responsible in generating new DR; Checks the availability of item through Item Verification.
2	Supply Officer	Report Generation - All Reports except those of Cashier's Stocks Information Price List (no adding of item)	Responsible in stocks inventory; Generation of several reports- Report of Stocks Issued, Report of Deliveries, Report of Stock Position, Stock Transfer Request, Transfer of Stocks and Adjustments; Monitors Stock Ledger, Stock status, Out of Stocks Item, Expiration of some items and the like.
3	Cashier	Payments and Deposits Delivery Receipts Report Generation - Subsidiary Ledger, Cash Receipts Register, Payment Summary and Collections Report	Responsible in creating Official Receipts Entry of Deposits; Responsible to creation and generation of: Payments Summary Collections Summary Subsidiary Ledger Cash Receipt Register
4	Signatories on Reports	No Access Rights	



The Data Entry Menu and its Module Tabs

There are 5 Module Tabs in the Data Entry Module and each of these tabs is identified by user access rights.

DATA ENTRY MENU

This module tab is only available to Administrators and Admin Officer who generates APRs and DRs. The buttons and their functions are described below:

The screenshot shows the 'DATA ENTRY MENU' interface. At the top, there are navigation tabs: 'DATA ENTRY MENU', 'TRANSFER OF STOCKS/ADJUSTMENT', 'STOCK TRANSFER REQUEST', 'CLIENT INFORMATION', and 'PRICE LIST'. Below these are action buttons: 'Create New Entry', 'Add Item', 'Edit Quantity', 'Delete', 'Save', 'Open Existing APR', and 'Preview Report'. The form includes a 'Select Agency' dropdown menu with 'A014 - PRESIDENTIAL COMMISSION FOR THE URBAN POOR - 1115 DHC Bldg. EDSA, Q.C.' selected. The 'Date' is set to 'February 18, 2013'. The 'Prepared By' field contains 'JOSEPH CONRAD D. DUEÑAS'. The 'No. of Items' is '2' and the 'Grand Total' is '2,558.40'. The 'APR Status' is 'Pending'. A table lists the items:

N...	Item Name	Quantity	Unit Price	Unit	Amount
1	AIR FRESHENER, 280ml/150g minimum	10	89.44	can	894.40
2	BATTERY, dry cell, D	10	76.96	pack	769.60

At the bottom, there are three buttons: 'Reserve This APR', 'Create DR number', and 'Item Verification'.

Create New Entry – to create another transaction

Add Item - Click to view and insert items.

Edit Quantity - Click to edit quantity if items whenever stock is less than requested quantity or is unavailable upon Item Verification.

Delete – Click on specific item then click Delete to remove this item.

Save – Click to automatically generate APR Number and save all entries to the database.

Open Existing APR – Click to view all APRs either pending or reserved.

Preview Report – Click for Print Preview

Reserve This APR/Unreserve This APR – Toggle button to reserve or unreserve all items which happens when the Agency already paid in



advance for the total amount of the DR and the items will be picked-up at a certain date.

Create DR Number – Click to automatically generate DR Number upon approval of the Agency to the generated APR.

Item Verification – Click to check for all the Item’s availability before creating DR Number.

Procedure Guide:

A. New Price Quotation/Transaction Data Entry

1. Select the Agency name from the List. If Agency is not listed therein, secure the Agency’s code and other related information which will be then added to the system.
2. Verify that the Prepared By textbox shows the name of the user who is logged on the system and this is not allowed for editing.
3. Click the **Add Item** to start adding all the requested items in the Agency’s APR list. (Note: Always check with the Agency the equivalent specifications of the items they want to procure). The dialog box “Item Entry” will appear.

Item	Unit Price	Unit	Total Stocks	Quoted	Available
AIR FRESHENER, 280ml/150g minimum	89.44	can	473	100	373
AIRPOT, electric	1,331.20	piece	2	0	2
ALCOHOL, 68% - 72 % ethanol (ethyl)	40.04	bottle	1461	10	1451
BATTERY, dry cell, AAA	15.59	pack	917	0	917
BATTERY, dry cell, D	76.96	pack	469	200	269
BATTERY, dry cell, size AA	26.52	pack	186	20	166
BROOM, soft (tambo)	83.20	piece	13	0	13
BROOM, stick (ting-ting)	21.84	piece	26	10	16

4. Type the first letter or first word of the Item in the textbox after the **Search Item** label.
5. Press arrow down or enter key to choose the specific item in the list.
6. Press enter or click on the Item. The unit price will automatically appear on the textbox.
7. Enter the quantity ordered. The equivalent amount will automatically be computed.
8. Click on the **Add to list** button to insert selected item into the Data Entry Form.
9. A Confirm Item Addition dialog box appears. Click **OK**.



Notice after clicking OK, the item selected is removed to the available list in order to prevent double entry.

10. Click on "Exit" button to exit Item Entry.
11. Click on "Clear" button to cancel selected item.
12. After adding items, all selected items will appear on the Data Entry List. Check the Total number of Items and Grand Total is updated every time an item is added.
13. Click **Save** to generate APR number. The default status of this APR number is Pending.
14. Click **Create DR Number** if this transaction is ready for payment and items are complete for pick-up within the day. The status will show "Released" once DR is created. Otherwise, click **Reserve this APR** if items are scheduled for pick-up on a later date and payment is waiting. This will show status of "Reserved".

B. Existing Price Quotation

1. Click on **Open Existing APR** to open the Quotation.
2. Click on **Item Verification** to check if all items in the list have available stocks.
3. If there is insufficient stock, a sub-form will appear to show out-of-stock item and item with insufficient quantity.
4. Click on the item then click the **Edit Quantity** and enter quantity less than or equal to the available balance as concurred by agency representative.
5. After all item's quantity have been changed, click the **Close button**.
6. Click again **Item Verification** button and a notification will show that "All items have sufficient balance"
7. Click **Create DR Number** if this transaction is ready for payment and items are complete for pick-up within the day. The status will show "Released" once DR is created. Otherwise, click **Reserve this APR** if items are scheduled for pick-up on a later date and payment is waiting. This will show status of "Reserved".



TRANSFER OF STOCKS/ADJUSTMENT

This module tab is only available to Administrators and **Supply Officer** who generates TOS. The buttons and their functions are described below:

DATA ENTRY MENU

DATA ENTRY MENU | TRANSFER OF STOCKS/ADJUSTMENT | STOCK TRANSFER REQUEST | CLIENT INFORMATION | PRICE LIST

[Create New Entry](#) [Add Item](#) [Clear TOS Form](#) [Edit Item](#) [Delete](#) [Save](#) [Preview Report](#)

TOS Number: Delivery Date:

STR Control No: Grand Total:

Remarks:

Item Code:

Item Name:

Quantity: Unit Price: Ave. Price: Expiration:

Item Name	Quantity	Unit Price	Amount
-----------	----------	------------	--------

Double Click on the Item Description to edit or delete the item.

Create New Entry – to create another transaction

Add Item - Click to insert and save item selected.

Clear Item(s) – Click to undo or remove all items on the list.

Edit Item - Click to edit the quantity, unit price or include expiration date of an item.

Delete – Click on specific item then click Delete to remove this item.

Save – Click to automatically generate APR Number and save all entries to the database.

Preview Report – Click for Print Preview.

Procedure Guide:

A. New Transfer of Stocks

1. Supply all the following information: TOS number, reference STR number, Remarks and Delivery Date.
2. Select either Item code or Item name from the list. If Item code is selected, the Item Name and Average Price will automatically show.
3. Enter the Quantity delivered.



4. Enter Unit Price indicated on the TOS. The Grand Total will add up automatically.
5. Select Expiration Date if necessary.
6. Check all data if correct then click **Add Item**.
7. Repeat **step 2 to 6** for the remaining items to be entered into the system.
8. Click **Print Preview** to print report if necessary.

B. Adjustment on TOS

1. Select from **TOS Number** list.
2. Check the STR number box and Delivery Date if equivalent to the TOS for editing.
3. Double click on the **Item description** to edit or delete the item.
4. Click **Edit Item** to make changes to the item, i.e. quantity, unit price or expiration date.
5. Click **Save** to apply changes.
6. Click **Delete** if the selected item has been cancelled or undelivered.

STOCKS TRANSFER REQUEST

This module tab is the form used by **Supply Officer** to generate STR. The buttons and their functions are described below:

The screenshot shows a web-based form titled "DATA ENTRY MENU". The menu bar includes "DATA ENTRY MENU", "TRANSFER OF STOCKS/ADJUSTMENT", "STOCK TRANSFER REQUEST", "CLIENT INFORMATION", and "PRICE LIST". The "STOCK TRANSFER REQUEST" tab is active. The form contains several input fields and buttons:

- Buttons: [Create New STR](#), [Edit](#), [Delete](#), [Save](#), [Open Existing STR](#), [Preview Report](#), [Stock Status](#), [Monthly Report](#)
- STR Control No:
- STR Date:
- Item Code:
- Item Name:
- Quantity: Remarks:
- ITEM STATUS:
-

Item Name	Quantity	Remarks

Double Click on the Item to view Item Status, and edit or delete the Item



Create New STR – to create another transaction.

Edit – Click to edit the quantity or remarks of the selected item.

Delete – Click on specific item then click Delete to remove this item.

Save – Click to save changes made to the item.

Preview Report – Click for Print Preview.

Open Existing STR – Click to open a previous STR.

Stock Status – Click to show real-time balances of all the items.

Monthly Report – Click to show Request Frequency of all Items.

Item Status – This will advise the current stock position and on-hold quantity of the item selected.

Add Item button – Click to insert and save each new item, and will be added on the Item list.

Procedure Guide:

A. New Stock Transfer Request

1. Supply all the following information: STR number and STR Date.
2. Select either Item code or Item name from the list. If Item code is selected, the Item Name will automatically show or vice-versa. Notice also that in the Item Status, Stock position and On-hold quantities appear.
3. Enter the Quantity delivered.
4. Enter the Remarks i.e New Request.
5. Check all data if correct then click **Add Item**.
6. Repeat **step 2 to 5** for the remaining item request.
7. Click **Print Preview** to print report.

B. Changes or Additional

1. Click on **Open Existing STR**.
2. Enter or select **STR Control No** from the list.
3. Double click on the Item description to edit or delete an item.
4. To edit an item, click on **Edit** to make changes to the item. We can only edit quantity or remarks.
5. If there is change to the Item Name, click **Delete** then select correct Item Name from the list.
6. Click on **Save** to apply changes.
7. For additional item, select Item Code or Item Name from the List and supply quantity and remarks. Click on **Add Item** to save and add to Item list.
8. Click on **Print Preview** to print report.



CLIENT INFORMATION

This module tab is available for the **Administrator** and his/her equivalent. The form is designed to capture all the details regarding the Agency and include the name in the database. The buttons and their functions are described below:

Add Agency – to create another Agency profile

Edit Details – Click to edit make changes to the selected Agency Name.

Delete – Enter Agency Name then click Delete to remove this item.

Save – Click to save new profile or after changes has been made.

Clear – Click to clear all information entered.

Cancel – Click to move to a different Agency profile.

Agency Information – This section contains the important details of the Agency.

Accountant – This section provides information about the Agency's Accountant.

Agency Head – This section provides information about the Agency's Head.

Supply Officer – This section provides information about the Agency's Supply Officer.



Procedure Guide:

A. New Agency

1. Supply all the following information as necessary. Required fields are Agency Name, Agency Code, Departments, Agency ID, Address and Telephone.
2. The suggested format for the AgencyID is Agency Code + Initials of the Agency. For example: *Agency Name is Procurement Service + Agency Code is E10, then Agency ID = E10 – PS.*
3. If the data is not available, enter **NA**.
4. Click on **Save** to save all entries to the database.

B. Changes or Additional data

1. Select Agency Name from the list.
2. Click **Edit Details** and make necessary changes or enter additional information.
3. Click on **Save** to update the database.

PRICE LIST

This module tab is used to check information regarding a specific Item. Adding of Items is allowed only for **Administrator** or his/her equivalent. Deleting of any Item is not allowed and should be elevated to the Administrators from PS Main. The buttons and their functions are described below:

The screenshot shows the 'PRICE LIST' tab in the 'DATA ENTRY MENU'. It includes buttons for 'Add New Item', 'Edit Item', 'Save', 'Print', 'Export PriceList', and 'Cancel'. A search bar is present. The 'Item Description' field shows 'ACETATE, 0.075mm(gauge #3)' with a 'Specification' of 'COMMON OFFICE SUPPLIES'. The 'Item Code' is '7510-PH-060-001', 'Category' is 'COMMON USE', 'Unit' is 'roll', and 'Unit Price' is '612.02'. Below this is a table of items:

ID	Item Description	Category	Specification	Unit Price	Unit
7510-PH-060-001	ACETATE, 0.075mm(gauge #3)	COMMON USE	COMMON OFFICE ...	612.02	roll
7510-PH-074-009	ADDENDUM, Philippine Government Procurement	COMMON USE	COMMON OFFICE ...	0.00	book
7510-PH-001-001	AIR FRESHENER, 280ml/150g minimum	COMMON USE	COMMON OFFICE ...	89.44	can
7310-46-004-6940	AIRPOT, electric	COMMON USE	COMMON OFFICE ...	1,331.20	piece
7510-PH-022-001	ALCOHOL, 68% - 72 % ethanol (ethyl)	COMMON USE	COMMON OFFICE ...	40.04	bottle
6110-46-004-6768	AUTOMATIC VOLTAGE REGULATOR (AVR)	COMMON USE	COMMON OFFICE ...	699.92	unit
6250-PH-004-001	BALLAST, 18 watts	COMMON USE	COMMON ELECTRI...	66.77	each
6250-PH-004-002	BALLAST, 36 watts	COMMON USE	COMMON ELECTRI...	69.63	each
7510-PH-004-001	BALLPOINT PEN, Black	COMMON USE	COMMON OFFICE ...	0.00	each
7510-PH-004-002	BALLPOINT PEN, Blue	COMMON USE	COMMON OFFICE ...	0.00	each
7510-PH-004-003	BALLPOINT PEN, Red	COMMON USE	COMMON OFFICE ...	0.00	each
5975-PH-001-002	BATTERY, dry cell, AAA	COMMON USE	COMMON ELECTRI...	15.59	pack
5975-PH-001-004	BATTERY, dry cell, D	COMMON USE	COMMON ELECTRI...	76.96	pack

Double Click on the Item Description to edit or delete the item.



Add New Item – to create a new item profile.

Edit Item – Click to edit the unit or unit price of the selected Item.

Save – Click to save new item or changes made to the item.

Print – Click for Printing Price List

Export Price List – Click to export or make a copy of the Price List to Excel spreadsheet.

Cancel – Click to clear all entries.

Procedure Guide:

A. New Item

1. Supply all the following information: Item Description, Specification, Item Code, Category, Unit and Unit Price. Use the table below for guidance:

Item	Category/List	Limitation
Item Description	General description or Name of the Item	Use of apostrophe (') not allowed; Use of backslash (\) not allowed;
Category	Common Use Non-common Use	Choose from the List;
Specification	Common Office Supplies Common Electrical Supplies Common Janitorial Supplies Common Office Equipment Supplementary Items PX-Commissary Medicines	
Item Code	The code generated by IMS	Do not generate code; No duplicate; Verify Item Code with PS Main through the DCO;
Unit	The unit specified by IMS	Always verify with your Depot Head or coordinate with PS Main Through the DCO;
Unit Price	The unit price of the item set by PS Main plus a percentage additional with freight cost	

2. Click on **Save** to add the new item information to the database. Click **Yes** when prompt for *Correct Entries*.

B. Changes to Unit or Unit Price

1. Select the item to be edited.
2. Click **Edit** and make necessary changes to unit or unit price or both.
3. Click on **Save** to update the database.

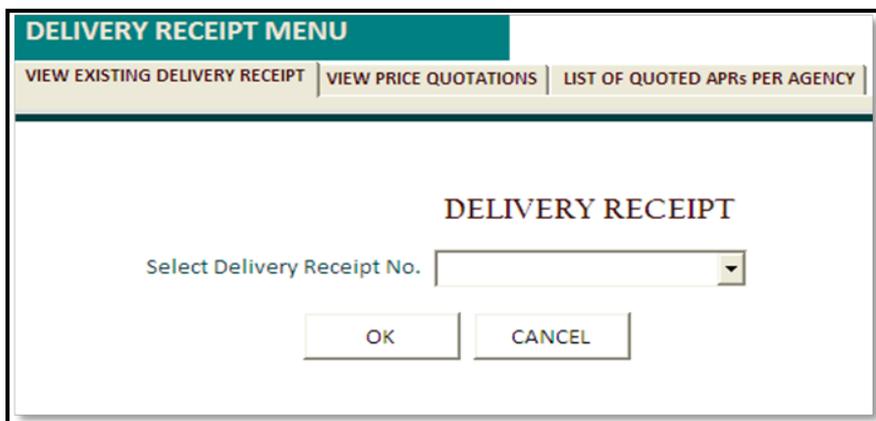
Note: Editing is allowed only for unit and unit price of the item. If there is a correction on other information of a certain item, please advise your Depot Manager or coordinate with the Administrators from PS Main to make necessary changes.

The Delivery Receipt and its Module Tabs

There are 3 Module Tabs in the Delivery Receipt Module and each of these tabs is available to users.

EXISTING DELIVERY RECEIPT

This module tab allows user to view all generated DRs. The buttons and their functions are described below:



Select Delivery Receipt No. – used to select existing DR Number.

OK – Click to open the selected DR Number.

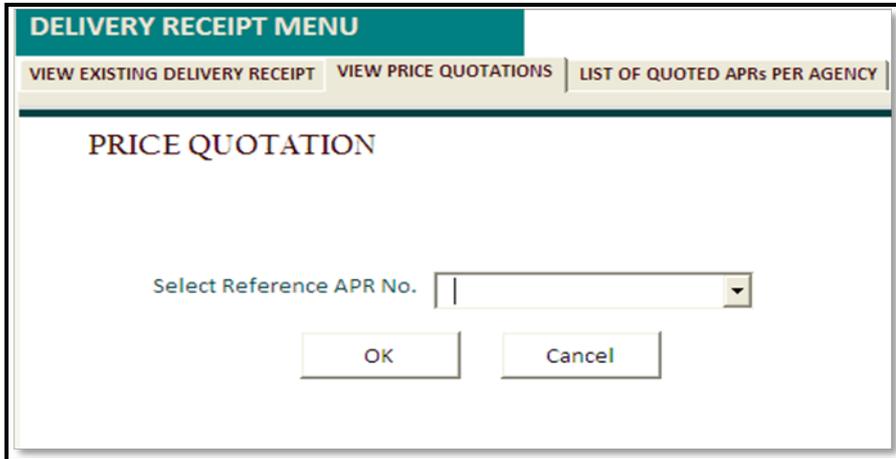
Cancel – Click to clear the list box.

Procedure Guide:

- a. Enter or select the DR Number from the List. If DR Number is not listed, verify with the Agency the correct DR number.
- b. Click **OK** to view all the information of the DR.

EXISTING PRICE QUOTATION

This module tab allows user to view all pending or reserved price quotations. Price quotation of the submitted APRs as to its availability, prevailing price and total amount. The buttons and their functions are described below:



The screenshot shows a web interface with a teal header bar containing the text "DELIVERY RECEIPT MENU". Below the header is a navigation bar with three tabs: "VIEW EXISTING DELIVERY RECEIPT", "VIEW PRICE QUOTATIONS", and "LIST OF QUOTED APRs PER AGENCY". The "VIEW PRICE QUOTATIONS" tab is active. The main content area is titled "PRICE QUOTATION" and features a dropdown menu labeled "Select Reference APR No." with a downward arrow. Below the dropdown are two buttons: "OK" and "Cancel".

Select Reference APR No. – Click to select existing APR Number from the list.

OK – Click to open the selected APR Number.

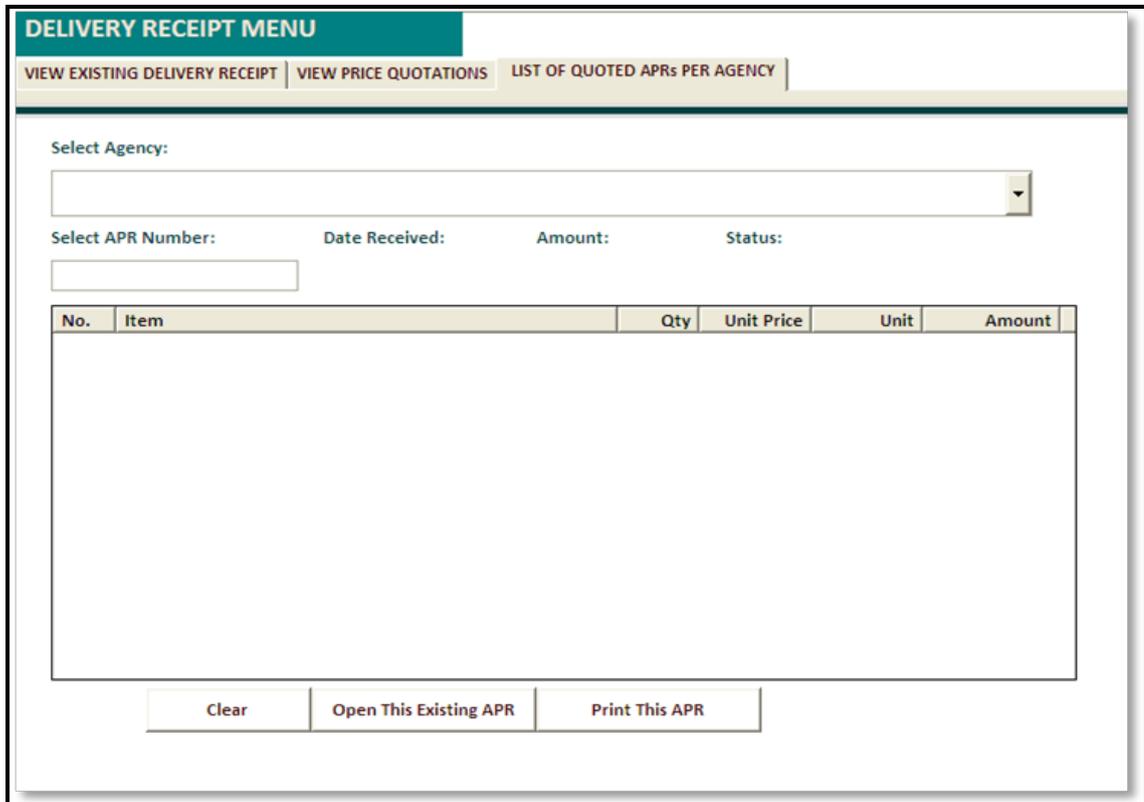
Cancel – Click to clear the list box.

Procedure Guide:

- a. Enter or select the APR Number from the List.
 - If APR Number is not listed, verify with the Agency the correct APR number.
 - If APR Number is unavailable, got to **List of Quoted APR Per Agency** module tab and proceed to procedure guide below (Number 3 item).
- b. Click **OK** to view all the information of the APR.

LIST OF QUOTED APR PER AGENCY

This module tab allows user to view all pending or reserved quotations using only the Agency Name in the absence of the APR Number. The buttons and their functions are described below:



The screenshot shows a web application interface titled "DELIVERY RECEIPT MENU". It has three tabs: "VIEW EXISTING DELIVERY RECEIPT", "VIEW PRICE QUOTATIONS", and "LIST OF QUOTED APRs PER AGENCY". The "LIST OF QUOTED APRs PER AGENCY" tab is active. Below the tabs, there is a "Select Agency:" dropdown menu. Below that, there are four input fields labeled "Select APR Number:", "Date Received:", "Amount:", and "Status:". Below these fields is a table with the following columns: "No.", "Item", "Qty", "Unit Price", "Unit", and "Amount". The table is currently empty. At the bottom of the interface, there are three buttons: "Clear", "Open This Existing APR", and "Print This APR".

Select Agency – Click to select agency name from the list.

Select APR Number – Click to view all APR numbers generated for the selected Agency.

Date Received – shows the date when the APR was created.

Amount – shows the total amount of all items in the APR.

Status – shows the status whether *Pending or Reserved*.

Open This Existing APR– Click to make changes or additions on the APR.

Print This APR – Click to preview the APR.

Clear – Click to cancel or clear all information.

Procedure Guide:

- Enter or select the Agency Name from the list.
- Select APR Number from the list.
- Click **Print This APR** to check all the information of the APR.



- d. Click **Open This Existing APR** to make changes or additions. You will be redirected to the **Data Entry Menu** and go back to *procedure guide on Existing Price Quotation under Data Entry Module*.

The Report Generation and its Module Tabs

There are 6 Module Tabs in the Report Generation Module and each of these tabs generates computerized reports submitted to PS Main Office per period specified. It follows user access right.

AGENCY LEDGER

This module tab is only allowed to **Administrator** and user with designation as **Cashier** or equivalent to view all reports related to ledgers, payments and collections of all registered agencies. There are 3 Active tabs under Agency Ledger named below.

- **Payments By Date**

The buttons and their functions are described below:

The screenshot shows a web interface titled "REPORT GENERATION". At the top, there are four main tabs: "AGENCY LEDGER", "REPORT OF DELIVERIES", "COUNTER RECEIPT", and "REPORT OF STOCKS ISSUE". Under "AGENCY LEDGER", there are three sub-tabs: "Payments By Date" (which is highlighted in red), "Subsidiary Ledger", and "DR Index Payment". The main content area is titled "PERIOD COVERED" and contains two dropdown menus: "Beginning Date" and "Ending Date", both of which are currently set to "11/13/2012". Below these dropdowns is a button labeled "OK".

Beginning Date – Click to select start of coverage.

Ending Date – Click to select end of coverage.

OK – Click to preview the Payments Summary report as shown below.



Department of Budget and Management PROCUREMENT SERVICE - NCR DEPOT PAYMENT SUMMARY For the Period January 1, 2013 - January 31, 2013							 PROCUREMENT SERVICE		
NAME OF PAYOR	OR No.	OR Date	Check No.	Bank	Reference DR No.	PAYMENTS			
						AMOUNT	CASH	CHECK	
A025 - PCSDS - Palawan Council For Sustainable Development Staff - 5 West Ave., Q.C.	12347	1/7/2013	65432	LBP	NCR-13-00007	3,078.00	0.00	3,078.00	
A019 - NATIONAL ANTI-POVERTY COMMISSION - 3rd Floor ATI Bldg., Elliptical Rd., QC	12349	1/8/2013			NCR-13-00010	447.00	447.00	0.00	
A014 - PRESIDENTIAL COMMISSION FOR THE URBAN POOR - 1115 DHC Bldg. EDSA, Q.C	6690791	1/28/2013	12345	PNB	NCR-13-00001	6,120.00	0.00	6,120.00	
TOTAL:						9,645.00	447.00	9,198.00	

Prepared by:	Certified Correct:	Noted:
MANUEL A. MADROGABA Cashier	JAYSON C. ERQUIZA Accountant	JOSEPH CONRAD D. DUEÑAS Head, PS Depot-NCR

- **Subsidiary Ledger**

The buttons and their functions are described below:

The screenshot shows a web interface for report generation. At the top, there is a 'REPORT GENERATION' header with several menu items: 'AGENCY LEDGER', 'REPORT OF DELIVERIES', 'COUNTER RECEIPT', 'REPORT OF STOCK POSITION', and 'SALES RETURN'. Below this, there are four tabs: 'Payments By Date', 'Subsidiary Ledger' (which is selected), 'DR Index Payment', and 'Cash Receipt Reg'. The main content area is titled 'Overall Summary' and contains two sections:

- Subsidiary Ledger Per Agency:** This section includes a 'Select Agency:' dropdown menu, 'Beginning Date' and 'Ending Date' dropdown menus (both set to 2/24/2013), and two buttons: 'OK' and 'Clear Agency'.
- Subsidiary Ledger Per Period (All Agencies Consolidated):** This section includes 'Beginning Date' and 'Ending Date' dropdown menus (both set to 2/24/2013) and an 'OK' button.

Beginning Date – Click to select start of coverage.

Ending Date – Click to select end of coverage.

Clear Agency– Click to cancel selected Agency name.

OK – Click to preview the SubsidiaryLedger report as shown below.



PROCUREMENT SERVICE - NCR DEPOT
SUBSIDIARY LEDGER SUMMARY
 Sunday, February 24, 2013

AGENCY	DEBIT (DR Issued)	CREDIT (Payment)	TOTAL REFUND	NET BALANCE	CLASSIFICATION				BREAKDOWN		
					IIGA	GOCC	LGU	OTHERS	RECEIVABLES	ADVANCES	
A-194 Housing and Land Use Regulatory Board - dbc Brgy., Halang, Calamba City	5,444.40	0.00	0.00	5,444.40	5,444.40	0.00	0.00	0.00	0.00	5,444.40	0.00
A014 - PRESIDENTIAL COMMISSION FOR THE URBAN POOR - 1115 DHC Bldg. EDSA, Q.C	16,260.20	16,250.20	0.00	10.00	10.00	0.00	0.00	0.00	0.00	10.00	0.00
A019 - NATIONAL ANTI-POVERTY COMMISSION - 3rd Floor ATI Bldg., Elliptical Rd., QC	447.00	447.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A025 - PCSDS - Palawan Council For Sustainable Development Staff - 5 West Ave., Q.C.	19,458.22	19,458.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A030- TESDA- QUEZON CITY LINGKOD BAYAN SKILLS DEV. CTR, Brgy Hall Compd, Dahlia Ave., Fairview, Q.C	64,832.56	64,832.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL:	106,442.38	100,987.98	0.00	5,454.40	5,454.40	0.00	0.00	0.00	0.00	5,454.40	0.00

Prepared by: **MANUEL A. MADROGABA**
Cashier

Certified Correct:

Noted: **AMELITA N. MADRIAGA**
Administrative Assistant III

Figure: Subsidiary Ledger of All Agencies

PROCUREMENT SERVICE
NCR DEPOT

SUBSIDIARY LEDGER
Period Covered: Dec 30, 2012 - Jan 29, 2013

Agency: A014 - PRESIDENTIAL COMMISSION FOR THE URBAN POOR - 1115 DHC Bldg. EDSA, Q.C

Date	APR No.	OR No.	CHECK No.	DR_Number	DEBIT (Total)	CREDIT (Payment)	REFUND	DR Balance	Overall Balance
1/28/2013	13-0001			NCR-13-0000	6,120.20	0.00	0.00	6,120.20	6,120.00
1/28/2013		6690791	12345	NCR-13-0000	0.00	6,120.00	0.00	(6,120.00)	0.00

Figure: Subsidiary Ledger of Individual Agency



• **Cash Register Receipt**

The buttons and their functions are described below:

Beginning Date – Click to select start of coverage.

Ending Date – Click to select end of coverage.

OK – Click to preview the CRR and Undeposited Balance Summary Reports as shown below.

PROCUREMENT SERVICE		PROCUREMENT SERVICE Department of Budget and Management CASH REGISTER RECEIPTS For the Period January 1, 2013 - January 31, 2013										
AGENCY NAME: NCR DEPOT												
SUB-OFFICE:												
REGION:												
DATE	OR No./ DS No.	DR Number	NAME OF PAYOR	CHECK NO	CASH	RECEIPTS	DEPOSITS	BALANCE	SALES REVENUES			
									NGA	GOCC	LGU	OTHERS
UNDEPOSITED BALANCE FROM PREVIOUS MONTH(S)						0.00	0.00	45,183.20	0.00	0.00	0.00	0.00
1/7/2013	DS13-0001	NCR-13-00003				0.00	35,800.00	9,383.20	0.00	0.00	0.00	0.00
1/7/2013	12347	NCR-13-00007	A025 - PCSDS - Palawan Council For Sustainable Development Staff - 5 West Ave., Q.C.	65432		3,078.00	0.00	12,461.20	3,078.00	0.00	0.00	0.00
1/8/2013	DS13-0010	NCR-13-00007				0.00	3,078.00	9,383.20	0.00	0.00	0.00	0.00
1/8/2013	12349	NCR-13-00010	A019 - NATIONAL ANTI-POVERTY COMMISSION - 3rd Floor ATI Bldg., Elliptical Rd., QC	/		447.00	0.00	9,830.20	447.00	0.00	0.00	0.00
1/9/2013	DS12-0010	NCR-13-00010				0.00	447.00	9,383.20	0.00	0.00	0.00	0.00
1/28/2013	6690791	NCR-13-00001	A014 - PRESIDENTIAL COMMISSION FOR THE URBAN POOR - 1115 DHC Bldg. EDSA, Q.C	12345		6,120.00	0.00	15,503.20	6,120.00	0.00	0.00	0.00
1/29/2013	DSNo-001	NCR-13-00001				0.00	6,120.00	9,383.20	0.00	0.00	0.00	0.00
TOTAL BALANCES:						9,645.00	45,445.00	9,383.20	9,645.00	0.00	0.00	0.00
Prepared by:				Certified Correct:			Noted:			Verified:		
MANUEL A. MADROGABA Cashier				JAYSON C. ERQUIZA Accountant			JOSEPH CONRAD D. DUEÑAS Head, PS Depot-NCR			XXX State Auditor IV		

Figure: Cash Register Receipt covering period January1-31, 2013



SUMMARY OF UNDEPOSITED BALANCE FOR THIS MONTH							
DATE	OR No.	DR Number	NAME OF PAYOR	CHECK NO	PAYMENT CASH	BALANCE	
2/8/2013	12349	NCR-13-00002	A014 - PRESIDENTIAL COMMISSION FOR THE URBAN POOR - 1115 DHC Bldg. EDSA, Q.C	6541		10,130.00	
TOTAL UNDEPOSITED BALANCE THIS MONTH:						10,130.00	

Figure: Summary of Undeposited Balance for the covering period Feb1-28, 2013

• Collections

The buttons and their functions are described below:

REPORT GENERATION

AGENCY LEDGER | REPORT OF DELIVERIES | COUNTER RECEIPT | REPORT OF STOCK POSITION | SALES RETURN

Payments By Date | **Subsidiary Ledger** | DR Index Payment | Cash Receipt Register | Collections

PERIOD COVERED

Beginning Date:

Ending Date:

Beginning Date – Click to select start of coverage.

Ending Date – Click to select end of coverage.

OK – Click to preview the Collections report as shown below.

Department of Budget and Management PROCUREMENT SERVICE - NCR DEPOT COLLECTIONS DEPOSIT REPORT For the Period January 1, 2013 - January 31, 2013									
NAME OF PAYOR	Deposit Slip No.	Reference DR Number	DATE	BANK	CHECK NO.	CHECK	CASH	AMOUNT	
A019 - NATIONAL ANTI-POVERTY COMMISSION - 3rd Floor ATI Bldg., Elliptical Rd., QC	DS12-0010	NCR-13-00010	1/9/13			0.00	447.00	447.00	
A030- TESDA- QUEZON CITY LINGKOD BAYAN SKILLS DEV. CTR, Brgy Hall Compd, Dahlia Ave., Fairview, Q.C	DS13-0001	NCR-13-00003	1/7/13	LBP	54321	35,800.00	0.00	35,800.00	
A025 - PCSDS - Palawan Council For Sustainable Development Staff - 5 West Ave., Q.C.	DS13-0010	NCR-13-00007	1/8/13	LBP	65432	3,078.00	0.00	3,078.00	
A014 - PRESIDENTIAL COMMISSION FOR THE URBAN POOR - 1115 DHC Bldg. EDSA, Q.C	DSNo-001	NCR-13-00001	1/29/13	PNB	12345	6,120.00	0.00	6,120.00	
Sunday, February 24, 2013						TOTAL DEPOSITS:	44,998.00	447.00	45,445.00
Prepared by:		Certified Correct:		Noted:					
MANUEL A. MADROGABA Cashier		JAYSON C. ERQUIZA Accountant		JOSEPH CONRAD D. DUEÑAS Head, PS Depot-NCR					



REPORT OF DELIVERIES

This module tab refers to the Actual Sales per DR consolidated by Agency. The buttons and their functions are described below:

REPORT GENERATION

AGENCY LEDGER | **REPORT OF DELIVERIES** | COUNTER RECEIPT | REPORT OF STOCKS ISSUED | REPORT OF STOCK POSITION | SALES RETURN

PERIOD COVERED

Beginning Date:

Ending Date:

Beginning Date – Click to select start of coverage.

Ending Date – Click to select end of coverage.

OK – Click to preview the Report of Deliveries report as shown below.

PROCUREMENT SERVICE Department of Budget and Management NCR DEPOT REPORT OF DELIVERIES For the Period February 1, 2013 - February 28, 2013												
Date	DR No.	APR No.	Agency Name	COMMON USE				PX-Commis- sary	Laptop- ing Bayan	Supplemen- tary	Medicine	TOTAL
				NGA	GOCC	LGU	OTHERS					
2/07/13	NCR-13-00002	13-0002	A014 - PRESIDENTIAL COMMISSION FOR THE URBAN POOR - 1115 DHC Bldg, EDSA, Q.C	10,140.00	0.00	0.00	0.00	0.00	0.00	0.00	10,140.00	
2/07/13	NCR-13-00003	13-0003	A030- TESDA- QUEZON CITY LINGKOD BAYAN SKILLS DEV. CTR, Brgy Hall Compd, Dahlia Ave., Fairview, Q.C	35,897.56	0.00	0.00	0.00	0.00	0.00	0.00	35,897.56	
2/07/13	NCR-13-00004	13-0005	A030- TESDA- QUEZON CITY LINGKOD BAYAN SKILLS DEV. CTR, Brgy Hall Compd, Dahlia Ave., Fairview, Q.C	9,383.00	0.00	0.00	0.00	0.00	0.00	0.00	9,383.00	
2/07/13	NCR-13-00005	13-0006	A-194 Housing and Land Use Regulatory Board - dbc Brgy., Halang, Calamba City	5,444.40	0.00	0.00	0.00	0.00	0.00	0.00	5,444.40	
2/07/13	NCR-13-00006	13-0009	A025 - PCSDS - Palawan Council For Sustainable Development Staff - 5 West Ave., Q.C.	15,392.00	0.00	0.00	0.00	0.00	0.00	0.00	15,392.00	
2/07/13	NCR-13-00008	13-0004	A025 - PCSDS - Palawan Council For Sustainable Development Staff - 5 West Ave., Q.C.	988.22	0.00	0.00	0.00	0.00	0.00	0.00	988.22	
2/25/13	NCR-13-00011	13-0013	A014 - PRESIDENTIAL COMMISSION FOR THE URBAN POOR - 1115 DHC Bldg, EDSA, Q.C	615,729.90	0.00	0.00	0.00	0.00	0.00	0.00	615,729.90	
TOTAL				692,975.08	0.00	0.00	0.00	0.00	0.00	0.00	692,975.08	

Prepared by:	Certified Correct:	Noted:	Verified:
JOSEPH CONRAD D. DUEÑAS Head, PS Depot-NCR	XXX State Auditor IV	AMELITA N. MADRIAGA Administrative Assistant III	JOSEPH CONRAD D. DUEÑAS Head, PS Depot-NCR



COUNTER RECEIPT FORM

This Module Tab is where we encode those returned items or equipments returned or replaced for appropriate action. The buttons and their functions are described below:

REPORT GENERATION

AGENCY LEDGER | REPORT OF DELIVERIES | COUNTER RECEIPT | REPORT OF STOCKS ISSUED | REPORT OF STOCK POSITION | SALES RETURN

[Add New CR](#) [Add to Existing CR](#) [Edit CR](#) [Delete](#) [Save](#) [Returned Item\(s\)](#) [View Existing CR Number](#)

CR Number:

DR Number:

DR Date:

APR Number:

APR Date:

Agency name:

Item name:

Quantity:

Unit Price:

Status:

Remarks:

Reason(s) for Return of Item:

CR No.	CR Da...	DR No	APR No.	Agency Name	Item Name	Unitprice	Qty	Remarks	Reason	status	DR D...	APR
--------	----------	-------	---------	-------------	-----------	-----------	-----	---------	--------	--------	---------	-----

Add New CR – Click to create new transaction.

Add to Existing CR – Click to add another Item/equipment to an existing CR number.

Edit CR – Click to edit selected CR number.

Delete – Click to delete the Item to an existing CR number.

Save – Click to save new transaction or make updates to the database.

Returned Items – Click to preview the transaction.

View Existing CR Number – Click to view existing CR number.

Procedure Guide:

A. New Item



1. Enter or select the DR number. After selecting DR number, the following is automatically show: DR Date, APR Number, APR Date, Agency name and all item names will appear as list shown below.

REPORT GENERATION

AGENCY LEDGER | REPORT OF DELIVERIES | COUNTER RECEIPT | REPORT OF STOCKS ISSUED | REPORT OF STOCK POSITION | SALES RE

[Add New CR](#) [Add to Existing CR](#) [Edit CR](#) [Delete](#) [Save](#) [Returned Item\(s\)](#) [View Existing CR Number](#)

CR Number:

DR Number: **Auto-generated CR No.**

DR Date: **February 25, 2013**

APR Number: **Date**

APR Date:

Agency name:

Item name: **BATTERY, dry cell, size AA**

Quantity: **CALCULATOR, mini-printing type**

Unit Price: of Item:

Status:

Remarks:

2. Select the item from the list as shown below.

Item name: **BATTERY, dry cell, size AA**

AIR FRESHENER, 280ml/150g minimum

CALCULATOR, mini-printing type

3. Enter the **Quantity** and **Unit Price**.

4. Select **Status** of the item as shown below.

Status: **Resolved**

Remarks: **Replaced/Repaired**

For Repair/Pending/For Replacemen

- *Resolved* means Agency and Depot personnel agrees on settling the item's issue.
- *Replaced/Repaired* means Item is considered defective and therefore is replaced or repaired within the Depot.



- *For Repair/Pending/For Replacement* means Item is still under warranty so the supplier will either repair or replace the item, or the item's condition still considered pending or awaiting approval from PS Main or Supplier.
5. Select **Remarks** of the item as shown below.

Remarks:

Back to Stocks Inventory
Forwarded to PS Main

- *Back to Stocks Inventory* means quantity is added to goods as available stock, thus item is good as stocks.
 - *Forwarded to PS Main* will have no movement in stocks.
6. Enter the **Reason** for Return of Item.
7. Click **Save** to update the database. Click **Yes** when prompt to *Confirm Data*.

REPORT GENERATION

AGENCY LEDGER | REPORT OF DELIVERIES | COUNTER RECEIPT | REPORT OF STOCKS ISSUED | REPORT OF STOCK POSITION | SALES RETURN

[Add New CR](#) | [Add to Existing CR](#) | [Edit CR](#) | [Delete](#) | [Save](#) | [Returned Item\(s\)](#) | [View Existing CR Number](#)

CR Number:

DR Number: NCR-13-00002

DR Date: 2 / 7 / 2013

APR Number: 13-0002

APR Date: 2 / 7 / 2013

Agency name: A014 - PRESIDENTIAL COMMISSIO

Item name: BATTERY, dry cell, size AA

Quantity: 10

Unit Price: 26.59

Status: For Repair/Pending/For Replacemen

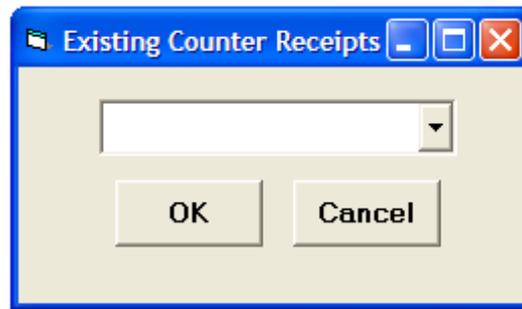
Remarks: Forwarded to PS Main

Auto-generated CR No. February 25, 2013

Confirm Data: Are all data correct? Yes No

B. Existing CR with Changes

1. Click on **View Existing CR Number and** select CR number from list.



2. Click **Open** to open selected CR number.
3. Click **Cancel** to pick another CR number.
4. Select the item to be edited from the list as shown below.

CR No.	CR Da...	DR No	APR No.	Agency Name	Item Name	Unitprice	Qty	Remarks	Reason	status	DR D...	APP
13-00001	Febru...	NCR-13-000...	13-0001	A014 - PRESIDENTIAL CO...	ALCOHOL, 68% - 72 % et...	46	1	Back to ...	change item	Resolv...		

5. Edit Item Name, Quantity, Unit Price, Status, Remarks, Reason for return.
6. Click **Save** to update the database.
7. Click **Delete** to remove the Item selected.

REPORT OF STOCKS ISSUED

This module tab allows **Supply Officer** to view all Stocks Issued on specified period. The report shows the total quantity issued or released per item with its corresponding selling price. The buttons and their functions are described below:

REPORT GENERATION

[AGENCY LEDGER](#) |
 [REPORT OF DELIVERIES](#) |
 [COUNTER RECEIPT](#) |
 [REPORT OF STOCKS ISSUED](#) |
 [REPORT OF STOCK POSITION](#) |
 [SALES RETURN](#)

PERIOD COVERED

Beginning Date:

Ending Date:



Beginning Date – Click to select start of coverage.

Ending Date – Click to select end of coverage.

OK – Click to preview the Report of Stocks Issued as shown below.

		Department of Budget and Management			
PROCUREMENT SERVICE		PROCUREMENT SERVICE		NCR DEPOT	
		REPORT OF STOCKS ISSUED			
		For the Period January 1, 2013 - January 31, 2013			
ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL	
7045-PH-008-001 DVD RECORDABLE	piece	20	12.22	244.40	
7045-PH-008-002 DVD REWRITABLE	piece	10	20.26	202.60	
7510-XL-038-005 SIGN PEN, black, liquid gel ink	piece	10	39.50	395.00	
7510-XL-038-003 SIGN PEN, red, liquid gel ink	piece	10	39.50	395.00	
7930-PH-010-001 SOAP, bathroom, regular size	piece	100	22.88	2,288.00	
7510-PH-060-001 ACETATE, 0.075mm(gauge #3)	roll	10	612.02	6,120.20	
GRAND TOTAL				9,645.20	
Prepared by:	Certified Correct:	Noted:	Verified:		
FRANCISCO F. SANGINES, JR. Administrative Aide IV	XXX State Auditor IV	AMELITA N. MADRIAGA Administrative Assistant III	JOSEPH CONRAD D. DUEÑAS Head, PS Depot-NCR		

REPORT OF STOCK POSITION

This module tab generates Actual number of stocks per item's availability in the depot. It includes the total number of items issued and total number of items received or stocks transferred. The buttons and their functions are described below:

REPORT GENERATION

AGENCY LEDGER
REPORT OF DELIVERIES
COUNTER RECEIPT
REPORT OF STOCKS ISSUED
REPORT OF STOCK POSITION
SALES RETURN

STOCK POSITION AS OF:

1 / 1 / 2013

BEGINNING DATE ENDING DATE

1 / 2 / 2013 1 / 31 / 2013

Stock Transfer Covering the Period

1 / 2 / 2013 1 / 31 / 2013

Items Issued for the Period

Beginning Date – Click to select start of coverage.

Ending Date – Click to select end of coverage.

OK – Click to preview the Report of Stock Position as shown below.

ITEM DESCRIPTION	UNIT	BEGINNING BALANCE Jan 1, 2013	STOCK TRANSFER Jan 2-Jan 31, 2013	TOTAL STOCKS	STOCK ISSUED Jan 2-Jan 31, 2013	ENDING BALANCE	AVERAGE PRICE	TOTAL PRICE
7510-PH-060-001 ACETATE, 0.075mm(gauge #3)	roll	68	0	68	10	58	588.48	34,131.84
7510-PH-001-001 AIR FRESHENER, 280ml/150g minimum	can	473	0	473	0	473	86.00	40,678.00
7310-46-004-6940 AIRPOT, electric	piece	2	0	2	0	2	1,280.00	2,560.00
7510-PH-022-001 ALCOHOL, 68% - 72 % ethanol (ethyl)	bottle	1461	0	1461	0	1461	37.00	54,057.00
5975-PH-001-002 BATTERY, dry cell, AAA	pack	917	0	917	0	917	14.99	13,745.83
5975-PH-001-004 BATTERY, dry cell, D	pack	469	0	469	0	469	69.55	32,618.95
5975-PH-001-001 BATTERY, dry cell, size AA	pack	176	0	176	0	176	35.00	6,160.00
7930-PH-001-001 BROOM, soft (tambo)	piece	13	0	13	0	13	80.00	1,040.00
7930-PH-001-002 BROOM, stick (ting-ting)	piece	16	0	16	0	16	17.00	272.00
7420-46-004-7684 CALCULATOR, desktop type, compact	unit	81	0	81	0	81	149.88	12,140.28

SALES RETURN

This module tab allows **Administrator** or **Supply Officer** to generate Report of Returned Items which are refunded or paid by PS Depot to agency. It can be printed in two (2) ways: (A) With date specified or (B) With a CR number. The buttons and their functions are described below:



REPORT GENERATION

AGENCY LEDGER
REPORT OF DELIVERIES
COUNTER RECEIPT
REPORT OF STOCKS ISSUED
REPORT OF STOCK POSITION
SALES RETURN

PERIOD COVERED

Beginning Date

Ending Date

Select CR Number:

Beginning Date – Click to select start of coverage.

Ending Date – Click to select end of coverage.

Select CR Number – Click to select CR number existing.

OK – Click to preview the Report of Sales Return as shown below.

 PROCUREMENT SERVICE	PROCUREMENT SERVICE Department of Budget and Management NCR DEPOT																								
	REPORT OF SALES RETURN Period Covered																								
AGENCY NAME: A014 - PRESIDENTIAL COMMISSION FOR THE URBAN																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">DATE</th> <th style="width: 10%;">CR No.</th> <th style="width: 10%;">DR Number</th> <th style="width: 40%;">ITEM</th> <th style="width: 10%;">QTY</th> <th style="width: 10%;">UNIT PRICE</th> <th style="width: 10%;">AMOUNT</th> <th style="width: 10%;">REMARKS</th> </tr> </thead> <tbody> <tr> <td>02/25/2013</td> <td>13-0002</td> <td>NCR-13-000</td> <td>BATTERY, dry cell, size AA</td> <td style="text-align: center;">10</td> <td style="text-align: center;">26.59</td> <td style="text-align: center;">265.90</td> <td>defective batteries</td> </tr> <tr> <td colspan="6" style="text-align: right;">GRAND TOTAL</td> <td style="text-align: center;">265.90</td> <td></td> </tr> </tbody> </table>	DATE	CR No.	DR Number	ITEM	QTY	UNIT PRICE	AMOUNT	REMARKS	02/25/2013	13-0002	NCR-13-000	BATTERY, dry cell, size AA	10	26.59	265.90	defective batteries	GRAND TOTAL						265.90		
DATE	CR No.	DR Number	ITEM	QTY	UNIT PRICE	AMOUNT	REMARKS																		
02/25/2013	13-0002	NCR-13-000	BATTERY, dry cell, size AA	10	26.59	265.90	defective batteries																		
GRAND TOTAL						265.90																			



The Stocks Information and its Module Tabs

There are 6 Module Tabs in the Stocks Information Module and each of these tabs follows user access right. Tabs are allowed to Administrator, Supply Officer and related personnel.

STOCK POSITION

This module tab provides real-time report of the actual status of each item indicating the quantity and its prevailing price. Click the **Stock Position** tab to preview the report as shown below:

STOCKS INFORMATION					
STOCK POSITION	OUT OF STOCK ITEMS	STOCKS LEDGER	REQUEST FREQUENCY	SUMMARY LIST OF QUOTED ITEMS	VIEW ITEMS WITH EXPIRATION DATE

STOCK STATUS					
Item Description	Total Stocks	Total Issued	Balance	Unit Price	Total
7510-PH-001-001 AIR FRESHENER, 280ml/150g minimum	473	100	373	89.44	33,361.12
7310-46-004-6940 AIRPOT, electric	2	0	2	1,331.20	2,662.40
7510-PH-022-001 ALCOHOL, 68% - 72 % ethanol (ethyl)	1461	10	1451	40.04	58,098.04
5975-PH-001-002 BATTERY, dry cell, AAA	917	0	917	15.59	14,296.03
5975-PH-001-004 BATTERY, dry cell, D	469	200	269	76.96	20,702.24
5975-PH-001-001 BATTERY, dry cell, size AA	186	20	166	26.52	4,402.32
7930-PH-001-001 BROOM, soft (tambo)	13	0	13	83.20	1,081.60
7930-PH-001-002 BROOM, stick (ting-ting)	26	10	16	21.84	349.44
7420-46-004-7684 CALCULATOR, desktop type, compact	81	0	81	155.88	12,626.28
7420-46-004-6777 CALCULATOR, mini-printing type	9	1	8	930.80	7,446.40

OUT OF STOCK ITEMS

This module tab allows view of consolidated items that are currently not available. Click the **Out of Stock Items** tab to preview the report as shown below:

STOCKS INFORMATION					
STOCK POSITION	OUT OF STOCK ITEMS	STOCKS LEDGER	REQUEST FREQUENCY	SUMMARY LIST OF QUOTED ITEMS	VIEW ITEMS WITH EXPIRATION DATE



Department of Budget and Management
PROCUREMENT SERVICE
NCR DEPOT

OUT OF STOCK ITEMS
As of Tuesday, February 26, 2013

No.	Item
1	ACETATE, 0.075mm(gauge #3)
2	DVD RECORDABLE
3	PAPER, multicopy, legal size
4	TOILET DEODORANT CAKE

STOCKS LEDGER

This module tab is an automatic ledger of each item indicating the quantity received or transferred from PS Main/Depot and issued to client agency. Click the **Out of Stock Items** tab to preview the report as shown below:

STOCKS INFORMATION

STOCK POSITION | OUT OF STOCK ITEMS | **STOCKS LEDGER** | REQUEST FREQUENCY | SUMMARY LIST OF QUOTED ITEMS

Select Item:

Beginning Date: 2 /26/2013
Ending Date: 2 /26/2013

Stock Ledger By Period
 Stock Ledger Card (Overall)

Print Preview | EXPORT TO EXCEL

Select Item – Click box to select an item.

Beginning Date – Click to select start of coverage.

Ending Date – Click to select end of coverage.

Option buttons:

- Stock Ledger Per Period – choose to generate report with the specified period/dates and the item selected.
- Stock Ledger Card – choose to generate consolidated report of the item selected.



Print Preview – Click to preview the Stock Ledger report as shown below.

Export To Excel – Click to generate excel spreadsheet copy of the report.

Item: AIR FRESHENER, 280ml/ can					
Date	DR Number	Agency	Received	Released	Stock position
31 Dec 2011	2012-0001	2012 Beginning Stock	586	0	586
02 Jan 2012	ROIII-9773	DPWH-2ND NUEVA ECIIJA DEO	0	6	580
06 Jan 2012	ROIII-9796	DEPED-San Juan E/S, Botolan, Zambales	0	4	576
06 Jan 2012	ROIII-9802	DEPARTMENT OF AGRICULTURE-RO3	0	10	566
06 Jan 2012	ROIII-9803	DEPARTMENT OF AGRICULTURE-RO3	0	3	563
06 Jan 2012	ROIII-9810	LTO-RO3	0	15	548
08 Jan 2012	ROIII-9832	DEPED-Abangan Sur Elementary School, Marilao, Bulacan	0	3	545
08 Jan 2012	ROIII-9815	SUCs-TARLAC COLLEGE OF AGRICULTURE	0	2	543
09 Jan 2012	ROIII-9824	DEPED-Saog E/S, Marilao, Bulacan	0	4	539
09 Jan 2012	ROIII-9826	DEPED-Sta. Rosa I Elementary School, Marilao, Bulacan	0	3	536
09 Jan 2012	ROIII-9827	DEPED-Sta. Rosa II Elementary School, Marilao, Bulacan	0	3	533

REQUEST FREQUENCY

This module tab is the summary of all items requested and the equivalent Average Monthly Withdrawal (AMW). Click the **Request Frequency** tab and the buttons with their functions are described below:

STOCKS INFORMATION

STOCK POSITION | OUT OF STOCK ITEMS | STOCKS LEDGER | **REQUEST FREQUENCY** | SUMMARY LIST OF QUOTED ITEMS

PERIOD COVERED

Beginning Date

Ending Date

Beginning Date – Click to select start of coverage.

Ending Date – Click to select end of coverage.



OK – Click to preview the Request Frequency/AMW as shown below.

ITEM	No. of Months	Average Monthly Withdrawal (AMW)	QUANTITY REQUEST BY MONTH												TOTAL ORDERS
			By Frequency												
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
ACETATE, gauge #3, 50m	8	450	900	0	300	500	500	800	0	200	0	200	200	0	3,600
AIR FRESHENER, 280ml/ can	7	1,171	700	0	1,000	0	1,000	2,000	1,000	500	0	2,000	0	0	8,200
ALCOHOL, 70% isopropyl, 500 ml.	5	3,000	0	0	3,000	0	1,000	5,000	0	0	3,000	3,000	0	0	15,000
ALCOHOL, rubbing 70% ethyl, 500ml.	6	3,500	8,000	0	2,000	3,000	0	0	2,000	2,000	0	0	4,000	0	21,000
AUDIO CASSETTE TAPE, 90min.	6	583	600	0	0	0	1,000	1,000	300	300	300	0	0	0	3,500
AUTOMATIC VOLTAGE REGULATOR (AVR) 500 watts capacity	4	250	600	0	200	0	100	100	0	0	0	0	0	0	1,000
BALLAST, 40 watts, 220 volts normal power factor	2	450	0	0	0	0	0	400	500	0	0	0	0	0	900
BATHROOM SOAP, regular size, 70gms.	9	1,889	1,000	0	4,000	1,000	3,000	2,000	3,000	0	1,000	1,000	1,000	0	17,000
BATTERY, AAA, alkaline, 2pcs/packet	6	867	500	0	1,000	0	1,500	1,000	0	0	0	500	700	0	5,200
BATTERY, D, alkaline, 2pcs/packet	4	575	0	0	0	0	0	500	1,000	0	0	300	500	0	2,300
BATTERY, size AA, alkaline, 2pcs/packet	8	1,963	0	0	2,500	2,000	3,000	2,500	2,000	0	1,000	1,000	1,700	0	15,700
BLADE, heavy duty cutter(L500), 10s/pack	4	1,325	300	0	2,000	1,000	2,000	0	0	0	0	0	0	0	5,300

SUMMARY LIST OF QUOTED ITEMS

This module tab is the summary computation of the total number quoted by item. Click the **Summary List of Quoted Items** tab to preview the report as shown below:

STOCKS INFORMATION					
STOCK POSITION	OUT OF STOCK ITEMS	STOCKS LEDGER	REQUEST FREQUENCY	SUMMARY LIST OF QUOTED ITEMS	VIEW ITEMS WITH EXPIRATION DATE

Summary of Quoted Items					
As of Tuesday, February 26, 2013					
ITEM DESCRIPTION	Unit	Stocks On Hand	Quantity	Uncommitted	
7510-PH-001-001 AIR FRESHENER, 280ml/150g minimum	can	373	20	353	
5975-PH-001-004 BATTERY, dry cell, D	pack	269	10	259	
7110-46-004-6705 CHAIR, monobloc, beige	piece	53	50	3	
7930-PH-013-001 CLEANER, toilet bowl and urinal	bottle	34	10	24	
7930-PH-002-001 CLEANSER (SCOURING) POWDER	canister	169	10	159	
7510-XL-010-002 CORRECTION TAPE	piece	4833	1000	3833	
7520-XL-001-001 CUTTER BLADE, for heavy duty cutter	tube	389	100	289	
7510-PH-008-007 PAPER CLIP, 32mm min.	box	6897	10	6887	
7510-PH-031-012 PAPER, bond, Premium Grade, legal size	ream	883	100	783	
7510-PH-035-001 RIBBON, for manual typewriter	spool	242	10	232	
7510-PH-047-002 TAPE, masking, 48mm width	roll	83	50	33	
7510-PH-047-005 TAPE, packaging, 48mm width	roll	1465	100	1365	
7930-PH-039-001 TOILET TISSUE PAPER	pack	256	200	56	
TOTAL NO. OF ITEMS: 13					



Note : *Stocks On hand* means available quantity of the item, *Quantity* is the number of quoted quantity per item, and *Uncommitted* means difference of Stocks on Hand and Quantity where negative value means the item's quantity not enough to supply other Agency requests

VIEW ITEMS WITH EXPIRATION DATE

This module tab allows quick view on the dates of the items with expiration. Click the **View Items With Expiration Date** tab to preview the report as shown below:



Department of Budget and Management PROCUREMENT SERVICE PAMPANGA DEPOT List of Expirable Items As of Monday, February 25, 2013							
Delivery Date	Stock Transfer No.	Item / Description	Unit	Qty Received	Expiration Date	No. of Days Before Expiration	
13 Jan 2013	TOS13-00010	INK CART. HP CC640 No. 60, Black	piece	300	2014-07-31	521	
27 Jan 2013	TOS13-00048	INK CART. HP CC640 No. 60, Black	piece	300	2014-11-30	643	
13 Jan 2013	TOS13-00010	INK CART. HP CC643 No. 60, Colored	piece	300	2014-07-31	521	
20 Jan 2013	TOS13-00027	INK CART. HP CC643 No. 60, Colored	piece	300	2014-07-31	521	
13 Jan 2013	TOS13-00010	INK CARTRIDGE, EPSON TO38, Black, for printer C41/C43/C45/CX1500	piece	20	2016-12-31	140	
13 Jan 2013	TOS13-00010	INK CARTRIDGE, EPSON TO39, Colored, for printer C41/C43/C45/CX1500	piece	20	2016-11-30	137	
13 Jan 2013	TOS13-00010	INK CARTRIDGE, HP 51645A	piece	40	2014-05-31	460	
13 Jan 2013	TOS13-00010	INK CARTRIDGE, HP C6578A/D, No. 78	piece	40	2014-03-31	399	
20 Jan 2013	TOS13-00027	INK CARTRIDGE, HP C6615A, No. 15	piece	40	2014-10-31	613	

The Deposits and Payments And Its Module Tabs

There are 6 Module Tabs in the Report Generation Module and each of these tabs follows user access right.

DEPOSIT ENTRY FORM

This module tab is the entry form where all deposits are encoded parallel to the payments made. The buttons and their functions are described below:

DEPOSITS AND PAYMENTS

DEPOSIT ENTRY FORM |
 PAYMENT ENTRY FORM |
 PAYMENTS BY AGENCY

Deposit Entry Form

OR Number Agency name

Date Deposit Mode Cash Check

Deposit Slip No. Amount

CANCEL	SAVE	EDIT	DELETE	PREVIEW REPORT	VIEW DEPOSIT BY DATE	SEARCH
--------	------	------	--------	----------------	----------------------	--------

Deposits:

DS No.	Amount	Agency	Check No.	OR No.	Deposit Date

Cancel – Click to clear or undo entries made.

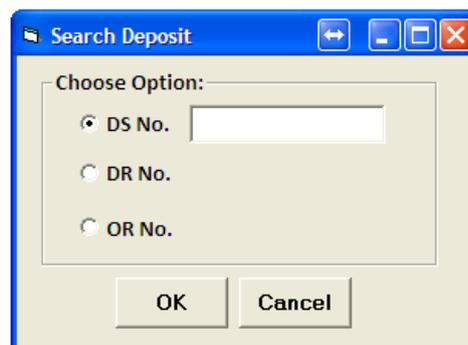
Save – Click to save or update the database.

Edit – Click to make changes to the deposit detail.

Delete – Click to permanently remove the selected deposit from the database.

Preview Report – Click to generate Collections report on specific dates. You will be moved to Collections tab under Stocks Information module.

View Deposit By Date – Click to show all deposits made on the selected Date. **Search** – Click to find a certain deposit detail using other options below.





Procedure Guide:

- **New deposit By OR Number**

1. Select **OR Number** from the list. The information including Agency name, deposit mode, check details and amount will automatically appear.
2. Select **Date**.
3. Enter **Deposit Slip No.** as shown below. Check that all information is correct.

Deposit Entry Form

OR Number: 1353561 Agency name: LGU Municipality of Divilican, Isabela

Date: 4 /15/2013 Deposit Mode: Cash Check

Deposit Slip No.: DS-156 Check No.: 4064888

Amount: 3,190.60

CANCEL SAVE EDIT DELETE PREVIEW REPORT VIEW DEPOSIT BY DATE SEARCH

4. Click **Save** to add this deposit to the database.

- **New deposit By DS Number (without OR Number)**

1. Leave OR Number blank.
2. Select **Date** from the list and enter **Deposit Slip No.**
3. Select **Deposit mode**. If check is selected, provide check number.
4. Enter **Amount** and check that all information is correct.
5. Click **Save** to add this deposit to the database.

- **To Search Deposit By Date**

1. Select **Deposit Date**.

Deposit Entry Form

OR Number: Agency name:

Date: 4 /15/2013 Deposit Mode: Cash Check

Deposit Slip No. Amount:

CANCEL DELETE PREVIEW REPORT VIEW DEPOSIT BY DATE SEARCH

Deposits: Today: 4/15/2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

- Click on **View Deposit By Date**.
- Select or click the particular deposit from the list. All details of that deposit will appear as shown below.

Deposit Entry Form

OR Number	<input type="text"/>	Agency name	<input type="text"/>
Date	<input type="text" value="4 /15/2013"/>	Deposit Mode	<input checked="" type="radio"/> Cash <input type="radio"/> Check
Deposit Slip No.	<input type="text"/>	Amount	<input type="text"/>

Deposits:

DS No.	Amount	Agency	Check No.	OR No.	Deposit Date
DS-165	5,000.00	5th Infantry Division, Philippine Army, Camp...		0455503	4/15/2013

- To Search Deposit By Other Options**

- Click **Search** to select your option. Three options provided namely: Deposit Slip (DS) No., Delivery Receipt (DR) No. and Official Receipt(OR) No.

Search Deposit⏪ ⏩ ⏴ ⏵ ⏶ ⏷

Choose Option:

DS No.

DR No.

OR No.

- Provide the data in the textbox next to your chosen option as shown above.



6. Click **OK**. All the deposit information using the data specified in option search **will** show to the List of Deposits.
7. Click **Cancel** to exit Search Deposit.

- **To Edit Deposit**

1. Perform **Search** or **View Deposit By Date** to find the deposit information that will be edited.
2. Click the deposit from the list.
3. Click **Edit** to unlock the textboxes and proceed with making necessary changes.
4. Click **Save** when finish.
5. Click **Cancel** to clear and undo editing.

- **To Delete Deposit**

1. Perform **Search** or **View Deposit By Date** to find the deposit information that will be deleted.
2. Click the deposit from the list.
3. Click **Delete** to remove this deposit and update the database.

PAYMENT ENTRY FORM

This module tab is an entry form where information regarding payments and its corresponding DR number is encoded and where the computerized Official Receipt is generated. This form is only accessed by **Administrator** and **Cashier** or his/her equivalent. The buttons and their functions are described below:



DEPOSITS AND PAYMENTS

DEPOSIT ENTRY FORM | **PAYMENT ENTRY FORM** | PAYMENTS BY AGENCY

Payment Entry Form

Agency: [Dropdown Menu]

Ref. DR Number: [Text Field]

This Payment: [Text Field]

OR Number: [Text Field]

OR Date: 2 /25/2013 [Dropdown Menu]

Payment Mode: Cash Check

Check Number: [Text Field]

APR Number: [Text Field]

DR Number: [Text Field]

Less:

Total Amount Paid

This payment

Balance

Another DR | New Payment | Save | Print Official Receipt | View Payment By Date | Edit Payment By Agency

Another DR – Click to add another payment with different DR number on the same Agency and OR number.

New Payment – Click to clear content for a new payment and will set new OR number.

Save – Click to save or update the database.

Print Official Receipt – Click to print the OR details.

View Payment By Date – Click to generate Payment Summary report on specific dates. You will be moved to Payment By Date module tab.

Edit Payment By Agency – Click to edit payment detail with a particular Agency. You will be moved to Payments By Agency module tab that will be discussed on succeeding page.

● **Procedure Guide:**

- b. Select **Agency name** from the list.
- c. Select the **Reference DR number** that is being paid, click the button on the right side of the box to view all existing DR that Agency needed to pay. If the DR number is not in the list that means the DR is already paid.
- d. Enter the **amount** and press ENTER key to check the Balance that shows in the right box details changed.
- e. The **OR number** is automated and should be the same with the actual receipt.
- f. Check the **date of payment**.

- g. Select **mode of payment**: cash or check. If payment is using check, please provide the check details as shown below:

DEPOSITS AND PAYMENTS

DEPOSIT ENTRY FORM PAYMENT ENTRY FORM PAYMENTS BY AGENCY

Payment Entry Form

Agency	A-194 Housing and Land Use Regulatory Board - dbc Brgy., Halang, Calamba City													
Ref. DR Number	NCR-13-00005	<table style="width: 100%;"><tr><td>APR Number</td><td style="color: red;">13-0006</td></tr><tr><td>DR Number</td><td>5,444.40</td></tr><tr><td>Less:</td><td></td></tr><tr><td style="padding-left: 20px;">Total Amount Paid</td><td style="text-align: right;">0.00</td></tr><tr><td style="padding-left: 20px;">This payment</td><td style="text-align: right;">5,444.40</td></tr><tr><td colspan="2" style="border-top: 1px solid red; border-bottom: 1px solid red; padding: 2px 0;">Balance 0.00</td></tr></table>	APR Number	13-0006	DR Number	5,444.40	Less:		Total Amount Paid	0.00	This payment	5,444.40	Balance 0.00	
APR Number	13-0006													
DR Number	5,444.40													
Less:														
Total Amount Paid	0.00													
This payment	5,444.40													
Balance 0.00														
This Payment	5444.40													
OR Number	123456													
OR Date	2 /26/2013													
Payment Mode	<input type="radio"/> Cash <input checked="" type="radio"/> Check													
Check Number	8880088													
Check Date	2 /26/2013													
Bank	LBP													

Another DR	New Payment	Save	Print Official Receipt	View Payment By Date	Edit Payment By Agency
------------	-------------	------	------------------------	----------------------	------------------------

- h. Click **Save** to add and update this payment in the database.
i. Click **OK** when the dialog box below appears.



- j. Click on **Another DR** for additional payment with the same Agency and same OR number. Otherwise, click on **New Payment** to clear all entries and process new OR.



PAYMENTS BY AGENCY

This module tab allows user to view all payment information by the Client Agency. The buttons and their functions are described below:

DEPOSITS AND PAYMENTS

DEPOSIT ENTRY FORM | PAYMENT ENTRY FORM | **PAYMENTS BY AGENCY**

Select Agency:

RefDrNo	Amount Paid	OR No.	OR Date	Bank	Check No.	Check Date

Edit Payment | Save Payment | Cancel | Delete Payment

Select Agency – click on the box and select Agency name.

Edit Payment – use to edit details of the payment.

Save Payment – click box to select Agency name.

Cancel – use to clear or undo editing.

Delete Payment – use to delete selected payment information.

Procedure Guide:

a. To Edit Payment Detail

1. Select Agency name.
2. Click on **Edit Payment**.
3. From the list that showed, double click on the payment to be edited and make necessary changes.



DEPOSITS AND PAYMENTS

DEPOSIT ENTRY FORM | PAYMENT ENTRY FORM | PAYMENTS BY AGENCY

Select Agency:
A014 - PRESIDENTIAL COMMISSION FOR THE URBAN POOR - 1115 DHC Bldg. EDSA, Q.C

RefDrNo	Amount Paid	OR No.	OR Date	Bank	Check No.	Check Date
NCR-13-00001	0.20	6690792	2012-11-19			
NCR-13-00001	6,120.00	6690791	2013-01-28	PNB	12345	2013-01-28
NCR-13-00002	10,130.00	12349	2013-02-08	LBP	6541	2013-02-08

Edit Payment | Save Payment | Cancel | Delete Payment

Ref. DR Number: NCR-13-00001
This Payment: 6120.00
OR Number: 6690791
OR Date: 1 / 28 / 2013
Payment Mode: Cash Check

Check Number: 12345
Check Date: 1 / 28 / 2013
Bank: PNB

4. Click on **Save Payment** when finish. Click on **Yes** when ask to confirm data.
5. A dialog box will appear as shown below. Click **OK**.



b. To Delete Payment

1. Select Agency name.
2. From the list that showed, select or click on the payment to be removed or deleted.

DEPOSITS AND PAYMENTS

DEPOSIT ENTRY FORM
PAYMENT ENTRY FORM
PAYMENTS BY AGENCY

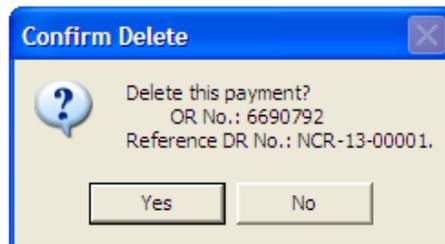
Select Agency:

A014 - PRESIDENTIAL COMMISSION FOR THE URBAN POOR - 1115 DHC Bldg. EDSA, Q.C

RefDrNo	Amount Paid	OR No.	OR Date	Bank	Check No.	Check Date
NCR-13-00001	0.20	6690792	2012-11-19			
NCR-13-00001	6,120.00	6690791	1/28/2013	PNB	12345	1/28/2013
NCR-13-00002	10,130.00	12349	2013-02-08	LBP	6541	2013-02-08

Edit Payment
Save Payment
Cancel
Delete Payment

6. Click on **Delete Payment**.



7. A dialog box will appear as shown below. Click **OK**.



Abbreviations Used

APR – Agency Procurement Request
 ATM – Automatic Teller Machine
 DCO – Depot Coordination Office
 DR – Delivery Receipt
 IMS – Inventory Management System

OR – Official Receipt
 PS – Procurement Service
 ReDDS – Regional Depot Database System
 STR – Stock Transfer Request
 TOS – Transfer of Stocks



TECHNICAL SUPPORT:

Request for technical support and assistance shall be forwarded to the DCO or IT Unit of the Procurement Service, using the prescribed Form duly signed by the user and Depot Supervisor thru fax message or email. This Form shall serve as the authority for DCO and/or IT personnel to access the database of the depot concerned and guide for future improvement of the system.

REDDS REQUEST FORM

User Name:		Classification of Request	<input type="checkbox"/> Data Correction/Modification
Depot:			<input type="checkbox"/> System Support
Approving Manager/Supervisor			<input type="checkbox"/> Hardware Support
Date Requested			<input type="checkbox"/> Networks
			<input type="checkbox"/> Others:

Request Details:

Contact Information:

Arnold Bontoc
 Hardware/Networks Support/ PS-iT Group
 email: afbondoc@procurementservice.gov.ph

Karl Michael Espejo
 Hardware/Networks Support/ PS-iT Group
 email: mespejo@procurementservice.gov.ph

Telephone nos.: 689-7750 local 4030 or 4003

DIRECTORY





Regional Depot and Sub - Depot Directory

REGIONAL OFFICE

OFFICE	ADDRESS	CONTACT PERSON	TEL/FAX NO.
Q.C.-NCR UP DEPOT	Magsaysay Ave. Corner Roces	Mr. Joseph Conrad D. Dueñas	(02) 926-2257
	Ave. UP Campus Diliman Quezon City	Mr. Joseph D. De Sales	(02) 926-7286
BAGUIO	PS-DBM-CAR	Dir. Liza B. Fangsilat	(074) 443-4702
	NO.8 Gen. F. Segundo St.	Ms. Irene B. Gahid	(074) 443-3461
	Brgy. Legarda-Burnham Baguio City	Mr. Clifford D. Dagoyen	(074) 446-8139 F
LA UNION	PS-DBM RO I	Dir. Nenita A. Failon	(072) 888-3352
	Government Center	Ms. Rosa M. Dulay	(072) 888-3038
	Sevilla San Fernando, La Union	Ms. Mylene N. Palacay	(072) 888-5887F
TUGUEGARAO	PS-DBM-RO II	Dir. Isabel C. Taguinod	(078) 844-1338
	Regional Government, Center Carig, Tuguegarao City	ARD Alice F. Trinidad Mr. Winston S. Iquin	(078) 304-2545 (078) 396-0633 F
PAMPANGA	PS-DBM-RO III	Dir. Elisa D. Salon	(045) 455-2486
	Regional Government Center Maimpis, San Fernando City Pampanga	Ms. Rosalie C. Abesamis Mr. Nelson E. Salon	(045) 455-2486 (045) 455-2485F
LEGAZPI	PS-DBM-RO V	Dir. Maria Angelita C. Cells	(052) 482-0173
	Lakandula Drive, Gogon, Legazpi City	Ms. Lyn B. Serrano	(052) 482-0677F
BACOLOD	PS-DBM-RO VI	Ms. Ma. Mina N. Pellejo	(034) 433-7138
	Office of them Prov'l Governor , Old Capitol Building Gatuslao St. , Bacolod City	Ms. Apple Cañete	
CEBU	PS-DBM- RO VII	Dir. Carmela S. Fernan	(032) 236-4643
	Sudlon (Near Eco-Tech Ctr.) Lahug , Cebu City	ARD Eligio S. Mendoza Mr. Joshua B. Talam	(032) 236-2597 (032) 414-8204 F
TACLOBAN	PS-DBM RO VIII	Dir. Imelda C. Laceras	(053) 321-2327
	Brgy. 77 , Villa Ruiz Marasbaras , Tacloban City		(053) 523-1067 (053) 325-7848 F



OFFICE	ADDRESS	CONTACT PERSON	TEL/FAX NO.
CAGAYAN DE ORO	PS-DMB-RO X	Dir. Annabelle M. Atillo	(088) 350-1794
	Zone I, National Highway	Ms. Rudylya B. Parrel	(088) 856-3719
	Bulua, Cagayan De Oro		loc. 202
	City	Mr. Paul J. Brina	(088) 880-6144
			(088)856-3719
			loc. 205
DAVAO	PS-DBM-RO XI	Dir. Gary R. Martel	(082) 297-4321
	Km. 3, Mac Arthur	ARD Fe D. Jagna	(082) 297-3323
	Highway Matina, Davao City	Ms. Gina A. Tuanquin	(082) 285-0727 F
KORONADAL	PS-DBM-RO XII	Dir. Akmad J. Usman	(083) 228-9788
	Brgy. Morales , Koronadal	Mr. Raffy Andrew D. Carillo	(083) 228-9788
	City	Mr. Jeremy B. Zabate	(083) 228-8357F
BUTUAN	PS-DBM-RO XIII	Dir. Achilles Gerard C. Bravo	(085) 342-1227
	JP Rosales Avenue,	ARD Ricky L. Sanchez	(085) 342-1258
	Butuan City	Ms. Imelda D. Diola	(085) 341-4878

SUB - DEPOT

OFFICE	ADDRESS	CONTACT PERSON	TEL/FAX NO.
BONTOC	BONTOC PROV'L HOSPITAL	Ms. Pauline L. Manogan	CP# 0949 7956614
	Bontoc Mt. Province		
IV-B	DBM-RO-IV-B MIMAROPA	Dir. Renato M. De Vera	374-7270
	9th Floor Ben Lor Bldg. 1184	ARD Rodrigo M. Marquez	374-7839
	Quezon Ave. Quezon City	Ms. Tintin S. Cuartero	374-7269F
PUERTO PRINCESA	CITY COLISEUM	Ms. Rebecca Meris	(048) 434-0548
	Barangay San Pedro		CP # 09151962595
	Puerto Princesa City		
BILIRAN	PROVINCIAL CAPITOL	Mr. Sammy A. Sale	(053) 500-4116
	General Services Office	Ms. Veneranda B. Montelibano	
	Calumpang , Naval , Biliran		
BORONGAN	CAPITOL BUILDING	Mrs. Necitas A Ponferrada	(055) 560-9352
	Barangay Alang-Alang ,	Mr. Arnold T. Amosco	
	Borongon City		
CALBAYOG	CALBAYOG CITY	Mr. Arturo C. Pentuan	(055) 301-1350
	NEW PUBLIC MARKET		
	Barangay Bagacay ,		
	Calbayog City		



OFFICE	ADDRESS	CONTACT PERSON	TEL/FAX NO.
MAASIN	Provincial Engineering Office	Mr. Jesse R. Quilantang	CP # 09179595891
	Capitol Compound	Mr. Irwin M. Laurente	(053) 570-8680
	Maasin City		
CATARMAN	New Provincial	Ms. Adelwisa L. Acebuche	CP # 09212582749
	Capitol Compound	Ms. Monina B. Laodenio	CP #9289951057
	Barangay Dalakit, Catarman		(055) 251-8100F
	Northern Samar		(055) 500-9553
ZAMBOANGA	PS-DBM-RO IX	Dir. Annabelle C. Echavez	(062) 992-2505
	NS Valdorsa St., Pettit Barracks	Ms. Alelie B. Ramos	(062) 991-5682
	7000 Zamboanga City		(062) 992-3109 F
ZAMBOANGA CITY	Legionaire St. Zone 4	Ms. Virginia S. Gara	(062) 991-2185
	Zamboanga City (Near LTO Infront of Brgy. Hall of Zone 4)	Ms. Kruzette S. Dela Cruz	(062) 992-4315
ZAMBOANGA	Provincial Government of Ipil,	Ms. Enalinda P. Lavilla	CP # 09173063780
SIBUGAY	Brgy. Sanito, Zamboanga Sibugay		(062) 333-5469
BUKIDNON	New Valencia City Integrated Bus Terminal	Ms. Fe M. Mutia	(088) 828-2031
	Bus Terminal Complex		
	Hagkol Valencia City		
CAMIGUIN	PROVINCIAL CAPITOL	Ms. Paz D. Oclarit	(088) 387-0162
	Mambajao , Camiguin	Mr. Artemio T. Galindo	(088) 387-0575
MISAMIS OCC. OROQUIETA	PROVINCIAL CAPITOL	Ms. Mary Ann A. Secang	(088) 531-0135
	Oroquieta City	Mr. Hardy M. Yamuta	(088) 531-0609
MISAMIS ORIENTAL	PROVINCIAL CAPITOL	Ms. Emma Y. Uy	(088) 22-726-584
	Prov'l Booking Center		
	Capitol Compound , Luna St. Cagayan De Oro City		
SURIGAO	CAPITOL COMPOUND	Mr. Bob T. Edera	(086) 231-6714
DEL NORTE	Capitol Surigao City	Mr. Jun Balabala	(086) 231-6714
MINDANAO HUB	Piaping Itum, Macabalan, Cagayan de Oro City	Mr. Arnel Mark B. Signo	(088) 850-3005

