



Republic of the Philippines  
Office of the President  
Department of Budget and Management  
**PROCUREMENT SERVICE – (DEPOT)**  
(DEPOT ADDRESS)

## **CITIZEN'S CHARTER**

In compliance with  
Republic Act 9485 otherwise known as the Anti-Red Tape  
Act of 2007

**Legal Basis:**

- LOI 755 of October 18, 1978: Created the Procurement Service (PS) and provided the mandate for an integrated procurement system for the National Government and its Instrumentalities.
- E.O 285 of July 25, 1987: Reiterated the mandate of LOI 755 by abolishing the General Services Administration, and transferring the procurement and price monitoring functions of the Supply Coordination Office to the Procurement Service.

**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.

## DEPOT OPERATIONS

Client Step	Depot Action	Office / Person Responsible	Maximum Duration	FEE	Document Generated	Location of Office
Submits APR	Receives and Evaluate Agency procurement Request (APR) and Issues Price Quotations	Frontline Officer	20 lines within 2 minutez		Receiving Copy of APR	Receiving Area
	Issues Delivery Receipt	Frontline Officer	1 minute		Delivery Receipt (DR)	
	Approves Delivery Receipt	Official Signatory	1 minute		Delivery Receipt	
	Receives Payment and Issues Official Receipt	PS Depot Cashier	Regular: 15 minutes Complicated: 30 mins. to 1 hour	None	APR: Cash /Check	Depot Cashier
	Verify check amount, date, signatures, etc. and APR					
	Prepares OR and classify payment					
	Stamp paid the APR and other supporting documents and forwards to PS Cashier					
	Approves and signs OR and APR					

	Issues OR to client agency					
Resubmits APR after issuance of Official Receipt	Schedule and log of delivery	PS Depot Supervisor	1 hour	None	Signed PS-DR Deliver Schedule	Ground Floor - Warehouse
	Distribute PS-DR to roving storekeeper	PS Depot Supply Officer	30 minutes	None	Delivery Schedule	Ground Floor - Warehouse Bodega
	Prepare pick-list	PS Depot Supply Officer	30 minutes	None	Accomplished Pick-list	Ground Floor - Warehouse Bodega
	Issue, check and load	PS Depot Supply Officer	2 hours	None	Updated Stock Card	Ground Floor - Driveway