

	<b>FRONTLINE SERVICE</b>  <b>PROCESSING OF AGENCY PROCUREMENT REQUEST (APR) AND SALES ORDER (CUSE) (SALES DIVISION)</b>	<b>ANNEX 1</b>  Page 1 of 6 PS-QMSP-001
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**1.0 PURPOSE:**

This policy outlines the processes in receiving and releasing of Agency Procurement Request (APR) for Common Use Supplies and Equipment (CUS) and for the preparation of Sales Order (SO) to ensure that it is properly managed, documented and endorsed.

**2.0 SCOPE:**

The provisions of this Policy apply to Division Chief and Procurement Management Officer (PMO) in charge (“participants”).

**3.0 RESPONSIBILITIES:**

The PMO-in-charge is responsible for implementing and updating the procedures of this Policy.

**4.0 GENERAL GUIDELINES:**

PROCEDURES	RESPONSIBLE PERSON	TURN AROUND TIME
<p>4.1 Receipt of the Agency Procurement Request (APR)</p> <p>4.1.1 Ensure that the APR and the required attachments are correct and complete. The following are the required documents to process the APR:</p> <p>4.1.1.1 Agency Procurement Request (APR)</p> <p>4.1.1.2 Annual Procurement Plan (APP)</p> <p>4.1.1.3 Payment Check/Certificate of Cash Availability (CCA)</p> <p>4.1.1.4 Agency Contact Details:</p> <ul style="list-style-type: none"> <li>▪ Complete Entity Name</li> <li>▪ Name of Administrator</li> <li>▪ Email Address</li> <li>▪ Telephone Number</li> <li>▪ Address</li> <li>▪ Zip Code</li> </ul>	<p>Procurement Management Officer (PMO)</p>	<p>5 minutes</p>
<p>4.2 Determine whether the APR is Correct and Complete :</p> <p>4.2.1 If Incomplete: Return to client agency for correction or completion of the details and</p>	<p>Procurement Management</p>	



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<p>attachments</p> <p>4.2.2 If Correct and Complete: Checks if (Bulk/Retail Store (RS))</p> <p>4.2.3 If Retail Store: Instruct Client agency to proceed to RS</p> <p>4.2.4 If Bulk: Assigns APR Number, stamps Receive and attach the Routing Slip.</p>	<p>Officer (PMO)</p>	
<p>4.3. Processing of Payment:</p> <p>4.3.1 Prepares Order of Payment:</p> <p>4.3.1.1 If Cash/Check: Instruct Client Agency to pay at the Cashier</p> <p>4.3.1.2 If for Certificate of Cash Availability (CCA): Endorses APR to Accounting for CCA.</p> <p>4.3.1.3 If Fast Lane, the Agency proceeds directly to Comptroller Division.</p> <p>If for Delivery, Sales Division endorses the APR to Comptroller Division.</p>	<p>Procurement Management Officer (PMO)</p>	<p>5 minutes</p>
<p>4.4. Encoding of Sales Order</p> <p>4.3.2 Log into the FACT system</p> <p>4.3.3 Go to Account Receivable</p> <p>4.3.4 Sales Order</p> <p>4.3.5 Checks item/s</p> <p>4.3.6 Put quantity</p> <p>4.3.7 Go to global UDF</p> <p>4.3.8 Tags for Delivery or Pick up for preparation of Delivery Receipt of Warehouse</p> <p>4.3.9 Save and close</p>	<p>Procurement Management Officer (PMO)</p>	<p>10 minutes</p>

**5.0 RELATED PROCEDURES:**

Relate with Procedure on Monitoring of Action Points

- 5.1.1 Record
- 5.1.2 Filing
- 5.1.3 Monitoring of APR Status For Common Use Items





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2. Annual Procurement Plan (APP)

ANNUAL PROCUREMENT PLAN FOR 2017  
For Common-Use Supplies and Equipment

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
- For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
  - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Ororoeta) and Southern Leyte (Maasin)- Region XIII
  - Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- Regions VI, VII, VIII, X, & XI
  - Surigao Del Norte - Surigao Del Norte
  - Zamboanga Sibugay - Zamboanga Sibugay
  - Camiguin - Camiguin
- Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Annual requirement, and the Grand Total.
- APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.
- For Other items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
- The accomplished HARD COPY of the APP-CSE shall be submitted in the following manner:
  - DBM Central Office - For entries in the Central Office
  - DBM Regional Office (RO) - For regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCS
 The accomplished SOFT COPY of the APP-CSE shall be submitted to the following email addresses:
  - ps.app.nga@gmail.com - For central and regional offices of all national government agencies
  - ps.app.suc@gmail.com - For main and other campuses of all state universities and colleges
  - ps.app.gccc@gmail.com - For all central and regional offices of government owned and controlled corporations
  - ps.app.depot@gmail.com - For primary and secondary schools
  - ps.app.lgu@gmail.com - For Local government units
- Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
- Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017-PS- Central Office).
- For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: \_\_\_\_\_ Agency Account Code: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Region: \_\_\_\_\_ Position: \_\_\_\_\_  
 Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Telephone/Mobile No: \_\_\_\_\_

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of October 14, 2016	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																				
<b>COMMON ELECTRICAL SUPPLIES</b>																				
1) BATTERY, dry cell AA, 2 pieces per blister pack	pack				0			0					0				0	0	12.42	-
2) BATTERY, dry cell AAA, 2 pieces per blister pack	pack				0			0					0				0	0	15.09	-
3) BATTERY, dry cell D, 2 pieces per blister pack	pack				0			0					0				0	0	77.55	-
4) FLUORESCENT LAMP, tubular, 18 watts	tube				0			0					0				0	0	114.40	-
5) LED Linear Tube, 18 watts individually wrapped in carton	tube				0			0					0				0	0	280.80	-
6) Light Bulb, LED, 7 watts 1 pc in individual box	piece				0			0					0				0	0	-	-
7) TAPE, electrical	roll				0			0					0				0	0	8.30	-
<b>COMMON OFFICE SUPPLIES</b>																				
1) ACETATE, gauge #3, 51cm per roll	roll				0			0					0				0	0	634.00	-
2) AIR FRESHENER, 28cm/195g min	can				0			0					0				0	0	83.20	-
3) ALCOHOL, 70%, ethyl, 500ml	bottle				0			0					0				0	0	47.02	-
4) CARBON FILM, A4 size, 100 sheets per box	box				0			0					0				0	0	152.95	-
5) CARBON FILM, PE, black, 216mm x 318mm, 100 sheets per box	box				0			0					0				0	0	202.20	-
6) CARTRIDGE, assorted color, 20 pieces per pack	pack				0			0					0				0	0	54.48	-
7) CHALK, white, enamel, 120 pieces per box	box				0			0					0				0	0	25.85	-
8) CLARIBOOK, A4 size	piece				0			0					0				0	0	39.02	-
9) CLARIBOOK, legal size	piece				0			0					0				0	0	43.68	-



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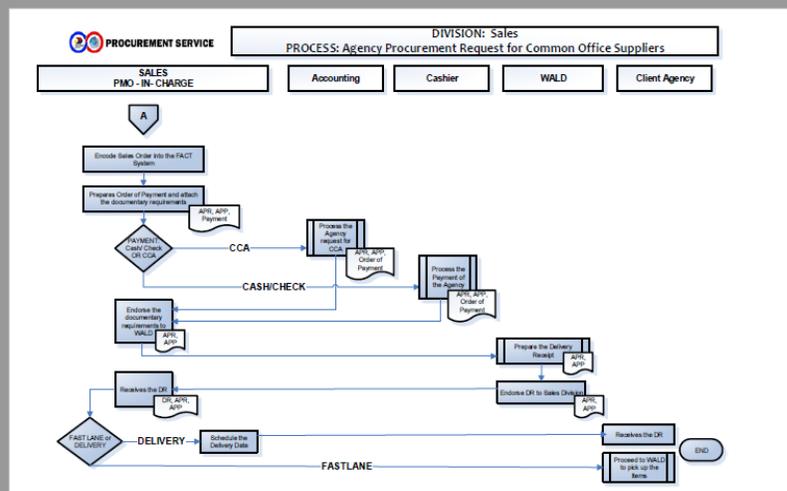
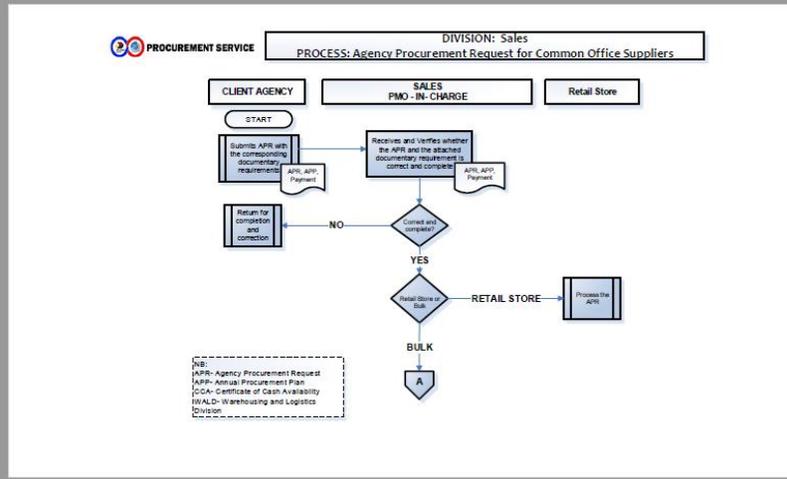
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### b) Process Flow

#### i. Agency Procurement Request (APR) for Common Office Supplies





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ii. Receiving and Releasing of Non-Common Use Items and Equipment

