



CITIZEN'S CHARTER NO. 15b PROCESSING OF PURCHASE ORDER, JOB ORDER AND CONTRACT OF SERVICE

This Service is made upon request of DENR personnel, contractors, suppliers and service providers for funding of valid claims.

Office or Division:	Budget Section, Finance Division, DENR-NCR
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who my avail:	External: Contractors, Suppliers and Service Providers

CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
Obligation Request and Status (ORS) for the following: 1. Supplier/Contractor/Service Provider A. Purchase Order (P.O.) (Through Shopping) i. Purchase Request ii. BAC Resolution iii. Abstract of Quotations iv. Quotations v. Special Order (if applicable) B. Purchase Order (P.O.) (Through Direct Contracting) i. Purchase Request ii. BAC Resolution iii. Quotation iv. Distributor Certificate or Sworn Certificate of Guarantee Exclusive Distributorship Agreement 2. Job Order (J.O.) A. Repair of Vehicle/Equipment/ Facilities i. Purchase Request ii. Request for Repair iii. Pre-Repair Inspection Report iv. BAC Resolution v. Abstract of Quotations vi. Quotations B. Printing i. Purchase Request ii. Camera ready of document to be printed iii. BAC Resolution iv. Abstract of Quotations v. Quotations 3. Agency Procurement Request (APR) A. Purchase Request 4. Contract A. Notarized Contract B. Purchase Request C. TOR D. Letter Intent/ Proposal E. CV		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Budget Section and End-User to submit all required documents to the Accounting Section	Record in Logbook and forward the PO/JO/Contract with supporting documents to concerned Accounting Staff	None	2 mins.	Receiving/Releasing Personnel Administrative Assistant III
	Review the completeness of documents and initial	None	5 mins.	Concerned Budget Officer Administrative Assistant III Administrative Officer IV Administrative Officer II
	Record PO/Contract in Individual Index Card and initial	None	3 mins.	Accounting Staff Administrative Assistant II
	Review and certify Certificate of Availability of Funds (CAF) for PO, JO and Contract	None	10 mins.	Chief, Budget Section/ Chief, Acctg. Section/ Chief, Finance Division
	Release and forward to concerned Division/Section/Unit	None	Within the building: 10 minutes Outside the building: Depends on the location	Receiving/Releasing Personnel Administrative Assistant III