

CITIZEN’S CHARTER NO. BMB-AFA-02. PROCESSING OF PURCHASE ORDER (PO) AND JOB ORDER (JO), CONTRACT OF SERVICE (COS) AND OTHER CONTRACTS FOR FUNDS AVAILABILITY

The Purchase Order (PO) is a form/document used by the agency/entity, addressed to a supplier, to deliver specific quantities of supplies/goods/property subject to the terms and conditions contained in the PO.

Office or Division:	Accounting Unit-Office of the Director
Classification:	Complex
Type of Transaction	G2G - Government to Government G2C - Government to Citizen G2B - Government to Business
Who may avail:	DENR Central, Regional, PENR and CENR Offices, Bureaus (including Central and Regional Offices), and Head of Attached Agencies and External Creditors/Suppliers
CHECKLIST OF REQUIREMENTS*	
WHERE TO SECURE	
If Initial Contract of Communication/Telephone and Gasoline	
a. Contract (1 certified copy)	End-user
b. Annual Procurement Plan (APP) (1 certified copy)	Procurement Management Unit-Biodiversity Management Bureau
c. Approved Obligation Request and Status (ORS)	Budget Unit – Biodiversity Management Bureau
If Supplier/Contractor/Service Provider	
a. Purchase Order (P.O.)	
<ul style="list-style-type: none"> • Approved Obligation Request and Status (ORS) • Purchase Order (1 original) 	Budget Unit - Biodiversity Management Bureau Procurement Management Unit - Biodiversity Management Bureau
<ul style="list-style-type: none"> • Approved Purchase Request (1 original) 	End-user
<ul style="list-style-type: none"> • BAC Resolution (1 certified copy) 	Bids and Awards Committee (BAC) Secretariat - Biodiversity Management Bureau
<ul style="list-style-type: none"> • Abstract of Quotations (1 original) 	End-user & BAC Secretariat - Biodiversity Management Bureau
<ul style="list-style-type: none"> • Quotations (PhilGeps member) 3 original per supplier 	Service Provider
<ul style="list-style-type: none"> • Special Order, if applicable (1 photocopy) 	End-user, DENR Regional Office or Central Office
b. Purchase Order (P.O.) Through Direct Contracting	
<ul style="list-style-type: none"> • Approved Purchase Request (1 original) 	End-user

<ul style="list-style-type: none"> • BAC Resolution (1 certified copy) 	BAC Secretariat - Biodiversity Management Bureau
<ul style="list-style-type: none"> • Quotations (PhilGeps Member) 3 original per supplier 	Service Provider or BAC Secretariat
<ul style="list-style-type: none"> • Distributor Certificate or Sworn Certificate of Guarantee Exclusive Distributorship Agreement (if applicable) (1 photocopy) 	Service Provider or BAC Secretariat
c. Repair and Preventive Maintenance of Motor Vehicles	
<ul style="list-style-type: none"> • Approved Obligation Request & Status (ORS) 	Budget Unit - Biodiversity Management Bureau
<ul style="list-style-type: none"> • Approved Purchase Request 	End-User/Concerned Office/Administrative Service
<ul style="list-style-type: none"> • Notice of Award (1 photocopy) 	BAC Secretariat - Biodiversity Management Bureau
<ul style="list-style-type: none"> • Notice to Proceed (1 photocopy) 	BAC Secretariat - Biodiversity Management Bureau
<ul style="list-style-type: none"> • BAC Resolution (1 certified true copy) 	BAC Secretariat - Biodiversity Management Bureau
<ul style="list-style-type: none"> • Request for Quotation (1 original) 	Procurement Management Unit - Biodiversity Management Bureau
<ul style="list-style-type: none"> • Abstract of Quotation (1 original) 	Procurement Management Unit - Biodiversity Management Bureau
<ul style="list-style-type: none"> • Quotations from PhilGEPs suppliers (at least three (3) (1 original) 	Procurement Management Unit - Biodiversity Management Bureau
<ul style="list-style-type: none"> • Project Procurement Management Plan (PPMP) (1 photocopy) 	Concerned Unit/End-user
<ul style="list-style-type: none"> • Pre-repair Evaluation/Inspection Report (1 original) 	Inspection & Pre-Acceptance Committee (IPC)
<ul style="list-style-type: none"> • Approved Job Order Request (1 original) 	Concerned Unit/End-User
<ul style="list-style-type: none"> • Vehicle Repair Request (1 original) 	General Services Unit - Biodiversity Management Bureau
<ul style="list-style-type: none"> • Certificate of Earmarking of Funds 	Budget Unit - Biodiversity Management Bureau
<ul style="list-style-type: none"> • PhilGEPs Posting Reference Number & Award Notice Abstract (for transactions amounting to more than P50,000.00)-computer generated 	BAC Secretariat - Biodiversity Management Bureau
d. Purchase of Supplies and Equipment, and Printing of Newsletters/Brochures, etc.	

• Approved Obligation Request and Status (ORS)	Budget Unit - Biodiversity Management Bureau			
• Approved Purchase Request	End-User/Concerned Office			
• Notice of Award (1 photocopy)	BAC Secretariat - Biodiversity Management Bureau			
• Notice to Proceed (1 photocopy)	BAC Secretariat - Biodiversity Management Bureau			
• BAC Resolution (1 certified true copy)	BAC Secretariat - Biodiversity Management Bureau			
• Request for Quotation (1 original)	Procurement Management Unit - Biodiversity Management Bureau			
• Abstract of Quotation (1 original)	Procurement Management Unit - Biodiversity Management Bureau			
• Quotation (Philgeps member) at least three (3)) (1 original)	Service Providers/Suppliers - Biodiversity Management Bureau			
• Certificate of Earmarking of Funds	Budget Unit - Biodiversity Management Bureau			
• Project Procurement Management Plan (PPMP) (1 photocopy)	Procurement Management Unit - Biodiversity Management Bureau			
• PhilGEPS Posting Reference Number & Award Notice Abstract (for transactions amounting to more than P50,000.00)	BAC Secretariat - Biodiversity Management Bureau			
If Agency Procurement Request (APR)				
a. Approved Purchase Request (3 original)	Concerned Unit/End-user			
If Contract				
a. Notarized Contract (3 original)	End-user, BAC Secretariat, Service Provider and HRDU			
b. Approved Purchase Request (1 original)	End-user			
c. Terms of Reference (TOR) 1 original	End-user			
d. Letter Intent/Proposal (1 original)	Service Provider			
e. Curriculum Vitae (1 original)	Service Provider			
If Salaries of Contract of Service				
a. Notarized Contract (3 original)	End-user, BAC Secretariat , Service Provider, HRDU			
*Based on Commission on Audit (COA) Circular 2012-001 dated June 14, 2012 Revised Guidelines and Documentary Requirements for Common Government Transactions				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Budget Unit forwards the	RECEIVING	None	3 hours (per batch)	Admin staff Accounting Unit

Original PO, JO, COS and other contracts with approved Obligation Request and Status (ORS) and supporting documents to the Accounting Unit	1. Receive the Purchase Order/s, Job Order/s, Contract of Service and other contracts with approved Obligation Request and Status and supporting documents.			
	1.1. Stamp "Received", indicate time and date of receipt and initials.	None		
	1.2. Records in the logbook the Purchase Order/s number, date, name of supplier, particular and amount.	None		
	1.3. Attach and accomplish the Document Tracking by indicating the payee/supplier name, number, date and amount of Purchase Order, date and time of receipt	None		
	1.4. Forward the Purchase Order/s with approved Obligation Request and Status (ORS), supporting documents and document tracking to the	None		

	designated staff disbursement database.			
	1.5. Forwards the document to the designated staff for processing and review.	None		
	PROCESSING 1.6. Indicate the date and time of receipt in the document tracking	None		
	1.7. Process the Purchase Order/s, Job Order/s, Contract of Service and other contracts with approved Obligation Request and Status (ORS) as to completeness and propriety of supporting documents.	None	1 day (simple) 3 days (complex) (per batch)	Admin Staff Accounting Unit
	1.8. Initial on the funds available portion of the Purchase Order.	None		
	1.9. Accomplish the document tracking by indicating the date and time when the processing is completed	None		
	1.10. Forward the Purchase Order/s, Job Order/s, Contract of	None		

	Service and other contracts with approved ORS, supporting documents and document tracking to the designated staff for indexing.			
	INDEXING			
	1.11. Indicate the date and time of receipt in the document tracking.	None		
	1.12. Record the Purchase Order/s, Job Order/s, Contract of Service date and number, particulars and amount in Supplier's index of payment	None		
	1.13. Affix initial below the funds available portion of the Purchase Orders, Job Order/s, Contract of Service.	None	3 hours	Admin Staff Accounting Unit
	1.14. Accomplish the document tracking by indicating the date and time when the indexing is completed.	None		
	1.15. Forwards the Purchase Order/s, Job Order/s Contract of Service/s and other contracts to	None		

	the Chief, Accountant for review and approval of availability of funds.			
	APPROVING			
	1.16. Indicate the date and time of receipt in the document tracking	None		
	1.17. Review the Purchase Order/s, Job Order/s, Contract of Service/s and other contracts with approved Obligation Request and Status (ORS) and supporting documents.	None	1 day (simple) 3 days (complex)	Accountant
	1.18. Sign/Certify as to Availability of Funds based on the Manual of Authorities.	None		
	1.19. Accomplish the document tracking by indicating the date and time of approval	None		
	1.20. Forward the documents to the Releasing Staff.	None		
	RELEASING			
	Detach the document tracking; Indicate the date and time of release	None	2 hours (per batch)	Admin Staff Accounting Unit

	Forward to assigned staff for encoding in the disbursement database.	None		
	Stamp "Released"; Indicate time and date in the PO	None		
	Release the duly certified/signed PO to the Property and Supply Management (PSMD)	None		
TOTAL:		None	7 days	

Notes:	
Classification	Kind of Transaction
Simple Transactions <ul style="list-style-type: none"> Duly processed and certified simple transactions in nature released three (3) days to Approving Authority; 	<ul style="list-style-type: none"> Services rendered under contract of service (Job Orders, Consultants (Individual/Entity) and other Professional Services)
Complex Transactions <ul style="list-style-type: none"> Requires further verification, more time to process, bulk documents to validate, needs additional supporting documents, with tax implications Duly processed and certified complex transactions in nature released seven (7) working days to Approving Authority. 	<ul style="list-style-type: none"> Contracts from Consultancy Services (Individual/Entity - Local and Foreign Nationals) Purchases of Supplies and Equipment if the amount is above P50,000.00 Hotel Accommodation (above P50,000.00)

** This service is under the following laws*

Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 or the Government Procurement Reform Act of 2002