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.

FLERIDA 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.
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 Manila
- 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:

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Description / Particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travelling Expenses</td>
<td>May include transportation expense by the Cashier in the deposit of collections made.</td>
</tr>
<tr>
<td>Bank Charges</td>
<td></td>
</tr>
<tr>
<td>General Services</td>
<td>Includes expenses to pay Job Order Employees. Subject to approval of the Executive Director</td>
</tr>
<tr>
<td>Security Services</td>
<td>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</td>
</tr>
<tr>
<td>Office Supplies Expense</td>
<td>Subject to submission of Project Procurement Management Plan (PPMP)</td>
</tr>
<tr>
<td>Gasoline, Oil and Lubricants</td>
<td>Use of DBM Vehicle for daily deposit of collections and conduct of dialogue with agencies to promote the services of PS.</td>
</tr>
<tr>
<td>Advertising Expenses</td>
<td>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.</td>
</tr>
<tr>
<td>Fidelity Bond Premium</td>
<td>Shall cover the following:</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Representation Expenses</td>
<td></td>
</tr>
<tr>
<td>Postage &amp; Deliveries</td>
<td></td>
</tr>
<tr>
<td>Internet Expenses</td>
<td></td>
</tr>
<tr>
<td>Printing &amp; Binding</td>
<td></td>
</tr>
<tr>
<td>Legal Services</td>
<td>Notarial Fee</td>
</tr>
<tr>
<td>Auditing Services</td>
<td>Ø Office Supplies used by COA</td>
</tr>
<tr>
<td></td>
<td>Ø Attendance to conventions and seminars</td>
</tr>
<tr>
<td>Telephone Expenses</td>
<td></td>
</tr>
<tr>
<td>(Landline)</td>
<td></td>
</tr>
<tr>
<td>Telephone Expenses</td>
<td></td>
</tr>
<tr>
<td>(Mobile)</td>
<td></td>
</tr>
<tr>
<td>Electricity Expenses</td>
<td>Except for Depots with existing meter, the computation is based on the following factors:</td>
</tr>
<tr>
<td></td>
<td>1. Total area per square meter occupied by the Depot</td>
</tr>
<tr>
<td></td>
<td>2. Total manpower stationed in the Depot (DBM Support Services and PS-PhilGEPS Depot Staff)</td>
</tr>
<tr>
<td></td>
<td>3. Total number of existing equipment</td>
</tr>
</tbody>
</table>
### 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

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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:

\[
\begin{align*}
\text{Sales} & \quad xxx \\
\text{Less: Cost of Sales} & \\
\text{Beginning Balance} & \quad xxx \\
\text{Add: Stock Transfers} & \quad xxx \\
\text{Freight - in} & \quad xxx \\
\text{Add(less): Adjustments} & \quad xxx \\
\text{Total Stocks Available for Sale} & \quad xxx \\
\text{Less: Ending Inventory} & \quad xxx \\
\text{Cost of Goods Sold} & \quad xxx \\
\text{Gross Profit} & \quad xxx \\
\text{Less: Operating Expenses} & \\
\text{MOOE} & \quad xxx \\
\text{Giveaways to Client Agencies} & \quad xxx \quad xxx \\
\text{Net Income} & \quad xxx \\
\text{Share in the Income (50%)} & \quad xxx \\
\text{Less: Expenses Chargeable to Depot} & \\
\text{Depot Allowances} & \quad xxx \\
\text{Loss of Assets} & \quad xxx \quad xxx \\
\text{Net Share in the Income} & \quad xxx
\end{align*}
\]

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-PhilGEPS.

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:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description/ Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Depot Location</td>
<td>✓ Strategically located&lt;br/&gt;✓ Near clients, government centers, etc.</td>
</tr>
<tr>
<td>2  Minimum Movement</td>
<td>✓ The physical arrangement of the warehouse and office provides minimum movement of stocks and people.&lt;br/&gt;✓ Office and warehouse should be close enough to provide smooth flow of transactions</td>
</tr>
<tr>
<td>3  Manpower</td>
<td>✓ The LGU concerned shall have available staff to manage the depot operations&lt;br/&gt;✓ The designated Cashier shall be an organic permanent personnel of the LGU for bonding purposes.</td>
</tr>
<tr>
<td>4  Knowledge Capability</td>
<td>✓ The staff must be equipped with required knowledge in operating a depot specifically client handling, financial practices, warehouse management, logistics, etc.</td>
</tr>
<tr>
<td>5  Accessibility of the Facilities</td>
<td>✓ The location of the depot must be accessible to stakeholders</td>
</tr>
<tr>
<td>6  Terminal Facilities</td>
<td>✓ It may be near transportation terminals and accessible by all types of vehicle</td>
</tr>
<tr>
<td>7  Service Needs</td>
<td>✓ Location of the depot must be covered by city / government services such as electricity, communication lines, etc.&lt;br/&gt;✓ 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.</td>
</tr>
</tbody>
</table>
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;
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

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
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<tbody>
<tr>
<td>2 units</td>
<td>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&quot;, Warranty: One (1) Year on Parts and Labor</td>
</tr>
<tr>
<td>1 unit</td>
<td>Printer, Impact Dot Matrix, 24 pins, for printing of Delivery Receipts</td>
</tr>
<tr>
<td>1 unit</td>
<td>Printer, Impact Dot Matrix, 9 pins, for printing of Official Receipts</td>
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<tr>
<td>1 unit</td>
<td>Printer, Laser, for printing of Reports</td>
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<tr>
<td>1 unit</td>
<td>Facsimile Machine</td>
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<tr>
<td>1 unit</td>
<td>Flatbed Scanner</td>
</tr>
<tr>
<td>2 units</td>
<td>Air Conditioning Unit, 1 unit for the office and 1 unit for the inks / toners warehouse</td>
</tr>
<tr>
<td>1 set</td>
<td>CCTV Camera</td>
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<tr>
<td>1 unit</td>
<td>Filing Cabinet, vertical with top safe</td>
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<tr>
<td>50 pieces</td>
<td>Palettes, plastic</td>
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<td>2 units</td>
<td>Push Cart</td>
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<td>1 unit</td>
<td>Trolley</td>
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<tr>
<td>2 units</td>
<td>Electric Fan (Stand, Orbit or Industrial)</td>
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<td>1 unit</td>
<td>Ladder</td>
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<tr>
<td>4 sets</td>
<td>Safety Gears (1pc Hard Hat, 2 Dust Masks, 2sets Gloves, high visibility vest and 1 pair Safety Shoes)</td>
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Annex B - Allowable Rates for DBM Support Staff

<table>
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<th>POSITION</th>
<th>POSITION TITLE</th>
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<th>AMOUNT</th>
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<td>Asst. Regional Director</td>
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<td>III</td>
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<td>Administrative Officer/Accountant</td>
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<td>5,500.00</td>
</tr>
<tr>
<td>Storekeeper</td>
<td>Administrative Officer</td>
<td>III</td>
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<tr>
<td>Supply Officer</td>
<td>Administrative Officer</td>
<td>III</td>
<td>5,500.00</td>
</tr>
</tbody>
</table>

Chief Administrative Officer

Executive Director IV

Ramon C. Martinez
ESPADLAO C. GRANADOS, JR.
Annex C - Allowable Rates for DBM Support Staff without Depot

OFFICE ORDER

No. 012-10
January 14, 2010

SUBJECT: ALLOWABLE RATES-DBM RO WITH SUB-DEPOT

This Office Order is issued to implement the allowable rates to DBM Regional Offices with Sub-depot (but with no PS depot), in appreciation of their efforts in providing coordinative role between and among PS and the province, despite the absence of the regional depot.

Allowable Rates

The monthly allowable rates shall be as follows:

<table>
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<tr>
<th>Position</th>
<th>Amount</th>
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<tr>
<td>Regional Supervisor</td>
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<tr>
<td>Assistant Regional Supervisor</td>
<td>3,500.00</td>
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<tr>
<td>Accountant</td>
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<tr>
<td>Cashier</td>
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</table>

This Office Order shall take effect retroactive January 1, 2010.

ESTANISLAO C. GRANADOS, JR.
Executive Director IV
## Annex D - Allowable Rates for LGU Support Staff

**ALLOWABLE RATES OF MONTHLY HONORARIA**  
**Effective June 1, 2012**

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<th>Position</th>
<th>Equivalent Position</th>
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<td>Dept. Head or Equivalent</td>
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<tr>
<td>Assistant Sub-Depot Manager</td>
<td>Asst. Dept. Head or Equivalent</td>
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</tr>
<tr>
<td>Collecting Officer</td>
<td>Cashier</td>
<td>3,000.00</td>
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<tr>
<td>Storekeeper II</td>
<td>Supply Officer</td>
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<td>Storekeeper I</td>
<td>Storekeeper</td>
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<tr>
<td>Utility Worker</td>
<td>Utility Worker</td>
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</table>

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

ESTANISLIO 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.
A. Cash Receipts Register

<table>
<thead>
<tr>
<th>DATE</th>
<th>OR/D S NO</th>
<th>REF. NO</th>
<th>NAME OF PAYOR</th>
<th>CHECK NO.</th>
<th>RECEIPTS</th>
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<th>Total</th>
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<td>2,376.00</td>
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</tr>
</tbody>
</table>

**ANNEX A - APRIL 2015**

Prepared By:  
**ELIZABETH 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

#### PROCUREMENT SERVICE
Department of Budget and Management

#### REPORT OF DELIVERIES
PALAWAN SUB DEPOT

**For the Period April 01, 2015 - April 30, 2015**

<table>
<thead>
<tr>
<th>Date</th>
<th>DR No.</th>
<th>APR No.</th>
<th>AGENCY</th>
<th>NGA</th>
<th>QCOC</th>
<th>LGU</th>
<th>OTHERS</th>
<th>PC/Laptop</th>
<th>PC/Laptop</th>
<th>Non-Common</th>
<th>Supple-</th>
<th>Medicine</th>
<th>AMOUNT</th>
</tr>
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<tbody>
<tr>
<td>4/1/2015</td>
<td>15-3477</td>
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<td>LGU-PPC - City Budget Office</td>
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<td>1,388.50</td>
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<td>0</td>
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<tr>
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<td>15-1918</td>
<td>Procurement Service Sub-Depot, Puerto Princesa</td>
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<tr>
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<td>PPC-20215</td>
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</tr>
</tbody>
</table>

Prepared by: Marilen L. Amang
Reviewed by: Rebecca P. Melis
Verified: Olivia M. Anis
Noted: Renato M. De Vera

State Auditor IV-Atl
Depot Manager
Depot Supervisor
# C. Report of Stocks Issued

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>8,371.30</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The report details the issuance of various items, with totals and unit prices provided. The items listed cover a range of categories, from electrical components to miscellaneous supplies.
# D. Report of Stock Position

<table>
<thead>
<tr>
<th>ITEM</th>
<th>UNIT</th>
<th>BEGINNING STOCK</th>
<th>TRANSFER Apr 30, 2015</th>
<th>ENDING STOCK</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAPTOP NS KAYAN'S</td>
<td>unit</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>LAPTOP NS KAYAN'S, bundled w/ Windows XP</td>
<td>unit</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>PH-contestant</td>
<td>unit</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Batohoy, 500 (12 pieces)</td>
<td>piece</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ALEH, AMZAR, original source, 30x40x40</td>
<td>unit</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>DETENT ROB, Surf, 400 x 100</td>
<td>bar</td>
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</tr>
<tr>
<td>DETENT ROB, Surf, 500 x 200, w/ fibreglass</td>
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<td>0</td>
<td>0</td>
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<td>DETENT ROB, Surf, 600 x 300</td>
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<td>DETENT ROB, Surf, 800 x 150, w/ fibreglass</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>DETENT ROB, Surf, 1000 x 1000</td>
<td>pack</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>DETENT ROB, Surf, 1200 x 1200, w/ fibreglass</td>
<td>pack</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>DETENT ROB, Surf, 1500 x 1500</td>
<td>pack</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>DETENT ROB, Surf, 1800 x 1800, w/ fibreglass</td>
<td>pack</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>DETENT ROB, Surf, 2000 x 2000, w/ fibreglass</td>
<td>pack</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

**NOTE:** The table above represents the report of stock position for the period April 2015. Each entry lists the type of item, its unit of measurement, the beginning stock, transfer on April 30, and the ending stock. The table is divided into two main sections: **New** and **Supplementary**. The **New** section includes items such as laptops, batohoy, and Contestant items. The **Supplementary** section includes additional items like batohoy of different sizes and surfboards of various dimensions. Each item is listed with its respective stock levels before and after the transfer on April 30, 2015.
PROCESS FLOWS
A. Ordering of Common Use Items using FACT System

**AGENCY**

1. Prepares APR based on depot price list and forwards the same to PS depot

2. Review Stocks to be requested in the depot

**DEPOT SUPPLY OFFICER**

1. Reviews APR and verifies its completeness, stock availability and validity of prices in the System

2. Are the requested items available in the depot?
   - **YES**
     - Prepares Sales Order (SO) in the FACT System
     - Prints pick list and forwards to storekeeper
   - **NO**
     - Supply Officer informs agency; issues Certificate of non-availability, if needed

3. Converts final SO to DR and forwards to Depot Supervisor for approval

**DEPOT SUPERVISOR**

1. Approves DR, forwards to Agency for payment

**DEPOT CASHIER**

1. Receives payment and issues OR

**DEPOT STOREKEEPER**

1. Prepares items for release
2. Informs Supply Officer of the available items for release
3. Checks & releases items to agency
4. Forwards copy of received/signed DR to Supply Officer

**END**

**Supplies Officer Invoice DR in the system**

**END**

Pays corresponding amount to Depot Cashier
B. Ordering of Common Use Items using REDDS System

![Flowchart Diagram]

- **AGENCY**
  - Prepares APR based on depot price list and forwards the same to PS depot.
  - Review APR and verify its completeness, stock availability and validity of prices in the System.
  - Are the requested items available or partially available?
    - **YES**: Proceed to next step.
    - **NO**: Proceed to next step.
  - Review Stocks to be requested in the depot.
  - Issues Certificate of Non-Availability Stocks (CNAS), as requested.
  - Receives DR and COB. Pays corresponding amount to Depot Cashier.

- **DEPOT SUPPLY OFFICER**
  - Prepares DR for the available items and prepares Certificate of Balance (COB).
  - Promotes DR & COB to Depot Supervisor for approval.
  - Approves DR & COB, releases to Agency.
  - Receives payment and issues GR to Agency.
  - Check & release items to Agency.
  - END

- **DEPOT SUPERVISOR**
  - Approves DR & COB, releases to Agency.

- **DEPOT CASHIER**
  - Prepares items for release.

- **DEPOT STOREKEEPER**
  - Receives payment and issues GR to Agency.
  - Check & release items to Agency.
  - END
C. Validation of LDDAP-ADA

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>PS DEPOT</th>
<th>PS DCO</th>
<th>PS ACCTG. DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency forwards LDDAP-ADA Form to Agency Bank and have it stamped received; forwards the same to PS Depot.</td>
<td>PS Depot evaluates LDDAP-ADA form, forwards the same to Depot Supervisor.</td>
<td>PS Depot Supervisor forwards Memo request for validation of LDDAP to DCO thru e-mail.</td>
<td>PS ACCTG validates LDDAP-ADA of Agency.</td>
</tr>
<tr>
<td><strong>START</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PS Depot holds the processing of APR of Agency until the receipt of ARD from PS ACCTG.</td>
<td>Is the amount indicated in the form within the buying pattern of the Agency or ceiling amount set by Depot?</td>
<td>PS ACCTG issues Acknowledgement Receipt of Deposit (ARD), forwards the same to PS DCO.</td>
</tr>
<tr>
<td></td>
<td><strong>NO</strong></td>
<td></td>
<td>Is the LDDAP-ADA clear?</td>
</tr>
<tr>
<td></td>
<td><strong>YES</strong></td>
<td>PS DCO forwards ARD to PS Depot.</td>
<td><strong>YES</strong></td>
</tr>
<tr>
<td></td>
<td>PS DCO informs PS Depot thru e-mail.</td>
<td>PS DCO informs PS Depot thru e-mail.</td>
<td>PS ACCTG informs PS DCO thru e-mail.</td>
</tr>
<tr>
<td></td>
<td><strong>END</strong></td>
<td>PS Depot to hold further withdrawals and inform Agency to verify LDDAP-ADA account to originating bank.</td>
<td></td>
</tr>
</tbody>
</table>

END
D. LDDAP-ADA Payment using FACT System

AGENCY

- Prepares APR and based on depot price list together with LDDAP-ADA Form

DEPOT SUPPLY OFFICER

- Review APR and verify its completeness, stock availability and validity of prices in the System

DEPOT SUPERVISOR

- Are the requested items available or partially available?
- Yes: Prepares Sales Order (SO) in the FACT System, Prints pick list and forwards to storekeeper
- No: Issues Certificate of Non-Availability Stock (CNAS), as requested

DEPOT CASHIER

- Converts that SO to CR and forwards to Depot Supervisor for approval
- Approves DR & COB, releases to Agency

DEPOT STOREKEEPER

- Depot Supervisor approves OR, forwards the same to Agency

As payment entry in the database system, the Depot Cashier will use LDDAP-ADA# in lieu of CR # for recording purposes and note in the DR the LDDAP-ADA #, amount and signature. OR will not be issued to the agency.

Check & release items to Agency

END
E. LDDAP-ADA Payment using REDDS System

**AGENCY**

- Prepares APR, and based on depot price list together with LDDAP-ADA Form

**DEPOT SUPPLY OFFICER**

- Review APR and verify its completeness, stock availability and validity of prices in the System
- Issues Certificate of Non-Availability Stock (CNAS), as requested

**DEPOT SUPERVISOR**

- Are the requested items available or partially available?
- NO
- YES
- Prepares DR for the available items and prepares COB
- Releases DR together with the copy of ARD & COB to Depot Supervisor for approval (if the ARD is not yet available, copy of LDDAP-ADA form will suffice as attachment until PS main have already issued the ARD)
- Forwards a copy of DR to Storekeeper

**DEPOT CASHIER**

- Approves DR & COB, releases to Agency

**DEPOT STOREKEEPER**

- Depot Supervisor approves DR, forwards the same to Agency

As payment entry in the database system, the Depot Cashier will use LDDAP-ADA # in lieu of OR # for recording purposes and note in the DR the LDDAP-ADA #, amount and signature. OR will not be issued to the agency.

Check & release items to Agency

TND
F. Ordering of Microsoft Products using FACT System

AGENCY
- Preps APR and forwards the same to PS depot
- Agency confirms RAD, pays the specified amount to the PS Depot Cashier

PS DEPOT
- PS Depot endorses APR to PS Main
- RAD

PS MAIN
- DCO receives APR, verifies item and price from supplier
- Prepares Reply Action Document (RAD) forwards the same to Agency
- RAD

SUPPLIER
- Supplier process order, prepares Paper License (PL), delivers to PS Warehouse
- PL

END
- Agency downloads software thru link in Microsoft’s e-mail
- Agency forwards copy of confirmed RAD and OR to DCO
- OR

PS Warehouse receives PL and forwards DCO to prepare TOS

END
- Microsoft sends e-mail to agency which includes link to download software
- TOS to PS Depot
- TOS
- OR

DCO forwards request to PS DepotORD for PO Processing
- PO
- OR

DCD prepares TOS and forwards to Warehouse
- TOS
G. Ordering of Microsoft Products using REDDS System
H. TOS using FACT System

<table>
<thead>
<tr>
<th>DEPOT/SUB-DEPOT</th>
<th>DEPOT COORDINATION OFFICE</th>
<th>FORWARDER</th>
<th>WAREHOUSING DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>START</td>
<td>Prepare STS, Email or FAX to DCO</td>
<td>Determine availability of items and Prepare Dummy TOS</td>
<td>Receives NOD, schedules the date of picking/loading</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Estimate the volume of load capacity</td>
<td>Sends confirmation to WD</td>
</tr>
<tr>
<td></td>
<td>Ask Depot for additional items to maximize capacity of truck</td>
<td>Are the items sufficient to load in the CV or truck</td>
<td>Receives confirmed NOD; informs DCO schedule of pick-up</td>
</tr>
<tr>
<td></td>
<td>NO</td>
<td>YES</td>
<td>Sends CV/T to PS WD on its scheduled date</td>
</tr>
<tr>
<td></td>
<td>Inform the Depot on the approved schedule of loading and the ETA of Items</td>
<td>Prepare Final TOS</td>
<td>Load Items, Forward to DCO list of items loaded</td>
</tr>
<tr>
<td></td>
<td>• Informs Depot on the ETA of Items</td>
<td>• Monitor delivery schedules until received by the depot</td>
<td>Check TOS and release items to Forwarder</td>
</tr>
<tr>
<td></td>
<td>• Monitor delivery schedules until received by the depot</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>END</td>
<td>END</td>
<td>Delivers item to Depot</td>
</tr>
<tr>
<td></td>
<td>Unload, check and receive delivered item</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Informs DCO on the delivery/received items</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PS-PhilGEPS Depot Operations Manual 2015
I. TOS using REDS System

Diagram showing the process flow involving Depot/Sub-Depot, Depot Coordination Office, Forwarder, and Warehousing Division. The process includes steps such as preparing SIR, evaluating availability of items, preparing dummy TOS, estimating volume of load capacity, receiving NOD, scheduling delivery date, and confirming delivery.
J. Return of Stocks using FACT System

AGENCY

START

Agency to present item/s for return together with the following requirements:
- Letter Request for Return
- Copy of APR
- Copy of DR
- Copy of OR

END

Agency prepares new APR in exchange with the returned item

DEPOT SUPPLY OFFICER

Supply Officer inspects the items and reviews the submitted requirements

Accept/ Reject?

Accept

Supply Officer endorses the request to Depot Supervisor for approval

Deploy Supervisor approves the request of the Agency

Reject

Items are returned to Agency

Supplies Officer encodes returned items in the Sales Return Module. Forwards a copy of Sales return to agency
K. Return of Stocks using REDDS System

AGENCY

Agency accomplishes the Sales Return Form (SRF) and submit items and the following documents:
- Agency Letter, if any
- Copy of APR
- Copy of DR
- Copy of OR

DEPOT STOREKEEPER

Supply Officer inspects the items based on the submitted documents.

Accept/ Reject?

Accept

Supply Officer forwards to Depot Supervisor the SRF with inspection findings and recommends approval.

Depot Supervisor approves the request and request for replacement.

END

Items are returned to Agency

DEPOT SUPPLY OFFICER

END

If the total amount of items returned equal to the amount of the replacement item?

YES

Agency to pay the difference to Depot Cashier

PS Storekeeper checks and releases item to Agency

NO

C

DEPOT SUPERVISOR

Depot Supervisor receives payment and issues OR

DEPOT CASHIER

- Supply Officer prepares the DR for the replacement.
- Encodes in the REDDS negative quantity entry for the returned item and positive entry for the replacement.
L. Replenishment of Working Fund

<table>
<thead>
<tr>
<th>REGIONAL DEPOTS</th>
<th>RD Resident COA</th>
<th>DEPOT COORDINATION OFFICE</th>
<th>ACCOUNTING DIVISION</th>
<th>FINANCE DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare Disbursement Voucher to cover current operating expenses such as salaries, allowances, bills for telephone, water, electricity, office supplies and equipment and other related depot expenses and issues check drawn from the working fund.</td>
<td>Prepares Report of Check Disbursement and submits to RD Resident COA for post audit together with the following reports: 1. Bank reconciliation and bank statement or Snap Shot 2. Payroll/Vouchers showing deductions (scanned copies)</td>
<td>Evaluates the submitted reports to its completeness, forwards the same to PS ACCTG</td>
<td>Review submitted Reports  • Prepares DV together with BUS  • Forwards DV to Finance Division</td>
<td>Review submitted DV.  • Assigns BUS control no. and approves BUS</td>
</tr>
<tr>
<td>END</td>
<td>END</td>
<td>END</td>
<td>END</td>
<td>END</td>
</tr>
</tbody>
</table>
M. Submission of Monthly Reports

**REGIONAL DEPOTS**
- Prepares the following monthly reports:
  1. Cash Receipt Register/Payments received
  2. Report of Deliveries/TOS received
  3. Stock issued by item/Sales
  4. Stock Position report/Current Inventory
  5. Report of Accountability for Accountable Forms
  6. Copy of Deposit Slips
- Sends advance copy to DCO
- Sends original report to DCo Resident COA for post audit

**RD Resident COA**
- Sends DCO thru mail the original audited copy of the reports

**DEPOT COORDINATION OFFICE**
- Reviews submitted Reports
- Prepares/Issues AOM (if any)
- Forwards Audited copy to PS Depot

**FINANCE/ACCOUNTING DIVISION**
- Evaluates the completeness of the submission, forwards to PS ACCTG
- Submits to PS COA the JEV supported by the reports for post audit

- Are the documents submitted complete and correct?
  - **YES**
    - Submits to PS COA the JEV supported with the Reports for Post-Audit
  - **NO**
    - **END**

**PS DCO**
- Provides DCO the deficient documents
- Informs the depot re: deficiency of submission
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:
2. Set the font style to Tahoma and the font size to 10

<table>
<thead>
<tr>
<th>S/no</th>
<th>Item Number</th>
<th>Item Description</th>
<th>UOM</th>
<th>FG</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>47311812-AF-A01</td>
<td>AIR FRESHENER, aerosol, 280ml/150g min, 12 cans/box, individually shrink wrapped</td>
<td>can</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>12191601-AL-001</td>
<td>ALCOHOL, ethyl, 68%-72%, scented, 500ml (1.69), 36 bottles/box</td>
<td>btl</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>47311604-BR-S01</td>
<td>BROOM, SOFT (TAMBO), weight: 200g min tiger grass, 25 pieces/bundle</td>
<td>pc.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>44101807-CA-C01</td>
<td>CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box, 40 units/carton</td>
<td>unit</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>44101800-CA-S01</td>
<td>CALCULATOR, SCIENTIFIC, 1 unit in individual box, 40 units/carton</td>
<td>unit</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>13111201-CP-P02</td>
<td>CARBON FILM, PE, black, size 216mm x 330mm, 109 sheets per box, 50 boxes/carton</td>
<td>box</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>14111525-CA-A01</td>
<td>CARTOLINA, ASSORTED COLORS, 20 pieces per pack, 5 packs/bundle</td>
<td>pack</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>14111506-CP-L11</td>
<td>CONTINUOUS FORM, 1 PLY, 280 x 241mm, 2,000 sets per box, 1 box</td>
<td>box</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>14111506-CP-L21</td>
<td>CONTINUOUS FORM, 2 PLY, 280 x 241mm, 1,000 sets per box, 1 box</td>
<td>box</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>14111506-CP-L31</td>
<td>CONTINUOUS FORM, 3 PLY, 280 x 241mm, 50 sets per box, 1 box</td>
<td>box</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>58101504-CM-B01</td>
<td>CHAIR, MONOBLOC, BEIGE, with backrest, w/o armrest, 25 pieces/stack</td>
<td>pc.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>58101504-CM-W01</td>
<td>CHAIR, MONOBLOC, WHITE, with backrest, w/o armrest, 25 pieces/stack</td>
<td>pc.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>44111515-DF-B01</td>
<td>DATA FILE BOX, made of chipboard, with closed ends, 8 pieces/bundle</td>
<td>pc.</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>44122011-DF-F01</td>
<td>DATA FOLDER, made of chipboard, tagless, 6 pieces/bundle</td>
<td>pc.</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>47318111-DE-P01</td>
<td>DETERGENT POWDER, all purpose, 500 grams (2.5%), per plastic pouch, 50 pouches/sack</td>
<td>pack</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>52161330-DV-R01</td>
<td>DIGITAL VOICE RECORDER, memory: 4GB (expandable), 1 unit in individual box, 10 units/pack</td>
<td>unit</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>47318003-DS-A01</td>
<td>DISINFECTANT SPRAY, aerosol type, 400-550 grams, 12 cans/box, individually shrink wrapped</td>
<td>can</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>40101604-EC-C01</td>
<td>ELECTRIC FAN, ORBIT type, ceiling, metal blade, 1 unit/box</td>
<td>unit</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>44121506-EN-D02</td>
<td>ENVELOPE, DOCUMENTARY, for legal size document, 500 pieces per box, 1 box</td>
<td>box</td>
<td></td>
</tr>
</tbody>
</table>
3. With the range of cells still selected, Go to Format as Table and select the 2\textsuperscript{nd} blue table under the Medium Tab. Check “My table has headers” tick box

![Format As Table dialog box]

<table>
<thead>
<tr>
<th>42086</th>
<th>Advance Paper Corporation</th>
<th>PO Ready</th>
</tr>
</thead>
<tbody>
<tr>
<td>42088</td>
<td>Centurian International Corporation</td>
<td>For Posting</td>
</tr>
<tr>
<td>42088</td>
<td>Filmat</td>
<td>For Posting</td>
</tr>
<tr>
<td>42088</td>
<td>Datrin</td>
<td>For Posting</td>
</tr>
<tr>
<td>42088</td>
<td>Centre</td>
<td>For Posting</td>
</tr>
</tbody>
</table>
4. Adjust the rows and columns of the report

<table>
<thead>
<tr>
<th>S/no</th>
<th>Item Number</th>
<th>Item Description</th>
<th>UOM</th>
<th>PRICE</th>
<th>Out of Stock Stock Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>47131812-AF-A01</td>
<td>AIR FRESHENER, aerosol, 280ml/150g min, 12 cans/box, individually shrink wrapped</td>
<td>can</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>12191601-AL-E01</td>
<td>ALCOHOL, ethyl, 68%-72%, scented, 500ml (.5ml), 36 bottles/box</td>
<td>btl.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>47131604-BR-S01</td>
<td>BROOM, SOFT (TAMBO), weight: 200g min tiger grass, 25 pieces/bundle</td>
<td>pc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>44101807-CA-C01</td>
<td>CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box, 40 units/carton</td>
<td>unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>44101808-CA-S01</td>
<td>CALCULATOR, SCIENTIFIC, 1 unit in individual box, 40 units/carton</td>
<td>unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>13111201-CF-P02</td>
<td>CARBON FILM, PE, black, size 216mm x 330mm, 100 sheets per box, 50 boxes/carton</td>
<td>box</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>14111525-CA-A01</td>
<td>CARTOLINA, ASSORTED COLORS, 20 pieces per pack, 5 packs/bundle</td>
<td>pack</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>14111506-CF-L11</td>
<td>CONTINUOUS FORM, 1 PLY, 280 x 241mm, 2,000 sets per box, 1 box</td>
<td>box</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>14111506-CF-L21</td>
<td>CONTINUOUS FORM, 2 PLY, 280 x 241mm, 1,000 sets per box, 1 box</td>
<td>box</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>14111506-CF-L31</td>
<td>CONTINUOUS FORM, 3 PLY, 280 x 241mm, 500 sets per box, 1 box</td>
<td>box</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>G0101504-CM-B01</td>
<td>CHAIR, MONOBLOC, BEIGE, with backrest, w/o armrest, 25 pieces/stack</td>
<td>pc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>G0101504-CM-W01</td>
<td>CHAIR, MONOBLOC, WHITE, with backrest, w/o armrest, 25 pieces/stack</td>
<td>pc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>44111515-DF-B01</td>
<td>DATA FILE BOX, made of chipboard, with closed ends, 8 pieces/bundle</td>
<td>pc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>44111515-DF-B01</td>
<td>DATA FILE BOX, made of chipboard, with closed ends, 6 pieces/bundle</td>
<td>pc.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
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 yahoo mail 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.
**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 thoroughly in the succeeding pages.
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.
2. **Delivery Receipts**

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

<table>
<thead>
<tr>
<th>User ID</th>
<th>User Designation</th>
<th>Access Rights to Modules</th>
<th>Specific Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Administrator, Director, Designated IT Personnel, Depot Manager, Depot Head</td>
<td>ALL</td>
<td>They have full access of all the application’s modules; Add new Item; Add new Client Information</td>
</tr>
<tr>
<td>1</td>
<td>Transact Personnel</td>
<td>Transaction Data Entry, Delivery Receipts, Agency Subsidiary Ledger, Stocks Information, Price List (no adding of item)</td>
<td>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.</td>
</tr>
<tr>
<td>2</td>
<td>Supply Officer</td>
<td>Report Generation - All Reports except those of Cashier’s Stocks Information, Price List (no adding of item)</td>
<td>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.</td>
</tr>
<tr>
<td>3</td>
<td>Cashier</td>
<td>Payments and Deposits, Delivery Receipts, Report Generation - Subsidiary Ledger, Cash Receipts Register, Payment Summary and Collections Report</td>
<td>Responsible in creating Official Receipts; Entry of Deposits; Responsible to creation and generation of: Payments Summary, Collections Summary, Subsidiary Ledger, Cash Receipt Register</td>
</tr>
<tr>
<td>4</td>
<td>Signatories on Reports</td>
<td>No Access Rights</td>
<td></td>
</tr>
</tbody>
</table>
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:

- **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.

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 inorder 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:

**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:
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 Addditional
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 Addditional 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:
**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:

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

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:

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:

a. Enter or select the Agency Name from the list.
b. Select APR Number from the list.
c. 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:

  ![Payments By Date Module](image)

  **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.
• **Subsidiary Ledger**

The buttons and their functions are described below:

**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.
## Subsidiary Ledger Summary

**Procurement Service - NCR Depot**

**Subsidiary Ledger Summary**

*Sunday, February 24, 2013*

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>DEBIT (Dr)</th>
<th>CREDIT (Payment)</th>
<th>TOTAL REFUND</th>
<th>NET BALANCE</th>
<th>CLASSIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>RGA</td>
<td>GOCC</td>
</tr>
<tr>
<td>4-294 Housing and Landlord Regulatory Board - div. Bldg., Triangulum Ctr, Cty.</td>
<td>5,444.40</td>
<td>0.00</td>
<td>0.00</td>
<td>5,444.40</td>
<td>5,444.40</td>
</tr>
<tr>
<td>4014 - PRESIDENTIAL COMMISSION FOR THE URBAN POOR - 1115 DHC Bldg., EDSA, Q.C.</td>
<td>16,290.20</td>
<td>16,290.20</td>
<td>0.00</td>
<td>10.00</td>
<td>10.00</td>
</tr>
<tr>
<td>4023 - NATIONAL ANTI-Poverty Commission - 3rd Floor, ATE Bldg., Regina Rd., Q.C.</td>
<td>447.00</td>
<td>447.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4035 - PDCSC - Parexil Council for Sustainable Development Staff - 5 West Ave., Q.C.</td>
<td>19,439.89</td>
<td>19,439.89</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4036 - TEDMA- QUEZON CITY LIBRADO BAYAN SKILLS DEV. CTG, Bagumbayan Davao Ave., Fairview, Q.C.</td>
<td>64,832.91</td>
<td>64,832.91</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100,442.18</strong></td>
<td><strong>100,487.58</strong></td>
<td>0.00</td>
<td><strong>5,504.40</strong></td>
<td><strong>5,496.40</strong></td>
</tr>
</tbody>
</table>

Prepared by: [Signature]

Certified Correct: [Signature]

**Figure: Subsidiary Ledger of All Agencies**

## Subsidiary Ledger

**Procurement Service**

**NCR Depot**

**Period Covered: Dec 30, 2012 - Jan 29, 2013**

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

**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.

---

**Figure: Cash Register Receipt covering period January 1-31, 2013**
Figure: Summary of Undeposited Balance for the covering period Feb1-28, 2013

- **Collections**

  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 Collections report as shown below.
REPORT OF DELIVERIES

This module tab refers to the Actual Sales per DR consolidated by Agency. 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 Report of Deliveries report as shown below.
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:

**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.

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

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

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

   - **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.

- 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.

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.

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:

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.

### REPORT OF STOCKS ISSUED
For the Period January 1, 2013 - January 31, 2013

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>UNIT</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7045-PH-008-001 DVD RECORDABLE</td>
<td>piece</td>
<td>20</td>
<td>12.22</td>
<td>244.40</td>
</tr>
<tr>
<td>7045-PH-008-002 DVD REWRITABLE</td>
<td>piece</td>
<td>10</td>
<td>20.26</td>
<td>202.60</td>
</tr>
<tr>
<td>7510-XL-038-005 SIGN PEN, black, liquid gel ink</td>
<td>piece</td>
<td>10</td>
<td>39.50</td>
<td>395.00</td>
</tr>
<tr>
<td>7510-XL-038-003 SIGN PEN, red, liquid gel ink</td>
<td>piece</td>
<td>10</td>
<td>39.50</td>
<td>395.00</td>
</tr>
<tr>
<td>7930-PH-010-001 SOAP, bathroom, regular size</td>
<td>piece</td>
<td>100</td>
<td>23.88</td>
<td>2,288.00</td>
</tr>
<tr>
<td>7510-PH-060-001 ACETATE, 0.075mm(gauge #3)</td>
<td>roll</td>
<td>10</td>
<td>612.02</td>
<td>6,120.20</td>
</tr>
</tbody>
</table>

GRAND TOTAL 9,645.20

Prepared by: FRANCISCO F. SANGINES, JR.
Certified Correct: XXX
Noted: AMELITA N. MADRIGAL
Verified: JOSEPH CONRAD D. DUEÑAS

Administrative Aide IV
State Auditor IV
Administrative Assistant III
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:
**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:
**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.

![Report Generation](image)

**Report of Sales Return**

<table>
<thead>
<tr>
<th>DATE</th>
<th>CR No.</th>
<th>DR Number</th>
<th>ITEM</th>
<th>QTY</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
<th>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>10</td>
<td>26.59</td>
<td>265.90</td>
<td>defective batteries</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>GRAND TOTAL</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>265.90</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Total Stocks</th>
<th>Total Issued</th>
<th>Balance</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR FRESHENER, 280ml/150g minimum</td>
<td>473</td>
<td>0</td>
<td>373</td>
<td>89.44</td>
<td>33,361.12</td>
</tr>
<tr>
<td>AIRPOT, electric</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>1,331.20</td>
<td>2,662.40</td>
</tr>
<tr>
<td>ALCOHOL, 68% - 72% ethanol (ethyl)</td>
<td>1461</td>
<td>10</td>
<td>1451</td>
<td>40.04</td>
<td>58,098.04</td>
</tr>
<tr>
<td>BATTERY, dry cell, AAA</td>
<td>917</td>
<td>0</td>
<td>917</td>
<td>15.59</td>
<td>14,296.03</td>
</tr>
<tr>
<td>BATTERY, dry cell, D</td>
<td>469</td>
<td>200</td>
<td>269</td>
<td>76.96</td>
<td>20,702.24</td>
</tr>
<tr>
<td>BATTERY, dry cell, size AA</td>
<td>186</td>
<td>20</td>
<td>166</td>
<td>26.52</td>
<td>4,402.32</td>
</tr>
<tr>
<td>BROOM, soft (tambo)</td>
<td>13</td>
<td>0</td>
<td>13</td>
<td>83.20</td>
<td>1,081.60</td>
</tr>
<tr>
<td>BROOM, stick (ting-ting)</td>
<td>26</td>
<td>10</td>
<td>16</td>
<td>21.84</td>
<td>349.44</td>
</tr>
<tr>
<td>CALCULATOR, desktop type, compact</td>
<td>81</td>
<td>0</td>
<td>81</td>
<td>155.88</td>
<td>12,626.28</td>
</tr>
<tr>
<td>CALCULATOR, mini-printing type</td>
<td>9</td>
<td>1</td>
<td>8</td>
<td>380.80</td>
<td>7,446.40</td>
</tr>
</tbody>
</table>

**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 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:

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.

<table>
<thead>
<tr>
<th>Item: AIR FRESHENER, 280ml/ can</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>31 Dec 2011</td>
</tr>
<tr>
<td>02 Jan 2012</td>
</tr>
<tr>
<td>08 Jan 2012</td>
</tr>
<tr>
<td>08 Jan 2012</td>
</tr>
<tr>
<td>08 Jan 2012</td>
</tr>
<tr>
<td>08 Jan 2012</td>
</tr>
<tr>
<td>08 Jan 2012</td>
</tr>
<tr>
<td>08 Jan 2012</td>
</tr>
<tr>
<td>09 Jan 2012</td>
</tr>
<tr>
<td>09 Jan 2012</td>
</tr>
<tr>
<td>09 Jan 2012</td>
</tr>
</tbody>
</table>

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:

**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.

### 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:

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>Unit</th>
<th>Stocks On Hand</th>
<th>Quantity</th>
<th>Uncommitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>7510-PH-001-001 AIR FRESHENER, 289ml/150g minimum</td>
<td>can</td>
<td>373</td>
<td>20</td>
<td>353</td>
</tr>
<tr>
<td>5975-PH-001-001 BATTERY, dry cell, D</td>
<td>pack</td>
<td>269</td>
<td>10</td>
<td>259</td>
</tr>
<tr>
<td>7110-46-004-0705 CHAIR, monobloc, beige</td>
<td>piece</td>
<td>33</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>7930-PH-013-001 CLEANER, toilet bowl and unlav</td>
<td>bottle</td>
<td>34</td>
<td>10</td>
<td>24</td>
</tr>
<tr>
<td>7930-PH-002-001 CLEANSER (SCOURING) POWDER</td>
<td>canister</td>
<td>169</td>
<td>10</td>
<td>159</td>
</tr>
<tr>
<td>7510-XL-010-002 CORRECTION TAPE</td>
<td>piece</td>
<td>4833</td>
<td>1000</td>
<td>3833</td>
</tr>
<tr>
<td>7520-XL-001-001 CUTTER BLADE, for heavy duty cutter</td>
<td>tube</td>
<td>269</td>
<td>100</td>
<td>269</td>
</tr>
<tr>
<td>7510-PH-008-007 PAPER CLIP, 32mm mini.</td>
<td>box</td>
<td>6667</td>
<td>10</td>
<td>6667</td>
</tr>
<tr>
<td>7510-PH-031-012 PAPER, bond, Premium Grade, legal size</td>
<td>ream</td>
<td>883</td>
<td>100</td>
<td>783</td>
</tr>
<tr>
<td>7510-PH-035-001 RIBBON, for manual typewriter</td>
<td>spool</td>
<td>242</td>
<td>10</td>
<td>232</td>
</tr>
<tr>
<td>7510-PH-047-002 TAPE, masking, 48mm width</td>
<td>roll</td>
<td>83</td>
<td>50</td>
<td>33</td>
</tr>
<tr>
<td>7510-PH-047-005 TAPE, packaging, 48mm width</td>
<td>roll</td>
<td>1465</td>
<td>100</td>
<td>1365</td>
</tr>
<tr>
<td>7930-PH-039-001 TOILET TISSUE PAPER</td>
<td>pack</td>
<td>236</td>
<td>200</td>
<td>56</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Delivery Date</th>
<th>Stock Transfer No.</th>
<th>Item / Description</th>
<th>Unit</th>
<th>Qty Received</th>
<th>Expiration Date</th>
<th>No. of Days Before Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 Jan 2013</td>
<td>TOS13-00010</td>
<td>INK CART. HP CC640 No. 60, Black</td>
<td>piece</td>
<td>300</td>
<td>2014-07-31</td>
<td>521</td>
</tr>
<tr>
<td>27 Jan 2013</td>
<td>TOS13-00048</td>
<td>INK CART. HP CC640 No. 60, Black</td>
<td>piece</td>
<td>300</td>
<td>2014-11-30</td>
<td>643</td>
</tr>
<tr>
<td>13 Jan 2013</td>
<td>TOS13-00010</td>
<td>INK CART. HP CC643 No. 60, Colored</td>
<td>piece</td>
<td>300</td>
<td>2014-07-31</td>
<td>521</td>
</tr>
<tr>
<td>20 Jan 2013</td>
<td>TOS13-00027</td>
<td>INK CART. HP CC643 No. 60, Colored</td>
<td>piece</td>
<td>300</td>
<td>2014-07-31</td>
<td>521</td>
</tr>
<tr>
<td>13 Jan 2013</td>
<td>TOS13-00010</td>
<td>INK CARTRIDGE, EPSON TO38, Black, for printer C41/C43/C45/CK1500</td>
<td>piece</td>
<td>20</td>
<td>2016-12-31</td>
<td>140</td>
</tr>
<tr>
<td>13 Jan 2013</td>
<td>TOS13-00010</td>
<td>INK CARTRIDGE, EPSON TO38, Colored, for printer C41/C43/C45/CK1500</td>
<td>piece</td>
<td>20</td>
<td>2016-11-30</td>
<td>137</td>
</tr>
<tr>
<td>13 Jan 2013</td>
<td>TOS13-00010</td>
<td>INK CARTRIDGE, EPSON TO38, Colored, for printer C41/C43/C45/CK1500</td>
<td>piece</td>
<td>40</td>
<td>2014-05-31</td>
<td>460</td>
</tr>
<tr>
<td>13 Jan 2013</td>
<td>TOS13-00010</td>
<td>INK CARTRIDGE, HP 51645A</td>
<td>piece</td>
<td>40</td>
<td>2014-03-31</td>
<td>399</td>
</tr>
<tr>
<td>20 Jan 2013</td>
<td>TOS13-00027</td>
<td>INK CARTRIDGE, HP C6615A, No. 15</td>
<td>piece</td>
<td>40</td>
<td>2014-10-31</td>
<td>613</td>
</tr>
</tbody>
</table>

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:
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.

- **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](image)
2. Click on **View Deposit By Date**.

3. Select or click the particular deposit from the list. All details of that deposit will appear as shown below.

![Deposit Entry Form](image)

**Deposit Entry Form**

<table>
<thead>
<tr>
<th>OR Number</th>
<th>Agency name</th>
<th>Deposit Mode</th>
<th>Date</th>
<th>Deposit Slip No.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Cash</td>
<td>4/15/2013</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Deposit Details](image)

**Deposits:**

<table>
<thead>
<tr>
<th>DS No.</th>
<th>Amount</th>
<th>Agency</th>
<th>Check No.</th>
<th>OR No.</th>
<th>Deposit Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DS-165</td>
<td>5,000.00</td>
<td>50th Infantry Division, Philippine Army, Camp...</td>
<td>0455503</td>
<td>4/15/2013</td>
<td></td>
</tr>
</tbody>
</table>

**To Search Deposit By Other Options**

4. 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](image)

**Choose Option:**

- DS NO: [DS13-0010]

5. 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:
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:

![Payment Entry Form]

h. Click **Save** to add and update this payment in the database.

i. Click **OK** when the dialog box below appears.

![Confirmation]

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:

- **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.
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.
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

<table>
<thead>
<tr>
<th>User Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Depot:</td>
<td></td>
</tr>
<tr>
<td>Approving Manager/ Supervisor</td>
<td></td>
</tr>
<tr>
<td>Date Requested</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classification of Request</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Correction/ Modification</td>
<td></td>
</tr>
<tr>
<td>System Support</td>
<td></td>
</tr>
<tr>
<td>Hardware Support</td>
<td></td>
</tr>
<tr>
<td>Networks</td>
<td></td>
</tr>
<tr>
<td>Others:</td>
<td></td>
</tr>
</tbody>
</table>

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
# Regional Depot and Sub-Depot Directory

## Regional Office

<table>
<thead>
<tr>
<th>Office</th>
<th>Address</th>
<th>Contact Person</th>
<th>Tel/Fax No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q.C.-NCR</td>
<td>Magsaysay Ave. Corner Roces</td>
<td>Mr. Joseph Conrad D. Dueñas</td>
<td>(02) 926-2257</td>
</tr>
<tr>
<td>UP DEPOT</td>
<td>Ave. UP Campus Diliman</td>
<td>Mr. Joseph D. De Sales</td>
<td>(02) 926-7286</td>
</tr>
<tr>
<td></td>
<td>Quezon City</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BAGUIO</td>
<td>PS-DBM-CAR</td>
<td>Dir. Liza B. Fangsilat</td>
<td>(074) 443-4702</td>
</tr>
<tr>
<td></td>
<td>NO.8 Gen. F. Segundo St.</td>
<td>Ms. Irene B. Cahid</td>
<td>(074) 443-3461</td>
</tr>
<tr>
<td></td>
<td>Brgy. Legarda-Burnham</td>
<td>Mr. Clifford D. Dagoyen</td>
<td>(074) 446-8139 F</td>
</tr>
<tr>
<td></td>
<td>Baguio City</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LA UNION</td>
<td>PS-DBM RO I</td>
<td>Dir. Nenita A. Failon</td>
<td>(072) 888-3352</td>
</tr>
<tr>
<td></td>
<td>Government Center</td>
<td>Ms. Rosa M. Dulay</td>
<td>(072) 888-3038</td>
</tr>
<tr>
<td></td>
<td>Sevilla San Fernando, La</td>
<td>Ms. Mylene N. Palacay</td>
<td>(072) 888-5887 F</td>
</tr>
<tr>
<td></td>
<td>Union</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TUGUEGARAO</td>
<td>PS-DBM-RO II</td>
<td>Dir. Isabel C. Taguinod</td>
<td>(078) 844-1338</td>
</tr>
<tr>
<td></td>
<td>Regional Government, ARD Alice F. Trinidad</td>
<td>Ms. Rosalie C. Abesamis</td>
<td>(078) 304-2545</td>
</tr>
<tr>
<td></td>
<td>Center Carig, Tuguegarao</td>
<td>Mr. Winston S. Iquin</td>
<td>(078) 396-0633 F</td>
</tr>
<tr>
<td></td>
<td>City</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAMPANGA</td>
<td>PS-DBM-RO III</td>
<td>Dir. Elisa D. Salon</td>
<td>(045) 455-2486</td>
</tr>
<tr>
<td></td>
<td>Regional Government, Center Maimpis, San</td>
<td>Ms. Rosalie C. Abesamis</td>
<td>(045) 455-2486</td>
</tr>
<tr>
<td></td>
<td>Pampanga</td>
<td>Mr. Nelson E. Salon</td>
<td>(045) 455-2485 F</td>
</tr>
<tr>
<td></td>
<td>Fernanado City</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LEGAZPI</td>
<td>PS-DBM-RO V</td>
<td>Dir. Maria Angelita C. Cells</td>
<td>(052) 482-0173</td>
</tr>
<tr>
<td></td>
<td>Lakandula Drive, Gagon, Legazpi City</td>
<td>Ms. Lyn B. Serrano</td>
<td>(052) 482-0677 F</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BACOLOD</td>
<td>PS-DBM-RO VI</td>
<td>Ms. Ma. Mina N. Pellejo</td>
<td>(034) 433-7138</td>
</tr>
<tr>
<td></td>
<td>Office of them Prov'l</td>
<td>Ms. Apple Cañete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Governor, Old Capitol</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Building Ratuslao St.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bacolod City</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CEBU</td>
<td>PS-DBM-RO VII</td>
<td>Dir. Carmela S. Fernan</td>
<td>(032) 236-4643</td>
</tr>
<tr>
<td></td>
<td>Sudlon (Near Eco-Tech)</td>
<td>ARD Eligio S. Mendoza</td>
<td>(032) 236-2597</td>
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<td>Mr. Joshua B. Talam</td>
<td>(032) 414-8204 F</td>
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<td>TACLOBAN</td>
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<td>Dir. Imelda C. Laceras</td>
<td>(053) 321-2327</td>
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<td>Mr. Raul S. Ramos</td>
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<td>Ms. Rudylia B. Parrel</td>
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<td>ARD Fe D. Jagna</td>
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<td>KORONADAL</td>
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<td>Brgy. Morales, Koronadal</td>
<td>Mr. Raffy Andrew D. Carillo</td>
<td>(083) 228-9788</td>
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<td>Mr. Jeremy B. Zabate</td>
<td>(083) 228-8357F</td>
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<td>BUTUAN</td>
<td>PS-DBM-RO XIII</td>
<td>Dir. Achilles Gerard C. Bravo</td>
<td>(085) 342-1227</td>
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<td>JP Rosales Avenue, Butuan City</td>
<td>ARD Ricky L. Sanchez</td>
<td>(085) 342-1258</td>
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<td>Ms. Imelda D. Diola</td>
<td>(085) 341-4878</td>
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**SUB - DEPOT**

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<td>Ms. Pauline L. Manogan</td>
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<td>Dir. Renato M. De Vera</td>
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<td>9th Floor Ben Lor Bldg. 1184</td>
<td>ARD Rodrigo M. Marquez</td>
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<td>Quezon Ave. Quezon City</td>
<td>Ms. Tintin S. Cuartero</td>
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<td>PUERTO</td>
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<td>(048) 434-0548</td>
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<td>Mr. Sammy A. Sale</td>
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<td>Ms. Veneranda B. Montelibano</td>
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<td>BORONGAN</td>
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<td>Mrs. Necitas A Ponferrada</td>
<td>(055) 560-9352</td>
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<td>CALBAYOG</td>
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<td>Mr. Arturo C. Pentuan</td>
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## OFFICE

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<td>Provincial Engineering Office</td>
<td>Mr. Jesse R. Quilantang</td>
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<td>Mr. Irwin M. Laurente</td>
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<td>CATARMAN</td>
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<td>Ms. Adelwisa L. Acebuche</td>
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<td>ZAMBOANGA</td>
<td>PS-DBM-RO IX NS Valdersa St., Pettit Barracks</td>
<td>Dir. Annabelle C. Chavez</td>
<td>(062) 992-2505</td>
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<td>7000 Zamboanga City</td>
<td>Ms. Alelie B. Ramos</td>
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<td>ZAMBOANGA</td>
<td>Legionaire St. Zone 4 Zamboanga City (Near LTO)</td>
<td>Ms. Virginia S. Gara</td>
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<td>Ms. Kruzette S. Dela Cruz</td>
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<td>Ms. Enalinda P. Lavilla</td>
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<td>BUKIDNON</td>
<td>New Valencia City Integrated Bus Terminal</td>
<td>Ms. Fe M. Mutia</td>
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<td>Ms. Paz D. Oclarit</td>
<td>(088) 387-0162</td>
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<td>Mr. Artemio T. Galindo</td>
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<td>Ms. Mary Ann A. Secang</td>
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<td>Mr. Hardy M. Yamuta</td>
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<td>Ms. Emma Y. Uy</td>
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<td>Mr. Bob T. Edera</td>
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<td>Mr. Jun Balabala</td>
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<td>MINDANAO HUB</td>
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<td>Mr. Arnel Mark B. Signo</td>
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