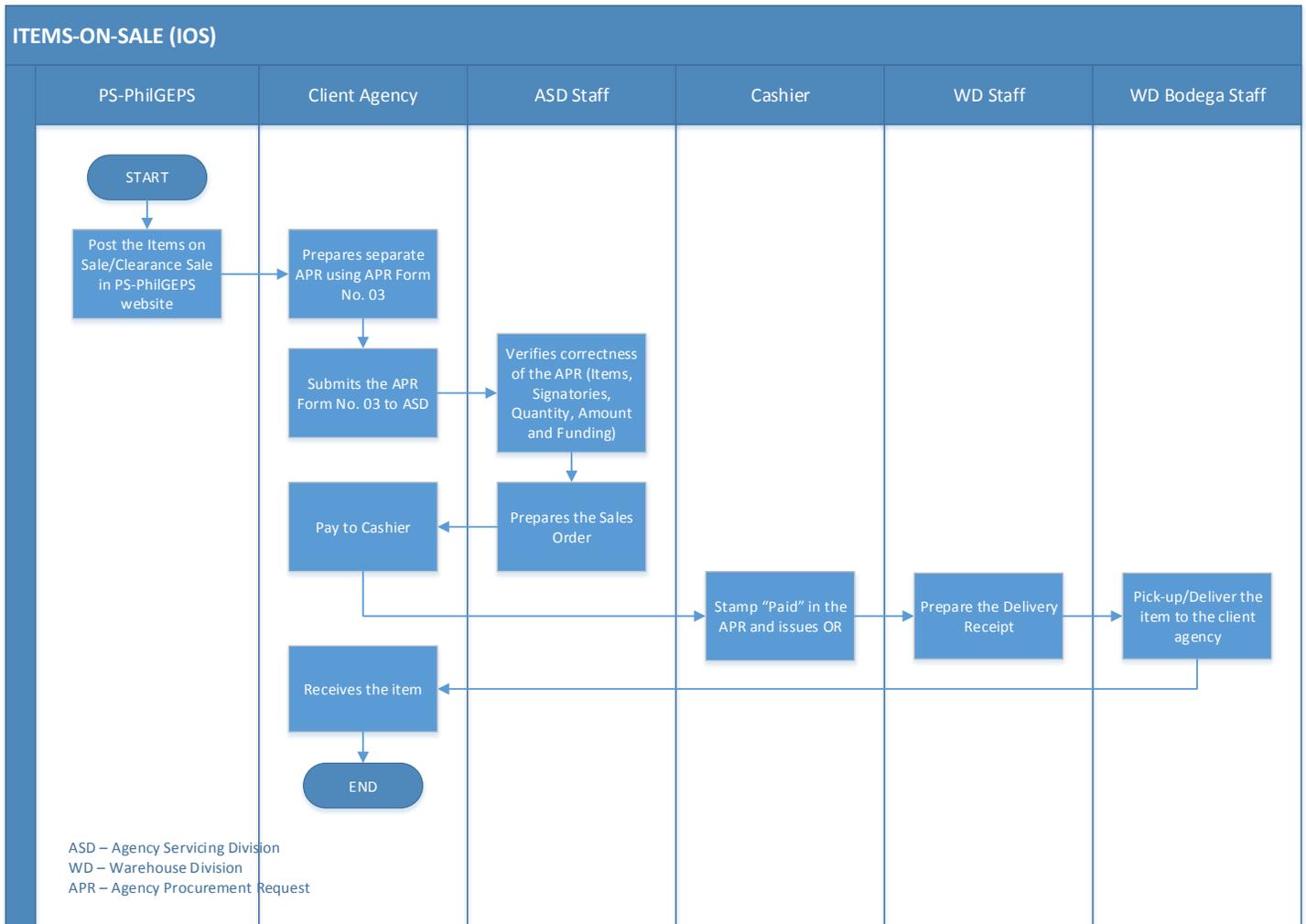


ITEMS-ON-SALE (IOS)



Narrative Process:

1. PS-PhilGEPS post the Items on Sale/Clearance Sale in PS-PhilGEPS website
2. Client Agency prepares separate APR using APR Form No. 03 in purchasing Items that was on Sale
3. Client Agency submits the APR Form No. 03 to Agency Servicing Division
4. ASD Staff verifies correctness of the APR (Items, Signatories, Quantity, Amount and Funding)
5. ASD Staff prepares the Sales Order
6. Client Agency pay to cashier
7. Cashier Staff will stamp "Paid" in the APR and issues OR
8. WADD Staff will prepare the Delivery Receipt
9. WADD Bodega Staff will pick-up/deliver the item to the client agency
10. Client Agency receives item