

## INSPECTION AND ACCEPTANCE OF DELIVERIES

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Business Establishments/ Dealers/ Suppliers	Joins the Inspection Team in the inspection of delivered goods with reference to the Purchase Order	<ul style="list-style-type: none"> <li>Request for Inspection</li> </ul>	<ul style="list-style-type: none"> <li>Office supplies and other goods = 2 to one (1) day depending on the volume</li> </ul>	-	Appropriate Office Staff/ member of the Inspection Team	Asset and Property Management Division, PGSO
		<ul style="list-style-type: none"> <li>Approved Purchase Order duly signed &amp; accepted by the dealer</li> </ul>	<ul style="list-style-type: none"> <li>For Equipment: simple = 2 hours complex = 1 to 2 days</li> </ul>	-			
		<ul style="list-style-type: none"> <li>Official Receipts (Cash or Invoice)</li> </ul>	<ul style="list-style-type: none"> <li>Motor parts and accessories = 2 hours</li> </ul>	-			
		<ul style="list-style-type: none"> <li>Drugs and medicines = 4 hours and above depending on the volume</li> </ul>	-				

Accepts/rejects the delivered goods and prepares Inspection and Acceptance Report (IAR) for signature of the Inspection Team and End-user or his representative

Assigned staff at the Delivery and Inspection Services Unit

Checks/reviews completeness of procurement documents

All required procurement documents from Purchase Request (PR) to Inspection & Acceptance Report (IAR)

30 minutes to one hour per procurement transaction

Assigned staff at the Delivery and Inspection Services Section

Asset Property Management Division, PGSO

Prepares Disbursement Vouchers for payment for those with complete documents

15 minutes per / voucher

Assigned staff at the Delivery and Inspection Services Section

## PREPARATION AND SERVING OF PURCHASE ORDERS

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Business Establishments/ Dealers/ Suppliers	Reviews Procurement documents and if in order, prepares Purchase Order for signature of the Provincial Governor	Purchase Requests until BAC Recommendation of Award	45 minutes to one hour per transaction	-	Assigned staff at the Procurement Division	Procurement Division
		Delivers/serves purchase orders to concerned dealers/ suppliers and/or winning bidders	Duly Approved Purchase Orders (P.O)	1 to 2 days from receipt of approved P.O	-		La Trinidad, Baguio City & other nearby areas
		Sorts purchase orders for filing	-	<ul style="list-style-type: none"> <li>• Bidding - 30 minutes</li> <li>• SVP/ Shopping - 15 minutes</li> <li>• Negotiated Procurement (NP) - 30 minutes</li> <li>• Direct Contracting - 15 minutes</li> </ul>	-		Procurement Division



## RENTING OUT OF FACILITIES (CAPITOL OPEN GYMNASIUM AND GOV. BEN PALISPIS HALL)

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Organizations, associations, schools (public or private), government offices (local, national)	Receives request letters or routing slips/referrals	Letters of requests/ routing slips/referrals	5 minutes	<ul style="list-style-type: none"> <li>• Gym: P1,000/8hrs (6am-6pm) and P150/hour (6pm-12 pm)</li> <li>• Palispis Hall:                             <ul style="list-style-type: none"> <li>a. Weekdays - P1,600/8hrs (6am-6pm) and P150/ hour (6pm - 12pm)</li> <li>b. Saturdays/ Sundays/ Holidays - P150/ hour from 6am to 6 pm and P250/ hour from 6pm to 12 pm</li> </ul> </li> </ul>	Receiving staff	Administrative Services Unit, PGSO
		Checks availability of facility being requested				Administrative Aide II	
		Issues Application/ Reservation form for accomplishment and indicate the corresponding amount to be paid per the Benguet Revenue Code, if facility is available. Otherwise, deny	Duly Accomplished form and Official Receipt	10 minutes		Cash Division, Provincial Treasury Office	

Requisitioning party pays the corresponding rental fee

Duly approved reservation form

5 minutes

Administrative Aide II

Cash Division, Provincial Treasury Office

Receives duly accomplished form with the Official Receipt of payment from the Treasury Office

Approved Reservation Form and Official Receipt of Payment

- Gym: P1,000/8hrs (6am-6pm) and P150/hour (6pm-12 pm)
- Palispis Hall:
  - a. Weekdays - P1,600/8hrs (6am-6pm) and P150/ hour (6pm - 12pm)
  - b. Saturdays/ Sundays/ Holidays - P150/ hour from 6am to 6 pm and P250/ hour from 6pm to 12 pm

Furnished copies to the following for their information and guidance:  
a) requisitioning party  
b) Security Guards  
c) Office (for file)

Approved application/ reservation form with Official Receipt

Within 15 minutes after processing of required documents

Assigned Staff at Records Section

Administrative Services Unit, PGSO