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OOBAC	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
	PROCESS FLOW ON THE PROCUREMENT OF GOODS (THROUGH SHOPPING AND SMALL VALUE PROCUREMENT)	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD Start([Start]) --> Step1[1. PREPARATION OF PURCHASE REQUESTS] Step1 --> Step2[2. CERTIFICATION THAT PROCUREMENT IS INCLUDED IN THE APPROVED PPMP/APP] Step2 --> Step3[3. BUDGET CLEARANCE] Step3 --> Step4[4. APPROVAL OF PURCHASE REQUEST] Step4 --> Step5[5. TRANSMITTAL OF PR FOR THE CONDUCT OF PROCUREMENT IN ACCORDANCE W/ RA9184 IRR] Step5 --> Step6[6. POSTING OF REQUEST FOR QUOTATION (RFQ) AT PHILGEPS/CONDUCT OF CANVASS] Step6 --> A((A)) </pre>	<p>End user (Supply Officer) prepares PRs based on approved PPMP:</p> <p>Checks and certifies that the procurement is included in the end-users approved PPMP.</p> <p>Provides budget clearance indicating the approved budget for the contract (ABC) and funding source.</p> <p>Approves PR in accordance with the level of signing authority.</p> <p>Checks and certifies the completeness of requirements for procurement; transmits to end-users</p> <p>Posts request for quotations at PHILGEPS/ Conduct of Canvass</p>	<p>End User</p> <p>PSO Head</p> <p>BO Head</p> <p>Director/Dean/VCA</p> <p>OOBAC Staff</p> <p>End-user/ PSO Staff/ BAC Staff</p>

Prepared by/Date:
Approved by/Date:

Reviewed by/Date:

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Flowchart	Description	Person Responsible
<pre> graph TD A((A)) --> B[7. PREPARATION OF ABSTRACT OF CANVASS/ QUOTATION] B --> C[8. APPROVAL OF ABSTRACT OF QUOTATION/ CANVASS] C --> D[9. PREPARATION OF PO AND NTP] D --> E[10. BUDGET CLEARANCE] E --> F[11. APPROVAL OF PURCHASE ORDER AND NOTICE TO PROCEED] F --> G[12. ISSUANCE OF PURCHASE ORDER AND NOTICE TO PROCEED AND ACCEPTANCE OF GOODS] G --> H((End)) </pre>	<p>Prepares Abstract of Canvass/Quotation with recommendation to award</p> <p>Approves Abstract of Canvass in accordance with the level of signing authority</p> <p>Prepares Purchase Order and Notice to Proceed in accordance to the approved Abstract of Canvass and routes to Accounting Office/Budget Office</p> <p>Provides budget clearance and signs the Purchase Order</p> <p>Approves the Purchase Order and Notice to Proceed in accordance with the level of signing authority.</p> <p>Issues PO and NTP to supplier for acceptance and submission of additional requirements; accepts performance security and sees to it that procured goods are delivered within the prescribed period as indicated in the PO; coordinates with Internal Audit Office for inspection</p>	<p>End User</p> <p>Head of Unit/ VCA</p> <p>End User</p> <p>Accounting Officer /BO Head</p> <p>Unit Head/ VCA</p> <p>End User</p>

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