



PROCEDURES MANUAL

Document No. : PM-ADM-03 Eff. Date : 12-15-19

Revision No. : 04 Pages : 1 of 3

MAINTENANCE OF OFFICE BUILDING AND PREMISES

I. OBJECTIVE

This procedure describes the necessary activities in providing the users (CWD personnel & concessionaires) a pleasant working environment.

II. SCOPE

This procedure covers the assigned personnel in maintaining the cleanliness and orderliness of the office.

III. RESPONSIBILITY AND RESOURCES

Utility Personnel

Assigned Checker

JANITORIAL GADGETS (BROOM STICKS, MAPS AND DISINFECTANT)

IV. DEFINITION OF TERMS

UPIS- refers to Utility Plant in Service (i.e Office Building)

Monitoring Tool- refers to the document which contains the logged activities of utility personnel during the conduct of maintenance activities

V. REFERENCE DOCUMENTS

PM-ADM-03 MAINTENANCE OF OFFICE BUILDING AND PREMISES

VI. RECORDS GENERATED

Monitoring Tool

FM-ADM-01 - Housekeeping Checklist

FM-ADM-07- CR CLEANING TIME CHECKLIST

LOGBOOK

Prepared by:

UTILITY PERSONNEL

Process Owner

Approved by:

JOSEFA SN. MANUGAS

QMR



PROCEDURES MANUAL

MAINTENANCE OF OFFICE BUILDING AND PREMISES

VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	<pre> graph TD START([START]) --> Prep[Prepare cleaning materials according to schedule] </pre>	1.1. Identify areas for cleaning in accordance with daily assignments according to Flexible Time Schedule for Utility Workers (Office Order No. 2016-03-19) 1.2. Prepare the needed materials for cleaning	<i>Cleaning materials should be placed in area for easy access when needed. Area located below the stair near employees entrants</i>	Utility Personnel	none
02	<pre> graph TD Prep --> Cleaning[Cleaning] </pre>	2.1. Clean the areas as specified in the Housekeeping Checklist (FM-ADM-01) 2.2. Inspect cleaned area/s base on Housekeeping Checklist (FM-ADM-01)	Perform cleaning based on the Housekeeping Checklist. Cleaning activities shall be done daily.	Utility Personnel and Assigned Checker	Housekeeping Checklist (FM-ADM-01)
03	<pre> graph TD Cleaning --> Return[Return cleaning materials] Return --> A((A)) </pre>	3.1 Return cleaning materials to its proper storage area/s	<i>Cleaning materials shall be arranged to its proper storage area</i>	Utility Personnel	Not Applicable

Doc No. : **PM-ADM-03**
 Rev. No. : **04**

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PROCEDURES MANUAL

MAINTENANCE OF OFFICE BUILDING AND PREMISES

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
04	<p>A</p> <p>(A)</p> <p>Log all activities in the Logbook and Monitoring Tool</p>	<p>4.1 Log all the activities performed in the monitoring tool and Housekeeping Checklist</p> <p>4.2 Report any damage of the Office Fixtures, (if any), to Admin. Division Manager for immediate action</p>	<p><i>Logging of activities in the logbook daily and submit to Div. Manager (Admin.) for information. And monitoring tool shall also submit monthly to the Div. Manager for rating.</i></p>	Utility Personnel	<p>Logbook</p> <p>Monitoring Tool</p> <p>FM-ADM-01Housekeeping Checklist</p> <p>FM- ADM-07 CR Cleaning Time Checklist</p>
05	<p>Submit Logbook review and Monitoring Tool for rating</p> <p>END</p>	<p>5.1 Submit the monitoring tool to the rater for rating</p> <p>5.2 Submit the Logbook to the Admin. Division Manager for signature.</p>	<p><i>Submission of monitoring tool for rating shall be made in accordance with the SPMS</i></p> <p><i>Submission of Logbook shall be made at the end of the day</i></p>	Utility Personnel and Admin. Div. Manager	Monitoring Tool

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	PROCEDURES MANUAL	Document No. : PM-ADM-04 Eff. Date : 05-15-20 Revision No. : 02 Pages : 1 of 6
	Handling of Office Correspondence	

I. OBJECTIVE

This procedure defines the system for the effectiveness and prompt handling of incoming and outgoing mails and faxed documents for Carcar Water District.

II. SCOPE

This procedure covers the entire Carcar Water District's Interested Parties incoming and outgoing mails and faxed documents.

III. RESPONSIBILITY AND RESOURCES

Personnel-in-charge

IV. DEFINITION OF TERMS

None

V. REFERENCE DOCUMENTS

None

VI. RECORDS GENERATED

FM-ADM-11 Routing Slip
Incoming logbook
Outgoing Logbook
Received Document/s

Prepared by: <u>REN ANTHONY G. PADERES, JR.</u> PERSONNEL-IN-CHARGE	Approved by: <u>JOSEFA SN.MANUGAS,CPA,MPA</u> QMR
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PROCEDURES MANUAL

Handling of Office Correspondence

VII. PROCEDURE DETAILS AND FLOW

For Incoming:

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	<pre> graph TD START([START]) --> Receive[Receive mail or documents] </pre>	1.1. Receive the incoming emails, mailed letters and faxed documents	<i>Mailed letters must be verified if it's for Carcar Water District/CWD employees or not.</i>	Personnel-in-charge	mailed letters, faxed documents
02	<pre> graph TD Receive --> Sort[Sort and open documents] </pre>	2.1. Sort documents whether for office or employees' mails 2.2. Open documents for office only	<i>Not Applicable</i>	Personnel-in-charge	mailed letters, faxed documents
03	<pre> graph TD Sort --> Ack[Acknowledge receipt of documents] Ack --> A((A)) </pre>	3.1 Stamp the documents "received" and write the date, time and received by.	<i>100% accuracy of acknowledgement details</i>	Personnel-in-charge	mailed letters, faxed documents

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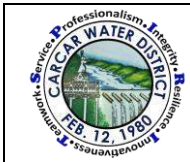
Handling of Office Correspondence

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
04	<pre> graph TD A((A)) --> B[Record documents to the logbook] </pre>	<p>4.1 Record received incoming emails, mailed letters and faxed documents to the incoming logbook.</p> <p>4.2 Attach Routing Slip with RTS #, Doc. # and Date Routed to the documents for GM</p>	<p><i>All received incoming emails, mailed letters and faxed documents must be recorded</i></p>	Personnel-in-charge	Incoming logbook
05	<pre> graph TD B[Forward mails to respective recipients] --> A((A)) </pre>	<p>5.1 Forward the document/s with attached Routing Slip and Logbook to GM's Secretary-</p> <p>5.2 GM's Secretary sign the Received by portion in the Logbook.</p> <p>5.3 GM's Secretary hand in the Document/s with Routing slip to GM.</p> <p>5.4 After GM acknowledged the Document/s in the routing Slip He forward it to his Secretary .</p> <p>5.5 The Secretary forward/ Rout the Document/s with routing slip to the addressed Division Manager or concern personnel base on the GM's remarks on RTS</p> <p>5.6 Concern Personnel will sign the Secretaries Document/s Logbook upon receipt of the Documents/s</p> <p>5.7 Concern Personnel, stated in the routing slip shall take action if necessary</p> <p>5.8 Concern Personnel shall forward the Document after taking action for filing</p>	<p><i>All received incoming emails, mailed letters and faxed documents must be forwarded to the exact recipient</i></p>	Personnel-in-charge GM's Secretary GM	Incoming logbook Document/s with attached RTS

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PROCEDURES MANUAL

Handling of Office Correspondence

		5.9 Process Owner will file the received document/s for record/s keeping			
06		6.1 File the copy/original of mail documents	<i>All received incoming emails, mailed letters and faxed documents must be filed</i>	Personnel-in-charge	<i>INCOMING Document/S with RTS</i>

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PROCEDURES MANUAL

Handling of Office Correspondence

For Outgoing:

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	<pre> graph TD START([START]) --> A1[Acceptance of outgoing correspondence] </pre>	1.2. Collect documents for mail and fax	<i>Complete information of the receiver</i>	Personnel-in-charge	
02	<pre> graph TD A1 --> A2[Reproduce copies] </pre>	2.1. Reproduce copy/ies for office file	<i>Office copy must be retained for all documents transmitted or addressed to other government or private agencies</i>	Personnel-in-charge	Office copy of documents
03	<pre> graph TD A2 --> A3[Record mail documents to the logbook] A3 --> A((A)) </pre>	3.1 Record details of mailed documents in the outgoing logbook.	<i>All documents must be recorded to the logbook.</i>	Personnel-in-charge	Outgoing logbook
No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information

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Handling of Office Correspondence

04	<pre> graph TD A((A)) --> B[Mail documents] </pre>	<p>4.1 Mail office documents through post office or other courier services.</p> <p>4.2 Personnel assigned to mail the documents must sign on the outgoing logbook</p>	<p><i>Secure proof of delivery or mailing from courier or post office</i></p>	<p>Personnel-in-charge</p>	<p>Official Receipts from courier services</p>
05	<pre> graph TD C[File copied documents] --> D[END] </pre>	<p>5.1 File the copy of mailed office documents.</p>	<p><i>All documents must be filed. Attach proof of mailing to the office copy.</i></p>	<p>Personnel-in-charge</p>	<p><i>Office copy of mailed documents</i></p>

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PROCEDURES MANUAL

Document No. : **PM-ADM-05** Eff. Date : **11-09-17**

Revision No. : **01** Pages : **1 of 2**

CORRECTIVE MAINTENANCE OF IT EQUIPMENT

I. OBJECTIVE

This procedure explains the corrective maintenance of Carcar Water District's IT Equipment.

II. SCOPE

This procedure involves troubleshooting and servicing of IT hardware and software of Carcar Water District.

III. RESPONSIBILITY AND RESOURCES

End User
IT personnel
Procurement Officer
Petty Cash Fund Custodian

IV. DEFINITION OF TERMS

V. REFERENCE DOCUMENTS

Republic Act No. 9184 – Government Procurement Reform Act
Government Procurement Policy Board Guidelines

VI. RECORDS GENERATED

Petty Cash Voucher
Purchase Request
Purchase Order
IT Maintenance Ledger Card

Prepared by: **ARCHIE R. CAMPAÑON**
Process Owner

Approved by: **JOSEFA SN. MANUGAS, CPA, MPA**
QMR



PROCEDURES MANUAL

CORRECTIVE MAINTENANCE OF IT EQUIPMENT

VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
	START				
1	Respond Request	1.1. IT Personnel to respond request of IT support.		End User	
2	Troubleshoot hardware/software issues	2.1 Troubleshoot the issue based on the complaint of the end user	Within 24 hours after receipt of complaint	IT Personnel	
3	Needs parts?	3.1 List down the parts to be replaced 3.2 Prepare purchase request		IT Personnel	Purchase Request
4	Purchase parts	4.1 Purchase parts if necessary	In Accordance with purchasing procedures (R.A. 9184)	End user Procurement Officer PCF Custodian	Petty Cash Voucher Purchase Order
5	Conduct repair	5.1 Fix the issue and replace defective parts if necessary	Major repair includes replacement of motherboard, hard drive, power supply and installation of operating system.	IT Personnel	
6	Document all Activities	6.1 Record the activity & findings of corrective maintenance	IT Maintenance Ledger card should be properly filled up.	IT Personnel	IT Maintenance Ledger Card
7	Inform End User	7.1 End user accepts.		End user	
	END				

Doc No. : **PM-ADM-05**
Rev. No. : **01**

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PROCEDURES MANUAL

CORRECTIVE MAINTENANCE OF IT EQUIPMENT

REFERENCE ONLY

Doc No. : **PM-ADM-05**
Rev. No. : **01**

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PROCEDURES MANUAL

Document No. : **PM-ADM-06** Eff. Date : **11-09-17**

Revision No. : **01** Pages : **1 of 2**

PREVENTIVE MAINTENANCE OF IT EQUIPMENT

I. OBJECTIVE

This procedure explains the preventive maintenance of Carcar Water District's IT equipment.

II. SCOPE

This procedure involves cleaning and maintaining of IT hardware and software of Carcar Water District.

III. RESPONSIBILITY AND RESOURCES

IT personnel

IV. DEFINITION OF TERMS

V. REFERENCE DOCUMENTS

Not Applicable

VI. RECORDS GENERATED

Annual Preventive Maintenance Plan

IT Maintenance Ledger Card

Prepared by: **ARCHIE R. CAMPAÑON**
Process Owner

Approved by: **JOSEFA SN. MANUGAS, CPA, MPA**
QMR



PROCEDURES MANUAL

PREVENTIVE MAINTENANCE OF IT EQUIPMENT

VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
1	START				
2	Check PM Schedule	2.1 Check maintenance schedule of equipment	Annual Preventive	IT personnel	Annual Preventive Maintenance Plan
3	Conduct Preventive Maintenance	3.1 Prepare preventive maintenance tools 3.2 Perform maintenance on IT equipment 3.3 Evaluate status of IT equipment 3.4 Record preventive maintenance performed	100% of preventive maintenance performed within the schedule	IT personnel	Preventive Maintenance Checklist
4	Document the activities	4.1 Record the activity and findings of the preventive maintenance	IT Maintenance ledger card should be properly filled up.	IT Personnel	IT Maintenance Ledger Card
5	END				

Doc No. : **PM-ADM-06**
Rev. No. : **01**

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PROCEDURES MANUAL

Document No. : **PM-ADM-07** Eff. Date : **06-10-17**

Revision No. : **00** Pages : **1 of 3**

CHECKING OF BLOWBAGS

I. OBJECTIVE

This procedure explains the systematic process of checking B.L.O.W.B.A.G.S as a primary preventive maintenance activity to minimize accidents and vehicle damages.

II. SCOPE

This procedure covers the procedure of checking of B.L.O.W.B.A.G.S. and its interested parties.

III. RESPONSIBILITY AND RESOURCES

Motorpool Personnel
Designated Driver

IV. DEFINITION OF TERMS

B - Battery
L - Lights
O - Oil
W - Water
B - Brake
A - Air
G - Gas
S - Self

V. REFERENCE DOCUMENTS

Office Order No. 2017-02-12 (Drivers' Main Responsibility)

VI. RECORDS GENERATED

Vehicle/Equipment Pre-operation Checklist (BLOWBAGS), Monitoring Tool

Prepared by: WENCESLAO ABALO
Process Owner

Approved by: JOSEFA SN. MANUGAS
QMR / Department Manager



PROCEDURES MANUAL

CHECKING OF BLOWBAGS

VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01		1.1. Driver shall get the Vehicle/Equipment Pre-operation Checklist that is arranged per vehicle in the Motorpool	<i>Office Order No.2017-02-12 (Drivers' Main Responsibility)</i>	Driver	Vehicle/Equipment Pre-operation Checklist
02		<p>2.1. Driver shall perform BLOWBAGS according to the prescribed checklist with the presence of the Motorpool Personnel for counterchecking.</p> <p>2.2. If with findings, corrective maintenance shall be performed according to Corrective Maintenance of Vehicles & Equipments procedure (PM-MPL-01)</p> <p>2.3. If without findings, vehicle shall be ready for release</p>	<i>Office Order No.2017-02-12 (Drivers' Main Responsibility)</i>	Driver Motorpool Personnel	Vehicle/Equipment Pre-operation Checklist (BLOWBAGS)

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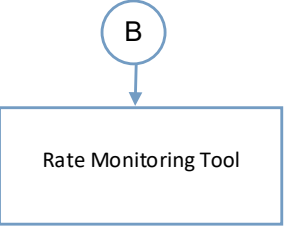
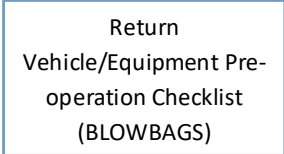
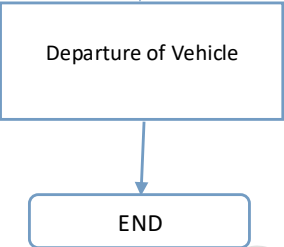
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PROCEDURES MANUAL

CHECKING OF BLOWBAGS

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
03		3.1 Motorpool Personnel shall rate the designated driver's monitoring tool 3.2. On the other hand, the designated driver shall rate the motorpool personnel's monitoring tool	<i>Monitoring Tools' Rating Scale</i>	Designated Driver Motorpool Personnel	Monitoring Tool
04		4.1. Motorpool personnel shall sign the verified by portion of the Vehicle/Equipment Pre-Operation Checklist (BLOWBAGS) 4.2. Designated Driver shall return the Vehicle/Equipment Pre-operation Checklist (BLOWBAGS) to the Motorpool.	<i>Complete signatories in the Vehicle/Equipment Pre-operation Checklist (BLOWBAGS) (FM-MPL-03)</i>	Motorpool Personnel Designated Driver	Vehicle/Equipment Pre-operation Checklist (BLOWBAGS)
05		5.1. Vehicle shall be now ready for departure	<i>Not applicable</i>	Designated Driver	Not applicable

Formatierte Tabelle

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PROCEDURES MANUAL

Document No. : **PM-MPL-01** Eff. Date : **10-23-2017**
Revision No. : **02** Pages : **1 of 3**

MAINTENANCE OF VEHICLES & EQUIPMENT

I. OBJECTIVE

This procedure describes the system of Corrective Maintenance of vehicles and equipment of Carcar Water District.

II. SCOPE

This procedure covers the corrective maintenance of all CWD vehicles and equipment.

III. RESPONSIBILITY AND RESOURCES

Designated Driver/Operator/User – To report malfunctions/damages as soon as possible.

Motorpool Personnel – The in-charge personnel who handles the corrective maintenance as requested on the Job Order.

Motorpool Supervisor/ – Approves Job Orders and The one who evaluates the Job Order and the performed corrective maintenance.

Division Manager – approves Job Order in the absence of the supervisor.

IV. REFERENCE DOCUMENTS

- Vehicle/equipment Manual
- Job Orders
- Previous data from Equipment and Vehicle Maintenance Ledger Card

V. RECORDS GENERATED

Accomplished Job Order (J.O.)

Equipment & Maintenance Ledger Card

Prepared by: **MOTORPOOL SUPERVISOR/PERSONNEL**
Process Owner

Approved by: **JOSEFA SN. MANUGAS**
QMR



PROCEDURES MANUAL

CORRECTIVE MAINTENANCE OF VEHICLE & EQUIPMENTS PROCEDURE

VI. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activities	Guidelines/Criteria/Policy	Responsible Person	Retained Information
	Start				
1	Acceptance of Job Order	1. In-charge person accepts the JO from end users.	1.1 Job Order forms should be filled properly & completely by the end users/drivers/operators. 1.2 No JO, No work policy should be followed strictly 1.3 JO's should be responded within 20mins upon receipt.	End Users/drivers/operators & Auto mechanic	Job Order Form
2	Check & Perform Activity A	2.1 In-charge personnel check and perform corrective actions needed. 2.2 Personnel assess the vehicle/equipment. 2.3 Based on the assessment, personnel should advise what is needed. 2.4 Motorpool Supervisor evaluates the advise of the personnel. 2.5 In lieu, if there are materials needed to be procured, PM-PUR-01,02,03 should be followed.	2.1 Diligent checking should be observed. 2.2 Supervisor should be aware of the activities done. 2.3 If there are materials needed to be purchased, supervisor should justify the request. 2.4 In-charge personnel & supervisor should identify if the repair done is Major or Minor. 2.4.1 Major repair includes engine overhaul, under chassis, body painting, & body repair. Minor repairs are considered to be repairs done within 2 hours. 2.5 Safety protocol should be observed.	Auto Mechanic & Supervisor	none

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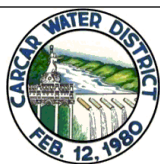
CORRECTIVE MAINTENANCE OF VEHICLE & EQUIPMENTS PROCEDURE

No.	Process Flow	Description of Activities	Guidelines/Criteria/Policy	Responsible Person	Retained Information
3	<pre> graph TD A((A)) --> Inspect{Inspect} Inspect -- Not --> A Inspect -- Accepted --> Document[Document] </pre>	3.1 End user/Driver/Operator check the result of the corrective actions done. 3.2 If accepted, sign the accepted by portion of the JO. 3.3 If not accepted, inform the supervisor & in-charge again about the issue.	3. Double check the unit based on their complaints	End user/Driver/Operator	Job Order form
4	<pre> graph TD Document[Document] --> End([End]) </pre>	4. In-charge personnel document all activities done	4. Proper documentation should be observed	End User	Job Order Form and Equipment & Vehicle Maintenance Ledger Card
	<pre> graph TD End([End]) </pre>				

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PROCEDURES MANUAL

Document No. : **PM-MPL-02** Eff. Date : **10-23-2017**
Revision No. : **01** Pages : **1 of 3**

MAINTENANCE OF VEHICLES & EQUIPMENT (PREVENTIVE)

I. OBJECTIVE

This procedure describes the system of Preventive Maintenance of vehicles and equipment of Carcar Water District.

II. SCOPE

This procedure covers the preventive maintenance of all Carcar Water District's vehicles and equipment.

III. RESPONSIBILITY AND RESOURCES

Motorpool Personnel – The in-charge personnel who handles the preventive maintenance based on schedule.

Motorpool Supervisor – The one who approves the Job Order of the scheduled preventive maintenance.

IV. REFERENCE OF DOCUMENTS

Job Orders

Previous data from Equipment and Vehicle Maintenance Ledger Card

V. RECORDS GENERATED

Accomplished Job Order (J.O.)

Preventive Maintenance Checklist

Equipment & Maintenance Ledger Card



PROCEDURES MANUAL

MAINTENANCE OF VEHICLE AND EQUIPMENTS (PREVENTIVE)

VI. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activities	Guidelines/Criteria/Policy	Responsible Person	Retained Information
	Start				
1	Preparation of Job Order (JO)	1.1 In-charge personnel will prepare the job order(JO) form. 1.2 Inform the end-user about the preventive maintenance schedule prior to the actual performance of JO.	1.1 All concerned parties should have a copy of Preventive Maintenance Schedule. 1.2 JO's should be properly filled. 1.3 All signatories needed should be signed.	Auto Mechanic	Job Order Form
2	Perform Maintenance	2.1 In-charge person will perform all needed things as listed on the preventive maintenance checklist. 2.2 In-charge person should make an assessment on the status of the vehicle or equipment. 2.3 Based on the assessment, personnel should make any recommendations. 2.4 If there's recommendation, In-charge person should inform his supervisor for any additional actions to be taken.	Fully implement preventive procedure.	Auto Mechanic	Preventive Maintenance Checklist
3	Document all activities	In-charge person will document all activities he has done.	3.1 Equipment & Vehicle Maintenance Ledger Card should be properly filled. 3.2 Amount that is incurred should be listed	Auto Mechanic	Preventive Maintenance Checklist, Equipment & Maintenance Ledger card, & Job Order Form
	A				

Doc No. : PM-MPL-02
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PROCEDURES MANUAL

MAINTENANCE OF VEHICLE AND EQUIPMENTS (PREVENTIVE)

No.	Process Flow	Description of Activities	Guidelines/Criteria/Policy	Responsible Person	Retained Information
4	<pre> graph TD A((A)) --> Inspect{Inspect} Inspect -- No --> Right[] Inspect -- yes --> End([End]) </pre>	4.1 Supervisor will inspect. 4.2 If no, supervisor inform the In-charge about the reason. 4.3 If Yes, sign the JO for approval	should be properly double checked.	Assigned Supervisor	Job Order and Preventive Maintenance Checklist



PROCEDURES MANUAL

Document No. : PM-MPL-03 Eff. Date : 5/15/20

Revision No. : 01 Pages : 1 of 4

REQUEST OF JOB FROM MOTORPOOL PERSONNEL

I. OBJECTIVE

This procedure describes the system of Job request from Motorpool Personnel outside of doing preventive and Corrective Maintenance.

II. SCOPE

This procedure covers the request of Job from Motorpool Personnel outside of doing Preventive and Corrective maintenance of Carcar Water District.

III. RESPONSIBILITY AND RESOURCES

Motorpool Personnel – The in-charge personnel who handles the job for request outside of doing preventive and corrective maintenance.

Motorpool Supervisor – The one who approves Job Orders of the Request of Job.

IV. DEFINITION OF TERMS

UPIS- refers to Utility Plant in Service (i.e Office Building)

Monitoring Tool- refers to the document which contains the logged activities of utility personnel during the conduct of maintenance activities

V. REFERENCE DOCUMENTS

Job Order

VI. RECORDS GENERATED

ACCOMPLISHED JOB ORDER (J.O.)

Prepared by: MOTORPOOL PERSONNEL
Process Owner

Approved by: JOSEFA SN. MANUGAS
QMR



PROCEDURES MANUAL

REQUEST OF JOB FROM MOTORPOOL PERSONNEL

VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	<pre>graph TD; START([START]) --> Acceptance[Acceptance of Job Orders]; Acceptance --> A((A)); A --> Exit[];</pre>	1.) In-charge person perform the Job Order from end user	<p>1.1 Job Order forms should be filled properly & completely by end users/drivers/operators.</p> <p>1.2 No J.O. No work policy should be followed strictly.</p> <p>1.3 J.O.'s should be responded within 20mins upon receipt.</p> <p>1.4 Details of the request should be written in the J.O.</p> <p>1.5 Approved by portion should be signed by the Admin. Manager. In the event that Admin Mngr. is not around, any Division head can sign.</p>	End Users/ Drivers/Operators/ Supervisor/Admin. Mngr. and Motorpool Personnel	Job Order Form

Doc No. : PM-MPL-03
Rev. No. : 01

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PROCEDURES MANUAL

REQUEST OF JOB FROM MOTORPOOL PERSONNEL

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
02		2.) In-charge person perform the Job request	2.1 In-charge should perform the task efficiently. 2.2 Motorpool Supervisor should be aware of the details of the job requests	In-charge personnel	N/A
03		3.1 Motorpool Supervisor inspect completed job request 3.2 If NO, motorpool supervisor inform the in-charge of the issue/s and advice to revise the performed job 3.3 If YES, motorpool supervisor sign the inspected by portion 3.4 end user sign the accept by portion	3. End user should sign the accepted by portion to signify the completion of work requested	Motorpool Supervisor and End- User	Job Order Form
4		4. In-charge personnel document all activities done and Retained Information	4.1) proper documentation should be observed 4.2) Incomplete/unsigned J.O. form is considered as error on the in-charge personnel	Incharge/ Motorpool Supervisor	Job Order Form

Doc No. : PM-MPL-03
Rev. No. : 01

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PROCEDURES MANUAL


REQUEST OF JOB FROM MOTORPOOL PERSONNEL

05	<pre>graph TD; A[] --> B[MONITOR]; B --> C([END]);</pre>	5.) Conduct monthly monitoring of job order requests	5.) Motorpool Supervisor should submit monitoring report to Division Manager monthly	Motorpool Supervisor	J.O. Monitoring Report
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Doc No. : PM-MPL-03
Rev. No. : 01

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	PROCEDURES MANUAL	Document No. : PM-PUR-01 Eff. Date : 07-20-18
		Revision No. : 02 Pages : 1 of 5
PROCUREMENT PROCESS – SHOPPING		

I. OBJECTIVE

This procedure describes the system of Procurement through Shopping of the Carcar Water District.

II. SCOPE

This procedure covers the Carcar Water District as a Procuring Entity and its Interested Parties.

III. RESPONSIBILITY AND RESOURCES

End user
Division Manager of the End User
Procurement-in-charge
Bids and Awards Committee (BAC)
Finance Division Manager
Head of Procuring Entity

IV. DEFINITION OF TERMS

Procurement – refers to the acquisition of goods, consulting services and the contracting for infrastructure projects the procuring entity.

Procuring Entity – shall be the office/agency/organization concerned in the procurement process

Procurement-in-charge - carries out the procurement function in a Procuring Entity

Shopping – a method of Procurement whereby the Procuring Entity simply requests for the submission of price quotations for readily available off-the-shelf Goods or ordinary/regular equipment to be procured directly from suppliers of known qualification.

Bids and Awards Committee – is also known as BAC. Recommend to the Head of the Procuring Entity the method of procurement of the goods, services, infrastructure projects included in the APP, i.e. whether to use public bidding or any of the alternative methods of procurement.

V. REFERENCE DOCUMENTS

Republic Act No. 9184 – Government Procurement Reform Act
Government Procurement Policy Board Guidelines

VI. RECORDS GENERATED

Annual Procurement Plan, Purchase Request, Canvass Results, Abstract of Quotation, Purchase Order, PR Monitoring, PR Monitoring Logbook, Travel Order and Supporting Documents

Prepared by: <u>KAREN JOY N. CARREON</u> Process Owner	Approved by: <u>JOSEFA SN. MANUGAS</u> QMR / Department Manager
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PROCEDURES MANUAL

PROCUREMENT PROCESS - SHOPPING

4.1 PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	<pre> graph TD START([START]) --> ReceivePR[Receive PR] </pre>	1.1. Receive PR from the End User. 1.1.1. Division Manager of the End User shall evaluate and check the APP schedule. 1.1.2. End User/s shall prepare the PR attached with complete Specifications 1.1.3. Division Manager of the End User shall be sign the PR as notification 1.1.4. Head of Procuring Entity shall approve the PR 1.1.5. Receive the approved PR 1.1.6. Log PR in the PR Monitoring Logbook for monitoring of received PRs	2016 Revised IRR of Republic Act No. 9184 GPPB Manual	Division Manager End User Head of Procuring Entity Procurement-in-charge	Purchase Request PR Logbook
02	<pre> graph TD ConductCanvass[Conduct Canvass] --> A((A)) </pre>	2.1. Conduct canvass to at least 3 suppliers for the requested materials/supplies.	2016 Revised IRR of Republic Act No. 9184 Procurement Timeline	Procurement-in-charge	Request for Quotation

Doc No. : PM-PUR-01
Rev. No. : 02

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PROCEDURES MANUAL

PROCUREMENT PROCESS - SHOPPING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
03		3.1. Prepare Abstract of Quotation with attached PR 3.1.1 Determine the Lowest Bidder from the RFQ	<i>2016 Revised IRR of Republic Act No. 9184</i> <i>GPPB Manual</i>	Procurement-in-charge Bidding Committee End User	Abstract of Quotation PR RFQ
04		4.1. Forward documents to BAC Secretariat 4.1.1. BAC Secretariat shall receive all the documents from the Procurement-in-charge. 4.1.2. BAC Secretariat shall prepare a BAC Resolution recommending the Award to the winning bidder/supplier 4.1.3. BAC Secretariat shall route the documents and the BAC and End User shall sign the Abstract of Quotations and the BAC Resolution. 4.1.4. Head of Procuring Entity shall approve the completely signed Abstract of Quotations and BAC Resolution 4.1.5. After the approval of the HoPE, BAC Secretariat shall forward all the documents back to the Procurement-in-charge	<i>2016 Revised IRR of Republic Act No. 9184</i>	Procurement-in-charge Bidding Committee End User BAC Secretariat Head of Procuring Entity	Abstract of Quotation PR RFQ BAC Resolution

Doc No. : **PM-PUR-01**
 Rev. No. : **02**

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PROCEDURES MANUAL

PROCUREMENT PROCESS - SHOPPING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
05		5.1. Prepare Purchase Order with attached Abstract of Quotations and BAC Resolution 5.1.1. Purchase Order shall be forwarded to the Finance Division for Certification of Availability of Funds 5.1.2 Head of Procuring Entity shall approve the Purchase Order	<i>2016 Revised IRR of Republic Act No. 9184</i> <i>GPPB Manual</i>	Procurement-in-charge Finance Division Manager Head of Procuring Entity	Purchase Order Abstract of Quotations PR RFQ BAC Resolution
06		6.1. Serve Purchase Order to winning bidder 6.2. Give second copy of the served PO to Warehouse	<i>2016 Revised IRR of Republic Act No. 9184</i> <i>GPPB Manual</i>	Procurement-in-charge	Purchase Order
07		7.1 The Purchasing Officer shall update the Procurement Status in the Procurement Monitoring Form. 7.2. Call supplier/s for follow up of status of delivery		Procurement-in-charge	PR Monitoring

Doc No. : **PM-PUR-01**
Rev. No. : **02**

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PROCEDURES MANUAL

PROCUREMENT PROCESS - SHOPPING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
08	<pre> graph TD E((E)) --> A[Arrange for the delivery of ordered item] A --> END([END]) </pre>	<p>8.1 Arrange schedule for the items ready for pick-up/ delivery</p> <p>8.1.1. Travel Order</p> <p>8.1.2. Vehicle Rental</p> <p>8.1.3. Supporting documents</p> <p>8.2. Turn over to Storekeeper</p> <p>8.2.1. Items received</p> <p>8.2.2. Supporting documents</p>	PM-WHS-01 (Receiving)	Procurement-in-charge Personnel in charged for pick up	Travel Order Supporting documents

	PROCEDURES MANUAL	Document No. : PM-PUR-02 Eff. Date : 12-10-20 Revision No. : 03 Pages : 1 of 5
	PROCUREMENT PROCESS – DIRECT CONTRACTING	

I. OBJECTIVE

This procedure describes the system of Procurement through Direct Contracting of the Carcar Water District.

II. SCOPE

This procedure covers the Carcar Water District as a Procuring Entity and its Interested Parties.

III. RESPONSIBILITY AND RESOURCES

End user
Division Manager of the End User
Procurement-in-charge
Bids and Awards Committee (BAC)
Finance Division Manager
Head of Procuring Entity

IV. DEFINITION OF TERMS

Procurement – refers to the acquisition of goods, consulting services and the contracting for infrastructure projects the procuring entity.

Procuring Entity – shall be the office/agency/organization concerned in the procurement process

Procurement-in-charge - carries out the procurement function in a Procuring Entity

Direct Contracting – is a method of procurement of Goods that does not require elaborate bidding documents. The supplier is simply asked to submit a price quotation or a pro-forma invoice together with the conditions of sale. The offer may be accepted immediately or after some negotiations.

Bids and Awards Committee – is also known as BAC. Recommend to the Head of the Procuring Entity the method of procurement of the goods, services, infrastructure projects included in the APP, i.e. whether to use public bidding or any of the alternative methods of procurement.

Request Form of Quotation – (RFQ)

V. REFERENCE DOCUMENTS

Republic Act No. 9184 – Government Procurement Reform Act
Government Procurement Policy Board Guidelines

VI. RECORDS GENERATED

Annual Procurement Plan, Purchase Request, Canvass Results, Abstract of Quotation, Purchase Order, PR Monitoring, Supplier Evaluation, Travel Order and Supporting Documents

Prepared by: <u>KAREN JOY N. CARREON</u> Process Owner	Approved by: <u>JOSEFA SN. MANUGAS</u> QMR / Department I Manager
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PROCEDURES MANUAL

PROCUREMENT PROCESS – DIRECT CONTRACTING

VII. PROCEDURE DETAILS

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	<pre> graph TD START([START]) --> ReceivePR[Receive PR] </pre>	1.1. Receive PR from the End User. 1.1.1. Division Manager of the End User shall evaluate and check the APP schedule. 1.1.2. End User/s shall prepare the PR attached with complete Specifications 1.1.3. Division Manager of the End User shall be sign the PR as notification 1.1.4. Head of Procuring Entity shall approve the PR 1.1.5. Receive the approved PR 1.1.6. Log PR in the PR Monitoring Logbook for monitoring of received PRs	2016 Revised IRR of Republic Act No. 9184 GPPB Manual	Division Manager End User Head of Procuring Entity Procurement-in-charge	Purchase Request
02	<pre> graph TD SubmitRFQ[Submit Request Form of Quotation] --> A((A)) </pre>	2.1. Submit Request Form of Quotation to Direct Supplier of Goods and Services	2016 Revised IRR of Republic Act No. 9184 GPPB Manual	Procurement-in-charge	Request Form of Quotation

Doc No. : PM-PUR-02
Rev. No. : 03

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PROCEDURES MANUAL

PROCUREMENT PROCESS – DIRECT CONTRACTING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
03		3.1. Receive accomplished RFQ 3.2. Receive Manufacturer's Certification 3.3. Receive Supplier Evaluation prepared by the End User	<i>2016 Revised IRR of Republic Act No. 9184</i> <i>GPPB Manual</i>	Procurement-in-charge Supplier End User	RFQ Manufacturer's Certification Supplier Evaluation
04		4.1. Forward documents to BAC Secretariat 4.1.1. BAC Secretariat shall receive all the documents from the Procurement-in-charge. 4.1.2. BAC Secretariat shall prepare a BAC Resolution recommending the Mode of Procurement to be used 4.1.3. BAC Secretariat shall route the documents and the BAC shall sign BAC Resolution. 4.1.4. Head of Procuring Entity shall approve the completely signed BAC Resolution 4.1.5. After the approval of the HoPE, BAC Secretariat shall forward all the documents back to the Procurement-in-charge	<i>2016 Revised IRR of Republic Act No. 9184</i>	Procurement-in-charge Bidding Committee BAC Secretariat Head of Procuring Entity	PR RFQ BAC Resolution Supplier Evaluation

Doc No. : **PM-PUR-02**
 Rev. No. : **03**

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PROCEDURES MANUAL

PROCUREMENT PROCESS – DIRECT CONTRACTING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
05		5.1. Prepare Purchase Order with attached PR, RFQ, Manufacturer's Certification and Supplier Evaluation 5.1.1. Purchase Order shall be forwarded to the Finance Division for Certification of Availability of Funds 5.1.2 Head of Procuring Entity shall approve the Purchase Order	2016 Revised IRR of Republic Act No. 9184 GPPB Manual	Procurement-in-charge Finance Division Manager Head of Procuring Entity	Purchase Order PR RFQ Manufacturer's Certification Supplier Evaluation
06		6.1. Serve Purchase Order to winning bidder 6.2. Give second copy of the served PO to Warehouse	2016 Revised IRR of Republic Act No. 9184 GPPB Manual	Procurement-in-charge	Purchase Order
07		7.1 The Purchasing Officer shall update the Procurement Status in the Procurement Monitoring Form. 7.2. Call supplier/s for follow up of status of delivery		Procurement-in-charge	PR Monitoring

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PROCEDURES MANUAL

PROCUREMENT PROCESS – DIRECT CONTRACTING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
08	<pre> graph TD E((E)) --> A[Arrange for the delivery of ordered item] A --> END([END]) </pre>	<p>8.1 Arrange schedule for the items ready for pick-up/ delivery</p> <p>8.1.1. Travel Order</p> <p>8.1.2. Vehicle Rental</p> <p>8.1.3. Supporting documents</p> <p>8.2. Turn over to Storekeeper</p> <p>8.2.1. Items received</p> <p>8.2.2. Supporting documents</p>	PM-WHS-01 (Receiving)	Procurement-in-charge Personnel in charged for pick up	Travel Order Supporting documents

Doc No. : **PM-PUR-02**
Rev. No. : **03**

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	PROCEDURES MANUAL	Document No. : PM-PUR-03 Eff. Date : 07-20-18
		Revision No. : 01 Pages : 1 of 12
PROCUREMENT PROCESS - BIDDING		

I. OBJECTIVE

This procedure describes the system of Procurement through Bidding of the Carcar Water District.

II. SCOPE

This procedure covers the Carcar Water District as a Procuring Entity and its Interested Parties.

III. RESPONSIBILITY AND RESOURCES

Bids and Awards Committee (BAC)
BAC Secretariat
End user
Division Manager of the End User
Head of Procuring Entity

REFERENCE ONLY

IV. DEFINITION OF TERMS

Procurement – refers to the acquisition of goods, consulting services and the contracting for infrastructure projects the procuring entity.

Procuring Entity – shall be the office/agency/organization concerned in the procurement process

Procurement-in-charge - carries out the procurement function in a Procuring Entity

Bidding – refers to the method of procurement which is open to participation by any interested party and which consists of the following processes: advertisement, pre bid conference, eligibility screening of prospective bidders, receipt and opening of bids, evaluation of bids, post-qualification, and award of contract.

Bids and Awards Committee – is also known as BAC. Recommend to the Head of the Procuring Entity the method of procurement of the goods, services, infrastructure projects included in the APP, i.e. whether to use public bidding or any of the alternative methods of procurement.

BAC Secretariat – assists the BAC in the conduct of its functions.

Head of Procuring Entity – the head of the agency or body, or his duly authorized official, for NGAs and the constitutional commissions or offices, and branches of government; (ii) the governing board or its duly authorized official, for GOCCs, GFIs and SUCs; or (iii) the local chief executive, for LGUs

Technical Working Group – is also known as TWG. The technical, financial, and/or legal experts to assist in eligibility screening, evaluation of bids and post-qualification

V. REFERENCE DOCUMENTS

Republic Act No. 9184 – Government Procurement Reform Act
Government Procurement Policy Board Guidelines

VI. RECORDS GENERATED

Annual Procurement Plan, Purchase Request, Canvass Results, Approved Budget of Contract (ABC), Technical Specifications, Notice of Meeting, Minutes of Meeting, Bidding Documents, Letters to Observers, Invitation to Bid, Bids, Checklist of Technical & Financial Requirements, Official Receipt, BAC Resolution, Notice of Post Qualifications, Notice of Bidding Results, Notice of Award, Performance Security, Contract Agreement, Notice to Proceed, Purchase Order, Inspection and Acceptance Report, Progress Billing Statement, Letter Request

Prepared by: <u>KIMBERLY B. ALESNA</u> Process Owner	Approved by: <u>JOSEFA SN. MANUGAS</u> QMR / Department Manager
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PROCEDURES MANUAL

PROCUREMENT PROCESS - BIDDING

VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	<pre> graph TD START([START]) --> Receive[Receive PR, ABC and Technical Specifications] Receive --> A((A)) A --> Receive </pre>	<p>1.1. Receive PR, ABC and Technical Specifications from the End User.</p> <p>1.1.1. Division Manager of the End User shall evaluate and check the APP schedule.</p> <p>1.1.2. End User/s shall prepare the PR attached with complete Specifications</p> <p>1.1.3. Division Manager of the End User shall be sign the PR as notification</p> <p>1.1.4. Head of Procuring Entity shall approve the PR</p> <p>1.1.5. Procurement-in-charge shall then receive the approved PR</p> <p>1.1.6. Procurement-in-charge shall conduct canvassing or 3 suppliers of the goods/services for bidding.</p> <p>1.1.7. Procurement-in-charge shall submit PR to Division Manager of End User for the preparation of ABC</p> <p>1.1.8. Head of Procuring Entity shall approve the ABC</p>	<i>Republic Act No. 9184</i>	Division Manager End User Head of Procuring Entity	Annual Procurement Plan, Approved Budget of Contract, Technical Specifications Purchase Request

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PROCEDURES MANUAL

PROCUREMENT PROCESS - BIDDING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
02		4.1. Inform the BAC Chairperson of the request for Bidding 4.1.1. BAC Chairperson shall call for a Pre Procurement Conference	<i>Republic Act No. 9184</i>	BAC Secretariat BAC Chairperson	Not Applicable
03		3.1. Prepare Notice of Meeting with the schedule and agenda for the Pre Procurement Conference duly signed by the BAC Chairperson and to be received by all the BAC Members and TWG Head	<i>Republic Act No. 9184</i>	BAC Secretariat BAC Chairperson BAC Members TWG Head	Notice of Meeting
04		4.1. Attend Pre Procurement Conference 4.1.1. BAC shall confirm the ABC, PR, Technical Specifications, contract duration and schedule of the bidding. 4.1.2. BAC shall check the APP for the budget allocation versus the ABC. 4.1.3. BAC shall appoint or elect the TWG members 4.1.4 TWG Head shall prepare the final Technical Specifications signed by all of the TWG. 4.2. Prepare Minutes of the Meeting 4.3. Receive ABC, Technical Specifications and PR for preparation of Bid Docs	<i>Republic Act No. 9184</i>	BAC Secretariat BAC Chairperson BAC Members TWG Head	ABC PR Technical Specifications Minutes of the Meeting

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PROCEDURES MANUAL

PROCUREMENT PROCESS - BIDDING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
05		5.1. Prepare Bidding Documents 5.1.1. Prepare Checklist of Technical and Eligibility Requirements	<i>Republic Act No. 9184</i>	BAC Secretariat	Bidding Documents Checklist of Technical and Eligibility Requirements
06		6.1. Prepare Letters to Observers 6.2. Send Letters to Observers via courier	<i>Republic Act No. 9184</i> <i>Letters to Observers shall be sent 3 days prior to the start of the period of Advertisement.</i>	BAC Secretariat	Letters to Observers
07		7.1. Determine pricing of the Bid Docs 7.2. Post Invitation to Bid in the PhilGeps website, CWD Website & in the front entrance of the CWD Building	<i>Republic Act No. 9184</i> <i>Period of Advertisement in the PhilGeps website shall be made available for 7 days.</i>	BAC Secretariat	Invitation to Bid Bidding Documents
08		8.1. Accommodate prospective bidders who are interested in buying the bid docs. 8.2. Sell Bid Docs to prospective bidders. 8.2.1. Bidders may personally come to the office to purchase and pick up the bid docs and others purchase and pay through bank deposits 8.3. Scan Official Receipt of Bid Docs for filing and return the OR to the bidder 8.4. Send Bid Docs to prospective bidders who purchase through bank deposits	<i>Republic Act No. 9184</i> <i>Purchasing of Bid Docs shall be made available during the 7 day</i>	BAC Secretariat Pros	Bidding Documents Official Receipts

Doc No. : **PM-PUR-03**
Rev. No. : **01**

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PROCEDURES MANUAL

PROCUREMENT PROCESS - BIDDING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
09		9.1. Prepare Attendance Sheet 9.2. Attend Pre-Bid Conference 9.2.1. Some bidders who attend the Pre-Bid may request to the BAC for considerations of specific items in the Bid Docs. 9.2.2. Prepare BAC Resolution and Supplemental Bid Bulletin in accordance to the changes that shall be approved by the BAC. 9.2.3. Post Supplemental Bid Bulletin in the PhilGeps Website and shall be emailed to the bidders who purchased the Bid Docs. 9.3. Prepare Minutes of the Meeting	<i>Republic Act No. 9184</i> <i>BAC Resolution and Supplemental Bid Bulletin shall be made 7 days before the Bid Opening/Evaluation.</i>	BAC TWG BAC Secretariat Bidder	Bid Docs BAC Resolution Supplemental Bid Bulletin Attendance Sheet Minutes of the Meeting
10		10.1. Receive Bids 10.2. Allow bidder to sign in the Logbook of Submitted Bids	<i>Republic Act No. 9184</i>	BAC Secretariat Bidder	Bids Logbook of Submitted Bids

Doc No. : **PIM-PUR-03**
 Rev. No. : **01**

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PROCEDURES MANUAL

PROCUREMENT PROCESS - BIDDING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
11		11.1. Prepare Attendance Sheet 11.2. Attend Bid Opening/Evaluation 11.2.1. BAC shall examine the submitted bids according to the Checklist of Technical and Financial Requirements 11.3. Fill up the Abstract of Bids as Read/Calculated 11.4. Prepare Minutes of the Meeting	<i>Republic Act No. 9184</i> <i>Bid Opening/Evaluation should start at exactly during the time specified in the Invitation to Bid.</i> <i>Late Bids should not be accepted</i> <i>Bidding should follow a pass or fail criterion.</i>	BAC BAC Secretariat Bidders	Bids Attendance Sheet Checklist of Technical and Financial Requirements Abstract of Bids as Read/Calculated Minutes of the Meeting
12		12.1. Prepare Attendance Sheet 12.2. Attend Post-Qua	<i>Republic Act No. 9184</i>	TWG BAC Secretariat	Bids Attendance Sheet

Doc No. : **PM-PUR-03**
 Rev. No. : **01**

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PROCEDURES MANUAL

PROCUREMENT PROCESS - BIDDING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
13	<pre> graph TD E((E)) --> D{Determine Post-Qualification} D -- "Post-Disqualified" --> PD[Post-Disqualified] D -- "Post-Qualified" --> PQ[Post-Qualified] </pre>	<p>13.1. Determine Post – Qualification of the Lowest Bidder 13.1.1. TWG shall determine whether the Lowest Calculated Bidder is compliant and responsive to all the requirements and conditions as specified in the Bid Docs.</p> <p>13.2. If Post-Qualified, TWG shall prepare a Post Qualification Summary Report to be submitted to the BAC Secretariat</p> <p>13.3. If Post-Disqualified, end of the process for the bidder. The 2nd lowest bidder shall then be subject to Post-Qualification.</p>	<i>Republic Act No. 9184</i>	TWG BAC Secretariat	Bids Attendance Sheet Post-Qualification Summary Report
14	<pre> graph TD A[Receive Post Qualification Summary Report] --> F((F)) </pre>	14.1. Receive Post Qualification Summary Report from the TWG	<i>Republic Act No. 9184</i>	TWG BAC Secretariat	Post-Qualification Summary Report

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PROCEDURES MANUAL

PROCUREMENT PROCESS - BIDDING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
15		<p>15.1. Forward Post Qualification Summary Report to BAC</p> <p>15.1.1. BAC shall propose a Resolution declaring the Lowest Calculated and Responsive Bid approved by the Head of Procuring Entity</p> <p>15.2. Prepare BAC Resolution declaring the Lowest Calculated and Responsive Bidder.</p>	<i>Republic Act No. 9184</i>	BAC BAC Secretariat Head of Procuring Entity	Post Qualification Summary BAC Resolution
16		<p>16.1. Prepare Notice of Post Qualification to the Lowest Calculated and Responsive Bid to be signed by the BAC Chairperson.</p> <p>16.2. Prepare Notice of Bidding Results to the Higher Bidders signed by GM.</p> <p>16.3. Issue Notice of Post Qualification and Notice of Bidding Results</p>	<i>Republic Act No. 9184</i>	BAC Chairperson BAC Secretariat Head of Procuring Entity	Notice of Post Qualification Notice of Bidding Results

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PROCEDURES MANUAL

PROCUREMENT PROCESS - BIDDING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
17		17.1. Receive approved BAC Resolution declaring the Lowest Calculated and Responsive Bidder from Head of Procuring Entity	<i>Republic Act No. 9184</i>	BAC Secretariat Head of Procuring Entity	Approved BAC Resolution
18		18.1. Prepare Notice of Award that shall be signed by GM. 18.2. Issue Notice of Award to the Lowest Bidder 18.2.1. Lowest Bidder shall acknowledge the receipt of the Notice of Award by sending back a signed copy of the notice.	<i>Republic Act No. 9184</i>	BAC Secretariat Head of Procuring Entity Lowest Bidder	Notice of Award Performance Security
19		19.1. Receive Performance Security. 19.2. When Performance Security is in form of Cash or Manager's Check, reproduce 2 copies of the cash/check and shall submit cash/check with the copies to the Cashier for issuance of Official Receipt	<i>Republic Act No. 9184</i> <i>Lowest Bidder shall be given 10 days to issue a Performance Security equivalent to 10% of the Contract Price in a form of Cash/Manager's Check, Bank Guarantee, Surety Bond</i>	BAC Secretariat Cashier	Performance Security Official Receipt
Doc No. : PM-PUR-03 Rev. No. : 01		PROPRIETARY NOTICE THIS DOCUMENT CONTAINS INFORMATION PROPRIETARY TO CARCAR WATER DISTRICT. ANY DISCLOSURE OR USE IS EXPRESSLY PROHIBITED EXCEPT UPON WRITTEN PERMISSION BY CARCAR WATER DISTRICT.		Eff. Date : 07-20-18 Pages : 9 of 12	



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PROCUREMENT PROCESS - BIDDING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
20		20.1. Prepare Contract Agreement and its supporting documents for Contract Signing. 20.2. Coordinate with the Head of the Procuring Entity, Supplier and the lawyer who will notarize the Contract Agreement regarding the schedule of the Contract Signing 20.3. Facilitate Contract Signing 20.3.1. After the Contract Signing, the Head of Procuring Entity shall recommend to the Board of Directors the Contract Agreement between the Procuring Entity and the Supplier for confirmation.	<i>Republic Act No. 9184</i>	Head of the Procuring Entity Supplier Lawyer Board of Directors BAC Secretariat Procurement-in-charge	Contract Purchase Order
21		21.1. Prepare Notice to Proceed signed by the Head of the Procuring Entity 21.2. Issue Notice to Proceed to the Supplier and shall be acknowledged receipt by the Supplier. 21.2.1. Procurement-in-charge shall serve the PO to the Supplier after receipt of the Notice to Proceed	<i>Republic Act No. 9184</i>	Head of the Procuring Entity BAC Secretariat Procurement-in-charge	Notice to Proceed Purchase Order

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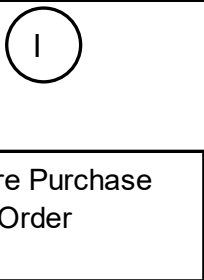
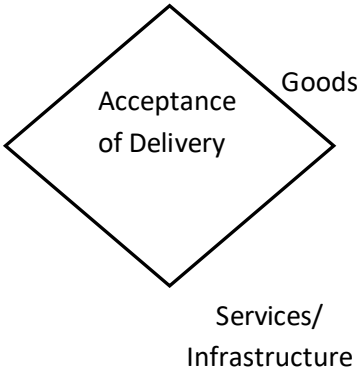
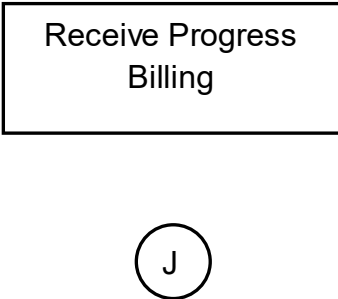
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PROCUREMENT PROCESS - BIDDING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
22		<p>22.1. Procurement-in-charge shall prepare the Purchase Order approved by GM.</p> <p>22.2. End User shall prepare the BUS for the whole amount of the contract</p>	RA 9184	Procurement-in-charge End User	Purchase Order Purchase Request Approved Budget of Contract Contract and its attachments BUS
23		<p>23.1. In case of goods, Storekeeper shall accept the delivery</p> <p>23.2. In case of services and infrastructure, proceed to next process</p>	RA 9184 PM-WHS-01	Storekeeper	IAR Purchase Order
24		<p>24.1. BAC Secretariat shall receive Progress Billing Statement and Letter Request from the supplier and forwards to the End User</p> <p>24.2. End User shall verify and certifies as to the correctness of the Progress Billing Statement</p>	RA 9184	BAC Secretariat End User	Progress Billing Statement Letter Request

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PROCEDURES MANUAL

PROCUREMENT PROCESS - BIDDING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
25	<div style="text-align: center;">J</div> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> Submit Progress Billing Statement with Complete Attachments </div> <div style="border: 1px solid black; padding: 5px; margin: 10px 0; text-align: center;"> END </div>	25.1. End User shall submit Progress Billing Statement with complete attachments to the Finance Division for the processing of payment	PM-FIN-01(Disbursement)	End User Finance Division	Progress Billing Statement with complete attachments

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PROCEDURES MANUAL

Document No. : **PM-PUR-04** Eff. Date : **04-20-18**

Revision No. : **01** Pages : **1 of 3**

CONTROL OF EXTERNALLY PROVIDED PROCESSES, PRODUCTS AND SERVICES

I. OBJECTIVE

To provide a uniform & consistent system to evaluate suppliers and service providers that directly or indirectly affects the service quality of CARCAR WATER DISTRICT

II. SCOPE

This procedure applies to all suppliers of direct & indirect materials and also to service providers of CARCAR WATER DISTRICT.

III. RESPONSIBILITY

Procurement-in-charge

IV. DEFINITION OF TERMS

- *Evaluation* – regular review of existing supplier's reliability and performance
- *Direct Materials* – materials that are directly used to produce the organization's service
- *Indirect Materials* – materials not directly used to produce the organization's service but have a vital part in the delivery of the service

V. REFERENCE DOCUMENTS

None

VI. RECORDS GENERATED

- | | |
|------------------------------------|------------|
| 1. Suppliers Master List | FM-PUR-13 |
| 2. Suppliers Evaluation Schedules | FM-PUR- 14 |
| 3. Supplier Performance Evaluation | FM-PUR- 11 |

Prepared by: **KAREN JOY N. CARREON**
Process Owner

Approved by: **JOSEFA SN. MANUGAS**
Quality Management Representative



PROCEDURES MANUAL

CONTROL OF EXTERNALLY PROVIDED PROCESSES, PRODUCTS AND SERVICES

VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
	START				
01	Identify Suppliers for Evaluation	- Sort and Collate data from the PR Monitoring Tool for the last three months prior to the evaluation period	<ul style="list-style-type: none"> - PR Monitoring Tool (FM-PUR-15) - Suppliers Evaluation Schedule (FM-PUR-14) 	Procurement-in-charge	Supplier Performance Evaluation
02	Evaluate Suppliers	<ul style="list-style-type: none"> - Conduct Evaluation of Supplier Performance - If necessary, Prepare report for appropriate BAC Action 	<p>Supplier Performance Evaluation (FM-PUR-11)</p> <ul style="list-style-type: none"> • Suppliers are evaluated in areas such as quality of materials or service supplied, quantity of materials, capacity of delivery according to agreed time frame, submission of complete required documentations, and the quality of customer service 	Procurement-in-charge BAC	Supplier Evaluation Results

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CONTROL OF EXTERNALLY PROVIDED PROCESSES, PRODUCTS AND SERVICES

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
03	<pre>graph TD; A((A)) --> B[Review and Report Results]; B --> C([END]);</pre>	<ul style="list-style-type: none">Summarize and review performances and status of supplier evaluations.Submit evaluation results to BAC for appropriate action		Procurement-in-charge BAC	Supplier Evaluation Results

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Document No. : **PM-WHS-01** Eff. Date : **12-3-2018**

Revision No. : **04** Pages : **1 of 8**

WAREHOUSING

I. OBJECTIVE

This procedure describes the process to manage the warehousing of Carcar Water District from receiving to storage and releasing of inventory and non-inventory materials/items including the random inventory of materials and supplies.

II. SCOPE

This procedure covers the entire Carcar Water District interested parties.

III. RESPONSIBILITY AND RESOURCES

Storekeeper/Warehouse Personnel
Requester
End User
Purchasing Officer

IV. DEFINITION OF TERMS

Warehousing - refers to the activities involving storage of goods on a large-scale in a systematic and orderly manner and making them available conveniently when needed. In other words, holding or preserving goods in huge quantities from the time of their purchase or production till their actual use or sale.

Purchase Request (PR) - form used in notifying the Procurement-in-charge of the item needed to be purchased.

Inspection and Acceptance Report (IAR) –the form which states the actual items inspected with conclusive remarks or findings and recommendations relative to the inspection conducted.

Requisition and Issuance Slip (RIS) - be used by the Requisitioning Division/Office to request supplies/goods/equipment /property carried in stock and by the Supply and/or Property Division/Unit to issue the items requested.

Return Material Slip (RMS) –form used in returning excess materials or supplies to the warehouse

Stock Card –document that records the status of materials/supplies in the warehouse

Bin Card –is used to record a running balance of stock on hand, in addition to information about stock received and notes about problems associated with that stock item.

Materials Return to Supplier –is a report generated whenever there are defective and incorrect specifications to the goods purchased.

Delivery Receipt-A document that contains the list of the items delivered from a respective supplier.

V. REFERENCE DOCUMENTS

New Government Accounting System (NGAS) Manual – Volume 1

VI. RECORDS GENERATED

Requisition and Issuance Slip, Return Material Slip, Inspection and Acceptance Report, Stock Ledger Card, Return to Supplier Report, Bin Cards, Logbooks.

Prepared by:

**STOREKEEPER/WAREHOUSE
PERSONNEL**

Process Owner

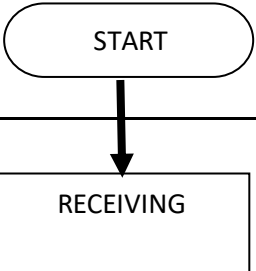
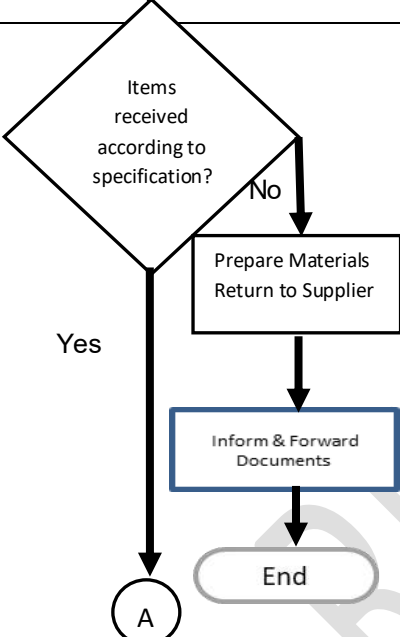
Approved by:

JOSEFA SN. MANUGAS,CPA,MPA

Quality Management Representative



VII. PROCEDURE DETAILS AND FLOW (RECEIVING)

No.	Process Flow	Description of Activities	Guidelines/Criteria/Policy	Responsible Person	Retained Information
					
1		1.1 Receive the delivery receipt from the supplier's representative or pick-up in charge for the items delivered to warehouse. 1.2.1 Inform the end user/requester for the delivered items.		Storekeeper and Warehouse Personnel	Delivery Receipt
2		2.1 Once informed, end user inspects the delivered items. 2.2 If yes, Storekeeper signed the delivery receipt. 2.2.1 Storekeeper prepares IAR for the received items. 2.2.2 End user signs the IAR for final acceptance then proceeds to the next step. 2.3 If no and there is excess in delivery, Storekeeper prepares Materials Return to Supplier. 2.3.1 Inform the Purchasing Officer 2.3.2 Forward Materials Return to Supplier to Admin Division Manager and General Manager for approval.	2.1 Compare the DR versus the PO. 2.2 Check the quantity, condition, quality, and specification of the materials/items received. 2.3 Take note in the IAR the status of delivery and its details e.g. lacking and excess.	Storekeeper, End user and Warehouse Personnel	Delivery Receipt, IAR, Materials Return to Supplier



PROCEDURES MANUAL

WAREHOUSING

3		<p>3.1 Arranging of received items to its designated place.</p> <p>3.2 Updating of Stock cards and Bin cards.</p> <p>3.3. Encode the received inventory items to inventory system.</p>	Materials/items should be properly arranged to its designated areas.	Storekeeper/ Warehouse Personnel	Stock Card and Bin Card
4		<p>4.1 All supporting documents shall be collated.</p> <p>4.2 Forward all documents to Admin and Finance</p>	<p>4.1 All documents should be properly filled up and submitted to Finance and Admin.</p> <p>4.2 Attached to the original P.O. is the original copy of IAR, PR and Abstract of Quotation should be submitted to Admin Manager and 2nd copy of IAR to Finance.</p>	Storekeeper / Warehouse Personnel	IAR, PO, PR and Abstract of Quotation



VIII. PROCEDURE DETAILS AND FLOW (RELEASING)

No.	Process Flow	Description of Activities	Guidelines/Criteria/Policy	Responsible Person	Retained Information
	Start				
1	RECEIVING of RIS	1.1 Receive RIS from the requester. 1.2 Verify the quantity and materials in the RIS versus the system and sign the issued by portion on the RIS and gate pass.	Making sure all the materials/items to be release has the exact quantity with the RIS and all documents are completely filled up.	Storekeeper, Warehouse Assistant and End User	RIS and Gate Pass (if necessary)
2	RELEASING	Release the verified quantity of Inventory items indicated in the RIS.		Storekeeper and Warehouse Assistant	RIS
3	POSTING	All RIS should be posted on the Stock Card and Bin Card	Accuracy on posting should be observed highly.	Storekeeper and Warehouse Assistant	RIS, Stock Card and Bin Card
4	FORWARDING of Documents	4.1 All approved, signed and original copy of RIS shall be submitted to Finance 4.2 2 nd copy of the RIS will be retained in the warehouse.	Proper documentation should be observed and submit a copy to Finance within 24 hours.	Storekeeper and Warehouse Assistant	RIS
	End				



PROCEDURES MANUAL

WAREHOUSING

IX. 1PROCEDURE DETAILS AND FLOW (RECEIVING AT THE SITE)

No	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
	<pre> graph TD START([START]) --> RECEIVING[RECEIVING] </pre>				
01	<pre> graph TD RECEIVING[RECEIVING] --> DEC1{Items received according to specification?} </pre>	<p>2.1. The procurement in charge will inform the Storekeeper that there will be a delivery at the site; a warehouse representative and the end user will automatically go to the site to receive and check the deliveries.</p> <p>2.2. Receive the delivery receipt from the supplier's representative.</p>		Procurement In charge, Storekeeper/Warehouse Personnel and End User	Delivery Receipt
02	<pre> graph TD DEC1{Items received according to specification?} -- Yes --> A((A)) DEC1 -- No --> DONT_ACCEPT[Don't accept the delivery] DONT_ACCEPT --> END([END]) </pre>	<p>2.1 End user inspects the delivered items.</p> <p>2.2 If yes, proceed to next step.</p> <p>2.3 If no and found defective as confirm by the end user, don't accept the delivery.</p>	End User should properly check and inspect the quantity, condition, quality, and specification of the materials/items received and the Storekeeper/Warehouse Personnel will check the quantity.	End user Storekeeper/Warehouse assistant	Delivery Receipt

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WAREHOUSING

No	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
03		3.1 Sign the DR as proof of accepting the delivered materials as in good condition.	3.1 Storekeeper/Warehouse Personnel should signify his /her signature on the DR.	Storekeeper/Warehouse Personnel	Delivery Receipt
04		4.2 Inform the end user for the items delivered to site for preparation of the RIS. 4.1 Prepare IAR of the delivered items. 4.3 End user shall prepare the RIS for the inventory items that were delivered to site. 4.4 End user shall sign the IAR for final acceptance and submit the approved RIS for the inventory items.	4.1 Compare the D.R. and the PO of the delivered items. 4.2 Take note in the IAR the status of delivery and its details e.g. lacking and excess.	End User, Storekeeper/Warehouse Personnel	IAR, PO, PR and Abstract of Quotation
05		5.1 Updating of Stock cards and Bin cards. 5.2 Encode the received inventory items to inventory system and the corresponding issuances.	5.1 Accuracy on posting should be observed highly.	Storekeeper/Warehouse Personnel	Stock Card and Bin Card
06		6.1 All supporting documents shall be collated. 6.2 Forward all documents to Admin and Finance	6.1 All documents should be properly filled up and submitted to Finance and Admin. 6.2 Attached to the original P.O. is the original copy of IAR, PR and Abstract of Quotation should be submitted to Admin Manager and 2 nd copy of IAR to Finance.	Storekeeper /Warehouse Personnel	IAR, PO, PR and Abstract of Quotation

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PROCEDURES MANUAL

WAREHOUSING

X. PROCEDURE DETAILS AND FLOW (RANDOM INVENTORY)

	Process Flow	Description of Activities	Guidelines/Criteria/ Policy	Responsible Person	Retained Information
	START				
01	↓ PREPARE RANDOM INVENTORY SCHEDULE	1.1 Prepare a random inventory schedule for fast moving items, slow moving and non moving items.		Storekeeper/Warehouse Assistant	Random Inventory Schedule
02	↓ CONDUCT RANDOM INVENTORY	2.1 Conduct actual physical count as to predetermine scheduled list of items.	2.1 Monthly	Storekeeper and Warehouse Assistant	None
03	↓ RECONCILE RESULT OF PHYSICAL COUNT	3.1 Reconcile the result of physical count as to the ending balance in the stock card vs. SLC vs. RSMI		Storekeeper	None
04	↓ PREPARE RANDOM INVENTORY REPORT	4.1 Prepare the random inventory report. 4.2 Submit Random Inventory Report to Admin Division Manager.	4.1 Monthly	Storekeeper /Admin Division Manager	Random Inventory Report
	↓ END				

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PROCEDURES MANUAL

WAREHOUSING

xi. PROCEDURES DETAILS AND FLOW (RECEIVING UNUSED/EXCESS STOCK ITEMS)

#	PROCESS FLOW	Description of Activities	Guidelines/Criteria/ Policy	Responsible Person	Retained Information
	START				
1	Receiving of RMS	1.1 Receive unused/excess Inventory Items. 1.2 Receive RMS from the end user/Requestor.	Complete all entries with justification for returning the inventory items.	Storekeeper, Warehouse Assistant and requestor	RMS
2	Stocking and posting	2.1 Arranging of returned/excess Inventory Items to its designated place. 2.2 Updating of Stock Cards and Bin Cards.	Inventory Items should be arranged on its designated places.	Storekeeper and Warehouse Assistant	RMS, Stock Cards and Bin Cards
3	Forwarding of Documents	3.1 Forwarding of Original copy of the RMS to Finance 3.2 Copy of RMS will be retained in the Warehouse.	All related documents should be filled out and submit a copy to Finance within 24 hours	Storekeeper and Warehouse Assistant	RMS
	END				



PROCEDURES MANUAL

Document No. : **PM-WHS-02** Eff. Date : **12-6-2018**

Revision No. : **02** Pages : **1 of 3**

CONDUCT OF PHYSICAL INVENTORY

I. OBJECTIVE

This procedure shows the conduct of physical inventory of CWD Fixed Assets (UPIS), Materials, Supplies and Other Items held at the CWD Warehouse.

II. SCOPE

This procedure covers the entire Carcar Water District interested parties.

III. RESPONSIBILITY AND RESOURCES

Storekeeper
Inventory Committee

IV. DEFINITION OF TERMS

Inventory – purchased materials and supplies including office supplies for the regular conduct of operations

- excess materials and supplies from completed projects

V. REFERENCE DOCUMENTS

New Government Accounting System (NGAS) Manual – Volume 1

VI. RECORDS GENERATED

Summary of Lost Tools Report, Report of Physical Count of Materials and Supplies, Report of Physical Count of Utility Plant in Service (UPIS), Inventory Stickers

Prepared by: INVENTORY COMMITTEE
Process Owner

Approved by: JOSEFA SN. MANUGAS, CPA, MPA
Quality Management Representative



PROCEDURES MANUAL

CONDUCT OF PHYSICAL INVENTORY

VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	<pre> graph TD START([START]) --> PREPARE[Prepare List of Tools, UPIS Items and Inventory Materials and Supplies] </pre>	1.1. Prepare List of Tools, Inventory Materials and Supplies and UPIS Items.	<p><i>Updated List as of cut off date Inventory of Tools Issued shall be done quarterly.</i></p> <p><i>Inventory of Materials and Supplies shall be done twice a year.</i></p> <p><i>Inventory of UPIS shall be done during the end of the year.</i></p> <p><i>NGAS Manual Volume 1</i></p>	Inventory Committee	List of , UPIS Items and Inventory Materials and Supplies
02	<pre> graph TD PREPARE --> CONDUCT[Conduct actual Physical Inventory as to the list of Tools, UPIS Items & Materials and Supplies] </pre>	2.1. Conduct actual Physical Count of Tools, Materials and Supplies and UPIS Items. Check actual items vis-à-vis the lists and shall put inventory tag for UPIS Items.	<p><i>NGAS Manual Volume 1</i></p> <p><i>Tools - Quarterly</i></p> <p><i>Material and Supply - Twice a year</i></p> <p><i>UPIS - Once a year</i></p>	Storekeeper Inventory Committee	Inventory Tag
03	<pre> graph TD CONDUCT --> RECONCILE[Reconcile Variance and losses Count] </pre>	3.1. Reconcile Variance and losses from the List of Inventory Items against the Actual Physical Count.	<p><i>NGAS Manual Volume 1</i></p> <p><i>Materials and Supplies Shortages will be charge to the Storekeeper and overages will be posted back to the other income</i></p> <p><i>Losses for the UPIS and Tools will be charge to the accountable person.</i></p>	Storekeeper & Property Custodian	

A

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Rev. No. : **02**

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PROCEDURES MANUAL

CONDUCT OF PHYSICAL INVENTORY

04		<p>4.1. Prepare Inventory Report of UPIS and Materials and supplies.</p> <p>4.2. Prepare the Summary of lost Tools</p> <p>4.1.1. Approach Procurement-in-charge for the replacement cost of the lost tools.</p> <p>4.1.2. Approach Finance Division Personnel for the depreciation cost of the lost tool.</p> <p>4.1.3. Inform the employee of the final cost of the lost tools and ask for their preferred mode of payment</p>	<p><i>Refer COA Resolution No. 2015-031 for the instalments payment.</i> <i>NGAS Manual Volume 1</i></p>	<p>Storekeeper Finance Personnel</p>	<p>Summary of Lost Tools Report of Physical Count –(Materials and Supplies & UPIS Items)</p>
05		<p>5.1 Submit Inventory Report for Materials and Supplies and UPIS Items</p> <p>5.2 Submit the Summary of lost tools</p> <p>5.1.1. Submit the Summary of Lost Tools to the employees with lost tools for notification.</p> <p>5.1.2. Submit the Summary of Lost Tools to Admin Division Head and Finance Head for notification.</p> <p>5.1.3. Submit the Summary of Lost Tools to General Manager for approval.</p>	<p><i>NGAS Manual Volume 1</i></p>	<p>Storekeeper Inventory Committee</p>	<p>Summary of Lost Tools Report of Physical Count –(Materials and Supplies & UPIS Items)</p>



PROCEDURES MANUAL

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STORAGE OF DISCONNECTED WATER METER

I. OBJECTIVE

This procedure defines the efficient management of issuance and storage of the Disconnected Water Meters in the Carcar Water District Warehouse.

II. SCOPE

This procedure covers the entire Carcar Water District and its Interested Parties.

III. RESPONSIBILITY AND RESOURCES

Storekeeper
Disconnection Team

IV. DEFINITION OF TERMS

Disconnected Water Meter- is the water meter of the customer that was pulled out due to unpaid water bill.

Meter History Card - contains the record and history of the water meter installed of the customer.

Disconnection Logbook - contains the summary of Disconnected Water Meter

Requisition and Issuance Slip – (RIS) is the form used for requests

V. REFERENCE DOCUMENTS

New Government Accounting System (NGAS) Volume 1
Disconnection Logbook
Meter History Card

VI. RECORDS GENERATED

RIS, Disconnection Logbook, Meter History Card, Gate Pass

Prepared by:

**STOREKEEPER/WAREHOUSE
PERSONNEL**

Process Owner

Approved by:

Josefa S.N. Manugas

QMR



PROCEDURES MANUAL

STORAGE OF DISCONNECTED WATER METER

VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01		1.1 Receive Disconnected Water Meter from Commercial Division. 1.2 Check the meter history card vis-à-vis the actual meter: Meter Brand, Meter no. and last reading of the meter.	<i>Accuracy in checking the Meter History Card vis-à-vis the Actual Meter</i>	Storekeeper	Meter History Card
02		2.1. Record all the Disconnected Water Meters in the disconnection logbook based on the entries in the meter history card as per turn over.	<i>Complete entries in the Disconnection Logbook</i>	Storekeeper	Disconnection Logbook
03		3.1 Store the Disconnected Water Meter in the Warehouse as per brand name.	<i>Proper storage and arrangement of Meter</i>	Storekeeper	Not Applicable

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PROCEDURES MANUAL

STORAGE OF DISCONNECTED WATER METER

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
04		4.1 File the Meter History Card of the Disconnected Water Meter. 4.2. End of Storage Process	<i>Proper Filing according to the account number.</i> <i>Store the water meter unless for reconnection.</i>	Storekeeper	Meter History Card
05		5.1 Receive the RIS from the requester. 5.2 Find its Meter History Card. 5.3 Find the requested Disconnected Water Meter in the storage area. 5.4 Put entries in the Meter History Card: purpose (RO), date of re open, last reading of the meter. 5.5 Sign the "issued by" portion of the RIS and gate pass. 5.6 Give the requested Disconnected Water Meter and Meter History Card to the requester.	<i>Complete entries in the Meter History Card.</i> <i>Accuracy of the Disconnected Water Meter released.</i>	Storekeeper	RIS and Meter History Card Gate Pass
06		6.1 Update the Disconnection Logbook 6.2 Indicate the date of re opening.	<i>Within the day</i>	Storekeeper	Disconnection Logbook

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CALIBRATION OF NEW WATER METER

I. OBJECTIVE

This procedure defines the calibration of new water meter to verify the accuracy of the reading of the water meter in Carcar Water District.

II. SCOPE

This procedure covers the entire Carcar Water District and its Interested Parties.

III. RESPONSIBILITY AND RESOURCES

Utility Worker

IV. DEFINITION OF TERMS

Meter Calibration Report –contains the calibration result of the new water meter.

V. REFERENCE DOCUMENTS

New Government Accounting System (NGAS) Volume 1

VI. RECORDS GENERATED

Meter Calibration Test Sheet, Logbook

Prepared by:

ARIEL PARILLA

Process Owner

Approved by:

JOSEFA SN. MANUGAS

QUALITY MANAGEMENT REPRESENTATIVE



PROCEDURES MANUAL

CALIBRATION OF NEW WATER METER

VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01		1.1 Check the total quantity of Water Meter received.		Utility Worker	IAR
02		2.1. Clean the Test Bench. 2.2. Check the pressure gauge (must not be less than 30 PSI), gasket and tools to be use for calibration.		Utility Worker	
03		3.1 Record water meter serial number and initial last four digit reading of the meter in the Meter Calibration Report. 3.2 Conduct Calibration of Water Meter.	<i>Nominal Testing 40 liters within 10 minutes.</i>	Utility Worker	Meter Calibration Report
04		4.1 Drain out water meter for second testing. 4.2 Record the reading of the water meter in the Meter Calibration Report.		Utility Worker	Meter Calibration Report

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PROCEDURES MANUAL

CALIBRATION OF NEW WATER METER

05		5.2 Conduct second Calibration of the water meter.	<i>Minimum testing 20 liters within 30 minutes</i>	Utility Worker	
06		6.1 Drain out the water meter. 6.2 Record the second reading of the water meter in the Meter Calibration Report 6.3 Get the difference of the readings of the water meter,		Utility Worker	Meter Calibration Report
07		7.1 Identify calibration result of either Pass or Fail 7.2 If pass, proceed to next step. 7.3 If failed on either Nominal or Minimum Test. 7.3.1 Conduct another Calibration. 7.3.1.1 If pass, proceed to next step. 7.3.1.2 If failed, record all the failed water meter and prepare return to supplier report (refer process flow in warehousing).	<i>Identification of result will be base on the limits indicated in the Meter Calibration Report</i> <i>Nominal Testing 40 liters within 10 minutes or Minimum testing 20 liters within 30 minutes</i> <i>Every after calibration</i>	Utility Worker Storekeeper	Meter Calibration Report Return to Supplier Report
08		8.1 Forward the Meter Calibration Report to Admin Division Manager and General Manager for Notification and Approval.		Utility Worker, Admin Division Manager and General Manager	Meter Calibration Report

END

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