



QUALITY PROCEDURE (QP)

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PROCEDURE TITLE	PREPARATION OF CANVASS, PURCHASE ORDER AND IAR
SCOPE	This process starts from the preparation of Canvass Form, Purchase Order and ends with the Inspection and Acceptance Report.
PURPOSE	To define the Steps in the Preparation of Canvass, Purchase Order thru Shopping, Public Bidding and Negotiated Procurement (Small Value Procurement)
PROCESS DESCRIPTION	
INPUT	PROCESS
Approved Activity Design PR with RFQ/RIS END USER	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> PREPARATION OF CANVASS, PURCHASE ORDER AND INSPECTION AND ACCEPTANCE REPORT </div>
→	→
	OUTPUT PR, RIS, Canvass, Abstract of Canvass, PO, Inspection and Acceptance Report INTERNAL CONTROL UNIT
DESCRIPTIVE STATEMENT:	
This process starts from the receipt of the Approved Activity Design, Purchase Request with RFQ/ RIS for the preparation of canvass, Purchase Order (PO) up to the Inspection, Acceptance and Delivery of Goods to the End-user.	

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	BAC SEC (RO, PO and CO)	Submit the Approved Purchase Request for the preparation of canvass form	<ul style="list-style-type: none"> Supply section staff/Supply Officer designate receives, record and forward to Supply Officer 	<ul style="list-style-type: none"> Logbook Logsheets gdrive
2	Supply Officer/Designate (RO, PO and CO)	Evaluate PR and accomplish the canvass forms	<ul style="list-style-type: none"> Prepare canvass forms for shopping procurement Distribute canvass form to different suppliers Collect duly accomplished canvass form If deficiency is noted, return to the end user for appropriate action. 	<ul style="list-style-type: none"> Logbook Logbook/ Google drive





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
3	Supply Officer/Designate	Forward the filled out canvass forms to BAC Sec	<ul style="list-style-type: none"> ▪ Submit filled-up and signed canvass form to BAC Secretariat within 3-5 working days upon receipt of the PR.. 	Logbook and gdrive
4	BAC Secretariat (RO, PO and CO)	Consolidates Abstract of canvass form	<ul style="list-style-type: none"> ▪ Forward required documents for the preparation of PO ▪ Prepare Purchase Order 	
5	Supply Officer/Designate	Deliver PO, NTA, Contract Agreement, & NTP	<ul style="list-style-type: none"> ▪ Deliver the PO and other applicable documents to winning bidder (shopping, SVP and Public Bidding) 	Logbook /Google drive
6	Supply Officer/Designate and ICU (RO, PO and CO)	Conducts inspection for the delivered goods and services	<ul style="list-style-type: none"> • Prepare Inspection and Acceptance Report, Obligation Requests, Disbursement Vouchers and attached necessary documents (Charge Invoice and Delivery Receipt) and forwards to ICU 	• Logbook/Google Drive
7	ICU (RO, PO and CO)	Sign IAR	<ul style="list-style-type: none"> • Affix signature and facilitate the signature of the end-user and forwards to budget section for payment (Refer to QP-R012-FAD-2) 	





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
8	Process Owner	Retain records	<ul style="list-style-type: none"> Update the Process Summary Log Sheet/GDrive 	<ul style="list-style-type: none"> Process Summary Log Sheet Masterlist of Records

Definition of Terms:

- PR- Purchase Request
- PO- Purchase Order
- NTP- Notice to Proceed

Legal References:

- COA Circular No. 2009-01 Subject: Restatement with amendment of COA Circular 87-278 and COA Memorandum 2005-027 re: Submission of copy of government contracts, purchase order and their supporting documents to the COA
- R.A. 9184 (An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for other purposes.

Prepared by:	Reviewed by:	Approved by:
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	LAILYN A. ORTIZ, CESE Regional QMR	





Republic of the Philippines
DILG - REGION 12 (SOCCSKSARGEN)

QUALITY OBJECTIVE (QO)

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OFFICE	FINANCE & ADMINISTRATIVE DIVISION – SUPPLY SECTION
QUALITY PROCEDURE TITLE	PREPARATION OF CANVASS, PURCHASE ORDER AND IAR

Function	Key Performance Indicators (KPIs)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
<ul style="list-style-type: none"> Preparation of Canvass and Purchase Order 	<ul style="list-style-type: none"> PRs received before cut off time (4:30PM) canvassed within 5 working days. Abstract of Canvass received before cut off time (4:30PM) prepared with PO (for 50K below) within the day w/o error Fully delivered goods and services per approved PO prepared with IAR within 3 working days upon receipt from supplies 	<p>80%</p> <p>80%</p> <p>80%</p>	<ul style="list-style-type: none"> Total number of PRs received before cut off time canvassed within 5 working days ----- x 100 Total no. of PRs received before cut off time Total number of abstract of canvass received before cut off time prepared with PO within the day w/o error ----- x 100 Total no. of abstract of canvass received before cut off time Total number of fully delivered goods and services per approved PO prepared with IAR within 3 working days ----- x 100 Total no. of fully delivered goods and services per approved PO 	<ul style="list-style-type: none"> Monthly 	Supply Officer	<ul style="list-style-type: none"> Monitoring logsheet

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Republic of the Philippines
 DILG - REGION 12 (SOCCSKSARGEN)
**PROCESS QUALITY MONITORING AND
 EVALUATION (QME)**

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OFFICE	FINANCE & ADMINISTRATIVE DIVISION – SUPPLY SECTION
PROCEDURE TITLE	PREPARATION OF CANVASS, PURCHASE ORDER AND IAR
OBJECTIVE STATEMENT	<ol style="list-style-type: none"> PRs received before cut off time (4:30PM) canvassed within 5 working days. Abstract of Canvass received before cut off time (4:30PM) prepared with PO (for 50K below) within the day. Fully delivered goods and services per approved PO prepared with IAR within 3 working days.
CURRENT PERIOD	

INDICATORS		Month Jan	Month Feb	Month March	Month April	Month May	Month June	Month July	Month Aug	Month Sept	Month Oct	Month Nov	Month Dec	TOTAL
Objective 1: PRs received before cut off time (4:30PM) canvassed within 5 working days														
A	Total number of PRs received before cut off time canvassed within 5 working days													
B	Total no. of PRs received before cut off time													
C	Formula: $\frac{A}{B} \times 100$ Target Result : 80%													
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)													
Objective 2: Abstract of Canvass received before cut off time (4:30PM) prepared with PO (for 50K below) within the day														
A	Total number of abstract of canvass received before cut off time prepared with PO within the day													
B	Total no. of abstract of canvass received before cut off time													
C	Formula: $\frac{A}{B} \times 100$ Target Result : 80%													
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)													





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**PROCESS QUALITY MONITORING AND
 EVALUATION (QME)**

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INDICATORS	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	TOTAL
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
Objective 3: Fully delivered goods and services per approved PO prepared with IAR within 3 working days													
A Total number of fully delivered goods and services per approved PO prepared with IAR within 3 working days													
B Total no. of fully delivered goods and services per approved PO													
C Formula: $\frac{A}{B} \times 100$ Target Result : 80%													
D Gap Analysis: (In case the objective is not met, put your analysis why it is not met)													

Note: For unmet targets of two (2) consecutive periods, concerned Deputy QMR initiate correction and corrective action using the Corrective Action Report (CAR) and attach it to this form.

Prepared by:	Noted by:
Process Owner	Deputy QMR

Prepared by:	Reviewed by:	Approved by:
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		 REYNALDO M. BUNGUBUNG, CESO IV Regional Director



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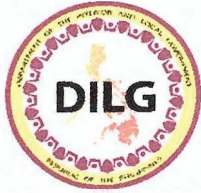
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Division/Unit: **FINANCE & ADMINISTRATIVE DIVISION – SUPPLY SECTION**

MASTER LIST OF INTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
PREPARATION OF CANVASS, PURCHASE ORDER AND IAR							
QP-R12-FAD-19	Quality Procedure: Prepration of Canvass, Purchase Order & IAR	10.01.17					
QME-R12-FAD-19	Quality Monitoring and Evaluation : Prepration of Canvass, Purchase Order & IAR	10.01.17					
FM-QP-R12-FAD-19-01	Preparation of Canvass, Purchase Order and IAR (PSL) Process Summary Logsheet	10.01.17					
FM-SP-R12-03A-01	Master List of Internal Documents: Prepration of Canvass, Purchase Order & IAR	10.01.17					
FM-SP-R12-03B-01	Master List of External Documents: Prepration of Canvass, Purchase Order & IAR	10.01.17					
FM-SP-R12-03C-01	Master List of Retained Documented Information: Prepration of Canvass, Purchase Order & IAR	10.01.17					
FM-SP-R12-02-01A	Risk Registry (Objective): Prepration of Canvass, Purchase Order & IAR	10.01.17					
FM-SP-R12-02-01B	Risk Registry (Process): Prepration of Canvass, Purchase Order & IAR	10.01.17					

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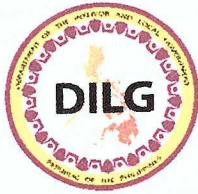
Division/Unit: **FINANCE & ADMINISTRATIVE DIVISION – SUPPLY SECTION**

MASTER LIST OF EXTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION				
		00	01	02	03	04
PREPARATION OF CANVASS, PURCHASE ORDER & IAR						

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MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
PREPARATION OF CANVASS, PURCHASE ORDER AND IAR									
QME-QP-R12-FAD-19	Quality Monitoring and Evaluation (QME): Preparation of Canvass,	ALLAMEN TOM S.	supply section	QMS folder by procedure	annually	2	1	2 after audit	shredding
FM-QP-R12-FAD-19-01	Preparation of Canvass, Purchase Order and IAR (PSL) Process	ALLAMEN TOM S.	supply section	QMS folder by procedure	annually	2	1	2 after audit	shredding
	Purchase Request	ALLAMEN TOM S. PANGILAMEN							
	Requisition Issuance Slip	ALLAMEN TOM S. PANGILAMEN							
	Purchase Order	ALLAMEN TOM S. PANGILAMEN							
	Inspection and Acceptance Report	ALLAMEN TOM S. PANGILAMEN /CHARMAINE SASAN							

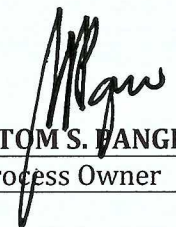
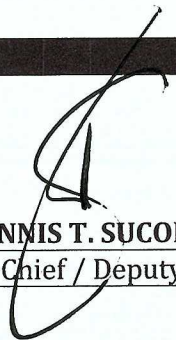




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RISK REGISTRY
(A) OBJECTIVE RISK ASSESSMENT

DIVISION: **OFFICE OF THE REGIONAL DIRECTOR - LOCAL GOVERNANCE REGIONAL RESOURCE CENTER**
 PROCEDURE: **PREPARATION OF CANVASS, PURCHASE ORDER & IAR**

OBJECTIVE	RELEVANT ISSUE(S)	RELEVANT INTERESTED PARTIES (refer to IP Matrix for Requirements)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT							RISK CONTROL PLAN				
							IMPACT	LIKELIHOOD	DETECTION	RATING	RISK LEVEL (L, M, H)	S, NS	RISK CONTROL ACTION	RPN (Risk Priority No.)	ACTION PLAN (if risk rating is significant)	RESPONSIBLE	TIMELINE	RESOURCE
80% of PRs received before cut off time (4:30PM) canvassed within 5 working days.	Non-availability of goods and services	End-users	Delayed procurement of goods and services	Submission of PRs for canvass very close to the conduct of activity/desired time of delivery	Non delivery of goods and services on time	Policy on the submission of required documents for procurement	5	4	1	20	L	NS	No further Action required		N/A	N/A	N/A	N/A
80% of Abstract of Canvass received before cut off time (4:30PM) prepared with PO (for 50K below) within the day	Non-availability of goods and services of supplies	End-users	Non conduct of activity	Non delivery of goods and services by the winning suppliers	Non-conduct of activity/negative effect in the office operation	Constant follow-up with the suppliers	5	4	1	20	L	NS	No further Action required		N/A	N/A	N/A	N/A
80% of Fully delivered goods and services per approved PO prepared with IAR within 3 working days	Non-delivery of goods and services by the winning suppliers	End-users	Delayed delivery of goods and services, delayed processing of payments	Non-availability of goods and services	Non-conduct of activity/negative effect in the office operation	Checklist attached to the IAR for easy detection of deficiencies	5	4	1	20	L	NS	No further Action required		N/A	N/A	N/A	N/A

RISK ASSESSMENT:	RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED	RPN
IMPACT: 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme	1 - 25	LOW	Not Significant	No further action required (Retain risk by in	3
LIKELIHOOD: 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain	26-40	MODERATE	Not Significant	Alert level but no further action required for n	2
DETECTION 1 - Very likely, 2 - Likely; 3 - Low, 4	>40	HIGH	Significant	Control (e.g., Treat/Mitigate Transfer, Termin	1

Risk Rating = Impact X Likelihood X Detection

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RISK REGISTRY
(B) PROCESS RISK ASSESSMENT

DIVISION: **FINANCE & ADMINISTRATIVE DIVISION - SUPPLY OFFICE**
 PROCEDURE: **PREPARATION OF CANVASS, PURCHASE ORDER & IAR**

PROCESS STEP (Based on the procedure's key process steps)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT								RISK CONTROL PLAN		
					IMPACT	LIKELIHOOD	DETECTION	RATING	RISK LEVEL (L, M, H)	S, NS	RPN (Risk Priority No.)	RISK CONTROL ACTION	ACTION PLAN (if risk rating is significant)	RESPONSIBLE	TIMELINE
Evaluation of PR and preparation of Canvass	Delayed procurement of goods and services	Late submission of Accomplished Canvass forms by the suppliers	Non delivery of goods and services of approved PRs	Constant follow-up to the suppliers or look for another supplier	4	5	1	20	L	NS	3	No further action required	N/A	N/A	N/A
		Submission of PRs for canvass very close to the conduct of activity/desired time of delivery		Policy on the submission of required documents for procurement	4	5	1	20	L	NS	4	No further action required	N/A	N/A	N/A
Full Delivery of goods and services	Delayed delivery of goods and services	Non-availability of goods and services	Conduct of activity is affected	Constant follow-up to the suppliers	4	5	1	20	L	NS	3	No further action required	N/A	N/A	N/A
Preparation of IAR	Delayed processing of payments	Erroneous preparation of IAR and its attachments	Low fund utilization rate	Checklist attached to the IAR for easy detection of deficiencies	4	5	1	20	L	NS	3	No further action required	N/A	N/A	N/A
RISK ASSESSMENT:		RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED						RPN				
IMPACT:		1-Insignificant; 2-Minor; 3-	1 - 25	LOW	No further action required (Retain risk by informed decision)						3				
LIKELIHOOD:		1-Rare; 2-Unlikely; 3-	26-40	MODERATE	Alert level but no further action required for now						2				
DETECTION		1 - Very likely; 2 - Likely; 3-	>40	HIGH	Control (e.g.. Treat/Mitigate Transfer, Terminate)						1				
Risk Rating = Impact X Likelihood X Detection															

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