



End of Transaction

2. PURCHASE REQUEST CERTIFICATION AS TO APP INCLUSION

Purchase Request shall be certified as to the inclusion in the Annual Procurement Plan as provided under Section 7 of Republic Act 9184 to ensure that all procurement under taken are included in the Annual Procurement Plan.

Office or Division:		Bids and Awards Committee		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government		
Who may avail:		LGU's, All Government Agency, NGA's (End-Users)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Purchase Request signed by End-user/Department Head.		Purchase Request System Generated (procurement.gensantos.gov.ph)		
Tracer Slip		City Accountant's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Purchase Request to BAC Office Door 1, Receiving Section at 4 th Floor Investment Center	1.1 Receive the Purchase Request of the end-user and forward to Procurement Monitoring System (PMS)	None	1 minute	<i>Admin Aide I</i> <i>Admin Aide II</i> Administrative Section
	1.2 Check items stated in the Purchase Request if included in the approved APP and affix initials for BAC Chairperson Certification	None	15 minutes	<i>Data Controller II</i> <i>Storekeeper II</i> Procurement Management Section
	1.3 Sign the certification as to APP inclusion and forward to receiving/outgoing section for recording	None	1 minute per PR	<i>BAC Chairperson</i> <i>BAC Vice Chairperson</i> <i>BAC Secretariat Head</i>
	1.4 Record PR and forward to City Budget Office for earmarking.	None	1 minute per PR	<i>Admin Aide I</i> <i>Admin Aide II</i> Administrative Section
	TOTAL:		18 Minutes	

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