

#### Republic of the Philippines

#### Department of Education REGION VIII - EASTERN VISAYAS

August 12, 2022

OFFICE MEMORANDUM

NO. 460 s, 2122

To:

**RO Functional Division Chiefs** 

All End-users

All Others concerned

#### REVISED PROCESS FLOW ON THE PREPARATION AND PROCESSING OF PURCHASE ORDER (PO)

- The procurement process is composed of symbiotic moving parts. The components 1. need to communicate efficiently to ensure a smooth supply chain; to avoid costly errors; and address lost opportunities; hence, the need to streamline the Purchase Order (PO) process.
- The revised flow of PO, an initiative of the AMS presented during the 2<sup>nd</sup> Quarter RMEA 2. on July 19-20, 2022, is a step-by-step process intended to address the issues and concerns relative to procurement, reconciliation, and AOMs among others.
- All end-users of the respective functional divisions/sections/units are advised that effective immediately, all approved and duly conformed PO by the supplier, shall be forwarded to the Asset Management section as the basis for the acceptance of delivery as well as to furnish the same to the COA. Enclosed is the Process Flow of PO for reference and guidance.
- Immediate dissemination and compliance with this memorandum are desired. 4.

**EVELYN R. FETALVERO, CESO IV** 

Regional Director

Enclosure: Process Flow of Purchase Order (PO)

References: None

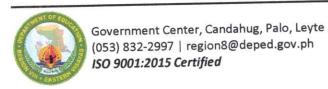
To be indicated in the Perpetual Index under the following subjects:

**PROPOSAL** 

**PROCESS** 

**PURCHASE ORDE** 

AMS-MLFP







# Process Flow for the PO

## End - User

-Prepare the PO based on approved Abstract and ensure the completeness of the documentary requirements.

- Register in the PO

Registry



#### AMS

-Conform and check the data in the PO Registry, and initial the PO

-Immediately returned to End User for submission to FD-Accounting Section



### FINANCE

-Check the availability of funds



-Sign the PO



## OARD/ORD

-initial/ signed the PO

#### COA

-Receive PO

-Hand in stamped received PO to AMS



#### AMS

-Submit the
Approved PO
with the
signature of the
supplier to COA



# **END-USER**

-Hand-in the PO to confirm the supplier the availability of services or product.

-Submit signed PO to AMS



Wait for the Delivery

# **END USER**

-Follow-up the supplier for delivery.

-get the one copy of the

AMS

PO and File.

-Forward duly received PO to the End User with

the supporting

documents.



#### AMS

-upon delivery of the goods/services contact the End-User and the Inspectorate to check the items.

-Prepare DV upon receipt

**End User** 

of AIR and other

supporting documents.

-Prepare the Inspection and Acceptance
Receipts(IAR)



#### AMS

 Provide the Accounting section a copy of Delivery Receipt and PO.



## THE STREET

AMS

Provide the BAC & Inspectorate
 Team a copy of all approved PO regardless of amount.