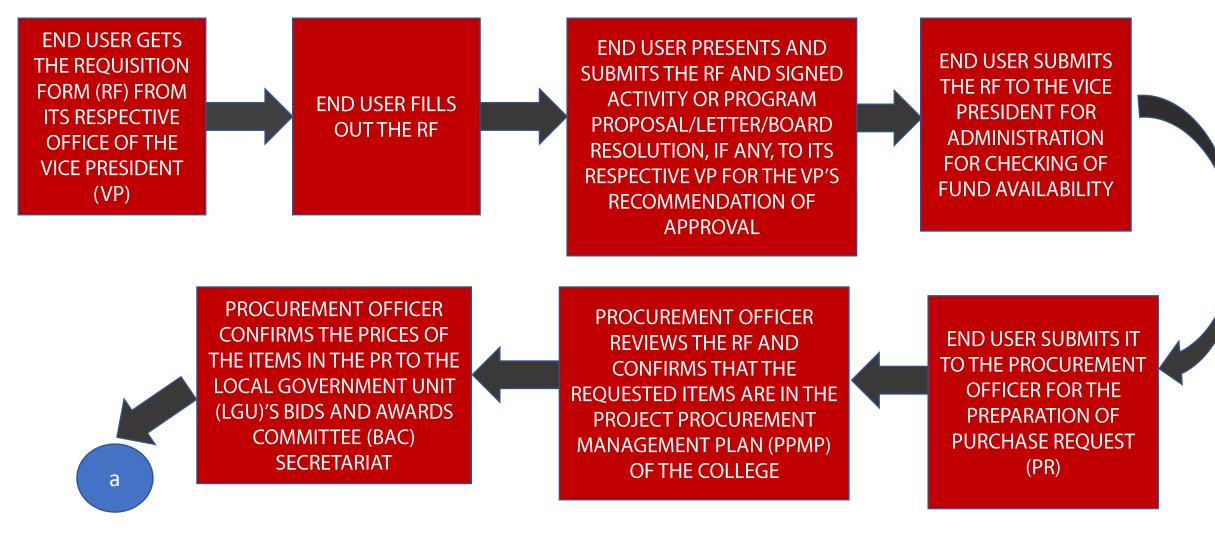


MABALACAT CITY COLLEGE

PROCUREMENT

PROCESS FLOW







BUDGET PROCUREMENT а COORDINATOR **OFFICER FORWARDS** SUBMITS THE PR THE PR TO THE BUDGET PROCUREMENT AND OBR TO VP FOR **OFFICER PREPARES THE COORDINATOR FOR ADMINISTRATION** PR THE PREPARATION OF FOR BUDGET AND **OBLIGATION REQUEST DOCUMENT REVIEW** (OBR) BUDGET PROCUREMENT COORDINATOR **OFFICER MONITORS** SUBMITS THE PR AND **BUDGET COORDINATOR** THE PROCUREMENT OBR TO THE COLLEGE SUBMITS THE PR TO THE LGU'S STATUS OF THE ITEMS OF PRESIDENT FOR **BAC SECRETARIAT** AND UPDATES THE END **REVIEW, APPROVAL,** b USER AND SIGNING



b THE BAC SECRETARIAT PROCUREMENT LGU'S INSPECTOR **INFORMS THE OFFICER INFORMS THE** CHECKS THE DELIVERED PROCUREMENT SUPPLY OFFICER AND **ITEMS FOR ITS** OFFICER FOR THE THE END USER IN THE SPECIFICATIONS AND **DELIVERY OF THE DELIVERY OF THE** QUANTITY **REQUESTED ITEMS** ITEMS **SUPPLY OFFICER END USER ACCEPTS THE** SUPPLY OFFICER DISTRIBUTES ACCEPTS THE **ITEMS DELIVERED** THE ITEMS TO THE END USER ITEMS **BY THE SUPPLIER**

PREPARED BY:

(SGD.) DARWIN D. NAZAL PROCUREMENT OFFICER **VERIFIED BY:**

HAPPY S. PELAYO, MPA VP FOR ADMINISTRATION