



MABALACAT CITY COLLEGE

Request of Goods and/or Services

Request of Items (Goods and/or Services) of the College

Office or Division:	Finance – Procurement		
Classification:	Highly Technical		
Type of Transaction:	Government to Government		
Who may avail:	College Staff, Student Council		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Requisition Form (Fully filled out and signed)		Office of the Vice President of the Concerned Unit	
Photos of items		Requesting Office / Unit	
Proposals / Program Design (if any)		Requesting Office / Unit	
CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Requisition Form (RF) from the Office of the Vice President of the Concerned Unit	1. Provides Request Form	1 minute	Clerk of the Vice President of the Concerned Unit
2. Submit fully filled-out RF and other needed documents (signed activity/program proposal, letter, or Board Resolution) for the recommendation of the approval of the request	1. Reviews the request 2. Recommends the approval of the request	15 minutes	Vice President of Concerned Unit
3. Proceed to the Administration Office and submit the fully accomplished form for the Certification of Budget Availability	1. Checks the budget availability	10 minutes	Happy Pelayo Vice President for Administration
4. Submit the fully accomplished RF	1. Reviews and Accepts the RF	5 minutes	Darwin Nazal Procurement Officer
	2. Prepares the Purchase Request (PR)	1 hour	Darwin Nazal

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	3. Submits the draft PR to the Bids and Awards Committee (BAC) Secretariat of the Mabalacat City Government (MCG) for the pricing of the items and waits for their feedback	3 days	Darwin Nazal
	4. Finalizes the draft PR and forwards to the Budget Coordinator for preparing the Obligation Request (ObR)	1 hour	Darwin Nazal Aura Venize Dungo-Miranda Budget Coordinator
	5. Submits the PR and ObR to the VP for Administration for review	30 minutes	Happy Pelayo Darwin Nazal Aura Venize Dungo-Miranda
	6. Submits the PR to the Office of the President for review and signing	1 hour	Aura Venize-Dungo
	4. Submits the PR and ObR to Budget Office for Budget Obligation and submits to the documents to the BAC Sec	3 days	Michelle Aguilar Ong College President Aura Venize-Dungo
	5. Monitors the status of the PR from its approval up to the scheduled date of the delivery	10 working days (if mode of procurement is shopping / small value procurement/ other negotiated procurement) 45 working days (if mode of procurement is bidding)	Darwin Nazal
	6. Informs supply officer on the delivery of the items	5 minutes	Darwin Nazal
	7. Inspects the items (goods / services) delivered and include it in the inventory	1 hour	LGU Inspector Dennis Batiller Joy Supan
	8. Informs the end user on the delivered item/s	3 minutes	Dennis Batiller Darwin Nazal
6. Accepts the requested item/s (good/s and/or service/s)	1. Release the item/s to the End User	5 minutes	Dennis Batiller Supply Officer

Note: The Procurement Officer will not process requests with incomplete specifications and supporting documents.

Under normal circumstance means: (1) Requirements needed are complete (2) The reviewers and signatories are present in their offices (3) All signatories have signed the requisition form. (4) No failure of procurement. (5) There are already available suppliers who can provide for the requested items.

Prepared by:

(Sgd.) Darwin D. Nazal
Procurement Officer

Verified by:

Happy S. Pelayo, MPA
VP for Administration