



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

*For Dissemination to
all Institutes & Centers
and Projects of NIH*

24 September 2020

MEMORANDUM NO. CCDP 2020-216

F O R : All Deans, Directors and Heads of Units
Attention: Administrative Officers/Supply Officers

SUBJECT : **Revised Process Flow for the Procurement of Common-used Supplies and Equipment from the Procurement Service (PS) Virtual Store**

We wish to inform you that due to the suspension of delivery option, all CSEs ordered from the Procurement Service Virtual Store, should be claimed/picked up by the Procuring Agency at the Procurement Service Office, San Cristobal Street, Paco, Manila.

In coordination with the Supply and Property Management Office (SPMO) and end user units, the Procurement Office should get schedule of appointment on line for the pickup. Orders should be picked up within seven (7) working days from the issuance of the Order Confirmation Number. All unclaimed items after the prescribed period will result to the cancellation of order.

Other steps in the process flow not involving delivery and acceptance of CSEs will remain the same.

Attached is the revised Process Flow which shall be effective upon approval.

For information and compliance.

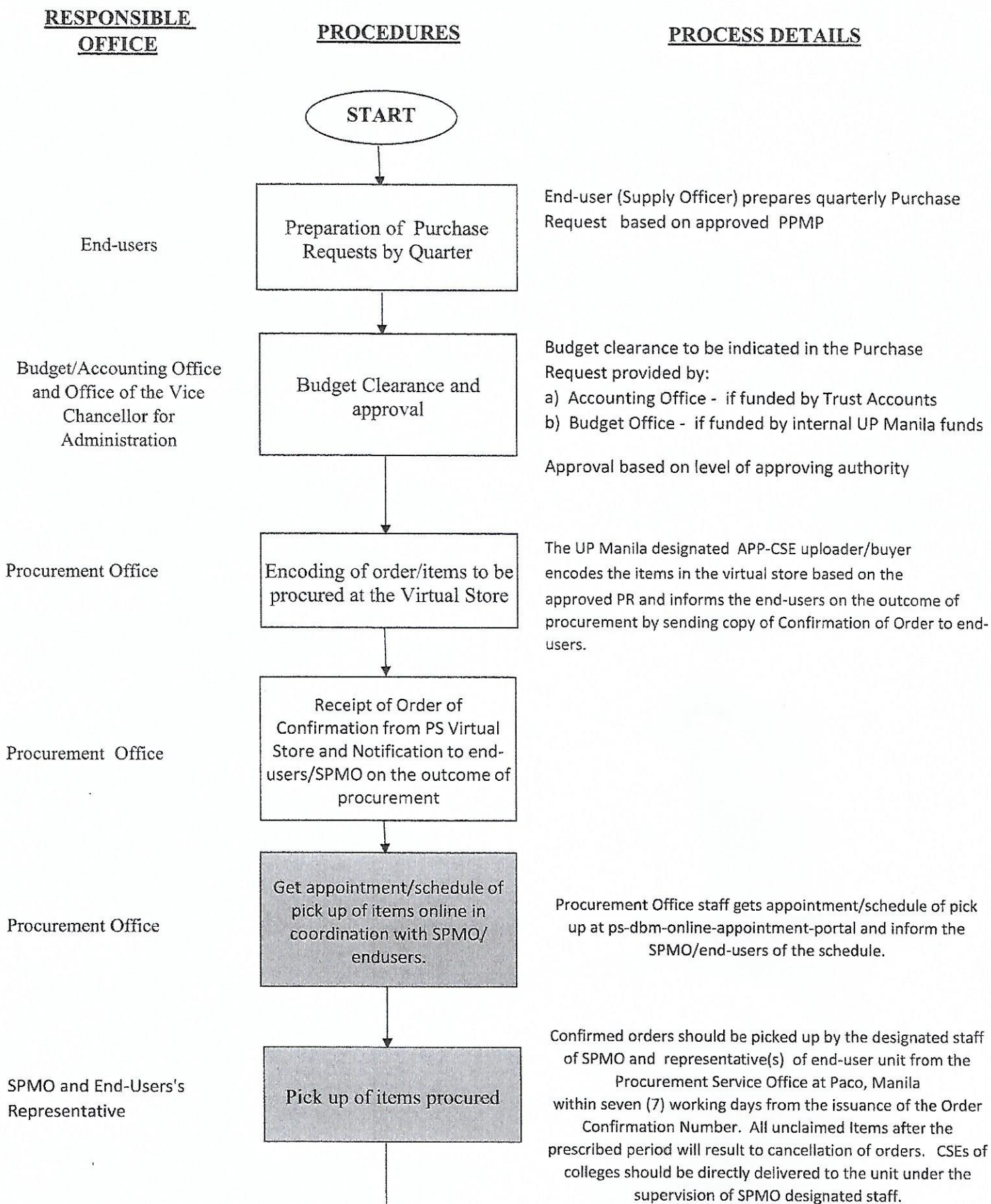
Carmencita D. Padilla
CARMENCITA D. PADILLA, MD, MAHPS
Chancellor ✓

Noted:

Eva Maria C. Cutiongco-De La Paz
DR. EVA MARIA C. CUTIONGCO-DE LA PAZ
Executive Director, NIH-UPM

**PROCESS FLOW ON THE PROCUREMENT OF COMMON-USED SUPPLIES AND EQUIPMENT (CSE)
FROM THE PROCUREMENT SERVICE (PS) VIRTUAL STORE**

Revised 28 September 2020

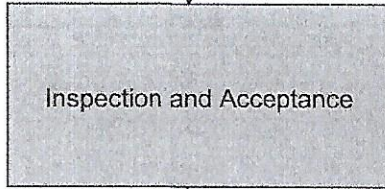


RESPONSIBLE OFFICE

PROCEDURES

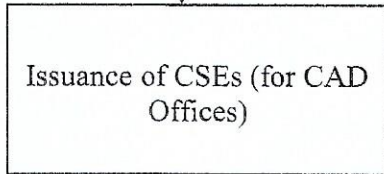
PROCESS DETAILS

SPMO, End-user/ Internal Audit Office



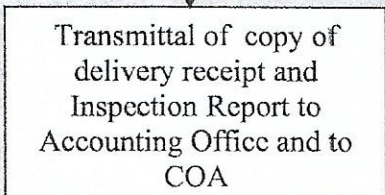
Inspection should be conducted by: Internal Audit for deliveries amounting to more than P100,000.00; SPMO/end-user' inspectors for P100,000.00 and below. SPMO/college's supply officers should inform Internal Audit that there are deliveries for inspection. Inspection should be conducted the latest a day after delivery. Certificate of Inspection and Acceptance should be accomplished and signed by designated inspectors and to be submitted to SPMO.

SPMO

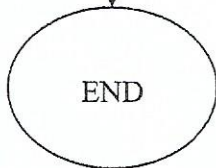


The SPMPO should notify the concerned CAD offices of the availability of CSEs and give instructions that they should pick up their CSEs within the next day of notification. Issuance should be made upon presentation/accomplishment of RIS.

SPMO



SPMO should transmit copies of acceptance and inspection report to Accounting Office and to the COA.



NOTE: Highlighted steps - with revisions

Prepared by:

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RECOMMENDING APPROVAL:

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