



**Department of Health
SAN LAZARO HOSPITAL**

**CITIZEN'S CHARTER
MANUAL**



DOCUMENT CODE:
CC - OCAO – 003

REVISION NO.
0

DATE EFFECTIVE
June 1, 2019

DEPARTMENT: OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

PROCESS 3: PROVISION AND PAYMENT OF GOODS AND SERVICES

Schedule of Services:

Monday to Friday: 8:00am – 5:00pm (NO NOON BREAK)

Services Provided to:

Internal and External Clients

Requirements Needed:

Request for actions, Logbooks, PPMP, APP, PR, RIS, P.O., Market Order, Job Order, Voucher, Check, BAC Resolution, NOA, NTP, Abstract of Bids

Duration:

61-193 CD

Step	Activities	Forms	Fees	Response Time	Person Responsible
1	Conduct Pre-procurement conference	PPMP, Notice of Meeting	N/A	1 CD	BAC Chairperson
2	Prepare PPMP and Consolidate into APP	PPMP, APP	N/A	10 CD	Department Head concerned BAC Secretariat
3	Procure goods and services thru public bidding	Bidding Documents	N/A	26-136 CD	BAC Chairperson
4	Prepare and process PO / MO / JO and NTP	PO / MO / JO and NTP	N/A	6 CD	Procurement Head NDD Head Accounting Dept. Head



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5	Notify the winning bidder and issue the NTP	PO / MO / JO and NTP	N/A	1 CD	Procurement Head
6	Inspect, Accept and Issue the delivered goods and services to concerned end-user	IAR, MR, RIS, OR, DR		12-15 CD	MMD Head
7	Prepare and process Disbursement Voucher	Disbursement Voucher with complete required documents		1-20 CD	MMD Dept. Head NDD Dept. Head EFMD Dept. Head GSD Head Procurement Dept. Head Accounting Dept. Head
8	Prepare and Approve LDDAP / Check and release check to concerned suppliers and service providers	DV, LDDAP / Check		4 CD	COD Head MCC II Concerned suppliers and service providers
END OF TRANSACTION					