

	COMMERCIAL SERVICES DEPARTMENT	DOCUMENT CODE	PM-08-03-W01
	<h1>WORK INSTRUCTIONS</h1>	REVISION NUMBER	0
		PAGE NUMBER	1 of 1
SECTION	OPERATION	EFFECTIVITY DATE	August 1, 2018
SUBJECT	PREPARATION OF PURCHASE REQUISITION / JOB REQUISITION		

1.0 Person Responsible

1.1. Assigned Personnel

2.0 Tools, Materials, and Equipment

- 2.1 Purchase Requisition Form
- 2.2 Job Requisition Form

3.0 Work Steps

3.0 Fill-out PR/JR indicating the specs, amount and reference APP number

3.1 Attach copy of APP. Forward to Immediate Supervisor for initials, and to the requisitioning and approving Officer

- If less than twenty thousand – requisitioned by: Division Manager; approved by: Department Manager
- If twenty thousand and above – requisitioned by: Department Manager; approved by: Assistant General Manager- Finance

3.2 Endorse to Department Secretary for endorsement to Procurement Division.

4.0 Work Conditions and Environment/Safety Requirements

None

5.0 Reference

5.1 PM-08-03, Procurement

6.0 Record

- 6.0 Accomplished Purchase Order
- 6.1 Accomplished Job Order

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