



## DOCUMENT REVIEW REQUEST AND REGISTRATION FORM

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013	OWD-WI-COML-005	APPLICATION FOR SALE OF MATERIALS	August 14, 2017
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		COML	GINA S. PALOMO
		Approved by: BENIGNO P. ANDRES General Manager	
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Initial Review	QMR/Deputy QMR Remarks:	Signature

Reviewing Division/ Section			
Division/ Sec.	Name of Approver	Comments/ Suggestions	Signature
OFFICE OF THE GENERAL MANAGER	BENIGNO P. ANDRES		
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FINANCE DIVISION			
CUSTOMER ACCOUNTS DIVISION			
CUSTOMER SERVICES DIVISION			
ENGINEERING DIVISION			
WATER RESOURCES DIVISION			

DOCUMENT REGISTRATION APPROVAL			
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**TITLE:**  
**APPLICATION FOR SALE OF MATERIALS**

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Document History					
Rev. No.	DRRF No.	Description of Change	Revision Date	Originator	Date Originated
	013	Initial Release		Gina S. Palomo	August 11, 2017
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<b>ALL DEPARTMENT</b>				NOTE: MASTER COPY AND APPROVAL SIGNATURES OF THIS DOCUMENT IS KEPT IN DOCUMENT CONTROL SECTION AND CAN ONLY BE REVISED THRU DCN FORM	

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**1.0 PURPOSE**

1.1 This outlines the process on the sale of materials to clients.

**2.0 SCOPE**

2.1 This procedure covers the process of selling of materials to interested parties.

**3.0 ASSOCIATED DOCUMENTS**

- 3.1 Civil Services Citizens Charter
- 3.2 TUBS
- 3.3 Quality System Manual

**4.0 DEFINITION OF TERMS**

- 4.1 Quality Service - a system of satisfactorily providing for wants, need and desires of customer.
- 4.2 Customer Service - is the organization's responsiveness to the needs of clients.

**5.0 RESPONSIBILITIES**

- 5.1 The Customer Service Officer ensures the quality service; accommodate customers
- 5.2 The Purchasing Officer has the responsibility for the procurement of materials needed.
- 5.3 The Releasing Officer is responsible for the release of materials.

**6.0 PROCEDURES**

- 6.1 Open TUBS for viewing of ledger accounts of client
- 6.2 Fill up Service Payment Assessment Form (SPAF) indicating the account name/ name, account number/ address and the list of materials to be purchased and amount to be paid.
- 6.3 Payment of purchased materials is done through SPAF to Cashier.
- 6.4 Prepare Store Requisition Slip (SRS) for documentation and to be forwarded to Releasing Officer.
- 6.5 Release materials purchased.

**7.0 RECORDS**

- 7.1 Service Payment Assessment Form (SPAF)
- 7.2 Store Requisition Slip (SRS)

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