



PROCESS MANUAL
BUREAU OF LOCAL GOVERNMENT
FINANCE

BLGF-PM-04-06

Revision Code: 00

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Section: **SUPPORT**

Effectivity Date: 01-19-2018

Subject: **FACILITY MANAGEMENT**

1. PURPOSE:

To ensure that facility, equipment, and vehicle maintenance services requested are provided on time and according to the service requirements of the internal customer.

2. SCOPE:

This procedure covers activities from request for service, purchase requisition, request for estimate, preparation of PO, conduct of repair/service, inspection of work, and transmittal of documents to Accounting for payment. This procedure also covers repair of service vehicles.

3. DEFINITION OF TERMS:

- a. **PR** – Purchase Requisition
- b. **PO** – Purchase Order

4. RECORDS:

TITLE/CODE	LOCATION	RETENTION CRITERIA	RETENTION PERIOD	DISPOSAL METHOD
1. Inspection Report (PRO-005)	Accounting Files	NAP R.A. 9470	10 years	shred

5. REFERENCES:

5.1 ISO Clause Reference

- a. Clause 7 – Resources except clause 7.1.5.2
- b. Clause 8.4 - Control of externally provided products and services
- c. Clause 10 – Improvement

5.2 Any document which supports the implementation of the procedure
R.A. No. 9184 (Government Procurement Reform Act)
IRR of R.A. No. 9184

5.3 Related documents linked to the procedure – Corrective Action Procedure

PREPARED BY: DIVISION CHIEF

REVIEWED BY: AFMS DIRECTOR

APPROVED BY: EXECUTIVE DIRECTOR



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6. PROCEDURE:

ACTIVITY FLOW	RESPONSIBLE	DETAILS
	Property Officer	<p>Receives notice for repair of facility, equipment, or vehicle from end user.</p> <p>Note: Building and utilities maintenance are administered by Department of Finance (property owner)</p>
	Property Officer	Receives PR for the service/repair of an equipment or vehicle.
	Property Inspector	Verifies repair needed for the facility or vehicle.
	Property Inspector	Prepares Pre-Repair Inspection Report indicating trouble or assessed problem with the equipment or vehicle.

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ACTIVITY FLOW	RESPONSIBLE	DETAILS
	Property Section	Requests for job estimate from suppliers.
	Supply Officer	Receives Job Estimate and prepares Purchase Order.
	Admin Officer Accountant III Head of Office	The PO is routed for signature of approving authorities.
	Property Officer	Issues approved PO to Supplier who signs on the "Conforme".

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ACTIVITY FLOW	RESPONSIBLE	DETAILS
	<p align="center">Supplier</p>	<p>Conducts repair/service as per PO.</p>
	<p align="center">Property Inspector</p>	<p>For facility repairs done onsite. Inspects repair work performed.</p>
	<p align="center">Supplier</p>	<p>When the work done is unsatisfactory, does rework until required quality of repair/service is complied with.</p>

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ACTIVITY FLOW	RESPONSIBLE	DETAILS
	<p align="center">Property Inspector</p>	<p>For onsite repairs: Transmit documents to accounting for payment.</p> <p>For vehicle shop repairs: The billing is sent by the shop directly to Accounting.</p> <p>Refer to Disbursement Procedure.</p>
	<p align="center">Division Chief</p>	<p>Reviews activities of the process to see where quality improvements can be done in the process.</p>
	<p align="center">Division Chief</p>	<p>Determine if performance targets were achieved.</p> <p>For unmet targets: Refer to Corrective Action Procedure.</p> <p>Submit complete monthly accomplishment report and performance report to immediate superior every first week of the month</p>

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