



**HOUSING AND URBAN  
DEVELOPMENT COORDINATING  
COUNCIL**

**Quality Manual**

Section No.:

Annex A

Page No.:

Page 8 of 23

Revision No.:

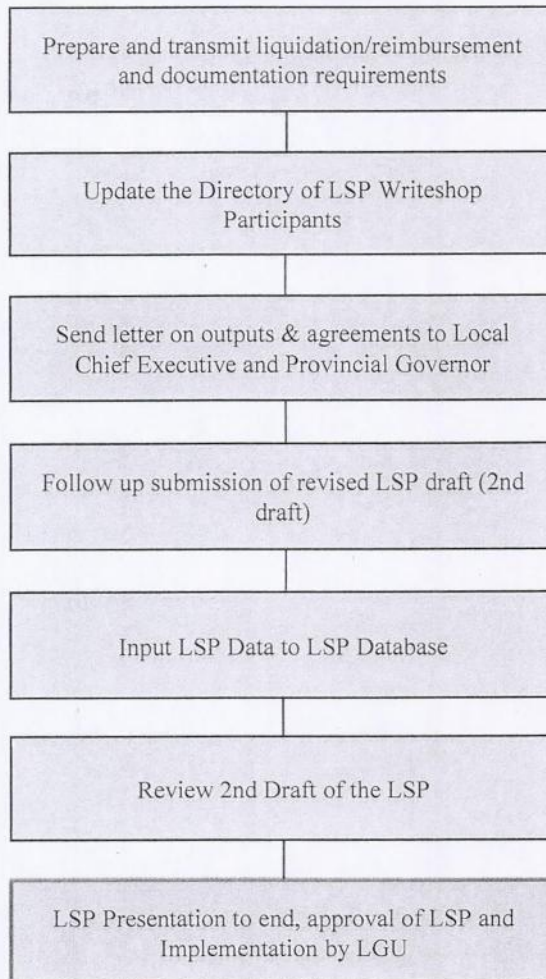
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**MAR 16 2016**

**LOCAL SHELTER PLAN WRITESHOP PROCESS FLOW**

**Post-Implementation**



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**HOUSING AND URBAN  
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COUNCIL**

**Quality Manual**

Section No.:

Annex A

Page No.:

Page 9 of 23

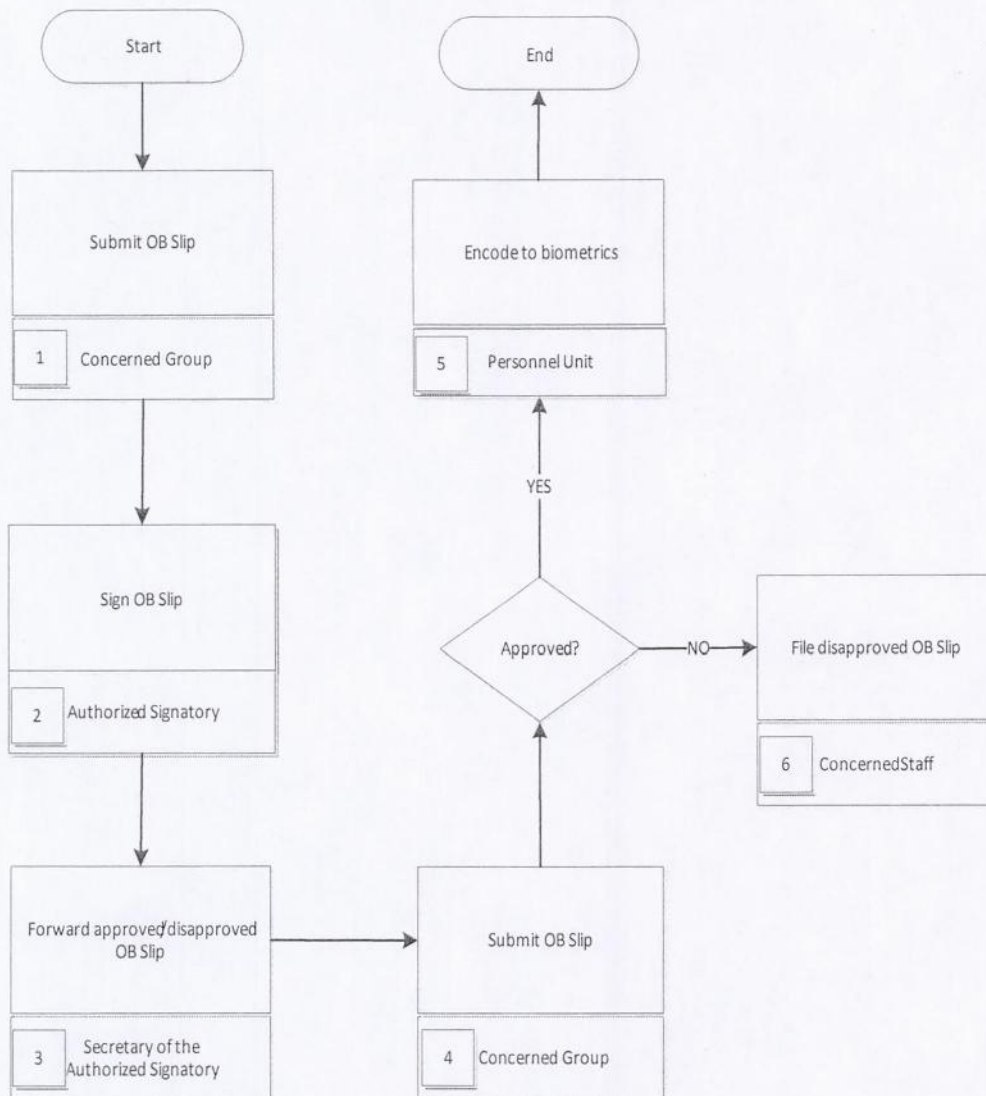
Revision No.:

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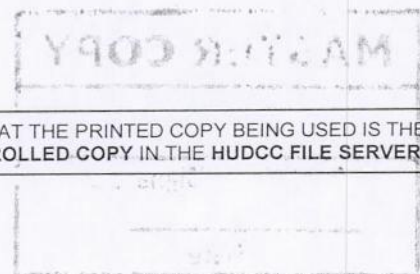
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## Administrative Process for Official Business Slip



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Section No.:

Annex A

Page No.:

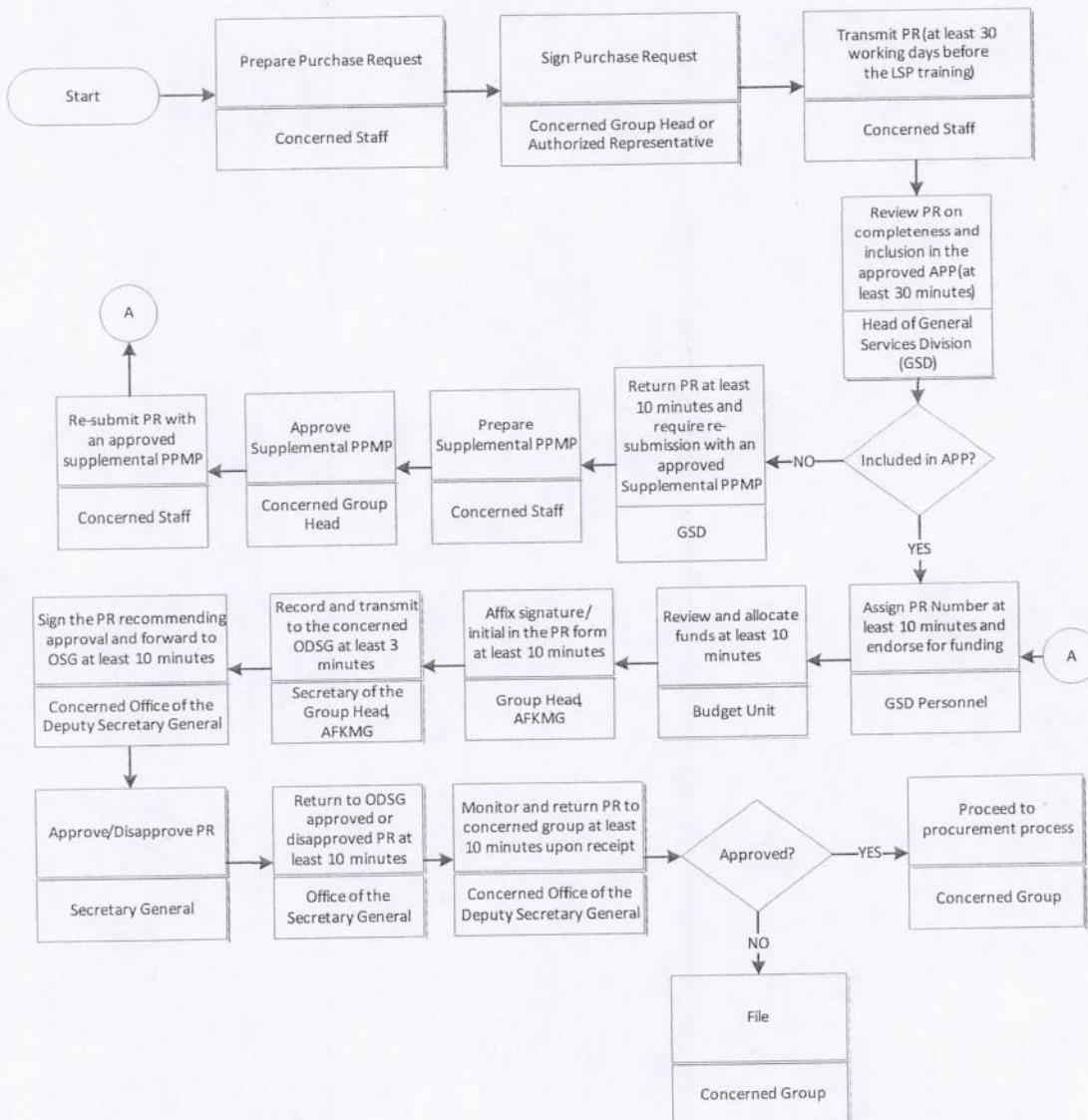
Page 10 of 23

Revision No.:

0

Effectivity: **MAR 16 2016**

## Administrative Process for Purchase Request (PR) of Central Office Units



### Abbreviations:

- AFKMG - Administrative, Finance and Knowledge Management Group  
APP - Annual Procurement Plan  
ODSG - Office of the Deputy Secretary General  
PPMP - Project Procurement Management Plan

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# HOUSING AND URBAN DEVELOPMENT COORDINATING COUNCIL

## Quality Manual

Section No.:

Annex A

Page No.:

Page 11 of 23

Revision No.:

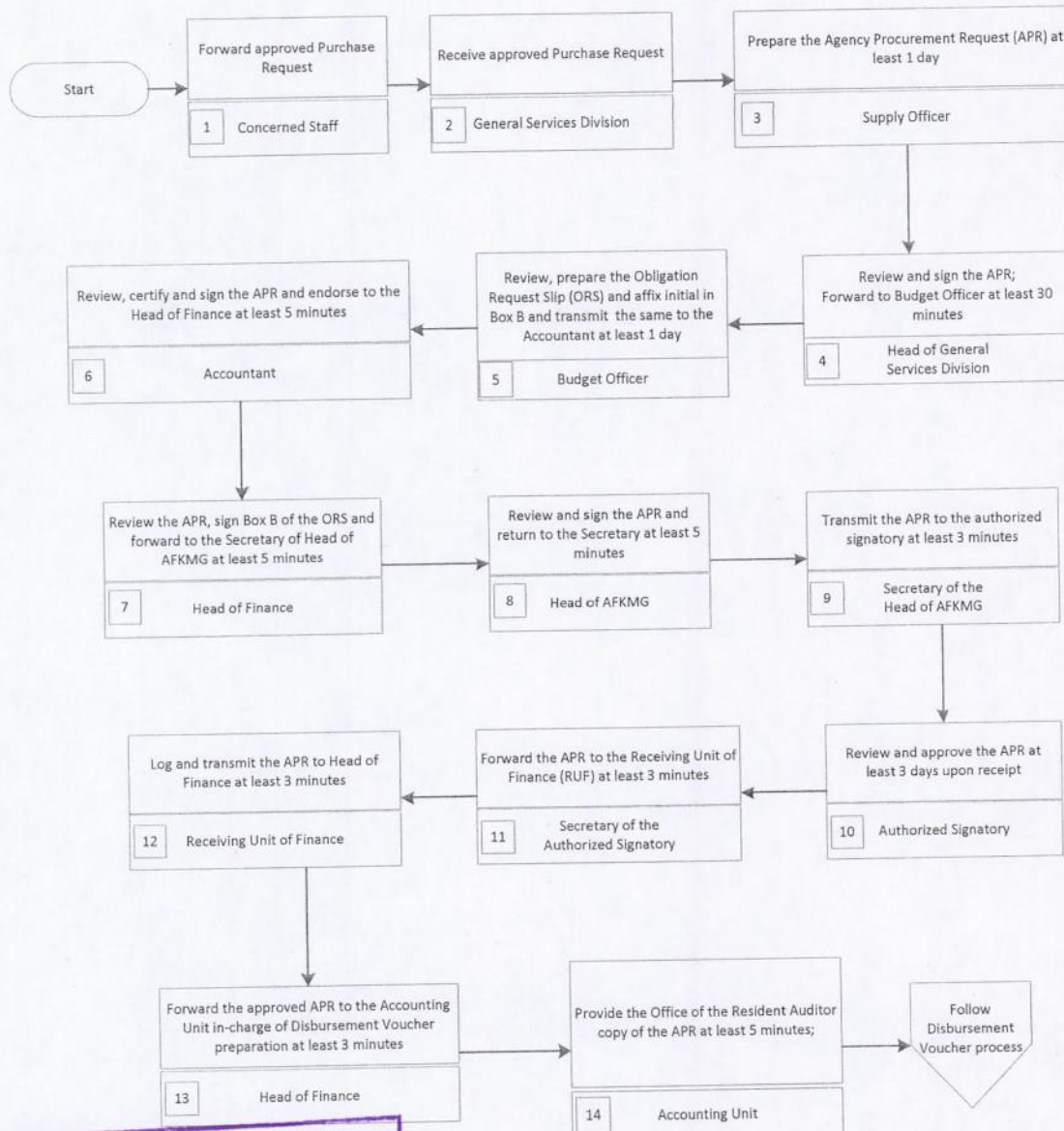
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## Administrative Process for Purchases made from Procurement Service-DBM (PS-DBM)

For the procurement of common-used supplies and materials, using the Agency Procurement Request (APR), the HUDCC-GSD obtains from PS-DBM its latest Price List of Common-Used Supplies and Materials and Equipment.



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# HOUSING AND URBAN DEVELOPMENT COORDINATING COUNCIL

## Quality Manual

Section No.:

Annex A

Page No.:

Page 12 of 23

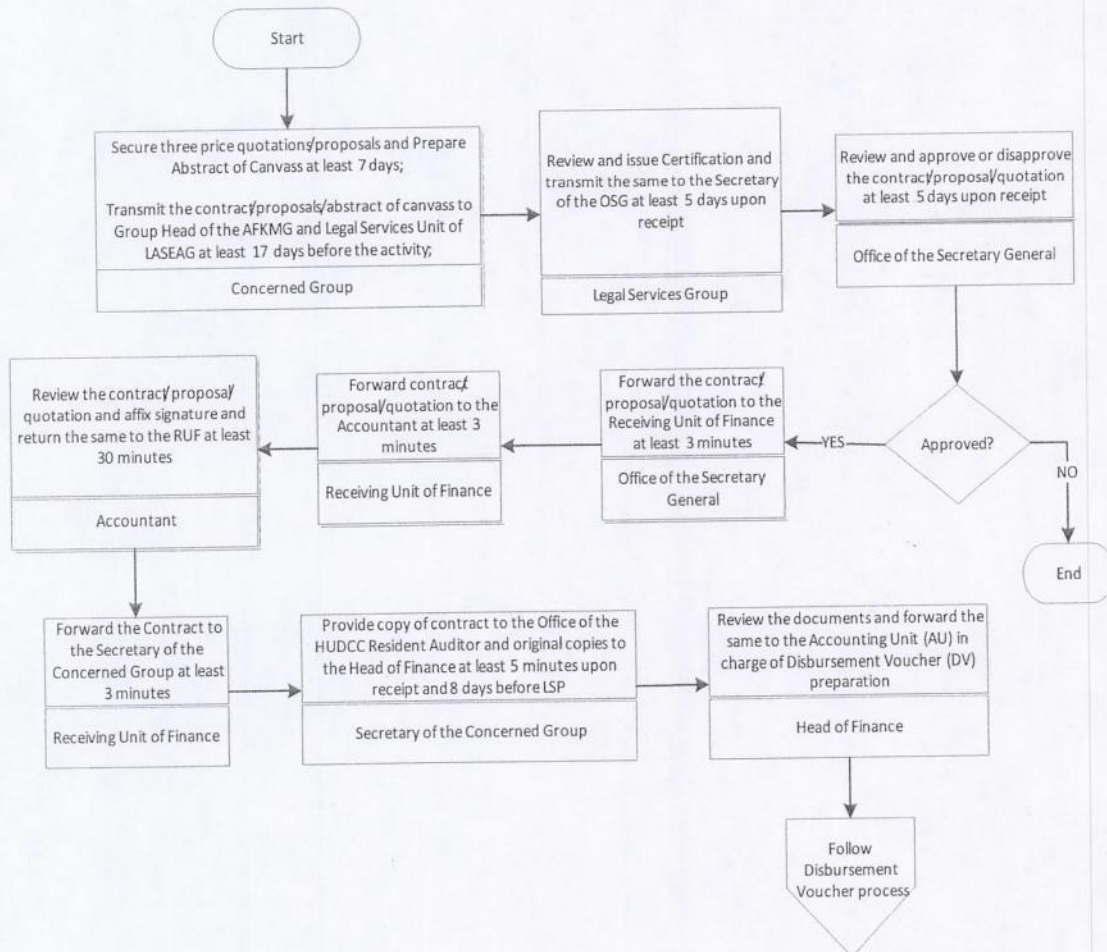
Revision No.:

0

Effectivity:

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## Administrative Process for Venue, Catering and Accommodation



### Abbreviations:

AFKMG	-	Administrative, Finance and Knowledge Management Group
LASEAG	-	Legal Services, Anti-squatting and External Affairs Group
OSG	-	Office of the Secretary General
RUF	-	Receiving Unit of Finance

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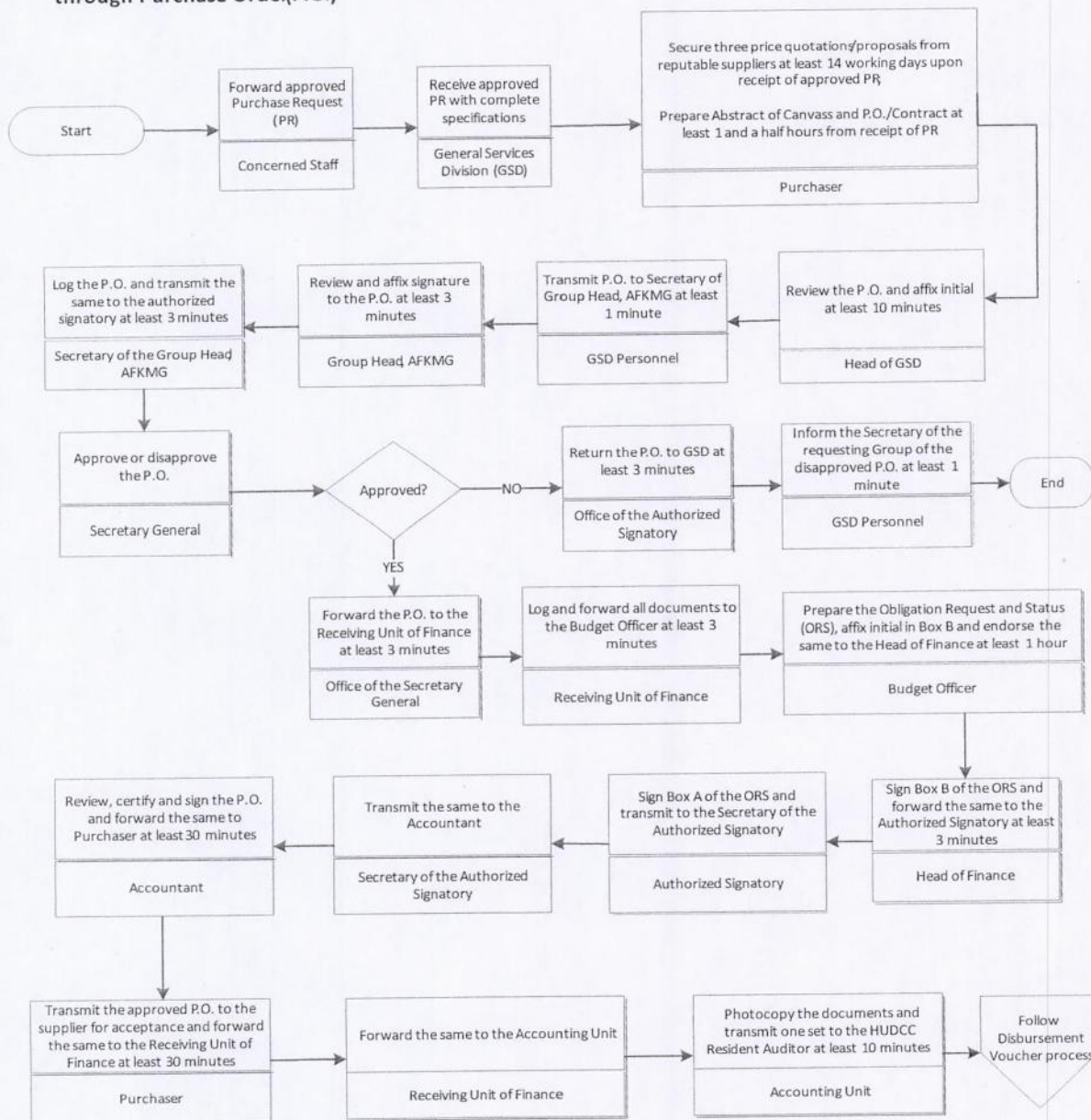


**HOUSING AND URBAN  
DEVELOPMENT COORDINATING  
COUNCIL**  
**Quality Manual**

Section No.: Annex A  
Page No.: Page 13 of 23  
Revision No.: 0  
Effectivity: **MAR 16 2016**

## Administrative Process for Purchase Order

Purchase of Supplies Other Materials and Office Equipment (ABC not more than Ph\$50,000) made through Purchase Order (P.O.)



Abbreviations:

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Administrative, Finance and Knowledge Management Group

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# HOUSING AND URBAN DEVELOPMENT COORDINATING COUNCIL

## Quality Manual

Section No.:

Annex A

Page No.:

Page 14 of 23

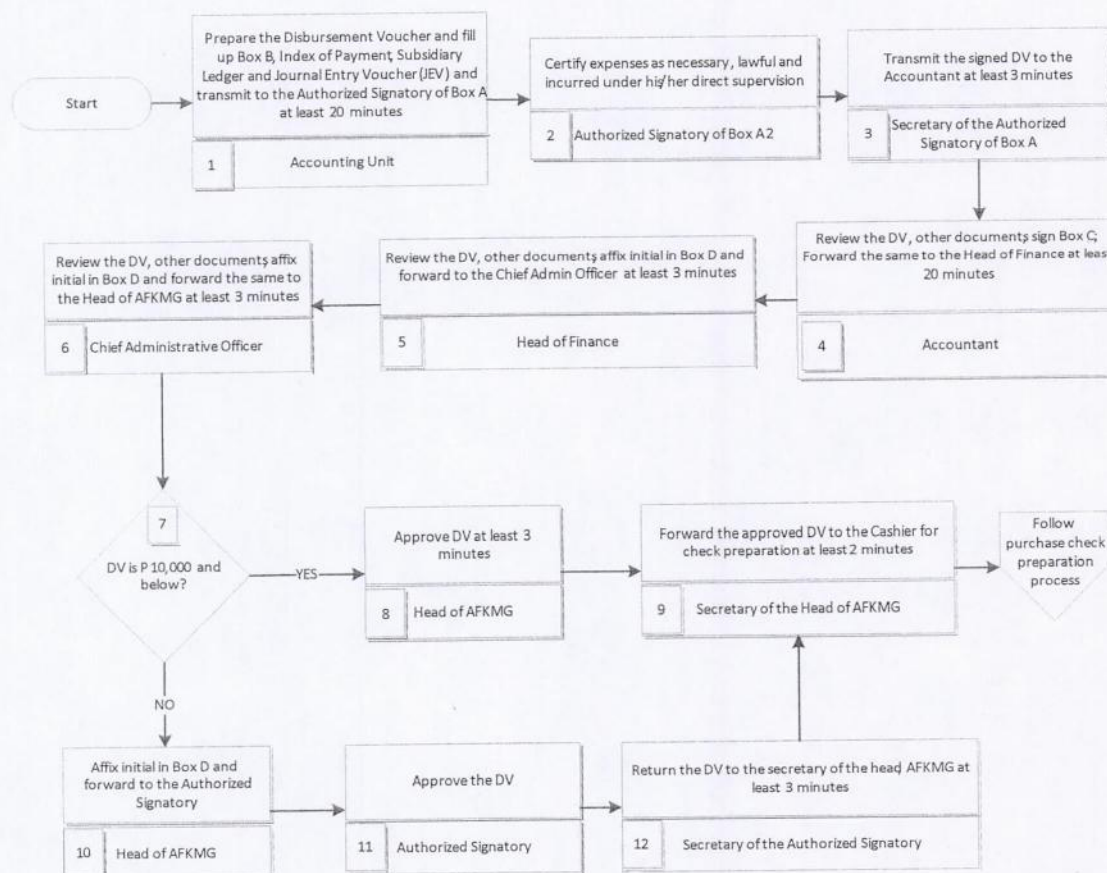
Revision No.:

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Effectivity:

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## Disbursement Voucher (DV) Process



### Abbreviations:

AFKMG - Administrative, Finance and Knowledge Management Group

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# HOUSING AND URBAN DEVELOPMENT COORDINATING COUNCIL

## Quality Manual

Section No.:

Annex A

Page No.:

Page 15 of 23

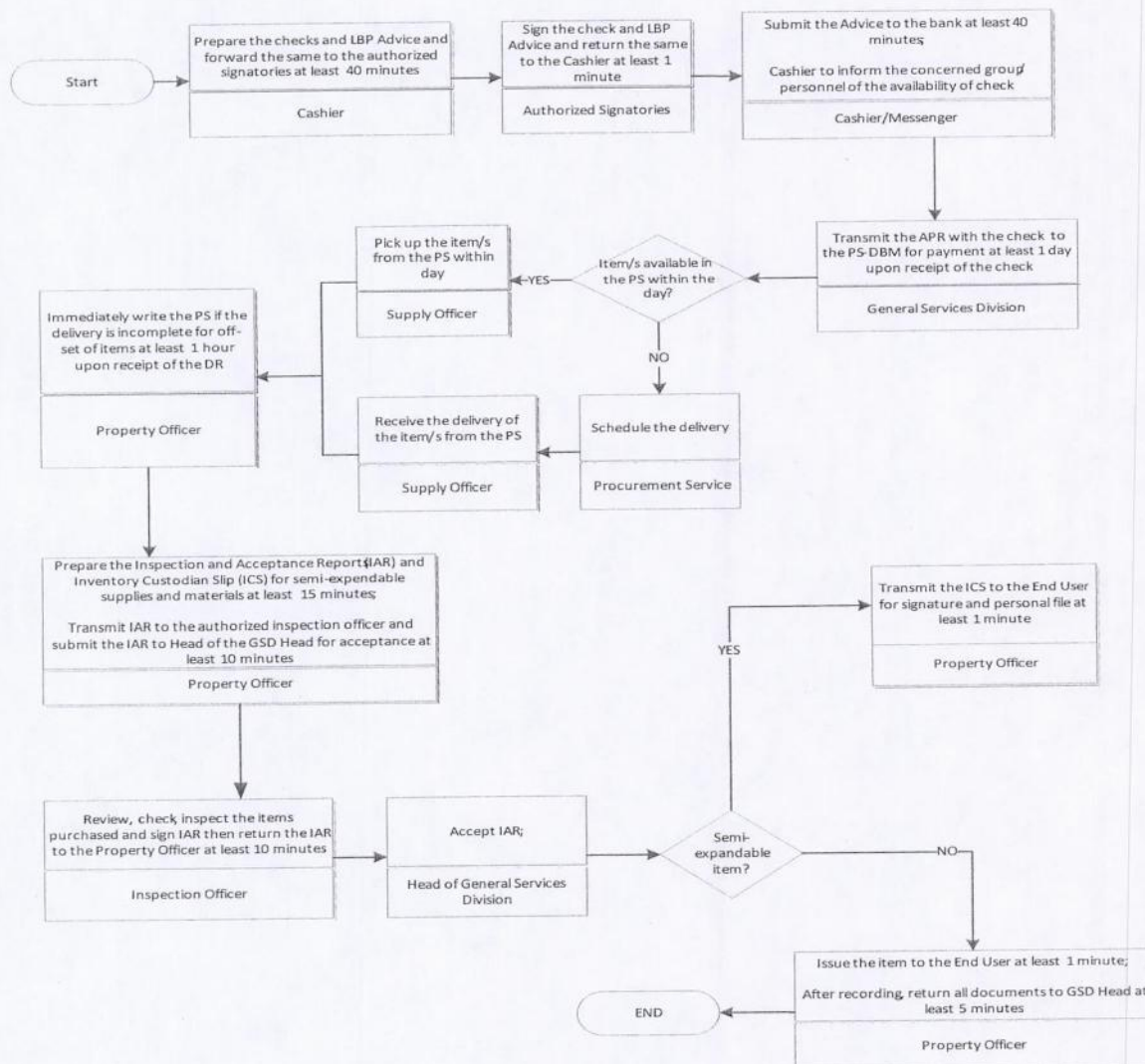
Revision No.:

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Effectivity:

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### Purchase Check Preparation Process



#### Abbreviations:

LBP	-	Land Bank of the Philippines
APR	-	Agency Procurement Request
PS - DBM	-	Procurement Service - Department of Budget and Management
DR	-	Delivery Receipt
ICS	-	Inventory Custodian Slip
GSD	-	General Services Division

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