



Purchase Requests from Legislative Offices

Receiving of Purchase requests for procurement needs of different offices under the Legislative Department

Office or division:		Office of the Vice Mayor		
Classification:		Simple		
Type of Classification:		G2C, G2G		
Who may avail:		Personnel, Job Order Contracts, and Consultants under the Legislative Department		
Checklist of Requirements:			Where to secure:	
Submission of Purchase Request Form with attachments (if any), with the receiving copy returned to the person			From the requesting party	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Drop off a copy of the document to the Receiving Section of the Office of the Vice Mayor	Receiving of documents and return the receiving copy to the requesting party	None	2 minutes	Receiving personnel
	Records the document	None	5 minutes	Receiving personnel
	Forwarded to the Chief of staff for schedule and proper endorsement	None	60 minutes	Chief of Staff
	Forwarded to the Admin Officer for proper action	None	24 hours	Admin personnel
Follow up in person, through phone call or email.	<ol style="list-style-type: none"> Coordinates the request for status Inform the requesting party of the action taken/Gives a copy of the endorsement, if any Note if other appropriate action should be taken 	None	60 minutes	Administrative personnel
Total		None	26 hours, 7 minutes	