
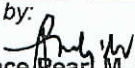




SUPPORT PROCESS

- I. Resource Management
 - Recruitment and Selection Procedure
 - Personnel Training Procedure
 - Performance Management Procedure
- II. Documentation Management
 - Control of Documents Procedure
- III. Records Management
 - Control of Records Procedure
- IV. Financial Management
 - Budget Preparation Procedure
 - Budget Monitoring Procedure
 - Disbursement Voucher Procedure
 - Subsidy Releases Procedure
 - Preparation of Financial Reports Procedure
- V. Infrastructure Management
 - Building Maintenance Procedure
- VI. Auxiliary Services
 - Contract Management Review Procedure
 - Systems Management and Services Procedure
 - Shipment of Goods Procedure
 - Messengerial/Courier/ Mailing Procedure
 - Passport/Visa Application Procedure
 - Travel/Ticketing Procedure
 - Hotel Accommodation
 - Transportation Services Procedure
 - Property and Supplies Management

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: October 28, 2015
	Subject: Recruitment and Selection Procedure (for Regular positions)			
Written by:  Florence Pearl M. Buensalido DC, Human Resources Div.		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

1. PURPOSE

This procedure outlines the steps that are to be followed in hiring first and second level positions in the career service.

2. SCOPE


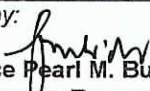


This procedure applies to hiring of regular personnel.

3. DEFINITIONS

Agency	Refers to attached agencies, bureaus/offices and government-owned-and-controlled corporations of the Department of Trade and Industry
Career Service	Positions in the Civil Service characterized by (1) entrance-based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and security of tenure
First Level Positions	Shall include clerical, trade and crafts, and custodial service which involve sub-professional work in a non-supervisory or supervisory capacity
Next-in-Rank	Refers to a position which by reason of the hierarchical arrangement of positions in the agency or in the government is determined to be in the nearest degree of relationship to a higher positions as contained in the Agency's system of Ranking of Positions (SRP)
Panel Interview	Similar to a typical one-on-one interview but there are two or more interviewers.
Psychological Evaluation/Testing	Consists of battery of tests that aim to measure the candidate's areas of strengths and weaknesses in intellectual resources, personal adjustment, interpersonal functioning, value orientation/occupational needs and aspirations
Second Level Positions	Involve professional, technical and scientific work in a non-supervisory or supervisory capacity up to Division Chief level or its equivalent
Third Level Positions	Generally require either Career Service Executive Eligibility (CSEE) or Career Executive Service Eligibility (CES). This includes Undersecretary, Assistant Secretary, Bureau Director, Assistant Bureau Director, Regional Director,

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: October 28, 2015
	Subject: Recruitment and Selection Procedure (for Regular positions)			
Written by:  Florence Pearl M. Buensalido DC, Human Resources Div.		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia G. Gaetos Executive Director

Assistant Regional Director, Chief of Department Services,
Provincial Director, Executive Director, Deputy Executive
Director

4. RESPONSIBILITIES

Human
Resource Officer
(HRO)

Identifying vacant positions

Publishing vacant positions in the website or other
modes of publication for at least ten (10) calendar
days

Conducting preliminary evaluation of the
qualification of all candidates

Notifying applicants of the outcome of the selection
process

Personnel
Selection Board
(PSB)

Adopting a formal screening procedure and
formulate criteria for the evaluation of candidates for
appointment, taking into consideration the following


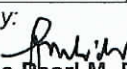


- a. Reasonable and valid standards and methods of
evaluating the competence and qualification of
all applicants competing for a particular position
- b. Criteria for evaluation of qualifications of
applicants for appointment must suit the job
requirements of the position

Disseminate screening procedure and criteria for
selection to all Agency officials and employees and
interested applicants. Any modification of the
procedure and criteria for selection shall likewise be
properly disseminated

Prepare a systematic assessment of the
competence and qualifications of candidates for
appointment. Maintain fairness and impartiality in
the assessment of candidates. Towards the end, the
PSB may employ the assistance of external or
independent resource persons/firms and may initiate
innovative schemes in determining the best and

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document
stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject:		Rev.: 0	Issue Date: October 28, 2015
Recruitment and Selection Procedure (for Regular positions)				
Written by:  Florence Pearl M. Buensalido DC, Human Resources Div.		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

most qualified candidate

Evaluate and deliberate enhance the qualifications of those listed in the selection line-up.





Submit the list of candidates recommended for appointment from which the appointing authority shall choose the applicant to be appointed.

5. PROCEDURE OUTLINE





Responsible	Activity	Documents
HR Officer	Publication of Vacancy (See Section 6.1.1)	Memorandum on Opening/Re-opening of positions
HR Officer	Screening of Applications (See Section 6.1.2)	Applicant's Resume/CV
HR Officer	Presentation of Candidates to EXCOM (See Section 6.1.3)	Power point Presentation
HR Officer	IPAS Calibration (See Section 6.2.1)	IPAS ratings
HR Officer	Psychological Evaluation/Testing (See Section 6.2.2)	Psychological Evaluation Report

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject:		Rev.: 0	Issue Date: October 28, 2015
Recruitment and Selection Procedure (for Regular positions)				
Written by:  Florence Pearl M. Buensalido DC, Human Resources Div.		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

HR Officer	<div>Panel Interview (See Section 6.2.5)</div>	Panel Interview Result
HR Officer PSB	<div>DED/DM Evaluation (See 6.2.6)</div>	Deputy Executive Director/Department Manager Inputs/Rating
HR Officer PSB	<div>Personnel Selection Board Deliberation (See 6.2.8)</div>	Candidate's Rating Form Candidate's Matrix of Results
HR Officer	<div>Presentation of Results to the Executive Director (See Section 6.2.9)</div>	Candidate's Rating Form Minutes of the Meeting of the Personnel Selection Board
HR Officer	<div>Preparation of Appointment Papers (See Section 6.3.2)</div>	Appointment Paper
HR Officer	<div>Submission of Appointment Papers (See Section 6.3.3)</div>	Memorandum Report on Appointments Issued Separation Report Appointment Paper Personal Data Sheet Authenticated Civil Service Eligibility

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: October 28, 2015
	Subject: Recruitment and Selection Procedure (for Regular positions)			
Written by:  Florence Pearl M. Buensalido DC, Human Resources Div.		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

6. PROCEDURE DETAILS

6.1. Pre-Selection


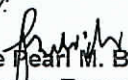

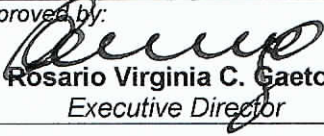
- 6.1.1. The HRO prepares the Memorandum for publication of vacant positions in the website and post the same in three (3) conspicuous places in the office for ten (10) calendar days.
- 6.1.2. The HRO must conduct preliminary evaluation/screening of the qualifications of all candidates within or outside the agency by determining whether or not the candidates meet the qualification standards of the position plus the following in cases of promotion: determination of next-in-rank and that the candidates has two (2) calibrated IPASes with at least very satisfactory ratings
- 6.1.3. The HRO must prepare the list of candidates and present the same to CITEM Executive Committee Members during a meeting.
- 6.1.4. For Promotion, the HRO must conduct IPAS calibration to determine if the candidate met the Very Satisfactory (VS) ratings for the specified rating periods.

6.2. Selection Proper

- 6.2.1. The HRO serves as secretariat during the IPAS calibration. He/she also computes the scores of the candidate for promotion.
- 6.2.2. The HR Officer must clear with the psychological testing facility the target date of assessment then inform the applicants of the schedule two (2) days prior to the examination date.
- 6.2.3. The Psychological Evaluation result of the candidates are forwarded to HRD maximum of five (5) days after the examination.
- 6.2.4. Candidates who met the cut-off score for the psychological assessment proceed to the next selection step which is the panel interview. The HRO must prepare the panel interview schedule and inform the panelists, composed of at least three (3) Executive Committee members, five (5) days prior to the schedule.
- 6.2.5. The HRO must prepare the panel interview materials and administrative requirements two (2) days prior to the schedule. During the interview, the HRO must gather the panel ratings sheets from the interviewers and prepare the summary/matrix of results, signed by the HRD Head.
- 6.2.6. The HRO prepares the memorandum and rating sheet of the applicant for evaluation of Department Manager / Deputy Executive Director
- 6.2.7. The HRO must determine the date of the Personnel Selection Board Meeting and prepare all the materials and administrative requirements at least ten

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: October 28, 2015
	Subject: Recruitment and Selection Procedure (for Regular positions)			
Written by:  Florence Pearl M. Buensalido DC, Human Resources Div.		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director


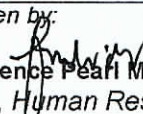


- (10) days prior to the meeting since advance copy of the comparative matrix of results is included in the memorandum of invitation.
- 6.2.8. During the meeting, the HRO must get the attendance of the members and give them the Personnel Selection Board kit. Further, the HRO must jot down the minutes of the meeting.
- 6.2.9. The HRO must prepare the list of the candidates for promotion/hiring as recommended by the Personnel Selection Board and the draft Minutes of the Meeting two (2) days after the deliberation.
- 6.2.10. Submit to the appointing authority list of candidates recommended for appointment from which he/she shall choose the applicant to be appointed.

6.3. Post Selection

- 6.3.1. Inform the candidates of the result of the deliberation.
- 6.3.2. The HRO must prepare the appointment papers of the newly promoted/hired personnel for signature of the following: 1) appointee, 2) immediate supervisor, 3) Department Manager or Deputy Executive Director, 4) PSB Chairman or Vice Chairman and 5) Executive Director
- 6.3.3. The HRO must submit the following to the Civil Service Commission: 1) Report on Appointments Issued, 2) Appointment Papers, 3) Personal Sheet and 4) Authenticated Civil Service Eligibility

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:
	Subject:		Rev.: 0 Issue Date: October 28, 2015
Personnel Training Procedure			
Written by:  Florence Pearl M. Buensalido DC, Human Resources Div.	Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept	Approved by:  Rosario Virginia C. Gaetos Executive Director	

1. PURPOSE

This procedure outlines the steps on Training / Seminar

2. SCOPE

This procedure applies on the attendance of an employee for training to an outside training institution

3. DEFINITIONS

Office Order Is issued by competent authority. It contains instructions related to office works, change of working hours, instruction on closed holidays, message by senior authorities when they take over some organization, promotion etc.

Training Institution Responsible in providing training and development intervention

Disbursement Voucher (DV) Form used to have a check made to pay an individual or an organization for merchandise sold or services

4. RESPONSIBILITIES

Human Resource Officer (HRO) Coordinating with the service provider who will conduct the training

Preparing the administrative requirements

Informing the attendee about the training





5. PROCEDURE OUTLINE

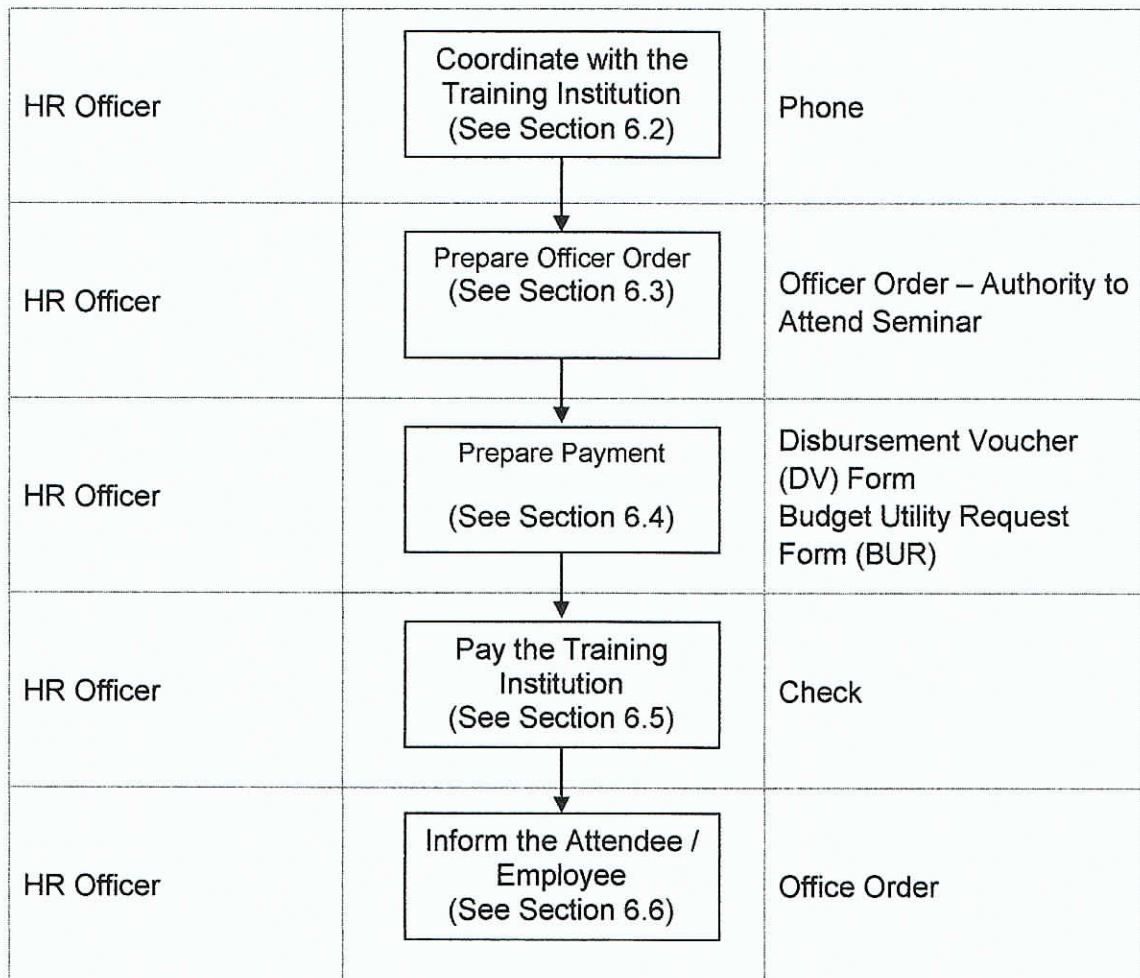
Responsible	Activity	Documents
HR Officer	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Request from Division (See Section 6.1) </div>	Email / Memorandum of Request



Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"





	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject:		Rev.: 0	Issue Date: October 28, 2015
	Personnel Training Procedure			
Written by:  Florence Pearl M. Buensalido DC, Human Resources Div.		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept		Approved by:  Rosario Virginia C. Gantos Executive Director



6. PROCEDURE DETAILS

- 6.1. The HRO receives the Memorandum of Request for Training from the head of the requesting division
- 6.2. The HRO must coordinate with the training institution the details of the training
- 6.3. The HRO prepare the Office Order – Authority to Attend Seminar signed by the Head of the Agency
- 6.4. The HRO must prepare the documentary papers for processing of payment:
 1. Budget Utilization Request Form
 2. Disbursement Voucher Form

Check the Master Document Register. Verify that this is the current revision before use	Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"
--	---

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: October 28, 2015
	Subject: Personnel Training Procedure			
Written by:  Florence Pearl M. Buensalido DC, Human Resources Div.		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept		Approved by:  Rosario Virginia C. Gaetos Executive Director

3. Sales Invoice


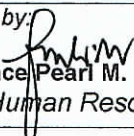

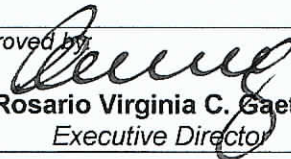
The same must be forwarded to finance for processing of payment (see procedure manual on processing of payments)

6.5. The HRO must forward the payment to the training institution

6.6. The HRO must inform the attendee/employee of the details of the training.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: October 28, 2015
	Subject: Performance Management Procedure For Regular Employees			
Written by:  Florence Pearl M. Buensalido DC, Human Resources Div.		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

1. PURPOSE

This procedure outlines the steps on appraising employee performance.

2. SCOPE

This procedure applies to all first and second level employees in the career service.

3. DEFINITIONS

Improved
Performance
Appraisal System
(IPAS)

The appraisal system adopts the system Approach in order to effectively and systematically manage the performance of its employees

4. RESPONSIBILITIES

Employee-Ratee
(ER)

Evaluating his/her own performance objectively on a continuing basis, particularly taking not of critical incidents

Seeking feedback on his performance
Exerting all efforts at increasing his/her productivity

Immediate
supervisor (IS)

Monitoring submission of accomplished IPAS forms on time





Making sure that monitoring mechanisms such as accomplishment reports, control charts are prepared and available to validate ratings

Evaluating the performance of his/her subordinates objectively on a continuing basis and keep them informed of how they are performing

Giving guidance and assistance to each subordinate objectively on a continuing basis and keep them informed of how they are performing


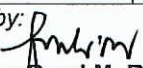

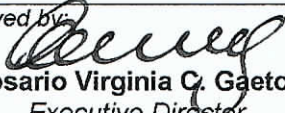
Giving guidance and assistance to each subordinate to help them progress and improve in their performance

Check the Master Document Register. Verify that this is the current revision before use	Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"
--	---

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: October 28, 2015
	Subject: Performance Management Procedure For Regular Employees			
Written by:  Florence Pearl M. Buensalido DC, Human Resources Div.		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

		Giving the subordinates feedback on their final/overall performance rating
Other Raters (OR)		Evaluating the employee-ratee's demonstrated behavior objectively
		Making sure that he/she submits his appraisal for the employee-ratee on time
Human Resource Officer (HRO)		Administering the IPAS making the forms readily available during the rating period and ensuring that the forms are accomplished properly and submitted on time
		Providing staff assistance to raters and rates to ensure effective implementation of the system
		Keeping custody of and safeguarding all rating reports
		Sitting in PARC meetings/calibrations and functions as the Secretariat
		Consolidating and computing rating of each employee
		Conducting orientation session on the implementation of IPAS
		Initiating creating of committee and conducting meeting for the enhancement of IPAS.
Performance Appraisal Review Committee (PARC)		The PARC reviews the performance targets and standards of employees taking into consideration the similarities of positions and/or functions and may recommend necessary modifications to ensure uniformity of standards of measurement
		The PARC sees to it that the weight values given are standardized across the different division in a bureau/office/agency. That is, the Commendable Score of Position X in Division 1 is the same or

Check the Master Document Register. Verify that this is the current revision before use	Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"
--	---

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:		
			Rev.: 0	Issue Date: October 28, 2015	
	Subject: Performance Management Procedure For Regular Employees				
Written by:  Florence Pearl M. Buensalido DC, Human Resources Div.		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director	

close to the Commendable Score of Position X in Division 2.

The PARC may modify ratings as a result of its calibration. The modified result shall be considered the final ratings.

The PARC may recommend applicable rewards and incentives for exemplary performance or solutions for improving performance. The PARC may also recommend applicable sanctions for non-submission of performance appraisal or non-compliance with the IPAS guidelines.


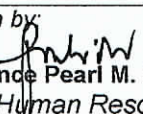

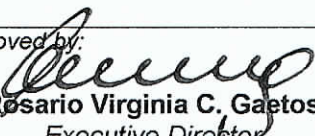
The PARC may establish methods and procedures that will fit to the unique characteristics of the organization provided these are consistent with the Civil Service Commission (CSC)

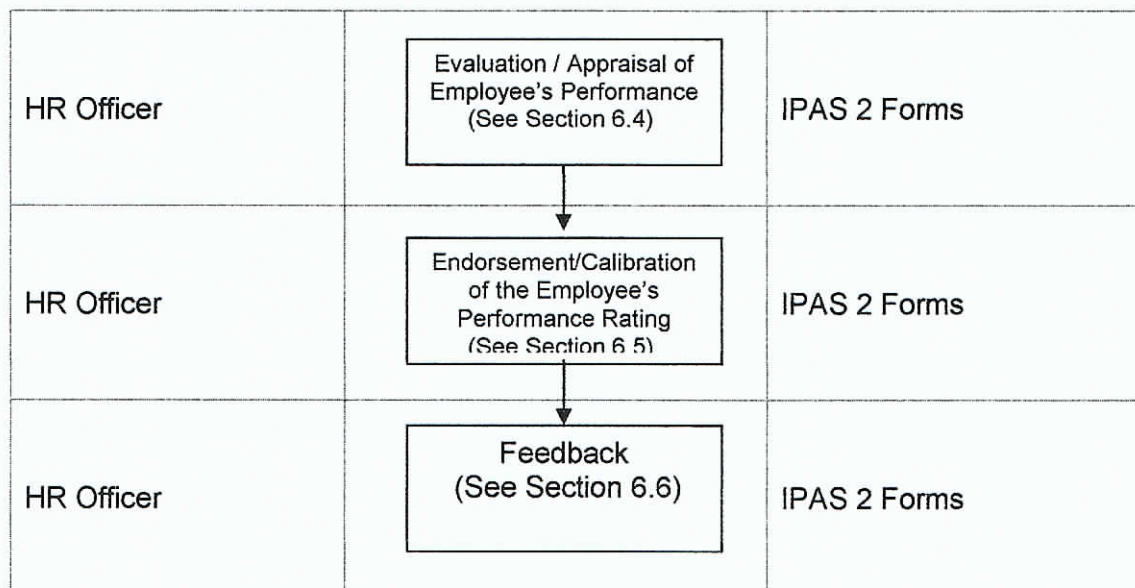
5. PROCEDURE OUTLINE

Responsible	Activity	Documents
HR Officer	<div>Setting of Performance Targets and Standards (See Section 6.1.1)</div>	Matrix of Individual Targets
HR Officer	<div>Submission of Performance Targets (See Section 6.2)</div>	Matrix of Individual Targets
HR Officer	<div>Preparation and Submission of Performance Appraisal (See Section 6.3)</div>	IPAS 2 Forms

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject:		Rev.: 0	Issue Date: October 28, 2015
Performance Management Procedure For Regular Employees				
Written by:  Florence Pearl M. Buensalido DC, Human Resources Div.		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gantos Executive Director



6. PROCEDURE DETAILS

6.1. Planning Phase





- 1.1.1 Performance Targets must be set during the planning phase. These targets are the Agency's and Individual KRAs. KRAs are expressed in broad statements or phrases referring to general outputs or outcomes of the division for the rating periods January – June and July – December.
- 1.1.2 Individual KRAs on the other hand, are specific statements of an employee's objectives to achieve the Division KRAs. In other words, these are what the employee needs to accomplish within the division.
- 1.1.3 Performance Standards are also set during the planning phase. These are benchmarks or measures or yardsticks or dimensions and indicators against which performance level is evaluated.

6.2. Performance targets and standards for KRA in terms of quantity, quality and timeliness as agreed upon during the planning session shall be submitted to the Human Resource Division.

6.3. Performance appraisal shall be prepared using the IPAS forms and submitted to the PARC within one (1) month after each rating period, i.e. July for January to June and January for July to December.

Check the Master Document Register.
Verify that this is the current revision before use





Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:		
			Rev.: 0	Issue Date: October 28, 2015	
	Subject: Performance Management Procedure For Regular Employees				
Written by:  Florence Pearl M. Buensalido DC, Human Resources Div.		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia O. Gaetos Executive Director	

- 6.4. The employee's performance shall be assessed by concerned raters using IPAS Forms based on the standards and dimensions of the appointed level of position unless they agree with their supervisors that they be assess according to the norms/dimensions of the position they are especially assigned to.
- 6.5. The ratings of employees shall be validated and endorsed to the PARC. The PARC shall include its calibration within one (1) month after the submission of the performance appraisals. When necessary, the PARC may calibrate the ratings of an employee and as a result ratings maybe modified. The HRO being the secretariat shall validate and compute the ratings of the employees. Unless the performance rating is on appeal, the results of the PAR calibration shall be considered final and accomplished IPAS forms shall be forwarded to HRD.
- 6.6. The IPAS recognizes the right of employees to be given feedback on how well they performed and how they can improve in their performance. Not only within the rating period that they should be given feedback through meetings, coaching or one-on-one consultation but also after the rating period. After the calibration, employees must be informed by the Chairman of the PARC or by their immediate supervisor of their final performance rating including their strengths and areas of improvement.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:
	Subject:		Rev.: 0 Issue Date: December 21, 2015
Control of Documents Procedure			
Written by:  Lucile Mosquera Document Controller	Reviewed by:  Doris U. Gacho Quality Management Representative	Approved by:  Rosario Virginia C. Gaetos Executive Director	

1. PURPOSE

This procedure was established to provide a documented system to ensure that only appropriate versions of documents needed for effective planning, operations and control related to the Center for International Trade Expositions and Missions' (CITEM) quality management system are available at points of use.

2. SCOPE

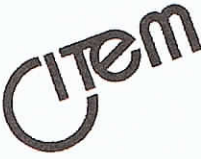



The controls specified in this procedure apply to documented references, policies and guidelines, manuals, procedures, instructions and their associated forms generated from internal and external origin in any type of media.

3. DEFINITION

Controlled Copy	Reproduced copy of the original document, latest issued document; indicated by blue "Controlled Copy" stamp and signed in blue ink by the Document Controller
Copyholder	Authorized recipient of official copies of CITEM quality management system related documents.
Document Controller (DC)	The person in-charge of the control and management of documents as mentioned in the scope.
Document Review and Approval Request (DRAR) stamp	This stamp indicates the evidence of review and approval of the reviewing authority (usually the Quality Management Representative) including the list of copyholders to where the Controlled Copies of the document are to be distributed.
Master Document Register (MDR)	An electronic database that holds the Master Copies of the quality management system documents, which is maintained by the DC.
Master Copy	Final/approved electronic versions that are uploaded and registered on the MDR, which are maintained by the DC.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: December 21, 2015
Subject: Control of Documents Procedure				
Written by:  Lucile Mosquera Document Controller		Reviewed by:  Doris U. Gacho Quality Management Representative		Approved by:  Rosario Virginia C. Gaetos Executive Director

Originator

Person who authored an official document or initiated changes on official documents. Originators include the Department Heads, Division Chiefs and Assistant Division Chiefs.

4. RESPONSIBILITIES

Quality
Management
Representative
(QMR)

Shall ensure that the established documented procedures are consistent with the requirements of CITEM quality management system and are effectively implemented. The QMR is also responsible for the review and approval of this procedure.

DC

Shall ensure that the established documented procedures are properly identified, available at all essential locations and current for use. The DC is also responsible for the preparation and implementation of this procedure.

Copyholder

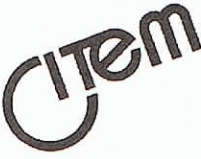


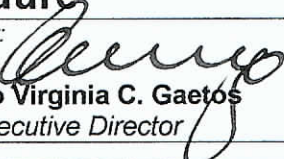
Ensures that all activities performed are based on the appropriate versions of the quality management system documents.

5. PROCEDURE OUTLINE

Responsible	Activity	Documents
Originator DC	Document Creation (See Section 6.1)	Draft documents "Draft" stamp DRAR stamp Document Coding System
Originator QMR ExCom	Review and Approval (See Section 6.2)	Draft documents DRAR stamp

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject:		Rev.: 0	Issue Date: December 21, 2015
Control of Documents Procedure				
Written by:  Lucile Mosquera Document Controller		Reviewed by:  Doris U. Gacho Quality Management Representative		Approved by:  Rosario Virginia C. Gaetos Executive Director

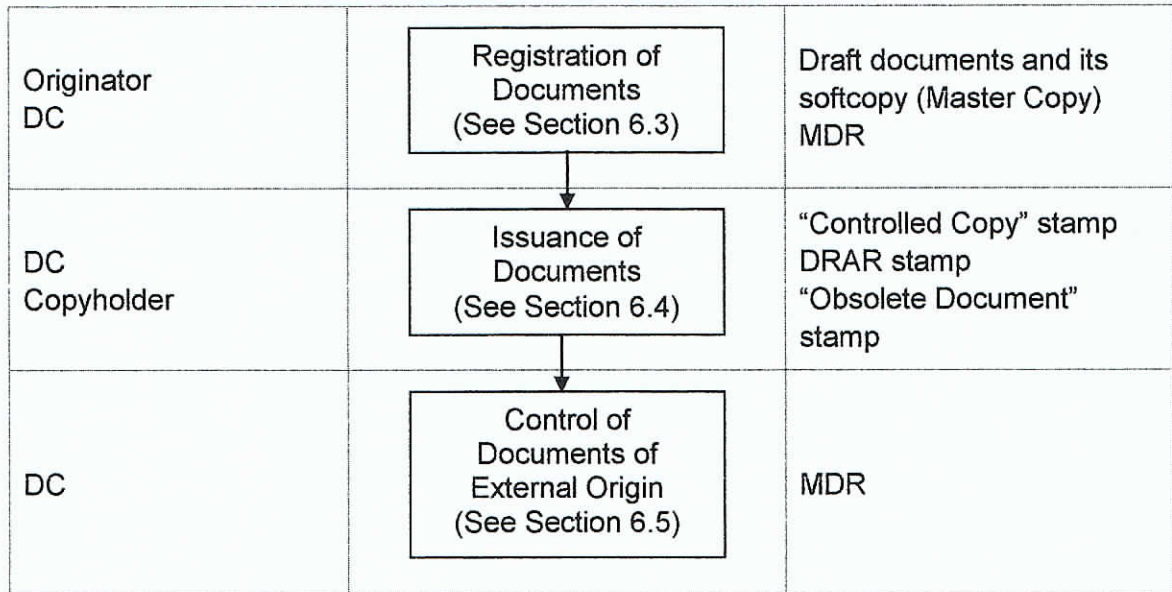


Table 1. Procedure Outline

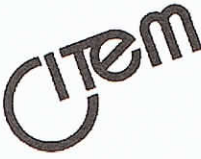



6. PROCEDURE DETAILS

6.1. Document creation.

- 6.1.1. When creating new or revising an existing document, draft documents must be printed by the originator. The DRAR stamp must be printed in red ink at the back of the draft document in the center of a page. If more than one (1) page, the DRAR stamp must be printed on the last page. The printed DRAR stamp shall have system generated document code. See Figure 1.
- 6.1.2. The originator shall be responsible for ascertaining the key persons/positions who will receive official copies of the document. The identity of such persons/positions shall be indicated on the Copyholder section of the DRAR stamp.
- 6.1.3. The originator shall forward the draft to the DC who will then show the word “DRAFT” stamped in red at the top of the page. They are not official and must not be used for current work purposes. The DC shall submit the draft document to the reviewing and approving authority concerned.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered “Uncontrolled”

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: December 21, 2015
Subject:				
Control of Documents Procedure				
Written by:  Lucile Mosquera Document Controller		Reviewed by:  Doris U. Gacho Quality Management Representative		Approved by:  Rosario Virginia C. Gaetos Executive Director

6.1.4. The Document Coding System format is as follows:

XXXXX	.	0	0	0	.	X	X	.	0	0	0
Agency Code		Department / Division Code				Document Type			Sequential No.		

All fields shall be filled in all cases.

The separator between agency code, department/division code, document type, and sequential number is a dot (full stop).



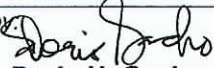

FIELD	DESCRIPTION	FORMAT
Agency Code	Name of the agency from where the document will originate	Agency acronym in uppercase
Department / Division Code	A code assigned to each division (see Table 3. Division Code Assignment)	3 digits
Document Type	A code identifying the document (see Table 4. Document Type Reference)	2 uppercase characters
Sequential No.	A system controlled number for each document	3 digits

Table 2. Document Code Description

DEPARTMENT	CODE	DIVISION	CODE
Office of the Executive Director	100	Executive Director's Office	101
		Office of the Deputy Executive Director	102
		Legal Section	103
		Corporate Planning	104
		Special Projects Team	105
		Internal Audit Service	106
Value Creation and Promotions Department	200	Deputy Executive Director's Office	201
		Merchandise Design and Development Division	202
		Branding and Promotions Division	203
		Special Projects Division	204
		Permanent Showroom	205
Project	300	Department Manager's Office	301

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:		
			Rev.: 0	Issue Date: December 21, 2015	
	Subject:		Control of Documents Procedure		
Written by:  Lucile Mosquera Document Controller		Reviewed by:  Doris U. Gacho Quality Management Representative		Approved by:  Rosario Virginia C. Gafos Executive Director	





Management Department		Exhibitor Marketing and Services Division	302
		Buyer Marketing and Services Division	303
		Event Services Division	304
Marketing Communications Department	400	Department Manager's Office	401
		Creative Services Division	402
		Exhibition Design Division	403
		Online Promotions Division	404
Corporate Services Department	500	Department Manager's Office	501
		Administrative Services Division	502
		Human Resource Division	503
		BAC/Procurement Services Division	504
		Cash Section	505
		Finance Division	506
		STREDO/Systems Management and Services Division	507

Table 3. Division Code Assignment

DOCUMENT TYPE	CODE	GUIDELINES
Policy/Guidelines	PL	Signature of the originator, review and signature of the Department Manager and approval of the Executive Director
Contract	CO	Signature of Legal Officer and Executive Director
Template	TP	Approval of Division Chief/ Department Manager and Quality Management Representative
Form	FR	Approval of Division Chief/ Department Manager and Quality Management Representative

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject:		Rev.: 0	Issue Date: December 21, 2015
Control of Documents Procedure				
Written by:  Lucile Mosquera Document Controller		Reviewed by:  Doris U. Gacho Quality Management Representative		Approved by:  Rosario Virginia C. Gaetos Executive Director

Manual	MN	Approval of the Executive Director
Procedure	PC	Initial signature of the process owner, recommending signature of the Division Chief/Department Manager and approval of the Executive Director



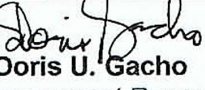

Table 4. Document Type Reference and Guidelines

6.1.5 Figure 1. DRAR stamp.

DOCUMENT REVIEW AND APPROVAL REQUEST			
Requested by:		Department:	Division:
Document Code:		Revision Number:	Date Requested:
Reason for Request:			
Reviewed by:		Date:	
Comments:			
Approved by:		Date:	
Comments:			
Date Registered:		Date Issued:	
Copyholder	No. of Copies	New Version Issued to	Old Version Retrieved Form

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISCELLANEOUS		Document Code:	
	Subject:		Rev.: 0	Issue Date: December 21, 2015
Control of Documents Procedure				
Written by:  Lucile Mosquera Document Controller		Reviewed by:  Doris U. Gacho Quality Management Representative		Approved by:  Rosario Virginia C. Gaetos Executive Director

6.2. Review and approval.

- 6.2.1. The QMR will review the information contained within the draft document, with regards to its suitability. In the case of documents with a technical content or will affect various processes, the QMR will arrange for the document to be additionally reviewed by suitable person(s) (i.e. department heads).
- 6.2.2. Any alteration shall be coordinated with the originator. However, if the QMR decides that the document is acceptable, he/she will endorse the document for the approval of the Department Manager.
- 6.2.3. Review and approval evidence shall be documented using the DRAR stamp of the draft document.





6.3. Registration of documents.

- 6.3.1. After the draft document is reviewed and approved, the draft shall be forwarded to the DC together with the edited softcopy. It is advisable that the softcopy of the draft document should be properly filed by the originator for future reference.
- 6.3.2. The DC shall enter the details of the document into the Master Document Register and will place the final soft copy into the computer system.
- 6.3.3. In the case of new documents, the word "ORIGINAL ISSUE" will be recorded in the Master Document Register, while for documents with previous revisions, the DC will update the Master Document Register and record the current revision level and the nature of changes made to the document.
- 6.3.4. In the case of obsolete documents, the DC will update the validity in Master Document Register and will attach the document with "Obsolete" stamp.

6.4. Issuance of documents.

- 6.4.1. DC shall print the final softcopy and stamped with "Master Copy" in green.
- 6.4.2. The DC will arrange for sufficient copies of the Master Copy to be reproduced and will stamp the word "CONTROLLED COPY" in blue at the bottom of every page of each copy of the document. See Figure 2.
- 6.4.3. The DC will then issue the new version to the authorized copyholder, who will sign on the list of copyholders specified on the DRAR stamp of the draft document to indicate receipt, which is then retained and filed by the DC.

Check the Master Document Register. Verify that this is the current revision before use	Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"
--	---

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: December 21, 2015
Subject: <div style="text-align: center;">Control of Documents Procedure</div>				
Written by:  Lucile Mosquera Document Controller		Reviewed by:  Doris U. Gacho Quality Management Representative		Approved by:  Rosário Virginia C. Gaetos Executive Director

6.4.4. The DC shall ensure that all previously issued controlled copies are obtained from the users. Copyholders of retrieved documents must countersign on the DRAR of the superseded document to indicate retrieval. However, it is the responsibility of all employees to surrender to the DC all obsolete documents found in their work areas.

6.4.5. Any obsolete document retained by its users must be clearly stamped in red as "OBSOLETE DOCUMENT". See Figure 2.

6.4.6. Figure 2. Official CITEM Document stamps.

Specimen:	Description
CITEM – MASTER COPY	Color: Green Stamp Area: Lower-leftmost part of every page
CITEM – CONTROLLED COPY	Color: Blue Stamp Area: Lower-rightmost part of every page
CITEM – OBSOLETE COPY	Color: Red Stamp Area: Center part of every page
NOTE: Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"	




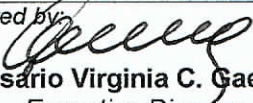
6.5. Control of documents of external origin.

6.5.1. Documents of external origin such as manuals, books, guidelines, standards, regulatory communiqués, etc., which are necessary for the effective planning and operation of CITEM quality management system shall be registered.

6.5.2. A list of relevant externally generated documents is maintained, showing the title, date registered, author/publisher, publication date, and identity of areas where they are located.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject:		Rev.: 0	Issue Date: December 21, 2015
Control of Documents Procedure				
Written by:  Lucile Mqsquera Document Controller		Reviewed by:  Doris U. Gacho Quality Management Representative		Approved by:  Rosario Virginia C. Gaetos Executive Director

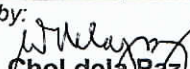
6.5.3. The list is held by the DC together with the Master Document Register. The list is maintained on a "rolling list" basis. (i.e. new documents are written into the end of the list and obsolete documents are struck through)

7. INTERFACES

- ISO 9001:2008 Clause 4.2.3
- Control of Records Procedure

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject: Control of Records Procedure		Rev.: 0	Issue Date: December 21, 2015
Written by:  Chol dela Paz Document Controller	Reviewed by:  Doris U. Gacho Quality Management Representative	Approved by:  Rosario Virginia C. Gaetos Executive Director		

1. PURPOSE

This procedure aims to define the controls needed to ensure records are readily identifiable; easily retrievable; accessible when needed; provided with adequate and suitable storage; protected from physical deterioration, loss or damage; secured from data tampering and/or unauthorized access; retained as long as they are needed, and disposed properly when use is no longer needed.

2. SCOPE

This procedure shall apply to all internally/externally generated documents and data that record the effectiveness and efficiency of CITEM Quality Management System.

3. DEFINITION



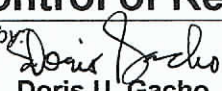
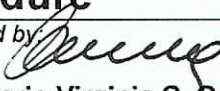
Record	Document stating results achieved or providing evidence of activities performed.
Master Document Register (MDR)	An electronic database which contains the lists of records being maintained by various departments.

4. RESPONSIBILITIES

Document Controller	responsible for ensuring that the requirements for the control of records stated in this procedure are properly implemented.
Department Heads	ensure that data and information written on their respective records are true, correct, accurate and complete.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"



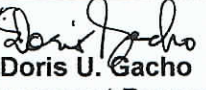

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject:		Rev.: 0	Issue Date: December 21, 2015
Control of Records Procedure				
Written by:  Chol dela Paz Document Controller		Reviewed by:  Doris U. Gacho Quality Management Representative		Approved by:  Rosario Virginia C. Gaetos Executive Director

5. PROCEDURE OUTLINE

Responsible	Activity	Documents
Persons accomplishing any record	General Policy (See Section 6.1)	All records
Reviewing and approving persons	Identification (See Section 6.2)	Control of Documents Procedure
Department personnel	Storage (See Section 6.3)	Document media
Department personnel	Protection (See Section 6.4)	All records
Document Controller	Retrieval (See Section 6.5)	MDR
Department personnel	Retention Period (See Section 6.6)	Records' List
Department personnel	Disposition (See Section 6.7)	All records

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: December 21, 2015
	Subject:			
Control of Records Procedure				
Written by:  Chol dela Paz Document Controller		Reviewed by:  Doris U. Gacho Quality Management Representative		Approved by:  Rosario Virginia C. Gaetos Executive Director

6. PROCEDURE DETAILS

6.1. General



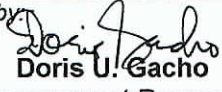

- 6.1.1. All records shall be legible, true, correct, accurate, and complete.
- 6.1.2. Records can be in the form of any type of media, such as hard copy or electronic media.
- 6.1.3. All records shall be reviewed and/or approved prior to issue.
- 6.1.4. Records shall indicate the person(s) authorizing its use.
- 6.1.5. The categories of records are as follows:
 - Scraps: Nonconfidential papers, reference materials, Scrap paper, copies of calendars and appointments, meeting requests, published articles and journals, association information.
 - Records: Personal working records, departmental records, project reports, surveys, etc.
 - Adhoc documents and printouts: CITEM confidential information; printouts, loose documents.
 - Documents of a highly confidential nature: Documents and papers that originate in sensitive divisions such as HR, Legal, and Finance.

6.2. Identification

- 6.2.1. Records shall be identifiable. As part of its identification, records shall contain information on, but not limited to:
 - Title
 - Dates
 - Name and signature of the originator, reviewer and/or approving person
 - Reference document (if necessary). Records which have correlation with other records (internally/externally) shall identify related documents through this.
 - Control Number. Records which require summaries for ease of monitoring shall be provided with log books.
- 6.2.2. Changes on the format of records shall be approved by the function who originally approved its use. Amendments on the format shall follow the procedure of Control of Documents.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject:		Rev.: 0	Issue Date: December 21, 2015
Control of Records Procedure				
Written by:  Chol dela Paz Document Controller		Reviewed by:  Doris U. Gacho Quality Management Representative		Approved by:  Rosario Virginia C. Gaetos Executive Director

6.3. Storage




- 6.3.1. Each department/division shall be responsible for the storage and keeping of their records.
- 6.3.2. Filing cabinets, box files, folders, dividers, envelopes, etc. shall be provided to organize records.
- 6.3.3. Electronic records shall be backed up periodically. Storage of e-records may include USB, external hard drive, or compact discs.

6.4. Protection

- 6.4.1. Records shall be kept in a place where it can be protected from physical deterioration, damage, and loss.
- 6.4.2. Each department/division must ensure that records are kept on a place where the temperature would not start a fire if records were exposed to it. Records must be kept in a dry place to prevent them from absorbing liquids (i.e. water, oil, chemicals).
- 6.4.3. Records shall be kept in a place where it can be protected from data tampering. Each department/division shall ensure that releasing of records to appropriate personnel is being tracked.
 - 6.4.3.1. To prevent unauthorized amendments on the recorded data, the following shall be implemented:
 - Only permanent blue or black ink pens must be used to fill out forms.
 - Red pens shall only be used to correct wrong data.
 - All corrected data must be countersigned indicating the identity of the corrector.
- 6.4.4. For each records series which are considered vital and important, the cost and risk of losing the records is compared to the cost of safeguarding the records.
 - 6.4.4.1. The criteria for determining whether a records series is vital include one or more of the following conditions. The records series is:
 - Irreplaceable; whereby a reproduction does not have the same value as the original (such as a signed contract)
 - Needed in order that money can be recovered promptly
 - Required to expedite the restoration of a critical service

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:
	Subject:		Rev.: 0 Issue Date: December 21, 2015
Control of Records Procedure			
Written by:  Chol dela Paz Document Controller	Reviewed by:  Doris U. Gacho Quality Management Representative	Approved by:  Rosario Virginia C. Gaetos Executive Director	

- Evidence of legal status, ownership, accounts receivable, land title, and/or obligations.

6.4.4.2. The criterion for identifying a record as an important record is that it can be replaced, but only at considerable time, expense and labour.

6.4.4.3. A protection method will be selected from these methods:

- Direct copying and storage to another location (onsite or offsite storage room)
- Micro-imaging into film or digital format
- Storage in a fire-protected cabinet

6.5. Retrieval

6.5.1. For easy retrieval, labeling of filing cabinets, shelves, box files, folders, envelopes, etc. shall be put into practice.

6.5.2. Each department/division shall maintain a listing of all records being kept within their area. The list specifies the document name, location, and retention period of records located at their respective areas.

6.5.3. This list shall be forwarded to the DC for registration to the Master Document Register.

6.6. Retention Period

6.6.1. Records' retention period, aside from the specified records below, shall be indicated on the list of records specified in section 6.5.2.



6.6.2. Records of internal audits and management review shall be retained for three years.

6.7. Disposition

Records disposition procedures will allow records to be destroyed or transferred to CITEM historical Archives at the appropriate time so that the volume of records at CITEM remains constant over time and contributes to cost-effective management of records.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject: <h2 style="text-align: center;">Control of Records Procedure</h2>		Rev.: 0	Issue Date: December 21, 2015
Written by:  Choi dela Paz Document Controller	Reviewed by:  Doris U. Gacho Quality Management Representative	Approved by:  Rosario Virginia C. Gaetos Executive Director		

6.7.1. Critical and/or confidential documents shall be disposed by means of shredding, deleting and archiving.

- Physical destruction for paper-based and film records is defined as confidential shredding.
- Physical destruction for electronic documents and e-mail or physical destruction of stored media is defined as deleting the documents from active computer system repositories.
- Disposition of records by means of archive retention is sending permanent records which are no longer active to historical archive

6.7.2. For economical and environmental purposes, "used documents" which are not critical or confidential in nature shall be used as "scratch papers".

6.7.3. The Records Management Officer shall be responsible in preparing records for destruction.


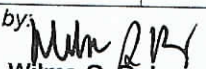

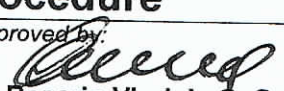
6.7.4. Records Destruction Authorization (RDA) must be secured for both paper – based and electronic-based documents. See Figure 1 on page 6.

7. INTERFACES

- ISO 9001:2008 Clause 4.2.4
- Control of Documents Procedure
- NAP Records Management Guidelines

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:
	Subject:	Rev.: 0	Issue Date: October 28, 2015
Budget Monitoring Procedure			
Written by:  Wilma G. Dulay DC, Finance Division	Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.	Approved by:  Rosario Virginia C. Gaetos Executive Director	

1. PURPOSE

To obligate and control the company's spending based on the funds allotted

2. SCOPE

Indicating control number and marking funding sources from subsidy/income.

3. DEFINITIONS

Budget Obligation – allocation of budget on a particular expense item based on budget submitted.

4. RESPONSIBILITIES

Budget Officer

The Budget officer is responsible in :


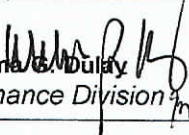

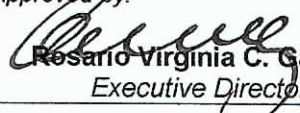
1. Preparation of actual vs. cost budget
2. Monitoring actual expenses incurred per project

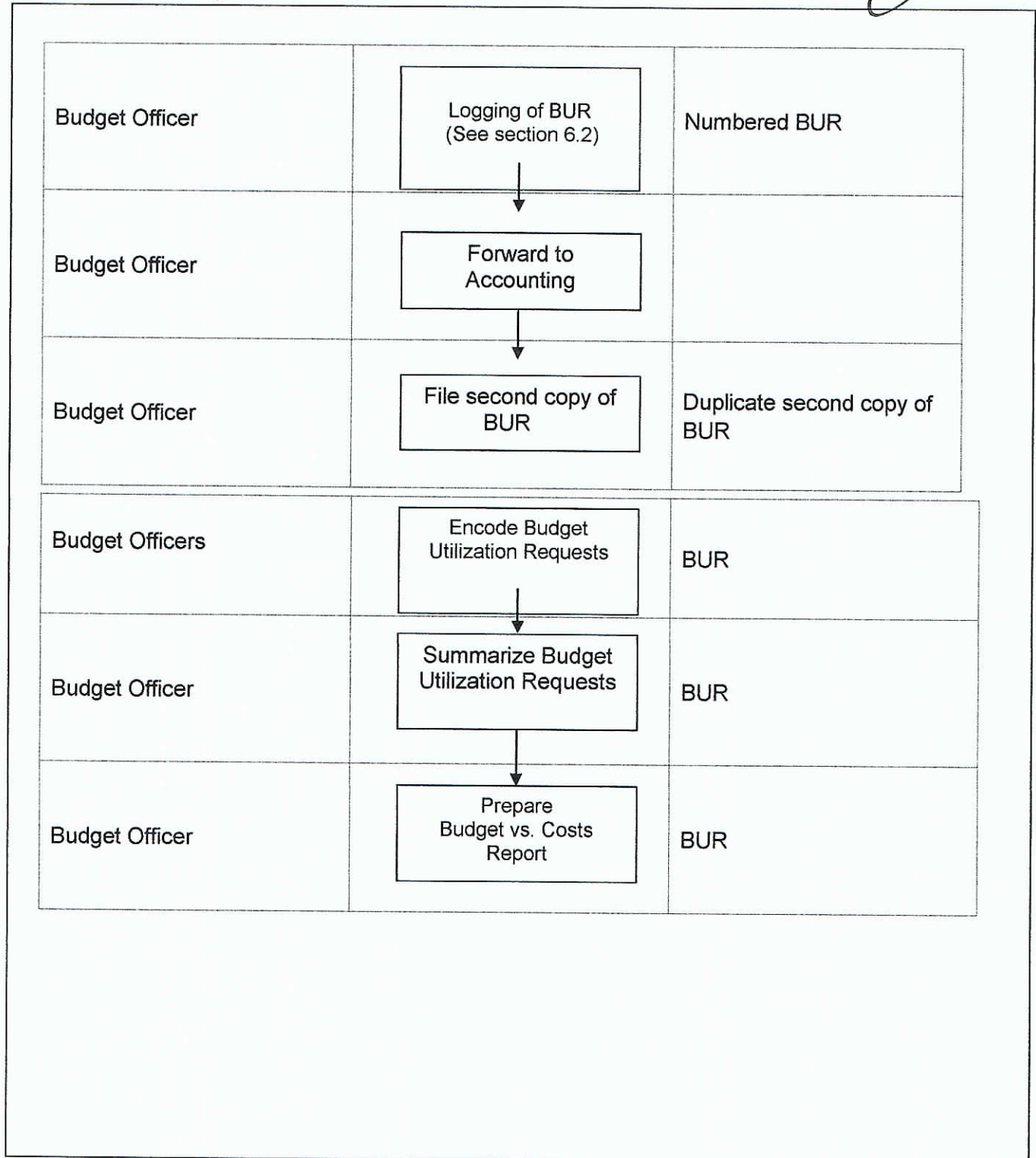
5. PROCEDURE OUTLINE


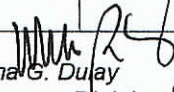


Responsible	Activity	Documents
End-Users	Submission of Budget Utilization Requests (See Section 6.1.)	BUR
Budget Officer	Review & Evaluation of BUR	BUR
Budget Officer	Signing of BUR by the Finance Head	BUR

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject:		Rev.: 0	Issue Date: October 28, 2015
Budget Monitoring Procedure				
Written by:  Wilma G. Dulay DC, Finance Division		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director



	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: October 28, 2015
Subject:		Budget Monitoring		
Written by:  Wilma G. Dulay OIC, Finance Division		Reviewed by:  Aurelia O. Cruz Quality Management Representative		Approved by:  Rosario Virginia C. Gaetos Executive Director


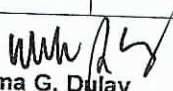

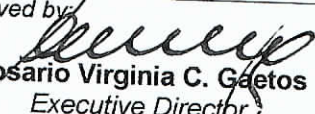
6. PROCEDURE DETAILS

- 6.1 BUR should be attached with Purchase Requests/Job Order/Purchase order/Contracts
- 6.2 BUR being numbered. If BUR is attached with Disbursement Voucher, forward to accounting. Otherwise, return to end-user.
- 6.3 Budget vs. Costs Report is prepared after closing of each month to monitor current spending as against budget.

7. INTERFACES

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:
	Subject:		Rev.: 0
	Budget Preparation Procedure (Corporate Operating Budget)		Issue Date: October 28, 2015
Written by:  Wilma G. Dulay DC, Finance Division	Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.	Approved by:  Rosario Virginia C. Gaetos Executive Director	

1. PURPOSE

This procedure outlines the steps that are to be followed in Budget Preparation

2. SCOPE

Procedures are based on the guidelines issued by DBM through the Corporate Budget Call.

3. DEFINITIONS

GOCC – Government Owned and Controlled Corporation

Subsidy – assistance granted by the government in support to the company regarded as being in public interest

Budget Call – procedure and policies set by DBM as guide in the agency budget formulation

Work Programs – lists of projects to be implemented

Corporate Operating Budget (COB) – budget for the current year

4. RESPONSIBILITIES

Planning Officer

Requesting Budget Breakdown per Project.

Budget Officer

Review and Evaluation of Budget


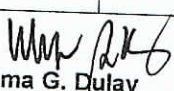


- Consolidation of Budget Submitted
- Translation of Budget to DBM Forms
- Submission of Corporate Operating Budget

DBM

The DBM is responsible in:

- Reviewing/Evaluating the agency budget
- Recommending subsidy for the agency

Check the Master Document Register. Verify that this is the current revision before use	Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"
--	---


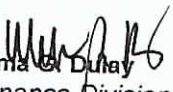

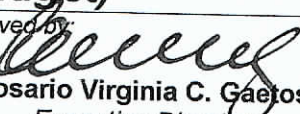
	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:
	Subject:		Rev.: 0
	Budget Preparation Procedure (Corporate Operating Budget)		Issue Date: October 28, 2015
Written by:  Wilma G. Dulay DC, Finance Division	Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.	Approved by:  Rosario Virginia C. Gaetos Executive Director	

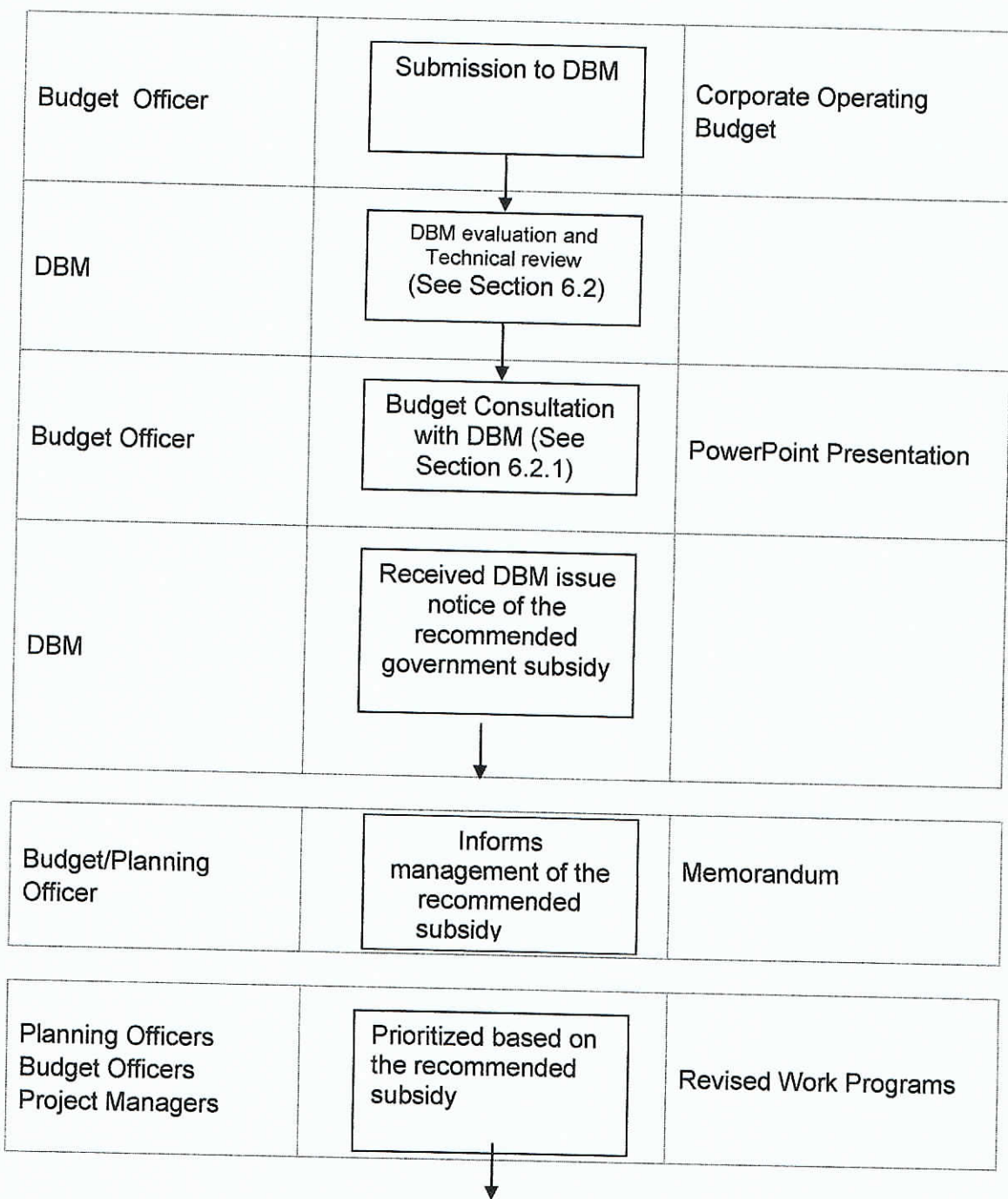
5. PROCEDURE OUTLINE

Responsible	Activity	Documents
Planning Officer	Submission of Budget Breakdown from Concerned (See Section 6.1.1)	Memorandum on Budget Submission
Budget Officer	Review & Evaluation of Budget	Detailed Budget Breakdown
Budget Officer	Consolidation of Budget submitted (See Section 6.1.2)	Work Programs
Budget/Planning Officers	Presentation of COB Proposal to management (See Section 6.1.3)	Draft COB
Budget Officer	Preparation of Projected Financial Statements	Projected Balance Sheet, Income Statement & Statement of Cash Flows
Budget Officer	Translate to DBM Forms (See Section 6.1.4)	DBM Form Nos. 701-712
Budget Officer	Acquire signature for DBM Forms from agency Head (See 6.2.6)	Signed DBM Forms by the Agency head

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:		
	Subject:		Rev.: 0	Issue Date: October 28, 2015	
	Budget Preparation Procedure (Corporate Operating Budget)				
Written by:  Wilma O. Dula DC, Finance Division		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director	



Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"



CENTER FOR INTERNATIONAL TRADE
EXPOSITIONS AND MISSIONS

Document Code:

Rev.: 0

Issue Date:

October 28, 2015

Subject:

**Budget Preparation Procedure
(Corporate Operating Budget)**

Written by:

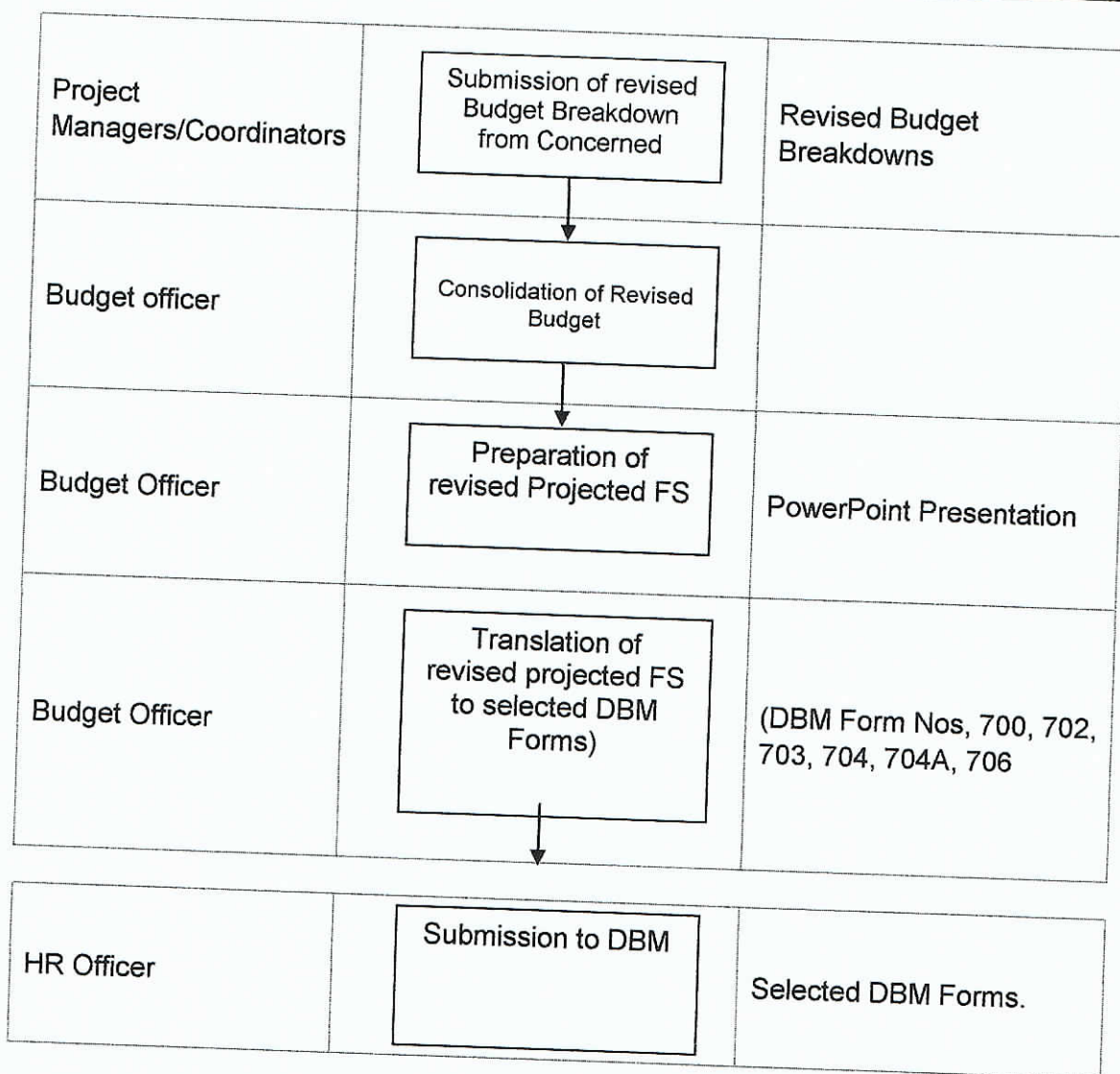
Wilma G. Dulay
DC, Finance Division

Reviewed by:

Aurelia O. Cruz
OIC-DM, Corporate Services Dept.

Approved by:

Rosario Virginia C. Gaetos
Executive Director



Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"



**CENTER FOR INTERNATIONAL TRADE
EXPOSITIONS AND MISSIONS**

Document Code:

Rev.: 0

Issue Date:
October 28, 2015

Subject:

**Budget Preparation Procedure
(Corporate Operating Budget)**

Written by:

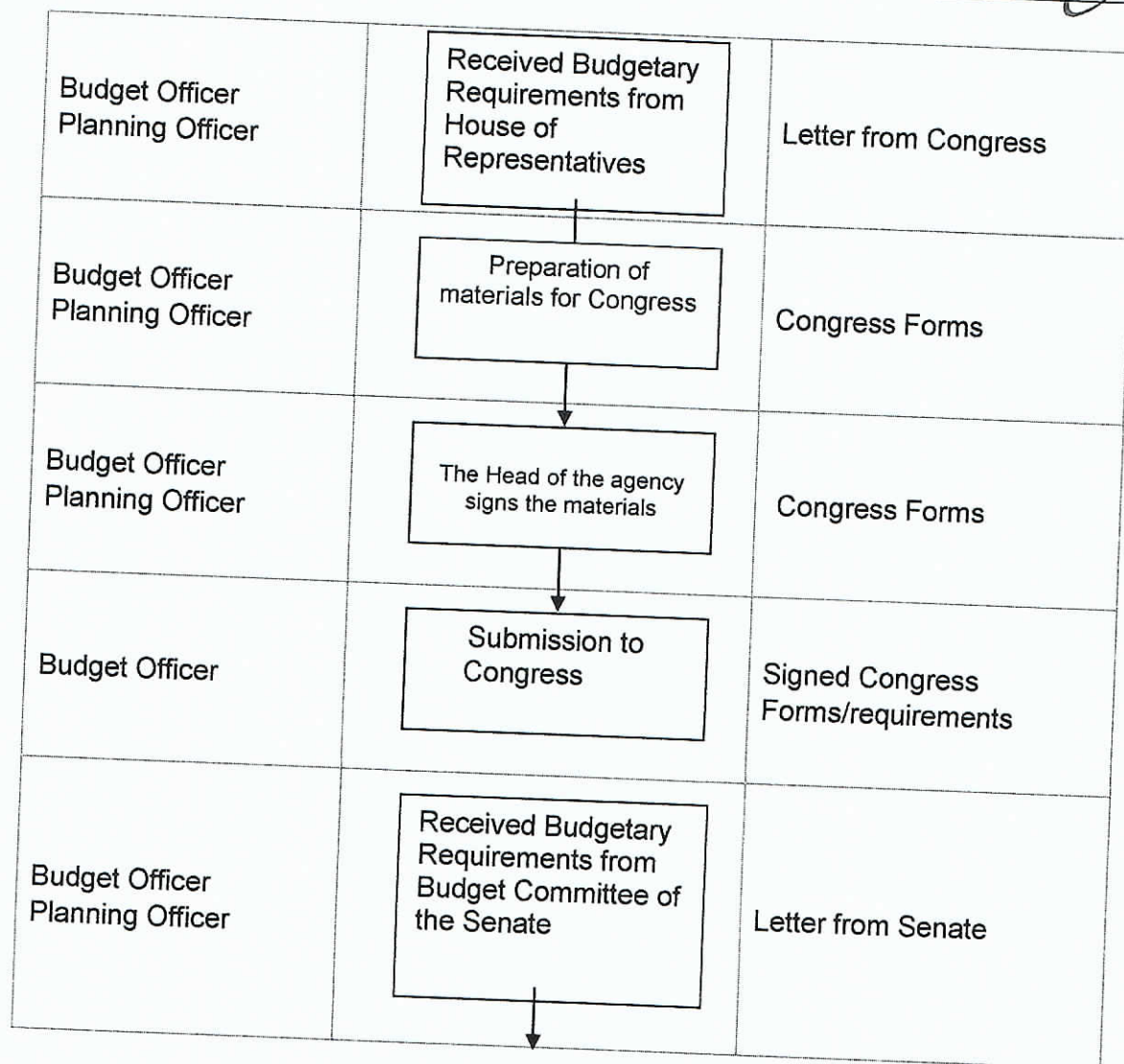
Wilma G. Dulay
Wilma G. Dulay
DC, Finance Division

Reviewed by:

Aurelia O. Cruz
Aurelia O. Cruz
OIC-DM, Corporate Services Dept.

Approved by:

Rosario Virginia C. Gaetos
Rosario Virginia C. Gaetos
Executive Director



Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document
stamps are considered "Uncontrolled"



**CENTER FOR INTERNATIONAL TRADE
EXPOSITIONS AND MISSIONS**

Document Code:

Rev.: 0

Issue Date:

October 28, 2015

Subject:

**Budget Preparation Procedure
(Corporate Operating Budget)**

Written by:

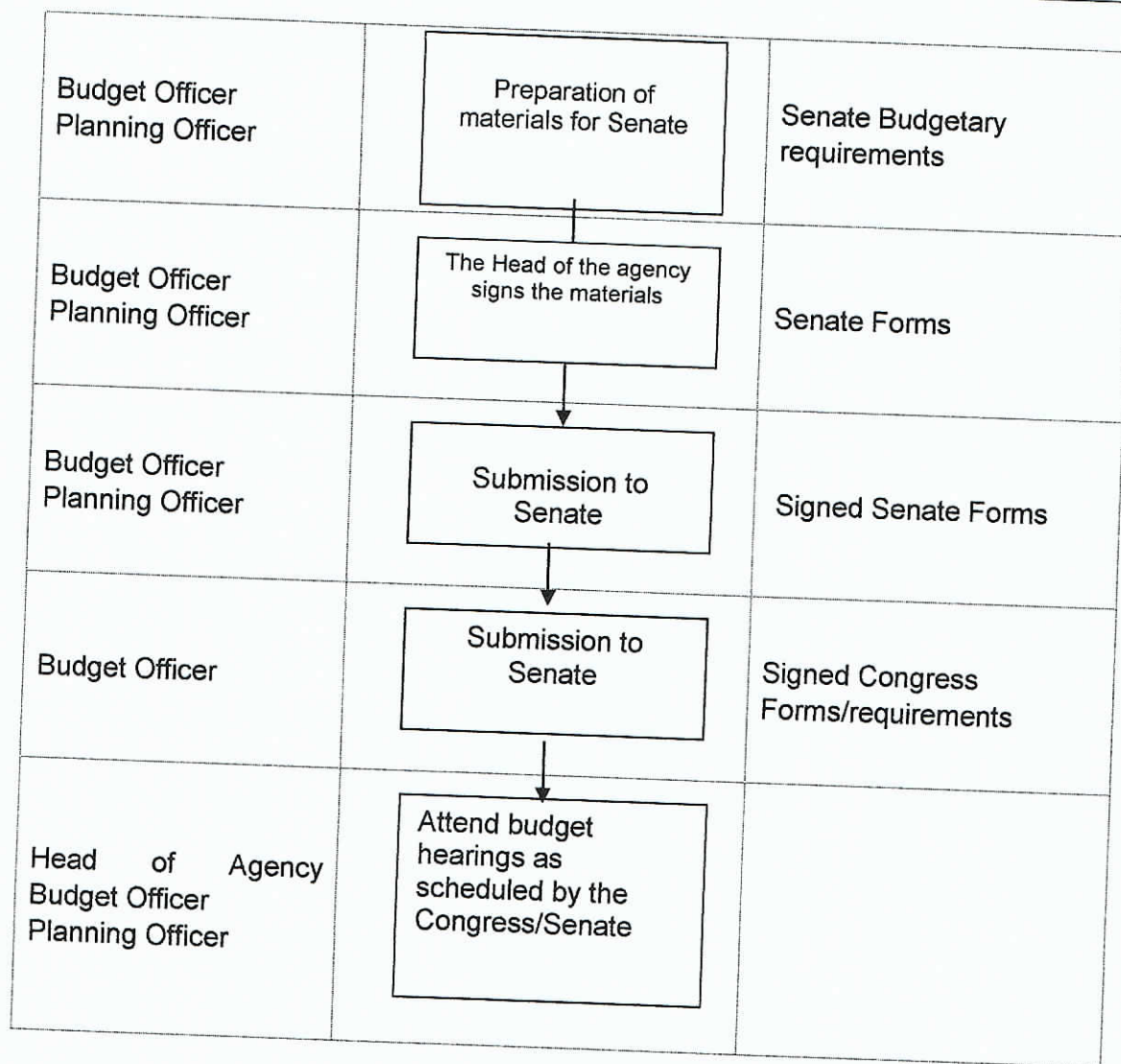
Wilma G. Dulay
Wilma G. Dulay
DC, Finance Division

Reviewed by:

Aurelia O. Cruz
Aurelia O. Cruz
OIC-DM, Corporate Services Dept.

Approved by:


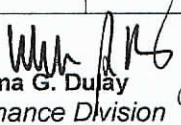

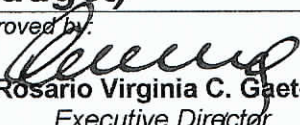
Rosario Virginia C. Gaetos
Rosario Virginia C. Gaetos
Executive Director



Check the Master Document Register.

Verify that this is the current revision before use

Documents that do not bear the CITEM's official document
stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:		
			Rev.: 0	Issue Date: October 28, 2015	
	Subject: <div style="text-align: center;"> Budget Preparation Procedure (Corporate Operating Budget) </div>				
Written by:  Wilma G. Dulay DC, Finance Division		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director	

6. PROCEDURE DETAILS

6.1. Submission to DBM

6.1.1. CORPLAN prepares memorandum requiring to operations to submit budget breakdowns

6.1.2. The Budget Section plot a preliminary work program based on the budget submitted


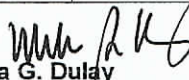

6.1.3. Draft COB proposal for management review.

6.1.4 DBM Forms required:

1. DBM Form No. 700 Corporate Objectives, Priorities and Performance Measures
2. DBM Form No. 701 Proposed Provisions
3. DBM Form No. 702 Comparative Balance Sheet
4. DBM Form No. 702-A Schedule of Investments
5. DBM Form No. 702-B Statement of Receivables
6. DBM Form No. 702-C Statement of Accounts Payable to Suppliers or Trade Creditors
7. DBM Form No. 702-D Statement of Borrowings
8. DBM Form No. 703 Comparative Profit and Loss Statement
9. DBM Form No. 703-A Sales/Revenue Statement
10. DBM Form No. 703-B Cost of Sales Statement
11. DBM Form No. 703-C Staffing Summary & Details of Salaries and Other Compensation of Permanent, Contractual and Casual Positions
12. DBM Form No. 703-C1 Details of Others under DBM Form 703-C
13. DBM Form No. 703-D Details of Maintenance and Other Operating Expenses
14. DBM Form No. 703-E Details of Financial Expenses
15. DBM Form No. 703-F Capital Outlays Obligations, by Object of Expenditures
16. DBM Form No. 703-F1 Details of Annual Equipment Procurement Plan
17. DBM Form No. 703-F2 New Expanded Program / Project Proposal
18. DBM Form No. 704 Statement of Cash Flows
19. DBM Form No. 704-A Comparative Cash Flow Statement for the Consolidated Public Sector Deficit
20. DBM Form No. 705 Comparative Sources of Funds
21. DBM Form No. 705-A National Government Support
22. DBM Form No. 706 Uses of Funds by Expense Class
23. DBM Form No. 707 Program Expenditure Plan
24. DBM Form No. 708 Profile and Requirements for Locally-Funded Projects
25. DBM Form No. 709 Requirements for Foreign-Assisted Projects
26. DBM Form No. 709-A Foreign Assisted Project Profile
27. DBM Form No. 710 Projects with Private Sector Funding Participation
28. DBM Form No. 711 Gender and Development (GAD) Plan
29. DBM Form No. 711-A Annual GAD Accomplishment Report
30. DBM Form No. 712 Climate Change Expenditures

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: October 28, 2015
	Subject: Budget Preparation Procedure (Corporate Operating Budget)			
Written by:  Wilma G. Dulay DC, Finance Division		Reviewed by: Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

6.2. DBM Evaluation and Technical Review


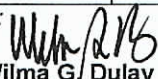

6.2.1. The DBM schedules technical Budget Hearing

6.2.2. The head of the agency presents to DBM

6.2.3. DBM informs the agency of the recommended subsidy.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document
stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: November 6, 2015
	Subject: Disbursement Voucher Procedure			
Written by:  Wilma G. Dulay DC, Finance Division		Reviewed by: Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

1. PURPOSE

To provide a comprehensive guide in processing of Disbursement Vouchers for payment to various creditors/payees.

2. SCOPE

This procedure covers payments for Personnel Services (PS), Maintenance and Other Operating Expenses (MOOE) and Capital Outlay (CO).

3. DEFINITIONS

Disbursement Voucher Is a form used to have a check made to pay an individual or an organization for merchandise sold or services rendered

Republic Act 9184 (R.A. 9184) Otherwise known as the "Government Procurement Reform Act" (GPRA), for the purpose of prescribing the necessary rules and regulations for the modernization, standardization, and regulation of the procurement activities of the government

Payee Includes CITEM personnel, suppliers/contractors, Service Providers and other parties who claim payments for official travel, delivery of goods and services related to CITEM'S operations

BAC Documents The documents submitted to the Bids and Awards Committee as prescribed in R.A. 9184


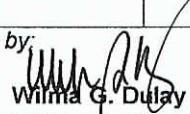


4. RESPONSIBILITIES

Internal Auditor Verifying the transaction as to its legality and appropriateness, and verifying the completeness, authenticity, and accuracy of supporting documents and ensuring adherence to R.A. 9184

Computing applicable withholding taxes and assigning the appropriate Journal Entry (Account code).

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject:		Rev.: 0	Issue Date: November 6, 2015
Disbursement Voucher Procedure				
Written by:  Wilma G. Dulay DC, Finance Division		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director


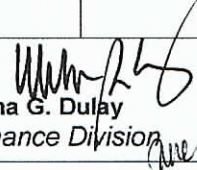

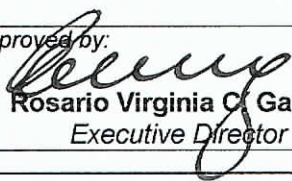
The Chief Accountant:
Signing/certifying the transaction is legal and appropriate
and that all supporting documents are complete and the
transaction was in accordance to R.A. 9184

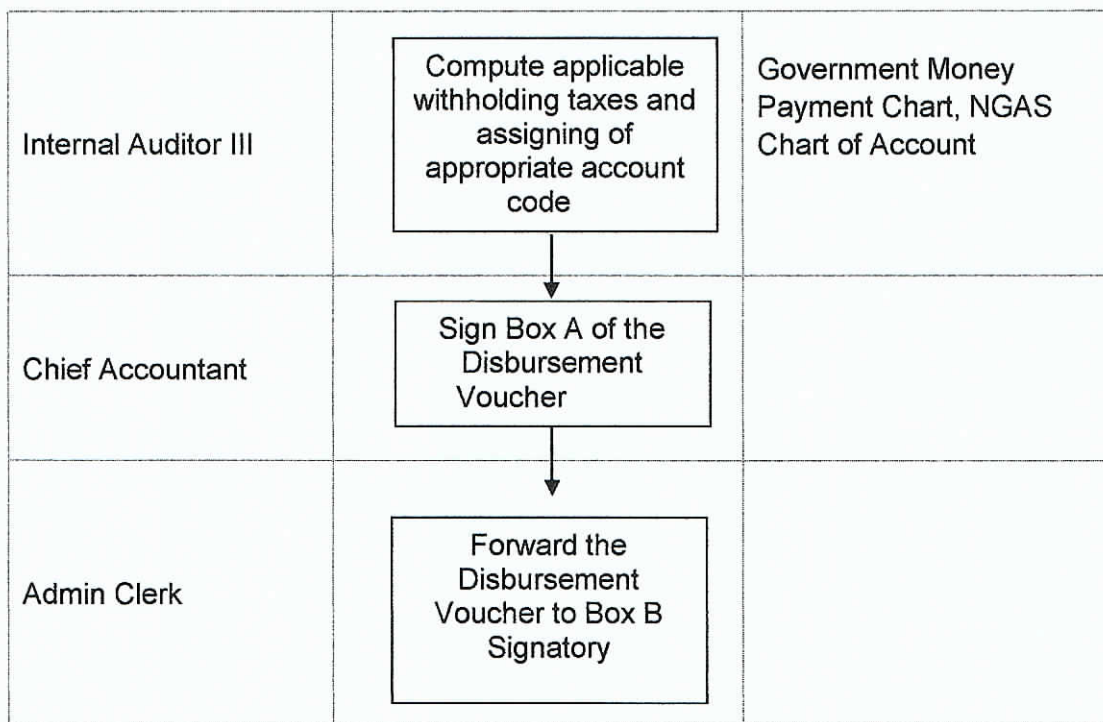
5. PROCEDURE OUTLINE

Responsible	Activity	Documents
Admin Clerk	<div>Receives/log-in Disbursement Voucher</div>	Disbursement Voucher with attached supporting documents
Admin Clerk	<div>Encoding to payees Subsidiary Ledger</div>	
Admin Clerk	<div>Assigning of Disbursement Voucher Number</div>	
Internal Auditor III	<div>Audit Disbursement Vouchers/Verify and compute personnel services payroll, overtime payment and other incentives</div>	BAC documents, Contract/Job Order, Purchase Order, Inspection and Acceptance Report, Delivery Receipt/Sales Invoice, BUR For Cash Advance: Approved SDO, Approved Travel Order/Authority (for travel expenses) For payroll: payroll sheet, Daily Time Records

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: November 6, 2015
	Subject:			
Disbursement Voucher Procedure				
Written by:  Wilma G. Dulay DC, Finance Division		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia O. Gaetos Executive Director



6. PROCEDURE DETAILS

6.1. Receipt of Incoming Disbursement Vouchers


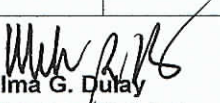


- 6.1.1. The Admin Clerk receives the Disbursement Vouchers and log-in to Incoming Disbursement Voucher file.
- 6.1.2. The Admin Clerk encodes payment details to payees Subsidiary Ledger.
- 6.1.3. The Admin Clerk assigns Disbursement Voucher Number and attach tracking sheet and forward to Internal Auditor III for audit.
- 6.1.4. The Admin clerk forwards all signed Disbursement Voucher to Box B signatory.

6.2. Audit Process

- 6.2.1. The Internal Auditor checks validity and legality of claim and completeness of documents. For payment of personnel services, verify/computes payroll and overtime payments. For cash advance, make sure that the personnel who will be granted the same has no unliquidated cash advance, he/she is a permanent employee and that he/she is bonded as Special Disbursing Officer.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: November 6, 2015
	Subject: Disbursement Voucher Procedure			
Written by:  Wilma G. Dulay DC, Finance Division		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

6.2.2. The Internal Auditor computes the applicable withholding taxes and assign account code.




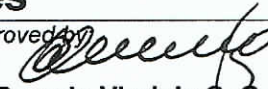
6.2.3. The Internal Auditor encodes all processed Disbursement Voucher

6.3. Signing of Disbursement Voucher

6.3.1. The Chief Accountant reviews and signs the Disbursement Vouchers and forward to Admin Clerk.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:
	Subject:		Rev.: 0 Issue Date: October 28, 2015
Subsidy Releases			
Written by:  Wilma G. Duay OIC, Finance Division	Reviewed by:  Aurelia O. Cruz Quality Management Representative	Approved by:  Rosario Virginia C. Gaetos Executive Director	

1. PURPOSE

This procedure outlines the steps that are followed in requesting subsidy from DBM.

2. SCOPE

1. This procedure applies to requesting of subsidy release

3. DEFINITIONS

NCA – Notice of cash Allocation

SARO- Statement of Allotment and Release Order

4. RESPONSIBILITIES

Budget Officer

The Budget officer is responsible in :

1. Preparation of Projected Financial Statements

Accountant

The accountant is responsible in :

1. Preparation of Actual Financial Statements

DBM

The DBM is responsible in:

1. Approving the agency's SARO
2. Releasing of NCA to the Bureau of Treasury

Bureau of Treasury (BOT)

The BOT is responsible in:

1. Transferring funds to CITEM MDS account.


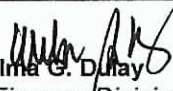


5. PROCEDURE OUTLINE

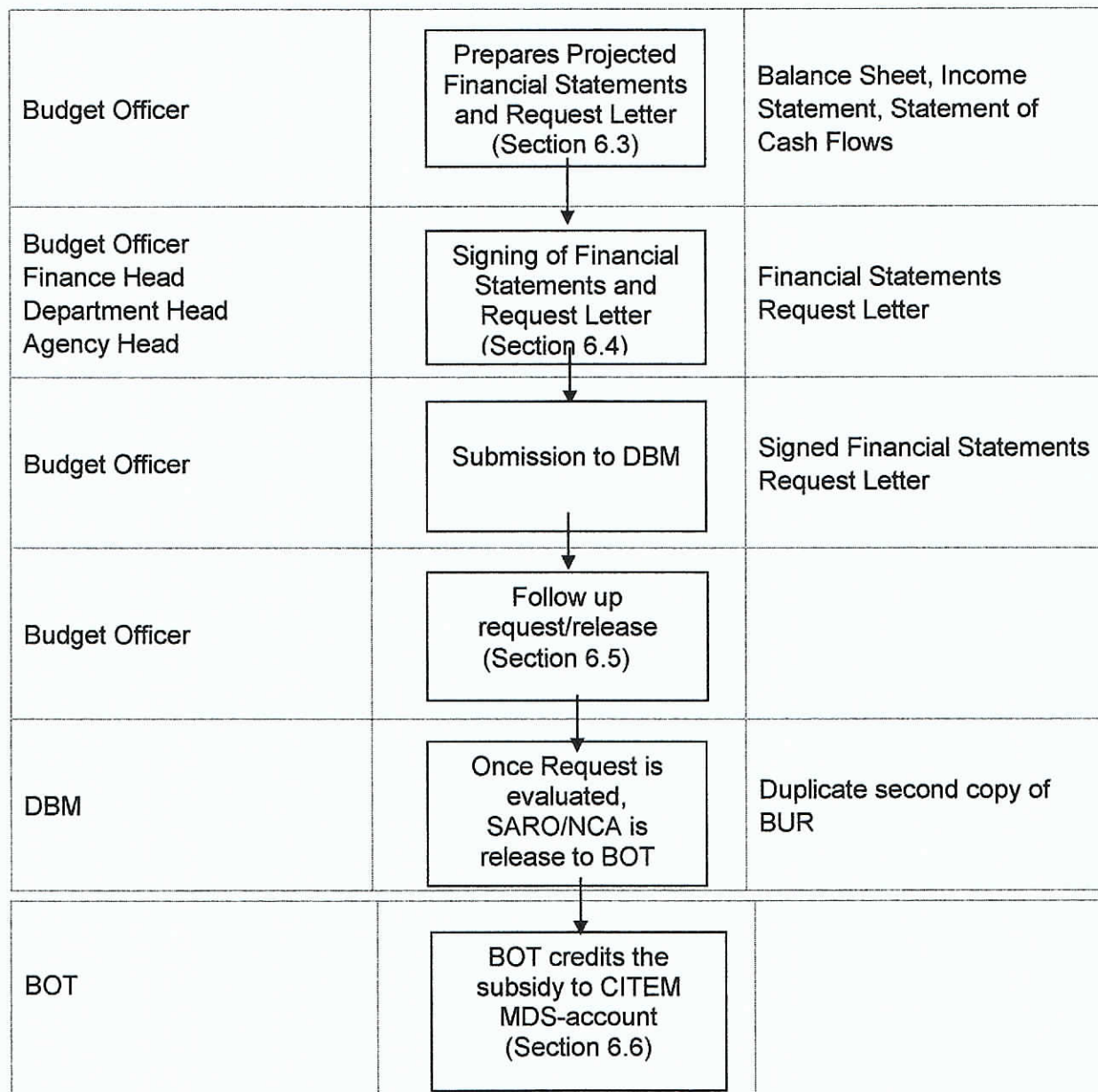
Responsible	Activity	Documents
Budget Officer	CITEM submit an annual cash disbursement at the start of the year (See Section 6.1)	Cash Disbursement Program
Budget Officer	Requests the accountant a copy of the latest FS after every end of the quarter (Section 6.2)	Balance Sheet, Income Statement, Statement of Cash Flows







Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject:		Rev.: 0	Issue Date: October 28, 2015
Subsidy Releases				
Written by:  Wilma G. Dulay OIC, Finance Division		Reviewed by:  Aurelia O. Cruz Quality Management Representative		Approved by:  Rosario Virginia C. Gaetos Executive Director



	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject:		Rev.: 0	Issue Date: October 28, 2015
Subsidy Releases				
Written by:  Wilma G. Dulay OIC, Finance Division		Reviewed by:  Aurelia O. Cruz Quality Management Representative		Approved by:  Rosario Virginia C. Gaetos Executive Director


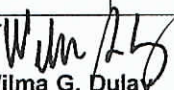

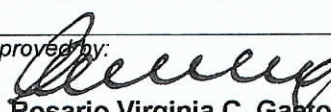
6. PROCEDURE DETAILS

- 6.1 CITEM prepares Cash Disbursement Program based on the guidelines issued by DBM. This will be the DBM basis of releasing subsidy.
- 6.2 The Accountant gives to Budget a copy of the latest Financial Statements (Balance Sheet, Income Statement & Cash Flows)
- 6.3 The Budget Officer prepares Projected Financial Statement on the portion of the Financial Statements not covered by the Actual Financial Report.
- 6.4 The Budget Officer consolidates all reports (actual & projected) and prepares request letter for signature of the Head of the Agency.
- 6.5 The Budget officer calls DBM for follow up after 3 days.
- 6.6 The Bureau of Treasury inform CITEM when the subsidy was credited to the agency's Land bank account. Hence, CITEM issues Official Receipt in favor of the Bureau of Treasury.

7. INTERFACES

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: November 06, 2015
	Subject: Preparation of Financial Reports Procedure			
Written by:  Wilma G. Dulay DC, Finance Officer		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gastos Executive Director

1. PURPOSE

This procedure outlines the steps that are to be followed in the preparing the Financial Reports.

2. SCOPE


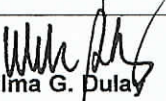

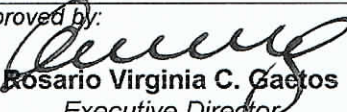
This procedure applies to the preparation of Financial Reports.

3. DEFINITIONS

Financial Statements	Records that outline the financial activities of a business, an individual or any other entity. Financial statements are meant to present the financial information of the entity in question as clearly and concisely as possible for both the entity and for readers. Financial statements for businesses usually include: income statements, balance sheet, statements of retained earnings and cash flows, as well as other possible statements. (source: Investopedia)
Balance Sheet	A financial statement that summarizes a company's assets, liabilities and shareholders' equity at a specific point in time. (source: Investopedia) It measures the company's financial position.
Income Statement	A financial statement that measures a company's financial performance over a specific accounting period. It also shows the net profit or loss incurred over a specific accounting period. (source: Investopedia)
Cash Flow Statement	The document provides aggregate data regarding all cash inflows a company receives from both its ongoing operations and external investment sources, as well as all cash outflows that pay for business activities and investments during a given period. (source: Investopedia)
Statement of Changes in Equity	A financial statement outlining the changes in Equity for a specified period. (source: Investopedia)
Notes to Financial Statements	Contains explanatory notes to the financial statements giving more details and disclosures of matters such significant changes in accounting policies and other matters deemed relevant to the fairness and accuracy of the presentation of the Financial Statements.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject:		Rev.: 0	Issue Date: November 06, 2015
Preparation of Financial Reports Procedure				
Written by:  Wilma G. Dulay DC, Finance Officer		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

Journal Entry
Voucher

In accounting, a first recording of financial transactions as they occur in time, so that they can then be used for future reconciling and transfer to other official accounting records such as the general ledger. A journal will state the date of the transaction, which account(s) were affected and the amounts, usually in a double-entry bookkeeping method. (source: Investopedia)

General Ledger

A company's main accounting records. A general ledger is a complete record of financial transactions over the life of a company. The ledger holds account information that is needed to prepare financial statements, and includes accounts for assets, liabilities, owners' equity, revenues and expenses. (source: Investopedia)

General Journal

The general journal is recognized as the first book of entry. This journal is the first place where transactions are recorded. (source: Investopedia)

Subsidiary Ledger

An accounting ledger that shows the transaction history and amounts owed/payments separately for each supplier/customer from whom the business receives credit for purchases/to whom the business extends credit. (source: Investopedia)

Cash Receipts
Journal

A journal recording chronologically all the receipts into an enterprise's bank accounts.

Cash Disbursement
Journal

A journal recording chronologically all the payments out of an enterprise's bank accounts.

Journal Bills
Rendered

A journal recording chronologically all the issued invoices.

4. RESPONSIBILITIES





Accounting Clerk

Preparation of the Books of Original Entry

- a. Cash Receipts Journal
- b. Cash Disbursement Journal
- c. Liquidation Reports
- d. Journal of Bills Rendered
- e. Bank Reconciliation

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATION TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: November 06, 2015
	Subject: Preparation of Financial Reports Procedure			
Written by:  Wilma G. Dulay DC, Finance Officer		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

Accountant III

Preparation of the Books of Final Entry (Financial Reports):

- a. Trial Balance
- b. Balance Sheet
- c. Income Statement
- d. Statement of Cash Flows
- e. Breakdown of Income
- f. Notes to Financial Statements
- g. Statement of Changes in Equity
- h. Comparative Financial Statements

Accountant IV

Preparation of Subsidiary and Genral Ledgers for:

- a. Cash
- b. Receivables /Cash Advances
- c. Assets
- d. Payable
- e. Others

Preparation of Schedules / Aging of Accounts:


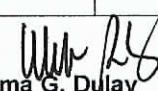


- a. Receivables
- b. Cash Advances
- c. Assets
- d. Payables
- e. Others

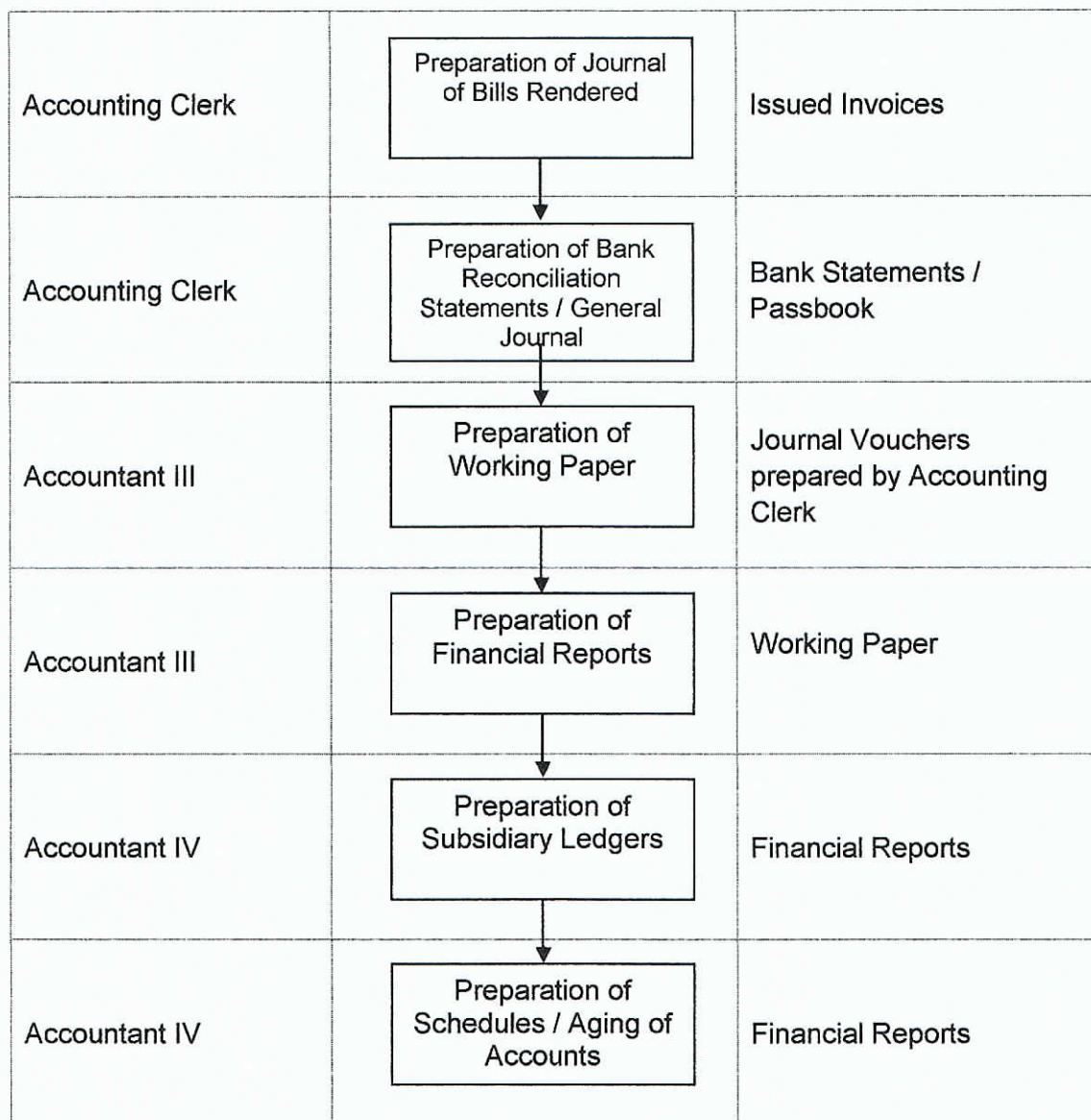
5. PROCEDURE OUTLINE

Responsible	Activity	Documents
Accounting Clerk	Preparation of Report of Collection / Cash Receipts Journal	Official Receipts from Cashier
Accounting Clerk	Preparation of Reports of Checks Issued / Cash Disbursement Journal	Checks Issued attached to the Disbursement Vouchers
Accounting Clerk	Preparation of Journal of Disbursement by Disbursing Officer	Liquidation Voucher

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATION TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject: Preparation of Financial Reports Procedure		Rev.: 0	Issue Date: November 06, 2015
Written by:  Wilma G. Dulay DC, Finance Officer		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director




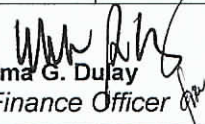

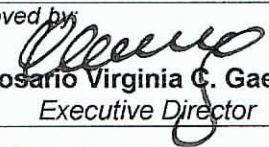
6. PROCEDURE DETAILS

6.1. Preparation of Books of Original Entry

6.1.1. The Accounting Clerk shall prepare the Cash Receipts Journal from the Report of Collection by Cashier.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATION TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject:		Rev.: 0	Issue Date: November 06, 2015
Preparation of Financial Reports Procedure				
Written by:  Wilma G. Dulay DC, Finance Officer		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

- 6.1.2. The Accounting Clerk shall prepare the Cash Disbursement Journal from the Disbursement Vouchers with issued checks.
- 6.1.3. The Accounting Clerk shall prepare the Journal of Bills Rendered from the issued invoices.
- 6.1.4. The Accounting Clerk shall prepare the Journal of Disbursement by Disbursing Officer from the Liquidation Reports.
- 6.1.5. The Accounting Clerk shall prepare the Bank Reconciliation Statements from the Bank Statements and Passbooks.
- 6.1.6. The Accounting Clerk shall prepare other Journal Entries.

6.2. Preparation of Book of Final Entry (Financial Reports)




- 6.2.1. The Accountant III shall review and analyze all the Journal Entry Vouchers received.
- 6.2.2. The Accountant III shall prepare a Working Paper from all the reviewed Journal Entry Vouchers.
- 6.2.3. The Accountant III shall prepare the pertinent Financial Statements from the prepared Working Paper.
- 6.2.4. The Accountant III shall prepare the Budget vs Actual Report.
- 6.2.5. The Accountant II shall prepare the Financial Highlights/Comparative of the year-to-year.





6.3. Preparation of Ledgers and Schedules:

- 6.3.1. The Accountant IV shall post to the General Ledger all the approved Journal Entry Vouchers.
- 6.3.2. The Accountant IV shall post to the Subsidiary Ledger all the approved Journal Entry Vouchers.
- 6.3.3. The Accountant IV shall prepared a Schedule and/or Aging of accounts.
- 6.3.4. The Accountant IV shall review the prepared Financial Statements to be signed by the Chief of Finance and the Management.
- 6.3.5. The Accountant IV shall submit the signed and approved Financial Reports To the Commission on Audit 10 working days after the close of the month and on or before 15 February of the next calendar year for the annual Financial Reports.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject:		Rev.: 0	Issue Date: October 28, 2015
	Building Maintenance Procedure			
Written by: Reynaldo R. Gonzales OIC, Administrative Services Div.		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject:		Rev.: 0	Issue Date: October 28, 2015
	Building Maintenance Procedure			
Written by:  Reynaldo R. Gonzales OIC, Administrative Services Div.		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

1. PURPOSE

This procedure outlines the steps that are to be followed in requesting for maintenance of building facilities, electricals, carpentry, plumbing, janitorial, telephone and others.





2. SCOPE

This procedure applies to maintenance of building facilities, electricals, carpentry, plumbing, janitorial, telephone, airconditioning and others.

3. DEFINITIONS

Maintenance	The act of maintaining, care or upkeep of facilities, equipment, and other facilities to retain or restore its serviceability.
Building	Refers to the office building owned, occupied and being used as office and/or exhibition/display areas by the Agency.
Facilities	The infrastructures built within the building (i.e. electricals, airconditioning, telephone lines, etc.).
Janitorial	Refers to general cleaning, hauling and other janitorial services.
Electricals	The electrical installations of the building and work stations including repairs and installation of the same.
Airconditioning	The operation of air-conditioning units of the offices, display areas, meeting rooms including its repairs and installations.
Telephone	Refers to the telephone facility including the repairs and its installations.
Carpentry	The general works for repair and maintenance of the building structure including fabrication and construction.
Plumbing	The overall maintenance of the water facility and comfort rooms of the building.

Check the Master Document Register. Verify that this is the current revision before use	Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"
--	---

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:
			Rev.: 0 Issue Date: September 4, 2015
	Subject: Contract Management Review Procedure		
Written by:  Debbie R. Dela Peña Admin. Clerk		Reviewed by:  Atty. Anna Grace I. Marpuri Legal Officer V	
		Approved by:  Rosario Virginia C. Gaetos Executive Director	

1. PURPOSE

To enumerate step by step procedure on the Review of CITEM Contracts

2. SCOPE

Review of ALL CITEM Contracts

3. DEFINITION OF TERMS





Contract	An agreement with specific terms, between two Parties, with a promise to do something for a consideration. Contracts shall include, but no limited to MOA, MOU, Partnership Agreement, Letter Conforme, Ex-deal Agreement, Application Contract, Lease Contract, Contract of Services.
Contract Documentation	A system assigning a number to each Contract executed by CITEM, for tracking and filing system.
Notarization	The act of officially certifying a legal document by a Notary Public to ensure the authenticity of the signatures that appear on the document or contract

4. RESPONSIBILITIES (Persons involved in the Process)

1. Enduser
 - a. Draft Contract based on Terms and Reference and Procurement Documents
 - b. Revise/Finalize Contract based on comments and opinion
2. Legal Officer
 - a. Make initial review and render opinion on the Draft Contract
 - b. Check whether the contract follows the prescribed legal form and in accordance with Terms of Reference and Bidding documents
 - c. Make sure draft contract accomplishes the objective/purpose of the Parties; and the interest of CITEM
 - d. Make sure all substantial elements of the contract are present
 - e. Revise contract accordingly
 - f. Endorse the draft contract to the Office of the Legal Service for opinion and comment as part of the CSW
 - g. Recommend the contract to the Approving Authority for Signature and Approval
 - h. Submit copy of notarized contracts to the Resident COA
3. Legal Assistant
 - a. Receive draft contracts from the End user
 - b. Attach Legal Form (Contract Approval Slip) for monitoring and tracking
 - c. Assign contract number to each Finalized Contract

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:
	Subject: Systems Management and Services Procedure		Rev.: 0 Issue Date: October 1, 2015
Written by:  Elvie A. Borje DC, Systems and Logistics Div.	Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.	Approved by:  Rosario Virginia C. Gaetos Executive Director	

1. PURPOSE

This procedure was established to provide a documented system to examine whether the quality management system processes and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve the CITEM objectives.

2. SCOPE

This procedure covers the activities from planning to implementation of Information Systems Strategic Plan (ISSP), Systems Development and Maintenance, Database Development and Management, Infrastructure Plan for Network, Hardware, Software and Applications and Information Build-up and Sharing.

3. DEFINITION

Information
Systems
Strategic Plan

Presents the overall strategic plan for the development and implementation of information systems, the use of information and communications technology, as well as the corresponding resource requirements over a fixed-long term period. It is considered as a tool to ensure ICT application in strategic areas of government concern. (source: mithi.gov.ph)

Systems
Development

The process of defining, designing, testing, and implementing a new software application or program. It could include the internal development of customized systems, the creation of database systems, or the acquisition of third party developed software.

(source: <https://www.fca.gov/Download/ITManual/itsystemsdevelopment.pdf>)

Database
Development

The process of developing a relational database system.

Network





A group of two or more computer systems linked together.

Hardware

Refers to objects that you can actually touch, like disks, disk drives, display screens, keyboards, printers, boards, and chips etc.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:
	Subject: Systems Management and Services Procedure		Rev.: 0 Issue Date: October 1, 2015
Written by:  Elvie A. Borje DC, Systems and Logistics Div.	Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.	Approved by:  Rosario Virginia C. Gaetos Executive Director	

Software Computer instructions or data. Anything that can be stored electronically.

Database A structured set of data held in a computer, especially one that is accessible in various ways.

Is a collection of information that is organized so that it can easily be accessed, managed, and updated. In one view, databases can be classified according to types of content: bibliographic, full-text, numeric and images.

Data Structure Is the way to define a certain object in a program language. If you define a data structure for a contact in a contact list, you would have members of that data structure such as name, company, address, phone number, etc. The data structure is defined by what you need the program to keep track of.

4. RESPONSIBILITIES

Division Chief Oversee and ensure that the activities (section 2) of Systems Management and Services Division are properly implemented.

Information Technology Officer II Oversee, develop and maintain application systems as well as infrastructure plan for network, hardware and software. Prepares ICT annual procurement plan.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"



**CENTER FOR INTERNATIONAL TRADE
EXPOSITIONS AND MISSIONS**

Document Code:

Rev.:

0

Issue Date:

October 1, 2015

Subject:

Systems Management and Services Procedure

Written by:

Elvie A. Borje

DC, Systems and Logistics Div.

Reviewed by:

Aurelia O. Cruz

OIC-DM, Corporate Services Dept.

Approved by:

Rosario Virginia C. Gaetos

Executive Director

Information
Systems Analyst
III, Computer
Programmer III,
Computer
Programmer II

Responsible for systems development and
maintenance and database development and
management.

Information
Systems Analyst
II

Responsible in the preparation of Information Systems
Strategic Plan (ISSP), document information
technology training manuals, systems documentation
and information sharing.

Trade Industry
Development
Analyst

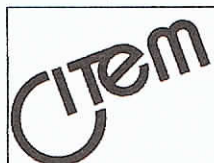
Responsible in email marketing management of
electronic cards, newsletters, circulars and the like.
Database buildup of prospective buyers. Perform
clerical functions in the division.

Computer
Technicians

Responsible in the maintenance, inventory and monitor
status of all ICT equipment.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document
stamps are considered "Uncontrolled"



**CENTER FOR INTERNATIONAL TRADE
EXPOSITIONS AND MISSIONS**

Document Code:

Rev.:

0

Issue Date:

October 1, 2015

Subject:

Systems Management and Services Procedure

Written by:

Elvie A. Borje

DC, Systems and Logistics Div.

Reviewed by:

Aurelia O. Cruz

OIC-DM, Corporate Services Dept.

Approved by:

Rosario Virginia C. Gaetos

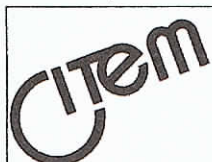
Executive Director

5. PROCEDURE OUTLINE

Responsible	Activity	Documents
Systems Management and Services Team	Information Systems Strategic Plan (See Section 6.1)	Information Systems Strategic Plan (approved and endorsed by ICT Office)
Information Technology Officer II; Information Systems Analyst III; Computer Programmer III; Computer Programmer II; Information Systems Analyst II	↓ Systems Development and Maintenance (See Section 6.2)	Job Request Form
Information Technology Officer II; Information Systems Analyst III; Computer Programmer III; Computer Programmer II	↓ Database Development and Management (See Section 6.3)	Job Request Form
Information Technology Officer II; Computer Technicians	↓ Infrastructure Plan for Network, Hardware, Software and Applications (See Section 6.4)	Job Request Form
Information Systems Analyst II; Trade and Industry Development Analyst	↓ Information build-up and sharing (See Section 6.5)	Job Request Form Email

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"



**CENTER FOR INTERNATIONAL TRADE
EXPOSITIONS AND MISSIONS**

Document Code:

Rev.:

0

Issue Date:

October 1, 2015

Subject:

Systems Management and Services Procedure

Written by:

Elvie A. Borje

DC, Systems and Logistics Div.

Reviewed by:

Aurelia O. Cruz

OIC-DM, Corporate Services Dept.

Approved by:

Rosario Virginia C. Gaetos

Executive Director

6. PROCEDURE DETAIL

6.1 Information Systems Strategic Plan

6.1.1 The preparation of the three (3) year ISSP shall start at least 6 months before end of the plan. The team shall gather for brainstorming for new ICT developments and directions. They shall discussed the five (5) parts of the ISSP such as;

- 6.1.1.1 Organizational Profile
- 6.1.1.2 Information Systems Strategy
- 6.1.1.3 Detailed Description of ICT Projects
- 6.1.1.4 Resource Requirements
- 6.1.1.5 Development and Investment Program

6.1.2 The Information Systems Analyst II shall facilitate the preparation of the ISSP incorporating the team relevant inputs. He/She shall also coordinate or the focal person in the Information and Communications Technology Office (ICTO).

6.2 Systems Development and Maintenance

6.2.1 The job request form shall submit to the Systems Management and Services Division thru CITEM intranet. The said form will be forwarded to the assigned Developer. He/She will evaluate the request if the requirements are complete and feasible. See Annex 1.

6.2.1 The Developer will gather information through meetings, brainstorming and research with other groups. He/She shall gather existing manual data and manual reports as sample format for field design as well as data segmentation.

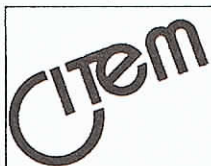
6.2.2 The Developer shall present the computerized data and report format based on the gathered data as well as the prospective output to the department/division concerned.

6.2.3 The Developer shall design the database structure, test run and debug the database and link to user interface design.

6.2.4 The Developer shall conduct programming or coding. He/She shall develop an object oriented code for faster program execution; modularized program design for easier debugging; clear syntax application for easier code maintenance.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document
stamps are considered "Uncontrolled"



**CENTER FOR INTERNATIONAL TRADE
EXPOSITIONS AND MISSIONS**

Document Code:

Rev.:

0

Issue Date:

October 1, 2015

Subject:

Systems Management and Services Procedure

Written by:


Elvie A. Borja

DC, Systems and Logistics Div.

Reviewed by:


Aurelia O. Cruz

OIC-DM, Corporate Services Dept.

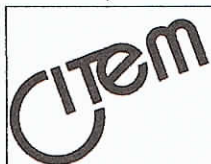
Approved by:


Rosario Virginia C. Gaetos
Executive Director

- 6.2.5 The Developer shall test run and debugs application software.
- 6.2.6 The Developer shall implement system application by parallel testing and further system enhancements. He/She shall cleanup test data for preparation of the actual live data.
- 6.2.7 The Developer shall prepare data structure and architecture and definition of modules to be compiled by the Information Systems Analyst II for system documentation.
- 6.2.8 The Information Systems Analyst II shall prepare users' manual. He/She shall conduct user software training.
- 6.2.9 The Developer shall responsible to backup application systems.
- 6.2.10 The Developer shall issue certificate of completion to the requesting department/division. The requesting department/division shall conform to the commitment and acceptance of the application system.
- 6.3 Database Development and Management
- 6.3.1 The job request form shall submit to the Systems Management and Services Division thru CITEM intranet. The said form will be forwarded to the assigned Developer. He/She will evaluate the request if the requirements are complete and feasible. See Annex 1.
- 6.3.2 The Developer will gather information through meetings, brainstorming and research with other groups. He/She shall gather existing manual data and manual reports as sample format for field design as well as data segmentation.
- 6.3.3 The Developer shall apply changes to the database by adding, editing and linking tables or create database structure.
- 6.3.4 He/She shall be responsible to backup database.
- 6.4 Infrastructure Plan for Network, Hardware, Software and Applications
- Administration of servers/network

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document
stamps are considered "Uncontrolled"



**CENTER FOR INTERNATIONAL TRADE
EXPOSITIONS AND MISSIONS**

Document Code:

Rev.:

0

Issue Date:

October 1, 2015

Subject:

Systems Management and Services Procedure

Written by:


Elvie A. Berje

DC, Systems and Logistics Div.

Reviewed by:


Aurelia O. Cruz

OIC-DM, Corporate Services Dept.

Approved by:


Rosario Virginia C. Gaetos
Executive Director

- 6.4.1 Assess servers/network by checking the system/event logs for software/hardware error or problems as well as physical checking on hardware and network facility.
- 6.4.2 Gather information to determine area that can cause the problems, also, a utility software to be used for checking.
- 6.4.3 Apply updates or reconfigure problem areas in hardware or software.
- 6.4.4 Check for new configuration by adding new user, policies, patches, etc. or update servers for new settings for users, policies, patches etc.
- 6.4.5 Maintain a logbook to record administration/maintenance of servers/network such as date/time, server unit name, problem arises and action taken.
- 6.4.6 Prepare memo of recommendations/findings of the servers/network for management approval on a case-to-case basis.

Maintenance of hardware

- 6.4.7 The computer technicians shall retrieve the approved job request form thru CITEM intranet.
- 6.4.8 The assigned computer technician shall interview the user to diagnose the problem of hardware. He shall identify the parts that are malfunctioned and check its availability if necessary or prepare request for job out.
- 6.4.9 The computer technicians shall be responsible to repair, test and evaluate equipment, provide service units if possible or available, diagnose damaged units/parts and simulate similar scenarios that happened to check if problem still arises.
- 6.4.10 The computer technicians shall conduct preventive maintenance weekly, monthly, quarterly and annually to clean the external and internal of a computer unit and check for new configurations. See Figure 1.
- 6.4.11 The computer technicians shall be responsible to prepare disposal of damaged units/parts. See Figure 2.
- 6.4.12 The computer technicians shall maintain a logbook to record installation/maintenance of a hardware. See Figure 3.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:
	Subject: Systems Management and Services Procedure		Rev.: 0 Issue Date: October 1, 2015
Written by:  Elvie A. Borje DC, Systems and Logistics Div.	Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.	Approved by:  Rosario Virginia C. Gaetos Executive Director	

6.4.13 The computer technicians shall prepare memo of recommendations/ findings of hardware maintenance to the end user, he may submit a report to management for approval on a case-to-case basis.

6.4.14 The computer technicians shall issue user acceptance form to be signed by the requesting department/division.

Maintenance of software and applications

6.4.15 The computer technicians shall retrieve the approved job request form thru CITEM intranet. See Annex 1.

6.4.16 The assigned computer technician shall check the following but not limited to;

- 6.3.16.1 Availability of software
- 6.3.16.2 Compatibility/minimum requirement of software
- 6.3.16.3 Updates
- 6.3.16.4 Availability of license, if necessary
- 6.3.16.5 If complied with the requirements for installation
- 6.3.16.6 Test installed software

6.4.17 The computer technicians shall conduct preventive maintenance weekly, monthly, quarterly and annually, check the new configurations, updates, license and patches. See Figure 1

6.4.18 The computer technicians shall maintain a logbook to record installation/maintenance of a software. See Figure 3.

6.4.19 The computer technicians shall prepare memo of recommendations/ findings of software installation/maintenance to the end user, he may submit a report to management for approval on a case-to-case basis.

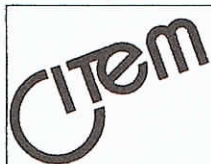
6.4.20 The computer technicians shall issue user acceptance form to be signed by the requesting department/division.

IT Equipment Setup

6.4.21 The computer technicians shall retrieve the approved job request form thru CITEM intranet. See Annex 1.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"



**CENTER FOR INTERNATIONAL TRADE
EXPOSITIONS AND MISSIONS**

Document Code:

Rev.:

0

Issue Date:

October 1, 2015

Subject:

Systems Management and Services Procedure

Written by:

Elvie A. Borje

DC, Systems and Logistics Div.

Reviewed by:

Aurelia O. Cruz

OIC-DM, Corporate Services Dept.

Approved by:

Rosario Virginia C. Gaetos

Executive Director

6.4.22 He shall test the IT equipment before setup as well as borrowed for official travel purposes. For borrowed equipment, he shall issue a waiver form. See Figure 4.

6.4.23 The returned equipment shall be checked by the computer technicians if all accessories are complete, no damaged parts and in good condition.

6.5 Information Build-up and Sharing

Generate Requested Report

6.5.1 The Trade and Industry Development Analyst shall retrieve the approved requested report thru CITEM intranet or email. Verify if the requirements are complete and feasible. See Annex 1.

6.5.2 He/She shall prepare and facilitate the requested report with transmittal letter signed by the Division Chief if the request comes internal. For external requested report, it shall be signed by the CITEM Executive Director.

6.5.3 He/She shall maintain a softcopy of an outgoing report both internal and external for monitoring purposes.

Email Broadcast

6.5.4 The Trade and Industry Development Analyst shall retrieve the job order request thru CITEM intranet. Verify if the requirements are complete and feasible. See Annex 1.

6.5.5 He/She shall coordinate with the Online Promotions Division as well as the requesting department/division for e-blasting of electronic collaterals, newsletters, circulars and etc. It shall be active for one (1) year.

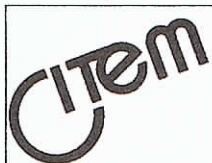
6.5.6 He/She shall certain that all email addresses are validated before e-blasting.

6.5.7 He/She shall monitor all electronic collaterals, newsletters, circulars and etc. for reporting purposes.

Database Build-Up

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"



**CENTER FOR INTERNATIONAL TRADE
EXPOSITIONS AND MISSIONS**

Document Code:

Rev.:

0

Issue Date:

October 1, 2015

Subject:

Systems Management and Services Procedure

Written by:

Elvie A. Borje

DC, Systems and Logistics Div.

Reviewed by:

Aurelia O. Cruz

OIC-DM, Corporate Services Dept.

Approved by:

Rosario Virginia C. Gaetos

Executive Director

6.5.7 The Trade and Industry Development Analyst shall retrieve the job request form thru CITEM intranet. Verify if the requirements are complete and feasible. See Annex 1.

6.5.8 He/She shall facilitate the dissemination of directories, business cards and sales forms to the assigned person for database build-up in accordance with data rules.

Database Scrubbing

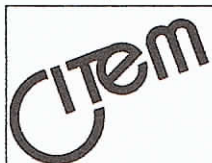
6.5.9 The Information Systems Analyst II shall be responsible to clean-up the database gathered from the CITEM trade fair event both local and international.

6.5.10 In database scrubbing the following must be observed,

- 6.5.10.1 Company name must have one spelling
- 6.5.10.2 Country and city matches with the address
- 6.5.10.3 Eliminate undeliverable email addresses

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"



**CENTER FOR INTERNATIONAL TRADE
EXPOSITIONS AND MISSIONS**

Document Code:

Rev.:

0

Issue Date:

October 1, 2015

Subject:

Systems Management and Services Procedure

Written by:


Elvie A. Borje

DC, Systems and Logistics Div.

Reviewed by:


Aurelia O. Cruz

OIC-DM, Corporate Services Dept.

Approved by:


Rosario Virginia C. Gaetos
Executive Director

Figure 1

CITEM.508.FR.001

ICT PREVENTIVE MAINTENANCE

Computer Name: _____ Location: _____

Date: _____

DESKTOP/NOTEBOOK	OK	NOT OK	REMARKS
1. Beep sound			
2. Check for full hard disk volumes and remove unnecessary files			
3. Check power protection devices to ensure they are still protecting the system			
4. Clean monitor screen			
5. Clean mouse and keyboard			
6. Defragment hard disks			
7. Scan for viruses			
8. Scan hard disk file systems for errors			
9. Update virus definition files			
SOFTWARE			
1. Full system backup			
2. Remove unused, expired and demo software			
3. Run Microsoft update			
4. Run Windows Update and Office Update			
5. Update antivirus			
SCANNER			
OTHERS			

Inspected by:

Computer Technician

Note: ICT maintenance activities may varies.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document
stamps are considered "Uncontrolled"



**CENTER FOR INTERNATIONAL TRADE
EXPOSITIONS AND MISSIONS**

Document Code:

Rev.:

0

Issue Date:

October 1, 2015

Subject:

Systems Management and Services Procedure

Written by:

Elvie A. Borje

DC, Systems and Logistics Div.

Reviewed by:

Aurelia O. Cruz

OIC-DM, Corporate Services Dept.

Approved by:

Rosario Virginia C. Gaetos

Executive Director

Figure 2

CITEM.508.FR.002

ICT NOTIFICATION

TO: _____

FROM: _____

CC: _____

DATE: _____

ITEM	DESCRIPTION	SERIAL NO.	PROPERTY NO.	MEMORANDUM RECEIPT
------	-------------	------------	--------------	-----------------------

Memorandum Receipt ☐ Cancel ☐ Transfer to _____

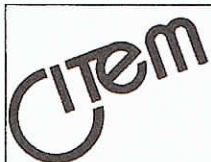
Reason for Disposal ☐ Obsolete ☐ Broken ☐ Others _____

Certified Correct:

Computer Technician

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document
stamps are considered "Uncontrolled"



**CENTER FOR INTERNATIONAL TRADE
EXPOSITIONS AND MISSIONS**

Document Code:

Rev.: 0

Issue Date:

October 1, 2015

Subject:

Systems Management and Services Procedure

Written by:



Elvie A. Borje

DC, Systems and Logistics Div.

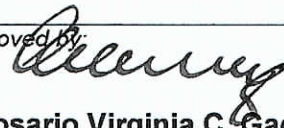
Reviewed by:



Aurelia O. Cruz

OIC-DM, Corporate Services Dept.

Approved by:



Rosario Virginia C. Gaetos

Executive Director

Figure 3

CITEM.508.FR.003

TROUBLESHOOTING NOTES

Date Action	
Requesting Department/Division	
Contact Person	

Problem

Computer Name	
Problem Category	
Problem Description	
What was the user trying to do?	
Error Messages	

Solution

Solution Description	
Computer Technician	

USER ACCEPTANCE

Status of Work ☐ Complete ☐ Not Complete ☐ Work to be resumed on _____

Remarks and Recommendations:

Client Name _____
Designation _____

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document
stamps are considered "Uncontrolled"





	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:
	Subject: Systems Management and Services Procedure		Rev.: 0 Issue Date: October 1, 2015
Written by:  Elvie A. Borje DC, Systems and Logistics Div.	Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.	Approved by:  Rosario Virginia C. Gaetos Executive Director	

Figure 4

CITEM.508.FR.004

WAIVER FOR IT EQUIPMENT

Date of Request	
Requesting Division	
Project	
Date Borrowed	
Date of Return	
Venue	
Requested Equipment	

Agreement:

All equipment borrowed will be under my care from turnover of Systems Management and Services Division (SMSD) until the return of the same to SMSD. Upon return, I take it as my responsibility to have emptied laptops/tablets of all project documents and I will not hold SMSD liable for any lost of files.

Likewise, I agree that any damage on all equipment borrowed or loss of the same will be charged to the project stated above.

Conforme:	
Approved by:	
Noted by:	

Portion below is for SMSD acknowledgment upon return of equipment

I hereby acknowledge receipt of _____ in perfect condition and complete with accessories.

Computer Technician	
Date / Time	

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"



**CENTER FOR INTERNATIONAL TRADE
EXPOSITIONS AND MISSIONS**

Document Code:

Rev.:

0

Issue Date:

October 1, 2015

Subject:

Systems Management and Services Procedure

Written by:

Elvie A. Borja

DC, Systems and Logistics Div.

Reviewed by:

Aurelia O. Cruz

OIC-DM, Corporate Services Dept.

Approved by:

Rosario Virginia C. Gaetos

Executive Director

Annex 1

SYSTEMS MANAGEMENT DIVISION JOB REQUEST FORM

Project Fair :

Project Fair Dates :

Request Date :

Date Needed:

Requested by :

Division/Dept. : Select Division/Dept.

For Printing :

- ☐ Buyer Listing
☐ Exhibitor Listing
☐ Sales Result
☐ VIP Listing
Others(pls. specify) :

Database
Encoding/
Inputting :

- ☐ Buyers
☐ Exhibitors
☐ Sales
☐ VIP
Others(pls. specify) :

Equipment
Needed :

- ☐ LCD Projector
☐ Notebook/Laptop
Others(pls. specify) :

Other
Requirement :

- ☐ Broadcast Email
☐ Program Development
☐ Network Installation
☐ Computer Maintenance Repair
Details:

Check the Master Docu


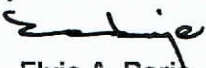


Verify that this is the current revision before use

Send

Clear Value

CITEM's official document

stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject:		Rev.: 0	Issue Date: November 5, 2015
			Shipment of Goods Procedure	
Written by:  Elvie A. Borja DC, Systems and Logistics Div.	Reviewed by :  Aurelia O. Cruz OIC-DM, Corporate Services Dept.	Approved by:  Rosario Virginia C. Gaetos Executive Director		

1. PURPOSE

This procedure aims to define the controls needed to ensure timely and cost efficient shipment of goods to various destinations in connection with CITEM organized participations in trade fairs or exhibitions abroad.

2. SCOPE

This procedure shall apply to all outbound shipping requirements of the Project Management Department (PMD) and Value Creations and Promotion Department (VCAP).

3. DEFINITION





Outbound shipment	Transport, storage and delivery of goods going out to various destinations abroad
Trade Fairs Abroad	International events being participated in by CITEM as listed in CITEM's approved Travel Bible.

4. RESPONSIBILITIES

Shipping Coordinator	responsible for ensuring that the shipping requirements stated in this procedure are properly implemented.
End user	ensure that data and information written on their request for freight services are true, correct, accurate and complete.
Forwarder	Ensures that the goods are delivered safely and on time at the point of destination.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"





	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: November 5, 2015
	Subject:		Shipment of Goods Procedure	
Written by:  Elvie A. Borge DC, Systems and Logistics Div.		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

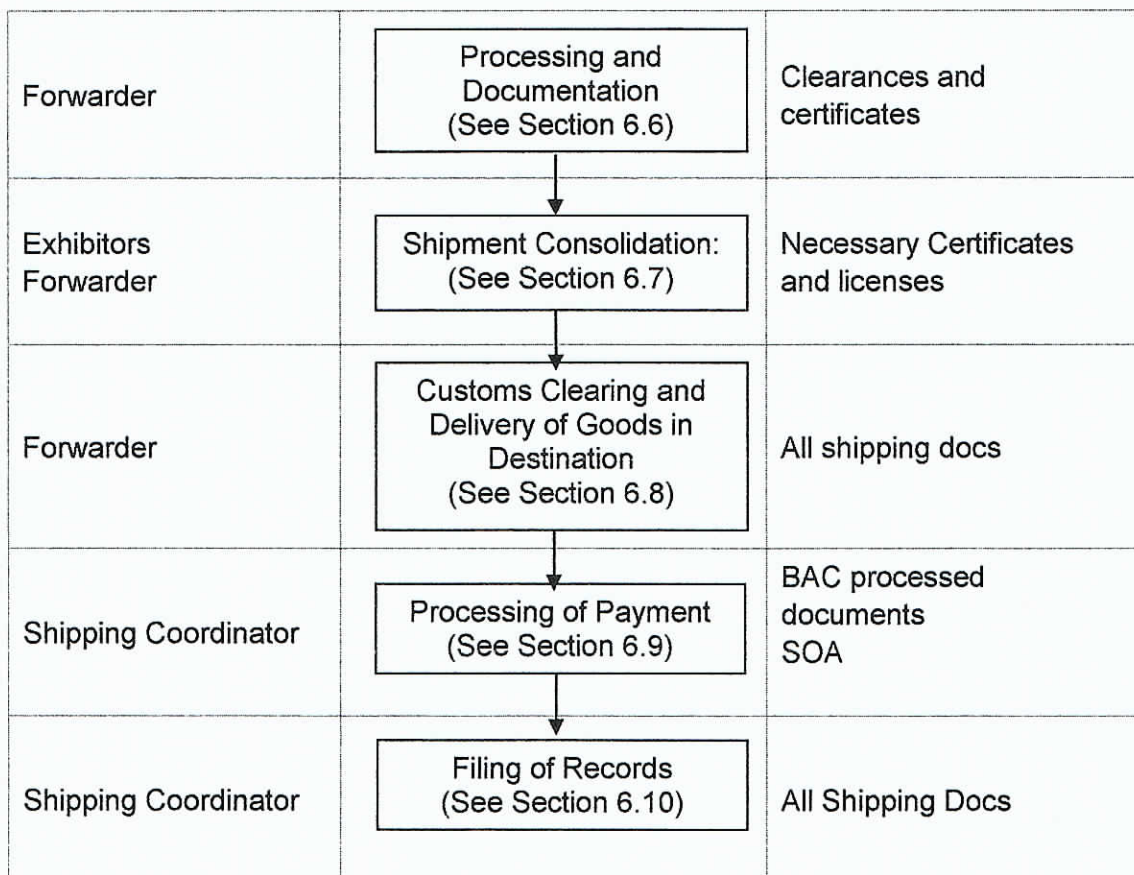
5. PROCEDURE OUTLINE

Responsible	Activity	Documents
End User	Preparation and submission of Documents (See Section 6.1)	TOR Purchase Request Memo for approval of selected manner of procurement PPMP JOFOST Shipping Manual
STREDO Shipping Coordinator	Issuance of Shipping schedules, product restrictions and invoice/packing list form (See Section 6.2)	Shipping Manual Commercial Invoice Packing List
STREDO shipping coordinator Procurement Division BAC	Procurement/Bidding of Freight Processing and Forwarding Services (See Section 6.3)	Shipping manual JOFOST
End User Exhibitors	Submission of Documents (See Section 6.4)	CIPL Disposition Plan
Shipping Coordinator	Preparation of Consolidated Commercial Invoice and Packing list (See Section 6.5)	Consolidated CIPL

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:
	Subject:		Rev.: 0 Issue Date: November 5, 2015
Shipment of Goods Procedure			
Written by:  Elvie A. Borja DC, Systems and Logistics Div.	Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.	Approved by:  Rosario Virginia C. Gaetos Executive Director	



6. PROCEDURE DETAILS

6.1. Preparation and Submission of Documents for Freight services requirement

The end user prepares the Terms of Reference (TOR), Purchase Request Form (PRF), Memoranda approving the alternative mode of procurement selected, Project Procurement and Management Plan (PPMP), and Job Order for Outbound Shipment Transaction (JOFOST), and submits to BAC Secretariat for numbering and posting (if necessary).


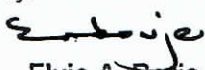


All documents submitted must be approved by the signing authorities and must contain the correct information re project/events where the shipment of goods to a specified destination is needed

6.1.1 .Purchase Request Form (PRF)

- a. Must indicate the nature of freight needed whether sea freight or air freight;

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject:		Rev.: 0	Issue Date: November 5, 2015
Shipment of Goods Procedure				
Written by:  Elvie A. Borje DC, Systems and Logistics Division		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

- b. Must indicate the approved budget for the contract (ABC);
- c. Must indicate the title of the fair, duration of the fair, and venue (exact address) where the fair will be held;
- d. Must be duly numbered by the BAC Secretariat;
- e. Must be duly signed by the requesting and approving parties before submitting to BAC Secretariat for numbering and posting (if needed).
- f. Copy of signed, numbered and posted PRF must be submitted to STREDO 45 days before the expected date of departure from Manila for sea freight and 30 days before the expected date of departure from Manila for air freight.
- g. Must be accompanied by a Memorandum from Head of Procuring Entity (HOPE) approving the manner of procurement if using the alternative mode of procurement like direct contracting, negotiated procurement, etc.
- h. Must be accompanied by a Project Procurement and Management Plan (PPMP).
- i. Must include return shipment if there are items to be returned after the event.

6.1.2. Job Order for Outbound Shipment Transaction (JOFOST)

- a. Must be fully accomplished. Signed by approving authorities;
- b. Must identify the consignee and the notify party with complete information on their address and contact details;
- c. Must indicate whether there is or there is no return shipment;
- d. Must indicate the exact date and location where the goods are to be delivered;
- e. Must indicate budget allocation and cost center;
- f. Must be submitted to STREDO 45 days before the expected date of departure from Manila for sea freight and 30 days before the expected date of departure from Manila for air freight.

6.1.3 Project Procurement and Management Plan (PPMP)


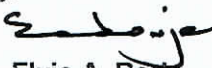


- a. Must be in clear copy;
- b. Must be duly signed by approving authorities;
- c. Must indicate the ABC for shipping requirement.

6.1.4. Shipping Manual

- a. Must be complete and in clear copy;

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: November 5, 2015
	Subject:		Shipment of Goods Procedure	
Written by:  Elvie A. Borje DC, Systems and Logistics Division		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

- b. Must originate from the Organizer's Official Freight Forwarding Company and must indicate its counterpart forwarding company in the Philippines;
- c. If the Official Freight Forwarding Company does not have any counterpart in the Philippines, the end user must inform Procurement, BAC and STREDO in writing.

6.2. Issuance of Shipping schedules, product restrictions and invoice/packing list form to Project Coordinator/ Manager

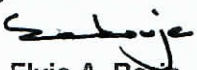


- 6.2.1. STREDO's Shipping Coordinator prepares the schedule and issues the same to the Project Coordinator/Manager for information dissemination to the exhibitors;
- 6.2.2. STREDO's Shipping Coordinator must send via email a downloadable copy of the Commercial Invoice and Packing List Form (CIPL);
- 6.2.3. The CIPL should then be forwarded to the exhibitors by the project manager/coordinator;
- 6.2.4. The individual CIPL must be submitted by the exhibitors to STREDO for consolidation into one (1) CIPL on or before the date set for Submission of Documents;
- 6.2.5. Entries in the CIPL must be computerized.
- 6.2.6. From the CIPL, STREDO issues the list of product clearances, certificates, licenses and registration needed for shipping the products.

6.3. Procurement/Bidding of Freight Processing and Forwarding Services

- 6.3.1. BAC Secretariat shall process the submitted PRF with PPMP, and Memoranda from HOPE approving the alternative mode of procurement, if resorting to any alternative type of procurement.
- 6.3.2. STREDO prepares the Abstract of Canvass upon receipt of signed photocopies of PR, PPMP, JOFOST, posted Request for Quotation (RFQ), and BAC Action slip.
- 6.3.3. BAC shall open the bids and award the winning bid.
- 6.3.4. BAC Secretariat informs STREDO of the winning forwarder upon award of the winning bid.
- 6.3.5. STREDO immediately contacts the winning forwarder for the 1st Shipping coordination meeting.
- 6.3.6. STREDO prepares/process the Job Order.

6.4. Submission of Commercial Invoice and Packing List


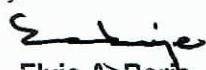


Check the Master Document Register. Verify that this is the current revision before use	Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"
--	---

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: November 5, 2015
Subject: <h2 style="text-align: center;">Shipment of Goods Procedure</h2>				
Written by:  Elvie A. Borje DC, Systems and Logistics Div.		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

- 6.4.1 Exhibitors submit their Commercial Invoice and Packing List (original copy) to the Forwarder and photo copy of the same to STREDO.
- 6.4.2. CIPL must be in word format and computerized. All needed information like HS code, unit value, total value, product description, case dimension and number of cases must be properly filled in.
- 6.4.3. CIPL and other necessary documents like clearances and certifications must be submitted on or before the scheduled date for Submission of Documents,
- 6.5. Preparation of Consolidated Invoice and Packing list
- 6.5.1. The Shipping coordinator prepares the consolidated CIPL and submits the same to Forwarder at least 2 days after the Submission of Documents schedule.
- 6.5.2. The consolidated CIPL must be in clear a copy and in excel format.
- 6.6. Processing and Documentation
- 6.6.1. STREDO's shipping coordinator shall endorse to the winning freight Forwarder the consolidated shipping documents
- 6.6.2. The Forwarder shall process documents and secure the necessary clearances from concern agencies like FDA, BFAR, BAI, etc.
- 6.6.3. STREDO's Shipping Coordinator monitors the progress of documentation.
- 6.7. Shipment consolidation
- Receiving of exhibit materials and shipping documents from the exhibitors together with the assigned Project Coordinator/Manager.
- Shipping inventory, measurements/weighing and shipment markings with CITEM sticker
- 6.7.1. Exhibitors submits their goods directly to the Forwarders warehouse on or before the Submission of Goods schedule.
- 6.7.2. The goods must be accompanied by a staff on the side of the exhibitor, who shall witness/acknowledge the recording of the --actual weight or volume of the goods delivered.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: November 5, 2015
	Subject:		Shipment of Goods Procedure	
Written by:  Elvie A. Borje DC, Systems and Logistics Div.		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

6.7.2. The goods must be accompanied by a staff on the side of the exhibitor, who shall witness/acknowledge the recording of the --actual weight or volume of the goods delivered.

6.7.3. The forwarder shall pack and crate (if needed) the delivered goods and attached the CITEM-DTI Shipper sticker on every box included in CITEM's shipment.

6.8. Customs Clearing and Delivery of Goods in Destination

6.8.1 The Forwarder secures the necessary clearance from BOC and coordinate with the Organizer's official freight forwarder at the point of destination to ensure that the goods will be cleared and delivered on time at the Philippine Booth.

6.8.2. The Forwarder shall ensure that the goods depart Manila on the Expected Date of Departure (ETD).

6.8.3. The Forwarder shall email STREDO a copy of the Bill of Lading or Airway Bill as soon as available.

6.8.4. STREDO shall inform the Philippine Trade and Investment Center at the point of destination as Notify Party of the shipment's expected time of arrival (ETA).

6.8.5. STREDO shall provide PTIC as Notify Party, a copy of all the shipping documents e.g. Bill of lading or Airway Bill, and Consolidated CIPL.

6.9. Processing of payment

Preparation of Disbursement Voucher and Budget Utility Request (BUR) for payment of shipping expense to be forwarded to Finance Department.

6.9.1. STREDO monitors the movement of the Voucher from one signatory to another until it reach the Cashier for check preparation.





6.9.2. STREDO informs the Forwarder if check is already available for pick up.

6.10. Filing of Records

6.10.1 Records of all shipping documents must be filed and must be kept in a place where it will be safe from any form of damage or lost.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject:		Rev.: 0	Issue Date: November 5, 2015
Messengerial/ Courier/ Mailing Procedure				
Written by:  Elvie A. Borje DC, Systems and Logistics Division		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

1. PURPOSE

This procedure aims to define the controls needed to ensure timely and cost efficient delivery of CITEM collaterals and documents to intended recipients, and pick up of documents from clients or other government agencies through foot messengers.

2. SCOPE

This procedure shall apply to the delivery and pick up of documents and collaterals necessary for the efficient and effective implementation of CITEM operations.

3. DEFINITION


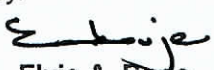


Courier	A company or employee of a company that transports commercial packages and documents
Delivery	The carrying and turning over of letters, goods, etc., to a designated recipient or recipients.
Pick up	To get hold of a document or parcel.
Foot Messenger	A person employed to convey official dispatches or to go on other official or special errands

4. RESPONSIBILITIES

Courier Coordinator	responsible for ensuring that the documents for delivery through courier or foot messenger have the correct name of recipient, correct designation, correct address and contact number.
Requesting party	ensures that data and information written on the request for delivery or pick up are true, correct, accurate and complete.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"


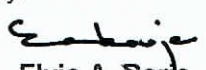


	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:		
	Subject:		Rev.: 0	Issue Date: November 5, 2015	
	Messengerial/ Courier/ Mailing Procedure				
Written by:  Elvie A. Borje DC, Systems and Logistics Div.		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director	

5. PROCEDURE OUTLINE

Responsible	Activity	Documents
Requesting party	<div>Submission of Request (See Section 6.1)</div>	Request for Delivery/Pick-up Form Charge sheet for Courier Mailing List Receiving copy of documents to be delivered
STREDO Coordinator	<div>Segregation (See section 6.2)</div>	Mailing list All documents for dispatch
STREDO Coordinator	<div>Dispatch (See Section 6.3)</div>	Mailing list All documents for dispatch
STREDO Coordinator	<div>Reporting (See Section 6.4)</div>	Signed DR and Pick up form Messengers Itinerary of Travel Form
STREDO Coordinator and Messengers	<div>Processing of Payment for courier services, Phil Post and Messenger's Transportation Allowance. (See Section 6.5)</div>	BUR DV POD SOA Mailing list Itinerary of Travel Form Petty Cash Voucher
STREDO Coordinator and Messengers	<div>Filing of Records (See Section 6.6)</div>	Itinerary of Messengers

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: November 5, 2015
	Subject:		Messengerial/ Courier/ Mailing Procedure	
Written by:  Elvie A. Borje DC, Systems and Logistics Div.		Reviewed by :  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

6. PROCEDURE DETAILS

6.1. Submission of requests for delivery/pick up must observe the following:


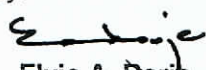


- 6.1.1 Non Rush/Non Urgent Requests for delivery/pick-up via foot messenger must be submitted at least 1 day before intended dispatch;
- 6.1.2 Rush/Urgent Requests for delivery/pick up via foot messenger submitted in the morning, will be acted upon in the afternoon while request submitted in the afternoon will be acted upon the following morning;
- 6.1.3 For Foot messengerial Request - If the materials to be delivered or pick-up is out of the way or bulky, requesting division must request for vehicle at GSD.
- 6.1.4 Request for courier must be accompanied by a signed charged sheet and a mailing list;
- 6.1.5 Request for mailing through Phil Post must be accompanied by a charge sheet, mailing list and Phil Post Domestic Express Mail Service (DEMS) Form.
- 6.1.6 Mails and Parcels for delivery must be dispatch ready, sealed in an envelope with recipients' information are printed on a gum label and attached to the envelope.
- 6.1.7 During CITEM organized events, requests for deliveries of invites must be submitted at least 2 weeks before the event.
- 6.1.8 No requests for delivery or pick up will be acted upon without the necessary requests for delivery or pick form duly accomplished and submitted to STREDO at least 1 day before expected pick up or delivery of documents or parcels.
- 6.1.9 Messengers are not allowed to act on delivery or pick up requests which are personal in nature, and valuable items whether in cash or in kind.

6.2. Segregation

- 6.2.1. For Messengerial Requests
 - a. Delivery/Pick-Up requests are segregated into 2 areas namely Manila and Makati, and given to Area messenger concerned.
 - b. Messengers upon receipt of delivery/pick-up requests, prepares their itinerary for the day.
- 6.2.2. For Courier
 - a. Deliveries to recipients with the same office address are sealed in 1 courier dispatch envelope, this is done to maximize the weight limit per transaction.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: November 5, 2015
	Subject:		Messengerial/ Courier/ Mailing Procedure	
Written by:  Elvie A. Borje DC, Systems and Logistics Div.		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

6.2.3. For Mailing

- a. Mails are segregated according to weight and destination to determine the correct amount of metered stamps to be printed on the envelopes.

6.3. Dispatch

- 6.3.1. For messengerial, requests for deliveries/pick up for the day should be delivered/pick up within the day.
- 6.3.2. Mails/Parcel for courier or for mailing should be sent within the day, but dispatch of bulk mails for courier and mailing must be attended to at least 2-3 days.

6.4. Reporting

- 6.4.1. Messengers prepare report of deliveries for the day and delivers to recipient the items requested for pick-up.
- 6.4.2. Delivery Request signed by recipients are the Proof of Delivery (POD)
- 6.4.3. As soon as items for pick up are delivered to requesting party, the Messenger Itinerary of Travel Form must be signed by the requesting party.
- 6.4.4. The courier services provider must submit Proof of Delivery (POD) after mails were dispatch through them.

6.5. Processing of payment for Courier Service Provider, Philpost Metered Stamp Replenishment and Messengers' Transportation Allowance

- 6.5.1. Courier Service Provider- upon receipt of SOA and PODs, the courier coordinator prepares the BUR and DV, attaches all the the charge sheets to the PODs and SOA and submits the same to Finance Division for payment processing.
- 6.5.2. STREDO staff assigned to Philipost matters, prepares BUR and DV, attaches all charge sheets and mailing list and submit all documents to Finance Division for Philipost Metered Stamp replenishment.
- 6.5.3. Messengers prepares their liquidation report and reimbursement of transportation expenses in excess of their cash advances, based on signed itinerary of travel forms.

6.6. Filing of Records

- 6.6.1 Records of Messengers' Itinerary of Travel must be filed in a chronological manner and must be kept in a place where it will be safe from any form of damage or lost.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject:		Rev.: 0	Issue Date: November 5, 2015
Passport/Visa Application Procedure				
Written by:  Elvie A. Borje DC, Systems and Logistics Div.		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia G. Gaetos Executive Director

1. PURPOSE

This procedure aims to define the controls needed to ensure timely and cost efficient passport application/validation/extension and visa application for CITEM officials and employees on official travel abroad.

2. SCOPE


This procedure shall apply to the processing of application/validation/extension of passports and application of visas for CITEM personnel on official travels abroad.

3. DEFINITION

Official Travel	Travel for the purposes of CITEM official business
ETD	Estimated Time of Departure
ETA	Estimated Time of Arrival
End –User	Requesting party
Travel Coordinator	Personnel assigned to process the request and procurement of ticket
Visa	an endorsement on a passport indicating that the holder is allowed to enter, leave, or stay for a specified period of time in a country.
Passport	an official document issued by a government, certifying the holder's identity and citizenship and entitling them to travel under its protection to and from foreign countries.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject:		Rev.: 0	Issue Date: November 5, 2015
Passport/Visa Application Procedure				
Written by:  Elvie A. Borge DC, Systems and Logistics Division		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

4. RESPONSIBILITIES


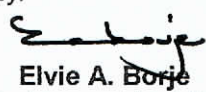

Travel Coordinator	responsible for ensuring that the passport and visa application requirements stated in this procedure are properly implemented.
End user	ensure that data and information written on their passport application/revalidation/extension form and visa application form are true, correct, accurate and complete.

5. PROCEDURE OUTLINE

Responsible	Activity	Documents
End-user	Preparation and submission of Documents for passport application/revalidation and visa application (See Section 6.1)	Birth Certificate Passport Application Form Travel Authority 2 Government issued IDs
Travel Coordinator	Submission of application and other documents to DFA (See Section 6.1)	Birth Certificate Passport Application Form Travel Authority Endorsement letter to DFA All documents for passport application

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: November 5, 2015
	Subject:		Passport/Visa Application Procedure	
Written by:  Elvie A. Borje DC, Systems and Logistics Div.		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

Travel Coordinator	Release of Passport and processing of visa application (See Section 6.2)	Passport claim stub Visa Application Form Note Verbal from DFA
Travel Coordinator	Releasing of Visa (See Section 6.3)	Visa Application Claim Stub
Travel Coordinator	Issuance of Passport and Visa to PM or PC (See Section 6.4)	Passport Visa
Travel Coordinator	Filing of Records	Passport Embassy Rules on Visa Application

6. PROCEDURE DETAILS

6.1. Preparation and submission of Documents

6.1.1. As soon as notified by the end-user, STREDO Travel Coordinator begins the process of obtaining a valid passport and a visa for the traveling personnel concerned. The following steps are observed for passport renewal/revalidation/extension:


Step 1. End user surrenders the Official passport of the traveling personnel to STREDO.

Step 2. The Travel Coordinator checks the validity of the passport.

- a. Passport should be valid for 6 months at the time of travel
- b. If still valid, Travel Coordinator applies for revalidation of official passport.
- c. If no longer valid, Travel Coordinator applies for a renewal and extension.
 - c.1. For renewal/revalidation/extension, the traveling personnel submits an accomplished application form for passport, and the supporting documents like birth certificate, certificate of employment, service record, and etc. at least 30 working days before ETD.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject:		Rev.: 0	Issue Date: November 5, 2015
Passport/Visa Application Procedure				
Written by:  Elvie A. Berje DC, Systems and Logistics Div.		Reviewed by :  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

6.1.2. For new passport, the travel coordinator submits to DFA, the accomplished application for passport form, birth certificate, certificate of no pending administrative case, service record, endorsement letter and Travel authority. At the appointed schedule, the travel coordinator accompanies the traveling personnel concerned for a personal appearance at DFA.

6.1.3. STREDO must be informed or notified by the end user of the impending travel at least 30 days before the travel dates.

6.2. Release of Passport and processing of visa application

6.2.1. On the scheduled release, the travel coordinator presents the claim receipt and the Travel Authority (if not yet submitted) to DFA to claim the passport together with the Note Verbal.

6.2.2. Travel coordinator submits the passport and the Note Verbal to the Embassy concerned and files the application for visa.

6.3. Releasing of Visa


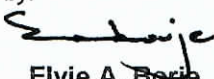


6.3.1. On the date of the scheduled release, the Travel Coordinator presents the claim receipt to the Embassy for the release of the passport with the visa.

6.4. Issuance of Passport and Visa to PM or PC

6.4.1. The passport and visa is then issued to the end user or the traveling personnel concerned.

6.5. Filing of Records

6.5.1. Copies of passports and Embassy Rules on Visa Application must be filed and must be kept in a place where it will be safe from any form of damage or lost

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: November 5, 2015
	Subject:			
Travel/Ticketing Procedure				
Written by:  Elvie A. Borje DC, Systems and Logistics Division		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

1. PURPOSE

This procedure aims to define the controls needed to ensure timely and cost efficient procurement of roundtrip airline tickets for official travels of CITEM officials, employees and institutional partners.

2. SCOPE


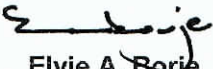


This procedure shall apply to the procurement of roundtrip air tickets for all CITEM official travels both local and abroad.

3. DEFINITION

Official Travel	Travel for the purposes of CITEM official business
Travel Agency	A business that attends to the details of transportation, itinerary, and accommodations for travelers.
Booking	Reservation of a seat in a flight going to and from the destination.
ETD	Estimated Time of Departure
ETA	Estimated Time of Arrival
End -User	Requesting party
Travel Coordinator	Personnel assigned to process the request and procurement of ticket

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject:		Rev.: 0	Issue Date: November 5, 2015
Travel/Ticketing Procedure				
Written by:  Elvie A. Borje DC, Systems and Logistics Division		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

4. RESPONSIBILITIES

Travel coordinator	responsible for ensuring that the travel requirements stated in this procedure are properly implemented.
End user	ensure that data and information written on their request for airline ticket are true, correct, accurate and complete.
Airline Agency	Ensures that the procured tickets bear the correct flight information and is duly reserved for CITEM passengers.

5. PROCEDURE OUTLINE

Responsible	Activity	Documents
End-user	<div style="border: 1px solid black; padding: 10px; text-align: center;"> Preparation and submission of Documents for air ticket requirement (See Section 6.1) </div>	Purchase Request Project Procurement Management Plan (PPMP) Plane Ticket Order Request (PTOR) Itinerary of Travel Travel Order for local travel Travel Authority and passport for international travel
Travel Coordinator	<div style="border: 1px solid black; padding: 10px; text-align: center;"> Processing and Documentation (See Section 6.2) </div>	Request for Quotation Abstract of canvass

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: November 5, 2015
	Subject:		Travel/Ticketing Procedure	
Written by:  Elvie A. Borge DC, Systems and Logistics Division		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

BAC Secretariat Travel Coordinator	Procurement/Bidding (See Section 6.3)	BAC documents Purchase Order (PO)
Travel Coordinator	Issuance of ticket and insurance coverage (See Section 6.4)	Ticket Insurance Policy Visa & TA – for international travel
Travel Coordinator Procurement Personnel	Processing of Payment (See Section 6.5)	BAC Documents Copy of Ticket SOA BUR DV
Travel Coordinator	Filing of Records (See Section 6.6)	All travel documents eg. Copy of tickets issued, bid docs

6. PROCEDURE DETAILS

6.1. Preparation and Submission of Documents for air ticket requirement

The end user prepares the Terms of Reference (TOR) if needed, Purchase Request Form (PRF), Project Procurement and Management Plan (PPMP), Plane Ticket Order Request (PTOR), Itinerary of Travel and Travel Order (TO) or Travel Authority (TA) and submits to BAC Secretariat for numbering and posting (if necessary).

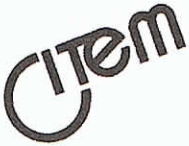



All documents submitted must be approved by the signing authorities and must contain the correct information re purpose of travel, date and time of ETD and ETA, approved budget.

6.1.1 .Purchase Request Form (PRF)

- Must indicate the dates of travel
- Must indicate ETD and ETA based on Itinerary of Travel
- Must indicate the approved budget for the contract (ABC);
- Must indicate the purpose of travel, title of the fair, duration of the fair, and venue (exact address) where the fair will be held (if attending an exhibition, seminar, training or any international event abroad)
- Must be duly numbered by the BAC Secretariat;

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:		
			Rev.: 0	Issue Date: November 5, 2015	
	Subject: <h2 style="text-align: center;">Travel/Ticketing Procedure</h2>				
Written by:  Elvie A. Borje DC, Systems and Logistics Div.		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director	

- e. Must be duly signed by the requesting and approving parties before submitting to BAC Secretariat for numbering and posting (if needed).
- f. For Small Value Procurement -Copy of signed, numbered and posted PRF must be submitted to STREDO at least 15 working days before ETD.
- g. For Shopping – copy of signed and numbered PRF must be submitted to STREDO at least 5 working days before ETD.
- g. Must be accompanied by a Memorandum from Head of Procuring Entity (HOPE) approving the manner of procurement if using the alternative mode of procurement like direct contracting.
- h. Must be accompanied by a Project Procurement and Management Plan (PPMP).

6.1.2. Plane Ticket Order Request (PTOR)

- a. Must be fully accomplished. Signed by approving authorities;
- b. Must identify the full names of the passengers and their dates of birth.
- c. Must indicate whether requested ticket is economy or business class;
- d. Request for business class ticket must be accompanied by a Memorandum of approval from the Office of the President.
- e. Must indicate the exact date and time of travel
- f. Must be submitted to STREDO 15 days before the expected date of departure from Manila
- g. Must be in clear copy

6.1.3 Project Procurement and Management Plan (PPMP)

- a. Must be in clear copy;
- b. Must be duly signed by approving authorities;
- c. Must indicate the budget for air ticket requirement.

6.1.4. Itinerary of Travel





- a. Must be in clear copy;
- b. Must be approved by the Department Head or Head of Agency.
- c. Must be flexible to concur with available flight schedules or preferred flight schedules

6.1.5. Travel Order or Travel Itinerary

- a. Must be in clear copy

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: November 5, 2015
	Subject:		Travel/Ticketing Procedure	
Written by:  Elvie A. Boje DC, Systems and Logistics Div.		Reviewed by :  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

- b. Must be duly approved and numbered
- c. Must be submitted at least 1 day before purchase of ticket.

6.2. Processing and Documentation

- 6.2.1 Upon receipt of a photocopy of the documents e.g. PR, PPMP, PTOR, RFQ from BAC Secretariat, STREDO's travel coordinator invites bidders to submit their proposal/quotation and prepares the Abstract of Canvass from quotations or bids submitted by interested travel agencies;
- a. There must be at least 3 bidders -3 travel agencies who are IATA members or 3 airlines (for on line quotations).
 - b. The exchange rate used must be indicated.

6.3. Procurement/Bidding





- 6.3.1. The Travel Coordinator submits the Abstract of Canvass with the attached photocopies of PR, PPMP, PTOR, and RFQ to BAC for BAC action/award.
- 6.3.2. BAC awards to the Lowest and Most Responsive Bid (LRB). However, the travel coordinator may call BAC's attention on certain points to consider like number of stop overs, preferred route of passengers and etc.

6.4. Issuance of Ticket/s

- 6.4.1 . For International travel: As soon as awarded, the travel coordinator checks if the travel authority and visa of the passenger is in order before contacting the winning travel agency and order the issuance of the ticket. If needed, the travel coordinator submits a copy of the passenger's passport, date of birth, etc.
- 6.4.3. Travel coordinators are prohibited from procuring tickets for passenger/s without approved Travel Authority, validated passport and Visa (for CITEM personnel) and signed Conforme or Contract of Services and visa (for Non-CITEM personnel);
- 6.4.4. For Local travel: As soon as awarded, the travel coordinator contacts the winning travel agency and orders the issuance of the ticket;
- 6.4.5. The travel coordinator coordinates with the travel agency the preferred seat/s of the passenger's and do on line check in for the passenger/s.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: November 5, 2015
	Subject:			
Travel/Ticketing Procedure				
Written by:		Reviewed by :		Approved by:
 Elvie A. Borje DC, Systems and Logistics Div.		 Aurelia O. Cruz OIC-DM, Corporate Services Dept.		 Rosario Virginia C. Gaetos Executive Director

6.4.6. The travel coordinator process the approval of the Purchase Order and submits the same to the travel agency for signature.

6.4.7.. The travel coordinator process the insurance coverage of the passenger/s with accredited Insurance Firm.

6.4.8.. As soon as purchased, the travel coordinator issues the ticket/s, boarding pass/es and the insurance policy to the passenger/s.

6.5. Processing of payment

6.5.1. The complete set of BAC documents is then submitted to STREDO to process the inspection and acceptance report with Property Division and the MIT


6.5.2. After inspection, STREDO prepares the Disbursement Voucher and BUR for payment and submits to Finance Department together with the complete BAC Documents.

6.5.3. STREDO monitors the movement of the Voucher from one signatory to another until it reach the Cashier for check preparation.

6.5.4. STREDO informs the Travel Agency if check is already available for pick up.

6.6. Filing of records

6.6.1. All travel documents such as Travel Authority, Travel Order, Ticket issued, insurance policy must be filed and must be kept in a place where it will be safe from any form of damage or lost.

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: November 5, 2015
	Subject:		Hotel Accommodation Procedure	
Written by:  Elvie A. Borje DC, Systems and Logistics Division		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

1. PURPOSE





This procedure aims to define the controls needed to provide hotel accommodation to CITEM buyers, guests and employees.

2. SCOPE

This procedure shall apply to the provision of hotel accommodation to CITEM employees, guests and buyers whenever needed in connection with CITEM signature events namely Manila FAME and IFEX and other CITEM locally organized events .

3. DEFINITION

Official Travel	Travel for the purposes of CITEM official business
ETD	Estimated Time of Departure
ETA	Estimated Time of Arrival
End –User	Requesting party
Travel Coordinator	Personnel assigned to process the request for hotel accomodation
TOR	Terms of Reference

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject:		Rev.: 0	Issue Date: November 5, 2015
Hotel Accommodation Procedure				
Written by:  Elvie A. Borje DC, Systems and Logistics Division		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

4. RESPONSIBILITIES

Travel
Coordinator

responsible for ensuring that the hotel accommodation for CITEM guests/buyers and personnel is responsive to the requested accommodation based on the submitted TOR for hotel accommodation

End user





ensure that data and information written on their TOR for hotel accommodation requirement are accurate and complete

5. PROCEDURE OUTLINE

Responsible	Activity	Documents
End - User	Submission of Request (See Section 6.1)	PR TOR PPMP
BAC BAC Secretariat STREDO Travel Coordinator	Bidding and BAC documentation (See Section 6.2)	RFQ Abstract of Canvass Post Qualitative Evaluation
End-User STREDO Travel Coordinator	Booking (See Section 6.3)	Booking Form Letter of Authorization
STREDO Travel Coordinator End-User	Processing of Payment (See Section 6.3)	All BAC Docs Contract Booking Forms LOA SOA BUR DV

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: November 5, 2015
	Subject:			
Hotel Accommodation Procedure				
Written by:  Elvie A. Borja DC, Systems and Logistics Div.		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

6. PROCEDURE DETAILS

6.1. Submission of Request

- 6.1.1. Original copies of TOR, PR and PPMP must be submitted to BAC Secretariat for PR numbering, BAC Action slip, and Posting at least 60 days before the event.
- 6.1.2. Copy of PR (numbered) should be submitted together with a copy of the approved TOR to STREDO at least 60 days before the event.
- 6.1.3. Upon receipt of request, STREDO sends RFQs to prospective bidders, Coordinates with BAC Secretariat for the schedule of the pre-bidding Conference and the Opening of Bids.
- 6.1.4. STREDO invites prospective bidders to attend the pre-bidding conference.

6.2. Bidding and BAC Documentation





- 6.2.1. Public bidding or regular bidding is conducted by BAC depending on the ABC.
- 6.2.2. After awarding, BAC Secretariat informs STREDO of the winning Bidder
- 6.2.3. STREDO assists the TWG for the post qualitative evaluation. STREDO and TWG members do an ocular inspection of the hotel.
- 6.2.4. BAC Secretariat after securing the signatures of the BAC, then forwards the documents to Procurement/STREDO for the preparation of Contract.

6.3. Booking

- 6.3.1. Before any booking is made, STREDO schedules a coordination meeting with the hotel representative and the end-user, to discuss how booking will be done and what is expected from the hotel.
- 6.3.2. End-user submits a buyer accomplished booking form to STREDO. The endorsement portion of the booking form should be duly signed by the Department Head of the requesting party.
- 6.3.3. STREDO must not receive an unsigned and incomplete booking form.
- 6.3.4. No request for booking should be made without the Accomplished and duly signed booking form.
- 6.3.5. No phone- in booking from end user shall be entertained by STREDO.
- 6.3.6. All booking must originate from STREDO.
- 6.3.7. After all booking is made, STREDO prepares the Letter of Authorization (LOA).
- 6.3.8. The number of bookings made must not go beyond the number of hotel bookings covered by the Approved Budget for the Contract (ABC).
- 6.3.9. Request for additional booking which is beyond the ABC, end-user must submit to STREDO an approved PR (BAC processed) and a copy of the memorandum signed by the HOPE approving the additional budget.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"





	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: November 5, 2015
	Subject:		Hotel Accommodation Procedure	
Written by:  Elvie A. Borje DC, Systems and Logistics Div.		Reviewed by :  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

6.4. Processing of Payment

- 6.4.1. Upon receipt of complete BAC Docs from Procurement and SOA from the hotel, STREDO prepares the BUR and DV for payment processing.
- 6.4.2. STREDO informs the hotel if check is already available for pick up, which should be in accordance with the Payment Term stated in the contract.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject:		Rev.: 0	Issue Date: October 28, 2015
Transportation Service Procedure				
Written by:  Reynaldo R. Gonzales OIC, Administrative Services Div.		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

1. PURPOSE

This procedure outlines the steps that are to be followed in providing transportation services.

2. SCOPE

This procedure applies to the provision of transport services to CITEM officials and employees.

3. DEFINITIONS


Transportation	The means to carry, take or convey people or goods from one place to another by means of official CITEM vehicles.
Service	The provision or act of supplying a need for someone, like transport, etc.
Vehicle Trip Ticket (VTT)	The authorized Form used for the provision of transport service.
Trip	The official travel or journey of the official/employee from CITEM office to the place of destination and/or back to the CITEM office.

4. RESPONSIBILITIES

Section Head (SH)	<p>Over-all supervision of the Transportation Service including the maintenance of vehicles.</p> <p>Over-all monitoring and supervision of the Transportation Section personnel/drivers.</p> <p>Recommends Approval and monitoring of Transportation Requests and repairs of vehicles.</p> <p>Dispatching and monitoring of transportation section personnel/drivers.</p>
-------------------	---

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject:		Rev.: 0	Issue Date: October 28, 2015
Transportation Service Procedure				
Written by: Reynaldo R. Gonzales OIC, Administrative Services Div.		Reviewed by: <i>awf</i> Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by: <i>Rosario</i> Rosario Virginia C. Gaetos Executive Director

Mechanic/Driver

Conducting periodic inspection and maintenance of the vehicles

Recommending scope of works for repairs and/or maintenance of vehicles.

Submitting/reporting any action needed for the maintenance and/or repair of vehicles.

Conveying passsenger/goods using CITEM vehicle

Driver

Conveying passsenger/goods using CITEM vehicle

Maintaining general cleanliness of assigned vehicle


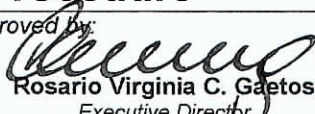
Reporting any vehicle condition requiring maintenance or repair.

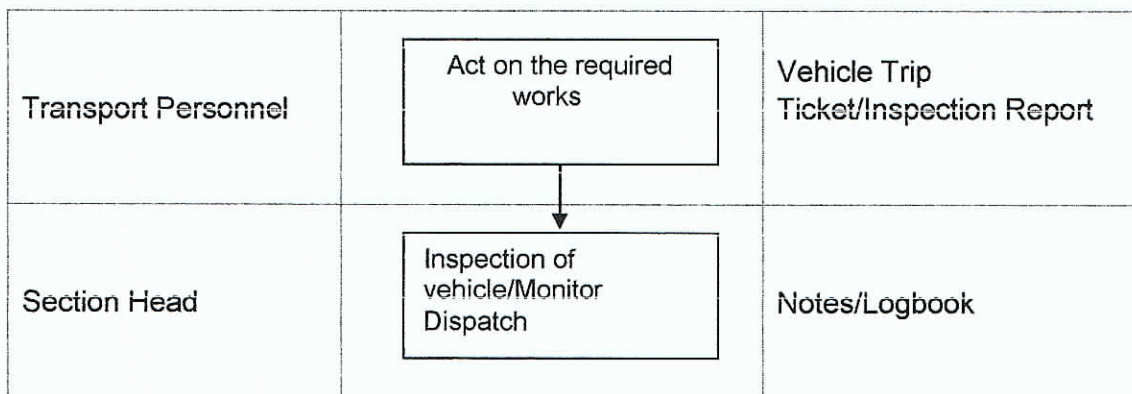
5. PROCEDURE OUTLINE

Responsible	Activity	Documents
Section Head	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Receipt of /Initiate request for Transport Service/Repair of vehicle </div> <div style="text-align: center;">↓</div>	Vehicle Trip Ticket/Inspection Report
Section Head	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Assign Mechanic/Driver/ vehicle </div> <div style="text-align: center;">↓</div>	Vehicle Trip Ticket/Inspection Report
Section Head	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Dispatch Transpo Personnel </div> <div style="text-align: center;">↓</div>	Vehicle Trip Ticket/Inspection Report

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject:		Rev.: 0	Issue Date: October 28, 2015
Transportation Service Procedure				
Written by: Reynaldo R. Gonzales <i>OIC, Administrative Services Div.</i>		Reviewed by: <i>and</i> Aurelia O. Cruz <i>OIC-DM, Corporate Services Dept.</i>		Approved by:  Rosario Virginia C. Gaetos <i>Executive Director</i>



6. PROCEDURE DETAILS

6.1. Pre-Repair/Inspection/Receipt of Service/Transpo Service


- 6.1.1. The SH shall conduct regular inspection of transport facilities, including the vehicles and the garage area together with transport personnel concerned, if necessary.
- 6.1.2. For VTT requests from employees, the SH shall verify availability of vehicles/drivers and accuracy of destination, upon receipt of the request.
- 6.1.3. Upon inspection, parts/equipment/facilities that needs to be repaired, replaced or refurbished shall be scheduled/prepared for works to be done.
- 6.1.4. Necessary materials/repairs needed shall be checked if available and/or to be procured.
- 6.1.5. Assign/schedule transport personnel to do the job.
- 6.1.6. The SH shall then guide, instruct and provide necessary details on how to do the job.
- 6.1.7. Advise employees of status of transport request.

6.2. Repair/Maintenance Works and Rendition of Service

- 6.2.1. The SH shall provide on-site guidance, instructions and provide the necessary detail works to be done, in coordination with the transport personnel.
- 6.2.2. The Mechanic and /or Driver shall do the job in accordance with instructions and standards.
- 6.2.3. The SH shall inspect and monitor on-going works to make sure works are done as scheduled and in accordance to specifications and standards.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:
	Subject:		Rev.: 0 Issue Date: October 28, 2015
Transportation Service Procedure			
Written by: Reynaldo R. Gonzales OIC, Administrative Services Div.	Reviewed by: <i>aoq</i> Aurelia O. Cruz OIC-DM, Corporate Services Dept.	Approved by: <i>[Signature]</i> Rosario Virginia C. Gaetos Executive Director	

6.2.4. The SH shall monitor status of dispatch and arrival of vehicles/drivers.


6.3. Post Repair/Rendition of Service


6.3.1. The Mechanic/Driver shall report to the SH the works that are done.

6.3.2. The Driver shall report to SH upon arrival from dispatch.

6.3.3. The SH shall double check and inspect the works done.

7. FORMS


CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Facilities Management and Procurement Services
TRANSPORTATION UNIT



VEHICLE INSPECTION REPORT
DATE: _____ VEHICLE: Make / Model: _____ Plate No. _____
COMPLAINTS: _____ _____ _____
By: _____ Driver
RECOMMENDATIONS: _____ _____ _____
PARTS TO PURCHASE (IF ANY): PARTS DETAILS/SPECS: _____ _____ _____
By: _____
Approved By: _____ REYNALDO R. GONZALES OIC-CHIEF, Administrative Services Division

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

CITEM

October 28, 2015

Transportation Service Procedure





Rosario Virginia C. Gaetos
Executive Director

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City, Metro Manila, Philippines
Tel: (632) 631-1250/631-1435 Fax: +632-631-1250/631-1435 Email: (632) 631-1250/631-1435
E-mail: info@ciitem.com.ph Home page: <http://www.ciitem.com.ph>



DISTANCE TRAVELED

REYNALDO R. GONZALES
DIC-CHIEF, Administrative Services Div.

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: October 28, 2015
	Subject: Property Receipt, Issuance and Reporting Procedure			
Written by:  Reynaldo R. Gonzales OIC, Administrative Services Div.		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

1. PURPOSE

This procedure outlines the steps that are to be followed for the receipt, issuance and reporting of properties.

2. SCOPE



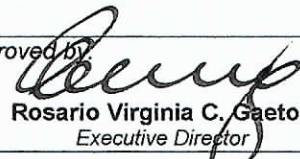
This procedure applies to the receipt, issuance and reporting of properties (i.e. supplies, equipment, props and fixed assets)

3. DEFINITIONS

Property	The supplies, equipment, props and fixed assets owned by the Agency.
Supplies	Refers to the common office supplies regularly used by the Agency.
Equipment	Tangible property with mechanical and/or electrical components that is used for the operations of the agency. (i.e. etc.).
Props	Refers to materials or items used for exhibitions/exhibitory
Issuance	The act of providing or transferring the custodianship of a property/article/item to a responsible party for official use.
Inventory	An itemized list of properties on hand containing the description and quantity of each article/item.
Reporting	The written account of the status of supplies, equipment, props and other properties.

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: October 28, 2015
	Subject: Property Receipt, Issuance and Reporting Procedure			
Written by: Reynaldo R. Gonzales OIC, Administrative Services Div.		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director

4. RESPONSIBILITIES

Section Head
(SH)

The Section Head is responsible in:

1. Over-all monitoring and supervision of the receipt, issuance and reporting of all properties of the agency.
2. Over-all supervision and monitoring of Property Management Section personnel
3. Approval and monitoring of the receipt, issuance and reporting of properties

Property
Management
Personnel (PMP)

The PMP is responsible in:


1. Conducting periodic inspection/reporting of properties
2. Receiving delivery of properties and issuance of the same to responsible parties.
3. Preparing reports on the status of properties.
4. Conducting inventory of properties.
5. Reporting actions needed for the management of properties.

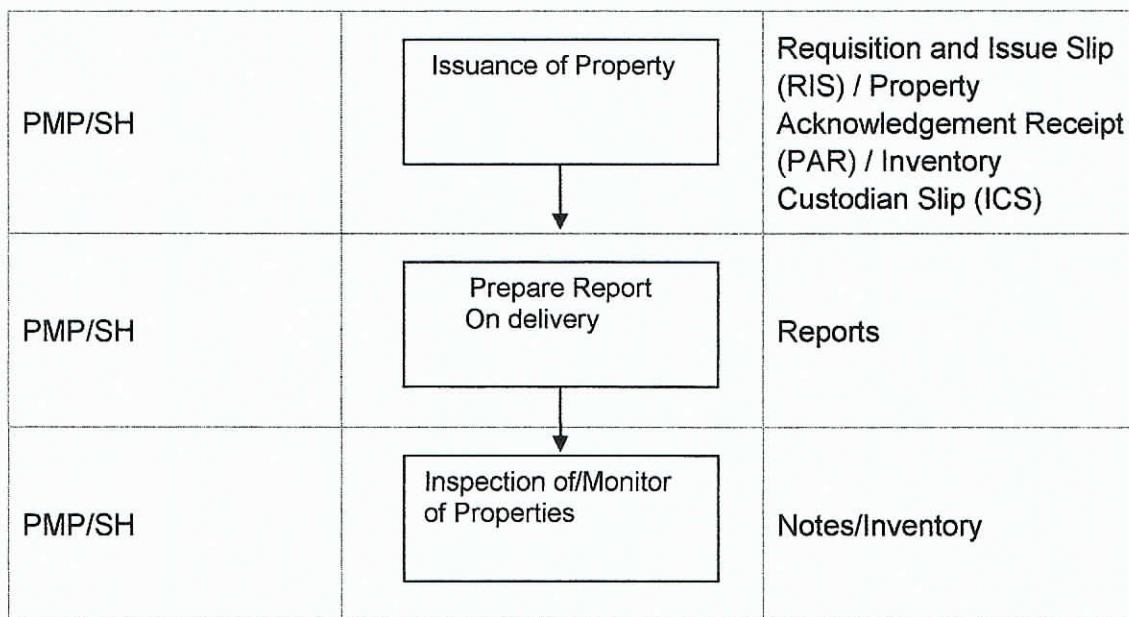
5. PROCEDURE OUTLINE

Responsible	Activity	Documents
PMP	<div style="border: 1px solid black; padding: 5px; text-align: center;">Receipt of Deliveries</div> <div style="text-align: center;">↓</div>	Delivery Receipt
PMP	<div style="border: 1px solid black; padding: 5px; text-align: center;">Inspection of Delivery</div> <div style="text-align: center;">↓</div>	Inspection and Acceptance Report

Check the Master Document Register.
Verify that this is the current revision before use

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: October 28, 2015
	Subject: Property Receipt, Issuance and Reporting Procedure			
Written by: Reynaldo R. Gonzales OIC, Administrative Services Div.		Reviewed by: <i>ACS</i> Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by: <i>Rosario</i> Rosario Virginia C. Gaetos Executive Director



6. PROCEDURE DETAILS

6.1. Receipt of Properties




- 6.1.1. The PMP shall receive deliveries based on the Purchase Request/Job Order and Delivery Receipt of the supplier/contractor.
- 6.1.2. The PMP shall see to it that deliveries are in accordance to the specifications and standards set in the Purchase Request/Job Order.
- 6.1.3. Received properties shall then be safe kept in the storage room for inspection by the Inspector from the Management Inspection Team (MIT).
- 6.1.4. Advise requesting party of the delivery.

6.2. Issuance of Properties

- 6.2.1. The PMP shall review RIS prepared by end-user/requesting party for the issuance of property.
- 6.2.2. The SH shall recommend approval for the issuance of property.
- 6.2.3. The PMP shall issue/transfer custody of property to requesting party.



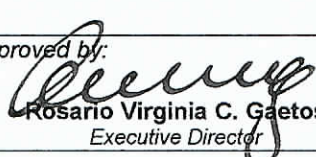
Check the Master Document Register.
Verify that this is the current revision before use



Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		<i>Document Code:</i>	
	<i>Subject:</i>		<i>Rev.:</i> 0	<i>Issue Date:</i> October 28, 2015
	Property Receipt, Issuance and Reporting Procedure			
<i>Written by:</i> Reynaldo R. Gonzales <i>OIC, Administrative Services Div.</i>		<i>Reviewed by:</i>  Aurelia O. Cruz <i>OIC-DM, Corporate Services Dept.</i>		<i>Approved by:</i>  Rosario Virginia C. Gaetos <i>Executive Director</i>


6.3. Reporting

7. FORMS




	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: October 28, 2015
	Subject: Property Receipt, Issuance and Reporting Procedure			
Written by: Reynaldo R. Gonzales OIC, Administrative Services Div.		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetos Executive Director



		Republic of the Philippines Department of Trade and Industry CENTER FOR INTERNATIONAL TRADE EXPOSITION AND MISSIONS Golden Shell Pavilion, Cor. Sen. Gil J. Puyat Ave., Roxas Blvd., Pasay City		
INVENTORY CUSTODIAN SLIP				
				ICS No.: _____
Quantity	Unit	Description	Inventory Item No.	Estimated Useful Life
Received by:			Received from:	
Signature Over Printed Name			Signature Over Printed Name	
Position/Office			Position/Office	
Date			Date	
For use of Property Unit				

Check the Master Document Register. Verify that this is the current revision before use	Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"
--	---

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
			Rev.: 0	Issue Date: October 28, 2015
	Subject: Property Receipt, Issuance and Reporting Procedure			
Written by: Reynaldo R. Gonzales <i>OIC, Administrative Services Div.</i>		Reviewed by: <i>anc</i> Aurelia O. Cruz <i>OIC-DM, Corporate Services Dept.</i>		Approved by: <i>[Signature]</i> Rosario Virginia C. Gastos <i>Executive Director</i>



[illegible]

	CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
	Subject:		Rev.: 0	Issue Date: October 28, 2015
Property Receipt, Issuance and Reporting Procedure				
Written by: Reynaldo R. Gonzales OIC, Administrative Services Div.		Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.		Approved by:  Rosario Virginia C. Gaetes Executive Director

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS		Document Code:	
		Rev.: 0	Issue Date: October 28, 2015
Subject: <div style="text-align: center;"> Property Receipt, Issuance and Reporting Procedure </div>			
Gonzales e Services Div.	Reviewed by: <div style="text-align: center;">  Aurelia O. Cruz OIC-DM, Corporate Services Dept. </div>	Approved by: <div style="text-align: center;">  Rosario Virginia C. Gaetes Executive Director </div>	

Document Code:	
Rev.: 0	Issue Date: October 28, 2015

Subject:
**Property Receipt, Issuance and Reporting
Procedure**

Written by: Reynaldo R. Gonzales OIC, Administrative Services Div.	Reviewed by:  Aurelia O. Cruz OIC-DM, Corporate Services Dept.	Approved by:  Rosario Virginia C. Gaetes Executive Director
---	---	--

[illegible][illegible]

Check the Master Document Register. Verify that this is the current revision before use	Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"
--	---

Documents that do not bear the CITEM's official document stamps are considered "Uncontrolled"