

MARKETING AND SALES UNIT OPERATIONS MANUAL

DEFINITION

The policies contained herewith includes the Commodity Marketing & Sales Policy and, specifically, the Pricing Policy of the Business Department.

OBJECTIVE

1. The Commodity Marketing and Sales Policy shall serve as reference and guide in all daily, marketing and sales activities starting from market development until the collection and processing of payments subject to the related policies of the Business Department and Corporate Services Department.
2. Specifically, the Price Setting Policy shall serve as standard price setting guide responsive to the demands and preferences of clients, without sacrificing our corporate interest, goals and objectives.

MARKETING AND SALES POLICY GUIDELINES

I. Market Development

1. Target Clients

- 1.1 Government Institutions
- 1.2 Private Institutions
- 1.3 Cooperatives
- 1.4 Unions/Associations

2. General Procedures and Guidelines

A client research shall be undertaken by the Sales Executive through telephone, office-to-office and door-to-door client solicitation activity, corporate visits and coordination with other government agencies.

Research and identification of potential clients will be conducted on a monthly basis to build a client network.

The process involves conducting impromptu discussion to whoever is in charge of the rice procurement activity.

Pre-negotiation until the closing of the initial transaction between the potential client and MSI will be the responsibility of the Sales Executive.

For surveys with positive result, action shall follow this process:

- a. Submission of Introductory Letter/MSI Primer to Clients
- b. Presentation of Proposal
- c. Submission of Quotation

Surveys conducted and yield negative result will be classified under “Filed Documents” and shall be used as references in the future dealings.

3. Environmental Scanning

The research, identification and formulation of other trading activities which are identified to be possible sources of additional income will be undertaken by the unit. This is to provide additional alternative commodity for rice in the sales activity, as well as to fully utilize the efficiency of the unit.

II. Sales and Delivery

1. Sourcing

1.1 For Rice –

To follow the approved Rice Sourcing Policy.

1.2 For commodities other than rice

- 1.2.1 To undertake the supply sourcing aspect, the Institutional Sales Specialist shall undertake consultation and the gathering of information updates from various farmer/miller tie-ups to monitor the price and supply trend of the commodity.
- 1.2.2 Once a source of supply and corresponding costs of the commodity are established, it is mandatory that the Sales Executive will be furnished the samples and costing computation of the commodity in order to aide in marketing of the product.

2. Price Setting

2.1 Samples ready for submission to clients must be available from the Institutional Sales Specialist with the computed cost of goods of each sample provided.

2.2 The Cost of Goods* shall be based on the following:

2.2.1 MSI Agri. Development Center (MSI-ADC) Costing Computation

2.2.2 Quoted Price of Suppliers

2.3 The Applicable Gross Profit Rate** in the preparation of price quotation to clients shall be the rate as approved by the Board of Directors.

2.4 The quoted selling price to clients shall be based on the combinations of any two or more of following below cited considerations:

2.4.1 Cost of Goods*

2.4.2 Applicable Gross Profit Rate**

2.4.3 Per Account Competitor's Price

2.4.4 Client's Budget/Price Ceiling

2.4.5 Market Prevailing Price (Based on Bureau of Agricultural Statistics or Interview/ Informal Surveys)

3. Quotations

Preparation of quotation shall be done by the Sales Executive.
(Annex A)

The concerned Sales Executive shall submit the approved quotation and sample to his/her client.

The Sales Executive shall make sure that all documents necessary to effect the delivery of a Purchase Order are prepared prior to the delivery date.

In the absence of Client's Purchase Order, the MSI Order Confirmation **(Annex B)** Form must be confirmed by the client in order to ensure order and commitment.

The preparation of the Sales Approval Form **(Annex C)** is based on an approved Client's Purchase Order or a confirmed Order Confirmation Form.

4. Ordering

Upon the advice by the Sales Executive about a potential order from a client, the Institutional Sales Specialist shall proceed to identify suppliers and samples according to the Rice Sourcing Policy.

The Sales Executive shall secure the client's Purchase Order or Order Confirmation and prepare the corresponding Sales Approval Form (SAF) which will be turned over to the Business Department and the Finance and the Corporate Services Department..

Upon the receipt of the approved SAF and client's PO the Institutional Sales Specialist I shall prepare an Order Advice approved by the Business Manager to be sent to the supplier for milling and delivery.

5. Delivery

The approved SAF shall initiate the preparation of documents that will finalize the Delivery Documentation.

The Sales Executive must assist all deliveries in order that documents covering it will be signed and submitted to the client right after the delivery is completed. This is to facilitate the prompt collection of payment.

For deliveries undertaken without the presence of an MSI Representative, the Sales Invoice (**Annex D**) and Delivery Receipt (**Annex E**) shall be prepared as soon as the delivery advice is received at Head Office. The documents must be submitted to the client on the next day after delivery to avoid delay in collection.

In case there are alterations in the items stated on the official documents, a memorandum must be issued advising about the change addressed to the Business Manager or seek the counter-signature of all the signatories in the official documents.

The status of each delivery will be closely monitored by the Sales Executive and Institutional Sales Specialist/Assistant.

The Institutional Sales Specialist/Assistant monitors deliveries from MSI office while the Sales Executive must be available at the delivery destination to witness and facilitate delivery

process, from loading to its proper documentation. The delivery receipt must be signed by the Sales Executive present and received by the client during the time of unloading. Otherwise, the Institutional Sales Specialist/Assistant monitoring of the transaction confirms the completion of the delivery.

III. Documentation

1. All status of deliveries for the day must be indicated in the SAF monitor for quick reference.
2. The Sales Invoice and Delivery Receipt will be issued either immediately after completion of delivery at the destination site in case the Sales Executive is present at delivery point or issuance will be done immediately upon receipt of documents covering the delivery.
3. All Sales transactions for Non-LBP Accounts completed on a monthly basis must be computerized and printed out for easy reference by the assigned Account Personnel. Please see attached **Annex F**.
4. Quotations, contracts and other important files are kept under the custody of assigned personnel on each operating unit.
5. Systems Flow of Accountable Forms

5.1 Sales Approval Form (SAF)

The Sales Executive shall prepare the SAF and submit the same to the Institutional Sales Specialist complete with an Order Confirmation Form and/or Client's Purchase Order or Order Confirmation as attachments.

The box intended for Supply Information will be filled-in by the Institutional Sales Specialist and approved by the Business Manager.

The SAF must also bear the recommendation of the Corporate Services Manager and approved by the Business Manager.

5.2 LandBank Accounts

The Institutional Sales Specialist compiling Order Advice (**Annex G**) or Procurement Request Form from Landbank Branch/s will provide the Summary Listings as reference for the preparation of SAF.

The box intended for Supply Information will be filled-in by the Institutional Sales Specialist and approved by the Business Manager.

The SAF must also bear the recommendation of Corporate Services Manager and approved by the Business Manager.

The prepared and signed SAF shall then be submitted by the Sales Executive to the Institutional Sales Specialist as reference for Purchase order preparation.

A. Non-LandBank

Distribution of Copies:

	Copy For	Filed By
Original (White)	Sales Executive	Sales Executive
Copy (Yellow)	Sales Executive	Sales Executive
Copy (Pink)	Corporate Services Department (attached to RFP & voucher)	Corporate Services Department

B. LandBank

Distribution of Copies:

	Copy For	Filed By
Original (White)	Institutional Sales Specialist	Institutional Sales Specialist
Copy (Yellow)	Institutional Sales Specialist	Institutional Sales Specialist
Copy (Pink)	Corporate Services Department (attached to RFP & voucher)	Corporate Services Department

5.2 MSI Purchase Order (MSI PO)

Upon approval of the SAF and the receipt of Copy of SAF by the Sales Executive, a Purchase Order will be prepared by the Institutional Sales Specialist in favor of the designated supplier. MSI PO must bear the SAF reference number and the transactions terms and conditions. It will be noted by Corporate Services Manager and approved by the Business Manager.

Distribution of Copies:

	Copy For	Filed By
Original (White)	Supplier	
Copy (Blue)	Institutional Sales Specialist/Sales Executive	Institutional Sales Specialist/Sales Executive
Copy (Yellow and Pink)	Corporate Services Department (attached to RFP)	Corporate Services Department

5.3 MSI Sales Invoice and Delivery Receipt

With the approved PO, the Sales Executive for Non-LandBank and the Institutional Sales Specialist for LandBank Accounts shall prepare MSI SI for approval by the Business Manager and DR bearing the quality, volume, selling price and total value of the delivery.

Distribution of Copies:

A. Non-LandBank

Sales Invoice

	Copy For	Filed By
Original (White)	Client	
Copy (Yellow)	Sales Executive	Sales Executive
Copy (Green)	Corporate Services Dept.	Sales Executive

Delivery Receipt

	Copy For	Filed By
Original (White)	Client	
Copy (Green)	Sales Executive	Sales Executive
Copy (Pink)	Corporate Services Dept.	FAU Attached in Voucher

B. LandBank

Sales Invoice

	Copy For	Filed By
Original (White)	Client	
Copy (Yellow)	Institutional Sales Specialist	Institution Sales Assistant
Copy (Green)	Corporate Services Dept.	Corporate Services Dept. (attached in voucher)

Delivery Receipt

	Copy For	Filed By
Original (White)	Client	
Copy (Green)	Institutional Sales Specialist	Institution Sales Assistant
Copy (Pink)	Corporate Services Dept. (attached in voucher)	Corporate Services Dept. (attached in voucher)

During delivery of every order, the presence of the Sales Executive shall be required to facilitate and witness the unloading of stocks. This is imperative in case a client requires on the spot check on quality, weight, and/or packaging. The present MSI staff validates the actual delivery quantity in the Call Report.

In case of inability of MSI to send a representative, delivery will be closely monitored by the Institutional Sales Specialist. As soon as the delivery is effected at the client's end, then Sales Invoice and Delivery Receipt will be issued preferably immediately at the delivery site or within 24 hours after the delivery.

To cover and document a delivery, the following shall be observed:

- A. LandBank Accounts: The SI and DR stating the exact volume delivered stating its price and total value of delivery shall be prepared by the Institutional Sales Assistant for transmittal to LBP Branches via courier.
- B. Non-LandBank Accounts: The SI and DR stating the exact volume delivered stating its price and total value of delivery and signed for confirmation by the client's authorized signatory/consignee.

6.3 Request for Payment

Upon the delivery confirmation of a client's order as supported by the signed SI and DR, the Sales Executive shall submit the signed documents to the Institutional Sales Specialist to initiate the preparation for Request For Payment (RFP), **Annex H**.

Required Documents:

1. Purchase Order, pink copy, approved and confirmed by all signatories;
2. Sales Invoice, green copy, confirmed by signatories;
3. Delivery Receipt, pink copy, confirmed by signatory/ies; and
4. Sales Approval Form, pink copy, approved by signatories.

IV. Collection

1. The documents (SI/DR) must be transmitted immediately to the client in order that collection of payment will be effected upon immediately.
2. In order to determine the exact date that payment matures, counting must start from the date reflected on the SI, assuming that the dates stated was the exact date of submission of documents or at most one day later, counting shall be continuous, including Sundays and Holidays.
3. For LBP Head Office account collection date is thirty (30) days from date of SI while for LBP Metro Manila, Provincial Branches and Field Units is fifteen (15) days.

V. Penalty

1. Failure to pay an account that has already past its due date will be subjected to the terms and conditioned specified in the SI.
2. Waiver of Penalties.

I. Criteria for Waving of Penalties

- a) MSI client for at least one (1) year
- b) Waiving of unbooked penalties shall only be made upon full settlement of principal obligations.
- c) Accounts overdue for thirty (30) days shall be approved for waiving of penalties by the Executive Committee.
- d) Accounts overdue for more than thirty (30) days shall be approved for waiving of penalties by Board of Directors.

II. Procedural Flow For Waiver Report

ACTIVITY	RESPONSIBLE PERSON
1. Monitor collection date of client.	Assigned Sales Personnel
2. Furnish Cashier Schedule of Collection.	Assigned Sales Personnel
3. Collect payment from the client.	MSI Cashier/Assigned Sales Personnel
4. Inform Assigned Sales Personnel date of actual payment by the client.	MSI Cashier
5. Request computation of penalties on overdue account. (Annex I)	Assigned Sales Personnel
6. Computes penalties on overdue account.	Corporate Services Department
7. Prepare, recommend and endorse request for the waiver of penalties to the Business Manager. (Annex J) .	Assigned Sales Personnel
8. Recommend and endorse to the President & CEO the waiver of penalties.	Business Manager
9. Recommend to the Executive Committee or Board of Directors the waiver of penalties.	President & CEO
10. Furnish Corporate Services Dept. copy of approval of waiver.	President & CEO

VI. Others

1. Monitoring of MSI service to clients will be undertaken by the Sales Executive in order that feedback from clients can be noted and acted upon.

DETAILED PROCEDURAL FLOW

A. MARKET DEVELOPMENT

ACTIVITY	RESPONSIBLE PERSON
1. Conduct client (government and private) research via telephone, internet, office to office solicitation, personal visitation to client.	Sales Executive
For Clients that Yield Positive Results	
2. Submission of Introductory Letter/Presentation of MSI Proposal	Sales Executive
3. Request for costing computation and sample from the Institutional Sales Specialist	Sales Executive
4. Prepare MSI Rice Sample and provide Costing Computation	Institutional Sales Specialist
5. Prepare MSI Price Quotation and Account Analysis per Client.	Sales Executive
6. Prepare MSI Price Quotation and Account Analysis	Sales Executive
7. Submission of Price Quotation and Sample to client	Sales Executive
8. Secure client's Purchase Order/ Order Confirmation Form	Sales Executive
For Clients that Yield Negative Results	
2. List of Corporations will be documented and Filed for reference purposes	Sales Executive

B. SALES AND DELIVERY FOR NON-LBP ACCOUNTS

ACTIVITY	RESPONSIBLE PERSON
1. Secure Client's Purchase order (PO)	Sales Executive
2. Preparation of Sales Approval Form (SAF)	Sales Executive
3. Notation to SAF to recommend for approval of transaction	Corporate Services Manager
4. Signing and Approval of SAF	Business Manager
5. Submission of SAF to the Institutional Sales Specialist	Sales Executive
6. Preparation of PO/Order Advice to Supplier	Institutional Sales Specialist
7. Delivery to clients	MADF/Supplier
8. Assist and monitor the delivery of MADF/Supplier to clients	Sales Executive
9. Submit and secure signed Sales Invoice/Delivery Receipts of clients	Sales Executive

C. SALES AND DELIVERY FOR LANDBANK ACCOUNTS

Activity	Personnel Responsible
1. Order taking from telephone from LBP Metro Manila & Provincial Branches Field Units.	Institutional Sales Specialist
2. Consolidation of rice order.	Institutional Sales Specialist
3. Prepare Sales Approval Form	Institutional Sales Specialist
4. Notation of the Sales Approval Form (SAF) to recommend approval of the transaction.	Institutional Sales Specialist
5. For Non- MSI-ADC served clients, filling-up the lower box portion of the SAF.	Corporate Services Manager
6. Approval of the Sales Approval Form.	Business Manager
7. Upon approval and receipt of the SAF from the Sales Executive, Purchase Order is prepared.	Institutional Sales Specialist

8. Approval of Purchase Order.	Business Manager
9. Upon approval of the Purchase Order, confirmation of rice order /submission of Order Advice is prepared and sent to the supplier together with the schedule of delivery (HO, Metro Manila Branches, & Regions I, II, III, IV, & XI).	Institutional Sales Specialist
10. Delivery of rice order to client.	MADF/LBP endorsed supplier (co-op/SME)
11. Preparation of Delivery Receipt & Sales Invoice.	Institutional Sales Assistant
12. Submission of documents to MSI HO for payment processing.	LBP endorsed rice supplier (co-op/SME)
13. Upon receipt of the complete documents from the supplier, prepare and transmit Request For Payment with the following attachments: SAF, PO, MSI Sales Invoice (SI), Delivery Receipt, & Suppliers Sales Invoice/Certificate of Acceptance for Corporate Services Booking	Institutional Sales Specialist
14. Preparation of payment of supplier.	Corporate Services Department
15. Collection/remittance of payment to suppliers.	Corporate Services Department
16. Receipt of Official Receipt from supplier and issuance of Official Receipt.	Corporate Services Department

**MARKETING AND SALES UNIT
SYSTEMS AND PROCEDURE**

ACTIVITY	RESPONSIBLE PARTY
=====	
1. Request of Price of Rice based on Client's Requirement	Sales Executive
2. Conduct of Price Canvass / Sealed Price Quotation	Institutional Sales Executive
3. Preparation of MSI Quotation and submission of rice sample to Client	Sales Executive
4. Submission of Client's Purchase Order (PO) or Order Confirmation Form	Sales Executive
5. Acceptance of the PO and Order Confirmation Form and preparation of Sales Approval Form (SAF)	Sales Executive
6. Notation of SAF to confirm clients' term of payment and credit clearance	Corporate Services Department
7. Approval of the SAF	Business Manager
8. Notation on Fund Availability	Corporate Services Department
9. Approval of MSI PO	Business Manager
10. Preparation and Approval of Sales Invoice (SI) and Delivery Receipt (DR)	Business Manager
11. Delivery of Order to Client	Supplier/MADF
12. Signing of SI and DR	Client
13. Preparation of Collection Notice to Supplier	Sales Executive
14. Collection of Payment to Client	Sales Exe. /Corporate Sevcs. Dept.
15. Follow-up Payment to Client	Sales Exe. /Corporate Sevcs. Dept.
16. Receipt of OR from Supplier and Issuance of OR	Sales Exe. /Corporate Sevcs. Dept.

ANNEXES



MASAGANA SAKAHAN, INC.
A landbank Subsidiary

December 12, 2016

Dear Mr/Mrs. _____

We are pleased to submit our quotation for the supply your rice requirements as follows:

Specifications	:
Variety/Code	:
Age	:
Color	:
Moisture Content	:
Weight	:
Price	:
Quantity	:
Place of Delivery	:

The above stated price is good until (date) with delivery date not later than (Date). Our payment term is COD Cash on delivery.

Should this be acceptable to you, kindly confirm by issuing us your purchase order for the corresponding volume of rice you may require.

Thank you.

Very truly yours,

Business Manager

Date: _____

ORDER CONFIRMATION

Gentlemen:

This id to confirm our order/my order/s of rice per your quotation sample as follows:

Description	Quantity	Unit Price	Amount
-------------	----------	------------	--------

TERMS OF PAYMENT:

CASH _____

PDC TERMS: _____

COD CHECK _____

_____ after Delivery

MODE OF DELIVERY:

PICK UP _____

DELIVER _____

ADDRESS: _____

ADDRESS: _____

Very truly yours,


Name:


Print Name & Signature

Position:

Name of Company:

Address:

 MASAGANANG SAKAHAN, INC. (A Land Bank Subsidiary) 6 th Floor SyCip Law Center, 105 Paseo de Roxas, Legaspi Village, Makati City 1229 Tel. Nos. 893-3376 • 893-7598 • 893-8360 • 892-3498 • 893-8208 Fax No.: 819-5990 Non-VAT Reg. TIN: 000-475-990-000		SALES APPROVAL FORM N° 12062 DATE: _____																					
CLIENT: CLIENT CLASSIFICATION <input type="checkbox"/> Government <input type="checkbox"/> Private <input type="checkbox"/> CRDP <input type="checkbox"/> Broker <input type="checkbox"/> Others _____		ADDRESS: ACCOUNT STATUS: <input type="checkbox"/> Old <input type="checkbox"/> New																					
MODE OF DELIVERY <input type="checkbox"/> Pick-Up <input type="checkbox"/> Delivered		PURCHASE ORDER: No. _____ Date _____ TERMS OF PAYMENT: <input type="checkbox"/> Cash <input type="checkbox"/> COD CHECK <input type="checkbox"/> PDC Terms <input type="checkbox"/> OR NO. _____ Due Date _____ BANK/CHECK NO. _____																					
Est. Delivery Date: _____		Place of Delivery: _____																					
QUANTITY	UNIT	DESCRIPTION	<table border="1"> <thead> <tr> <th colspan="2">UNIT PRICE</th> <th rowspan="2">TOTAL AMOUNT</th> </tr> <tr> <th>KILO</th> <th>BAG</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	UNIT PRICE		TOTAL AMOUNT	KILO	BAG															
UNIT PRICE		TOTAL AMOUNT																					
KILO	BAG																						
PREPARED BY: _____		FOR CASH SALE APPROVED BY: _____																					
FOR CREDIT SALE RECOMMENDING APPROVAL: _____		APPROVED BY: _____																					
Sales Rep. / Date _____		Gen. Manager / Date _____																					
TO BE FILLED UP BY LOGISTICS UNIT: SUPPLY INFORMATION <input type="checkbox"/> Back to Back <input type="checkbox"/> Inventory		DELIVERY DATE: _____ PIA/AT _____ REMARKS: _____ Certified by: _____ Logistics Officer _____																					
SUPPLIER _____ LOCATION OF INVENTORY _____																							

 MASAGANANG SAKAHAN, INC. (A LandBank Subsidiary) 12/F Sycip Law Center, 105 Pasco de Roxas Legaspi Village, Makati City 1229 Tel. Nos. 893.9378 * 893.9369 * 893.9208 Telefax No. 819.5995 * 850.7698 Non-VAT Reg. TIN: 000-475-993-00000	SALES INVOICE		SALES INVOICE DATE						
	No. 64639		COLLECTION DATE						
	TIN:		TERMS:						
SOLD TO:			Business Style						
BILLING ADDRESS:									
PLACE OF DELIVERY:			DELIVERY DATE						
QUANTITY:	UNIT	ITEM SPECIFICATIONS	UNIT COST	TOTAL AMOUNT					
SUBTOTAL			P						
ADD: OTHER CHARGES (SPECIFY):			P						
GRAND TOTAL			P						
REFERENCES									
CLIENT P.O.		SALES APPROVAL		DELIVERY RECEIPT		MSI P.O.		PREPARED BY:	
NUMBER	DATE	NUMBER	DATE	NUMBER	DATE	NUMBER	DATE		
								APPROVED BY:	
<p>We/I hereby agree to pay in Makati the agreed price of the items listed herein upon delivery, unless otherwise arranged. Payment(s) shall be made either COD, or on the date specified above in the "COLLECTION DATE" portion of this invoice. IN CASE OF DEFAULT IN THE PAYMENT OF THE AMOUNT SPECIFIED ABOVE, WE/I AGREE TO PAY MSI A SURCHARGE OF 0.05 PERCENT PER DAY BASED ON TOTAL SALES INVOICE AMOUNT plus other charges from date of invoice. In the event of litigation, We/I expressly submit to the jurisdiction of the courts of Makati or the City of Manila at seller's option and agree to pay an additional sum equivalent to 25% of the amount due but in no case less than 500.00 as attorney's fee and liquidated damages and cost of suit. Until the goods herein specified are fully paid for, ownership hereof remains with the seller. ALL CLAIMS FOR SHORTAGES, DISCREPANCIES OR DAMAGES MUST BE REPORTED TO MSI HEAD OFFICE OR ITS REPRESENTATIVE WITHIN 48 HOURS UPON RECEIPT OF STOCKS, OTHERWISE, MSI SHALL CONSIDER ALL GOODS DELIVERED TO BE IN CONFORMITY WITH THE AGREED STOCKS SPECIFICATIONS.</p>									
BY:									
DATE RECEIVED					SIGNATURE OVER PRINTED NAME OF CLIENT OR AUTHORIZED SIGNATORY				
CLIENTS COPY (White)			*MSI ACCOUNTING COPY (Green)			*FILE COPY (Yellow)			
0 pads (50x3) 63751 - 68750 BIR Authority to Print No. 9AJ0000552287 Issued: 06-15-2016, Expiry Date 06-14-2021 App Ref. No. APP/D41675/2016 21 printers, 2835 cabana st., passay city Non VAT Reg. TIN: 198-664-747-00000					BIR Accreditation No. 051mp20130000000001 Date issued: 01/09/2014 Loose Leaf Permit # LL-5841-14 Date: 04/04/2014 "This sales invoice is not valid for claiming input taxes."				
"THIS SALES INVOICE SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP"									

Page 21

Prepared By:

Noted by:

Sales Executive

DIONISIO M. HUERTO, JR.

Date Submitted:

Business Manager

PROCUREMENT REQUEST FORM							
FOR: HOBAC		(Procurement unit)		PRF Control No.		2015	
Please procure the items listed below. Items requested is necessary and will be used for the purpose stated.							
<input type="checkbox"/> Initial Requisition and with the Asset Policy (AAP) per LUP EO No. 3 Series of 2008 <input type="checkbox"/> Replacement of Unserviceable item. Attached is Inventory & Inspection Report data _____ <input type="checkbox"/> Not within AAP (Subject to CAPEX Committee Approval) <input type="checkbox"/> Additional items: Number of existing units _____ Allowed number of units per AAP _____							
Suggested mode of Procurement:							
<input checked="" type="checkbox"/> Goods and services <input type="checkbox"/> Public Bidding <input type="checkbox"/> Neg. Procurement <input type="checkbox"/> Ltd. Source Bidding <input type="checkbox"/> Direct Contract <input type="checkbox"/> Repeat Order <input type="checkbox"/> Civil Works <input type="checkbox"/> Public Bidding <input type="checkbox"/> Negotiative Procurement <input checked="" type="checkbox"/> Shipping <input type="checkbox"/> Consulting Services <input type="checkbox"/> Public Bidding <input type="checkbox"/> Negotiative Procurement <input type="checkbox"/> Limited Source Bidding							
PURPOSE: RICE ALLOWANCE FOR JANUARY & FEBRUARY 2017.							
Estimated Cost				Stock Position Sheet (If Applicable)			
Item Description/Technical	Qty.	Unit Cost	Total	Balance on Hand	Mo. Ave. Usage	This Requisition	Est. Mo./s to Use
50 KGS WELL MILLED RICE xxxnothing followsxxx							
Prepared By: <u>TRINI ROSE B. BANTULO</u> (Signature over Printed Name)				Approved by: (Per CASA Section J-7) RODELIO G. SEBLOS Branch Head			
Unit: <u>Alabel Branch</u>				Date Prepared: _____			
Approved by: The CAPEX COMMITTEE				Resolution No: _____ Dated: _____			
BUDGET/FUNDS AVAILABILITY							
Budget Year	Account	Amount	Chargable	Certified By:	Date Certified		
		88,000.00					
			ALABEL BRANCH	MARITES P. MECHANOVA Head, CSC AC			
This is to certify that the item/s requested is/are included in CY 2017 PPMP of Alabel Branch and the need did not anticipated.							
Certifying further, that the above item will be used for the stated purpose.							
RODELIO G. SEBLOS Branch Head							

PRO FORMA FORM	
REQUEST FOR COMPUTATION OF PENALTIES AND SURCHARGES	
NAME OF CLIENT SALES INVOICE NO. SALES INVOICE DATE SALES INVOICE AMOUNT DATE OF DELIVERY TERMS COLLECTION DATE DATE OF PAYMENT NO DAY3 DELAYED PENALTY & SURCHARGE	: LBP Branch/Field Unit : xxxxx : 00/00/0000 : Px,xxx.xx : 00/00/0000 : : 00/00/0000 : 00/00/0000 : ____ days : 0.05% of per day of delay based on the MSI Sales Invoice Amount
COMPUTATION	
Principal Amount Penalty & Surcharge Total Amount Due	Px,xxx.xx Px,xxx.xx ----- Px,xxx.xx =====
Requested by:	Noted by:
NAME OF SALES PERSONNEL Position	DIONISIO M. HUERTO JR. Business Manager
Prepared by:	Approved by:
_____	BLESILDA R. MACALALALD Corporate Services Manager

PRO FORMA REQUEST FOR CONDONATION OF PENALTIES AND SURCHARGES**MEMORANDUM**

FOR : THE PRESIDENT & CEO
THRU : THE BUSINESS MANAGER
FROM : THE SALES PERSONNEL
SUBJECT : REQUEST FOR CONDONATION OF PENALTY
DATE : 00/00/0000

Respectfully requesting for the condonation of penalties for (LBP Branch or Filed Unit in the amount of **PESOS:** _____ (**Px,xxx.xx**). Please see attached computation.

Please see attached computation.

For your consideration and approval.

Name of Sales Personnel