



**PROCEDURE IN CREATING PURCHASE REQUEST (PR)  
 (NEW PIS)**

Step # 1 Log in your account using the URL 10.10.113.7/pis

Step # 2 Create your PR

- All request prepared by the author should be named after his/her division chief as **"REQUESTED BY"**.
- Click **Save as DRAFT** for PR that needs validation within the division
- Click **Save as FOR ACTION**, for clearance and further verification of the supply officer.

Step # 3 Cleared PR from the Supply Officer

- Once PR is cleared by the supply officer, he/she will print out the said document affixed with his/her initial and forward the hard copy to the author.

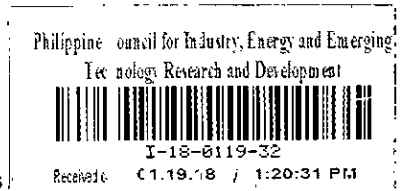
Step # 4 Signature of the concerned requesting party

- The author should ACCEPT the PR in the system
- Forward the PR (Hard copy) to the division chief for his/her signature
- In the PIS, the author should tag the created PR ***"FOR SIGNATURE"*** in the name of budget officer and forward the hard copy to him/her simultaneously.

Step # 3 Clearance/Approval of PR from the Approving Authority

Ceiling of Approving Authority	
3.1 - Below Php 100,000	Sonia P. Cabangon (FAD Chief)
3.2 - Php 100,000 to Php 500,000	Raul C. Sabularse (ODED)
3.3 - Above Php 500,000	Office of the Director (OED)

- 3.1 Once PR is cleared by the Budget Officer, he/she should change the ***"FOR SIGNATURE"*** tag named after the Chief Administrative Officer and forward the hard copy to him/her simultaneously for his/her clearance/approval. **(PR Below Php 100,000.00)**





- 3.2 Once PR is cleared by the Chief Administrative Officer, he/she should change the **"FOR SIGNATURE"** tag named after the Deputy Executive Director and forward the hard copy to him/her simultaneously for his/her clearance/approval. **(Applicable for PR Php 100,000.00 - Php 500,000.00)**
- 3.3 Once PR is cleared by the Deputy Executive Director, he/she should change the **"FOR SIGNATURE"** tag named after the Executive Director and forward the hard copy to him/her simultaneously for his/her approval. **(Applicable for PR above Php 500,000.00)**

#### Step # 4 Duly signed PR

- The duly signed hard copy of approved PR will be forwarded by the respective secretaries of the approving authority to the respective author

#### Step # 5 File Uploads

- The author should upload the duly signed PR in PIS to **"FILE UPLOADS"**
- Return the duly signed PR (Hard Copy) to the Supply Officer as he/she will tag the created PR in the system as APPROVED.

#### Step # 6 PR Monitoring (Author)

- The author should check his/her account for real time monitoring of created PR until it was completed/delivered.

**Note: The following should be uploaded in PIS (FILE UPLOADS) by the author in order to closed the created PR:**


- Scan copy of receipts purchased under cash advance/petty cash of the respective division (e.g groceries, meals, flash drive and other semi expendable office supplies)
- Accommodation expense receipt
- Plane ticket & boarding pass (not covered by MOA with PS-DBM)

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Prepared by:

  
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