

RESTRICTED

Department of Transportation and Communications
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area
Manila

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O/CG4/CGAO

STANDING OPERATING PROCEDURE)

NUMBER

09)

**AVAILMENT OF SUPPLIES PROCURED IN BULK
UNDER CENTRALLY MANAGED FUNDS**

1. REFERENCE: PN Supply Management Manual

2. PURPOSE: This Circular prescribes the guidelines and procedures in the management of supplies procured in bulk under centrally managed funds.

3. DEFINITION:

- a. Supplies – are all kinds of properties, except real estate, needed in the transaction of official business and for public use whether in the nature of furniture, stationeries, construction materials, livestock and such other properties of similar nature or equipment for issue to troops, units and installations.
- b. Operating Target - refers to fund ceiling allocated to each unit per quarter consistent with the quarterly releases of funds.
- c. High Limit - is the maximum quantity of material required to be at hand and on order to sustain current operations.
- d. Low Limit – the stock position quantity which shows that material has to be reordered.
- e. Frequency of Demand – is the number of request that the item experiences within a given time frame, regardless of the quantity of an item that is requested or issued.
- f. Demand – the quantity of an item that is requested and issued regardless of the number of request involved.
- g. Inventory Control – is an information in connection with material as to the amounts on hand, amounts on order, rate of consumption and prospective future rate of consumption.
- h. CMF – funds centrally managed at HPCG to support central procurement of supplies and materials.

4. GUIDELINES:

- a. PCG units and HPCG offices will be given quarterly OPTAR for supplies.
- b. Balances from the quarterly OPTAR will be carried forward to the succeeding quarter.
- c. All balances of the last quarter will no longer be valid for withdrawals in the succeeding calendar year.
- d. No transfer of balances will be allowed from one unit or office to another.
- e. OPTAR will be subject to the availability of stocks at hand.

5. PROCEDURES:

- a. CG4 prepares Annual Bulk Procurement Program from the over-all PCG Logistics Program as approved by CPCG.
- b. CG4 allocates OPTAR to different PCG units and HPCG offices on quarterly basis based on the Annual Bulk Procurement Program,
- c. CG4 procures supplies in bulk thru CGPO and stores same at CGSF Supply Bodega.
- d. CG4 prepares and publishes shopping guide for reference of PCG units.
- e. PCG Units shop for requirements at CGSF Supply Bodega within their OPTAR allocation.
- f. PCG Unit prepares and accomplishes RIV for approval of CG4.
- g. CG4 records approved RIV and maintains OPTAR balances of PCG units.
- h. PCG Units withdraw supplies at Supply Bodega thru approved RIVs.
- i. CGSF Supply Bodega issues supplies and maintains records of supplies withdrawals. Determines high limit and low limit of line items for reorder point.
- j. CGSF Supply Bodega conducts inventory control and renders monthly report of supply issuances and balances on hand.
- k. PCG Units render quarterly material expenditure report.
- l. CG4 analyzes frequency of demand of supplies and programs future bulk procurement.

6. EFFECTIVITY:

This Circular takes effect upon approval.

BY COMMAND OF REAR ADMIRAL FAJARDO:

OFFICIAL:

DAMIAN L CARLOS
CAPT PCG (GSC)
Chief of Staff



VIRGILIO N GARCIA JR
LTJG PCG
Coast Guard Adjutant

ANNEX - Flow Chart of Management of Supplies Procured in Bulk