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PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS  
(Headquarters Philippine Coast Guard)  
139 25<sup>th</sup> Street, Port Area  
1081 Manila

21 April 2016

HPCG/CG-4  
STANDING OPERATING PROCEDURES  
NUMBER 03-16 )

**GUIDELINES AND PROCEDURES FOR THE PROCUREMENT OF COMMON  
SUPPLIES AND EQUIPMENT FROM THE PROCUREMENT SERVICE-DBM**

**REFERENCE:** Republic Act 9184 and its IRR

1. **PURPOSE:** This SOP prescribes the guidelines and procedure for the procurement of Common Supplies and Equipment from the PS/DBM.
2. **SCOPE:** This SOP shall be applicable to all PCG units and offices that withdraw their Common Supplies from the PS/DBM.

3. **DEFINITION:**

a. PS/DBM(Procurement Service-Department of Budget and Management) -the central agency mandated to undertake an integrated procurement system for the National Government and its Instrumentalities, in the pursuit of economical and efficient operation.

b. Common Supplies and Equipment Catalogue (CSEC) – refers to the list of available common supplies and equipment at PS/DBM.

c. OPTAR (Operating Target) –refers to the list of common supplies and equipment selected from the CSEC submitted by the end user.

d. DR (Delivery Receipt) – refers to the receipt from the PS/DBM issued every after transaction.

e. APR (Agency Procurement Request) –refers to the final list of common supplies and equipment of the end user (PCG units) to be withdrawn at PS/DBM.

f. RIS – The RIS shall be used by the requisitioning unit/office to request supplies/goods/equipment/ property carried in stock and by the supply and/or property unit/office to issue the items requested.

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**4. POLICIES:**

Pursuant to Republic Act 9184 and its Implementing Rules and Regulations (IRR) and COA Audit Observation Memorandum No. PCG-2016-001, the following guidelines and policies should be observed:

a. All PCG units and offices are responsible for the proper utilization of common supplies and equipment allocated for the whole fiscal year.

b. All PCG units and offices are responsible for the submission of the quarterly inventory of common supplies and equipment to the higher headquarters (Attn: CG-4) copy furnish the Supply Accountable Office.

c. All PCG unit offices are responsible for the timely submission of OPTAR every September of the calendar year to the higher headquarters (Attn: CG-4).

d. All PCG units and offices are responsible for the timely submission of Delivery Receipts (DR) to the Accounting Service Office copy furnish O/CG-4 in every transaction with the PS/DBM Regional Depot.

**5. PROCEDURES:**

The following procedures shall be followed by all PCG units and offices for the withdrawal of Common Supplies and Equipment from the PS/DBM:

**5.1. HPCG Offices**

a. Every September of the year, all HPCG offices will submit their OPTAR with the amount based on their respective budget ceiling given by the O/CG-4. The said OPTAR is intended for the next calendar year's budget.

b. Upon approval of the Commandant, PCG on the procurement of Common Supplies and Equipment to the PS/DBM, all HPCG offices can withdraw their respective office supplies and equipment allocation at Supply Accountability Office, upon approval of their Requisition and Issue Slip (RIS) at the office CG-4.

c. All PCG units and offices will submit the Delivery Receipts (DR) to the Accounting Service Office and copies furnish O/CG-4 and Supply Accountable Office in every transaction with the PS/DBM Regional Depot.

**5.2. Major Units and Districts**

a. Every September of the year, all Major Units and Districts will submit their OPTAR based on their respective budget ceiling given by the O/CG-4.

b. Upon approval of the Commandant, PCG on the procurement of Common Supplies and Equipment to the PS/DBM for Major Units and Districts, the O/CG-4 will release their respective check for the payment of their respective office supplies and equipment to the regional PS/DBM depot concerned.

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c. All Major Units and Districts will facilitate the submission of their payment of their Common Supplies and Equipment to the concerned Regional PS/DBM Depot.

d. All Major Units and Districts will submit the Delivery Receipts (DR) for every transaction issued by the concerned PS/DBM Depot to the CG Accounting Service Office for liquidation and copy furnish O/CG-4 and Supply Accountable Office.

**6. RESPONSIBILITIES:**

a. Accounting Service Office

To facilitate and evaluate the liquidation of funds from the PCG units in the procurement of common supplies and equipment.

b. Supply Accountable Office

Responsible for the release of common supplies and equipment of HPCG offices as approved by the DCS for Logistics, CG-4.

c. DCS for Logistics, CG-4

1. Responsible for the budgeting and programming of common supplies and equipment for all PCG unit and offices.

2. Recommends the approval for the release of common supplies and equipment for all PCG units and offices.

d. PCG Units and Offices


Responsible for the submission of all Delivery Receipts (DR) of every transaction issued by the PS/DBM

**7. EFFECTIVITY:** This SOP shall take effect upon publication.

BY COMMAND OF REAR ADMIRAL WILLIAM M MELAD PCG:

OFFICIAL:

**ENRICO EFREN A EVANGELISTA**  
**COMMO** **PCG**  
Chief of Coast Guard Staff

  
**LIEZEL B. BAUTISTA**  
**LCDR** **PCG**  
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*019/08/11/2012*

