



# Materials Management

## Quality Plan

**Document Number:**

QP-SS-08.01

**Department:**

Materials Management

**Effective Date:**

January 24, 2022

**Revision No**

1

### MMD: QUALITY PLAN

Key Support Service Process Name (2Ps/ Guideline Title)	Item to be Controlled	Dimension (Timeliness, Quality, Accuracy)	Standard	Person Responsible	Control Methodology	Procedure Code or Other Type of Docs
Guidelines and Procedures for Purchase request	Quotations	Accuracy (in terms of specifications required)  Timeliness	Request shall be based on user's specification  Quotation shall send 1- 2 days upon request	Buyer/ Vendor	Comparing user's specification versus submitted quotation  Buyer is following up quotations through email	Guidelines and Procedures for Purchasing  Quotations
Guidelines and Procedures for Supplier's Accreditation	Required Documents from Suppliers such as SEC/DTI Certificate and BIR Registration	Accuracy and Completeness	Supplier shall send accurate and complete required documents (SEC/DTI Certificate, Mayor's Permit, Company Profile, Signed F2 Accreditation Form)	Buyer/ Vendor	Reviewing, comparing, checking and validation documents required	2P-SS-08.02  Supplier's SEC/DTI Certificate, Mayor's Permit, Company Profile, Signed Application form for accreditation
Premises and Property Security Procedure	Implementation of Security Procedure	Accuracy, Timeliness & Completeness	The office has a closed circuit television system. The CCTV system is regularly monitored (9:00 AM and 5:00 PM) by a nominated staff from I.T. department and Materials Management Department.  All visitors are to complete the sign-in register located right outside the main entrance door of the office when arriving at the premises. Visitors are required to sign-out before leaving the premises.	MMD Manager and Team  Security Team	Conduct Regular security briefing with security team and mmd team	2P-SS-08.04
Guidelines for Facilities Services Maintenance	Secure Facility are maintained on a daily basis	Timeliness & Completeness	Routine maintenance services shall be done daily using the pre-formatted checklist	MMD Team	Conduct daily checking of areas indicated in Pre-formatted Checklist	Pre-formatted Checklist
Insurance Claims	Submission of Insurance Claims to Insurance Company	Timeliness & Completeness	Concerned Business Unit shall submit complete requirements to based on Insurance Claims Checklist	Asset Managemnet Specialist	Consistently (Weekly) reminding all concerned personnel for the submission of Insurance Requirements	FM-SS-08.05 Insurance Claims Checklist

Prepared by:

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Asset Management	Conducting Physical Inventory	Completeness and Quality	Company Assets should be accounted based on the issued FATA to personnel. FATA vs. actual assets of personnel should be tallied	Asset Managemnet Specialist	Annual Asset Tagging/Count to ensure that assets are accounted properly	08.01- Fixed Asset Transfer and Accountability (FATA) Form
	Disposal of Company Assets		Disposed Company Assets should be accounted and acknowledged by concerned Business Unit prior disposal	Asset Managemnet Specialist	Routing of Asset Disposal Request Form to concerned Business Unit for approval of assets to be disposed.	08.02 Asset Disposal Request Form
Government Regulatory	Updating of OR/CR	Timeliness	OR/CR should be updated based on schedule given by LTO/LTFRB	Government Liaason	Consistently (monthly) reminding all concerned personnel for the registration of vehicles	OR/CR
	Updating of Business Permits		Annual renewal of Business Permits	Government Liaason	Sending of E-mail to Business Units for the reminder of documents needed for renewal	Business Permits

Prepared by:	Reviewed by:	Reviewed by:	Approved by:	Approved by:
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