

	<h1 style="text-align: center;">Materials Management and Business Units</h1> <h2 style="text-align: center;">Service Level Agreement</h2>		Document Number: SLA-SS-08.04 Revision No. 1
	Department: Materials Management	Effective Date: November 20, 2022	

Agreements:

1. Regular PMS of Equipment.

Equipment	Frequency
MHE Units	Monthly
Aircon Units	Quarterly
Weighing Scale	Annual
Gen Set	Annual

Activities	Frequency
Replace pallets TBR in coordination with BU	Quarterly
Conduct Pest Control	Monthly
Light Cleaning Schedule	Quarterly
Repainting warehouses and offices (interior and exterior)	Annually
Roof repairs including insulation	Annually
Inspection of Roll-up Doors and Ventilators	Semi-annually
Cleaning and inspection of water tank and central water station	Semi-annually
Inspection and alignment of Racking System	Semi-annually
Pavement inspection and repair	Annually
Asset tagging (for old/ faded asset stickers) and asset count	Annually
Disposal of worn-out, obsolete, beyond repair equipment and	Quarterly
Facilitate government business permits and licenses, renewals of registration of Trucks	Annually
Conduct annual safety drill to include fire, earthquake, bomb threat, flood, terrorism, and acts of nature	Annually

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2. Represent the organization in all government-initiated programs or local ordinances meetings or assemblies.
3. Coordinate with Fleet and Insurance broker in case of accidents.
4. SBU to submit complete documents (based on MMD checklist on vehicular accidents) in a folder for submission to insurance company by MMD.
5. Finance to submit updated documents (LTFRB checklist) per company and alliances prior to purchase of vehicles (at least a month before PR).
6. Coordinate with SBU on the useful life of the assets.

Assets

- Vehicle - refueling program over 15 years.
- MMD to coordinate with SBU and Finance for additional resources needed based on expansion program, new business and accounts.
- SBU Finance to submit timely and complete requirements for their projects to MMD for sourcing.

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