

INTERNAL SERVICES

Production Division

1. Receiving of Documents for Incoming Jobs



APO PRODUCTION UNIT, INC.

Who may avail?

Sales Department

1. Procedure upon the receipt of Incoming Jobs, includes filing and planning on the production of the job.

Office in-charge

Production, Planning and Control (PPC) Department

Type of transaction

G2G - Government to Government
(Simple Transaction)

Checklist of requirements

Job Order Ticket, Sample Layout
(coming from Sales Department)

Total time duration

1 hour and 20 minutes

CITIZEN'S CHARTER

1.) Receiving of Documents for Incoming Jobs (Production Planning and Control Department - PPC)

Steps	Action Taken	Fees to be Paid	Processing Time	Person/Office Responsible
1) Submit Job Order, Purchase Order/ MOA/NOA/NTP or any legal documents of purchase, and a soft/hard copy of sample layout from the Sales Department.	1.11) Accept the documents	None	5 minutes	PPC Department Head/Job Planner
	1.12) Stamp documents as "Received" with name of receiver, date, and time	None	5 minutes	
	1.21) Check attachments if complete	None	5 minutes	Job Planner
	1.22) If attachments are incomplete, request client to provide the necessary document/s	None	30 minutes	
	1.23) Log data from Job Order in excel sheet and logbook.	None	5 minutes	
2) N/A	2.11) Forward Purchase Order/MOA/NOA/NTP for the monitoring of work-in-process (WIP) to be inputted in the AIAS System.	None	30 minutes	PPC Encoder