

INTERNAL SERVICES

Production Division

2. Projection and Procurement of Materials per
Incoming Job



APO PRODUCTION UNIT, INC.

Who may avail?

Sales Department

2. Describes the procedure on making projection and on the procurement of materials based on the computation from Materials Budget, and availability of stocks.

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

4 days, 6 hours and 10 minutes

CITIZEN'S CHARTER

2.) Projection and Procurement of Materials for Incoming Jobs (Production Planning and Control Department - PPC)

Steps	Action Taken	Fees to be Paid	Processing Time	Person/Office Responsible
1) Upon receipt of Job Order and necessary attachments	1.1) Create materials budget	None	1 hour	PPC Department Head/ Job Planner
	1.2) Computation of paper materials	None	45 minutes	
	1.3) Lay outing, refer to the sample layout of the Job, coordinate with head of Press Department	None	1 day	PPC Coordinator/Prepress Department Head/Prepress Foreman
	1.4) Machine Scheduling, check machine availability.	None	2 hours	Job Planner
2) N/A	2.1) Coordinate with Materials Contro Departmentl for Stock Availability	None	5 minutes	Job Planner
	2.2) Request for input of available stock on stock card form from Materials Control Department	None	20 minutes	
	2.3) If stocks are insufficient, prepare materials projection with the following attachments: justification letter, market study, record of canvass, technical specification, copy of job order ticket or sales forecast and documentary requirements checklist, with complete signatures	None	1 hour	PPC Production Planner/Asst. Department Head/Division Secretary
	2.4) Canvass and prepare the market study	None	3 days	PPC Department Planner/Asst. Department Head in coordination with Purchasing Department
3) N/A	3.1) Routing of documents for signature	None	1 hour	