

INTERNAL SERVICES

Production Division

5. Documentation and Procedure for Printing of Incoming Jobs



APO PRODUCTION UNIT, INC.

Who may avail?

Sales Department

5. Describes the procedure on printing up to delivery of incoming jobs

Office in-charge

PPC, Prepress and Press Departments

Type of transaction

G2G - Government to Government (Simple Transaction)

Checklist of requirements

Job Order, Approved Press Proof, Materials Budget and Running Guide. (coming from Sales and PPC Departments)

Total time duration

Varies depending on quantity

CITIZEN'S CHARTER

5.) Documentation and Procedure for Printing of Incoming Jobs (Production Division)

Steps	Action Taken	Fees to be Paid	Processing Time	Person/Office Responsible
1) Sales Department forwards the client approved Sample Proof, Materials Budget, Running Guide	1.1) PPC job coordinator receives from Sales Department approved Sample Proof, Materials Budget, Running Guide	None	5 minutes	Job Coordinator/Prepress Foreman/Artist
	1.2) Request of materials: paper and plates	None	30 minutes	
	1.3) Setting of machine for initial print	None	5 minutes	Press Operator
2) Receives and visual checks sample of initial print versus approved sample proof and job order specification	2.1) Secure approval of the Press Foreman approval of the initial printing before continuing the press run.	None	30 minutes	Press Department (Press Foreman and Press Operator)



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Steps	Action Taken	Fees to be Paid	Processing Time	Person/Office Responsible
3) Confirm go signal for printing based on the approved sample proof and job order specification	3.1) Printing	None	1 hour per 8,000 sheets (continuous) or 5,000 sheets (sheeted)	Press Operator
	3.2) Prepare daily output for monitoring	None	20 minutes	
	3.3) Approval, review and signature of daily output	None	20 minutes	Press Foreman
	3.4) Turnover the finished Goods from the Press Department to the Post-Press Department	None	1 hour	Press Department to Post-Press Department
	3.5) Finishing services and packing	None	1 hour for 200 pads	Post-Press Department
4) Turnover of finished goods for delivery	4.1) Post-Press Department issues Turnover Slip Form of finished goods to Logistics Department for delivery	None	1 hour	Post-Press Department staff to Logistics Department staff
5) Delivery of finished goods to client	5.1) Plan and schedule delivery of finished goods to client.	None	1 hour	Logistics Department

-- END OF TRANSACTION --