



PN Procurement Process

ACTIVITY	RESPONSIBLE UNIT/ PERSON	OBJECTIVE	RISKS	LIKELIHOOD OF OCCURRENCE	SIGNIFICANCE OF RISK	CONTROL ACTIVITIES	ASSESSMENT
Prioritization of activities based on thrusts, including budget ceilings	RMO	To identify activities crucial to the mandate of the unit				Defense Guidance Seminar on APB	
Preparation of Annual Program and Budget	RMO/End User Units	To provide a guide in the preparation of the budget for the calendar year	Reprioritization at later date	Low	High. Some projects have to be sacrificed.	Seminar Workshop on APB; Fiscal Program; Justification for the amendment of the APB	Reenactment of budget is much more problematic bec all projects will cascade from last year
Preparation of PPMPs	End User Units	To provide a plan that contains all the requirements for a particular project within its proposed or approved budget	Bloated estimates	Low. Bec the APB defines what activities are programmed and budget allotted	High	Conduct of market analysis at the end-user level based on historical data of prices and consumption levels; review of the TWG at PN level	
Preparation of the Annual Procurement Plan	N4/End User Units	To provide a plan that contains all the logistical requirements of the units or offices within their proposed or approved	Reprioritization at a later date	Low		RA 9184, DND DO No. 12, DC 06-12, AFP Logistics Seminars and Forums	Amendments are justified, tedious process.
Procurement							
Preparation of Request and Issuance Slip (RIS)	End users	To determine if items being requested are available on stock				APP (Approved), Inventory at SAO	As planned, not much risk identified

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Certification of Non-availability of Stocks	SAO	To certify that stocks are either available or not available	Abuse of discretion	Low	Medium	Auditing and accounting rules; periodic audit; Inventory Controls	