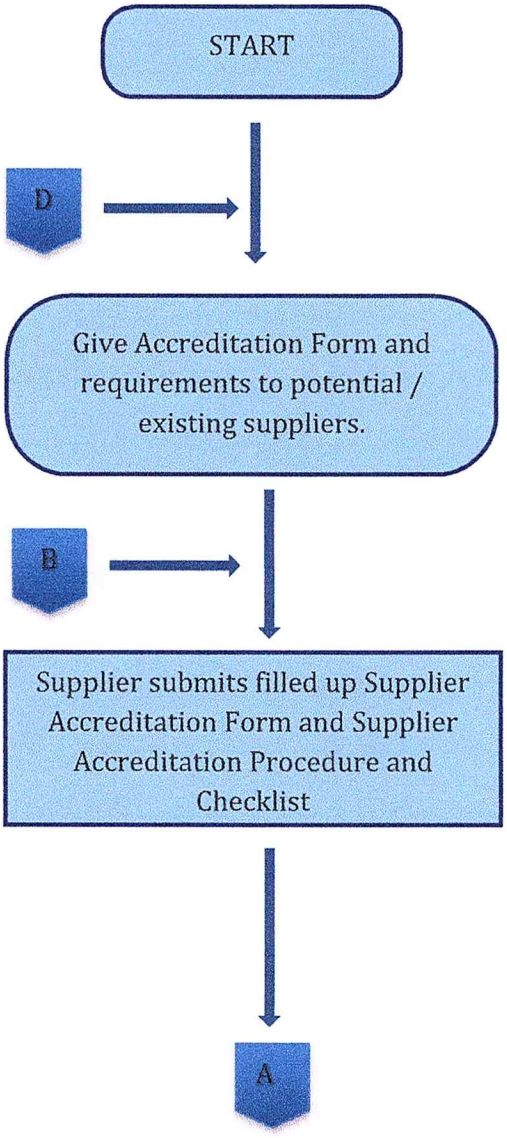
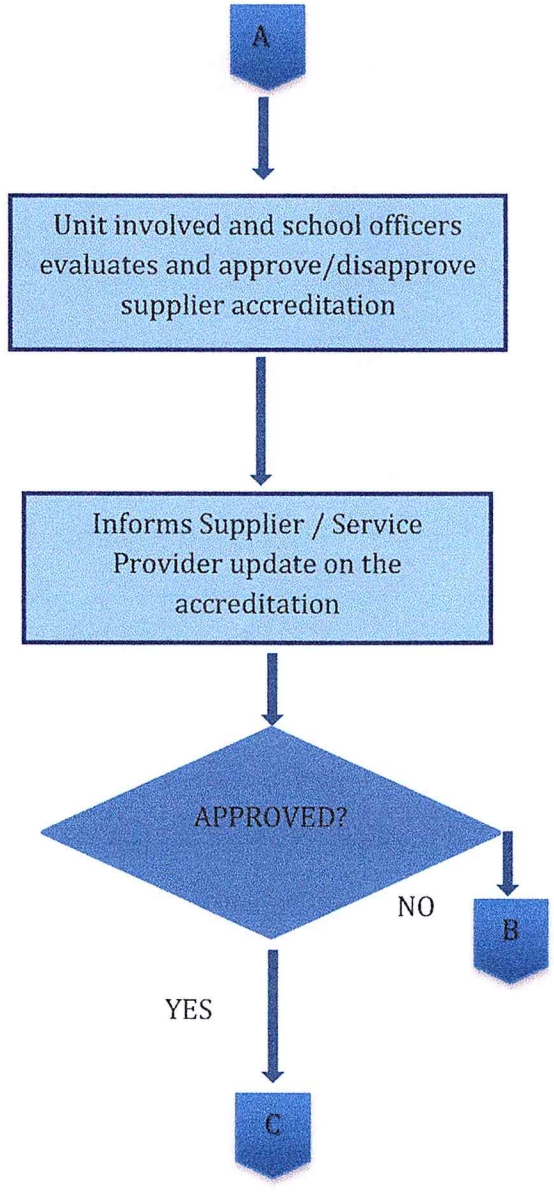
Revision History

Revision No.	Effectivity Date	Author	Description of change
00	Dec. 8, 2024	Marie Grace C. Sadangsal	Initial Issue

STANDARD OPERATING PROCEDURE

Title	**SUPPLIER ACCREDITATION**
Scope	This covers selection and accreditation of suppliers.
Objective	To ensure suppliers and service providers are accredited.

Activity	*Description*
	The staff in charge of canvassing gives Supplier Accreditation Application Form to potential / existing suppliers. • EOMS-PRO-FO-001, Rev. 00: Supplier Accreditation Application Form • EOMS-PRO-FO-006, Rev. 00: Supplier Accreditation Procedure and Checklist
	The staff in charge of canvassing examines submitted accreditation form and requirements • EOMS-PRO-FO-001, Rev. 00: Supplier Accreditation Application Form • EOMS-PRO-FO-006, Rev. 00: Supplier Accreditation Procedure and Checklist

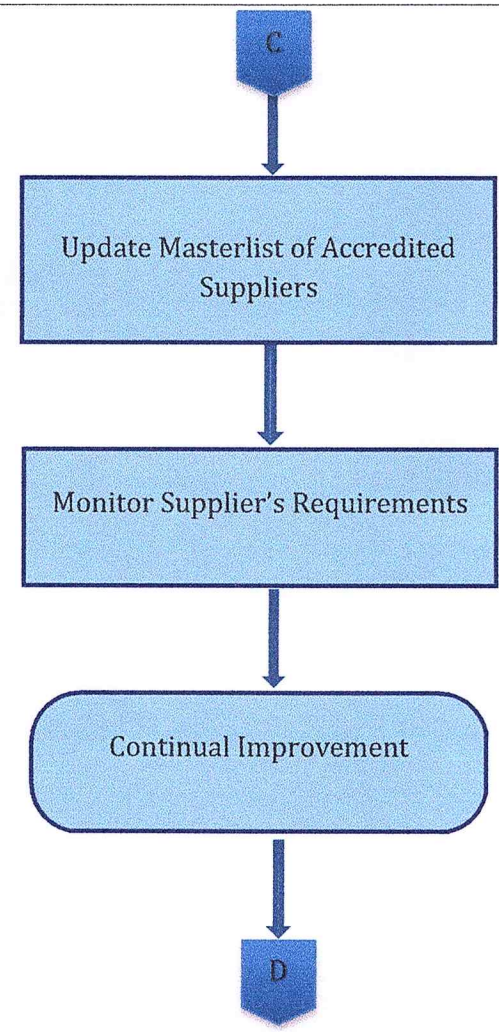


The staff in charge of canvassing forwards file to accreditation committee for evaluation and approval

- EOMS-PRO-FO-001, Rev. 00: Supplier Accreditation Application Form
- EOMS-PRO-FO-006, Rev. 00: Supplier Accreditation Procedure and Checklist

The staff in charge of canvassing informs supplier/s the status of the accreditation.

- EOMS-PRO-FO-001, Rev. 00: Supplier Accreditation Application Form
- EOMS-PRO-FO-006, Rev. 00: Supplier Accreditation Procedure and Checklist



The staff in charge of canvassing updates list of accredited suppliers and monitors requirements yearly

- EOMS-PRO-FO-001, Rev. 00: Supplier Accreditation Application Form
- EOMS-PRO-FO-006, Rev. 00: Supplier Accreditation Procedure and Checklist
- EOMS-PRO-QR-004, Rev. 00:Masterlist of Accredited Suppliers, Providers, Contractors

The staff in charge of canvassing continue to search for qualified suppliers to meet the needs of the organization and to improve the process.

Prepared by:	
MARIE GRACE C. SALDANGSAL	
Process Owner/s	Date Signed

Reviewed by:	
PEARL VIA S. COBALLES	12-6-24
Quality Management Representative	Date Signed

Approved by:	
VENICA S. ACOSTA	12-06-2024
Vice President for Finance and Treasurer	Date Signed:

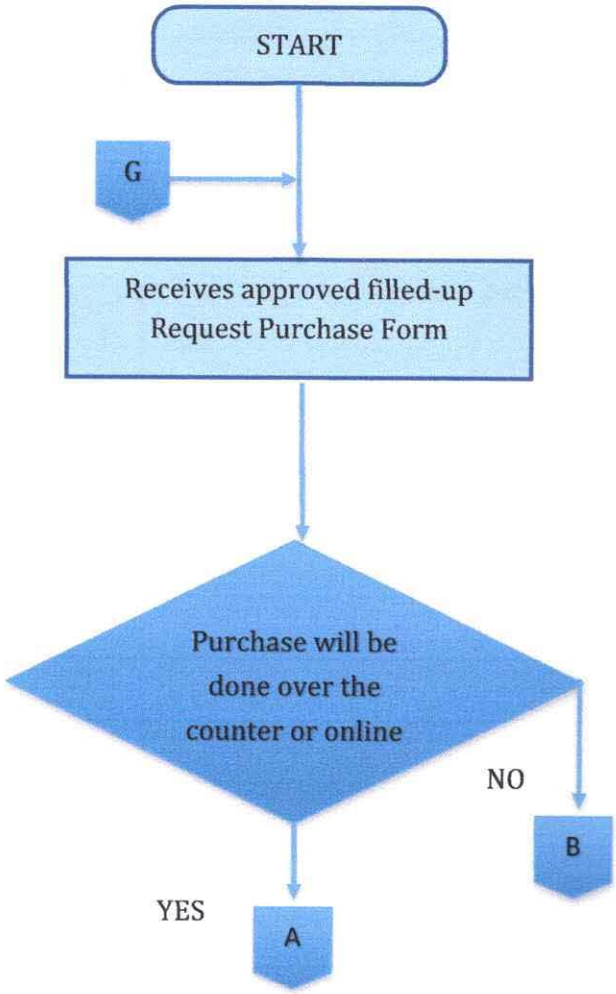
Revision History

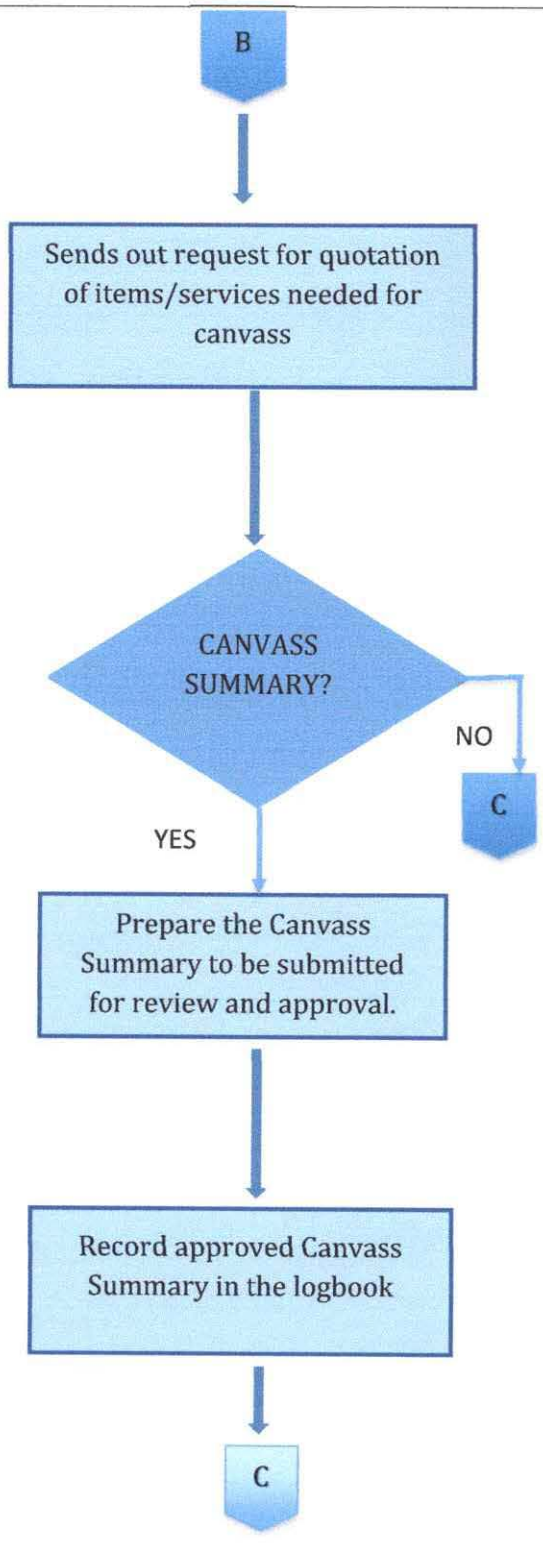
Revision No.	Effectivity Date	Author/s	Description of change
00	Dec. 8, 2024	Ma. Julieta S.Bautista Marie Grace C. Sadangsal	Initial Issue
01	Dec. 1, 2025	Ma. Julieta S.Bautista Marie Grace C. Sadangsal	Inclusion of Definition of Terms
02	Apr. 07, 2026	Ma. Julieta S.Bautista Marie Grace C. Sadangsal	Inclusion of Additional Work Instructions

STANDARD OPERATING PROCEDURE

Title	**PROCUREMENT**	
Scope	The procedure starts from the approval of filled up Purchase Request Form of a unit, canvassing of items/services requested from accredited suppliers and negotiation of prices to the preparation of purchase order, for purchases amounting to =P10,000 and above, approval of the purchase order, P.O. served to suppliers until its delivery, inspection and receipt of deliveries.	
Objective	• To ensure that all items/services valued =P10,000.00 and above are canvassed from at least three suppliers or providers within one to two weeks from the receipt of the approved Purchase Request Form. • To ensure that a Canvass Summary is prepared within one week upon receipt of quotations from suppliers. • To ensure that Purchase Orders are prepared within one week after receipt of the approved Canvass Summary. • To ensure the timely approval and issuance of Purchase Order to the supplier/provider at least two days after preparation. • To ensure timely delivery of items/services by suppliers as indicated and agreed in the Purchase Order. • To ensure timely inspection and guarantee completeness of received items.	
Definitions	Procurement	• The process of buying goods or obtaining goods/services, typically for official business purposes.
	Purchase Request Form	• A controlled document used by employees/offices/departments to formally ask for the approval to buy goods or services. The details of the purchase need, including the item, quantity, reason, design and exact specifications and estimated cost.

	Canvass	• The process of obtaining price quotations and other information from multiple suppliers to select the most suitable one for an approved request for purchase
	Canvass Summary	• A controlled document that summarizes the price quotations received from different potential suppliers in response to a request for quotation or canvass. This involves the comparison of offers from at least three suppliers based on factors like price, quality, and delivery to ensure transparency, mitigate risk, and leverage competitive pricing.
	Accredited Supplier	• A supplier / service provider that has been officially recognized by the university as having met its specific standards and requirements for quality, performance, and compliance. This official recognition is granted after the supplier undergoes a formal evaluation process, which typically involves submitting documentation and undergoing checks for factors like financial stability, experience, and safety history.
	Purchase Order	• A controlled document issued to a supplier. It includes details such as the item, quantity, design and exact specifications, and price agreed-upon of the goods or services and the expected delivery date. It serves as a formal offer that becomes a legally binding contract once accepted by the supplier, ensuring both parties are aware of the transaction details.
	Cash Advances for Operations	• Funds provided to a designated accountable officer to cover immediate or petty necessary purchases without the delays associated with the standard procurement and check-payment process. This fund is to be liquidated immediately for proper accounting and auditing purposes.
	Delivery Receipt	• A signed document from a supplier that serves as proof of delivery of goods or services in accordance with the Purchase Request Form or the Purchase Order. It is a necessary document legally fulfilling the purchase agreement and for processing payment.
	Sales Invoice	• A legal document from the supplier that details the total amount of goods or services delivered.

Activity	*Description*
	The staff in charge of canvassing receives the approved Request Purchase Form from the VP Finance Office and records it to the Purchase Request Form logbook and prepares a Canvass Form, if needed. • EOMS-PRO-FO-002, Rev. 00: Purchase Request Form • EOMS-PRO-FO-003, Rev. 00: Canvass Form • EOMS-PRO-WI-002, Rev. 00: Canvassing • EOMS-PRO-QR-005, Rev. 00: Purchase Request Form Logbook
	The staff in charge of canvassing determines if the purchase will be done over the counter or via online where the Cash Advances of Operations under the custody of the Staff In Charge, Purchasing may be used. For purchase requests from PPPDMO which is below =P10,000.00, the PPPDMO staff will do the over the counter purchase which will be charged credit to the university by the accredited supplier. • EOMS-PRO-FO-002, Rev. 00: Purchase Request Form • EOMS-PRO-FO-003, Rev. 00: Canvass Form • EOMS-PRO-WI-003, Rev. 01: Purchasing • EOMS-PRO-QR-005, Rev. 00: Purchase Request Form Logbook • EOMS-PRO-QR-004, Rev. 00: Masterlist of Accredited Suppliers, Providers, Contractors



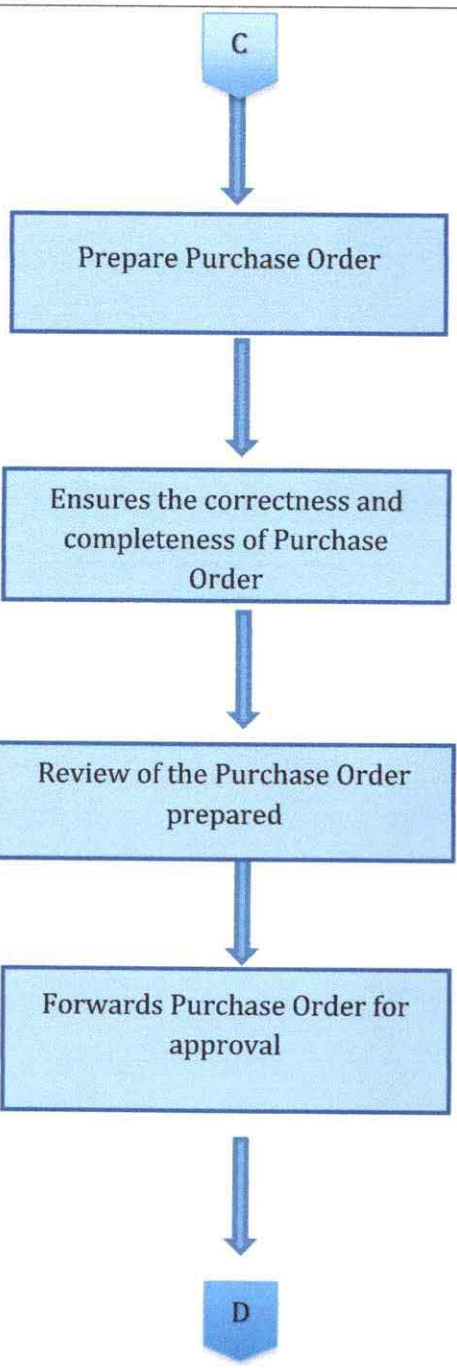
The staff in charge of canvassing sends the filled up canvass form to at least three accredited suppliers requesting for a quotation of items/services for purchase. It may be sent through email, viber, messenger or text; or done through phone call.

- EOMS-PRO-FO-002, Rev. 00: Purchase Request Form
- EOMS-PRO-FO-003, Rev. 00: Canvass Form
- EOMS-PRO-WI-002, Rev. 00: Canvassing
- EOMS-PRO-QR-005, Rev. 00: Purchase Request Form Logbook
- EOMS-PRO-QR-004, Rev. 00: Masterlist of Accredited Suppliers, Providers, Contractors

The staff in charge of canvassing prepares the Canvass Summary to be reviewed by requesting unit or office in-charge. It will be then submitted to the office of the Vice President for Finance and Treasurer for approval. For purchases amounting to =P50,000 and above, the VPFT signs as Recommending Approval and to be Approved by the University President.

The staff in charge of canvassing monitors the approval of the Canvass Summary and if there are no other rectifications to be made, records it in the logbook and forwards it to the staff in charge of Purchasing for Purchase Order preparation.

- EOMS-PRO-FO-003, Rev. 00: Canvass Form
- EOMS-PRO-FO-004, Rev. 00: Canvass Summary Form
- EOMS-PRO-WI-002, Rev. 00: Canvassing
- EOMS-PRO-QR-005, Rev. 00: Purchase Request Form Logbook
- EOMS-PRO-QR-004, Rev. 00: Masterlist of Accredited Suppliers, Providers, Contractors



The staff in charge of purchasing prepares the Purchase Order based on the approved Purchase Request Form or approved Canvass Summary, if any.

The staff in charge of canvassing ensures the correctness and completeness of the Purchase Order as indicated in the request/s and quotation/s received.

The Internal Auditor reviews the Purchase Order to ensure its accuracy.

The staff in charge of purchasing forwards the reviewed Purchase Order to the Office of the Vice President for Finance and Treasurer, and to the University President for approval.

- EOMS-PRO-FO-004, Rev. 00: Canvass Summary Form
- EOMS-PRO-FO-005, Rev. 01: Purchase Order Form
- EOMS-PRO-WI-003, Rev. 01: Purchasing
- EOMS-PRO-QR-005, Rev. 00: Purchase Request Form Logbook
- EOMS-PRO-QR-006, Rev. 00: Canvass Summary Logbook



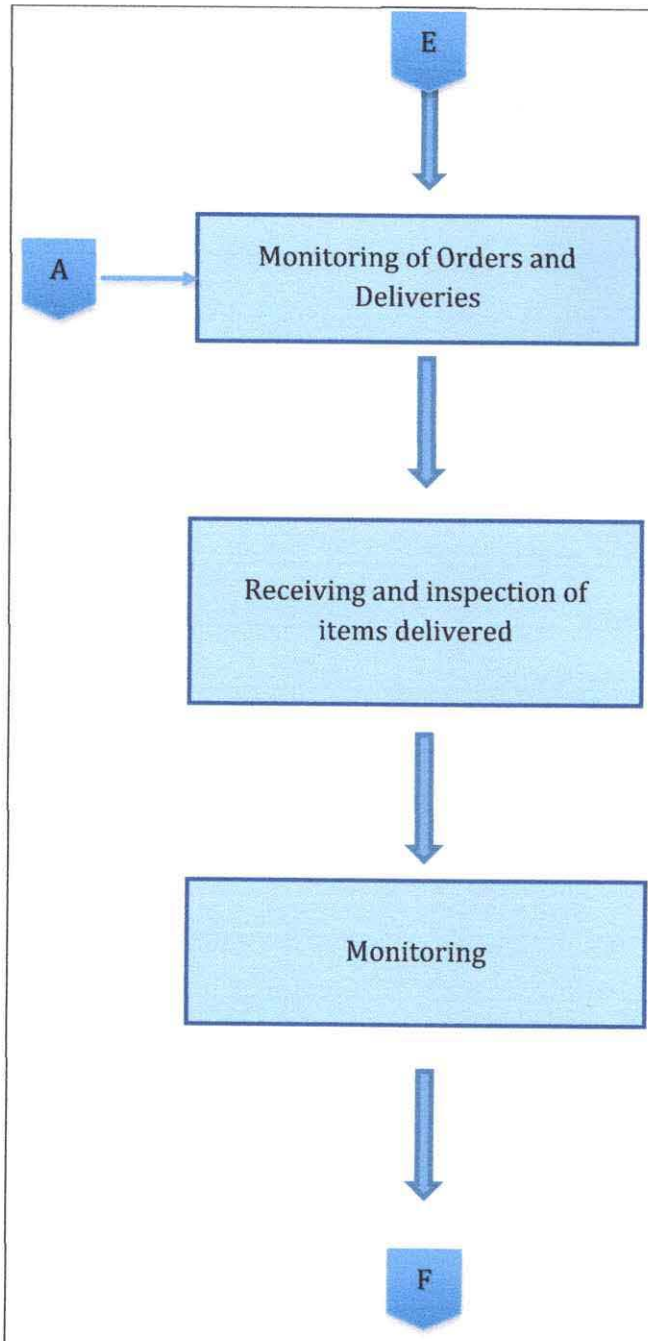
- EOMS-DIS-QR-007, Rev. 00: Purchase Order Logbook
- EOMS-PRO-QR-004, Rev. 00: Masterlist of Accredited Suppliers, Providers, Contractors

The staff in charge of purchasing delivers the approved Purchase Order to the supplier. It may be done personally, sent thru email, messenger or viber.

The supplier signifies acceptance of the Purchase Order by signing the duplicate or acknowledging the message sent to them via email, messenger or viber.

Two (2) copies will be delivered to IMO for reference of deliveries of items. The Head of IMO will sign the Purchase Order Logbook as acknowledgement of receipt.

- EOMS-PRO-FO-005, Rev. 01: Purchase Order Form
- EOMS-PRO-WI-003, Rev. 01: Purchasing
- EOMS-DIS-QR-007, Rev. 00: Purchase Order Logbook
- EOMS-PRO-QR-004, Rev. 00: Masterlist of Accredited Suppliers, Providers, Contractors



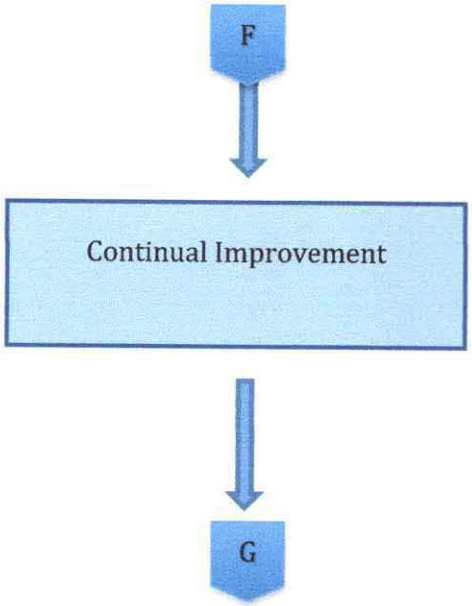
The staff in charge of purchasing monitors the time and date of the delivery of items ordered.

- EOMS-PRO-FO-005, Rev. 01: Purchase Order Form
- EOMS-PRO-WI-003, Rev. 01: Purchasing

The Head of Inventory Management Office or a staff receives items delivered by suppliers and checks its completeness against Purchase Order specifications, Sales Invoice or Delivery Receipts. Together with the IMO, the end-user or an assigned expert inspects the items delivered.

IMO Head accomplishes the Inspection and Receiving Report for all deliveries to be forwarded for audit and disbursement procedures. Monitor if payment endorsement for items delivered has been forwarded for disbursement and payments has been prepared.

- EOMS-IMO-WI-001, Rev.00: Receipt and release of Supplies
- EOMS-IMO-WI-007, Rev.00: Receipt and release of Movable Assets
- EOMS-IMO-QR-017, Rev.00: Inspection and Receiving Report



The Procurement team and the Administration continue to find better ways for the continual improvement to a more effective Procurement process.

- EOMS-PRO-WI-002, Rev. 00: Canvassing
- EOMS-PRO-WI-003, Rev. 01: Purchasing
- EOMS-IMO-WI-001, Rev.00: Receipt and release of Supplies
- EOMS-IMO-WI-007, Rev.00: Receipt and release of Movable Assets

Prepared by:	
MA. JULIETA S. BAUTISTA MARIE GRACE C. SADANGSAL	4-7-26
Process Owner/s	Date Signed

Reviewed by:	
PEARL VIA S. COBALLES	4-7-26
Quality Management Representative	Date Signed

Approved by:	
ARIANE P. DARAN, CPA	4-7-26
Vice President for Finance and Treasurer	Date Signed:

Revision History

Revision No.	Effectivity Date	Author	Description of change
00	Dec. 08, 2024	Iris E. Reginalde Krystel Alfa M. Grapiza	Initial Issue
01	February 18, 2026	Iris E. Reginalde Krystel Alfa M. Grapiza	Revised the survey form from hard copy to Google Form.

Supplier Evaluation Form for Constant Evaluators

Instructions: Please use this form to evaluate the overall performance of suppliers/contractors you are currently working with. Include all information associated with the supplier/contractor and provide a performance rating along the focus areas of quality, delivery and service responsive. Please be factual and avoid unsubstantial opinions. Suppliers/contractors receiving an overall unsatisfactory rating will be informed of their establishment's performance and they will be providing reasonable opportunity to respond. Your unit will be informed of the final resolution.

Name of Supplier/Contractor: _____
Date: _____

Reference PO No. / PRF No.: _____
Evaluator: _____
PO
CO
IMO
CETSO

PERFORMANCE RATINGS GUIDE			
4 VERY SATISFACTORY	3 SATISFACTORY	2 FAIR	1 UNSATISFACTORY
○ Exceeds contractual requirements. ○ The actions taken by the supplier/contractor met the requirements and the scope of services were fully accomplished.	○ Meets contractual requirements. ○ The actions taken by the supplier/contractor were satisfactory.	○ Barely / partially meets contractual requirements and recovery is likely in a timely manner. ○ The supplier's /contractor's corrective actions were acceptable.	○ Does not meet contractual requirements and recovery is not likely in a timely manner. ○ The supplier's /contractor's corrective actions were ineffective.

Performance Details	Very Satisfactory	Satisfactory	Fair	Unsatisfactory
QUALITY OF SERVICE				
1. Offers alternatives, other options for the benefit of the University.				
2. Provides early notification of non-conformance, deviations, amendments, schedule changes.				
3. Staff, representatives or contact persons /communicate and transact professionally.				
4. Flexible and accommodating in the aspects of pricing and payment terms.				
5. Ensures quality of service/work performed or completeness and good condition of items delivered.				
QUALITY OF DELIVERY				
1. Service/work or items are delivered on time even without constant follow up. 4 -delivery made on agreed schedule or has the capacity to respond to emergency requirements 3 -delivery is delayed by 15-30 days 2 -delivery is delayed by 30-60 days 1 -delivery is delayed beyond 60 days				
Performance Details	Very Satisfactory	Satisfactory	Fair	Unsatisfactory
2. Provides proper documents such invoices, delivery receipts and official receipts.				
3. Service/work performed or items delivered in compliance with contract terms.				
SERVICE RESPONSIVENESS				
1. Provides prompt and effective correction of complains, situations and conditions.				
2. Provides good after-sales customer service; provides instructions or manuals on use of product.				

Rating	Qualitative Performance
3.50 – 4.00	Very Satisfactory
2.50 – 3.49	Satisfactory
1.50 - 2.49	Fair
1.00 – 1.49	Unsatisfactory

Suppliers and contractors who obtain a performance evaluation of FAIR will be given a written advice to improve quality of service.

If the provider is given a second chance and still obtains a FAIR performance evaluation, the supplier/contractor is delisted from the Master List of Accredited Providers (MLAP).

Suppliers and contractors who obtain UNSATISFACTORY performance evaluation are automatically delisted, and are informed in writing.

Fair **Unsatisfactory**

Overall Performance

☐ Very Satisfactory ☐ Satisfactory ☐ Fair ☐ Unsatisfactory

IMPORTANT NOTE: ***The result of this performance evaluation will be combined with the evaluation of other units who are in a position to give evaluation. The average rating will be the final basis of the Accreditation Committee in making the final decision for retention or delisting from the Master List of Accredited Providers (MLAP).***

Do you recommend continued service engagement with this supplier / contractor?

☐ **YES** ☐ **NO**

Justification of YES recommendation, despite FAIR or UNSATISFACTORY performance evaluation:

DECLARATION: I certify that the foregoing information are true and correct. I also declare that the owners, managers, supervisors, marketing, sales and accounting personnel of this establishment I evaluated are not related to me up to the third degree of consanguinity.

Signature Over Printed Name of Evaluator *Official Designation in SMU*

Revision No.	Effectivity Date	Author	Description of change
00	December 8, 2024	Mildios MC V. Blando	Initial Issue
01	September 8, 2025	Mildios MC V. Blando	Change of Document Title

CETSO Guideline for Upgrade and Replenishment of Computer Lab Equipment.

Saint Mary's University is committed to offering innovative computer laboratories and IT resources to meet the academic and research requirements of students, faculty, and office requirements. This guideline aims to establish a standardized approach for replenishing computer lab equipment and office computers in the university to ensure optimal functionality, efficiency, and security.

I. Assessment and Inventory Management

1. Conduct regular audits of existing equipment to assess functionality and performance.
2. Maintain an up-to-date inventory of all hardware and software assets. Refer to Computer Software Status Monitoring (EOMS-CET-FO-021).
3. Identify obsolete or underperforming equipment that needs replacement.
4. Use asset tracking tools for efficient monitoring. Refer to SMU Computer Laboratory Equipment Inventory (EOMS-CET-FO-008).

II. Budgeting and Funding

1. Establish an annual action plan and budget for lab equipment replenishment.
2. Seek funding from university administration, grants, or external sponsors.
3. Prioritize purchases based on critical needs and technological advancements. Referring to Computer Laboratory Development Plan (EOMS-CET-RF-002).

III. Selection Criteria for New Equipment

1. Ensure compatibility with existing infrastructure and software requirements.
2. Prioritize energy-efficient and sustainable technology.
3. Consider manufacturer warranty, support, and total cost of ownership.
4. Seek input from faculty, IT staff, and students to align with academic needs.

IV. Procurement Process

1. Preparation of Computer Laboratory Upgrade transmittal letter addressed to School Deans and Principals and endorsed for approval of the OVPAA for computer unit's movements and procurements approval.
2. CETSO prepares TAO Purchase Request form together with recommended new hardware specifications signed by Head, CETSO, CICT Director, and OVPA as per university procurement policies and procedures.
3. Obtain multiple quotations from approved vendors.
4. Evaluate vendors based on quality, cost, and reliability.
5. Ensure compliance with licensing and regulatory requirements.

V. Installation and Configuration

1. Schedule installation during off-peak hours to minimize disruption.
2. Ensure proper configuration of hardware and software before deployment.
3. Implement necessary security measures, including firewalls and access controls.
4. Conduct initial testing and validation.

VI. Maintenance and Support Monitoring

1. Establish a routine maintenance schedule for all equipment. Referring to Computer Laboratory Annual Plan (EOMS-CET-RF-005)
2. Provide technical support and training for lab users.
3. Maintain service contracts and warranties for timely repairs.

VII. Disposal and Recycling

1. Follow environmental regulations for safe disposal of old equipment.
2. Consider donation or refurbishment programs for usable devices.
3. Ensure data security by wiping storage devices before disposal.

VIII. Review and Continuous Improvement

1. Conduct periodic reviews of replenishment policies and processes.
2. Gather feedback from users for future improvements. Referring to CETSO Computer Laboratory Satisfaction Survey Form (EOMS-CET-FO-020)
3. Stay updated with emerging technologies and industry best practices.

Prepared by:	
MILDIOS MEEDS CIRIACO V. BLANDO	9/8/25
Process Owner	Date Signed

Reviewed by:	
PEARL VIA S. COBALLES	9-8-25
Quality Management Representative	Date Signed

Approved by:	
DR. JOHN G. TAYABAN	08 SEP 2025
Supervising Head	Date Signed:

Revision No.	Effectivity Date	Author	Description of change
00	December 8, 2024	Mildios MC V. Blando	Initial Issue

Guidelines for Computer and Electronics Technical Services ICT Hardware Sustainability Plan

The CETSO hardware sustainability plan adopts best practices that ensure responsible procurement, usage, and disposal of hardware to minimize its environmental impact. Below are key best practices of CETSO that are integrated into the office operation and ICT hardware sustainability plan.

CETSO Procurement Practices

1. Eco-Friendly Specifications:
   - Specify eco-friendly criteria in procurement policies, such as ENERGY STAR ratings, EPEAT certifications, and the use of recyclable materials.

2. Sustainable Vendors:
   - CETSO Choose vendors with strong sustainability credentials, including certifications like ISO 14001.
   - Suppliers Assessment based on their environmental policies, practices, and performance.

3. Total Cost of Ownership (TCO):
   - Evaluate the TCO, including energy consumption, maintenance costs, and end-of-life disposal.
   - CETSO selects the products that offer long-term cost savings through energy efficiency and durability.

CETSO Usage and Maintenance

1. Energy Efficiency:
   - Implement power management settings on all devices to reduce energy consumption during idle times.
   - Educate users on the importance of shutting down equipment when not in use.

2. Regular Maintenance:

- Schedule regular maintenance checks to ensure hardware is functioning efficiently and to extend its lifespan.
- Clean and update systems regularly to prevent dust buildup and ensure software efficiency.

3. Upgrades and Repairs:
   - Options for modular hardware that allows for easy upgrades and repairs.
   - Prioritize repairing and upgrading existing equipment over purchasing new hardware.

CETSO Lifecycle Management

1. Inventory Management:
   - Maintain a detailed inventory of all ICT hardware, including purchase dates, specifications, and maintenance records.
   - The office uses asset management software to track hardware performance and plan for upgrades or replacements.
2. Leasing Options:
   - Consider leasing hardware to reduce the financial burden of regular upgrades and ensure the latest technology is used.
   - Ensure leased equipment can be returned and responsibly disposed of by the leasing company.

CETSO End-of-Life Management

1. Responsible Disposal:
   - Partner with certified e-waste recyclers to ensure safe and environmentally friendly disposal of obsolete hardware.
   - Comply with local, national, and international regulations for e-waste disposal.
2. Reuse and Donation:
   - Extend the life of hardware by repurposing or donating equipment to schools, non-profits, or other organizations.
   - Ensure donated equipment is wiped clean of all data to protect privacy.

CETSO Data Security

1. Data Erasure:
   - Implement secure data erasure procedures before disposing of or repurposing hardware.
   - Use certified data destruction services to handle sensitive information.

CETSO Employee Training and Awareness

1. Sustainability Training:

- Conduct regular training sessions for employees on sustainable practices, including energy conservation, proper usage, and maintenance of hardware.
- Promote a culture of sustainability within the organization through awareness campaigns and initiatives.

2. Sustainability Champions:
   - Appoint sustainability champions or green teams to advocate for and monitor sustainable practices across the organization.

CETSO Continuous Improvement

1. Regular Reviews:
   - Regularly review and update the sustainability plan to incorporate new technologies and practices.
   - Monitor the performance of sustainability initiatives and adjust strategies as needed.

2. Stakeholder Engagement:
   - Engage stakeholders, including employees, suppliers, and customers, in sustainability initiatives.
   - Collect feedback and suggestions to improve the sustainability plan continuously.
   - Key Metrics and Reporting

3. Energy Consumption:
   - Track and report on energy usage of ICT hardware to identify opportunities for improvement.

4. E-Waste Reduction:
   - Monitor the amount of e-waste generated and aim to reduce it through better lifecycle management and recycling practices.

5. Cost Savings:
   - Calculate cost savings achieved through energy-efficient practices and extended hardware lifecycles.

6. Compliance:
   - Ensure compliance with all relevant environmental regulations and standards.

CONTROLLED COPY

Signature: _____ Date: 12.6.24

Prepared by:	
MILDIOS MEEDS CIRIACO V. BLANDO	12-5-24
Process Owner	Date Signed

Reviewed by:	
PEARL VIA S. COBALLES	12-5-24
Quality Management Representative	Date Signed

Approved by:	
DR. JOHN G. TAYABAN	12-5-24
Supervising Head	Date Signed: