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30. The Admin Associate shall receive the original notarized contract from the outsourced contractor.
31. The Admin Associate shall then inform the Eng'r.-in-charge and the Corporate Strategic Support Division Officer that the signed contract was already notarized.
32. The Admin Associate will forward the original copy of the signed and notarized contract to the DPA Officer.
33. The Admin Associate will also forward a copy (photocopy) of the signed and notarized contract to the end user.
34. The Admin Associate shall forward a copy (photocopy) of the signed and notarized contract to the Maintenance Clerk for the issuance of Job Order.
35. The Admin Associate shall file a copy of the signed and notarized contract for equipment history.

FOR NOTARIZED PMS CONTRACT (RENEW)


1. The Admin Associate shall request for a proposed contract from the outsourced contractor.
2. The Admin Associate shall then receive the proposed contract.
3. The Admin Associate checks the proposed contract from the outsourced contractor.

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4. If for revision, the Admin Associate will inform the outsourced contractor, requesting a new / revised proposed contract.
5. If none, the Admin Associate shall endorse the proposed contract to the Eng'r.-in-charge for verification.
6. The Eng'r.-in-charge thoroughly checks the content of the proposed contract.
7. If for revision, the Eng'r.-in-charge shall return the proposed contract to the Admin Associate with the correction note/s.
8. The Admin Associate shall then inform the outsourced contractor of the revision/s, and repeat process from procedure #2.
9. If none, the Eng'r.-in-charge shall affix signature and return the proposed agreement to the Admin Associate.
10. The Admin Associate will then forward the proposed contract to the DPA Officer for review and validation.
11. The DPA Officer shall review and validate the proposed contract.
12. If for revision, return the proposed contract to the Admin Associate with the correction note/s.
13. The Admin Associate shall then inform the outsourced contractor of the revision/s, and repeat process from procedure #2.

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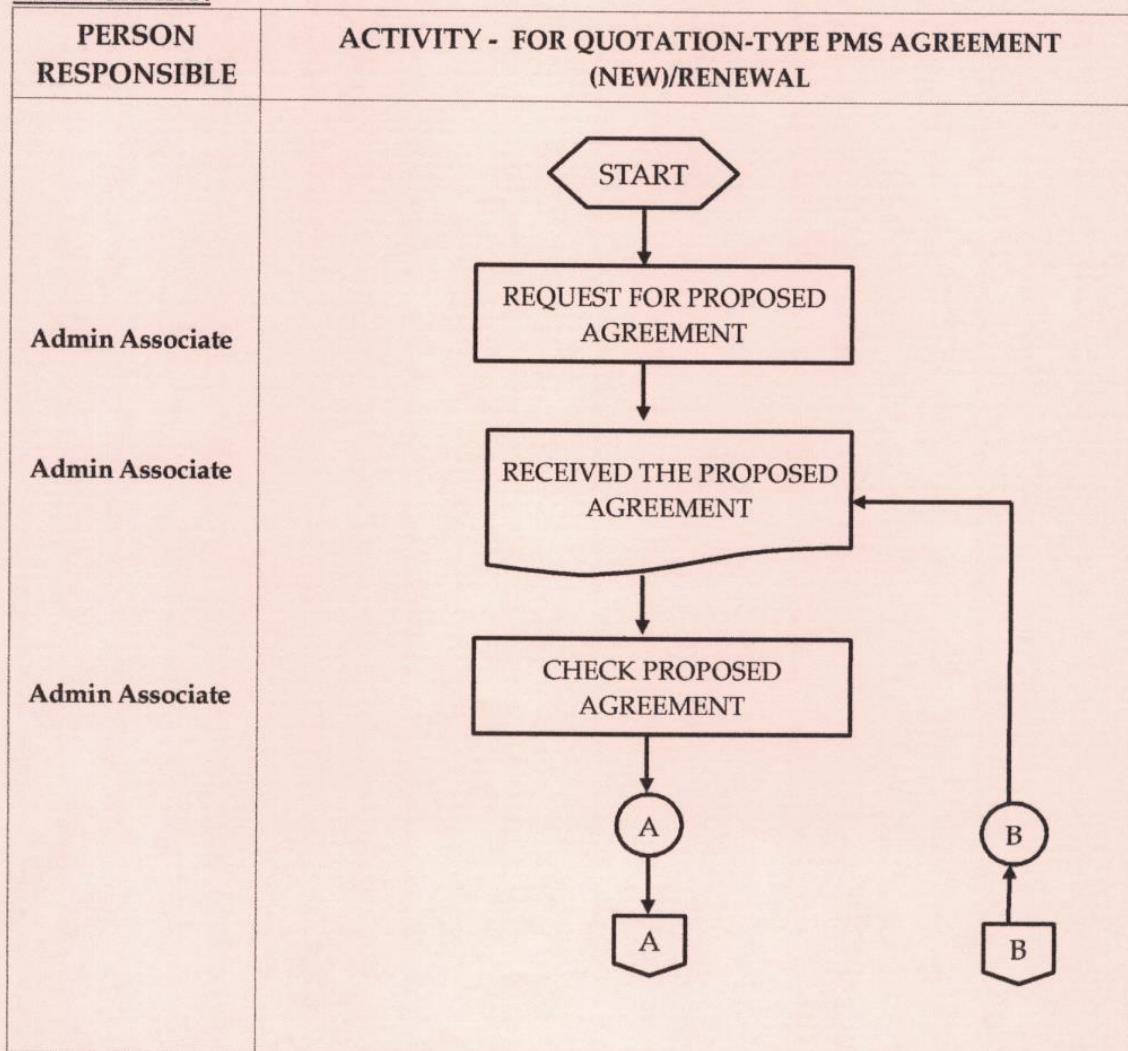
14. If none, the DPA Officer will then forward the proposed contract to the Admin Associate, noting that it has already been reviewed, and is ready for signatory.
15. The Admin Associate shall then forward the proposed contract to the Corporate Strategic Support Division Officer for signature.
16. The Corporate Strategic Support Division Officer shall affix signature as witness, in all pages of the contract, left portion.
17. The Admin Associate will then forward the contract to the DPA Officer.
18. The DPA Officer shall forward the contract to the Corporate Finance Officer for signature.
19. The Corporate Finance Officer shall then affix signature in the contract.
20. The DPA Officer shall then forward the contract to the President and Chief-Executive-Officer.
21. The President and Chief-Executive-Officer shall approve the contract and affix signature.
22. After the signatories, the DPA Officer shall endorse the signed contract to the Admin Associate.
23. The Admin Associate shall then inform the outsourced contractor that the contract is already signed on RMCI's end.

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24. The Admin Associate shall send the signed contract to the outsourced contractor, via mail, for signatory and notary public on their part.
25. The Admin Associate shall then wait of the signed and notarized contract from the outsourced contractor.
26. The Admin Associate shall receive the original notarized contract from the outsourced contractor.
27. The Admin Associate shall then inform the Eng'r.-in-charge and the Corporate Strategic Support Division Officer that the signed contract was already notarized.
28. The Admin Associate will forward the original copy of the signed and notarized contract to the DPA Officer.
29. The Admin Associate will also forward a copy (photocopy) of the signed and notarized contract to the end user.
30. The Admin Associate shall forward a copy (photocopy) of the signed and notarized contract to the Maintenance Clerk for the issuance of Job Order.
31. The Admin Associate shall file a copy of the signed and notarized contract for equipment history.

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FLOWCHART:

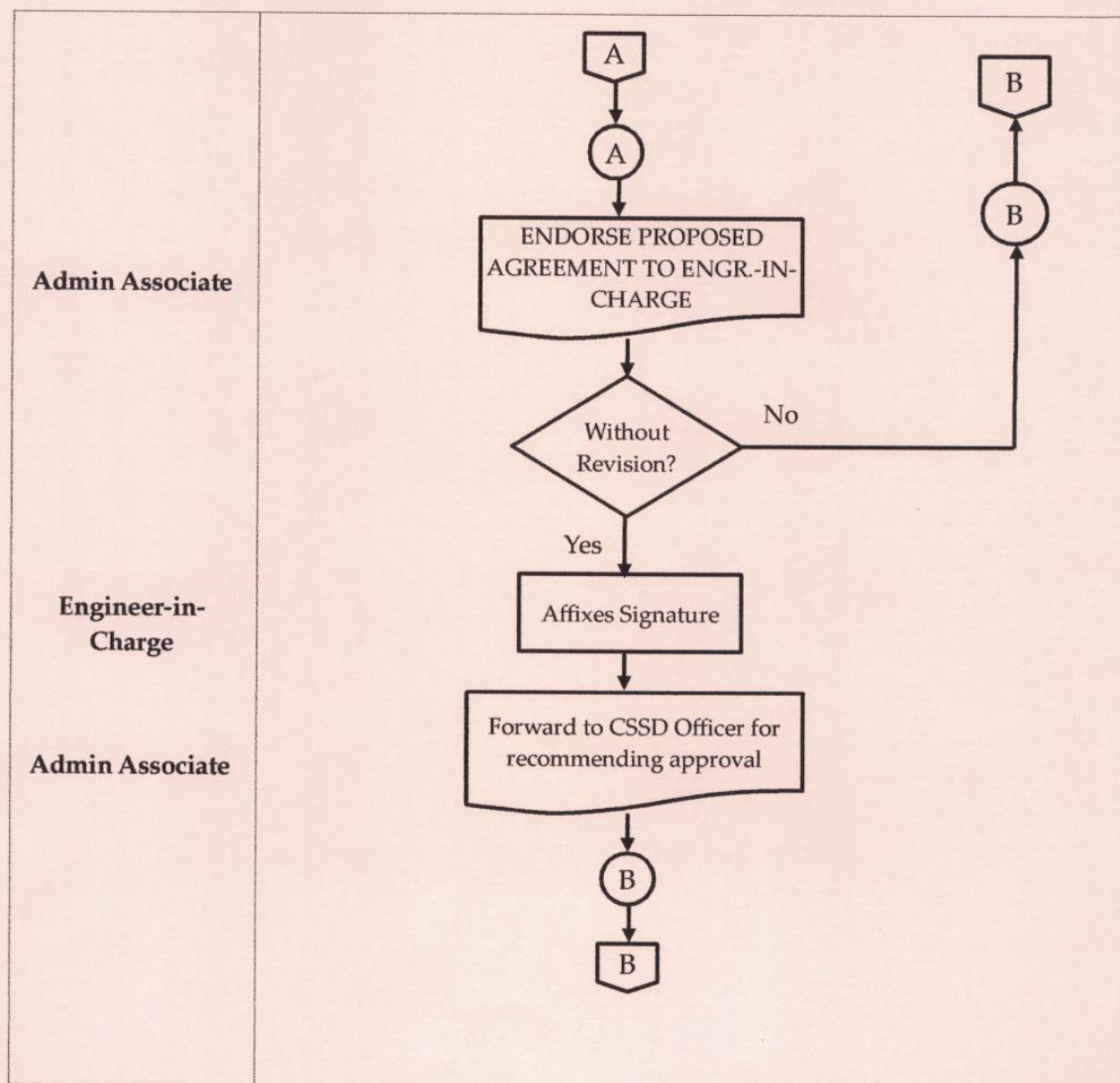


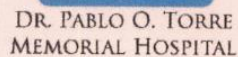


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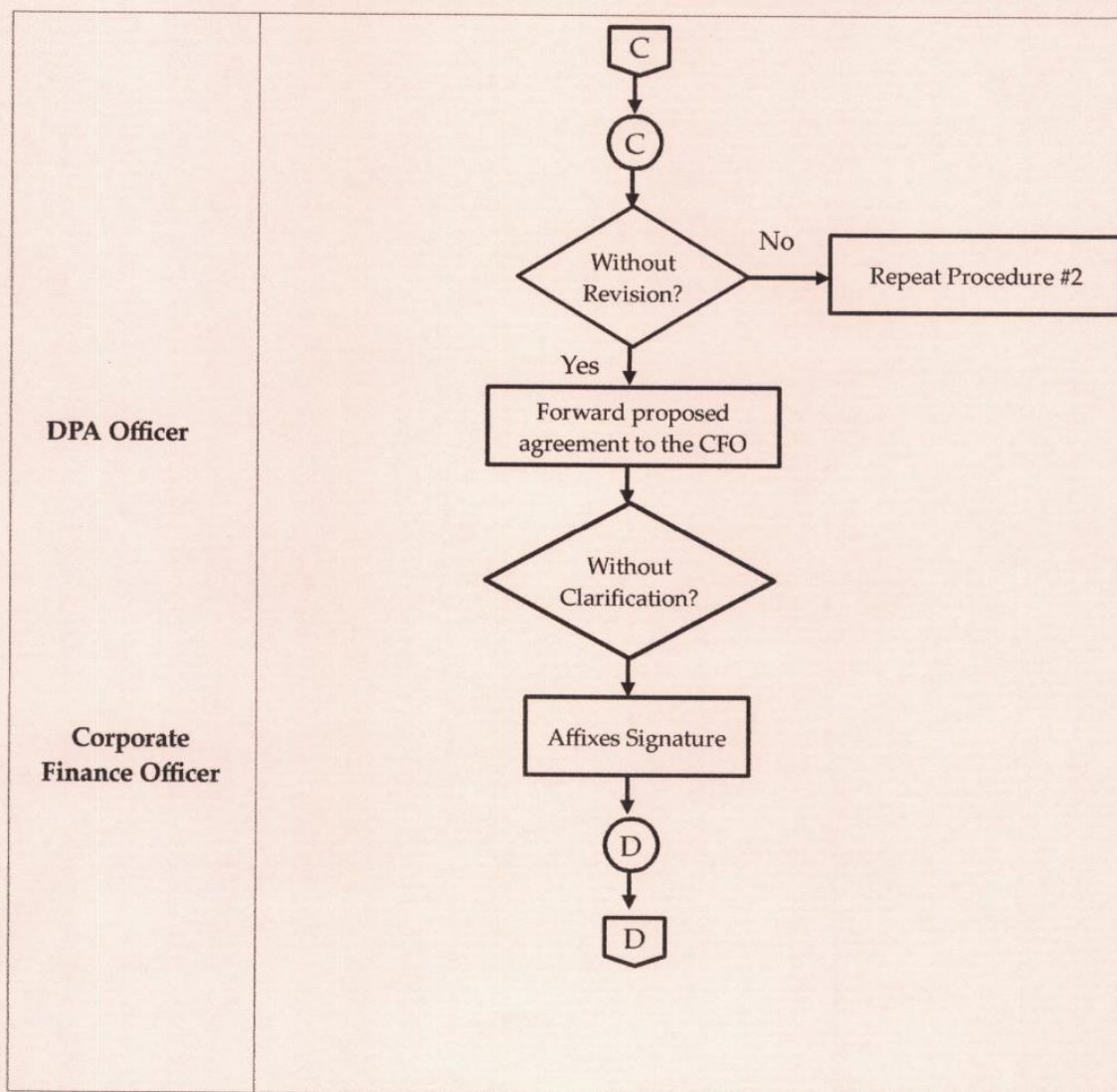
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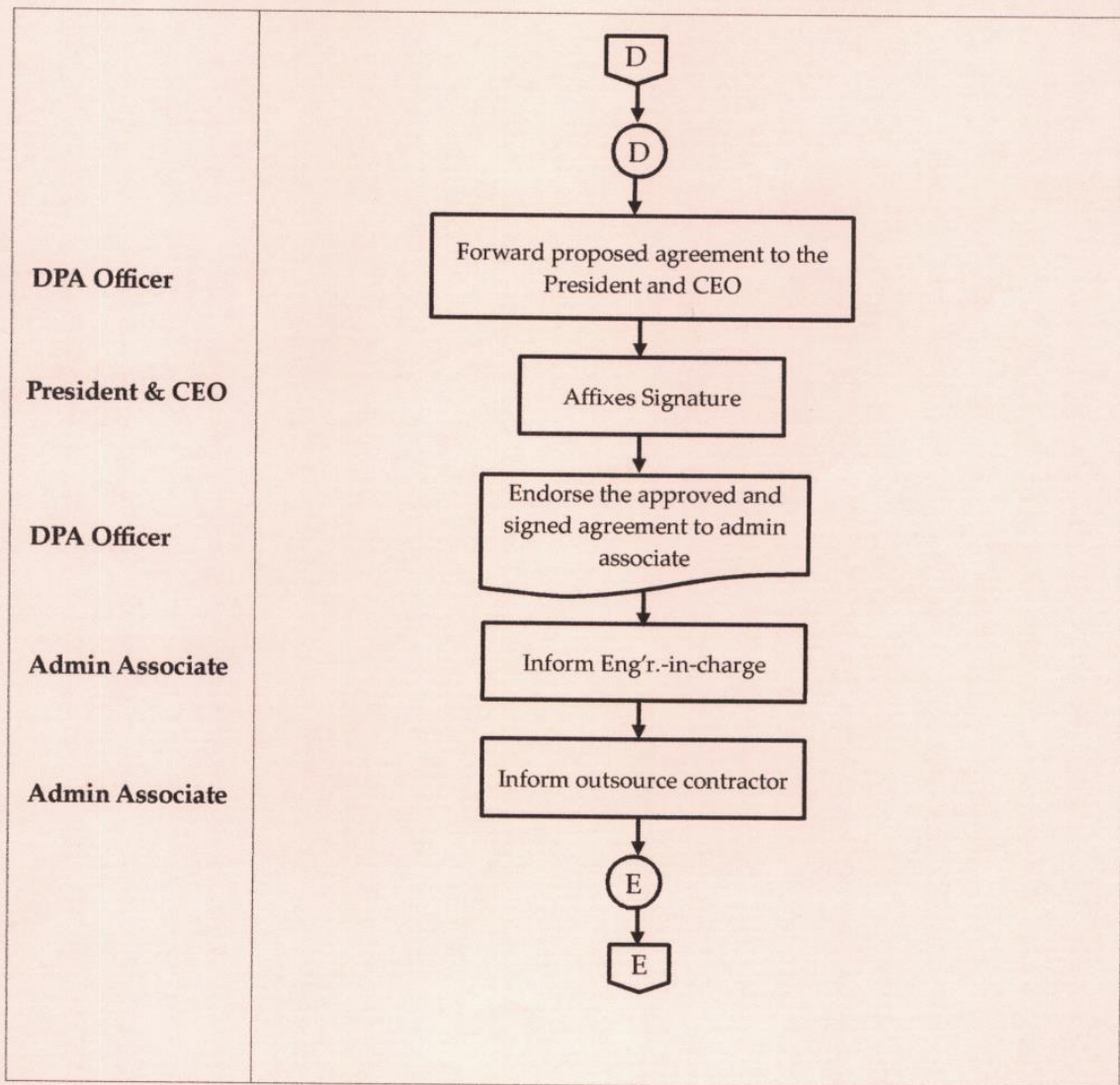



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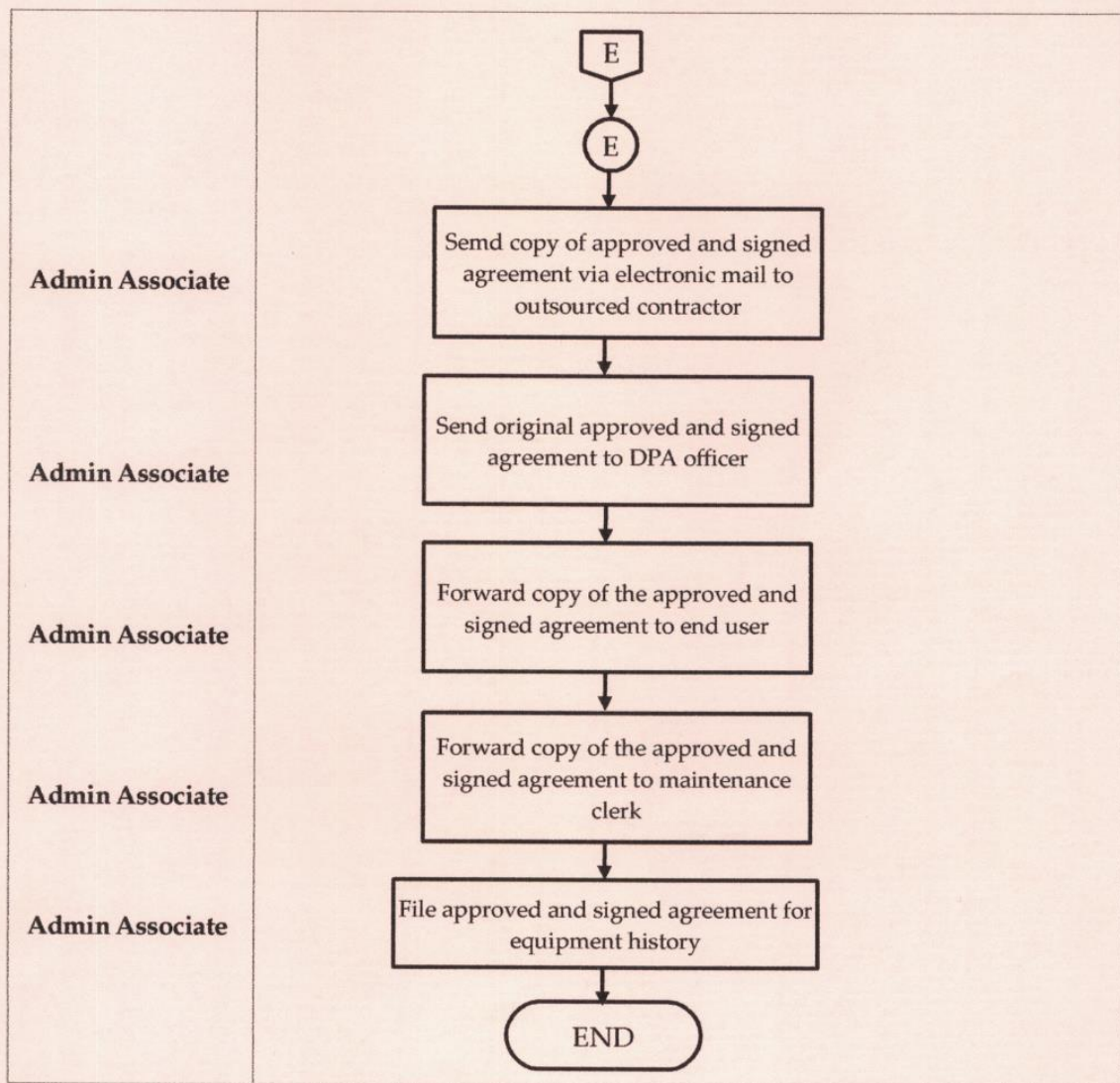
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WORK INSTRUCTIONS:

Admin Associate

(From the Office of the Corporate Strategic Support Division Officer)


1. Requests proposed Quotation-type PMS agreement and Notarized PMS contract from outsourced company.
2. Coordinates with the Eng'r.-in-charge and DPA Officer.
3. Facilitates the processing of all PMS documents.
4. Keeps record for equipment history.

Eng'r.-in-charge

1. Reviews and verifies proposed Quotation-type PMS agreement and Notarized PMS contract.
2. Coordinates with the Admin Associate and outsourced contractor.

DPA Officer

1. Reviews and validate proposed Quotation-type PMS agreement and Notarized PMS contract.
2. Coordinates with the Admin Associate and Eng'r.-in-charge.

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Corporate Finance Officer

1. Approves and countersigns' Quotation-type PMS agreement and Notarized PMS contract.

President and Chief-Executive-Officer

1. Approves and signs Quotation-type PMS agreement and Notarized PMS contract.

Corporate Strategic Support Division Officer


1. Reviews proposed Quotation-type PMS agreement and Notarized PMS contract.
2. Approves and signs Quotation-type PMS agreement and Notarized PMS contract.

Maintenance Clerk

1. Issues Job Orders according to the policy on Approval process of Job Orders.

DOCUMENTATION

1. Quotation-type PMS Agreement
2. Notarized PMS contract

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DISSEMINATION

Communicator Bulletin Board

Weekly Management Meeting

Departmental Meeting

Inter-departmental Meeting