



REGION III COUNCIL

SXEURANOIS

FEDERATION YEAR 2024 -2025

Illuminating the 41st golden thread of mystical discovery towards the fourth realm: Enlightening the path to a lasting legacy of triumph and smiles that fosters a vibrant community built on excellence, competence, and inclusivity, where every contribution is celebrated in weaving the future of shared smiles and mutual empowerment.

IMPLEMENTING RULES AND REGULATIONS OF PURCHASING AND INVENTORY MANAGEMENT



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BACKGROUND

NFJPIA-R3 aims to oversee and control the purchasing process, storage, and use of all the materials, components, and all other properties that belong to the Regional Council. The Regional Vice President for Sponsorship and Logistics, together with the Regional Executive Officers, is responsible for implementing rules and regulations in safekeeping of the organization's properties and ensuring that there are adequate controls in place to address the risk of misappropriation of assets and to establish accountability on the Council's assets.

OBJECTIVES

1. To establish standard procedures on purchasing, receiving, and recording invoices.
2. To ensure that payments are only made to goods received and services rendered to the Council.
3. To govern the proper usage of the Council's properties.
4. To limit the usage of the Council's consumables to avoid misuse of such consumables.
5. To provide for the effective monitoring and management of inventory.
6. To govern the assignment of properties to certain officers and define the responsibilities for proper handling purposes.
7. To ensure that there is adequate supply that the Council may need without excessive oversupply.

DEFINITION OF TERMS

1. **Consumables** - shall pertain to something that is capable of being consumed; that may be destroyed, dissipated, wasted, or spent. (Fast moving items, e.g., papers, paper clips, illustration boards, ink, etc.).
2. **Equipment** - shall pertain to those things used in operation or activity which is considered fixed (e.g., computer, printer, scanner, etc.).
3. **Office Supplies** - shall pertain to those things which are smaller than equipment but aren't consumables (e.g., puncher, scissors, dry seal, rulers, etc.).
4. **Property** - shall pertain to all properties of the Council in general.

GENERAL GUIDELINES

1. All equipment and non-consumable inventory of the Regional Council shall have a tracker ID in the following format:
 - a) **NFJPIA R3 – E00001** - For all equipment of the Council
 - b) **NFJPIA R3 – I00001** - For all other non-consumable inventory
2. Consumables do not need a tracker ID.



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ACCOUNTABILITY

1. Regional Council President

- The Regional Council President is ultimately responsible for all the materials and equipment owned and borrowed by the Council.
- The Regional Council President should ensure that all Regional Executive Officers, Regional Chief Associates, and Regional Working Committees strictly follow the Implementing Rules and Regulations of Inventory Management to safeguard the inventory, equipment, and all the properties of the Regional Council.

2. Regional Vice Presidents and Regional Secretary General

- The Regional Vice Presidents and Regional Secretary General shall be the assigned manager and shall be responsible for all the materials, equipment, and properties of the Council under the custody of their respective committees.
- The Regional Vice Presidents and Regional Secretary General should provide utmost care to the properties of the Council and shall be liable for any loss or damage of the property.
- The Regional Vice Presidents and Regional Secretary General shall also be liable for any property loss or damage resulting from negligence by the Regional Chief Associates, Regional Working Committees, or any members working under their supervision.
- The Regional Vice Presidents and Regional Secretary General shall educate all their people who shall be working under their team on the proper usage of the properties of the Council.

3. Regional Chief Associates and Regional Working Committees

- The Regional Chief Associates and Regional Working Committees shall be responsible for all the materials, equipment, and properties of the Council under the custody of their respective committees.
- Regional Chief Associates and Regional Working Committees should provide utmost care to the properties of the Council and shall be liable for any loss or damage of the property.
- Regional Chief Associates and Regional Working Committees shall also be liable for any loss or damage of the property resulting from negligence by the other Regional Chief Associates, Regional Working Committees, or any members working under their supervision.
- Regional Chief Associates and Regional Working Committees shall educate all their people who shall be working under their team on the proper usage of the properties of the Council.

SUPPLIER ACCREDITATION

1. Purchasing of personalized merchandise for kits such as shirts, lanyards, IDs, bags, umbrellas, mugs, and other merchandise, as well as disclosure, should be only purchased from accredited suppliers with the intention of establishing strategic and long-term business relationships.



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2. The Council should endeavor to place orders regarding the dependability and service record of the supplier, the nature of the guaranty and warranty, its price, and the quality. Preference should be given to the following types of suppliers providing this involves no sacrifice in quality, service, or price:
 - Suppliers who are developing new and improved products and equipment, or designing and developing a special product for the Council's exclusive use, and
 - Supplier with adequate financial strength who also have a reputation for adhering to specifications and delivery schedules.
3. Suppliers shall be subject to accreditation based on the following standards:
 - Quality of product or service
 - Competitive pricing
 - Production capacity
 - Delivery time frame
 - Customer service
 - Track record
4. The following documents must be submitted for accreditation:
 - Supplier Information Sheet (Please refer to **Supplier Information Sheet.docx**)
 - Company Profile
 - Certificate of Registration and/or Business Permit
 - Incorporation Papers (if applicable)
5. The Regional Executive Officers should visit the official office and the production plant of the supplier to evaluate the capacity of the supplier to deliver the merchandise.
6. The Regional Executive Officers should carefully evaluate the suppliers to ensure that the Council is doing business to a legitimate supplier with a good track record which would be beneficial for the organization.

SUPPLIER PERFORMANCE EVALUATION

1. Suppliers shall be subjected to semi-annual performance evaluation to monitor and assess supplier's performance and compliance to the contract and agreement entered between the supplier and the Council.
2. Supplier's performance shall be evaluated based on the following criteria:
 - **Price** – competitiveness, fair pricing/low-profit margin, provides cost reduction options.
 - **Quality** – provides products that meet the Council's quality requirements, a low percentage of defective/rejected products.
 - **Delivery** – delivers the correct quantity at the right time, flexible in changes of schedules, provides updates on progress or problems.
 - **Service** – value-added services, timely response and resolution, willingness to share information.
3. The Council shall document the result of the evaluation of a formal report with a conclusion on whether to continue or discontinue the business relationship with the supplier.



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PURCHASING OF OFFICE SUPPLIES, CONSUMABLES, AND EQUIPMENT

1. The purchase of office supplies, consumables, and equipment shall only be done after the approval of the Regional Vice President for Sponsorship and Logistics, Regional Vice President for Finance and Regional Council President. Request for reimbursement on purchases without proper approval shall be void and shall not be recognized even if evidenced by an official receipt unless proven necessary and subsequently approved by the Regional Vice President for Sponsorship and Logistics, Regional Vice President for Finance and Regional Council President. However, the Regional Executive Officer, Regional Chief Associate, and Regional Working Committee who violate this policy shall be penalized amounting to **50%** of the purchase price of the office supplies, consumables, and equipment purchased without proper approval.
2. The purchase of office supplies which shall be needed and used throughout the federation year shall be a one-time purchase before the first major activity of the Council is rendered. Therefore, a reasonable estimate should be done at the start of the federation year to estimate the appropriate quantity to be purchased.
3. The purchase of consumables needed for the rendering of activities shall be allowed at any time if a proper budget with a statement justifying the reason of the purchase is submitted to the Regional Vice President for Sponsorship and Logistics, and Regional Vice President for Finance and all the receipts pertaining to such purchase shall be surrendered to the Regional Vice President for Finance.
4. The purchase of equipment should only be allowed after a Board Resolution for such matter is made, meaning, the purchase of such equipment shall be first justified to all Regional Executive Officers.
5. If the need arises to purchase additional office supplies, due to damage or lack of in the previous purchase, it shall be granted if it is supported with justifiable reason, or the need is apparent to the situation.
6. Future purchases collaborated with contracts should only be binding if a Board Resolution with regards to that matter is released bearing the signature of all the Regional Executive Officers. If none of the officers have disapproved within two (2) days after the release of such Resolution, such Resolution shall take effect.
7. Contract entered in the name of the Council, without undergoing the proper proceedings stated above, shall nevertheless be void and not binding with respect to the Council. Moreover, the parties involved shall be accused of defrauding the Council, thus subject to the sanctions provided in this IRR.
8. All properties shall be properly recorded by the Regional Vice President for Sponsorship and Logistics in a separate form intended solely for inventory purposes, the duplicate of such shall be given to the Regional Secretary General and/or the assigned officer. The form shall include the following:
 - Date of Purchase
 - Name of Assignee/Position
 - Name of the Object
 - Description (Specific brand, model, etc.)



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- Quantity purchased
- Purchase Price
- Purpose of purchase (as specific as possible)
- Signature of Regional Vice President for Sponsorship and Logistics
- Signature of Assignee

PURCHASE OF MERCHANDISE AND DISCLOSURE

1. Purchasing of personalized merchandise for kits such as shirts, lanyards, IDs, bags, umbrellas, mugs, and other merchandise, as well as disclosure, should only be made through a purchase order (Please refer to **Purchase Order.xlsx**)
2. The purchase order shall include the following information as a minimum:
 - Purchase Order No.
 - Date
 - Supplier name
 - Order quantity
 - Items to be ordered with complete specifications
 - Expected date of delivery
 - Unit price
 - Amount
3. Purchase order shall be prepared by the Regional Vice President for Sponsorship and Logistics and shall be approved by the Regional Council President and Regional Vice President for Finance before sending to the supplier through e-mail and the Regional Council Adviser should be copied in the email.
4. The Regional Vice President for Sponsorship and Logistics should require an e-mail confirmation that the orders have been properly received by the supplier.

GOODS RECEIPT

1. The Regional Council President and Regional Vice President for Sponsorship and Logistics must be the ones to negotiate with the supplier service provider or third party. All transactions worth P 5,000 or above shall be embodied in a formal written contract except if having a formal written contract is no longer practical (e.g., van rental, airfare).
2. The Regional Vice President for Sponsorship and Logistics should closely monitor the delivery date of the merchandise based on the agreement with the supplier.
3. Purchase order, delivery document, and invoice should be delivered by the supplier together with the merchandise.
4. The Regional Vice President for Sponsorship and Logistics, together with the other Regional Executive Officers, Regional Chief Associate, or Regional Working Committee, should count the merchandise to ensure completeness of delivery. In addition, merchandise should be inspected for quality to detect damages or defects and ensure that agreed specifications have been met.



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5. The Regional Vice President for Sponsorship and Logistics should match the quantity delivered against the quantity ordered.
6. The Regional Vice President for Sponsorship and Logistics should sign and retain the delivery document to signify the acceptance of the merchandise.
7. The Council shall not receive any merchandise not ordered.

INVOICE PROCESSING

1. The Regional Vice President for Sponsorship and Logistics should require an invoice from the supplier prior to payment.
2. The Regional Vice President for Sponsorship and Logistics should ensure that the quantity, unit price, total amount, and item description in the invoice matched the quantity, unit price, total amount, and item description in the purchase order to ensure accuracy and completeness of recording of the purchase transaction.
3. The Regional Vice President for Finance should record the accounts payable in the subsidiary ledger for monitoring.

PAYMENT

1. The Regional Vice President for Sponsorship and Logistics should closely monitor the payment terms and should pay the supplier on or before the due date.
2. The Regional Vice President for Sponsorship and Logistics should not pay for the merchandise not delivered by the supplier.
3. Please refer to the Implementing Rules and Regulations of Funds Management for the detailed process of disbursement.

PURCHASE RETURNS

1. After inspection of merchandise during goods receipt, the Regional Vice President for Sponsorship and Logistics should return all items not ordered, defective or damaged items, and items which do not meet the agreed specifications.
2. The Regional Vice President for Sponsorship and Logistics should fill out the purchase order return form and ask the supplier to sign the document to evidence the receipt of the items from the Council.
3. Delivery date of the replacement items should be agreed upon with the supplier and the Regional Vice President for Sponsorship and Logistics should closely monitor the timely delivery of the items.
4. In case the negotiation with the supplier resulted in a discount or a portion of the items shall no longer be replaced, the supplier should be required to submit a debit memo or an updated billing to reflect the discount and updated amount due to the supplier.

PROPERTY USAGE

1. Properties belonging to the Council should be used solely for the events and activities rendered by the Council and shall be highly prohibited from personal use.



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2. The Regional Executive Officer heading the event, together with the Regional Chief Associate and Regional Working Committee, shall be jointly liable for damage and loss of properties while rendering events and activities.
3. Usage of consumables should be on a First In, First Out (FIFO) basis to maintain the value of inventory and ensures that items purchased first are used first, so the value remains accurate.
4. Any equipment belonging to the Council shall not, in any case, be lent to outside parties. Outside parties shall pertain to non-JPIA parties.
5. Local Chapters intending to borrow any equipment of the Council shall be allowed given that:
 - At least one Regional Executive Officer is present to supervise the use of such equipment.
 - The use of the equipment should solely be for the purpose of rendering a task directly relative to the organization JPIA.
 - All Regional Executive Officers agree to let the Local Chapter borrow the equipment.
6. The Local Chapter is required to exercise utmost diligence and due care for such properties.
7. The Local Chapter shall be liable for the damage or loss of borrowed equipment. The Local Chapter shall be required to replace the damaged or lost equipment plus a fine of Php 300.00.
8. If it is proven that the Regional Executive Officer assigned to supervise the borrowed equipment is at fault for the damage or loss of equipment, then he/she shall be required to replace the damaged or lost equipment plus a fine of Php 300.00.
9. Equipment borrowed from the Council, either by the Local Chapters or the National Federation, shall be returned to the Council (the Regional Vice President for Sponsorship and Logistics or any of its officers) within five (5) days after the date stated in its purpose for borrowing. The borrower who fails to comply with this provision shall be charged with a fine of Php 200.00 for each day of delayed return. A logbook for equipment shall be kept by the Regional Secretary General. All equipment may only be released after recording such release in the logbook. The logbook shall include the following:
 - Date Released
 - Name of Equipment
 - Name of Borrower
 - Purpose for Borrowing (include the date of the event, activity, etc.)
 - Signature of Borrower
 - Condition Before Release
 - Date Returned
 - Signature of Regional Secretary General



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PROPERTY ASSIGNMENT

1. Generally, all supplies, consumables, and equipment shall be under the supervision of the Regional Vice President for Sponsorship and Logistics and Regional Chief Associate for Controllershship and Logistics unless it is specifically assigned to any other officer for a certain purpose.
2. The Regional Vice President for Sponsorship and Logistics and Regional Chief Associate for Controllershship and Logistics and/or the assigned officer is required to exercise utmost diligence and due care for such properties.
3. Generally, in case of material damages on any of the Council's property under supervision, the liability shall be assumed by the Regional Vice President for Sponsorship and Logistics and Regional Chief Associate for Controllershship and Logistics and/or the assigned officer.
4. For the exception to the above rule, the liability shall be assumed by the Council if the damages were caused by a fortuitous event. Provided that a formal document stating such fact is made thereafter by the Regional Vice President for Sponsorship and Logistics and Regional Chief Associate for Controllershship and Logistics and/or assigned officer and is communicated to all the other Regional Officers within five (5) days after the damage occurs or has been discovered. The document shall serve as the protection of the Regional Vice President for Sponsorship and Logistics and Regional Chief Associate for Controllershship and Logistics and/or the assigned officer from being accused of gross negligence.
5. Punishment shall be imposed, if proven as such, to the neglecting officer. He/ She will be required to replace the damaged property/ies plus a fine of Php 300.00.
6. Every property under the supervision of an officer shall be supported by the form provided by the Regional Vice President for Sponsorship and Logistics for record keeping purposes and this form shall be used as a reference during the inventory count.
7. In case of requisition of consumables, it may be done at any time provided that a proper requisition form shall be filled out by any officer who will need such materials. The form shall include the following:
 - Date of Request
 - Name of Officer who requested
 - Name of Assignee
 - Name of the object
 - Description
 - Quantity
 - Reason for request(specific)
 - Signature of Assignee
 - Signature of Officer
8. In case of a request for re-assignment of Office Supplies and Equipment, a requisition form should be filled out, containing the following details:
 - Date of Request
 - Name of Officer



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- Name of Assignee
- Name of the Object
- Description
- Quantity
- Reason for request(specific)
- Signature of Assignee
- Signature of Officer

Such re-assignment shall be communicated with the Regional Vice President for Sponsorship and Logistics as soon as it occurred. The newly assigned officer should now be recognized as the assignee of the equipment in the records of the Regional Vice President for Sponsorship and Logistics.

9. A stock card shall be kept by the Regional Secretary General and/or the assigned officer for consumables assigned to them.
10. The Regional Secretary General and/or the assigned officer have the responsibility to keep all necessary records pertaining to the properties they supervise.

INVENTORY COUNT

1. Inventory Count of the Council's properties should be rendered five (5) days after every major event. It should be done by the Regional Vice President for Sponsorship and Logistics, assisted by the Regional Chief Associate for Treasury and Sponsorship, Regional Chief Associate for Controllershship and Logistics, and Reginal Vice President for Audit while in the presence of the assigned officer for such property.
2. A variance amounting to Php 50.00 or less for consumables between the actual count and the expected on-hand (based on records) may be tolerated. Any excess shall be a clear ground for further inspection.
3. The Regional Vice President for Sponsorship and Logistics may request an additional inspection if he or she determines that certain equipment or office supplies are no longer in their expected condition.
4. Any officer who has been proven to defraud or has attempted to defraud the Council with respect to its properties shall be impeached from his/her position.

ENFORCEMENT OF THE IMPLEMENTING RULES AND REGULATIONS

1. It shall be the primary duty of the Regional Vice President for Sponsorship and Logistics and the Council to effectively enforce the provisions of this Implementing Rules and Regulations. The Council also has the sole right to interpret the contents of this Implementing Rules and Regulations and their decision will be binding and irrevocable.
2. The Regional Council Adviser or his duly designated representative shall act as legal adviser to the Regional Vice President for Sponsorship and Logistics and the Council



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3. and shall render legal assistance as may be necessary in carrying out the provisions of this Implementing Rules and Regulations.

AMENDMENTS OR REVISIONS

1. The Council shall be vested with the exclusive power to revise and amend the Implementing Rules and Regulations.
2. Any amendments to or revisions to this Implementing Rules and Regulations may be proposed by any member of any Local Chapter upon a written request of such member, stating the reasons thereto.
3. Any request for amendments and revisions as well as proposed amendments must initially be reviewed by the Regional Vice President for Sponsorship and Logistics then to be forwarded to the Regional Executive Officers for discussion, editing, and final approval and to be noted by the Regional Council Adviser.
4. The Regional Executive Officers shall have the right to debunk any proposed revisions and amendments, submitted to them by the Regional Vice President for Sponsorship and Logistics, which are deemed unnecessary. The final decision on any inclusions and exclusions to this Implementing Rules and Regulations must be determined by a majority vote of all Regional Executive Officers in which the Regional Vice President for Sponsorship and Logistics is included.
5. Amendments to particular provisions in this Implementing Rules and Regulations shall be allowed provided that such amendments will be communicated to stakeholders at least two (2) weeks before it could take effect.

SEPARABILITY CLAUSE

If any clause, provision, paragraph, or part of this Implementing Rules and Regulations shall be declared unconstitutional or invalid, such judgment shall not affect, invalidate, or impair any other part thereof, but shall be merely confined to the clause, provision, paragraph, or part directly involved in the controversy in which such judgment has been rendered.

REPEALING CLAUSE

Any rule and regulation or resolution or part/s thereof inconsistent with the provisions of this Implementing Rules and Regulations are hereby repealed or modified accordingly.

EFFECTIVITY

This Implementing Rules and Regulations shall take effect immediately after its presentation and approval from the Assembly. Promulgated in San Rafael, Bulacan this **10th day of October 2024.**



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