



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 MERCHANDISE MANAGEMENT



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REVISION HISTORY:

Ver. #	Date	Prepared/ Updated By	Approved By	Noted By	Batch
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BACKGROUND

Merchandise management aims to have a systematic procedure to efficiently process sales orders from Local Chapters, delivery of merchandise, and billing until collection. This process also aims to properly segregate duties among the Regional Executive Officers to prevent unauthorized acts on selling the merchandise that could put the activities of the Council into jeopardy. Effective merchandise management also seeks to control costs associated with the sale of merchandise. It is the responsibility of the Regional Vice President for Sponsorship and Logistics, together with the Regional Vice President for Communication, Regional Vice President for Membership, and Regional Vice President for Audit, to ensure the proper authorization of orders, accurate, and complete billing and recording, to ensure timely distribution to its members and proper collection of accounts receivables.

OBJECTIVES

1. To establish standard procedures for accepting orders of merchandise from the members.
2. To ensure that all orders of merchandise are accurately and completely recorded and timely distributed to the members.
3. To ensure accuracy and completeness of billing and to ensure collection from the Local Chapters.
4. To govern the separation of duties of certain Regional Executive Officers for control in handling merchandise transactions.
5. To define sanctions for anyone who shall violate the rules stated and those who intend to defraud the Council.

SALES ORDERS

1. Sales order processing includes tasks such as receiving and processing of orders from Local Chapters.
2. The Regional Chief Associate for Controllershship and Logistics shall be responsible for receiving orders of merchandise from the Local Chapters. Only merchandise ordered through the Regional Chief Associate for Controllershship and Logistics shall be recognized by the Regional Council. Local Chapters shall fill out the Sales Order Form with the following information: (Please refer to **Sales Order Form.xlsx**)
 - Sales Order (SO) No.
 - Order date
 - Local Chapter name and complete address
 - Contact person
 - Position
 - Contact number
 - E-mail address
 - Quantity of items ordered
 - Description of the items ordered



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- Sizes (for shirts, jackets, and the like)
- Selling Price
- Amount

Sales Order (SO) No. shall use the following format below:

Local Chapter-Local Chapter Code-Sales Order Number

Example: *La Consolacion University Philippines*

LCUP-39-01

Local Chapter Code: 39

Sales Order No.: 01

Please refer to **nfjpiar3_2425_IRR of Membership.pdf** for the list of Local Chapter codes.

The filename to be used shall be **Local Chapter-Sales Order Form.xlsx**. Use the given template for uniformity purposes.

Example: *La Consolacion University Philippines*

La Consolacion University Philippines-Sales Order Form.xlsx

3. The Sales Order Form shall be submitted to the Regional Chief Associate for Controllershship and Logistics through e-mail r3rcac1.nfjpia2425@gmail.com. The Regional Vice President for Sponsorship and Logistics should be copied in all e-mails related to merchandise at r3rvpsponslog.nfjpia2425@gmail.com.
4. The Regional Chief Associate for Controllershship and Logistics shall summarize all orders to be submitted to the Regional Vice President for Sponsorship and Logistics. The Regional Vice President for Sponsorship and Logistics shall check the accuracy and completeness of the Sales Order Summary by checking against the individual Sales Order Forms.

BILLING AND COLLECTION

Upon the receipt of the Sales Order Summary, the Regional Vice President for Sponsorship and Logistics shall send the Billing Statement to the Local Chapter. A down payment of **75%** must be paid for the order to be processed. The Regional Vice President for Communications shall notify the Local Chapter once the merchandise has been received by the Council from the supplier and is ready for delivery. Upon such notice, the Local Chapter shall be required to pay the remaining **25%** balance prior to delivery.



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1. An e-mail notification and text message shall be sent to the Local Chapters once the payment has been received by the Council. If the Local Chapter did not receive any confirmation regarding the payment of merchandise, it means that the Regional Council did not receive the payment from the Local Chapter. For queries and suggestions regarding merchandise matters, kindly contact Kyla Charina A. Barredo , the Regional Vice President for Sponsorship and Logistics, either through e-mail at r3rvpsponslog.nfjpia2425@gmail.com or through mobile at 0991 944 2225 .
2. Payment of merchandise may be made through check or the following official bank account of the Council:

Bank: Bank of the Philippine Island (BPI)
Account Name: NFJPIA-R3
Account Number: 0761-0013-96

3. Scanned copy of the deposit slip (for bank deposits only) and the payment details shall be sent to the Finance thread as referred to **nfjpiar3_2425_IRR of Funds Management.pdf**. Payment details shall be documented in the **Merchandise Order Tracker** worksheet of the **Sales Order Form.xlsx**.
4. Collection process shall be guided by the Implementing Rules and Regulations on Funds Management under "Other Collections".

MERCHANDISE DELIVERY

1. The Regional Chief Associate for Controllership and Logistics and the Regional Vice President for Audit shall be responsible for the merchandise inventory control to ensure that the goods to be delivered are complete and in good condition. The Regional Chief Associate for Controllership and Logistics shall issue a Stock Release Document before merchandise can be delivered. (Please see Stock Release Form.xlsx). The Stock Release Form shall contain the following information:
 - Reference Sales Order (SO) No.
 - Delivery Date
 - Local Chapter
 - Address
 - Contact person
 - Position
 - Contact number
 - Email address
 - Description of the merchandise delivered
 - Quantity delivered
 - Remarks (partial or full delivery)
2. The Regional Chief Associate for Controllership and Logistics, or any other Executive Officer assigned by the Regional Council President, together with the Regional Chief Associate for Treasury and Sponsorship, shall be responsible for the delivery of the merchandise ordered.



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3. All merchandise orders shall be accurately and completely recorded in a Sales Journal to monitor sales transactions (Please refer to the **Sales Journal.xlsx**. The Sales Journal shall include the list of all sales transactions, and each transaction shall contain the following information:
 - Invoice Date
 - Invoice Number
 - Reference SO
 - Local Chapter
 - Invoice Amount
 - Delivery Notes
 - Collection Date
 - Amount Collected
 - Balance
 - Remarks
4. Merchandise orders entered, in the name of the Council, without undergoing the proper proceedings stated above, shall 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.

SALES RETURN

1. Local Chapters may return the merchandise within ten (10) working days upon delivery. Sales returns shall be accepted by the Council only if:
 - Merchandise delivered is defective (e.g., defective prints); or
 - Incorrect merchandise has been delivered to the Local Chapters (e.g., incorrect shirt sizes based on the order, incorrect set of merchandise has been delivered).
2. The Regional Council shall not be liable for any of the following scenarios:
 - Incorrect sizes or incorrect sets of merchandise were ordered by the Local Chapter.
 - The merchandise has been damaged after delivery to the Local Chapter representative but before release to the members who ordered the merchandise.
3. Upon receipt of returned merchandise, the Regional Chief Associate for Controllership and Logistics shall count, inspect, and prepare a **Return Slip** describing the merchandise returned to the Council (Please refer to the **Return Slip.xlsx**).
4. The Return Slip shall contain the following information:
 - Reference Sales Order (SO) No.
 - Return date
 - Local Chapter name and complete address
 - Contact person
 - Position
 - Contact number



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- Email address
 - Description of the merchandise returned
 - Quantity returned
 - Reason for returning the merchandise (remarks)
5. The Regional Chief Associate for Controllershship and Logistics shall submit the Return Slip to the Regional Vice President for Sponsorship and Logistics for recording in the **Sales Journal** and **Merchandise Order Tracker** in the **Sales Order Form**.

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 duty designated representative shall act as legal adviser to the Regional Vice President for Sponsorship and Logistics and the Council and shall render legal assistance as may be necessary for 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 one (1) week before it could take effect.



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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 hereof, 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.**

PREPARED BY:

KYLA CHARINA A. BARREDO

REGIONAL VICE PRESIDENT FOR
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APPROVED BY:

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REGIONAL COUNCIL PRESIDENT
*Dalubhasaang Politekniko ng Lungsod
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REGIONAL VICE PRESIDENT FOR
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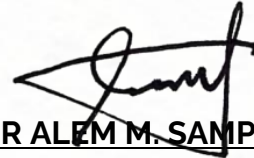
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ANELISA N. MUSONG

REGIONAL VICE PRESIDENT FOR
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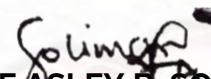
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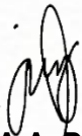
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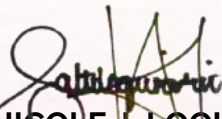
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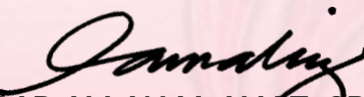
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REGIONAL COUNCIL ADVISER