QUALITY MANUAL	Document Code:	2017.QM.CDQ.001
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Annex 4.3 Process Map **General Services Management**	Revision No.:	0
	Date Prepared:	01 August 2022
	Date of Effectivity:	0 1 OCT 2022

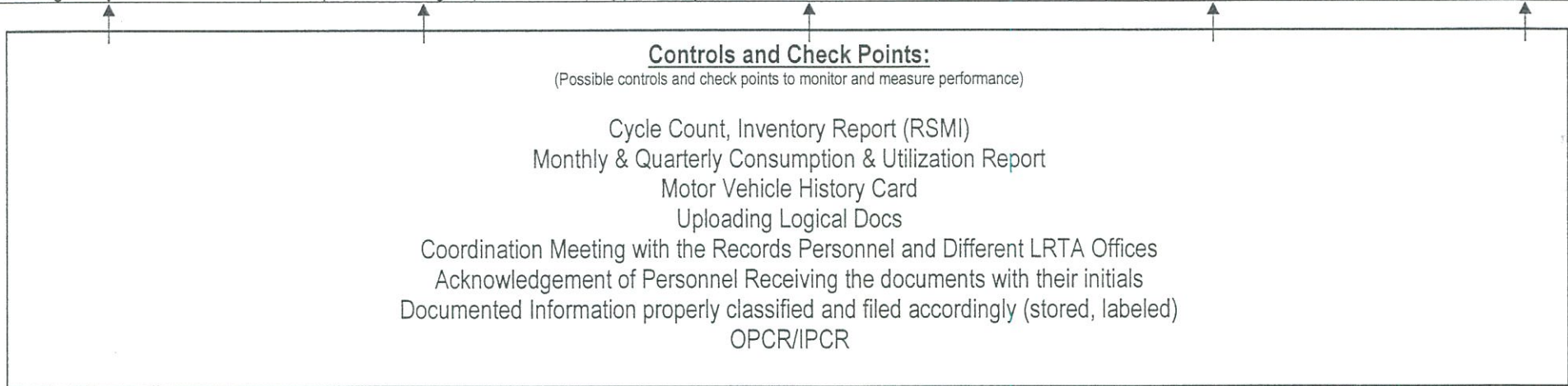| SOURCE OF INPUTS (PREDECESSOR PROCESSES e.g. at providers (internal or external) at customers, at other relevant interested parties)	INPUTS (MATTER, ENERGY INFORMATION, e.g. in the form of materials, resources, requirements)	ACTIVITIES	OUTPUTS (MATTER, ENERGY INFORMATION, e.g. in the form of product, service, decision)	RECEIVER OF OUTPUTS (SUBSEQUENT PROCESSES, e.g. at customers (internal or external), at other relevant interested parties)
LRTA Offices	Supplies needs requirements	Process of PRs for Supplies (APP Supplies) 1. Preparation of PR 2. Receiving/Inspection/Storing Issuances Validation and Approval of RIS, ICS, RSMI	Approved DIAR Provision of Supplies	End – Users (LRTA Offices)
Service Provider/Contractor	Services Purchase Requests	Process of PRs for Supplies, materials and services (APP Services) 1. Preparation of PR/TOR for services needed 2. Approval of TOR/Contract and its Implementation Preparation and Approval of RIS, ICS, RSMI	Provisions of the ff: *Copier Machine Services *Telecom Services *Janitorial Services *Fuel/Gas *Vehicle Repair and Maintenance *Purified Drinking Water	End – Users (LRTA Offices and Employees)
Private/Government Offices i.e. DOTR/LRMC	Documents/Information i.e. Request Approval Memorandum Circular	Receiving Recording Scanning Transmission of Documents to External & Internal offices	Hard Copies Email Acknowledgement Receipt	LRTA Record Section

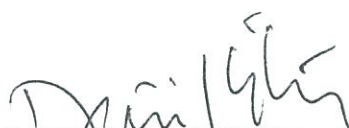| QUALITY MANUAL | Document Code: | 2017.QM.CDQ.001 |
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Riding Public/ Requesting Party	Request of Information from eFOI portal, liham.gov.ph	Processing of requested Information for Approval by Head of Administrative Department	Information in Spreadsheet eFOI Registry Log book Hard copies	Office of the Press Secretary

Controls and Check Points:
(Possible controls and check points to monitor and measure performance)

Cycle Count, Inventory Report (RSMI)
Monthly & Quarterly Consumption & Utilization Report
Motor Vehicle History Card
Uploading Logical Docs
Coordination Meeting with the Records Personnel and Different LRTA Offices
Acknowledgement of Personnel Receiving the documents with their initials
Documented Information properly classified and filed accordingly (stored, labeled)
OPCR/IPCR

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Prepared by:	Reviewed by:	Approved by:
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