

REGISTRY OF CONTROLS OF EXTERNAL PROVIDERS

PRODUCTS AND SERVICES	CONTROLS
Basic Office Supplies	Budget Annual Procurement Plan RA 9184 and Its Revised IRR Technical Specifications Inspection Contract/Purchase Orders Acceptance Billing Statement Performance Review Assessments
Furniture and Fixtures	Budget Annual Procurement Plan RA 9184 and Its Revised IRR Technical Specifications Inspection Contract/Purchase Orders Acceptance Billing Statement Performance Review Assessments COA Rules and Regulations
Fuel	Annual Procurement Plan RA 9184 and Its Revised IRR Contract General Appropriations Act COA Rules and Regulations Purchase Order Performance Review Assessments
Janitorial Services	Budget Annual Procurement Plan RA 9184 and Its Revised IRR Terms of Reference Contract Daily Time Record Accomplishment Reports Acceptance DOLE Issuances COA Rules and Regulations Performance Review Assessments
Security Services	Budget Annual Procurement Plan RA 9184 and Its Revised IRR Terms of Reference Contract Accomplishment Reports Shift Schedule Incident Reports DOLE Issuances COA Rules and Regulations Performance Review Assessments

Pest Control Services	<p>Budget Annual Procurement Plan RA 9184 and Its Revised IRR Terms of Reference Contract Daily Time Record Accomplishment Reports Acceptance DOH Rules Billing Statements COA Rules and Regulations Performance Review Assessments</p>
Aircon Maintenance Services	<p>Budget Annual Procurement Plan RA 9184 and Its Revised IRR Terms of Reference Contract/Purchase Order Acceptance COA Rules and Regulations</p>
Communication Networks	<p>Budget Annual Procurement Plan RA 9184 and Its Revised IRR Technical Specifications Contract/Memorandum of Understanding Acceptance COA Rules and Regulations Billing statements COA Rules and Regulations Performance Review Assessments</p>
Photocopying Services	<p>Budget Annual Procurement Plan RA 9184 and Its Revised IRR Terms of Reference Contract Acceptance COA Rules and Regulations Performance Review Assessments</p>
CCTV System / Internet Service Providers	<p>RA 9184 and Its Revised IRR Contract Purchase Order Delivery receipts Annual Procurement Plan General Appropriations Act COA Rules and Regulations Billing statements IAS (SB)</p>
Contractual Services	
<p>Consultants Lawyers Executive Assistants Court Aide</p>	<p>RA 9184 and Its Revised IRR Contract Annual Procurement Plan General Appropriations Act</p>

Disposal Team Drivers	COA Rules and Regulations CSC-DBM-COA Joint Circular Guidelines Daily Time Record (if required) Accomplishment Reports
Comprehensive Healthcare Package	RA 9184 and Its Revised IRR Contract COA Rules and Regulations
Catering Services	RA 9184 and Its Revised IRR Purchase Order
Events-related Services	RA 9184 and Its Revised IRR Purchase Order
Utilities Providers	Annual Procurement Plan RA 9184 and Its Revised IRR Contract General Appropriations Act COA Rules and Regulations Billing Statement
Drinking Water Supplier	Annual Procurement Plan RA 9184 and Its Revised IRR Contract General Appropriations Act COA Rules and Regulations Performance Review Assessments

FACILITIES AND EQUIPMENT	CONTROLS
Supplies and Materials related to Building Maintenance	RA 9184 and Its Revised IRR Purchase Order COA Rules
Elevator Maintenance	Annual Procurement Plan RA 9184 and Its Revised IRR Terms of Reference Contract General Appropriations Act COA Rules and Regulations Billing statements Performance Review Assessments
Motor Vehicle Supplier	Annual Procurement Plan RA 9184 and Its Revised IRR Contract General Appropriations Act COA Rules and Regulations Billing statements Final Acceptance
Motor Vehicle Maintenance	Budget Annual Procurement Plan RA 9184 and Its Revised IRR Contract Acceptance COA Rules and Regulations Job Order Request

Aircon Maintenance	Annual Procurement Plan RA 9184 and Its Revised IRR Terms of Reference Contract
Office Equipment (e.g., IT equipment, aircon)	Annual Procurement Plan RA 9184 and Its Revised IRR Contract Purchase Order Delivery Receipts General Appropriations Act COA Rules and Regulations Billing statements
IT Equipment Maintenance (under warranty)	Annual Procurement Plan RA 9184 and Its Revised IRR Terms of Reference Contract Warranty Computer Parts Replacement Test Report
Software (e.g., Anti-virus, Lex Libris)	Annual Procurement Plan RA 9184 and Its Revised IRR Terms of Reference Contract
Computer-aided Transcript Machines	RA 9184 and Its Revised IRR Contract
Warehousing Services	RA 9184 and Its Revised IRR Terms of Reference Contract Acceptance Annual Procurement Plan Budget
Office Renovation	Budget Annual Procurement Plan Detailed Architectural and Engineering Design RA 9184 and Its Revised IRR Terms of Reference Contract/Job Order Acceptance COA Rules
Lease of Photocopying Machines	RA 9184 and Its Revised IRR Terms of Reference Contract Daily Report of Use Annual Procurement Plan
Water Station Operation and Maintenance Services	RA 9184 and Its Revised IRR Contract COA Rules
Water and Waste Water Quality Monitoring	DENR Rules LLDA Rules COA Rules
Generator Set	RA 9184 and Its Revised IRR Terms of Reference

	Contract Purchase Order Delivery Receipts Annual Procurement Plan General Appropriations Act COA Rules and Regulations DENR Rules Billing statements
Hiring of Motor Vehicles (in relation to special events)	RA 9184 and Its Revised IRR Contract Annual Procurement Plan General Appropriations Act COA Rules and Regulations
Venue Rental, including sound systems and the like (in relation to special events)	RA 9184 and Its Revised IRR Contract Annual Procurement Plan General Appropriations Act COA Rules and Regulations
PROCESS	CONTROLS
Customer Feedback thru Consultants	Terms of Reference Contract Submission of Reports
Training	Term of Reference RA 9184 and Its Revised IRR Training Evaluation Contract/Letter-Agreement/Memorandum of Agreement Training Design DBM Circular on Honoraria Annual Procurement Plan General Appropriations Act COA Rules and Regulations
Study Courses Abroad	SC Circulars Annual Procurement Plan General Appropriations Act SC Approval of Study Office Order COA Rules and Regulations Travel Authority

PROPERTY	CONTROLS
Lease of Real Property	Annual Procurement Plan RA 9184 and its Revised IRR Cost-benefit analysis Contract