

MSI AGRI DEVELOPMENT CENTER

Sta. Rosa, Nueva Ecija

MANUAL OF OPERATIONS

A. Rationale

In line with Masaganang Sakahan, Inc. (MSI) mandate of providing marketing support services to the various LANDBANK Assisted Cooperatives (BACs) and in view of serving this social mission on a self-sustaining basis, management has embarked in the operationalization of the Masaganang Sakahan, Inc. Agri Development Center (MSI-ADC) in Sta. Rosa, Nueva Ecija.

With the growing demands of MSI target markets for rice, it already became inevitable for MSI to engage in an integrated operation involving various agribusiness functions such as production, processing and marketing.

With the operationalization of the MSI-ADC, an MSI acquired asset from LandBank, MSI takes on a competitive edge against the various players in the rice industry. In the process, an expansion of resource base is achieved to effectively and efficiently take on the cudgels of providing agricultural inputs, post-harvest and marketing support services to a greater number of BACs.

B. Objectives

An operating and accounting manual that contain cut and dry procedural guidelines was deemed necessary to achieve the following objectives:

1. To achieve greater efficiency and improved performance.
2. To establish accountabilities and responsibilities of key personnel.
3. To set standards for performance evaluation and strengthen management control.
4. To come up with a marketing system that will be in tangent with the strategy of maintaining competitive advantage terms of product benefits, pricing, packaging and promotions.

C. Scope

This manual covers the general policies and specific procedural guidelines of the following areas of concern:

PART 1 - OPERATIONS

1. Palay Procurement
2. Warehousing, Storage and Inventory Management
3. Maintenance of Facilities, Warehouse and Equipment
4. Milling and Toll Milling
5. Marketing
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9. Policy on Wages For Daily Workers/Hrlpers

PART 2 - ACCOUNTING

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 - 3.1 Cash Purchases
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 - 4.1 Cash Receipts and Deposit
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- 7. Forms**
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- Warehouse Stock Receipt
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- Purchase Receipt

7.3 Sales

- Sales Invoice (SI)
- Delivery Receipt (DR)

7.4 Disbursement

- Disbursement Voucher
- Check Voucher (CV)

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- Report Collection and Deposit (RCD)
- Official Receipt (MSI-OR)
- Deposit Slip

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- Area Operating Fund Voucher (AOFV)

PART I: OPERATING MANUAL

A. POLICY GUIDELINES

Generally, MSI-ADC shall be treated as a cost center of MSI. Its operations and structure are designed to allow a certain degree of flexibility to be able to compete with the private sector.

The MSI-ADC shall be headed by a Warehouse Supervisor who will be responsible for the overall supervision of its operation.

As a cost center, it shall be under the supervision of the Business Manager.

I. Palay Procurement

- 1.0 Palay to be procured at the MSI-ADC shall primarily be the Payment-in-Kind (PIK) stock and/or excess palay from LANDBANK-assisted cooperatives (BACs)
 - 1.1 Procurement shall be through the cooperatives / federation / irrigator / associations;
 - 1.2 Procurement from individual farmers and/or non-BACs may be resorted to as an alternative for purposes of augmenting stocks to meet market demand.
- 2.0 MSI-ADC shall only procure palay of Class A quality free from objectionable and foreign odors, live insect pests and other contaminants. The Moisture Content (MC) shall fall between the range of 10%-14%.
 - 2.1 Procurement of palay other than Class A may be done subject to approval of the Head Office President & CEO.
- 3.0 Palay classification shall be primary responsibility of the Classifier.
 - 3.1 The Classifier shall properly fill out the palay specification portion in the Purchase Receipt (**Annex A**) and sign in the "Classified by and weighed" portion.
- 4.0 The buying price of palay shall be based on the latest canvass of prevailing market price prior to the time of delivery as indicated on the Price Canvass Sheet (**Annex B**). The prevailing

price shall be set as within the range of price canvassed from at least two (2) major millers in the Province of Nueva Ecija. This shall be canvassed weekly by the Warehouse Accounting Assistant and entered into a logbook signed and noted by the Warehouse Supervisor.

4.1 The logbook shall contain the date, name of miller/coops, contact person, address, contact numbers and the canvass price.

4.2 As a control measure, the Internal Auditor shall countercheck the prices indicated in the logbook through on the spot price canvass or thru telephone calls.

5.0 In order to entice the BACs to participate in the PIK Program, all Class A palay delivered by the BACs is granted an incentive of P0.20/kg.

6.0 Level of Palay inventory

6.1 MSI-ADC shall procure and maintain a level of palay inventory based on the targets set forth by MSI and approved by the Executive Committee and Board of Directors

6.2 The Warehouse Supervisor or Business Manager shall propose the volume target procurement per cropping season together with proposed budget approval of the President & CEO.

6.3 The Business Manager through the recommendation of Warehouse Supervisor shall seek the approval of the President & CEO for the replenishment/procurement of palay inventories.

6.4 An inventory report (**Annex C**) shall be submitted by the Warehouse Supervisor on a regular weekly basis to the President & CEO and copy furnished the Internal Auditor.

7.0 All palay approved for procurement shall be accompanied by a designated MSI-ADC staff for final weighing process.

7.1 Truck is accompanied by a MSI-ADC designated staff from warehouse to truck scale.

- 7.2 Accompanying MSI-ADC staff checks the weighing process at the truck scale
- 7.3 Accompanied weighed truck returns back to the warehouse.

II. Warehousing, Storage and Inventory Management

- 1. Stock inventory management shall be the direct responsibility of the Warehouse Supervisor. He shall closely monitor and properly document all receipts, issuances and/or movements of stocks and material/equipment inventories to and from his assigned warehouse.
 - 1.1 A Warehouse Stock Receipt (WSR) (**Annex D**) or Warehouse Stock Issue (WSI) (**Annex E**) for palay prepared by the Documentation Assistant duly approved by the Warehouse Supervisor shall be issued to document stocks, materials and equipment received/issued at the warehouse, including stocks received from drying.
 - 1.2 All accountable forms for stock shall be controlled and accounted for by the Warehouse Supervisor.
 - 1.3 Grains with moisture content of 14% and below shall be piled using the block piling system or Chinese method described as follows:

The bottom layer of the pile shall be arranged with the bags placed lengthwise following the length of the pallet. The second layer is piled with the bags placed crosswise or reverse of the first layer. Subsequent layers shall be piled following this alternating order. However, two layers of lock/holder of the pile shall be made every after five (5) layers as follows:

The first line of bags for the first layer shall be placed lengthwise following the width of the pallet. The succeeding bags shall be placed perpendicular to the first line or following the length of the pallets. The second layer is made with the first line of bags placed lengthwise on the opposite of the first line of bags on the first layer.

If using plastic sacks, the succeeding 16 layers shall be piled pyramid type for pile stability.

- 1.4 It shall be the responsibility of the Warehouse Supervisor to adopt appropriate stock piling standard for safety and efficiency.
- 1.4.1 The Warehouse Supervisor shall decide on the dimension of the pile based on the warehouse ceiling height and capacity. As a reference, the standard piling system of width-24 ft, length-72 ft, and height-15 feet may be adopted.
- 1.4.2 Based on warehouse experience, a height pile of 18 to 25 bags of palay can be supported by the bottom bags without damage.
- 1.4.3 The Warehouse Supervisor shall prepare a layout plan for the warehouse to facilitate safe and efficient handling and storage of stocks using the FIFO (First In First Out) Method. The piling system shall allow convenience in the issuance of stocks earlier received.
- 1.4.4 One meter space shall be provided surrounding each pile to facilitate cleaning and application of pest control measures.
- 2.0 Movement of stocks from the warehouse for milling and disposal shall be done in accordance with the FIFO based "Perpetual inventory Method" (System of any inventory control in which the number of units of any inventory item (and the total value of inventory) on any day can be obtained from the stock records . In this method (1) all additions (purchases) and withdrawals (sales or consumption) are recorded in inventory cards as they occur to provide a running balance of quantity and cost of items).
- 2.1 The actual truckload quantity of any outgoing stocks from the warehouse must be counted and recorded at the gate by the Guard on Duty and signed by Cargo Driver accordingly.
- 3.0 **Pest Control Measures:**
- Any of the following pest control measures shall be applied, as necessary, by the Classifier under the direction of the Warehouse Supervisor:

- 3.1 Spray application for regular external stocks treatment.
- 3.2 Fumigation as a remedial measure for signs of internal infestation
- 3.3 Traps or poisoned baits for rodent control.
- 3.4 Appropriate screening of windows and warehouse opening for bird control.

III. Maintenance of Facilities, Warehouse and Equipment

A. The Warehouse Supervisor is responsible for the upkeep and maintenance of the building, equipment, facilities and premises to ensure proper operation of all aspects of the complex to create a safe, secure and operational work environment.

1. The Warehouse Supervisor shall regularly inspect the warehouse for any structural defects such as holes, leakages, damages and to effect necessary repairs upon approval of MSI Head Office.
2. Good warehouse management shall be practiced at all times to maintain good quality of stocks and minimize warehouse losses.
3. The Classifier shall be responsible for the following:
 - 3.1 He shall maintain the cleanliness and sanitation inside and the immediate surroundings of the warehouse at all times.
 - 3.2 Ensure accuracy of the moisture content meter which is to be calibrated yearly one month prior to the first procurement season.
4. The Cargo Driver shall be responsible for the following:¹
 - 4.1 The Cargo Driver shall be responsible for the following:
 - 4.1.1 Apply all maintenance practices and hauling trucks are always in good running condition
 - 4.1.2 Prior delivery, the Cargo Driver shall check the following:
 - Oil & filter level
 - Fluid levels (Brake, clutch, power steering)
 - Tire pressure including the reserve tire

- Head, park, signal, hazard & break lights
 - Belts & hoses
 - Breaks (front & rear)
- 4.1.3 To prolong the useful life of the hauling trucks, the Cargo Driver shall strictly observe the loading capacity of the delivery trucks:
- Ten Wheeler (RCP 796) – 25 Tons
 - Forward (WTR 919) – 12.5 Tons
 - Forward (WOU 227) – 6 Tons
 - Elf (WOU 231) – 2.5 Tons
- 4.1.4 Conduct proper physical counting of loaded/unloaded cargos and report complete quantity to the Warehouse Supervisor including quantity discrepancies of proper action.
- 4.1.5 The Cargo Driver shall be neat at all times during deliveries to clients.
- 4.2 Hired Cargo Driver &/or Hauling Truck
- 4.2.1 Hiring of a Cargo Truck Driver &/or hauling truck shall be allowed when MSI Cargo Driver &/or MSI delivery truck are on a schedule delivery.
- 4.2.2 Hired Cargo Driver &/or delivery truck shall be paid on a per trip basis based on the industry rate.
- The Hired Cargo Driver shall have a valid professional driver's license
 - The Hired Cargo Driver shall have knowledge on mechanical repair.
 - The Hired Cargo Driver should be familiar in Central Luzon and Metro Manila routes.
- 4.2.4 At any time, all hired cargo drivers are not allowed to deal or meddle with MSI clients during deliveries. Only the sales Executive shall deal directly with the clients.
- 4.2.5 The hired cargo driver's responsibility is the same that of MSI Regular Cargo Driver specified in Items 4.1.1 to 4.1.5.¹
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5. Proper disposal of waste and junk materials and compliance with the clean and green program of the government.

5.1 Segregation of waste materials in accordance with the Solid Management Act (RA 9003).

5.2 Clean and green activities should be undertaken.

IV. Toll Milling

1. Milling

1.1 Milling of stocks shall be based on Purchase Order/Delivery Advice (**Annex F**) issued by the Institutional Sales Specialist.

1.2 Milling of MSI stocks may be undertaken by a private miller to comply with received POs.

1.3 Test milling shall be conducted on two-(2) business cycles, which are the Wet Season (Sept. to Dec.) and Dry Season (March to May) to determine the guaranteed milling recovery of stocks, which shall be subsequently serve as basis in evaluating actual milling performance. The Test Milling Report (RMR) attached as (**Annex G**) will be used to document the result of the test milling.

The Classifier together with a representative/s from H.O. shall jointly conduct and witness the test milling.

The minimum number of cavans for test milling is at least 100 cavans of palay.

1.4 Stocks issued for milling shall be covered by WSI properly filled out and approved by the authorized signatories; the Warehouse Supervisor shall record the actual number of sacks and weight in kilograms in the stock card.

1.5 The name of the private miller shall be indicated in the WSI and shall be signed thereat either by the miller or the authorized representative upon receipt of palay for milling.

1.6 Warehouse Stock Receipt shall be issued by the

Warehouse Supervisor for milling output (e.i rice, broken) brought back to the MSI-ADC warehouse.

- 1.7 The choice of private miller shall be based on the following:
 - Location
 - Tolling Charges/Fees
 - Dependability/Availability of Milling Services
 - Milling Efficiency and Effectiveness
 - With Truck Scale
- 1.8 The Classifier or any MSI-ADC designated staff shall always accompany the stocks during the milling process.
 - 1.8.1 Truck is accompanied from Warehouse to truck scale.
 - 1.8.2 Truck proceeds from truck scale to rice mill for the milling process
 - 1.8.3 Milled rice output for delivery is loaded to truck from rice mill to delivery destination of client
 - 1.8.4 Remaining output of production is hauled back to warehouse

V. Marketing

A. Sale of Rice, Brokens and By-Products

1. Milled Rice

- 1.1 The proper costing and availability of rice is the main concern of MSI-ADC operation.
- 1.2 In the case of local MSI-ADC sales, the selling price shall be the MSI Sales Executive approved price.
- 1.3 A periodic review of costing computation will be conducted to ensure fairness and competitiveness of MSI.

2. Brokens and By-Products

- 2.1 The Warehouse Supervisor/Warehouse Accounting Assistant shall canvass from at least three buyers in the locality of the prevailing market price of brokens and by-products and entered it into the logbook. The selling price for brokens and by-

products shall be within the range of the prevailing canvassed price at the time of sale duly approved by the President & CEO.

2.2 The logbook shall contain the date, name of buyer, address, contact numbers and the canvass price.

2.3 Maximum profit shall always be considered in the disposal of brokens and by-products.

2.4 As a control measure, the Internal Auditor shall countercheck the prices indicated in the logbook through on the spot price canvass with buyers or through telephone call.

B. Delivery/ Quality Control

1. The MSI-ADC shall warrant that deliveries shall be made within three (3) calendar days upon receipt of advice to deliver.

2. It shall be the responsibility of the Institutional Sales Specialist to advise the Warehouse Supervisor the actual delivery dates and exact location of deliveries.

3. The Business Manager shall assign the Sales Executive/ Institutional Sales Specialist who will inspect and accept deliveries for and in behalf of the buyer and who are likewise authorized to reject the deliveries should the same be found not in accordance with the required specifications.

C. Booking of Orders

Under normal conditions, an allowance of three (3) calendar days shall be enough to warrant deliveries to specified locations, however, whenever possible, bookings or reservations for sure buyers shall be made every harvest season or every six months to guarantee stock availability and to come up with better pricing schemes.

D. Packaging

To gain competitive edge, MSI rice may be packaged in 50, 25, 10, 5, 2 and 1 kilo. A minimum order of economic size however shall be set to accommodate the 10, 5, 2, and 1 kilo packaging.

E. Rejects

Only the volume required and stocks that shall conform to the quality specifications required by the Institutional Sales Specialist/Sales Executive shall be accepted. On best effort capacity however, the Sales Executive may assist in the disposal of rejected stocks and the marketable surplus.

E.1 Sale of Rejects (Palay and Rice)

E.1.1 The policy on sale of brokens and by-products at MSI-ADC will be followed

F. Documentation and Credit Accommodation

Documentation of Sales and Credit Accommodation shall follow the prescribed standard operating procedures followed at Head Office.

VI. Wage Rate

1. The workers or “pahinantes” hired by MSI-ADC shall be paid on a per move basis.
2. The wage rate shall be based on the prevailing industry rate in the area.
3. MSI-ADC shall provide HO of the specimen signatures of the hired workers or “pahinantes”
4. Attendance of the workers or “pahinates” hired daily shall be recorded in a logbook, and maintained by the Warehouse Supervisor.

VII. Procedural Guidelines

1. Moisture Content Testing

Classifier/ Designated MSI-ADC Staff	1	Obtain palay thru random sampling from co-ops palay delivery.
Classifier/ Designated MSI-ADC Staff	2	Conduct moisture content (MC) testing thrice and use the average as the basis of the MC result.
Co-op Representative	3	Witness the MC testing.
Classifier/ Designated MSI-ADC Staff	4	Record the actual result of the MC test in a logbook.

2. Procurement

A. Palay Procurement

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| Co-op Representative | 1. Deliver palay to MSI-ADC or designated place. |
| Classifier/ Designated MSI-ADC Staff | 2. Classify palay using the moisture content tester and rice mill tester. |
| Classifier/ Designated MSI-ADC Staff | 3. Recommend acceptance/rejection of palay tested. |
| Warehouse Supervisor | 4. Approves/rejects palay tested. |
| Documentation Assistant | 5. Prepare Warehouse Stock Receipt |
| Documentation Assistant | 6. For PIK: Prepare Purchase Receipt & Vouchers Payable (Annex H). |
| Warehouse Accounting Assistant | 7. For Check Payment: Prepares, sign, issue check payments to the co-op. |
| Documentation Assistant | 8. Prepares Daily Abstract Collection Report (DARC) (Annex I) for PIK. |
| Warehouse Supervisor | 9. Forward copies of DARC, PR, VP, to LBP. |

A.1. Payment-In-Kind (PIK)

A.1.1 Pre-Delivery Phase

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| Warehouse Supervisor | 1. Secure complete listing of BACs from concerned Landbank Offices/Branches |
| Warehouse Supervisor | 2. Conduct information campaign, canvass PIKs/excess palay of BACs |
| Warehouse Supervisor | 3. Coordinate with BACs on schedule of palay deliveries. |
| Warehouse Accounting Assistant | 4. Monitor prevailing prices in the procurement area and enters into logbook. |

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| Warehouse Supervisor | 5. Negotiate price with BACs and recommend the same to GM for approval |
| Classifier/Designated MSI-ADC Staff | 6. Accompany truck to truck scale |

A.1.2 Delivery Phase

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| BAC Rep | 1. Deliver palay to MSI-ADC/designated receiving points. |
| Classifier | 2. Classifies delivered stocks according to variety, moisture content, purity and other condition. |
| Classifier | 3. Recommend acceptance/ rejection of palay classified to the Warehouse Supervisor for approval. |
| Classifier | 4. Enters classification of stocks and signs at the "classified by" portion of the Purchase Receipt (PR) |
| Classifier | 4.1 If procurement is made at the MSI-ADC, enter same stock classification and sign at the "classified by" portion of the Warehouse Stock Receipt (WSR) |
| Classifier | 4.2 If procurement is made at receiving points other than at the MSI-ADC, reclassification and re- weighing shall be conducted. |
| Warehouse Supervisor | 5. Acceptance/Rejection of the palay classified and signing at PR and VP. |
| BAC | 6 Signing at the "conforme" portion of PR. |
| Documentation Assistant | 7 Prepares Daily Abstract Collection Report (DARC) for PIK |

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| Warehouse Supervisor | 8. Forwards copies of DACR, PR, VP, & WSR to LBP Office |
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A.2. Direct Buying of Palay

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| Warehouse Accounting Assistant | 1. Monitor prevailing prices twice weekly in the procurement area and enters in the logbook. |
| Warehouse Supervisor | 2. Follow-up producers in the PIK pre delivery phase |
| Warehouse Supervisor | 3. Negotiate price with BACs. |
| Documentation Assistant | 4. Prepares WSR Distribution:
Original Copy - BAC Rep.
Duplicate copy- Warehouse Supervisor
Triplicate - Accounting |
| BAC- Rep | 5. Signs at the "Conforme" portion of the WSR. |

3. Warehousing and Storage

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| Warehouse Supervisor | 1. Counter check classification of palay. |
| Warehouse Supervisor | 1.1 If there are bags worth more than 14% MC, further drying is necessary, return for drying to the classifier |
| Warehouse Supervisor | 1.2 If below class A inform the classifier for replacement |
| Warehouse Supervisor | 2. Instruct and supervises piling of stocks according to warehouse lay-out plan. Fills up and affix stock card. |
| Warehouse Supervisor | 3. Ensure that stocks are reconciled with records at all times. |
| Classifier I | 4. Conduct appropriate pest control measures such as spraying, fumigation and other good |

warehouse practices to maintain quality of stocks.

4. Milling

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| Institutional Sales Specialist | 1. | Forward Purchase Order (PO/Delivery Advice) to MSI-ADC. |
| Warehouse Supervisor | 2 | Computes total volume of palay prepares Warehouse Stock Issue (WSI) and issues stocks to Mill Operator/Private Miller . Use of WSI shall be on a per commodity basis, i.e. one-(1) booklet for rice and one-(1) booklet for by-products. |
| Warehouse Supervisor | 3. | Approves WSI |
| Miller/Authorized Representative Mill Operator | 4. | Signs at “received by” portion of WSI, receive and mill stocks. |
| MSI Classifier | 5. | Records on the log book the actual result of milling |
| MSI Classifier and Miller/Authorized Representative Mill Operator | 6. | Signs on the MSI log book conforming to the result of the actual milling. |
| MSI Classifier | 7. | Prepares and submit a Milling Recovery Report. |
| Warehouse Supervisor | 8. | Receives MRR and verifies from logbook. |
| Warehouse Supervisor | 9. | Receives stocks and issue WSR to Mill Operator/Private Miller. |
| Documentation Assistant | 10. | Prepare and issue Delivery Receipt (DR) (Annex J) |
| Warehouse Supervisor | 11. | Approves DR |
| Documentation Assistant | 12. | Issue Stocks for deliveries to truck driver with corresponding DR. |

Cargo Driver	13. Receives stocks for delivery to MSI clients and signs DR at “Delivered by” portion
Institutional Sales Specialist/Sales Executive /Client	14. Accepts stocks and signs at “received by” portion of DR
MSI-ADC Designated Staff	15. Accompany truck during the milling process

5. Maintenance of Facilities, Machineries, and Equipment

Cargo Driver	1. Prepare a checklist of all truck parts and classified as to check up needs; daily, weekly, or monthly
Cargo Driver	1.1 Accomplish a request for repair and submit to Warehouse Supervisor.
Cargo Driver	1.2 Conduct canvass of parts to be replaced from three (3) suppliers.
Warehouse Supervisor	2 Inspect vehicle or truck part that need repair as requested by the Cargo Driver concerned.
Cargo Driver	3. Prepare needed cash advance or necessary papers for the repair of the vehicle/truck part.
Cargo Driver	4. Supervises repair job on the truck part
Cargo Driver	5. Maintain record of repairs of truck.
Warehouse Supervisor	6. Proper maintenance of the MSI-ADC building and premises.
Classifier	7. Proper maintenance of moisture content meter and other quality related equipment

Classifier	8.	Request for calibration of Moisture Content meter one month before 1 st procurement period of the year.
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6. Logistics Unit

Institutional Sales Specialist	1.	Booking and sending of an approved (Business Manager) Purchase Order or Order Advice .
Warehouse Supervisor	2	Acceptance of Orders or Order Advice.
Warehouse Supervisor	3.	Inspection of stocks for delivery.
Cargo Driver	4.	Loading of stocks and delivery of stocks at designated location (DR)
Institutional Sales Specialist/Sales Executive	5.	Acceptance/Rejection of stocks (SI) (Annex K)

7. Rice Marketing/Trading - MSI-ADC

Warehouse Supervisor	1.	Receive request for price quotation (Annex L) from Head Office (HO).
Warehouse Supervisor	2	Submit filled-up request for price quotation, cost sheet (Annex M) , and rice sample to HO.
Warehouse Supervisor	3.	Acceptance of Order Advice (OA) from HO.
Warehouse Supervisor	4.	Compute quantity/volume of palay needed for milling.
Warehouse Supervisor	5.	Prepare and issue Warehouse Stock Issue (WSI) for milling.
Classifier/Designated MSI-ADC Staff	6	Loading & weighing of palay Stocks for milling.
Classifier/Designated MSI-ADC Staff	7	Supervise milling.
Documentation	8	Prepare and issue Delivery Receipt

Assistant Cargo Driver/Designated MSI- ADC Staff	9	Loading and delivery of milled rice to MSI client
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8. Solar Dryer and Handling of Cash Receipts

Farmer	1.	Signifies intention to the use of MSI-ADC solar dryer.
Warehouse Supervisor	2	Determines the prevailing rate for the use of the solar dryer and schedule the use of the same.
Security Guard	3.	Checks and records in the logbook the no. of cavans to be solar dried.
Security Guard	4.	Forwards the logbook and Computation Sheet (Annex N) for Solar Drying Fee to the Warehouse Supervisor for recording and payment.
Farmer	5.	Solar dries the palay
Warehouse Supervisor	6	Accept payment and issues official receipt

9. Wages for Daily Workers/Helpers

Warehouse Supervisor	1	Determines the no. of daily workers/helpers to be hired based on the WSI, WSR, or DR.
Warehouse Supervisor	2	Identifies workers/helpers to be hired.
Daily Workers/helpers	3	Upon entry of the workers/helpers at the MSI-ADC compound, signs on the logbook of the security (attendance).
Daily Workers/helpers	4	Pile palay at the MSI-ADC Warehouse or load/unload palay or milled rice to the delivery truck.

CargoTruck Driver	5	For rice delivery – submits delivery receipt to the Warehouse Documentation Assistant for payment.
Warehouse Accounting Assistant	6	Prepares voucher for payment based on the WSR, WSI, or DR.
Warehouse Supervisor	7	Issues payment to the daily workers/helpers
Daily workers/helpers	8	Receives payment and signs on the voucher/s and logbook as evidence of payment.

VIII. Policy on Sack Inventory

A. OBJECTIVE

The guidelines aims to closely monitor the availability of the laminated rice sacks for its timely replenishment.

B. PROCEDURAL GUIDELINES

PROCESS	RESPONSIBLE PERSON
1. Receives and accounts laminated rice sacks delivery to MSI-ADC.	Classifier
2. Records delivered laminated rice sacks in the prescribed stock card. (Annex O)	Classifier
3. Issues and records laminated rice sacks for milling.	Classifier
4. Prepares RIS for signature of Toll Miller. (Annex P)	Classifier
5. Accepts laminated rice sacks and signs the RIS.	Toll Miller/Authorized Representative
6. Pulls-out unused laminated rice sacks from Toll Millers and records the same in the stock card.	Classifier

C. MONITORING

The Classifier shall submit a quarterly laminated sack inventory report every 1st working day of the week.

D. REPLENISHMENT

The Classifier shall request for replenishment when the laminated rice sack inventory has reached 20,000 pcs. for 50kgs. while for 25 kgs. 5,000 pcs.

IX. POLICY ON WAGES FOR DAILY WORKERS/HELPERS

A. Rationale

Employment of daily workers/helpers is essential for the piling of palay procured from BACs to maximize the MSI-ADC warehouse capacity.

In the usual MSI-ADC business operation, daily workers/helpers are hired to load palay procured from the BACs and transport and unload the same to the MSI-ADC warehouse for storage. Likewise, daily workers/helpers are hired to load and unload palay or milled rice to the delivery truck/s either to transport palay to the designated toll miller for milling or delivery of milled rice to MSI's LBP and Non-LBP clients.

Thus, there is a need to establish a standard guidelines in the process involved in engaging the services of workers or helpers to ensure normal rice mill operation.

B. Objective

This set of guidelines aim to provide the basis in establishing the procedure in the hiring of daily workers or helpers at MSI-ADC.

C. Coverage

Palay procured from the BACs are stored and piled at the MSI-ADC warehouse in Sta. Rosa, Nueva Ecija. Palay stored and milled are delivered to MSI's LBP and Non-LBP clients either in the Province or Metro Manila area.

D. General Guidelines

Hiring of daily workers/helpers is required during harvest season (wet and dry) and delivery of milled rice to MSI's LBP and Non-LBP clients. The no. of daily workers/helpers is determined by the Warehouse Supervisor based on the no. of cavans of palay or rice indicated either in the warehouse stock issue (palay for toll milling), warehouse stock receipt (palay for storage), or delivery receipt (rice delivery). The daily workers/helpers will be paid on a per bag basis based on the prevailing wage rate in the area.

As livelihood assistance to the Municipality of Sta. Rosa, daily workers/helpers are sourced within the barangay or nearby barangays.

E. Procedural Guidelines

Process	Responsible Person
1. Determines the no. of daily workers/helpers to be hired based on the WSI, WSR, or DR.	Warehouse Supervisor
2. Identifies workers/helpers to be hired.	Warehouse Supervisor
3. Upon entry of the workers/helpers at the MSI-ADC compound, signs on the logbook of the security (attendance).	Daily workers/helpers
4. Pile palay at the MSI-ADC warehouse or load/unload palay or milled rice to the delivery truck.	Daily workers/helpers
5. For rice delivery - submits delivery receipt to the Warehouse Supervisor for payment.	Truck Driver
6. Prepares voucher for payment based on the WSR, WSI, or DR..	Warehouse Accounting Assistant
7. Issues payment to the daily workers/helpers.	Warehouse Supervisor
8. Receives payment and signs on the voucher/s and logbook as evidence of payment.	Daily workers/helpers

F. Monitoring

Monitoring in the hiring and disbursement of payment to the daily workers/helpers is included in the Audit Assistant's regular audit of SRGC.

PART II ACCOUNTING MANUAL

A. POLICY GUIDELINES

1. Cash Disbursement

- 1.1 All classes of disbursements shall meet the following basic requirements:
 - 1.1.1 All disbursements must be for a legal purpose, properly documented and sufficient funds certified by the Warehouse Accounting Assistant.
 - 1.1.2 Legality of transactions and conformity with Accounting rules and regulations and existing corporate policies.
 - 1.1.3 Approval of the expense by the Warehouse Supervisor.
 - 1.1.4 Submission of complete supporting documents to establish the legality/propriety of the claim.
 - 1.1.5 All reimbursements must be submitted to Accounting Unit within 90 days from the date such expense was incurred, otherwise, the same will no longer be allowed for reimbursement.
- 1.2 All disbursements shall be by check which shall be issued in numerical sequence, except those which are paid from Area Operating Fund.
- 1.3 Check shall be in duplicate. The duplicate copy of check must be attached to the WSR, Acknowledgement Receipt and Purchase Receipt.
- 1.4 Cancelled/voided checks should be properly stamped cancelled, filed properly and held available for inspection and reporting.
- 1.5 Check shall be made payable to a specific person or entity and not to "Cash" or "Bearer".
- 1.6 Signing and countersigning of blank checks are prohibited.
- 1.7 Release of checks shall be effected only after it has been signed by the designated signatory.

- 1.8 No expenditures or obligations in excess of the approved budget and or funds available shall be allowed.
- 1.9 All checks issued shall be recorded in a Check Register Book. After payment, the disbursement voucher (DV) (**Annex Q**) and supporting documents shall be stamped "PAID" so that these may not be presented for second payment.
- 1.10 Blank checks shall be kept in the proper custody of the Warehouse Supervisor as accountable forms
- 1.11 Assuming all papers are complete, the normal processing period for the voucher and the check is three (3) working days

2 Cash Receipt and Deposit

- 2.1 The responsibility for the receipts, custody and subsequent deposit of all collections is vested in the Warehouse Supervisor.
- 2.2 All cash receipts are deposited whenever the amount reached P10,000.00, while on hand, these collections are segregated from other funds.
- 2.3 Encashment of personal checks from the undeposited collections is prohibited.
- 2.4 Only the Warehouse Supervisor is authorized to issue Official Receipt (OR) (**Annex R**).
- 2.5 Logbook for post-dated check must be maintained by the Cashier.
- 2.6 Cash receipts are reported in the Report of Collections and Deposits (RCD) (**Annex S**) daily and must equal to the total Official Receipts issued during the day.
- 2.7 The Corporation's ORs are in booklet form and pre-numbered.
- 2.8 Cancelled ORs must be voided and filed properly.

3. Area Operating Fund (AOF)

- 3.1 An area operating fund must be maintained under the impress cash system subject for replenishment

3.2 Only the following expenses will be covered by the Area Operating Fund

Limit per AOFV

emergency purchases (ex. supplies not normally carried in our inventory)	P	5,000.00
representation expense		
handling expense		5,000.00
emergency repairs of company assets		10,000.00
rice mill supplies		5,000.00
communication expense		5,000.00
transportation/traveling expenses		4,000.00
gasoline and oil		5,000.00
other miscellaneous expense		1,000.00

- 3.3 Every disbursement from the fund must be supported by a properly accomplished Petty Cash Voucher (**Annex T**) /Area Operating Fund Voucher (PCV/AOF) approved by Authorized Signatory.
- 3.4 Reimbursement for expenses paid must be supported by documents to prove the validity of said claim. Payment will be made to the officer or employee who actually advanced said payment.
- 3.5 Petty Cash Voucher/Area Operating Fund Voucher and all supporting documents must be stamped "PAID" after payment has been made to preclude their subsequent use for a second payment
- 3.6 Temporary advances from the fund may be granted provided the type of such expenses and the amount involved are within the limit set by the policies and procedures of AOF. Advances must be liquidated within 48 hours from the purpose for which it was granted has been accomplished
- 3.7 Advances from the Petty Cash Fund/AOF shall be recorded in the Cash Advance logbook signed by the payee on the "received by" portion.
- 3.8 Advances not liquidated at the time of replenishment shall be automatically deducted from the salary of employees concerned covering the next payroll period. The Warehouse Supervisor shall monitor the liquidation of advances.

3.9 Numerical sequence of the PCV/AOF must be accounted for by the Warehouse Documentation Assistant

3.10 All withdrawals from the fund must be recorded in the Petty Cash Book indicating the following information:

Date of PCV/AOFV :: _____
Payee : : _____
Amount : : _____
PCV/AOFVN : : _____

3.11 The Payee shall acknowledge payment by signing on the **“RECEIVED BY”** portion of the Petty Cash Voucher/Area Operating Fund Voucher.

3.12 The AOF must be replenished when at least fifty percent (50%) of the fund had been exhausted/ disbursed or as soon as it is deemed necessary

3.13 The amount of fund must always be intact. (The sum of the unreplenished disbursements temporary cash advance granted and the remaining cash on hand always equals to the original amount of fund).

3.14 Custody of the fund must be entrusted to a responsible Officer or employee duly authorized and designated as the Area Operating Fund Custodian.

3.15 The following are authorized to conduct surprise cash count of the Area Operating Fund:
1. Internal Auditor or in his/her absence,
2. Corporate Services Manager

B. DETAILED PROCEDURES:

1. PROCUREMENT

Payment-in-Kind (PIK)

Accounting Assistant	1	Received PR, VP, and WSR
	2	Counter check palay classification and pricing

- 3 Verifies correctness of data indicated in the PR,VP, and WS
- 4 Forward documents to the Warehouse Representative for his approval/signature.
- 5 Post PIK payables to subsidiary ledgers.
- 6 Record procurement in Purchase Book-PIK Palay

PIK Remittance to LANDBANK (Accounting -H.O.)

- | | | |
|-----------------------------------|----|--|
| Accounting Assistant | 1 | Monitors maturing PIK's and prepares schedules of PIK's maturing ten (10) working days before the due dates. |
| | 2 | Forwards schedules of PIK-payables to the Accountant for checking |
| Accountant | 3 | Verifies correctness of data. |
| Accounting Assistant | 4 | Prepares Disbursement Voucher (DV). Signs the "Prepared by" portion and transmit to Accountant |
| Corporate Services Manager | 5 | Signs the "Certified correct" portion of Disbursement Voucher |
| | 6 | Forwards DV and schedule of PIK to The Internal Auditor. |
| Internal Auditor | 7 | Verifies correctness of data/entries. |
| | 8 | Transmits to cashier. |
| Cashier | 9 | Prepares check and check voucher. |
| Authorized Signatories | 10 | Forwards to authorized signatories. |
| | 11 | Sign check, check voucher and disbursement voucher. |
| | 12 | Returns DV and check to Cashier. |
| Cashier | 13 | Transmits check to concerned LBP Branch together with a copy of schedule on PIK |

payables.

- 14 Files Disbursement Voucher with complete supporting documents.

2. SALES

Bookkeeper

- 1 Upon receipt of sales documents, (SI and DR), verifies correctness of data.
- 2 Records sales in Sales Book.

Warehouse Accounting Assistant

- 3 Posts cost of inventory sold and receivables to their respective subsidiary ledgers.
- 4 Forwards accounting copies of documents to H.O..

3. CASH RECEIPT AND DEPOSIT

3.1 Cash Receipt and Deposits

Cashier/Collecting Officer-MSI-ADC

- 1 Receives cash/check from Clients/ Payors.
- 2 Cover receipt of payment with official receipt (OR).
- 3 Prepares Deposit Slip (DS) in two (2) copies and deposit to the authorized bank the following day
- 4 Receives copy 2 of DS
- 5 Based on OR and DS, prepares Report of Collections and Deposits.
- 6 Signs "Prepared by" portion of RCD.
- 7 Forwards RCD together with the yellow copy of OR and duplicate copy of DS to the authorized officer for review/verification.

Authorized Officer

- 8 If found in order, signs RCD and forwards same to the Warehouse Accounting Assistant.

- | | | |
|--|----|--|
| Accounting Assistant-
MSI-ADC | 9 | Posts collection to Accounts Receivable Subsidiary Ledger. |
| | 10 | Records collections and deposits in Cash Receipt and Deposit Book. |
| Cashier | 11 | Returns RCD to Cashier. |
| | 12 | Files RCD. |

For Bounced Checks

- | | | |
|---------------------------------------|---|---|
| Warehouse Supervisor | 1 | Retrieves bounced check and secure Debit Advice (DA) from bank. |
| | 2 | Cancels prepared OR |
| | 3 | Gives notice to the Pres. & CEO and client |
| | 4 | Transmits bounced check and DA copy to legal in writing. Forwards a copy of said transmittal to the Warehouse Accounting Assistant for cancellation of said payment |
| Warehouse Accounting Assistant | 5 | Prepares/signs JV, cancels payment, and corrects entries made in the A/R subsidiary ledger. Forward same to Accounting – Head Office |
| Accountant | 6 | Verifies correctness of JV and signs on the “Checked by” portion of the form. |
| President & CEO | 7 | Approved JV transaction. |

3.2 PREPARATION OF BANK RECONCILIATION STATEMENT

- | | | |
|---------------------------------------|---|---|
| Warehouse Accounting Assistant | 1 | Receives Bank Statement (BS), Paid Checks (PC), and Debit and Credit Memo (DM/CM) from depository bank. |
| | 2 | Checks BS, PC and DM/CM against Check Register Book, Cash Receipts and Deposit Book and General Ledger. |
| | 3 | Prepares Bank Reconciliation Statement |

- 4 Signs on the "Prepared by" of the Bank Reconciliation.
- 5 Prepares Journal Voucher (JVs) covering any adjustments on the Cash Account.
- 6 Forward copies of JVs and Bank Reconciliation Reports to the Accounting – H.O.

4. TEMPORARY CASH ADVANCE

- | | | |
|--|---|---|
| Officer/Employee
concerned Area
Operating Fund (AOF)
Custodian
Warehouse Supervisor | 1 | Request for Cash Advance. |
| | 2 | Release cash advance. |
| | 3 | Requests payee to sign on the "RECEIVED BY" portion on the AOF logbook. |
| | 4 | Records transaction in the logbook on cash advances. |
| | 5 | Maintains/updates said logbook. |
| | 6 | Informs Bookkeeper 3 days before payroll of any unliquidated cash advances. |
| | 7 | Deduct unliquidated cash advance from concerned employees |

5. LIQUIDATION OF CASH ADVANCE

- | | | |
|---------------------------------------|---|---|
| Payee | 1 | Prepares liquidation report and attaches all supporting documents. |
| Warehouse Accounting Assistant | 2 | Reviews documents and computation. |
| Warehouse Supervisor | 3 | Reviews liquidation documents and sign on the "Approved by" portion of the said form. |

Warehouse Documentation Assistant	4	Prepares Petty Cash Voucher/AOF covering the liquidated amount
Warehouse Supervisor	5	Approves PCV/AOF
Warehouse Accounting Assistant	6	Receives PCV/AOV, notes approval of Authorized Officer
	7	Requests payee to sign on the "Received by" portion of the PCV/AOFV
	8	Stamps "PAID" on the PCV/AOF and all supporting documents.
	9	Records transaction in the AOF Book.

ANNEXES



MASAGANANG SAKAHAN, INC.

6th Floor All Asia Capital Center,
105 Paseo de Roxas, Legaspi Village, Makati City

Tel. Nos. (02) 819-5995, 893-9369

893-9208, 893-9376

Telefax (02) 893-7698

№ 36076

PURCHASE RECEIPT

Received from _____ Date _____

FB Code _____ Address _____
(Brgy./ Sitio) _____ Town _____ Province _____

Estate/Location

LBP F. O. & Code _____

Miller & Code

LBP FR/EDC _____

Unit Price: Clean and Dry (PD) P

Actual (PW) P

Conversion
CW= PW / PD X AW

[illegible]

Remarks:

Neighed Classified by: Conforme: Issued By:

Miller/Representative	Farmer Beneficiary/Rep.	MSI Procurement Clerk
-----------------------	-------------------------	-----------------------

Approved By: _____

MSI Area Supervisor _____

DV No. _____

Date _____

WSR No. _____

Application of Payment:

Land	Loan	Quedan	Others	Total PIK	Excess	Total
------	------	--------	--------	-----------	--------	-------

LBP OR No. _____

	Amount (P)
--	------------

Kilos 1/

Cavans 2/

1. To compute for kilos Divide amount by unit price per kilo.
2. To compute for cavans
 - a) Divide total kilos by total cavans to get C factor.
 - b) Divide kilos by C factor.

MEMORANDUM

FOR : THE PRESIDENT AND CEO
THRU : THE BUSINESS MANAGER
FROM : THE WAREHOUSE SUPERVISOR
SUBJECT : PRICE CANVAS
DATE : _____

	100%	90-10	85-15	85-20	PALAY	PALAY	BINLID	D1	BROKENS
	(P/Bag)	(P/Bag)	(P/Bag)	(P/Bag)	(P/Kg) Class A	(P/Bag) Class B	(P/Kg)	(P/Kg)	(P/Bag)
Edglor RM									
Larry Pascual									
CFA RM									

For your information and approval.

Plant/Warehouse Supervisor


MEMORANDUM

FOR : THE PRESIDENT AND CEO
THRU : THE BUSINESS MANAGER
FROM : THE WAREHOUSE SUPERVISOR
SUBJECT : WEEKLY INVENTORY REPORT FOR THE PERIOD
 OF _____
DATE : _____

	PALAY	MILLED RICE	BROKENS	D1	BINLID
Balance Last Report					
No. of Bags					
No. of Kgs.					
Add: Proc./Output From Milling					
No. of Bags					
No. of Kgs.					
Less: Milled/Sales					
No. of Bags					
No. of Kgs					
Balance This Report					
No. of bags					
No. of Kgs.					

For your information and approval.

Plant/Warehouse Supervisor

		MASAGANANG SAKAHAN, INCORPORATED Sta. Rosa Grains Center Brgy. Lourdes Sta. Rosa, Nueva Ecija		
WAREHOUSE STOCK ISSUE				
		N ^o 8350		
COMMODITY _____				
NAME: _____				
ADDRESS: _____				
Quantity (Bags)	Purity (%)	DAY	MONTH	YEAR
Quantity (Kgs)	MC (%)	REMARKS		
Variety:				
Prepared by:	Approved by:			
Received by:				


MASAGANANG SAKAHAN, INC.

(A LandBank Subsidiary)
 11th Floor, All Asia Capital Center, 105 Paseo de Roxas
 Legaspi Village, Makati City
 Tel. Nos. 819.5995 * 892.3498 * 893.9208
 Fax No. 893.7698
 Non-VAT Reg. TIN: 000-475-993-000

No 1979

PURCHASE ORDER

TO : _____
 ADDRESS : _____
 BUS. STYLE : _____

SAF NO. _____
 TIN : _____
 DATE : _____

Kindly furnish this office within _____ days upon receipt of this Purchase Order the following item/s as per terms and condition stipulated herein:

QTY	Unit	Complete Description of Items(s)	Unit Price	Unit Price

Conforme : _____ Date : _____

Total Amount in Pesos : _____

Certified By: _____	Funded By: _____	Approved By: _____
---------------------	------------------	--------------------

CONDITIONS

- This Purchase Order is made in accordance with your quotation and/or formal bid as per our set of specifications.
- Upon your receipt of the original copy of this P.O., all terms and specifications thereof shall be deemed accepted if not returned within forty-eight (48) hours.
- We reserve the right to cancel this Purchase Order if:
 - Specifications are not met.
 - The Order cannot be filed within the time specified herein and
 - Price is changed
- Should the supplier fail to deliver the goods for causes other than, natural calamities such as major floods, destructive typhoons, and the like on the date specified herein, he shall be liable to pay for everyday of delay the liquidated damages equivalent to 1% of the total value involved.
- Goods supplied hereon will be received by our authorized representative, subject to final acceptance by requisitioning department.

PROCEDURE FOR PAYMENT

This Purchase Order must be attached to the Original Invoice bearing your company's authorized signatures, and submitted to the Accounting Department for payment. Payment however, is subject to acceptability of item(s) delivered as stated in the foregoing.

50 Bkita (4X) 0001 - 2500 BIR Authority to Print No. 9AU0000588606
 Date Issued: 06-14-2013, Valid until 06-13-2018
 18-21 printers, 2835 Cabrera St., Pasay City
 Non VAT Reg. TIN: 198-684-747-000
 BIR Accreditation No. PROVANO03590 Date Issued: 03/27/2013

"This document receipt is not valid for claiming input taxes."

"THIS PURCHASE ORDER SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP"

TEST MILL REPORT

Venue : Name of Miller
 Date : _____

HIGHLIGHTS/RESULTS

NAME OF MILLER	NAME OF MILLER
----------------	----------------

Output : _____
 Input : _____

Output : _____
 Input : _____

	Bags	Kilos	Rec. Rates%	Bags	Kilos	Rec. Rate%	Ave. Rec. Rate (%)
Head Rice							
Brokens							
Milled Rice							
D1							
Binlid							
By Products							

**MASAGANANG SAKAHAN, INC.**

12th Floor All Asia Capital Center
105 Paseo de Roxas, Legaspi Village, Makati City
Tel. Nos. (02)893-9208, 893-9376, 893-7698
893-9369, 819-5995

VOUCHER PAYABLE FOR PIK

Nº 126707

Date _____, 20____

PARTICULARS	AMOUNT	ACCOUNT TITLE	DEBIT	CREDIT
Purchase of _____ kilos of palay at P= _____ /kilo from _____ as payment for the following: OTHERS P= _____ LAND P= _____ LOAN P= _____	P= _____	Inventory--Palay Account Payable--LBP		

Prepared by: _____

Approved by: _____

Procurement Clerk

Area Manager/Supervisor

DISBURSEMENT VOUCHER FOR PEP

PAYEE _____

ADDRESS _____ DATE _____

PARTICULARS	AMOUNT	ACCOUNT TITLE	DEBIT	CREDIT
Purchase of _____ kilos of excess palay P= _____ /kilo as per attached purchase documents	P= _____	Inventory--Palay Cash in Bank		

RECEIVED FROM MASAGANANG SAKAHAN, INC.

THE SUM OF _____

P= _____ in full settlement of excess palay purchase.

Received by: _____ Check No. _____

_____ Date _____

Prepared by: _____
Procurement Clerk

Approved


for payment: _____
LBP-FOM

SUPPORTING DOCUMENTS ATTACHED:

DCPR No.

LBP OR No. (Loan)

LBP FIELD OFFICE

 MASAGANANG SAKAHAN, INC. (A LandBank Subsidiary) CIP Cycle Lane Center, 105 Pineda de Flores Leganes Village, Alabang City 1220 Tel. Nos. 890.5576 * 893.3285 * 890.5208 Telefax No. 819.5995 * 890.7538 Non-VAT Reg. TIN: 009-479-865-00000		SALES INVOICE		SALES INVOICE DATE	
		No. 65302		COLLECTION DATE	
TIN:				TERMS:	
SOLD TO:				Business Style	
BILLING ADDRESS:				DELIVERY DATE	
PLACE OF DELIVERY:					
QUANTITY:	UNIT	ITEM SPECIFICATIONS		UNIT COST	TOTAL AMOUNT
SUBTOTAL					P
ADD: OTHER CHARGES (SPECIFY):					P
GRAND TOTAL					P
REFERENCES					
CLIENT P.O.		SALES APPROVAL		DELIVERY RECEIPT	
NUMBER	DATE	NUMBER	DATE	NUMBER	DATE
MSI P.O.					PREPARED BY:
					APPROVED BY:
<p> We/I hereby agree to pay in full the agreed price of the items listed herein upon delivery, unless otherwise arranged. Payment(s) shall be made either COD, or on the date specified above in the "COLLECTION DATE" portion of this invoice. IN CASE OF DEFAULT IN THE PAYMENT OF THE AMOUNT SPECIFIED ABOVE, MSIA AGREES TO PAY MSIA A SURCHARGE OF 0.05 PERCENT PER DAY BASED ON TOTAL SALES INVOICE AMOUNT plus other charges from date of invoice. In the event of litigation, We/I expressly submit to the jurisdiction of the courts of Makati or the City of Manila at seller's option and agree to pay an additional sum equivalent to 25% of the amount due but in no case less than 500.00 as attorney's fee and liquidated damages and cost of suit. Until the goods herein specified are fully paid for, ownership hereof remains with the seller. ALL CLAIMS FOR SHORTAGES, DISCREPANCIES OR DAMAGES MUST BE REPORTED TO MSI HEAD OFFICE OR ITS REPRESENTATIVE WITHIN 48 HOURS UPON RECEIPT OF STOCKS, OTHERWISE, MSI SHALL CONSIDER ALL GOODS DELIVERED TO BE IN CONFORMITY WITH THE AGREED STOCKS SPECIFICATIONS. </p>					
BY: _____ <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> DATE RECEIVED _____ </div> <div style="width: 60%;"> SIGNATURE OVER PRINTED NAME OF CLIENT OR AUTHORIZED SIGNATORY _____ </div> </div>					
CLIENTS COPY (White)		*MSI ACCOUNTING COPY (Green)		*FILE COPY (Yellow)	
32 packs (50x2) 63751 - 63750 BIR Authority to Print No. 041600052287 valid from: 05-15-2010, Expiry Date 05-14-2021 App Ref. No. APP10N16152816 A-27 jrlawes, 2825 collector st., pasay city Non VAT Reg. TIN: 198-854-747-80900		BIR Accreditation No. 051mp2013000000001 Date issued: 01/26/2014 Loose Leaf Permit # LL-5845-14 Date: 04/04/2014 "This sales invoice is not valid for claiming input taxes." "THIS SALES INVOICE SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP"			



MASAGANANG SAKAHAN, INC.
A Land Bank Subsidiary

REQUEST FOR PRICE QUOTATION

RFQ Ref. No.

Date :
TO : MSI AGRICULTURAL DEVELOPMENT CENTER

Masaganang Sakahan, Incorporated (MSI) is requesting for a price quotation for the supply and delivery of rice with the following specifications. Should you wish to participate in any or all, kindly fill up portion B of the table below:

Note: Portion A to be filled up by MSI and Portion B by Supplier

PORTION A (for MSI)							PORTION B (for Suppliers)	
Variety/ Grade	Age	Volume	Delivery Point	Delivery Schedule	Term of Payment	Requirements	Quoted Price	CONFORME Signature above print name
FOR SAMPLE AND QUOTATION								

Rice suppliers are requested to submit to MSI Two (2) kilograms of rice sample on or before _____ labeled with the name and address of the supplier, description of quality and variety specs of rice being offered.

Thank you.

DIONISIO M. HUERTO JR.
Business Manager

TERMS AND CONDITIONS

- Problems such as delays, rejection, complaints, etc shall be subject to penalties and deducted from supplier's Performance Bond and/or payment.
- Quotations which do not meet in full the conditions or requirements set forth herein shall be disqualified and shall not be considered for the purpose of the award, unless, the same in the determination of the MSI Trading Committee, will best serve the interests of MSI.
- MSI reserves the right to reject any or all quoted prices, to waive any formality therein or to accept offers that may be considered most advantageous to MSI.

SUPPLIERS CONFORME:

I have read and fully understood the terms and conditions indicated in the Request for Quotation with RFQ Ref. No. 2016-159.
I understand that this quotation was requested by MSI in anticipation of the P.O. from the client and I agree to serve the requirements once the Purchase Order is awarded.
I also understand that MSI reserves the right to reject any or all quoted price, to waive any formality therein or to accept offers as maybe considered most advantageous to MSI.

PLEASE SIGN YOUR NAME AND BUSINESS ADDRESS

MASAGANANG SAKAHAN, INC.																							
MSI AGRI. DEVELOPMENT CENTER																							
COST SHEET FOR MILLED RICE																							
Date	:																						
Client	:																						
Grading Quality	:																						
Head Rice	:		%																				
Brokens	:		%																				
Average Procurement Price of Palay per Kg.		:	P00.00 /kg.																				
As of		:																					
Computation																							
A. Cost of Palay																							
50 kgs. of Palay/Milling Recovery Rate For Head Rice = Kgs. of palay																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 33%;">Palay kgs.</th> <th style="width: 33%;">MRR %</th> <th style="width: 33%;">Kilos of Palay</th> </tr> <tr> <td style="text-align: center;">50</td> <td></td> <td style="text-align: center;">#DIV/0!</td> </tr> </table>						Palay kgs.	MRR %	Kilos of Palay	50		#DIV/0!												
Palay kgs.	MRR %	Kilos of Palay																					
50		#DIV/0!																					
Cost of Palay																							
Kgs. of Palay x Ave. Proc. Price																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Kgs. of Palay</th> <th style="width: 50%;">Ave. Price</th> </tr> <tr> <td></td> <td></td> </tr> </table>						Kgs. of Palay	Ave. Price																
Kgs. of Palay	Ave. Price																						
Less: Proceeds From Sale																							
1. Rice Brokens																							
Kgs. of Palay x Ave. Recovery Rate (ARR) x Prev. Price of Brokens (PPB)= Price of Brokens																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 33%;">Kgs. of Palay</th> <th style="width: 33%;">ARR %</th> <th style="width: 33%;">PPB</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>						Kgs. of Palay	ARR %	PPB															
Kgs. of Palay	ARR %	PPB																					
0.00																							
2. By Products																							
D1 = Kgs. Of Palay x ARR% x Prevailing Price = Price of D1																							
Binlid = Kgs. Of Palay x ARR% x Prevailing Price = Price of Binlid																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 20%;"></th> <th style="width: 20%;">Kgs. Of Palay</th> <th style="width: 20%;">ARR %</th> <th style="width: 20%;">PPB</th> <th style="width: 20%;"></th> <th style="width: 20%;"></th> </tr> <tr> <td>D1</td> <td></td> <td></td> <td></td> <td style="text-align: right;">0.00</td> <td></td> </tr> <tr> <td>Binlid</td> <td></td> <td></td> <td></td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> </table>							Kgs. Of Palay	ARR %	PPB			D1				0.00		Binlid				0.00	0.00
	Kgs. Of Palay	ARR %	PPB																				
D1				0.00																			
Binlid				0.00	0.00																		
Add:																							
1. Milling fee				0.00																			
2. Handling Expense				0.00																			
	Palay	0.00																					
	Rice	0.00																					
3. Sacks				0.00																			
4. Packaging				0.00																			
5. Delivery Expense				0.00	0.00																		
Total Cost					-																		
Prepared & Submitted by:		Checked by:		Approved by:																			
CRISANTO C. GALVAN		DANILO P. PASIA		DIONISIO M. HUERTO JR.																			
Warehouse Supervisor		Institutional Sales Specialist I		Business Manager																			

**MASAGANANG SAKAHAN, INC.
AGRI-DEVELOPMENT CENTER**

Computation Sheet for Solar Drying Fee

NAME: _____

Date	Volume	UC	Amount	Date Paid

Paid by:

Received by:

MASAGANANG SAKAHAN, INC. AGRI DEVELOPMENT CENTER STOCK CARD										
ITEM :	Laminated Sacks ____ kilos									
R E C E I P T					I S S U A N C E			B A L A N C E		
RIS DATE	RIS No.	QTY.	UNIT COST	TOTAL	QTY.	UNIT COST	TOTAL	QTY.	UNIT COST	TOTAL
Prepared and Submitted by: CLASSIFIER								Noted by: WAREHOUSE SUPERVISOR		

11th Floor All Asia Capital Center
105 Paseo de Roxas, Legaspi Village
Makati City 1209

Tel. Nos. 893-9376 • 819-5995 • 893-9369 • 892-3498
893-9208 • Fax No.: 893-7698

REQUISITION AND ISSUE SLIP

Date: _____

Please issue the following items for the

Qty.	Unit	DESCRIPTION	UNIT PRICE	TOTAL Cost

Items
Received by:

**MASAGANANG SAKAHAN, INC.**

(A Land Bank Subsidiary)
 6th Floor SyCip Law Center, 105 Paseo de Roxas,
 Legaspi Village, Makati City 1229
 Tel. Nos.: 893-9376 • 893-7698 • 893-9369 • 892-3498 • 893-9208
 Fax No.: 819-5995
 Non-VAT Reg. TIN: 000-475-993-000

Nº

DISBURSEMENT VOUCHER

Payee

Date

Address

Details			Amount
Account	Code No.	DEBIT	CREDIT
Bank & Check No.			

CERTIFIED FUND AVAILABLE

DATE

Prepared By:

Certified Correct:

.....

.....

Received from MASAGANANG SAKAHAN, INC.

The sum of

(P) in partial/full payment
of the above mentioned account/s.

Received By:

Date:

.....

.....

Approved for Payment:

.....

.....

Audited by:



MASAGANANG SAKAHAN, INC.

(A LandBank Subsidiary)
6th Floor, Sycip Law Centre, 105 Paseo de Roxas,
Legaspi Village, Makati City
Tel. Nos. 819-5995 • 893-9376 • 893-9208 • 893-9369
Fax No.: 893-7698
Non-VAT Reg. TIN: 000-475-993-000

No. _____

COLLECTION RECEIPT

Date _____

Received from _____ with TIN _____
and address at _____
engaged in the business style of _____, the sum of
_____ pesos (P _____)
in partial/full payment for _____
This cancels Provisional Receipt No. _____ dated _____

DETAILS OF PAYMENT			
CASH			
CHECK			
P.M.O.			
OTHERS			
TOTAL		P	

MASAGANANG SAKAHAN, INC.

Cashier / Collector

"THIS DOCUMENT IS NOT VALID FOR CLAIMING INPUT TAXES."

"THIS COLLECTION RECEIPT SHALL BE VALID FOR
FIVE (5) YEARS FROM THE DATE OF ATP."

100 PADS (50 X 3) SN: 07501-12500
BIR PERMIT NO. 9AU0000747436
Date Issued: 02-26-2016, Valid Until: 02-25-2020
Loose-Leaf Permit No. LL-3545-14 Date: 04-04-2014



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