



**MANUAL  
ISSUANCE NO. 2**

**ISO 9001:2015**

# DOCUMENTED PROCEDURE

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Section 2.0

**PROCEDURES - GENERIC**

Effectivity Date:

May 28, 2019

Subsection: 2.15

Revision No.

1

## SELECTION OF SUPPLIER/EXTERNAL PROVIDERS

**Code** : **CG-7.4.1-001**

**Customer** : CG Departments/Management

**Objective** : To establish and maintain a documented system/procedure for selecting suppliers for the company.

**Scope** : This procedure starts with requesting supplier to fill out the Supplier/External Provider Profile and Selection Sheet (SEPPSS), and ends with forwarding the SEPPSS and other documents to the concerned department head for filing. This shall not apply to suppliers with expected one-time transaction and for those affiliates. Such suppliers shall be listed in the masterlist of suppliers with one-time transaction and only when a repeat order or second PO is being considered to be awarded within 2 years from the first transaction shall the supplier undergo the accreditation process.

**Reference** : Supplier/External Provider Profile and Selection Sheet (SEPPSS)

ACTIVITY	PERSON RESPONSIBLE
1.0 Provides and requests supplier applying to be a service/material provider to CG to fill-out the <u>Supplier/External Provider</u> Profile and Selection Sheet ( <u>SEPPSS</u> ) and to submit necessary documents (e.g. company brochure/profile, list of products/services, etc.)	Claims Head & Admin Head
2.0 Receives from supplier/external provider the accomplished <u>SEPPSS</u> and other documents.	<u>Claims Head &amp; Admin Head</u>
3.0 Reviews the accomplished <u>SEPPSS</u> including other documents pertinent to the supplier's profile.	<u>Claims Head &amp; Admin Head</u>
3.1 If needed, arranges and conducts an interview to get further information from the supplier.	

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Approved by:

CBALABADO / MSGANA / WCD  
Chief Operating Officer and Quality  
Council Chairman / Deputy QCC



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4.0 Indicates on the designated portion on the SEPPSS his/her corresponding recommendation(s).	<u>Claims Head &amp; Admin Head</u>
4.1 Deleted	
4.2 Otherwise, proceeds to step 5.0	
5.0 Forwards the accomplished <u>SEPPSS</u> and other documents to the <u>Chief Operating Officer</u> .	Department Head concerned
6.0 Evaluates the <u>SEPPSS</u> and other documents, and approves accreditation of supplier by affixing his signature on the appropriate box.	<u>COO</u>
6.1 If not approved, forwards the <u>SEPPSS</u> and documents to the <u>Claims Head/Admin Head</u> .	
6.2 Otherwise proceeds to step 7.0.	
7.0 Submits to the <u>Claims Head/Admin Head</u> the approved <u>SEPPSS</u> and other documents.	<u>COO</u>
8.0 Updates the masterfile/list of all accredited suppliers.	<u>Claims Head &amp; Admin Head</u>
9.0 Prepares and sends letter of acceptance/accreditation to the supplier who passed the selection process.	<u>Claims Head &amp; Admin Head</u>
Note: Suppliers/ <u>External Providers</u> who did not pass the selection process shall also be informed in writing.	

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## SELECTION OF SUPPLIER/EXTERNAL PROVIDERS

## PERSON RESPONSIBLE

Claims Head & Admin Head

MARY JACQUELINE C. PETEL  
Sr. Manager - Claims

MYLA F. GARCIA  
Quality Management Representative

CBALABADO / MSGANA / WCDAAV  
Chief Operating Officer and Quality  
Council Chairman / Deputy QCC