

#### 4. Processing of Sales in DavNor Pasalubong Shop (on consignment basis)

Micro and Small Entrepreneurs' products are consigned and paid every second Monday of the month and onwards.

<b>Office or Division:</b>	Provincial Administrators Office – Davao del Norte Investment Promotion Center (DNIPC)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B and G2C			
<b>Who may avail:</b>	DavNor Micro, Small and Medium Entrepreneurs (MSMEs)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Copy of Delivery Receipt and Records (1 Original)		DavNor MSMEs Suppliers		
2. Summary of Sales		Sales Clerk or Administrative Assistant – PADO-DNIPC		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Reconcile Monthly Sales and Ending Inventory Record	1. Prepare Monthly Sales Report		1 day	<i>Adm. Asst. I, DMO III</i> PADO-DNIPC
	1.1 Prepare Inventory Report		1 day	<i>Adm. Asst. I DMO III</i> PADO-DNIPC
2. Verify Sales	2. Sorting of Payables by supplier	none	4 hrs.	<i>Adm. Asst. I</i> PADO-DNIPC
3. Collection of Monthly Sales	3. Releasing of monthly sales *Starts on 2 <sup>nd</sup> Monday of the month and onward		5-15 min.	<i>DMO III</i> PADO-DNIPC
<b>TOTAL:</b>		<b>None</b>	<b>2 days, 4 hours and 5 or 15 mins</b>	