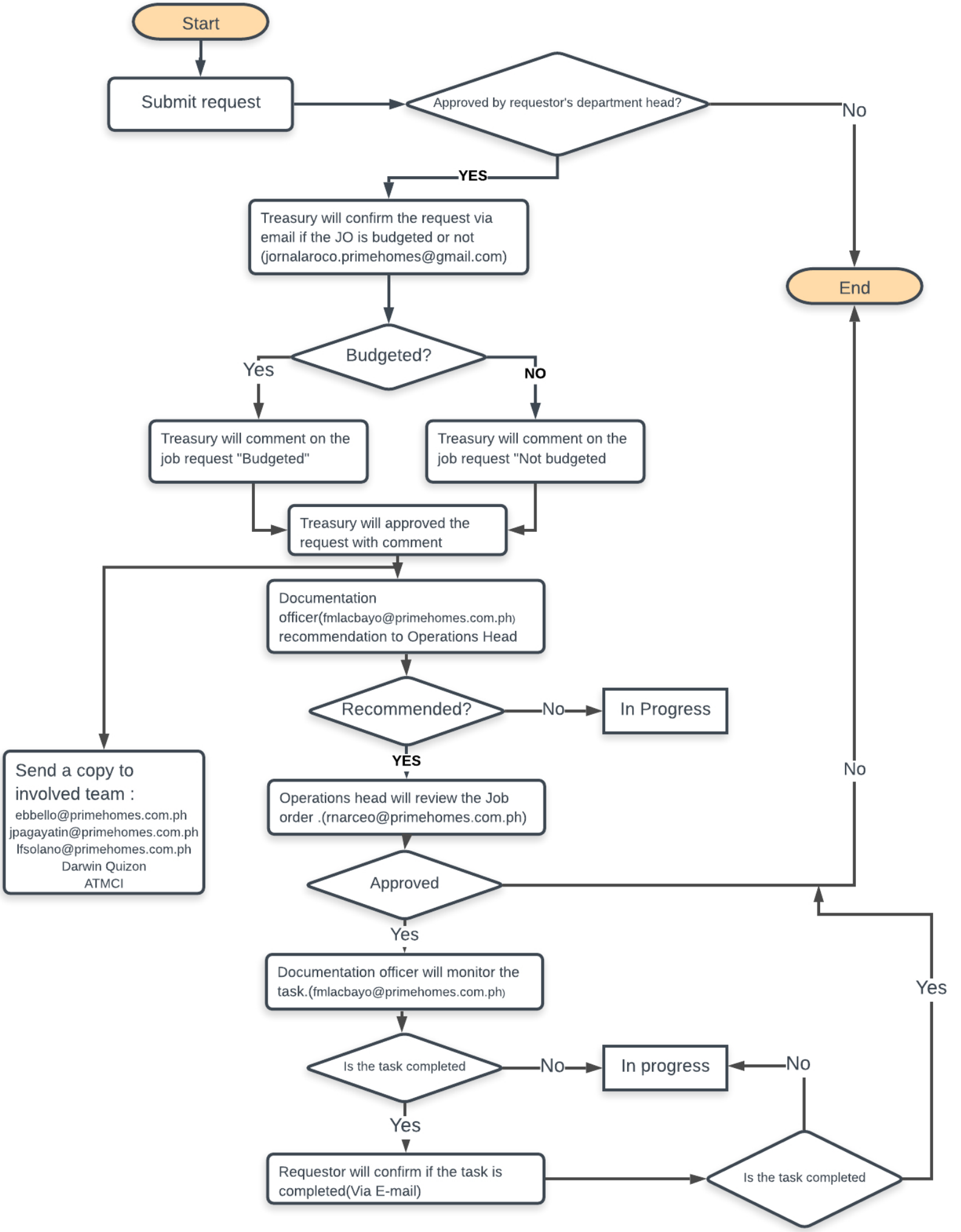
Start
Submit request
Approved by requestor's department head?
No
YES
Treasury will confirm the request via email if the JO is budgeted or not (jornalaroco.primehomes@gmail.com)
End
Budgeted?
Yes
NO
Treasury will comment on the job request "Budgeted"
Treasury will comment on the job request "Not budgeted
Treasury will approved the request with comment
Documentation officer(fmlacbayo@primehomes.com.ph) recommendation to Operations Head
Recommended?
No
In Progress
YES
Send a copy to involved team :
ebbello@primehomes.com.ph
jpagayatin@primehomes.com.ph
lfsolano@primehomes.com.ph
Darwin Quizon
ATMCI
Operations head will review the Job order .(rnarceo@primehomes.com.ph)
Approved
No
Yes
Documentation officer will monitor the task.(fmlacbayo@primehomes.com.ph)
Yes
Is the task completed
No
In progress
No
Yes
Requestor will confirm if the task is completed(Via E-mail)
Is the task completed