

IV. PADC CITIZEN'S CHARTER ON SALE OF AIRCRAFT PARTS

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A. Private Customers			Contact Nos.
1. Letter request to procure aircraft parts addressed to PADC President	1 day	Office of the President	853-7756
2. Marketing checks with Logistics Department (Store/Local & Foreign Supplied parts) availability/ price of aircraft parts to be procured.		Account Holder/ Logistics	
3. Marketing prepares the quotation to PADC customers. 3.1. If available from PADC Store 3.2. If to be procured from local supplier 3.3. If to be procured from foreign supplier 3.4. If parts to be procured from foreign supplier are to be fabricated	1 day 30-60 days 60-120 days 3-6 months	Account Holder Account Holder Account Holder Account Holder	852-3471
4. if acceptable to customer, Marketing prepares the Delivery Receipt to be signed by account holder and approved by Head of Marketing	1 day	Account Holder	852-3471
5. Preparation of Sales Invoice by Accounting Department	1 day	D. Mado	852-1674
6. Payment to PADC Cashier	1 hour	R. Broas	851-9204
7. Release/Delivery of Aircraft Parts	1 day	Account Holder	852-3471
B. Civil Government/Military Customer Compliance with RA 9184			
PADC Customer Care Center: Contact Persons: Antonio M. Suba - Director, Treasury Dept/ OIC, M & E Annie N. Bersamira - OIC, Marketing Dept		Contact Numbers 851-9204 852-3471	