



Procedure on the Procurement of Civil Registry Forms

Free Delivery for order of 500 pads and above

Pick up for order of below 500 pads from APO Quezon City, Davao City and Cebu City

- 1) For government clients – Email your Purchase Order or Purchase Request to merchandise@apo.gov.ph for Metro Manila and Luzon Areas, sales.davao@apo.gov.ph for Mindanao Area, and sales.cebu@apo.gov.ph for Visayas Area.
OR
For private clients - Fill out purchase request form (form attached and email to merchandise@apo.gov.ph for Metro Manila and Luzon areas, sales.davao@apo.gov.ph for Mindanao Area and sales.cebu@apo.gov.ph for Visayas Area.
- 2) Wait for the acknowledgment of your email that will prompt you to proceed payment
- 3) Deposit payment at APO's Landbank Account. (Details will be emailed to you)
- 4) Email scanned copy of validated deposit slip
- 5) A confirmation of your deposit and the date of pick-up of your items will be emailed.
- 6) Email your preferred pick-up date and how it will be picked up.
- 7) Email authorization letter of your assigned courier or person. The same authorization will be hand carried by your authorized representative.

You can either pick up your items at the following areas either by you or your authorized representative or thru your authorized courier freight collect:

Main Office - Quezon City APO Production Unit, Inc.

PIA Bldg., Visayas Ave., VASRA Quezon City
Jerald Tadioan - 0927-6667602 or 8282-5309 loc. 242

- **Cebu City**

9th Floor Golden Peak Hotel & Suites
Gorordo Ave., cor. Escario Street, Cebu City
Rowena Catacutan – 0919-0728699
Helen Cabachete – 09190728772

- **Davao City**

4th Floor Mindanao Media Hub C.P. Garcia Highway, Bangkal Talomo, Davao City
Shiela Pearl Centillas – 0905-6820698
Nече Imbang – 0995-0617795
Anna Mae Sialongo – 0945-8844131