

Purchasing Department

The role of the Purchasing Department is to provide support to all stakeholders and customers on every aspect of procurement.

Mission	Goals	People
To buy required high quality products and services required by both petrochemical and olefins plants at the optimum cost.	Procure on a timely and efficient manner. Lower the total cost of ownership. Identify and build partnerships with suppliers which can meet and exceed customer expectations. Maintain ethical business standards and full legal compliance all throughout the procurement process	The department is comprised of individuals that are seasoned with experience and expertise in procuring a wide range of products and services. The purchasing personnel are eager to assist customers with their purchasing needs.

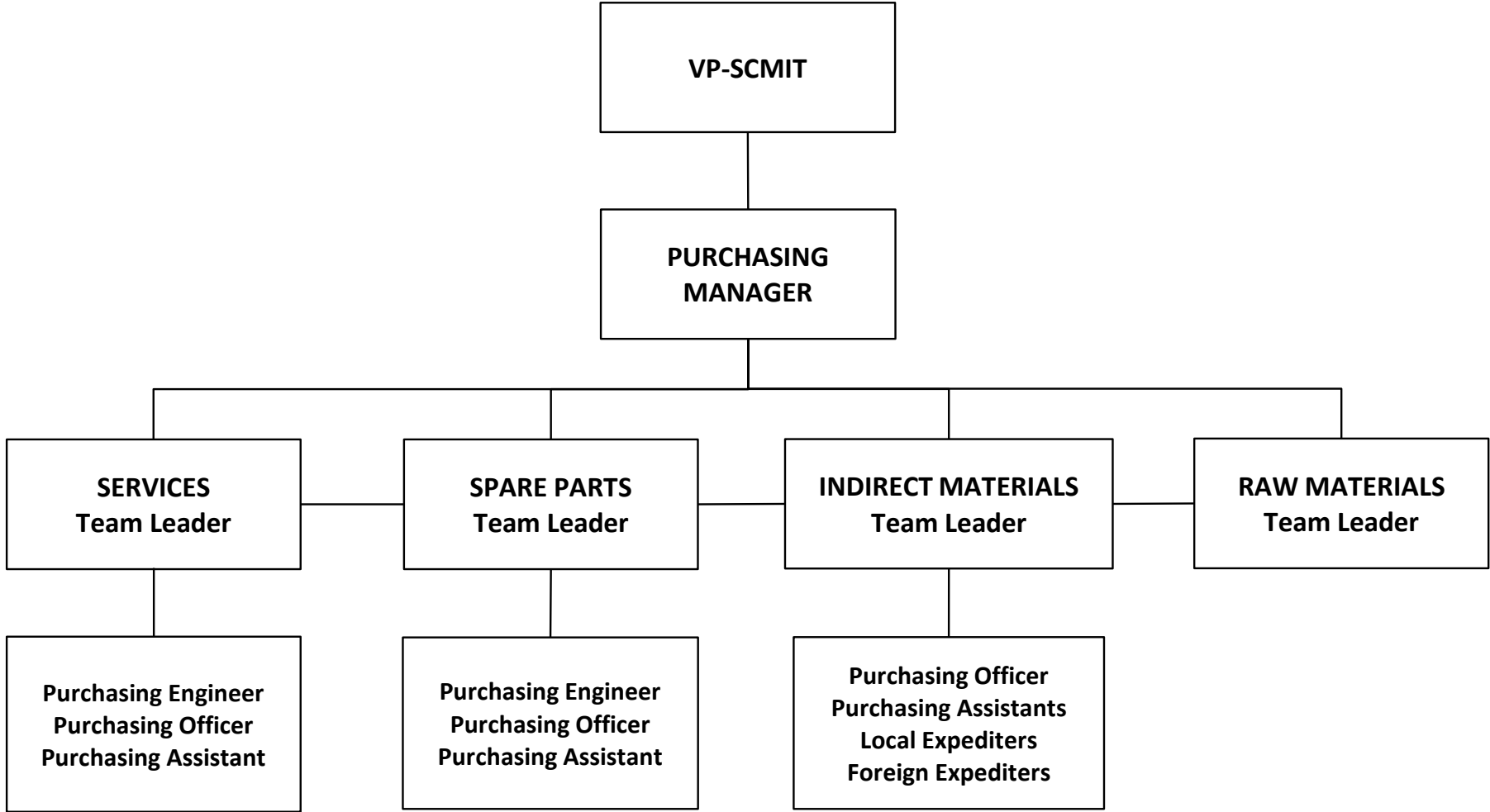
** It is in the best interest of the company that customers work with the Purchasing Department regarding any purchasing needs.*

Process

Each approved Purchase Requisition (PR) shall be automatically queued for our processing. The purchasing process is straight forward.
 1. Send RFQs 2. Select best offer 3. Generate and issue approved Purchase Orders 4. Ensure delivery is made.

Request for Quotation (RFQ)	Purchase Order (PO)	Delivery
<p>For each PR item, Purchasing will solicit only from accredited suppliers (with appropriate commodity item and provision) at least three (3) quotations.</p> <p>This can be done via SAP, field canvass, written or electronic correspondence, facsimile or telephone request.</p>	<p>All Purchase Orders are generated using SAP. Purchase Orders are approved by authorized company representatives as defined in the PO approval matrix.</p> <p><u>Only the Purchasing Department is authorized to issue Purchase Orders to suppliers.</u></p>	<p>To ensure full delivery, suppliers are reminded of their delivery balances by issuance of Notice to Deliver each start of month.</p> <p>For foreign purchases, expeditors liaise with Corporate Import Services and Corporate Foreign Departments for any import and payment related documentation required.</p>

Functional Organization



Contact Us

Your call is important to us. We are here to help you with your requirements.

	Office Hours	Trunc Line(s)
HEAD OFFICE	8:00 AM - 6:30 PM	(+63 2) 230 5000 (+63 2) 397 3200
BATANGAS PLANT	7:00 AM - 5:30 PM	(+63 43) 740 5600

Please feel free to contact the corresponding team member based on your specific requirement.

Services	Spare Parts	Indirect Materials	Raw Materials
Rolando S. Garcia Assistant Purchasing Manager Rolando.Garcia@jgspetrochem.com 0998-840-0723	Albert T. Manalo Purchasing Officer Albert.Manalo@jgspetrochem.com 0998-840-0591	Ma. Rosario C. Collantes Senior Team Leader Babeth.Collantes@jgspetrochem.com 0998-840-0590	Lawrence N. Manlapaz Assistant Purchasing Manager Lawrence.Manlapaz@jgspetrochem.com 0998-840-1613
Leander C. Silang Purchasing Engineer Leander.Silang@jgspetrochem.com 0927-437-3022	Monica N. Soriano Purchasing Assistant Monica.Soriano@jgspetrochem.com 0925-828-8206	Maria Theresa A. Zamora Purchasing Officer MariaTheresa.Zamora@jgspetrochem.com 0922-820-6706	Gladys M. Villegas Purchasing Engineer Gladys.Villegas@jgspetrochem.com 0920-542-0163
Soneila M. Etruiste Purchasing Staff Soneila.Etruiste@jgspetrochem.com 0925-524-5220	Ronalyn Adao Purchasing Clerk Ronalyn.Adao@jgspetrochem.com 0935-700-1012	Lailani Como-Gonzales Purchasing Assistant Lailani.Gonzales@jgspetrochem.com 0922-804-9061	
Haidie B. Tabarangao Imports Officer Haidie.Tabarangao@jgspetrochem.com 0998-840-0608	Lailani D. Epia Purchasing Expediter Lailani.Epia@jgspetrochem.com 0923-446-2611	Marie Jade Magsino Purchasing Clerk MarieJade.Magsino@jgspetrochem.com 0936-510-7226	

Plant Delivery

Safety is our top priority. Deliveries made to our Batangas plant are required to abide by our safety requirements.

Personal Protective Equipment (PPE)	Spark Arrester	Fire Extinguisher
Drivers and helpers must come in complete and proper PPEs. Head - Hard Hat Eye - Safety Glasses Upper Body - Long Sleeved shirt / jacket Lower Body - Maong / jeans Feet - Steel Toed Safety Shoes	Exhaust pipes of delivery vehicles must be fitted with a spark arrester.	A fire extinguisher must be available on the delivery vehicle.