



PROCEDURE FOR AVAILING OF

RYPIC PRODUCTS

Step 1

Avail online

1. View the products of RYPIC from:
<https://tinyurl.com/RYPICViewProducts>
2. Download and fill-out RYPIC Sales Form:
https://dost-ptri-rypic.com/image/RYPIC_Sales_Form_final.docx
3. After completely filling out the form, email it to
ptri.rypic@ptri.dost.gov.ph

Step 2

Payment and
Verification

PAYMENT PROCESS VIA FUND TRANSFER

1. The Receiving Officer will review and verify the Sales Form.
2. Wait for the Billing Order that will be sent through email.
3. The Receiving Personnel provides PTRI Trust Fund Current Account details to the customer via email.
4. Provide the proof of payment to the Receiving Officer via email.
5. Wait for the filled-out Sales Form that will be sent through email.

Step 3

Release of
Product

FACE-TO-FACE TRANSACTION (by appointment only)

1. All guests must wear a face mask and face shield
2. Enter through the DOST South Compound (MIRDC Gate) and present your confirmed appointment to the guard on duty.
3. Guards will check the temperature before entering the compound. Those with temp. above 37.5°C will not be allowed entry
4. Proceed to the PTRI Main Building side entrance in front of the parking area; sanitize using foot bath and alcohol dispensers before entry.
5. Present the confirmed appointment and go to designated room for Receiving Area. Wait for the 2nd copy of Sales Form
6. Accomplish the Health Declaration Form
7. Present the duplicate Sales form.
8. The product/s are released to customer. The products are validated and disinfected before releasing to the customer.
9. Sign-in the Customer's Logbook for the proof of claim.