TEAM BCVR CARES
BCVR PRIME ENTERPRISE
Drug Distributor - Drugstore - Medical Supplies
Dental & Lab. Supplies, Machine & Equipment | General Merchandise | School-Office Supplies & Equip. | Rescue & Heavy Equip. Vehicle
PRIME QUALITY AND PRICE IS NOT COMPROMISE

BCVR PHARMACY/MEDICAL SUPPLIES: Unit 1 ANC Bldg. Panganiban Drive, Concepcion Pequena, Naga City TEL NO: 054-8813455 CP NO: 09685332017 / 09152476684 EMAIL: bcvrprimeenenterprise142630@gmail.com
BCVR DISTRIBUTION/WAREHOUSE: Door 1 Sibulo Bldg. Panganiban Drive, Concepcion Pequena, Naga City TEL. NO: 054-8846198 CP NO: 09634719007 / 099566225693 EMAIL: bcvrdistributionoffice@gmail.com
BCVR IRIGA BRANCH: Ground Floor Felix Bldg. Alfelor St., San Miguel, Iriga City, Camarines Sur TEL. NO: 054-2998866 CP NO: 09614104200 EMAIL: bcvririgacity@gmail.com
BCVR GEN. MERCHANDISE: Ramon Diaz St. Villa Corazon Subdivision, Del Rosario, Naga City TEL NO: 054-8813455 CP NO: 09466070951 EMAIL: bcvrprimeaccnting@gmail.com

DATE: June 24, 2022

BCVR 2022 – 6 MEMORANDUM Circular No. 7

TO: **Distribution Field Sales Division, Delivery and Dispatch Division and Govt. Private Field Sales Division**

FR: **Sales, Distribution and Warehouse Department – EBR**
Accounting & Finance Department - MRE

SUBJECT: **Sales Booking of DFS 1 and DFS 2, Delivery of DFS and GPFS Order and Stocks Transfer**

Service Vehicle refers to:

- **Mitsubishi L300 Thirdy**
- **Isuzu 4 wheeler Travis**
- **Isuzu 6 wheeler Trucky**
- **Suzuki Dzire Snow White**
- **Honda Tricycle**

MESSAGE: **It is a fact that the Price of Gasoline/Diesel in the Market are continuously increasing, and this scenario has a big effect with our daily operations particulary in the use of our respective Company Vehicle. This actually double our expenses with our Gasoline/Diesel consumption as compared to last year, before the war between Ukraine and Russia started. It's beyond our control for it's a worldwide concern affecting most specially those 3rd world countries like the Philippines.**

However, in every challenging situation, there is always a workable solution. We just need to adopt and accept the good effect it will give to our beloved company. Two of the company's Core Values: Malasakit/Solicitude and Team Work are mostly demanded of us to address this current situation.

Thus, effective immediately we will impose some adjustment and emphasize existing company policies.

For the use Company Service Vehicle

- ✔ **Let us be THRIFTY, CONSIDERATE and MAXIMIZE in using our Company Service Vehicle. Use the appropriate Service Vehicle needed in the situation. Let's practice MALASAKIT.**

- ✔ **One of the purpose of every Monday coordination meeting is for DFS Representative, GPFS Concern Personnel, Warehouse/Logistics Personnel and Drivers to discussed and plan the deliveries of respective client orders and even IBS stocks transfer. Wherein it will be beneficial for the company to UTILIZE and MAXIMIZE every kilometer run by our respective Service Vehicle. Let's practice TEAMWORK.**

For Distribution Field Sales Division, please observe the following rules, considerations and adjustment;

- ✔ **Observe Sales Booking Schedule & Cut Off. Give ample time for the Warehouse Preparation Team in preparing your respective DFS client orders. Give a lead time of atleast 24 hrs – 72 hrs in preparing your orders. Communicate and strategize with our Sales Booking, group your deliveries per Zone. Target atleast a minimum of P 50,000-75,000 worth of deliveries, subject to the distance of delivery.**
- ✔ **Suggested Shedule of DFS Deliveries, Per Zone is a MUST (Travis or Thirdy);**

  For DFS 1 (Albay, Sorsogon and Some parts of Rinconada)
  - **Tuesday-Wednesday (Sleep Over) - Sorsogon 1 (S1) and Sorsogon 2 (S2) - Travis**
  - **Thursday – Albay 1 (Al1) and Albay 2 (Al2) - Travis or Thirdy**

  For DFS 2 (Camarines Sur, Camarines Norte and Tagkawayan)
  - **Monday – Cam. Sur 1 (CS1),Cam. Sur 2, Tagkawayan and Sta. Elena (CS2) – Travis**
  - **Wednesday-Thursday – Cam. Norte 1 (CN1) and Cam. Norte (CN2) - Thirdy**
  - **Thursday or Friday – Cam. Sur 3 (CS3) and Cam. Sur 4 (CS4) – Thirdy or Travis**

  Note: Driver of the said delivery schedule are alternate. There are instance of Driver & DFS Representative Tandem. Coordinate/Check for possible GPFS deliveries.
- ✔ **Suggested DFS Representative Schedule of Field Visits and Service Vehicle to be use.**

  For DFS 1 (Albay, Sorsogon and Some parts of Rinconada)
  - **Monday – Some part of CS 5 and Albay 2 – Snow White**
  - **Tuesday – Sorsogon 1 or Sorsogon 2 – Travis with Driver/Delivery**
  - **Wednesday – Sorsogon 1 or Sorsogon 2, with Some Albay 2 – Travis w/ Driver/Delivery**
  - **Thursday – Albay 1 and/or Albay 2 – Travis w/ Driver/Delivery, or Snow White**
  - **Friday – Collection/Sales Drive and Half Day Admin. Works**

  For DFS 2 (Camarines Sur, Camarines Norte and Tagkawayan)
  - **Monday – Cam. Sur 4 – Thirdy**
  - **Tuesday – Cam. Sur 3 – Snow White**
  - **Wednesday – Cam. Norte 2 and/or/some part of Cam. Norte 1 – Thirdy w/ Driver/Delivery**
  - **Thursday – Cam. Norte 1 or Cam. Sur 1, Tagkawayan & Sta. Elena – Thirdy or Snow White**
  - **Friday – Part of Cam. Sur 2 and Half Day Admin. Works.**

  Note: Driver of the said delivery schedule are alternate. There are instance of Driver & DFS Representative Tandem. Coordinate/Check for possible GPFS deliveries.

  ***** SUZUKI Dzire SNOW WHITE MUST BE AT BCVR WAREHOUSE EVERY TUESDAY MORNING, since DFS 2 will also use it for the mean time.**

For Stocks Transfer to BCVR Iriga Branch Store

- ✔ **Suggested schedule of Stocks Transfer is every Saturday.**
- ✔ **For IBS Branch Field Sales delivery, coordinate availability of Service Vehicle base on the Monday Coordination Meeting, for scheduling of bulk BFS deliveries.**

For Government Private Field Sales (GPFS) Deliveries

- ✔ **GPFS and Warehouse/Logistics personnel SHOULD discuss during Monday Coordination Meeting of possible deliveries for GPF Account.**
- ✔ **GPFS personnel need to discussed and endorse the Account to concerned DFS Representative and/or Delivery Driver to INCLUDE the said delivery in the route.**
- ✔ **In case there is a need to use the Isuzu 6 wheeler Trucky for delivery, kindly inform the Management in advance for proper coordination and schedules of respective drivers.**

Kindly understand and read the following adjustment and emphasis with regard to the Company's Schedule of DFS Sales Booking, Deliveries/Transfer and Use of Vehicle. Please take into consideration the Area Zoning we issued.

This Circular is subject for full coordination and STRICT IMPLIMENTATION starting July 4, 2022.

- MRE / EBR

NOTE: FOR UPDATE TO BCVR MEMO Circular No. 7.1, ONCE SERVICE VEHICLE SNOW IS BACK ON SERVICE.

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EMAIL: bcvrprimeaccnting@gmail.com

DATE: July 3, 2023

BCVR 2022 – 7 MEMORANDUM Circular No. 7.1

TO: **Distribution Field Sales Division, Delivery and Dispatch Division and Govt. Private Field Sales Division**

FR: **Management, Sales & Mktg. Dept., Distribution & Warehouse Dept.**
Accounting & Finance Department - MRE

SUBJECT: **Guidelines for Sales Booking , Stocks Transfer, GPFS, DFGS and Delivery Schedules.**

MESSAGE: **It is a fact that the Price of Gasoline/Diesel in the Market are continuously increasing, and this scenario has a big effect with our daily operations particulary in the use of our respective Company Vehicle. This actually double our expenses with our Gasoline/Diesel consumption as compared to last year, before the war between Ukraine and Russia started. It's beyond our control for it's a worldwide concern affecting most specially those 3rd world countries like the Philippines.**

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This Circular is subject for full coordination and STRICT IMPLIMENTATION starting July 4, 2022.

Service Vehicle refers to:

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- **Isuzu 6 wheeler Trucky**
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			MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
SALES DIVISION			FV	D	FV	D	FV	D	FV	D	FV	D	FV	D		
GPFS			For Shedule		For Shedule		For Shedule		For Shedule		For Shedule					
DFS 1			Field Visit		Field Visit -Delivery		Field Visit -Delivery		Field Visit -Delivery		Field Visit					
DFS 2			Field Visit		Field Visit		Field Visit -Delivery		Field Visit -Delivery		Field Visit					
BFS/IBS ST					For Shedule				For Shedule		For Shedule		Stocks Transfer			
	ZONING CODE															
	AI 1						DFS 1		DFS 1							
	AI 2		DFS 1						DFS 1							
	S 1				DFS 1		DFS 1									
	S 2				DFS 1											
	CS 1								DFS 2		DFS 2					
	CS 2								DFS 2							
	CS 3				DFS 2											
	CS 4		DFS 2													
	CS 5										DFS 1					
	CN 1						DFS 2		DFS 2							
	CN 2						DFS 2									
	C 1															
		SERVICE VEHICLE														
		Thirdy	DFS 2		GPFS / BFS		DFS 2		DFS 2		DFS 2		IBS ST			
		Travis	DFS 2		DFS 1		DFS 1		GPFS / BFS		GPFS / BFS					
		Snow White	DFS 1		DFS 2		GPFS		DFS 1		DFS 1					
		Trucky	For Request		For Request		For Request		For Request		For Request					

SUGGESTED FIELD VISIT, DELIVERY SCHEDULE & USE OF VEHICLE GUIDELINES CHART

- MRE / EBR

NOTE: FOR UPDATE TO BCVR MEMO Circular No. 7.1, ONCE SERVICE VEHICLE SNOW IS BACK ON SERVICE.

BCVR Prime Enterprise
Drug Distributor - Drugstore - Medical Supplies
"Prime Quality & Price are not Compromise - Team BCVR Cares"
bcvrprimeenterprise142630@gmail.com https://bcvr.ph

Distribution & Warehouse Center Naga City, Camarines Sur *(0970) 639 3472*	**Distribution Display Store** Naga City, Camarines Sur *(0963) 471 9007*	**Pharmacy & Health Supplies Store - Naga** Naga City, Camarines Sur *(0968) 533 2017*	**Iriga Branch Store** Iriga City, Camarines Sur *(0961) 410 4200*
Pharmacy & Health Supplies Store - Iriga Iriga City, Camarines Sur *(0969) 248 5028*	**Catanduanes Branch Store** Virac, Catanduanes *(0969) 248 5028*	**Masbate Branch Store** Masbate City, Masbate *(0951) 095 6364*	**Sorsogon Branch Store** Sorsogon City, Sorsogon *(056) 311 2521*

BCVR 2025 – 8 MEMORANDUM Circular No. 7.2

TO: Sales and Marketing Department, Distribution and Warehouse Department
Cc: All BCVR Departments
Bcc: Field Sales Representative(FSR), Field Sales Specialist(FSS), Drivers & AR Staff
FR: EBR / Management

SUBJECT: Reiteration of the following

A. **BCVR Standard Guidelines for Sales Team Field Visit / Collection Schedules and Vehicle Used**
B. **BCVR Standard Guidelines for Sales Booking of DFS Order, Stocks Transfer Request and GPFS/DPGS/BFGS.**
C. **BCVR Standard Guidelines for Schedule of Delivery / Stocks Transfer / Manila Pick-Up and Vehicle Used**

DATE: August 4, 2025

MESSAGE

In the fast-paced world of business, efficiency is key. A well-structured delivery schedule underpins effective inventory management and customer satisfaction. It ensures timely deliveries, reduces bottlenecks, and keeps our operations running smoothly. For BCVR Prime Enterprise, disciplined adherence to these guidelines optimizes logistics, minimizes costs, and reinforces client trust. These standards reflect our commitment to excellence and reliability in every transaction.

BCVR 2025 – 8 MEMORANDUM Circular No. 7.2

TO: Sales and Marketing Department Distribution and Warehouse Department

Cc: All BCVR Departments

FROM: EBR / Management

DATE: August 4, 2025

SUBJECT: Revised Standard Guidelines for Field Visits, Sales Booking, Stocks Transfer, and Delivery Schedules

1. Purpose

This circular updates and harmonizes our guidelines for field visits, DFS order booking, stocks transfer, GPFS/DPGS/BFGS orders, and delivery schedules. The goal is to eliminate overlaps, clarify cut-offs and lead times, and establish clear escalation paths to prevent conflicts.

2. Scope

These guidelines apply to all personnel in:

- **Sales and Marketing**
- **Distribution and Warehouse**
- **Inventory Control**
- **Receiving & QC**
- **Order Fulfillment**
- **Logistics**

3. Key Coordination Protocols

- **Appoint a single point-of-contact (POC) per zone; POCs update the shared master calendar by every Friday at 12:00 PM.**
- **Standard lead time of 24–72 hours for all order preparations.**
- **Booking cut-offs communicated at least 24 hours before the window closes.**
- **Weekly coordination call every Friday at 3:00 PM to review any schedule adjustments.**

4. Field Visits & DFS Delivery (Weeks 1 & 3)

4.1 Albay & Sorsogon

Day	Area	Vehicle (Reg. No.)
Monday	Admin Day / Office Support	N/A
Tuesday	Sorsogon Zone 2	Hyundai H100 (EAI 8759)
Wednesday	Sorsogon 1 / Albay 1	Hyundai H100 (EAI 8759)
Thursday	Albay 1 / Albay 2	Hyundai H100 (EAI 8759)
Friday	Albay 1 / Albay 2	Hyundai H100 (EAI 8759)

4.2 Camarines Sur & Norte

Day	Area	Vehicle (Reg. No.)
Monday	Admin Day / Office / Naga City	Isuzu Travis (EAF 9384)
Tuesday	Camarines Sur Zone 2 (CS2)	Isuzu Travis (EAF 9384)
Wednesday	Camarines Norte Zone 2 (CN2)	Isuzu Travis (EAF 9384)
Thursday	Camarines Sur Zone 1 (CS1)	Isuzu Travis (EAF 9384)
Friday	Camarines Sur Zone 4 (CS4) / Iriga	Isuzu Travis (EAF 9384)

4.3 Catanduanes

	Municipality	Vehicle (Reg. No.)
Monday	Admin Day / Office	N/A
Tuesday	Virac / EBMC	Rusi Ultra (EAE 3983)
Wednesday	San Andres / EBMC	Rusi Ultra (EAE 3983)
Thursday	Baras / Virac	Rusi Ultra (EAE 3983)
Friday	Virac / EBMC	Rusi Ultra (EAE 3983)

5. Sales Booking & DFS Preparation (Weeks 2 & 4)

- **Booking cut-off: Friday, 5:00 PM of Week 2 and Week 4.**
- **Lead time: Minimum 24 hours; ideally 72 hours for warehouse prep.**
- **Group bookings by zone; coordinate with the Sales Booking Team.**
- **DFS delivery follows the Week 1 & 3 schedule above.**

6. Stocks Transfer Orders

Order Type	Cut-off	Delivery
PHSSN / DDS	Wednesday (Weeks 1 & 3)	Friday (Weeks 1 & 3)
BSBS	Thursday (Weeks 1 & 3)	Tuesday (Weeks 2 & 4)
BMBS	Thursday (Weeks 1 & 3)	Saturday (Weeks 2 & 4)
IBS / PHSSI	Thursday (Weeks 2 & 4)	Friday (Weeks 2 & 4)

7. GPFS / DPGS / BFGS Booking & Delivery

Booking Window	Cut-off	Delivery
1st–2nd Week	Friday of 2nd Week	4th Week
3rd–4th Week	Friday of 4th Week	2nd Week (Next Month)

8. Daily Zoning Guide

Day	Zoning Codes	Vehicle (Reg. No.)
Monday	CS1, CS2, CS3	L300 (EAD 9494)
Tuesday	S1, S2, BSBS, BMBS	H100 (EAI 8759)
Wednesday	AL1, AL2	H100 (EAI 8759)
Thursday	CN1, CN2	Travis (EAF 9384)
Friday	PHSSN, DDS	L300 (EAD 9494)
Saturday	IBS, PHSSI	Suzuki (TBD)

9. Special Consideration: Manila Pick-Up

- **Schedule pickups every other Monday or Wednesday; adjust as needed.**
- **Receiving window: Tuesday to Thursday.**
- **Order processing & preparation: Friday & Saturday.**
- **Vehicle: Isuzu 6WD Truck (EAE 3983).**

10. Conflict-Avoidance & Escalation

- **All POCs must reflect changes in the shared calendar by Friday, 12:00 PM.**

- **Any schedule adjustments require 24-hour advance notice to affected teams.**
- **If a conflict arises:**
    1. **Attempt resolution with the zone POC.**
    2. **If unresolved within 4 hours, escalate to the Distribution Warehouse Manager.**
    3. **Final arbitration by the COO.**

11. Effective Date & Review

- **Effective immediately upon issuance.**
- **First review: 30 days after implementation.**
- **Quarterly audits thereafter; updates communicated via subsequent circulars.**

Please disseminate this revised circular to all team members and file it in the department's memo archive. For questions or clarifications, contact your zone POC or the Distribution Warehouse Manager.