

C. Property and Supply

1. Inspection, Acceptance and Distribution of Textbooks, Supplies and Equipment

This service is the issuance and receiving of the textbooks and equipment that are needed for Elementary & Non-Autonomous Secondary Schools

Office or Division:	Property and Supply Unit			
Classification:	Complex			
Type of Transaction:	G2G - Government To Government			
Who may avail:	DepEd employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Delivery receipts			Supplier	
2. Inspection and Acceptance report/Property Transfer Report Requisition and Issuance Slip			Employee/ Property and Supply Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Delivers the textbook and/or equipment together with the receipts	1.1. Receives textbooks and/or equipment from suppliers	None	8 hours	Property and Supply Personnel
	1.2. Checks the quantity of the items received through comparing the DR of delivered textbooks and/or equipment to the PO and/or Property Transfer Report of originating office	None	8 hours	
	1.3. Inspects, verifies, and approves the receipt of textbooks and/or equipment	None	3 hours	
	1.4. Prepare Inventory Custodian Slip (ICS) and Requisition and Issuance Slip (RIS) for recipient schools	None	8 hours	
	1.5. Reviews and approves the ICS/RIS	None	8 hours	
	1.6. Informs the Recipient Schools for the distribution of textbooks and/or equipment	None	8 hours	
	1.7. Preparation of	None	3 hours	

	distribution list and in coordination with district/schools			
2. Receive the textbooks and/or equipment by the recipientschools	2.1. Distributes the textbook and/or equipment together with the copy of signed Inventory Custodian Slip	None	8 hours	
Total		None	6 hours and 6 minutes	

Note: Additional steps or increase in TAT is due to the geographical challenge in districts/schools

F. Property and Supply Unit

1. Requisition and Issuance of Supplies

Requisition and Issue Slip (RIS) is a document required to use for an Employee/ Personnel to request for monthly supplies.

Office or Division		Property and Supply Unit		
Classification:		Simple		
Type of Transaction:		Government to Government (G2G)		
Who may avail:		DepEd employees		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
1. Filled Out Requisition and Issue Slip (RIS) (3 Copies – 1 Original)				Employee
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the requirements to Supply Office	1.1 Receive and check all the documents	None	5 minutes	Property and Supply Unit Personnel
	1.2 Check the availability of stocks	None	10 minutes	
	1.3 Forwards the RIS Form to the Division Supply Officer for Approval	None	3 minutes	
2. Receive the supplies and the copy of approved RIS Form	2.1 Release of supplies	None	3 minutes	
Total		None	21 minutes	

2. Property and Equipment Clearance Signing

This process is signing of PECF form retirement, resignation, transfer of division, leave or travel abroad.

Office or Division	Property and Supply Unit			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	DepEd employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Property and Equipment Clearance Form (PECF) – 3 original copies and 1 photocopy			Supply Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished form and turn over all the properties and equipment's (if any)	1.1 Receive the accomplished form and check if the concerned employee has an accountability for property and equipment a. If employee has no accountability, supply officer signs clearance part on property and equipment. b. If concerned employee has accountability, supply officer will request employee to settle all accountability.	None	15 minutes	Property and Supply Unit Personnel
Total			15 minutes	