

H. 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:		G2G- Government to Government		
Who may avail:		DepEd employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filled Out Requisition and Issue Slip (RIS) (3 Copies- 1 Original)		Employee		
CLIENTS 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	
3. Receive the supplies and copy of approved RIS form	3.1 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 :		G2G- Government To Government		
Who may avail:		DepEd employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Property and Equipment Clearance Form (PECF)- 3original copies and 1 photocopy		Supply Unit		
CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished form and turn over all the properties and equipment's (if any)	<p>1.1 Receive the accomplished form and checks if the concerned employee has an accountability for property equipment</p> <p>a. If employee has no accountability , supply officer sign clearance part on property and equipment</p> <p>b. If concerned employee has accountability , supply officer will request employee to settle all accountability</p>	None	15 minutes	Property and Supply Unit Personnel
TOTAL		None	15 minutes	

G. Property and Supply Unit

1. 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 School

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Gives the textbook and / or equipment together with the receipt	1.1 Receive textbooks and/or equipment from suppliers	None	1 day	Property and Supply Unit Personnel
	1.2 Check the quantity of the items received through comparing the DR of delivered textbooks and/or equipment to PO and / or Property Transfer Report of originating office	None	1 day	
	1.3 Inspect, verify, and approve the receipt of textbooks and/or equipment	None	3 hours	
	1.4 Prepare ICS for Recipient schools	None	1 day	
	1.5 Review and Approve the ICS	None	1 day	
	1.6 Inform the Recipient Schools for the distribution of textbooks and/or equipment	None	1 hour	
2. Receive the textbooks and/or equipment	2.1 Forward the textbook and/or equipment together with the copy of signed Inventory custodian Slip	None	3 hours	

TOTAL			4 days and 7 hours	