

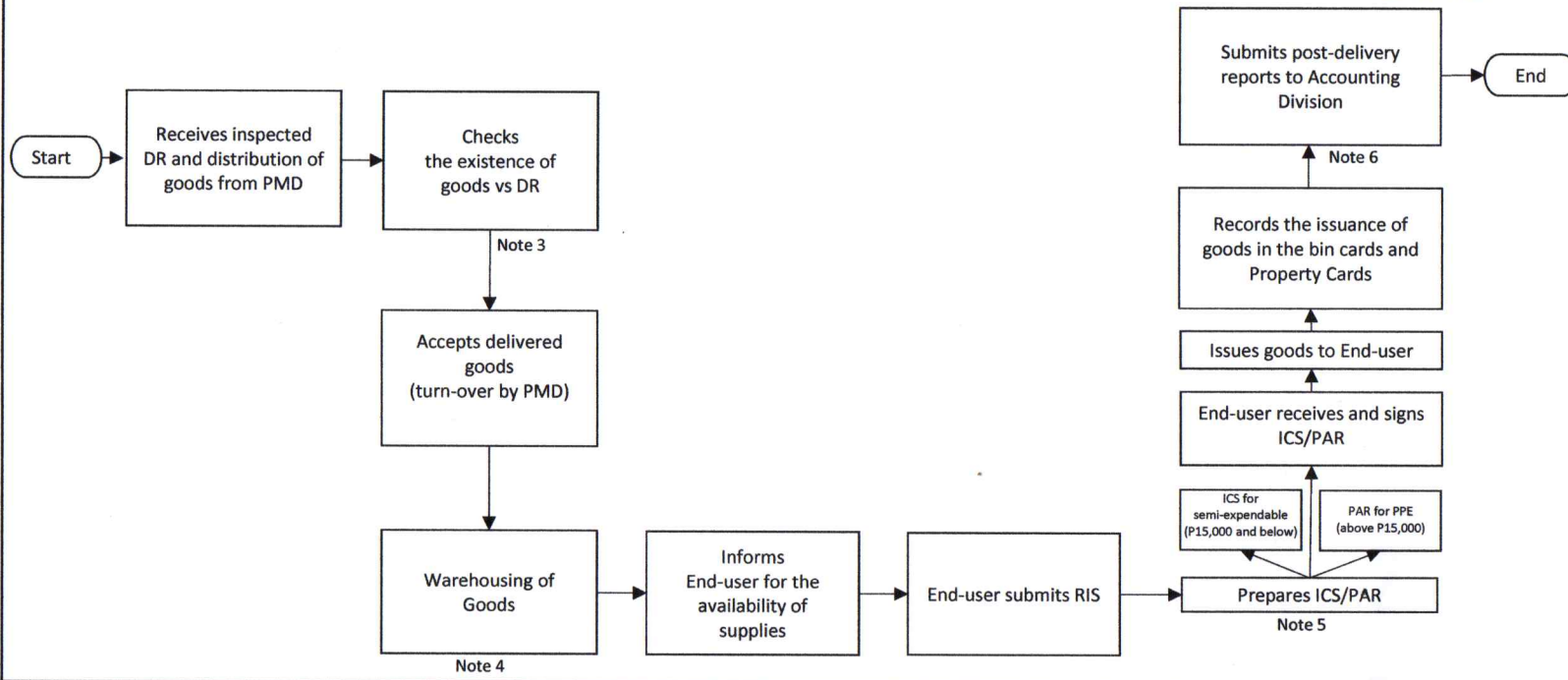


Process Title: Issuance of Goods
 Objective: To clarify the process of Acceptance, Warehousing and Issuance of Goods.

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Forms

Property Management Section



WORK INSTRUCTIONS

- Note 1. Goods refers to all items, supplies, materials, equipment and general support services, except consulting services and infrastructure projects.
- Note 2. Duly Inspected Delivery Receipt (DR) from the following office/committee:
- Commission on Audit (COA)
 - Inspection Committee on the Purchase of Supplies, Materials and Equipment is created under Department Order No. 374 s. 2019
- Note 3. Validation of delivered goods
- Checks the existence/validity of goods based on the Delivery Receipt and distribution handed over by Procurement Management Division (PMD)
 - Requests Technical Inspection of delivered goods(IT Equipment) to Management Information System Division (MISD) and submit report to PMD for any discrepancies.
- Note 4. Warehousing of goods
- Store supplies/equipment at designated warehouse/storage area
 - Records the Receipts of supplies/equipment in the following card:
 - o Bin/Stock Card - is used for supplies;
 - o Property Card - is used for equipment.
- Note 5. Preparation o Issuance Forms
- Receives Requisition and Issue Slip (RIS) from the requesting End-user and determines the availability of stock.
 - Property Acknowledgement Receipt (PAR) is used for the issuance of equipment (above P15,000); and
 - Inventory Custodian Slip (ICS) is used for the issuance of semi-expendable (P15,000 and below).
- Note 6. Post-Delivery Reports include:
- Report of Supplies and Materials Issued (RSMI)
 - Summary of Payments and Deliveries for Agency Procurement Request (APR)

References

1. MISD Inspection Report for ICT equipment.
2. Request for Inspection
3. Requisition and Issue Slip (RIS)
4. Property Acknowledgement Receipt (PAR)
5. Inventory Custodian Slip (ICS)
6. COA Rules and Regulations

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