

## Recording, Documentation and Issuance of Expendable or Consumable Supplies

Request of issuance of commonly use office supplies is being done through filling-out of Requisition and Issue Slip (RIS) prepared by designated OBSU staff. The actual issuance of supplies shall be processed by the Property and Supply Section upon approval of the RIS by the AS-GASD Division Chief.

<b>Office or Division:</b>	Administrative Service – Property and Supply Section (AS-PSS)			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Department of Social Welfare and Development (DSWD) OBSUs			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Three (3) copies of duly accomplished RIS of concerned OBSU		RIS template issued to respective Office, Bureaus, Services, Units (OBSUs) with prescribed format;		
One (1) Photocopy of approved PPMP of requesting OBSU		Designated Supply/Property Officer of respective Office, Bureaus, Services, Units;		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit duly approved RIS to Property and Supply Section with approved PPMP	1.1 Receive, review submitted RIS with attached PPMP, record in the logbook for the RIS received	None	1 hour	<i>Mr. Louel A. Soliva AO V – Property and Supply Section</i>
	1.2 Assign RIS number			
	1.3 Verify availability of requested supplies and materials			
	1.4 Update concerned OBSU staff on the availability or non-availability of supplies and materials			
	1.5 Request for the approval of RIS by the AS-GASD Division Chief			
2. Accomplish Certificate of Non-Availability of Supplies	2.1 If supplies are non-available in the warehouse OBSU staff to fill out Certificate of Non-Availability to	None	20 minutes	<i>Mr. Kharl T. Aman Chief Administrative Officer – GASD</i>

	be noted by the Property Officer and approved by the GASD Division Chief			
3. Receipt of issued supplies and materials	3.1 Issue requested and available supplies to OBSU staff  Updating of stock/bin card  Update database	None	1 hour	<i>Mr. Louel A. Soliva AO V – Property and Supply Section</i>
<b>TOTAL</b>		<b>NONE</b>	<b>2 hours, 20 minutes</b>	