



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 SCHOOLS DIVISION OF CALAMBA CITY

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

Distribution of materials based on approved allocation lists provided by the concerned division/office and program proponents.

Office or Division:	Property and Supply Section			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DepEd Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Delivery Receipts (no. of copies depending on supplier)		Supplier / Forwarder / Service Provider		
2. Inspection and Acceptance Report (no. of copies depending on supplier)		Property and Supply Unit Personnel		
3. RIS / ICS / PAR / PTR (no. of copies depending on supplier)		Property and Supply Unit Personnel		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Acceptance of Textbooks, Supplies and Equipment				
1. Receives notification of the delivery schedule and arrival details from the service provider	1.1 Schedule the Supply personnel who will receive the delivery	None	5 minutes	Supply Officer or Supply Personnel
2 Delivery	2.1 Receives the delivery and notifies the inspectorate committee	None	4 hours	Supply Officer or Supply Personnel



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3	Receipt of CFA and IAR	3.1 Accepts the inspected deliveries and prepares CFA and IAR	None	1 day	Supply Officer or Supply Personnel and Inspectorate Committee
B. Distribution of Textbooks, Supplies and Equipment					
1.	Recipients receive a memo with an allocation list duly approved by the SDS	1.1 Prepares documents and signs DL / PAR or ICS or PTR	None	1 day	Supply Officer / Proponent / SDS / Recipients
2	Picks-up the item/s or materials, and sign the Distribution List and PAR or ICS	2.1 Release or Issuance of items or materials with complete issuance documents	None	2 days	Supply Officer or Supply Personnel / Recipients
TOTAL:			None	4 days, 4 hours and 5 minutes	



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2. Requisition and Issuance of Supplies

Requisition and issuance of supplies to the employee/personnel of the Division Office of Calamba

Office or Division:	Property and Supply Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DepEd Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Filled Out Requisition and Issue Slip (RIS)		DepEd Personnel - Requestor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits accomplished RIS	1.1 Receive accomplished RIS	None	1 minute	Property and Supply Unit Personnel
	1.2 Check the availability of stocks	None	5 minutes	Property and Supply Unit Personnel
	1.3 If the items are available, forward RIS to Supply Officer for approval and signature	None	1 minute	Property and Supply Unit Personnel
2. Receive the supplies and the copy of approved RIS Form	2.1 Once RIS is approved, issue the items to requisitioner	None	5 minutes or depends on the bulk of request	Property and Supply Unit Personnel
TOTAL:		None	12 minutes	



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3. Purchase Request of Supplies and Equipment, Food, Accommodation and Services

Procurement of Supplies and Equipment, Food, Accommodation, and Services in the Division Office of Calamba.

Office or Division:	Property and Supply Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DepEd Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Purchase Request		Proponent		
2. Budget Proposal		Proponent		
3. Work Program and/or Memo		Proponent		
4. PPMP		Proponent		
5. RIS		Proponent		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits accomplished PR (Purchase Request) with attached documents	1.1 Receives accomplished PR with attached documents	None	1 minute	Property and Supply Unit Personnel
	1.2 Checks the PR if correct and with complete specifications	None	10 minutes	Property and Supply Unit Personnel
	1.3 Assigns PR number for trucking purposes and	None	3 minutes	Property and Supply Unit Personnel



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	records in the logbook			
	1.4 Forwards PR to Supply Officer for initial/counter sign	None	1 minute	Property and Supply Unit Personnel
	1.5 Forwards PR to the Office of the Schools Division Superintendent to recommend approval	None	3 minutes	Property and Supply Unit Personnel
	1.6 Forwards approved PR to BAC for bidding and awarding process	None	3 minutes	Property and Supply Unit Personnel
TOTAL:		None	21 minutes	