



31. Monitoring on Semi-expendables tools and equipment's procedure

Inventory of physical count and reporting of missing semi-expendables tools

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|--|---|------------------------|------------------------|---------------------------|
| Office or Division: | Administrative Services Department | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2G - Government to Government | | | |
| Who may avail: | Balanga Water District | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Inventory Custodian Slip (1pc., Original) | | Records Officer | | |
| 2. Incident Report Form (1pc., Original) | | Records Officer | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. None | 1. The Records Officer prepare semi-expendables checklist. | None | 15 minutes | <i>Records Officer</i> |
| 2. None | 2. Conduct Physical Count on all equipment's and hand tools. 2.1 If there is a missing tools need to create Incident Report. 2.2 If there is no missing submit a Physical Count Report. | None | 1 hour | <i>Records Officer</i> |
| Total: | | None | 1 hour and 15 minutes | |