



## 4. Issuance of Material & Office Supplies

To issue Supplies and Equipment in good condition and to its respective end-users.

<b>Office or Division:</b>		Administrative Services Department		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G - Government to Government		
<b>Who may avail:</b>		All Balanga Water District Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Requisition and Issuance Slip (3 pcs., Original)		Storekeeper		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Division Head request for materials /office supplies.	1. The Property/Supply Officer prepares Requisition and Issue Slip (RIS).	None	10 minutes	<i>Property / Supply Officer</i> Joseph Ryan Z. Datu – Senior Supply Officer
2. None	2. Check stocks for the availability of materials/ office supplies, if no stocks prepared Purchase Requisition (PR).	None	10 minutes	<i>Property / Supply Officer</i> Joseph Ryan Z. Datu – Senior Supply Officer
3. Receive the Supplies and Materials from Storekeeper.	3. Issue Office supplies and Materials to its respective end-users supported by the Requisition and Issuance Slip (RIS).	None	10 minutes	<i>Store Keeper</i> Louie S. Sevilla – Water Maintenance Man A
4. None	4. The Property/Supply Officer prepares Inspection and Inventory Report of Material/Office Supplies to be submitted to the accounting to reconcile with the ledger.	None	10 minutes	<i>Store Keeper</i> Louie S. Sevilla – Water Maintenance Man A
<b>Total:</b>		None	40 minutes	