



5. Receipt of Deliveries of Inventory

Recruitment of new employees requested by the different departments.

Office or Division:	Administrative Services Department			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	All Business Entities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Delivery Receipt (1pc., Original)		Supplier		
2. Sales Invoice (1pc., Original)		Supplier		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Deliver the items.	1. Receive items delivered based on Sales Invoice and Delivery Receipt.	None	1 hour	<i>Property/Supply Officer</i> Joseph Ryan Z. Datu – Senior Supply Officer
2. None	2. The Property/Supply Office check the received items if the delivered items conformed to the purchase order and in good condition.	None	10 minutes	<i>Property/Supply Officer</i> Joseph Ryan Z. Datu – Senior Supply Officer
3. None	3. Prepare the Inspection and Acceptance Report.	None	10 minutes	<i>Property/Supply Officer</i> Joseph Ryan Z. Datu – Senior Supply Officer
4. None	4. Records all deliveries/issuance for proper inventory.	None	10 minutes	<i>Property/Supply Officer</i> Joseph Ryan Z. Datu – Senior Supply Officer
Total:		None	1 hour and 30 minutes	