	<p align="center">Procedure 06</p> <p align="center"><u>GENERAL SERVICES</u></p> <p align="center"><u>PROCEDURE</u></p>	<p>Date prepared : January 6, 2017 Date approved : January 10, 2017 Effectivity Date : January 11, 2017 Revision No. : 00 Revision Date : Control No. : PM06-01</p>
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1.0 OBJECTIVES

- 1.1 Establish guidelines in the General Services Division particularly on the receipt and issuance of fittings, equipment and tools, repair and maintenance of equipment, and other support services needed for the daily operations of the SMWD.

2.0 SCOPE

This procedure defines the responsibilities and authorities for all fittings, equipment and tools of SMWD including the process of recording transactions.

3.0 REFERENCES

- 3.1 ISO 9001:2015 Section 7.4, 7.4.1, 7.4.2, 7.4.3
- 3.2 Procedure for Communication
- 3.3 Procedure for Resource Management
- 3.4 Procedure for Purchasing
- 3.5 Procedure for Control of Records

4.0 RESPONSIBILITIES AND AUTHORITIES

Division Manager (General Services Division), Property and Supply Officer and Assistant, Storekeeper, Administrative Services Assistant, Building Maintenance, Clerk Processor.

5.0 PROCESS

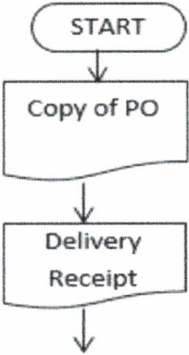
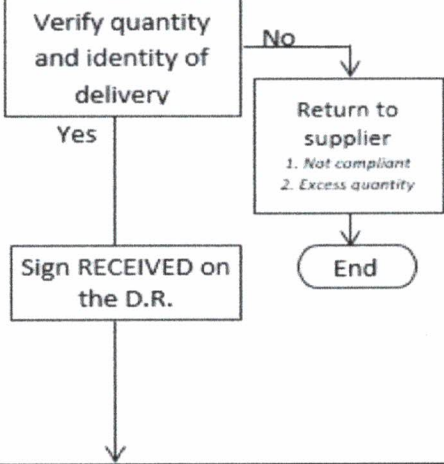
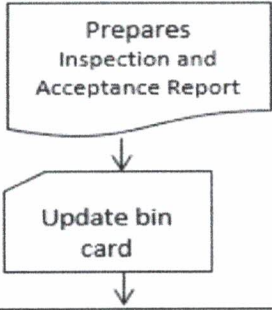
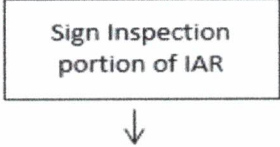
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No.	Process Flow	Description of Activity	Responsible Person
1.		<p>1.1 Copy of approved Purchase ORDER (NO P.O. NO ACCEPTANCE OF DELIVERY)</p> <p>1.2 Ask supplier for the Delivery Receipt.</p> <p>1.3 Count the items one by one base on the DR & PO</p>	<p>Storekeeper or Property & Supply Assistant</p> <p>Supplier</p> <p>Storekeeper and supplier</p>
2.		<p>2.1 Verify quantity and identity of materials received.</p> <p>2.2.1 If not in accordance, items shall be returned to supplier</p> <p>2.2.2 for quantity, if excess return to supplier excess; if short, write the actual quantity on the Delivery Receipt</p> <p>2.3.2 If in accordance, affix signature in the Received portion of the DR</p> <p>2.2 Store items received in the storage room</p>	<p>Storekeeper and Material Quality Inspector</p>
3.		<p>3.1 Prepares IAR with complete details and specifications.</p> <p>3.2 Records all items received in the bin card</p>	<p>Storekeeper or Property & Supply Assistant</p> <p>Storekeeper</p>
4		<p>4.1 Confirm inspection of received items</p>	<p>Division Supervisor</p>

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5.	<div>Forward IAR to Procurement Division</div> <div>↓</div> <div>Forward IAR to Finance Division</div> <div>↓</div>	5.1 Forward IAR to Procurement attached with DR for PMR. IAR No. shall be assigned 5.2 Forward IAR to Finance Division for stock card updating.	Procurement Assistant Financial Analyst
6.	<div>Original IAR returned to GSD</div> <div>↓</div> <div>END</div>	6.1 Return original copy of IAR to GSD for filing	Storekeeper

5.1 PROPERTY AND SUPPLY

5.1.1. STOREKEEPING AND WAREHOUSING

RECEIVING OF DELIVERY

Delivery of materials shall be received on all working days only during working hours (7:30 AM to 5:00 PM). Storekeeper shall receive and store materials after ensuring the following:

- Supplier's Sales Invoice and/or Delivery Receipts to be signed by the person receiving the items. Storekeeper must compare the Delivery Receipts to the approved Purchase Order. **NO PURCHASE ORDER NO ACCEPTANCE OF DELIVERY**
- Verify the identity of the material received. Ensure description of the material given in the Purchase Order and number of containers/packages received as per Delivery Receipt and Sales Invoice. Storekeeper and the delivery personnel shall count the items **one by one** base on the Delivery Receipt and Purchase Order.
 - For items delivered that are not compliant with the district's specification including damage shall be returned immediately to the supplier's representative. Rejections should be handled promptly and with good judgment. The responsibility for return of rejected materials lies with the Storekeeper and the Materials Quality Inspector. The Procurement Analyst must be informed of the rejection.



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- 2.2 For excess quantity, return to supplier the excess. On the other hand, for under delivery, Storekeeper writes the actual quantity on the Delivery Receipt
- 2.3 If in accordance with the specifications, Storekeeper affix signature in the "Received" portion of the Delivery Receipt
3. The storekeeper shall prepare Inspection and Acceptance Report (IAR) and update bin card to register receipt of delivered items. Inspection and Acceptance Report will be serially numbered in three (3) copies to furnish the following divisions: Finance, General Services, and Procurement Division. The following must be completely filled up:
 - Supplier's Name
 - Reference Number (provided by storekeeper)
 - Purchase Order Number (found on PO)
 - Date of PO (found on PO)
 - Date of Delivery
 - Content: Stock Code (found on PO), Item Description, Unit, Quantity, Amount (found on PO).
4. Division Supervisor sign the "Inspected" portion of the accomplished Inspection and Acceptance Report (IAR)
5. Duly accomplished Inspection and Acceptance Report (IAR) attached with duly signed Sales Invoice/Delivery Receipts, forward to Procurement Division for recording and monitoring purposes of the Annual Procurement Plan. And forwards the same to the Finance Division for stock card updating.
6. Original copy of Inspection and Acceptance Report (IAR) must be returned to the General Services Division immediately after updating the stock card.
7. Inspection and Acceptance Report (IAR) and Purchase Order (PO) shall be filed accordingly.

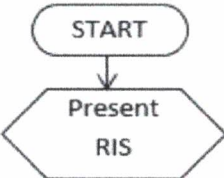
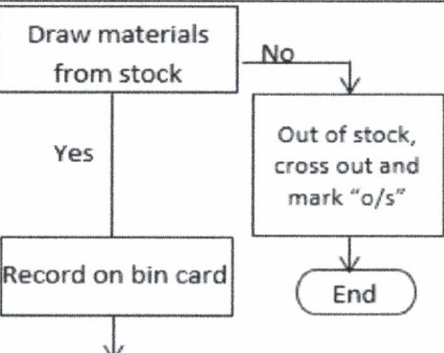
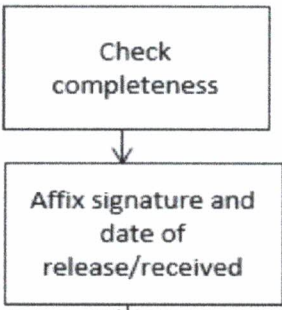
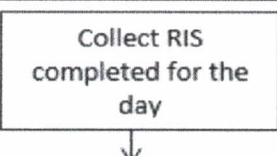
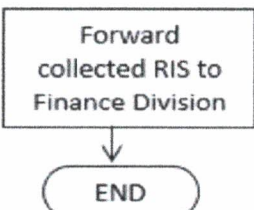
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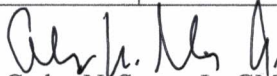
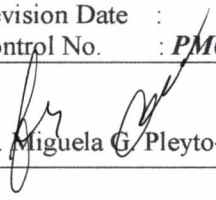
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No.	Process Flow	Description of Activity	Responsible Person
1.	 <pre> graph TD START([START]) --> PresentRIS{{Present RIS}} </pre>	1.1 Present Requisition and Issuance Slip (RIS)	Storekeeper
2.	 <pre> graph TD Draw[Draw materials from stock] -- Yes --> Record[Record on bin card] Draw -- No --> OutOfStock[Out of stock, cross out and mark "o/s"] OutOfStock --> End([End]) </pre>	2.1 Draw the materials from the stockroom 2.2.1 If items are out of stock, cross out and mark particular item with "o/s" or out of stock 2.2.2 for available items, record all the issued supplies on bin card complete with details	Storekeeper
3.	 <pre> graph TD Check[Check completeness] --> Affix[Affix signature and date of release/received] </pre>	3.1 Check the items one by one to confirm that all items listed on the RIS are complete 3.2 Affix signature and date of release/receive	Storekeeper and End User Storekeeper and End User
4	 <pre> graph TD Collect[Collect RIS completed for the day] </pre>	4.1 Collect RIS completed for the day	Storekeeper
5.	 <pre> graph TD Forward[Forward collected RIS to Finance Division] --> END([END]) </pre>	5.1 Forward collected RIS to Finance Division for stock card updating 5.2 Return RIS to GSD for filing	Financial Analyst Storekeeper

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ISSUES OF MATERIALS FROM THE STORE

The usual method of issue is by a Requisition and Issue Slip (RIS), which has to be approved by the authorized officer from Finance Division. If a material has been issued on a verbal instruction because of an emergency, then it has to be followed by a RIS without delay on the next working day. This should, however, be allowed only in exceptional cases such as On-Call Repair.

1. Requestor must present his/her Requisition and Issuance Slip (RIS) to storekeeper. Only items with RIS shall be issued.
2. Only the Storekeeper and/or Property and Supply staff are authorized to draw the materials from the stockrooms.
 - 2.1 If items are out of stock the storekeeper shall cross out and marked that particular item on the RIS with **"o/s"** or **"out of stock"**.
 - 2.2 Storekeeper shall record all the issued supplies on bin card (each supply has its own bin card). Fill up the necessary fields on bin card:
 - Date - the date of transaction.
 - Reference - the RIS number (found on the upper right corner of the RIS).
 - Issued – quantity of items issued.
 - Balance on hand – deduct the issued items from the previous balance on hand.
3. The storekeeper and the requestor will check the items one by one to confirm that all items listed on the RIS are complete. After confirming the items issued are correct, the storekeeper will sign on the "issued by" portion of the RIS while the requestor will sign on the "received by" portion of the RIS.
4. The Storekeeper keeps the original copy of the signed RIS while the requestor keeps the duplicate copy of the RIS.
5. Storekeeper collects the RIS of each working day, forwards to Finance division for stock card updating.

6.0 RECORDS

- 6.1 Purchase Order
- 6.2 Delivery Receipt
- 6.3 Inspection and Acceptance Report
- 6.4 Requisition and Issue Slip