



Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OFFICE OF OLONGAPO CITY

F. PROPERTY

1. ACCEPTANCE AND INSPECTION OF DELIVERED ITEMS (External Services)

Office or Division:		Supply & Property		
Classification:		Simple		
Type of Transaction:		Government to Government		
Who may avail:		SDO Employee and Public Schools		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Procurement Documents, Purchase Request, Purchase Order, Delivery Receipt		Property & Supply Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request Inspection and acceptance of Procured Supplies and Services	1.1. Receives Purchase Order and complete documentation on the delivery of goods	None	5 minutes	Ronaldo Manila/ Andrian Bustamante/
	1.2 Conducts actual inspection as to completeness specifications of delivered items.	None	10 minutes	Ronaldo Manila/ Andrian Bustamante Louie Sagun Espiritu
	1.3 Encodes all delivered items based on PO in the Supply and Management System	None	5 minutes	Matthew Ancheta/ Louie Sagun
	1.4 Signs Inspection and Acceptance Report after actual inspection of delivered items.	None	3 minutes	Ronaldo Manila
	1.5 Prepare IAR, RIS, ICS and PAR	None	5 minutes	Andrian Bustamante/ Louie Sagun/ Matthew ancheta
TOTAL:				



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2. ISSUANCE OF SUPPLIES, MATERIALS AND EQUIPMENTS (External Services)

Office or Division:		Supply & Property		
Classification:		Simple		
Type of Transaction:		Government to Government		
Who may avail:		SDO Employee and Public Schools		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Procurement Documents, Purchase Request, Purchase Order, Delivery Receipt		Property & Supply Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for Issuance of Supplies, Materials and Equipment	1.1 Numbers/Controls RIS	None	5 minutes	Matthew Ancheta
	1.2 Issues supplies and materials or equipment and sign "Issued by" portion of RIS	None	10 minutes	Matthew Ancheta/ Andrian Bustamante Louie Sagun Espiritu
	1.3 Detaches copy of RIS/ICS	None	3 minutes	Matthew Ancheta
TOTAL:			18 mins	



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3. RETURN OF UNSERVICEABLE PROPERTY

Office or Division:		Supply & Property		
Classification:		Simple		
Type of Transaction:		Government to Government		
Who may avail:		SDO Employee and Public Schools		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Procurement Documents, Purchase Request, Purchase Order, Delivery Receipt		Property & Supply Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Return of Unserviceable properties	1.1 Receives Request for Unserviceable Properties	None	5 minutes	Ronaldo Manila/ Andrian Bustamante/
	1.2 Provides copy of PAR	None	5 minutes	Andrian Bustamante Louie Sagun Espiritu Matthew Ancheta
	1.3 Encodes receipt of unserviceable properties	None	2 minutes	Matthew Ancheta/ Louie Sagun
	1.4 Acknowledges the receipt of unserviceable properties and safekeeps the same in the warehouse	None	3 minutes	Ronaldo Mani Andrian Bustamante Louie Sagun Espiritu Matthew Ancheta
TOTAL:			15 mins.	

II. SCHOOL GOVERNANCE AND OPERATIONS DIVISION



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"SDO Olongapo City: Towards a Culture of Excellence"