

	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	QM-DOST IX 06-13
	QUALITY MANUAL	REVISION NUMBER	3
		PAGE NUMBER	1 of 1
SECTION	PLANNING	EFFECTIVITY DATE	03 January 2023
SUBJECT	FUNCTIONAL OBJECTIVE: Supply and Property		

The DOST-IX Property Unit Objectives are stated as follows:

1. To ensure timely release of Property Acknowledgement Receipt (PAR) and Inventory Custodian Slip (ICS) to accountable employees within five (5) working days after the receipt of approved Requisition and Issue Slip (RIS);
2. To properly dispose unserviceable equipment/wasted supplies and materials within ten (10) working days after the approved Waste Material Report (WMR);
3. To update Stock Control and Inventory Management System (SCIMS):
 - Receive supplies in the system within five (5) working days after inspection,
 - Monthly submit Report of Supplies and Materials Issued (RSMI) to the Accounting Unit;
4. To conduct one (1) annual inventory of Property Plant and Equipment (PPE); and
5. To monitor and ensure that 100% of DOST IX PPE such as Building & Structures, Office Vehicles, and other office equipment, among others, are insured on-time.

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