

## Property and Supply

### Acceptance and Distribution of Textbooks, Supplies and Equipment

This service is the issuance and receiving of the textbooks and equipment that are needed for Public Elementary & Non-Autonomous Secondary Schools.

<b>Office or Division:</b>		<b>Property and Supply Unit</b>		
<b>Classification:</b>		<b>Complex</b>		
<b>Types of transaction:</b>		G2G - Government To Government		
<b>Who May Avail:</b>		DepEd Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Delivery Receipt -(1 Division Copy)		<b>Supplier</b>		
2. Inspection and Acceptance Report (2 Copies - Division and School Copy) 3. Property Transfer Report -(2 copies - Division and School Copy) 4. Inventory Custodian Slip (2 Copies - Division and School Copy)		Division Supply Officer -Property and Supply Unit		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Gives the textbook and/or equipment together with the receipts	1.1 Receive textbooks and/or equipment from suppliers	None	1 hour	Division Supply Officer - Property and Supply Unit
	1.2 Check the quantity of the items received through comparing the DR of delivered textbooks and/or equipment to the PO and/or Property Transfer Report of originating office	None	30 minutes	
	1.3 Inspect, verify, and approve the receipt of	None	1 hour	Division Supply Officer -

	textbooks and/or equipment			Property and Supply Unit and Division Inspectorate Team
	1.4 Prepare, review and approve ICS for recipient schools	None	1 hour	Division Supply Officer - Property and Supply Unit
	1.5 Inform the Recipient Schools for the distribution of textbooks and/or equipment	None	30 minutes (thru online group chat)	
2. Receive the textbooks and/or equipment	2.1 Forward the textbook and/or equipment together with the copy of signed Inventory Custodian Slip	None	2 days issuance for 60 recipient schools	
TOTAL:			2 days & 4 hours	