

Property and Supply

Request for Issuance of Certificate Final Acceptance for delivered Learning Materials (Textbooks and/or Equipment) to the Supplier contracted by DepEd Central Office

This service is the issuance of Certificate Final Acceptance to the supplier for the delivery of learning materials (textbooks and/or equipment) that are delivered directly to Division Office or to the Public Elementary & Non-Autonomous Secondary Schools, for the attachment to the claims/payment of the supplier.

Office or Division:		Property and Supply Unit		
Classification:		Simple		
Types of transaction:		G2B - Government To Business		
Who May Avail:		Supplier		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Delivery Receipt -(1 Division Copy) 2. IAR- Inspection and Acceptance Report (1 Division Copy) 3 PTR -Property Transfer Report (1 Division Copy)		Supplier		
		Division Supply Officer -Property and Supply Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Gives the letter request for CFA with the copies of DR, IAR & PTR for Learning Materials (Textbook and /or equipment delivered by the supplier directly to the Division Office school/s)	1.1 Receive copy of letter request with DR, IAR & PTR for Learning Materials (Textbook and /or equipment delivered by the supplier directly to the Division Office or school/s)	None	10 minutes	Division Supply Officer - Property and Supply Unit
	1.2 Confirm thru text or telephone call to the recipient schools the quantity & quality of the LMs directly delivered and received by the	None	30 minutes	Division Supply Officer - Property and Supply Unit School Property Custodian

	school/s			
	1.3 Prepare CFA for the delivered LMs (Textbooks and/or Equipment)	None	10 minutes	Division Supply Officer - Property and Supply Unit
	1.4 Forward CFA to the Office of the SDS for approval	None	5 minutes	Division Supply Officer - Property and Supply Unit ADAS III SDS
	1.5 Receive from the OSDS thru ADAS III the approved CFA	None	5 minutes	Division Supply Officer - Property and Supply Unit ADAS III
	1.5 Inform thru text or telephone calls the Supplier for the pick-up or forward /send thru their email address the requested CFA	None	1 hour	Division Supply Officer - Property and Supply Unit
TOTAL:			2 hours	