
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-PRO-05
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Issue Date:
Policy Title: POLICY ON INVENTORY OF CONSUMABLES AND EQUIPMENTS		Section / Department PROPERTY AND SUPPLY SECTION
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OBJECTIVES: This policy shall ensure proper recording of issuances of consumables and equipment's to correspond with the number of purchased and remaining balance.

COVERAGE: This policy shall cover all sections.

RESPONSIBILITIES:

- I. It shall be the responsibility of this section to maintain the stock level of consumable requested by areas.
- II. It shall be the responsibility of this section to conduct inventory of consumables and equipment's.

PROCEDURE:

- I. Issuances of consumables and equipment's shall be recorded in the assigned logbook.
- II. This section shall see to it that logbooks are updated. All issuances both consumables and equipment's are recorded and shall correspond to the remaining stocks on hands.
- III. A memorandum receipt for equipment's shall accomplished in triplicate copies, 1 copy for this section, 1 for GSO and 1 copy for end users.
- IV. An annual physical inventory of equipment's and monthly inventory of consumables is conducted by this section.

Implementation Date:
Implemented since 1979

Schedule for Policy Review:
Reviewed periodically as necessary

Last Reviewed:
July 2018, November 2022