

4. Housekeeping Services (Storage and Requisition of Office and Housekeeping Supplies)

This service dispenses housekeeping supplies to utilities/Janitorial or hospital end-user.

Office or Division:	Central Supply Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	SPH Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Hospital Requisition Form (1 copy Original)		Central Supply Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requisition of office,housekeeping supplies to the Supply Section	<p>1. Accept the requisition of office,housekeeping supplies.</p> <p>1.1 Instruct the end- user to wait for releasing.</p> <p>1.2 Check and tally/posed of each requested available item in a bin/stock card and sign the issuance slip for acknowledgement receipt of the items.</p> <p>1.3 Prepares the stocks</p>	None	30 Mins	<p><i>Central Supply Custodian/ End-user St. Paul Hospital</i></p>

<p>2. Pick-up the housekeeping supplies</p> <p>2.1 Sign the bin/stock card.</p>	<p>2. Give the supplies and let end-user acknowledge receipt of each item by counter sign the issuance slip and bin/stock card.</p> <p>2.1 Validate the issuance and update bin/stock card daily.</p>	<p>None</p>	<p>20 Minutes</p>	<p><i>Central Supply Room Custodian, End-user St. Paul Hospital</i></p>
Total		None	50 minutes	