

5. Request for Releasing of Supplies, Materials & Equipment's

This service processes the request for releasing of LGU owned supplies, materials and equipment thru filing of Request Issuance Slip (RIS) by respective LGU End User Units.

Office/Division	GSO - Supply Management Division			
Classification	Simple			
Type of Transaction	G2G - Government to Citizens G2G - Government to Government			
Who may avail	LGU Other National Offices Other Organization			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
1. Supply Availability Inquiry (SAI)			Accounting Office	
2. Requisition and Issue Slip			Supply Management Division	
3. ICS for Items P15t below			Asset Management Division	
4 PAR for items above P15T			Asset Management Division	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished Requisition & Issue Slip (RIS) w/ attached Supplies Availability Inquiry (SAI)	1.1 Received RIS and SAI	None	5 minutes	<i>Supply Officer</i> Office of General Services
	1.2 Check available stocks from database and process RIS (indicate quantity to be released) for approval of SMD Head	None	20 minutes	<i>Supply Officer</i> Office of General Services
	1.3 If supplies are not available/out of stock or lesser in quantity, certification is issued to requesting office for preparation of Purchase Request (PR)	None	15 minutes	<i>Warehouse Staff</i> <i>Supply Officer</i> Office of General Services
	1.4 Forward approved RIS to the Warehouse Supply Officer for preparation of requested supplies	None	30 minutes	<i>Warehouse Staff</i> <i>Supply Officer</i>

				Office of General Services
	1.5 Inform end User to coordinate w/ Asset Management Division for property acknowledgement receipt (PAR) or ICS for items that cost P15t below	None	5 minutes	<i>Supply Officer</i> Office of General Services
2. Received materials, supplies, equipment together w/ the photocopy of duly signed "Received by" portion of RIS	2.1 Call the end User informing them that the items requested are ready for pick up	None	5 minutes	<i>Supply Officer</i> Office of General Services
	2.2 Release item to end user & signing "Received by" portion of RIS	None	1 hour	
4. Accomplish the Client Satisfaction Survey & drop it in the feedback box	4.1 Request client to accomplish the Client Satisfaction Survey (CSS)	None	5 minutes	<i>Supply Officer</i> Office of General Services
Total	None	2 hour & 25 minutes		