

F. Property and Supply Unit

1. Requisition and Issuance of Supplies

Requisition and Issue Slip (RIS) is a document required to use for an Employee/ Personnel to request for monthly supplies.

| Office or Division: | Property and Supply Unit | | | |
|--|---|-----------------|-----------------|------------------------------------|
| Classification: | Simple | | | |
| Type of Transaction: | G2G - Government To Government | | | |
| Who may avail: | DepEd employees | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Filled Out Requisition and Issue Slip (RIS) (3 Copies – 1 Original) | | Employee | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit all the requirements to Supply Office | 1.1 Receive and check all the documents | None | 5 minutes | Property and Supply Unit Personnel |
| | 1.2 Check the availability of stocks | None | 10 minutes | |
| | 1.3 Forwards the RIS Form to the Division Supply Officer for Approval | None | 3 minutes | |
| 3. Receive the supplies and the copy of approved RIS Form | 3.1 Release of supplies | None | 3 minutes | |
| TOTAL | | None | 21 minutes | |

2. Property and Equipment Clearance Signing

This process is signing of PECF form retirement, resignation, transfer of division, leave or travel abroad.

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|---|--|------------------------|------------------------|------------------------------------|
| Office or Division: | Property and Supply Unit | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2G - Government To Government | | | |
| Who may avail: | DepEd employees | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Property and Equipment Clearance Form (PECF) – 3 original copies and 1 photocopy | | Supply Unit | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the accomplished form and turn over all the properties and equipment's (if any) | 1.1 Receive the accomplished form and checks if the concerned employee has an accountability for property and equipment a. If employee has no accountability, supply officer signs clearance part on property and equipment. b. If concerned employee has accountability, supply officer will request employee to settle all accountability. | None | 15 minutes | Property and Supply Unit Personnel |
| TOTAL | | None | 15 minutes | |