

**CITIZEN'S CHARTER  
PROPERTY AND SUPPLY SECTION**

**INSPECTION AND RECEIVING OF DELIVERED SUPPLIES/MOVABLE ASSETS**

**Schedule of Availability of Service** :

**Days** : Monday – Friday

**Hours** : 8:00 a.m. – 5:00 p.m. no noon break

**Who May Avail of the Service** : All QCGH Suppliers and Employees

**Documentary Requirements** : Purchase Order (P.O.)/Supply  
Delivery Agreement (SDA)  
Delivery Receipt (DR)  
Sales Invoice (SI)  
Warranty/Guarantee Letter

**Processing Period** : 1 hour to 3 hours (depending on the bulk of delivery.)

**How to Avail of the Service** :

<b>Step</b>	<b>Applicant/ Client</b>	<b>Service Provider</b>	<b>Duration of Activity</b>	<b>Person In Charge</b>	<b>Fees</b>	<b>Form</b>
1	Supplier	-Receives / examines delivered supplies/equipment/devices in conformance with the specifications, terms, and conditions as stated in the Purchase Order (P.O)/Supply Delivery Agreement (SDA)	1 hr. to 3 hours (depending on the bulk of delivery)	End-user, Accounting -ICU, Storekeeper	none	Purchase Order (P.O.) / SDA Sales Invoice (SI) and or Delivery Receipt (DR)
2	Accounting -ICU	Conducts inspection of delivered goods/services to check conformity with PO/SDA, specifications and requirements.	15 mins to 1 hour (depending on the bulk of delivery)	Internal Control Unit	none	Purchase Order (P.O.) / SDA Sales Invoice (SI)/Delivery Receipt (DR), Warranty/Guarantee Letter
3	End-user	- If complete & conforming, the End-user accepts deliveries,	15 mins. to 30 mins.	End-user, Internal Control Unit	none	Sales Invoice/Delivery Receipt.

4		<p>and Supply Officer signs "Received" portion of Sales Invoice (SI)/Delivery Receipt (DR) indicating the date of receipt.</p> <p>Prepares Acceptance and Inspection Report and Property Acknowledgment Receipt.</p>	15 to 30 mins.	<p>Personnel/ Inspector, Supply Officer</p> <p>Property &amp; Supply Staff</p>	none	Acceptance and Inspection and Report (AIR), Certificate of Acceptance.
<b>End of Transaction</b>						

**ISSUANCE AND CUSTODIANSHIP OF DELIVERED SUPPLIES/MOVABLE ASSETS**

**Schedule of Availability of Service** :  
**Days** : Monday – Friday  
**Hours** : 8:00 a.m. – 5:00 p.m. no noon break

**Who May Avail of the Service** : All QCGH Suppliers and Employees

**Documentary Requirements** : Purchase Order (P.O.)/Supply Delivery Agreement (SDA) Requisition & Issue Slip (RIS), Property Acknowledgement Receipt (PAR), Inventory Custodian Slip (ICS).

**Processing Period** : 30minutes – 2 hours (depending on the transaction)

**How to Avail of the Service** :

Step	Applicant/ Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	End-user/ Hospital Employees	-Encoding of delivered supplies to MMS and posting of movable asset in the logbook.	30mins. to 1 hr. (depending on the bulk of delivery)	PSS Staff	none	Requisition and Issue Slip (RIS)
2		-Issues supplies and records issuance in the Bin Card. Fills up and signs "Issuance" portion of the RIS.	1 hour to 2 hrs. depending on the bulk of request.	PSS Staff	none	Report of Supplies and Materials Issued (RSMI), Property Acknowledgement Receipt (PAR), Inventory Custodian Slip (ICS)
3		-Prepares Report of Supplies and Materials Issued and assign Property tag for movable asset.	1 hour to 2 hours	PSS Staff	none	Report of Supplies and Materials Issued (RSMI), Property Acknowledgement Receipt (PAR), Inventory Custodian Slip(ICS)
<b>End of Transaction</b>						

**INVENTORY MANAGEMENT OF DELIVERED SUPPLIES AND EQUIPMENT**

**Schedule of Availability of Service** :  
**Days** : Monday – Friday  
**Hours** : 8:00 a.m. – 5:00 p.m. no noon break

**Who May Avail of the Service** : Hospital Employees

**Documentary Requirements** : Inventory Report of Supplies/Materials and Equipment/Devices

**Processing Period** : One month

**How to Avail of the Service** :

<b>Step</b>	<b>Applicant /Client</b>	<b>Service Provider</b>	<b>Duration of Activity</b>	<b>Person In Charge</b>	<b>Fees</b>	<b>Form</b>
1	Inventory Committee (PSS, Accounting -ICU, Engineering Div.)	Prepares list of supplies/ materials and equipment /devices	1 hr to 4 hrs	PSS Staff End-user	none	Inventory Report of Movable Assets and MMS for Supplies
2		Conducts inventory checking. Account and check the expiration date of supplies/ materials and property number/serial number for equipment	1 month	Inventory Committee	none	Inventory Report of Movable Assets and MMS for Supplies
3		Prepares Inventory Report	2 weeks	PSS Staff	none	Report on the Physical Count of Inventory for Supplies and Movable Assets
<b>End of Transaction</b>						

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