



QUEZON CITY GOVERNMENT
Quezon City General Hospital
Property and Supply Section
CITIZEN'S CHARTER



Inspection and Receiving of Deliveries

Schedule of Availability of Service

- Days** : Monday – Friday
Hours : 8:00 am to 5:00 p, without noon break (except Holidays)
Who May Avail of the Service : All QCGH Suppliers and Employees
Documentary Requirements : Purchase Order (P.O.), Supply
 Delivery Agreement (SDA)
 Delivery Receipt
 Receipt (DR)/Sales Invoice (SI),
 Warranty/ Guaranty Letter
Processing Period : 1 hour to 3 hours (depending on the bulk of delivery)

How to avail of the Service

STEP	APPLICANT / CLIENT	SERVICE PROCESS	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORM
1	Presents the documents needed for delivery	Receives the documents	25 seconds	Property and Supply Staff	None	Purchase Order P.O.) / SDA Sales Invoice (SI) and or Delivery Receipt (DR)
2	Delivers supplies/equipment/ devices	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)



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3		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/Guaranty Letter
4		If complete & conforming, the End-user accepts deliveries, and Supply Officer signs "Received" portion of Sales Invoice (SI)/Delivery Receipt (DR)	15 mins. to 30 mins.	End-user, Internal Control Unit	None	Sales Invoice/Delivery Receipt
5		Encoding of delivered supplies to MMS and posting of movable asset in the logbook.	30mins. to 1 hr. (depending on the bulk of delivery)	Property and Supply Staff	None	Sales Invoice/Delivery Receipt
6		Prepares Acceptance and Inspection Report and Property Acknowledgement Receipt	15 to 30 mins.	Property and Supply Staff	None	Acceptance and Inspection and Report (AIR), Certificate of Acceptance
END of TRANSACTION						



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Issuance and Custodianship of Delivered Supplies and Movable Assets

Schedule of Availability of Service

- Days** : Monday – Friday
Hours : 8:00 am to 5:00 p, without noon break (except Holidays)
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 PROCESS	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORM
1	Requests supplies through Materials Management System (MMS)	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	Property and Supply Staff	None	Requisition and Issue Slip (RIS), Inventory Custodian Slip (ICS), Property Acknowledgement Receipt (PAR)
2		Prepares Report of Supplies and Materials Issued and assign Property tag for movable asset	1 hour to 2 hour	Property and Supply Staff	None	Report of Supplies and Materials Issued (RSMI), Property Acknowledgement Receipt (PAR), Inventory Custodian Slip(ICS)
END of TRANSACTION						



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Inventory Management of Delivered Supplies and Movable Assets

Schedule of Availability of Service

Days : Monday – Friday
Hours : 8:00 am to 5:00 p, without noon break (except Holidays)
Who May Avail of the Service : Hospital Employees
Documentary Requirements : Report on the Physical Count of Inventories
 Inventory Report of Movable Assets
Processing Period : One month
How to avail of the Service

STEP	APPLICANT / CLIENT	SERVICE PROCESS	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORM
1	Receives the letter and schedule for inventory taking	Prepares list of supplies/materials and equipment/devices	1 hour to 4 hrs.	Property and Supply Staff	None	Inventory Report of Movable Assets and Report on the Physical Count of Inventories for Supplies
2		Conducts inventory checking. Account and check the expiration date of supplies/materials and property number/serial number for equipment	1 month	Property and Supply Staff Inventory Committee	None	Inventory Report of Movable Assets and Report on the Physical Count of Inventories for Supplies
3		Prepares Inventory Report	2 weeks	Property and Supply Staff	None	Report on the Physical Count of Inventories for Supplies and Inventory Report of Movable Assets
END of TRANSACTION						