



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 PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORM
1	Notify the QCGSD and QCGH-PSS thru letter or phone call three (3) working days before delivery	Receives/accepts the notice of delivery	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)



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						



STEP	APPLICANT / CLIENT	SERVICE PROVIDER	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 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						



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 PROVIDER	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						



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