



16. PHYSICAL INVENTORY OF SUPPLIES

In consonance with the provisions of COA Circular 92-386 relative to the conduct of annual physical inventory, all offices/departments/task forces/units of the Quezon City Government are mandated to submit an inventory of supplies and materials left in their storage on a semi-annual basis. A physical count of these supplies and materials shall be conducted to various offices and departments per schedule. Result of the physical count shall be consolidated per item category which shall then be furnished to the City Accounting Department, the Commission on Audit and the Office of the City Mayor.

Office or Division:	CENTRAL WAREHOUSE MANAGEMENT DIVISION (CWMD)			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Quezon City Government Offices/Departments			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished and signed 1. Report on the Physical Count of Inventory (RPCI)		QC - Offices and Departments		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly accomplished RPCI	1.1 Receives, logs and forwards to CWMD	None	7 minutes	Receiving Staff Records Management and Control Division (RMCD)
	2.1. OIC-CWMD Receives Report on the Physical Count of Inventory (RPCI) 2.1.1. Refers to Acting Asst. Division Chief / Chief, Storage and Processing Section 2.1.2 Chief, Storage and Processing Section gives instruction to evaluate	None	5 minutes	Staff / OIC CWMD



	the submitted documents			
	<p>3.1 CWMD Staff evaluates the documents</p> <p>3.1.1 If no discrepancy - include in the schedule for the conduct of physical count</p> <p>3.1.2 With discrepancy - prepares return letter to end-user</p>	None	30 minutes	Section Chief / Staff Supplies and Storage Section (SPS) CWMD
	<p>4.1. Conducts physical inventory per schedule</p> <p>4.1.1 Consolidates the result of the physical count</p>	None	7 ± days	Staff SPS, CWMD /
	<p>5.1 Forwards the consolidated reports (RPCI) to the City Accounting Department, COA and Office of the City Mayor</p> <p>5.1.1 Drafts endorsement letter (for approval of OIC-GSD)</p> <p>5.1.2 Finalized endorsement letter approved by the OIC-GSD</p>	None	2 days	
	TOTAL	None	9 days 42 ± minutes	