



Republic of the Philippines  
 Department of Education  
 Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

**D. PROPERTY AND SUPPLY**

**1. Acceptance and Distribution of Textbooks/SLMs/Supplies and Equipment (CO-Procured)**

- The Property and Supply Unit monitors and prepares report on the deliveries of all centrally procured textbooks, SLMs, supplies and equipment for submission to the Regional Office.

<b>Office or Division:</b>	SDO Zamboanga del Norte-Property & Supply			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Supplier/DepEd Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Summary of Deliverables			Supplier	
2. Duly Signed Inspection and Acceptance Report (IAR) and Delivery Receipts (DR) by the School Property Custodian.			Supplier	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the signed Inspection and Acceptance Report (IAR) and Delivery Receipts (DR) to DepEd Supply Personnel.	Validate the presented documents.	None	2 minutes	Supply Officer/ Representative
	Prepare and Sign Certificate of Final Acceptance.	None	8 minutes	Supply Officer/ Representative
<b>TOTAL</b>		<b>None</b>	<b>10 minutes</b>	





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**2. Acceptance and Distribution of Textbooks/SLMs (SDO-Procured)**

- The Property and Supply Unit monitors and prepares report on the deliveries of all SDO-procured textbooks and SLMs, and distributes them based on the list provided by the LRMS.
- In an effort to fast track the delivery and make ease the distribution and retrieval of these materials, the SDO has established Pick-Up and Drop-Off Point in every congressional district and designated property custodian to man it. The assigned custodian shall update the SDO Supply Unit regarding deliveries and retrieval.
- With this initiative, the materials are more accessible to intended recipients more importantly during this time of the pandemic.

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<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Supplier/DepEd Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
A. Acceptance 1. Approved PO/Contract 2., Delivery Receipt 3. Inspection and Acceptance Report			LR Supervisor/BAC District Property Custodian Inspectorate Team	
B. Distribution 1. Approved Distribution List 2. Requisition and Issue Slip (RIS)			LR Supervisor Supply Personnel	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>







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**3. Acceptance and Distribution of Supplies and Equipment (SDO Procured)**

- The Property and Supply Unit accepts delivered supplies, materials and equipment based on approved Purchase Order/Contract and distributes them to different requesting end-users with the corresponding RIS, ICS or PAR, whichever is applicable.

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<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Supplier/DepEd Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
A. Acceptance 1. Approved PO/Contract 2., Delivery Receipt 3. Inspection and Acceptance Report			BAC Supplier Inspectorate Team/SO	
B. Distribution 1. Approved Distribution Lists 2. RIS, ICS/PAR			Proponent/End-User Supply Personnel	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
A. Acceptance  1. Present the Delivery Receipt, Approved PO/Contract to Supply Officer	1.1 Initially inspect delivered items versus the delivery receipt and the approved PO/Contract and sign the	None	5 minutes	Supply Officer/ Representative





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	delivery receipt. 1.2 Prepare IAR 1.3 Request final inspection and sign the IAR.		3 minutes  10 minutes	Supply Unit Personnel
B. Distribution/Requisition 1. Approach the storekeeper and inquire on the availability of the items/equipment.  2. Request for and accomplish the Supply Request Form.	1. The storekeeper shall check on the availability of items thru stock card	None	2 minutes	Storekeeper/ representative
	2.1 Prepare RIS and ICS/PAR whichever is applicable.		4 minutes	Storekeeper/ Representative
	2.2 Provide the requested items		1 minute	Storekeeper/ Representative
<b>TOTAL</b>		<b>None</b>	<b>25 minutes</b>	

