

MUNICIPAL GENERAL SERVICES OFFICE

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSON RESPONSIBLE	FEES	REMARKS
INSPECTION OF DELIVERED GOODS						
1	Submits request letter for inspection of deliveries	Receives Purchase Order and complete documentation on the delivery of goods	10 minutes	MGSO Personnel	None	
		Conduct actual inspection as to completeness/correctness of specifications of delivered items	Depending on the bulk of items to be inspected	MGSO Personnel and Authorized Inspector	None	
		Prepares Inspection & Acceptance Report	20 minutes	Inspector assigned	None	
		Signs Inspection & Acceptance Report after actual inspection of delivered items	2 minutes	Inspector assigned and End-user	None	
END OF TRANSACTION TOTAL TIME:						
02. RECEIVING AND WITHDRAWAL OF GOODS DELIVERED						
1	Submits request for verification	Receives request for verification	2 minutes	MGSO Personnel	None	
		Verifies/Receives delivery of goods as to quantity stipulated in the Purchase Order (P.O.)	Depending on the bulk of items received	MGSO Personnel	None	
2	Present the accomplished Requisition and Issue Slip (RIS)	Verify the presented Requisition and Issue Slip (RIS) with the P.O.	5 minutes	MGSO Personnel	None	
		Approval of the releasing and issuance of supplies and materials	5 minutes	MGS Officer-Designate	None	
		Prepares the items to be issued	Depending on the bulk of items to be prepared	MGSO Personnel	None	
3	Withdrawal of requested supplies and materials	Supplies and materials requested released	Depending on the bulk of items withdrawn	MGSO Personnel	None	
END OF TRANSACTION TOTAL TIME:						