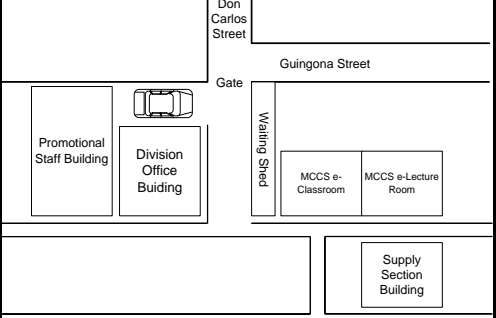
	<b>Issuance of Supplies and Materials</b>		
	Department	Department of Education	
	Division	Division of Malaybalay City	
	Department Head	Edilberto L. Oplenaria	
Contact No's	(088) 813-2894 / 221-4597		
<b>SERVICE DESCRIPTION</b>			
Issuance of supplies and materials per approved request of the requesting employee in the Division			Location: Corner Don Carlos-Guingona Streets, Barangay 3, Malaybalay City

CLIENT GROUP	Division Office Personnel
SERVICE SCHEDULE	Monday – Friday (8:00 AM – 12:00 Noon to 1:00 PM – 5:00 PM)
TOTAL PROCESSING TIME	20 minutes
TOTAL FEES	None
REQUIREMENTS	Requisition Issue Slip (RIS)

**PROCESS FOR AVAILING THE SERVICE**

Step	Client	Service Provider	Processing Time	Person In-Charge	Fees	Form
1	Fills up RIS form	Receives filled-up RIS, checks and affix initial as to availability of items requested	5 mins.	Administrative Aides  Administrative Officer III/Supply Officer II	None	RIS
2		Forwards RIS for SDS approval and returns back to the Property and Supply Unit for release	10 mins.	Administrative Aides  Schools Division Superintendent	None	RIS
3		Receives, records and releases the items requested by requesting employee based on the approved RIS	5 mins.	Administrative Aides  Administrative Officer III/Supply Officer II	None	RIS

*(Pursuant to the provisions of the Anti-Red Tape Act of 2007, also known as the Republic Act No. 9485)*