



Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

Property & Supply Unit

Service Description: This process covers the receipt and distribution of textbooks among the schools in the Division Office and purchase of supplies and equipment requested by various program owners.

Office or Division	Property and Supply Unit			
Classification				
Type of Transaction	Acceptance and Distribution of Textbooks, Supplies and Equipment			
Who may avail	School Property Custodians / Program Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receives textbooks from the Division Supply	1. Transports received textbooks to schools	none	5 days from receipt of textbooks	ADAS III/Supply Officer
	2. Prepares distribution list and ICS by school	none	2 hours	Supply Officer
	3. Enters in the supplies ledger	none	5 hours	ADAS III
2. Submits approved PR for numbering and preparation of APR	1. Numbers approved PR	none	5 Minutes	ADAS III
	2. Prepares APR for PS	none	3 days	ADAS III
	3. Purchase those available at PS	none	3 days	ADAS III
	4. Inspects supplies and equipment purchased at PS	none	1 day	Supply Officer/Inspectorate Team
	3. Distributes purchase materials and equipment	none	1 day	ADAS III
TOTAL			13 days 7 hrs 5 minutes	



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
 Website: depedmalaybalay.net
 Email Address: malaybalay.city@deped.gov.ph