



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

DM-2023-08-328
DEPED MALAYBALAY CITY DIVISION
RELEASED
AUG 16 2023 time: 10:23
By: *[Signature]*

DIVISION MEMORANDUM

NO. 328, s. 2023

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
All Others Concerned
This Division

FROM: *[Signature]*
CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent

DATE: August 15, 2023

SUBJECT: **REQUISITION AND ISSUE SLIP**

- Chapter 8, Section 16 of the Government Accounting Manual (GAM) provides the procedures in the requisition and issue of inventory items. It states that the Requesting Personnel must prepare the Requisition and Issue Slip (RIS) and must sign the "received by" portion once the requested items are received.
- To ensure compliance, the RIS issued for the month shall be attached to the Liquidation Report effective immediately.
- Attached is the Requisition and Issue Slip Form and Instructions as prescribed by the GAM.
- For compliance.

TO BE POSTED IN THE WEBSITE

Copy furnished: Records Section
Accounting Unit



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



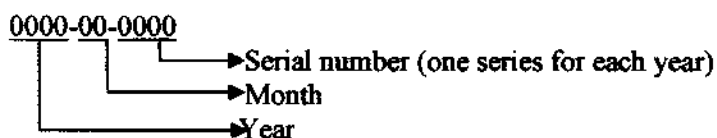
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REQUISITION AND ISSUE SLIP (RIS)

INSTRUCTIONS

- A. The RIS shall be used by the Requisitioning Division/Office to request supplies/goods/equipment/property carried in stock and by the Supply and/or Property Division/Unit to issue the items requested.
- B. This form shall be accomplished as follows:

1. **Entity Name** – name of the agency/entity
2. **Fund Cluster** – fund cluster name/code in accordance with the UACS
3. **Division/Office** – name of the requisitioning division/office
4. **Responsibility Center Code** – cost/responsibility center code of the requisitioning division/office
5. **RIS No.** – RIS control number assigned by the designated personnel in the Supply and/or Property Division/Unit. It shall be numbered in the following manner:



6. **Requisition-Stock No.** – stock number of the item being requisitioned as provided by the Supply and/or Property Division/Unit
 7. **Requisition-Unit** – unit of measurement of the stock being requisitioned such as piece, roll, box, ream, etc.
 8. **Requisition-Description** – description of the item being requisitioned
 9. **Requisition-Quantity** – number/quantity of the stock being requisitioned
 10. **Purpose** – brief explanation of purpose pertaining to the stock being requisitioned
 11. **Requested by and date** – signature, printed name and designation of the Head/Authorized Representative of the Requisitioning Division/Office, and date of request
 12. **Approved by and date** – signature, printed name and designation of the person authorized to approve the issue of the item/s, and date of approval after determining the reasonableness of the quantity and nature of item/s being requested and ensuring that the same does/do not exceed the planned usage for the period
 13. **Stock Available? Yes or No** – A Purchase Request shall be prepared by the Requisitioning Office/Unit for item/s not available on stock.
 14. **Issue-Quantity** – number of item/s issued
 15. **Issue-Remarks** – additional information regarding the item/s issued
 16. **Issued by and date** – signature, printed name and designation of the Supply and/or Property Custodian who issued the item/s and date of issue
 17. **Received by and date** – signature, name and designation of the person who received the item/s and date of receipt
- C. All item/s requested shall be based on the Project Procurement Management Plan.
- D. This form shall be prepared in three copies distributed as follows:
- Original* – Accounting Division/Unit (to be attached to the RSMI)
 - Copy 2* – Requisitioning Division/Office's file
 - Copy 3* – Supply and/or Property Division/Unit's file

REQUISITION AND ISSUE SLIP

Entity Name : _____ Fund Cluster : _____

Division : _____ Responsibility Center Code : _____
Office : _____ RIS No. : _____

<i>Requisition</i>				<i>Stock Available?</i>		<i>Issue</i>	
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks

Purpose: _____

	Requested by:	Approved by:	Issued by:	Received by:
Signature :				
Printed Name :				
Designation :				
Date :				