



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region XIII (Caraga)
1559 Matimco Bldg, Km 4., Libertad, Butuan City
caraga.dilg.gov.ph

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Name of Division/FOU: **Finance and Administrative Division**

MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
Inspection and Acceptance of Deliveries (Supplies/Materials, Equipment & Services)									

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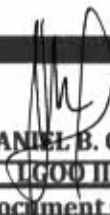
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Name of Division/FOU: Finance and Administrative Division

MASTERLIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
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Inspection and Acceptance of Deliveries (Supplies/Materials, Equipment & Services)							
QP-R13-FAD-06	Quality Procedure	10.16.17					
QO-QP-R13-FAD-06	Quality Objective	10.16.17					
QME-QP-R13-FAD-06	Quality Monitoring and Evaluation	10.16.17					
FM-QP-13-FAD-06-01	Process Summary Logsheet	10.16.17					
FM-QP-13-FAD-06-02	Inspection and Acceptance Report	10.16.17					

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Name of Division/FOU: **Finance and Administrative Division**

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Inspection and Acceptance of Deliveries (Supplies/Materials, Equipment & Services)							

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QUALITY PROCEDURE (QP)

Document Code		
QP-R13-FAD-06		
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PROCEDURE TITLE	INSPECTION AND ACCEPTANCE OF DELIVERIES (Supplies/Materials, Equipment & Services)	
SCOPE	This process starts from inspection of deliveries of supplies, materials and equipment until it is received by the end-user.	
PURPOSE	To ensure that received deliveries of supplies, materials and equipment comply with the specified requirements and are timely issued to requesting office.	
PROCESS DESCRIPTION		
INPUT	PROCESS	OUTPUT
Suppliers → Delivery /Charge Invoice/PO Items Delivered	Inspection and Acceptance of deliveries (Supplies, Materials, Equipment & Services)	IAR, RIS, ARE, RSMLICS& Stock Card → Accounting Section End User Items delivered
DESCRIPTIVE STATEMENT: To check and verify delivered items as to conformity with the specifications stated and requested by the end- user.		

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Property Custodian	Check and receive deliveries of supplies, materials and equipment	<ul style="list-style-type: none"> Check requirements and specifications based on the approved Purchase Order/ Contract/Agency Procurement Request (APR)/Purchase Request, Delivery Receipt (DR)/Sales Invoice. If delivery is conforming to specifications, sign the 'Received' portion of the original and duplicate copy of the Delivery Receipt (DR)/Sales Invoice; file the original; and return the duplicate copy of the Delivery Receipt (DR)/Sales Invoice to the Supplier. If delivery is not conforming to specifications, notify the supplier for replacement of goods. 	<ul style="list-style-type: none"> Purchase Order (PO)/Contract/Purchase Request (PR)/Agency Procurement Request (APR) Delivery Receipt (DR)/Sales Invoice
2	Property Custodian	Prepare Inspection and Acceptance Report (IAR)	<ul style="list-style-type: none"> Prepare Inspection and Acceptance Report 	<ul style="list-style-type: none"> Inspection and Acceptance





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>(IAR).</p> <ul style="list-style-type: none"> Forward IAR, original copy of Delivery Receipt (DR)/Sales Invoice, and approved PO/Contract/Agency Procurement Request (APR)/ Purchase Request to Technical Property Inspector for inspection of deliveries. 	<p>Report (IAR)</p> <ul style="list-style-type: none"> Purchase Order (PO)/Contract/ Purchase Request (PR)/Agency Procurement Request (APR) Delivery Receipt (DR)/Sales Invoice
3	Inspection Officer	Inspect and Verify delivered goods	<ul style="list-style-type: none"> inspect and verify items as to quantity and conformity with specifications based on Delivery Receipt (DR)/Sales Invoice, approved Purchase Order/Contract/Agency Procurement Request (APR)/Purchase Request (PR) If found in order, sign and indicate date of inspection in the 'Inspection' column of the IAR; and forward the IAR, original DR/Sales Invoice, approved PO/Contract/Agency Procurement Request (APR)/ Purchase Request to Property Officer. If delivery is found defective request the Property Officer to notify the supplier for replacement of goods. 	<ul style="list-style-type: none"> Purchase Order (PO)/ Contract/Agency Procurement Request (APR)/Purchase Request (PR) . Inspection and Acceptance Report (IAR) Original copy of DR/Sales Invoice Inspection and Acceptance report
4	Property Officer	Sign the Acceptance Report	<ul style="list-style-type: none"> Sign in 'Acceptance' column, acknowledging receipt of the items delivered; check the appropriate box whether complete or 	<ul style="list-style-type: none"> Inspection and Acceptance Report (IAR) Original copy of Delivery Receipt (DR)/Sales Invoice





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>partial delivery; and indicate the date of receipt.</p> <ul style="list-style-type: none"> Inform the Concerned Office on the availability of supplies/equipment. 	<ul style="list-style-type: none"> Purchase Order (PO)/ Contract/Agency Procurement Request (APR)/Purchase Request (PR) Inspection, Acceptance and Issuance of Deliveries
5	GSS Chief/Property Custodian	Provide COA a copy of the delivery documents	<ul style="list-style-type: none"> Furnish the COA Auditor copies of delivery documents within 24 hours from acceptance of deliveries for inspection 	<ul style="list-style-type: none"> Delivery Receipt/Sales Invoice Purchase Order/Contract/Agency Procurement Request/ Purchase Request Inspection, Acceptance and Issuance of Deliveries Tracker (Logbook)
6	Property Custodian	Record and Maintain Bin Card, Stock Card or Property Card	<ul style="list-style-type: none"> Record the receipt and issuance; maintain Bin Cards of each class of item kept in stock. Prepare Stock Card for each type of supplies and materials to record all receipt and issuances or ProProperty Card for each class of equipment/property to record the acquisition, description, issuance, transfer/disposal and other information about the equipment/property based on the source documents of the transactions. 	<ul style="list-style-type: none"> Stock Cards/Property Cards
7	Property Officer	Forward the transaction documents to Accounting Division	<ul style="list-style-type: none"> Submit transaction documents to Accounting Division for 	<ul style="list-style-type: none"> Purchase Order/Contract/ Agency





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>preparation of Journal Entry Voucher (JEV).</p> <p><i>Note: Except for PS DBM, Trust Fund and Job Order for preventive maintenance of vehicle.</i></p> <ul style="list-style-type: none"> Receive returned transaction documents from Accounting 	<p>Procurement Request/Purchase Request</p> <ul style="list-style-type: none"> Delivery Receipt/Sales Invoice . Inspection and Acceptance Report (IAR) . Inspection, Acceptance and Issuance of Deliveries Tracker (Logbook)
8	End user	Prepare Requisition and Issuance Slip (RIS),	<ul style="list-style-type: none"> The designated supply officer and the Head of Office sign the RIS and submit to Property Officer. 	Requisition and Issue Slip (Ris)
9	Property Officer; Designated Supply Officer	Receive RIS and issue the items and/or equipment to requesting personnel	<ul style="list-style-type: none"> Property Officer: Receive RIS; Forward to Chief, Property Accounts Section for review and approval Property Custodian: Issue the items and/or equipment to requesting office. Designated Supply Officer(end user): Sign the "Received" portion of RIS. 	<ul style="list-style-type: none"> Requisition and Issue Slip (Rts) Purchase Order/Contract/ Agency Procurement Request/Purchase Request Delivery Receipt/ Sales Invoice .
10	Property Custodian		<ul style="list-style-type: none"> Prepare ARE or ICS to record, monitor and control the accountability of the end-user. <p><i>ARE for non-expendable property (furniture and fixtures) and equipment; indicate the quantity, unit, description, date acquired, unit cost and property number of the items being issued; Chief, Property Accounts Section sign in the "Issued by" portion of the ARE. ICS for small tangible</i></p>	<ul style="list-style-type: none"> Acknowledgement Receipt for Equipment (ARE Custodian Slip Inventory Custodian Slip





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>items (office supplies) with estimated useful life of more than one year but small enough to be considered as PPE; indicate the quantity, unit, description, unit price and inventory item number of the items being issued; Chief, Property Accounts Section sign in the "Issued by" portion of the ICS.</p> <ul style="list-style-type: none"> Confirm with the receiving party the name of person to whom ARE or ICS will be issued; issue ARE or ICS and ensure signature in the "Received by" field. Note: ARE/ICS shall be issued to personnel holding plantilla position only. 	
10	Property Custodian	Prepare Report of Supplies and Materials Issued (RSMI)	<ul style="list-style-type: none"> Prepare RSMI which serve as monthly abstract of supplies and materials issued as evidenced by the RIS every first week of the month. Submit to Accounting Division 	<ul style="list-style-type: none"> Report of Supplies and Materials Issued (RSMI) Requisition and Issue Slip .
11	Property Custodian	Maintain Records	<ul style="list-style-type: none"> Maintain Records in accordance to control of Records Procedure Update the Process Monitoring Summary Logsheet (R13-SP-02) 	<ul style="list-style-type: none"> Control of Records Procedure Master List of Records

Definition of Terms:

ARE – Acknowledgement Receipt for Equipment

ICS - Inventory Custodian Slip

RSMI- Report of Supplies and Materials Issued

RIS - Requisition and Issue Slip

Legal References:



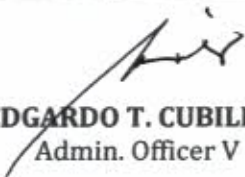

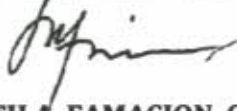
DILG – REGION XIII (CARAGA)

QUALITY PROCEDURE (QP)

COA Circular 92-386

COA Circular 95-006

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Process Owner	Regional QMR	Top Management





DILG REGION XIII (CARAGA)
**QUALITY
 OBJECTIVE (QO)**

Document Code		
QO-QP-R13-FAD-06		
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DIVISION/FOU	Finance and Administrative Division
QUALITY PROCEDURE TITLE	Inspection and Acceptance of Deliveries (Supplies/Materials, Equipment & Services)

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
Inspect and accept deliveries (goods, services & infra)	To ensure that received deliveries of supplies, materials and equipment comply with the specified requirements and are issued to requesting office within 3 days	80% of POs w/ deliveries are inspected and issued to end user by end of 3 days	Total number of PO deliveries inspected and issued to end user after 3 days/Total no. of PO deliveries inspected and accepted	Monthly	Property Custodian & Agency Inspector	<ul style="list-style-type: none"> • Invoice Receipt • Purchase order

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DILG REGION XIII (CARAGA)
**PROCESS QUALITY MONITORING
 AND EVALUATION (QME)**

Document Code
QME-QP-R13-FAD-06

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DIVISION/FOU	Finance and Administrative Division
PROCEDURE TITLE	Inspection and Acceptance of Deliveries (Supplies/Materials, Equipment & Services)
OBJECTIVE STATEMENT	To ensure that received deliveries of supplies, materials and equipment are complied with the specified requirements and are issued to requesting office within 3 days
CURRENT PERIOD	

INDICATORS		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
A	Total number of PO deliveries inspected and issued to end user after 3 days													
B	Total no. of PO deliveries inspected and accepted													
C	Formula: $\frac{A}{B} \times 100$ Target Result: 80%													
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met													

Note: For unmet targets, the QMS Secretariat will issue Corrective/Preventive Action Report (CPAR) duly signed by the DILG-XIII Deputy QMR.

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DILG REGION XIII (CARAGA)
 Inspection and Acceptance of Deliveries
 Process Summary Logsheets and Database

Document Code
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QUALITY OBJECTIVE: 1) Total no. of Purchase Order w/ deliveries are inspected and accepted
 2) Total No. of Purchase Order cancelled or aborted

FREQUENCY OF MONITORING:

COVERED PERIOD:


Due Date of Submission:

Legend:

No.	Date of POs	Purchase Order Number	No. of Pos w/ deliveries are inspected & accepted	No. of Pos cancelled or aborted	Objective Results			Remarks/Particulars
					Met	Unmet	Remarks, if unmet	
1								
2								
3								
4								
5								
6								
7								
8								

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DILG REGION XIII
**INSPECTION
 AND ACCEPTANCE REPORT**

Document Code		
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Entity Name : Dept. of the Interior and Local Government

Supplier :

PO No./Date :

Requisitioning Office/Dept. :

Fund Cluster :

IAR No. : _____

Date : _____

Invoice No. :

Date : _____

<i>Stock/ Property No.</i>	<i>Description</i>	<i>Unit</i>	<i>Quantity</i>

INSPECTION

Date Inspected : _____

Inspected, verified and found in order as to quantity and specifications

ACCEPTANCE

Date Received : _____

Complete

Partial (pls. specify quantity)

Inspection Officer/Inspection Committee

Supply and/or Property Custodian

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