



PROCESS MANUAL
BUREAU OF LOCAL GOVERNMENT
FINANCE

BLGF-PM-04-17

Revision Code: 00

Page 1 of 3

Section: **SUPPORT**

Effectivity Date: 01-19-2018

Subject: **SUPPLIES MANAGEMENT**

1. PURPOSE

To ensure that all approved supply requisitions are documented, served according to specifications and delivered on time.

2. SCOPE:

This procedure covers activities from receipt of the Request for Issuance of Supply, withdrawal from inventory, issuance of supplies, recording of the transaction, and replenishment of supplies.

3. DEFINITION OF TERMS:

- a. **RIS** – Request for Issuance of Supplies
- b. **PR** – Purchase Requisition

4. RECORDS:

TITLE/CODE	LOCATION	RETENTION CRITERIA	RETENTION PERIOD	DISPOSAL METHOD
1. Request for Issuance of Supplies (SR-001)	Property Office Files	NAP R.A. 9470	1 year	As per NAP Rules
2. Monthly Inventory of Supplies (SR-002)	Property Office Files	NAP R.A. 9470	1 year	As per NAP Rules

5. REFERENCES:

5.1 ISO Clause Reference

- a. Clause 7 – Resources except clause 7.1.5.2
- b. Clause 8.4 - Control of externally provided products and services
- c. Clause 10 – Improvement

5.2 A document which supports the implementation of the procedure:

R.A. 9184 Government Procurement Reform Act
IRR of R.A. 9184

5.3 Related documents linked to the procedure:

- a. Corrective Action Procedure

PREPARED BY: DIVISION CHIEF

REVIEWED BY: AFMS DIRECTOR

APPROVED BY: EXECUTIVE DIRECTOR



PROCESS MANUAL
BUREAU OF LOCAL GOVERNMENT
FINANCE

BLGF-PM-04-17

Revision Code: 00

Page 2 of 3

Section: **SUPPORT**

Effectivity Date: 01-19-2018

Subject: **SUPPLIES MANAGEMENT**

6. PROCEDURE:

ACTIVITY FLOW	RESPONSIBLE	DETAILS
	<p align="center">Administrative Officer III Supply Officer II</p>	<p>Receives Request for Issuance of Supplies, duly signed by Division Chief.</p>
	<p align="center">Administrative Officer III Supply Officer II</p>	<p>Checks in supplies storage area.</p>
		<p>When the supply is not available, refer to Procurement Procedure to purchase/replenish supply.</p>

PREPARED BY: DIVISION CHIEF

REVIEWED BY: AFMS DIRECTOR

APPROVED BY: EXECUTIVE DIRECTOR



PROCESS MANUAL
BUREAU OF LOCAL GOVERNMENT
FINANCE

BLGF-PM-04-17

Revision Code: 00

Page 3 of 3

Section: **SUPPORT**

Effectivity Date: 01-19-2018

Subject: **SUPPLIES MANAGEMENT**

ACTIVITY FLOW	RESPONSIBLE	DETAILS
	<p align="center">Supply Officer II Property Officer</p>	<p>Issue supplies to requisitioner, records issuance (date, item, quantity, requisitioner) in the Supply Logbook.</p>
	<p align="center">Supply Officer II Property Officer</p>	<p>Records and monitors monthly supplies usage. Prepares Monthly Inventory of Supplies and submits to Accounting and COA.</p>
	<p align="center">Division Chief</p>	<p>Reviews activities of the process to see where quality improvements can be done in the process.</p>
	<p align="center">Division Chief</p>	<p>Determine if performance targets were achieved. For unmet targets: Refer to Corrective Action Procedure. Submit complete monthly accomplishment report and performance report to immediate superior every first week of the month</p>

PREPARED BY: DIVISION CHIEF *[Signature]*

REVIEWED BY: AFMS DIRECTOR *[Signature]*

APPROVED BY: EXECUTIVE DIRECTOR *[Signature]*