

8. GENERAL SERVICES OFFICE

INTERNAL SERVICE



A. REQUISITION AND ISSUANCE OF SUPPLIES

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.

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|--|---|------------------------|-------------------------|---------------------------|
| Office or Division: | GENERAL SERVICES OFFICE | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | Government Employees | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Requisition and Issue Slip (RIS) (Original Copy) | | | General Services Office | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit requisition slip | 1. Log the received requisition slip. | none | 3 minutes | Clerk (GSO) |
| | 2. Check the availability of the supplies/goods/equipment/ requested. | none | 5 minutes | Clerk (GSO) |
| 2. Receive requested items available from stock | 3. Issue available supplies/goods/ equipment. | none | 15 minutes | Clerk (GSO) |
| | TOTAL: | none | 23 minutes | |