

INTERNAL SERVICES

Materials Control Department (MCD)

1. Requisition and Issuance Procedure for Indirect Supplies



APO PRODUCTION UNIT, INC.

Who may avail?

APO Production Unit, Inc. Employees

Describes the procedure for the requisition and issuance of indirect supplies of the APO Production Unit, Inc. (APO-PUI), which aims to ensure that supplies are properly maintained, accounted for, and issued to the requesting APO-PUI's department/office.

Office in-charge

Materials Control Department

Type of transaction

G2G - Government to Government
(Simple Transaction)

Checklist of requirements

1) Requisition and Issuance Slip -
1 original copy and 2 duplicate copies
(to be secured from Materials Control Department)

Total time duration

4 hours and 35 minutes

CITIZEN'S CHARTER

Requisition and Issuance Procedure for Indirect Supplies of Materials Control Department (MCD)

Steps	Action Taken	Fees to be Paid	Processing Time	Person/Office Responsible
1) Submit the accomplished Requisition and Issuance Slip (RIS) to APO-PUI's Materials Control Department	1.1) Receive and verify the accomplished RIS	None	5 minutes	Stockman – APO-PUI's Materials Control Department
	1.2) Evaluate the availability of the supplies requested and check the remaining budget of the department/ division	None	30 minutes	Stockman – APO-PUI's Materials Control Department
	1.3) Check the monitoring report on the "Statement of Utilization of Office Supplies."	None	30 minutes	Materials Controller - APO-PUI's Materials Control Department
	1.4) Approval of RIS	None	2 hours	MCD Head – APO-PUI's Materials Control Department
	1.5) Prepare the office supplies that will be issued to the end-users	None	1 hour	Stockman – APO-PUI's Materials Control Department
	1.6) Issuance of the requested office supplies	None	30 minutes	Stockman – APO-PUI's Materials Control Department