

Process: Processing of Documents

Department/Division: Property and Supply Unit

No	Functional Objectives	KPIs	Target	Functional Unit	Time Frame	Monitoring Method/	Frequency of Monitoring	Actual Accomplishment
1	To accept all deliveries of supplies and equipment	Approved Purchase Order, Sales Invoice and Delivery Receipt	100% acceptance that conforms P.O. requirements	Property & Supply Office	30mins to 1 hr. max.	Copy of approved Purchase Order	Daily	
2	To ensure timeliness releasing of supplies/equipment.	Approved Requisition and Issue Slip	100% released	Property & Supply Office	30mins to 1 hr. max.	Advising all the requesting party to claim their requested supplies/equipment	Daily	
		Approved Certificate of Donation	100% released	Property & Supply Office	30mins to 1 hr. max.	All unreleased donation are on active file (waiting for the requesting party to call us)	Daily	
3	To record all issued supplies and equipment.	Receipt of supplies (signature) in the RIS and Deed of Donation.	100% recorded	Property & Supply Office	within the day	Updated balance of inventory in the stock cards.	Daily	
		Receipt of equipment (signature) in Property Acknowledgment Receipt	100% recorded	Property & Supply Office	within the day	Updated record of the property cards.	Daily	
4	To prepare and submit monthly Report of Supplies and Materials Issued	All (issued) RIS and Certificate of Donation	15th day of the following month	Property & Supply Office	2 weeks	Record of transmittal of RSMI	Monthly	
5	To conduct physical count of inventory	Compliance with COA requirement	100% compliance	Property & Supply Office/Accounting Div/COA	1 month	Semi-Annual Report on the Physical Count of Inventory	Semi-annual	
6	To conduct physical count of property, plant and equipment	Compliance with COA requirement	100% compliance	Inventory Team	4 months	Annual Report on the Pyhical Count of Property, Plant and Equipment	Annual	