



Acceptance and Inspection of Newly Procured Items

ABOUT THE SERVICES

Actual inspection of newly procured items.

Department / Office:		CITY GENERAL SERVICES OFFICE		
Classification:		Simple		
Type of Transaction:		G2G - Government to Government G2B – Government to Business		
Who may avail		Authorized Driver		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Copy of Purchase Order (P.O) • Original Delivery Receipt or Sales Invoice 		<ul style="list-style-type: none"> • City Procurement Office • Supplier 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Acceptance of Newly Delivered Items.</p> <p>Clients, end-users, delivery personnel and business owners should proceed to the lobby of the GSO together with the items subject for delivery and a copy of Purchase Order, Delivery Receipt and Sales Invoice and approach the guard-on-duty.</p>			3 minutes	<p>LOURDES P. BERIÑA Supply Officer III</p> <p>ARTURO J. DIAZ Metro Aide I</p> <p>EISEL MAE V. BALCUEVA Clerk (Job Order)</p> <p>JEZABEL T. NEPOMUCENO Clerk (Job Order)</p>
	<p>2. The GSO personnel or guard-on-duty will check the documents of the client.</p> <p>- <u>For hardware materials</u> The guard-on-duty will call the personnel-in-charge in the acceptance of the delivered hardware materials. These items will be inspected by the personnel as to quantity and quality as stated in the purchase order.</p>			<p>HONESTO DLS. PEREZ, JR. Metro Aide I</p> <p>MARIO CHRISTOPHER G. GUMBA Engineer (Job Order)</p> <p>FILIPINAS V. HENSON Engineer (Job Order)</p>



	<p>If found tally with the PO, the inspector will stamp the provided proof of delivery documents (OR, DR, SI etc.) with "ACCEPTED".</p> <p>- <u>For small and heavy equipment, IT supplies/ equipment and any items that need a Property Acknowledgment Receipt (PAR)</u> The guard-on-duty will call the personnel-in-charge in the acceptance of the delivered small and heavy equipment, IT supplies and equipment. These items will be inspected by the personnel as to quantity and quality as stated in the purchase order. If found tally with the PO, the inspector will stamp the provided proof of delivery documents (OR, DR, SI etc.) with "ACCEPTED".</p> <p><u>For office supplies, janitorial supplies, printed forms and other materials</u> The guard-on-duty will call the</p>		<p>REUBEN PAUL F. MADRIDANO Administrative Aide I</p> <p>EMMANUEL R. NISOLADA Clerk (Job Order)</p> <p>CHRISTIAN L. PLANTADO Clerk (Job Order)</p> <p>ARTURO J. DIAZ Metro Aide I</p> <p>EISEL MAE V. BALCUEVA Clerk (Job Order)</p> <p>JEZABEL T. NEPOMUCENO</p>
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	<p>personnel-in-charge in the acceptance of the delivered office supplies, janitorial supplies, printed forms and other materials.</p> <p>These items will be inspected by the personnel as to quantity and quality as stated in the purchase order. If found tally with the PO, the inspector will stamp the provided proof of delivery documents (OR, DR, SI etc.) with "ACCEPTED".</p>			<p>Clerk (Job Order)</p>
<p>3. Issuance of Accepted Items and Documents.</p> <p>Clients, End-users, delivery personnel and business owners may now retrieve the proof of delivery they have provided prior to inspection from the personnel of the GSO.</p>	<p>4. If the inspection of procured items and materials is done and found complete and tally as per its PO and proof of delivery, documents will be handed back to clients.</p>		<p>1 minute</p>	<p>General Services Office Inspectors</p>
TOTAL		P	4 minutes	

CITY GENERAL SERVICES OFFICE

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