

## 1. Delivery Inspection and Acceptance of Tangible Assets (Supplies/ Materials/ Equipment) – Central Office (CO)-Procured with Logistics Services

In reference to DepEd Order No. 41, s.2021, this service refers to the systematic process of verifying and confirming that delivered supplies, materials, and equipment meet the required specifications, quality standards, quantities, and contractual terms before they are formally accepted.

Specifically, this service covers the re-inspection of items procured by the Central Office through a third-party service provider and delivered to the Schools Division Office. It includes the conduct of a pre-inspection prior to the signing of the Delivery Receipt and the subsequent physical inspection by the Inspectorate Team.

|   |  |                        |                        |  |
|---|--|------------------------|------------------------|--|
| <b>Office or Division:</b>  | Office of the Schools Division Superintendent – Property and Supply Unit                     |                        |                        |  |
| <b>Classification:</b>  | Complex  |                        |                        |  |
| <b>Type of Transaction:</b>   | G2G (Government to Government)   |                        |                        |  |
| <b>Who may avail:</b>   | DepEd Central Office – Asset Management Division   |                        |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>WHERE TO SECURE</b> |                        |  |
| <b>Standard Requirement</b>   |  |                        |                        |  |
| Transfer Manifest Outbound (TMO) – Three (3) copies (1 original, 2 duplicate)               |  | Client                 |                        |  |
| Property Transfer Report (PTR) / Inventory Transfer Report (ITR) – Four (4) original copies |  | DepEd Central Office   |                        |  |
| Requisition and Issue Slip (RIS) – three (3) original copies                                |  | DepEd Central Office   |                        |  |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTION</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                            |
| 1. Deliver the Supplies/ Materials/ Equipment together with the TMO.                        | 1.1 Verify the items delivered as to quantity and specifications in the TMO and PTR/ITR/RIS. | None                   | 4 hours                | Administrative Officer IV (Supply Officer), OSDS-PSU |
|   | 1.2 Sign in the TMO and indicate the actual date of delivery.                                | None                   | 10 minutes             | Administrative Officer IV (Supply Officer), OSDS-PSU |
|   | 1.3 Forward the TMO to the Inspectorate Team for the inspection of goods.                    | None                   | 5 minutes              | Administrative Officer IV (Supply Officer), OSDS-PSU |
|   | 1.4 Inspect the items delivered as to physical form or condition and quantity.               | None                   | 4 hours                | Inspectorate Team                                    |

|               |  |             |                           |  |
|---------------|--|-------------|---------------------------|--|
|               | <p>1.5 Prepare and sign the Inspection Report (4 copies) and recommend the acceptance of the items to the Supply Officer.</p> <p><i>Note: Rejected goods, if any, shall be briefly described in the said report and returned to the supplier for ratification and replacement.</i></p> | None        | 4 hours                   | Inspectorate Team                                    |
|               | 1.6 Prepare and sign the Acceptance Report (4 copies) and the ITR/PTR/RIS.   | None        | 4 hours                   | Administrative Officer IV (Supply Officer), OSDS-PSU |
|               | 1.7 Give Client three (3) copies of Inspection Report, Acceptance Report, PTR/ITR/two (2) copies of RIS, and the original copy of TMO.   | None        | 10 minutes                | Administrative Officer IV (Supply Officer), OSDS-PSU |
| <b>TOTAL:</b> |  | <b>None</b> | <b>2 days, 25 minutes</b> |  |