

INSPECTION AND ACCEPTANCE OF DELIVERED GOODS

A. ABOUT THE SERVICE:

The general services office is in charge of the inspection and acceptance of delivered goods requested by different offices to ensure the quantity, technical specifications requested are met.

B. WHO MAY AVAIL OF THE SERVICE:

Various supplier

C. WHAT ARE THE REQUIREMENTS:

- ✓ Inspection and acceptance report
- ✓ Delivery/ sales/ charge/ official receipt
- ✓ Purchase order

D. FEES/ CHARGES: NONE

E. SCHEDULE OF AVAILABILITY OF THE SERVICE:

8:00AM – 12:00NN MON.-FRI.
 1:00PM – 5:00PM MON.-FRI.

F. HOW TO AVAIL OF THE SERVICE:

STEP S	APPLICANT /CLIENT	SERVICE PROVIDER	PROCES SING TIME	PERSON IN CHARGE/ RESPONSIBLE	FEES/ CHARG ES	FORMS
1	Delivered ordered goods	Inform the official inspectors, end user, representative from COA for inspection of the goods delivered	15 mins.	FERDINAND G. ALIBUYOG CHARMIAN ROSARIO MARK SABAS		Purchase order/ sales/ charge/ official receipt, inspectio n and acceptan ce report
		Inspect delivered goods base on purchase order (check as to unit of measure, technical specifications)	Depends on the volume of goods delivered	NORIEL R. TABUNAN FERDINAND G. ALIBUYOG CHARMIAN ROSARIO MARK SABAS REPRESENTATIVE FROM COA OFFICIAL INSPECTOR		
		Accepts the delivered goods	10 mins	NORIEL R. TABUNAN FERDINAND G. ALIBUYOG CHARMIAN ROSARIO END USER		
x-x-x-x-x-END OF TRANSACTION-x-x-x-x-x						