 <p style="text-align: center;"> Republic of the Philippines City of Koronadal Water District Block I, Casa Subd., Zone III, City of Koronadal, South Cotabato </p>	DOC ID No.: CKWD-QP-GSD-001	Date of Issuance: 02-03-2017
	Division/Section: Gen. Services Div.	Revision No.: 0
TITLE:	HOUSING CONTROL PROCEDURE	
		Date of Revision: -

I. OBJECTIVE

The objective of this procedure is to describe the process in managing the receiving and releasing of materials for the operation of water district.

II. SCOPE

This procedure is applicable to all materials received and released.

III. DEFINITION OF TERMS

- a. Inspection and Acceptance Report (IAR) – document use in receiving the materials from the supplier
- b. Acknowledgment Receipt of Equipment (ARE) – document use in issuing a property/asset to an accountable employee.
- c. Requisition and Issue Slip (RIS) – document use by employee/end user to withdraw materials from warehouse.
- d. Gate Pass – issued to requesting employees/end user detailing the items requested for the guard on duty to check.
- e. Inventory Custodian Slip (ICS) – used in issuance of expendable items to accountable employee.
- f. Charge/Sales Invoice (CI/SI) – issued by the supplier indicating the date, PO No., and the items/materials delivered.
- g. Billing Statement (BS) – document issued to customer indicating the material needed for installation of water service connection.
- h. Property & Inventory System (PIS) – a system used by water district in generation of receiving, releasing, and posting of documents.
- i. Technical Inspection and Acceptance Committee (TIAC) – person in charge of checking and verifying the quality of materials delivered.
- j. Property Assistant A – person in charge of the operation of water district warehouse.
- k. Reports of Supplies and Materials Issued (RSMI) – a document issued to finance division indicating the summary of the issued materials for the month.
- l. Return Materials Slip (RMS) – a document use by the end user for the return of materials unused to the property assistant.


IV. REFERENCE DOCUMENTS

- a. Handbook on Property & Inventory Management System

V. RESPONSIBILITY AND AUTHORITY


- a. Quality Control Inspector responsible for:
 - i. Checking the quality of materials delivered.
 - ii. Ensuring that the delivered materials conformed to the specification required by the end user.
- b. Property Assistant shall be responsible for:
 - i. Up keeping the operation of warehouse.
 - ii. Monitoring of available materials.

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- c. Property Assistant shall be responsible for:
 - i. Receiving the delivered materials from supplier.
 - ii. Releasing of requested materials from end user.
 - iii. Conducting semi-annual physical inventory of materials.
 - iv. Safekeeping and arranging of materials delivered.
 - v. Maintaining the cleanliness of warehouse premises.
 - vi. Encoding RIS of the day.
 - vii. Preparing RSMI of the month to be submitted to finance division.
- d. Clerk Processor shall be responsible for:
 - i. Preparing the documents needed for payment of P.O.
 - ii. Forwarding of attach documents to Procurement for payment.
 - iii. Submitting monthly report of IAR, WMRS to internal audit.
 - iv. Filing and safekeeping of the documents for reference.
- e. End User shall be responsible for:
 - i. Securing SRS before withdrawal of items/materials needed for operation.
 - ii. Safekeeping and maintenance of materials withdraw are in good condition.
 - iii. Returning of unused or excess materials.

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VI. PROCEDURE DETAILS

a. Receiving and Releasing

Process Flow	In-charge	Process Description	Records
Start			
Receiving	Property Assistant	Shall receive and verify the quantity of materials delivered against charge invoice/delivery receipt.	C.I. D.R
Inspection	TIAC	Shall check the quality of the items/materials and equipment received.	P.O. C.I.
Stocking	Property Assistant	Shall arrange the received material to its designated area.	PIS
Preparation of documents for payment	Property Assistant	Shall prepare and submit the document needed for payment.	WIM
End			


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b. Releasing of materials

Process Flow	In-charge	Process Description	Records
Start			
Requisition of materials	End User	Shall secure RIS before withdrawal of materials.	PIS
Releasing of Requested Materials	Property Assistant	Shall release the requested materials and check the quantity against RIS before releasing to the end user.	RIS GATE PASS
Posting and Encoding	Property Assistant	Shall encode the RIS the system. Shall submit copy of RIS to finance for charging of account. Shall submit copy of RSMI to finance for posting of materials issued.	PIS RSMI
End			

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c. Receiving of un used/excess materials

Process Flow	In-Charge	Process Description	Records
Start			
Endorsing of Materials	End users	Shall secure RMS before returning the materials	PIS
Receiving	Property Assistant	Shall receive and verify the returned materials against RMS.	RMS
Stocking	Property Assistant	Shall return the materials to its designated area.	
Posting of returned materials	Property Assistant	Shall post and approve the RMS in the system.	PIS
End			

d. Reports

Reports	Frequency	Responsible
Physical Inventory of Materials	Semi-Annual	Property Assistant
Summary of RIS	Daily	Property Assistant
Summary of RSMI	Monthly	Property Assistant
Monitoring of Stock Availability	Daily	Property Assistant

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VII. PERFORMANCE INDICATORS

Warehouse unit shall ensure that all materials needed for operation is available.
 Quality of materials delivered verify accordingly.

VIII. ATTACHMENTS AND FORMS

- a. Inspection and Acceptance Report (**IAR**)
- b. Acknowledgment of Receipt of Equipment (**ARE**)
- c. Inventory Custodian Slip (**ICS**)
- d. Requisition and Issue Slip(**RIS**)
- e. Returned Materials Slip (**RMS**)
- f. Report of Supplies and Materials Issued (**RSMI**)

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