



PROCEDURE TITLE		INSPECTION, ACCEPTANCE AND ISSUANCE OF DELIVERIES		
SCOPE		This process starts from the receipt of a received copy of Purchase Order/Contract/Agency Procurement Request (PO/C/APR) from the BAC Secretariat up to the issuance of Property Acknowledgement Receipt or Inventory Custodian Slip (PAR or ICS) to the recipient personnel, and preparation of Property Card for the newly acquired properties.		
PURPOSE		To define the standard procedure of inspection, acceptance and issuance of office supplies, materials and equipment to the recipient personnel.		
PROCESS DESCRIPTION				
INPUT		PROCESS		OUTPUT
PO/C/APR BAC Secretariat		<div>Inspection, Acceptance and Issuance of Office Supplies and Equipment</div>		PAR/ICES /Property Card  Regional Inventory Committee
<b>DESCRIPTIVE STATEMENT:</b> The supplier delivers the purchased office supplies, materials and equipment. The Inspection and Acceptance Committee inspects and accepts the delivered items. The designated Property Custodian issues PAR or ICS to the requisitioning officer and updates the Property Cards.				
Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Regional/Provincial BAC Secretariat	Provide a copy of the Purchase Order/Contract/Agency Procurement Request (PO/C/APR) to the Inspection and Acceptance Committee (IAC)	Provide a copy of the PO/C/APR to the Inspection and Acceptance Committee to serve as reference when the procured office supplies, materials and equipment will be delivered.	PO/C/APR
2	Regional/Provincial Inspection and Acceptance Committee	Receive the procured office supplies, materials and equipment from the supplier.	Check the completeness of delivered items based on the DR/SI/CI  Check the delivered items according to the requirements and specifications in approved PO/C/APR  If delivered items conform with the DR/SI/CI and PO/C/APR, sign the Inspection and Acceptance Report (IAR)	IAR  DR/SI/CI  PO





			<b>Forward the IAR to designated Property Custodian</b>	
3	Designated Regional/ Provincial Property Custodian	Receive the Inspection and Acceptance Report	<p>Assign Property Number to the delivered non-expendable items amounting to P15, 000.00 or more.</p> <p><b>At Regional Office</b></p> <p>a) <i>If the recipient of the procured item is based in Regional Office:</i></p> <ol style="list-style-type: none"><li>1) Prepare PAR for non-expendable items amounting to P15,000.00 or more, or ICS for less than P15,000.00 in two (2) copies</li><li>2) Have the two (2) copies of PAR or ICS signed by the Regional Director and the recipient personnel</li></ol> <p>b) <i>If the procured item is to be distributed to personnel assigned in DILG provinces:</i></p> <ol style="list-style-type: none"><li>1) Prepare PAR for non-expendable items amounting to P15,000.00 or more, or ICS for less than P15,000.00 in three (3) copies</li><li>2) Have the three (3) copies of PAR or ICS signed by the Regional Director and the recipient personnel</li><li>3) Furnish the designated Provincial Property Custodian with the Second Copy of the PAR</li></ol> <p><b>At Provincial Offices:</b></p> <ol style="list-style-type: none"><li>1) Prepare PAR for non-expendable items amounting to P15, 000.00 or more, or ICS</li></ol>	<p>Distribution of two (2) copies of PAR prepared at RO for properties to be distributed to personnel based at Regional Office:</p> <ul style="list-style-type: none"><li>-First Copy – file of the designated Regional Property Custodian</li><li>-Second Copy – file of the recipient personnel</li></ul> <p>Distribution of three (3) copies of PAR prepared by Regional Office for properties to be distributed to Provincial Offices personnel:</p> <ul style="list-style-type: none"><li>-First Copy –file of designated Regional Property Custodian</li><li>-Second Copy - file of the designated Provincial Property Custodian</li><li>-Third Copy – for recipient personnel</li></ul> <p>Distribution of three (3) copies of PAR prepared by Provincial Offices:</p> <ul style="list-style-type: none"><li>-First Copy –file of designated Regional Property Custodian</li><li>-Second Copy - file of the designated Provincial Property Custodian</li></ul>



DILG REGION V

**QUALITY  
PROCEDURE (QP)**

Document Code

**QP-R05-FAD-40**

Rev. No.

Eff. Date

Page

00

07.01.19

3 of 3

			for less than P15, 000.00 in three (3) copies. 2) Have the three (3) copies of PAR or ICS signed by the Provincial Director and the recipient personnel 3. Forward the First Copy of PAR to the designated Regional Property Custodian	-Triplicate Copy - for recipient personnel
4	Designated Regional Property Custodian	Prepare Property Card	Prepare Property Card for newly acquired properties  Provide Regional Inventory Committee with the Updated Property Cards	Property Card
5	Chairman of the Regional Inventory Committee	Update the Report of Physical Count of Property, Plant and Equipment	Include the newly acquired property in the Report of Physical Count of Property, Plant and Equipment to facilitate verification during the conduct of physical count of property, plant and equipment.	RPCPPE

**Definition of Terms:**

1. **Property Acknowledgement Receipt (PAR)** - shall be used to a personnel assigned with a non-expendable properties amounting to P15, 000.00 and above. It is prepared in two (2) copies; Original is filed by the property custodian and the Second copy is the file copy of the personnel assigned with the property. It shall be renewed every three (3) years or every time there is a change in custodianship/user of the property.
2. **Inventory Custodian Slip (ICS)** shall be issued to a personnel assigned with non-expendable properties amounting to less than P15, 000.00.

Prepared By:	Reviewed By:	Approved By:
 <b>NARCISA M. CLAVERON</b> Administrative Officer V <b>BEDA QUIAMBAO</b> Administrative Officer III Process Owner	 <b>ALFREDO L. SALLAN</b> CAO, FAD Chief Deputy QMR	 <b>ATTY. ARNALDO E. ESCOBAR JR., CESO V</b> Assistant Regional Director Regional QMR

**DILG REGION V**  
**CONTROLLED COPY**

THIS DOCUMENT IS CONTROLLED AND NOT TO BE REPRODUCED WITHOUT AUTHORIZATION.





DILG REGION V  
**QUALITY  
OBJECTIVE (QO)**

Document Code		
<b>QO-QP-R05-FAD-40</b>		
Rev. No.	Eff. Date	Page
00	07.01.19	1 of 1

<b>OFFICE</b>	Finance and Administrative Division
<b>QUALITY PROCEDURE TITLE</b>	<b>INSPECTION, ACCEPTANCE AND ISSUANCE OF DELIVERIES</b>

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (If applicable)			
Inspection, acceptance and issuance of deliveries to recipient personnel	To ensure that all items delivered within the month are accurately inspected hence accepted, and all recipients of items amounting to P15,000.00 or more are issued with Property Acknowledgement Receipt (PAR)	90% of items delivered within the month are accepted, and 90% of recipients of items amounting to P15,000.00 are issued with PAR	1) Total No. of items accepted Divided by No. of items delivered Multiplied by 100%.  2) Total No. of PAR issued Divided by Total Number of Items amounting to P15,000.00 or more Divided by 100%.	Monthly	SAO	Logsheet

Prepared By	Reviewed By	Approved By:
 <b>NARCISA M. CLAVERON</b> Administrative Officer V	 <b>ALFREDO L. SALLAN</b> Chief-FAD Deputy QMR	 <b>ATTY. ARNALDO E. ESCOBAR JR. CESO V</b> Assistant Regional Director Regional QMR
 <b>BEDA QUIAMBAO</b> Administrative Assistant III Process Owner		



THIS DOCUMENT IS CONTROLLED AND NOT TO BE REPRODUCED WITHOUT AUTHORIZATION





DILG REGION V  
**PROCESS QUALITY  
EVALUATION (QME)**

Document Code		
<b>QME-QP-R05-FAD-40</b>		
Rev. No.	Eff. Date	Page
00	07.01.19	1 of 1

<b>OFFICE</b>	Finance and Administrative Division														
<b>PROCEDURE TITLE</b>	<b>INSPECTION, ACCEPTANCE AND ISSUANCES OF DELIVERIES</b>														
<b>OBJECTIVE STATEMENT</b>	To ensure that all items delivered within the month are accurately inspected hence accepted, and all recipients of items amounting to P15,000.00 or more are issued with PAR														
<b>CURRENT PERIOD</b>															
	<b>INDICATORS</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Average</b>	<b>Rating</b>
	Objective 1: To ensure that all items are accurately inspected.														
A	Total number of Items Accepted														
B	Total Number of Items Delivered														
C	Formula: A/Bx100%	Target Result : 90%													
	Objective 2: To ensure that all recipients of items amounting to P15,000.00 are issued with PAR														
A	Total No. of PAR issued to recipient personnel														
B	Total No. of Equipment procured amounting to P15,000.00 and above														
C	Formula: A/Bx100%	Target Result : 90%													

**Note: For unmet targets of two (2) consecutive periods, concerned Deputy QMR initiate correction and corrective action using the Corrective Action Report (CAR) and attach it to this form.**

Prepared By:	Reviewed By:	Approved By:
 <b>NARCISA M. CLAVERON</b> Administrative Officer V	 <b>ALFREDO L. SALLAN</b> Chief-FAD Deputy QMR	 <b>ATTY. ARNALDO E. ESCOBAR JR. CESO V</b> Assistant Regional Director Regional QMR
 <b>BEDA M. QUIAMBAO</b> Administrative Assistant III Process Owner		





DILG REGION V

## Inspection, Acceptance and Deliveries Summary Logsheets

Document Code

FM-QP-R05-FAD-40-01

Rev. No.

00

Eff. Date

07.01.19

Page

1 of 1

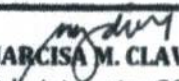
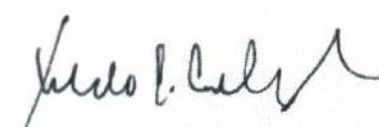

**QUALITY OBJECTIVE:** 90% of items delivered within the month are accepted, and 90% of recipients of items amounting to P15,000.00 are issued with PAR

**FREQUENCY OF MONITORING COVERED PERIOD**

**Due Date of Submission:** 5 days after the items are delivered

**Legend:**

No.	Name of Folder	ACTION IMPLEMENTATION			Objective Results			Remarks (Indicate reasons if Target is unmet or NPY)
		No. of Deliveries of Items / Issuances of PAR/ICS in a month	No. of Items Inspected / No. of PAR/ICS prepared and issued	Date / Month				
1	Inspection and Acceptance Report							
2	PAR							
3	ICS							

Prepared By:	Noted By:
 <b>NARCISA M. CLAVERON</b> Administrative Officer V	 <b>ATTY. ARNALDO E. ESCOBAR JR., CESO V</b> Assistant Regional Director
 <b>BEDA QUIAMBAO</b> Administrative Officer III	
<b>Process Owner</b>	
	<b>Regional QMR</b>





Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
DILG Regional Office No. 5, Rizal St., Legazpi City  
<http://region5.dilg.gov.ph>

Document Code		
<b>FM-SP-R05-02-01</b>		
Rev. No.	Eff. Date	Page
00	07.01.19	1 of 1

Name of Division: Finance and Administrative Division  
Inspection, Acceptance and Issuance of Deliveries

**MASTERLIST OF RETAINED DOCUMENTED INFORMATION (MRDI)**

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
FAD-IAI-001	Delivery Receipt/Sales Invoice/Charge Invoice	Process Owner	Filing Cabinet No. 1	Folder No. 1 (DR/SI/CI)		x			
FAD-PAR-71	Property Acknowledgement Receipt	Process Owner	Filing Cabinet No. 1	Folder No. 2 (PAR)		x			
FAD-ICS-59	Inventory Custodian Slip	Process Owner	Filing Cabinet No. 1	Folder 3 (ICS)		x			

Prepared By:		Noted By:	
NARCISA M. CLAVERON		ATTY. ARNALDO E. ESCOBAR JR., CESO V	
Administrative Officer V		Assistant Regional Director	
Process Owner		Regional QMR	

DILG RSQMS  
CONTROLLED COPY





Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
DILG Regional Office No. 5, Rizal St., Legazpi City  
[region5.dilg.gov.ph](http://region5.dilg.gov.ph)

Document Code		
FM-SP-R05-01A-02		
Rev. No.	Eff. Date	Page
00	07.03.19	1 of 1

Name of Office **Finance and Administrative Division**  
**Inspection, Acceptance and Issuance of Deliveries**

**MASTERLIST OF MAINTAINED INTERNAL DOCUMENTED INFORMATION**

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
FAD-IAI-001	Property Acknowledgement Receipt (PAR)	07.01.19					
FAD-IAI-002	Inventory Custodian Slip (ICS)	07.01.19					
QP-R05-FAD-40	Inspection, Acceptance and Issuance of deliveries Quality Procedure	07.01.19					
QO-QP-R05-FAD-40	Inspection, Acceptance and Issuance of deliveries Quality Objective	07.01.19					
QME-QP-R05-FAD-40	Inspection, Acceptance and Issuance of deliveries Quality Monitoring Evaluation	07.01.19					
FM-QP-R05-FAD-40-01	Inspection, Acceptance and Issuance of deliveries Summary Logsheets	07.01.19					
RRO-QO-R05-FAD-40	Inspection, Acceptance and Issuance of deliveries Risk Register Objective	07.01.19					
RRP-QO-R05-FAD-40	Inspection, Acceptance and Issuance of deliveries Risk Register Process	07.01.19					

Prepared By	Noted By
 <b>EDEN S. LANUZA</b> IT Officer I	 <b>ATTY. ARNALDO E. ESCOBAR JR, CESO V</b> Assistant Regional Director
<b>Regional Document Controller</b>	<b>Regional QMR</b>

DILG R5 QMS  
CONTROLLED COPY






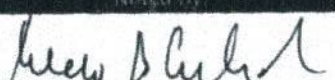
Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
DILG Regional Office No. 5, Rizal St. Legazpi City  
[region5.dilg.gov.ph](http://region5.dilg.gov.ph)

Document Code		
FM-SP-RO5-018-01		
Rev. No.	Eff. Date	Page
00	07.01.19	1 of 1

Name of Office: **Finance and Administrative Division**  
*Inspection, Acceptance and Issuance of Deliveries*

**MASTERLIST OF MAINTAINED EXTERNAL DOCUMENTED INFORMATION**

DOCUMENT CODE	DOCUMENT TITLE	REVISION/EDITION					
Sales Invoice/Charge Invoice/Delivery Receipt							
Agency Procurement Request							

Prepared By:	Noted By:
 <b>EDEN S. LANUZA</b> IT Officer I Regional Document Controller	 <b>ATTY. ARNALDO E. ESCOBAR, JR. CESO V</b> Assistant Regional Director Regional QMR







**DILG REGIONAL OFFICE V**  
**RISK REGISTER (OBJECTIVE RISK ASSESSMENT)**

RRO-QP-R05-FAD-40		
Rev. No.	Rev. Date	Page
00	07.01.19	1 of 1

**DIVISION** FINANCE AND ADMINISTRATIVE DIVISION  
**PROCEDURE TITLE** INSPECTION, ACCEPTANCE AND ISSUANCE OF DELIVERIES

OBJECTIVE	RELEVANT ISSUE(S)	RELEVANT INTERESTED PARTIES (refer to IP Matrix for Requirements)	POTENTIAL RISK or OPPORTUNITY	RISK TRIGGER (N/A FOR OPPORTUNITY)	CONSEQUENCE (RISK) / BENEFIT (OPPORTUNITY)	EXISTING RISK CONTROL MEASURE (N/A FOR OPPORTUNITY)	RISK ASSESSMENT					RISK CONTROL PLAN/ OPPORTUNITY MANAGEMENT PLAN NO. (For Significant Risk/Opportunity)
							IMPACT	LIKELIHOOD	RATING	RISK / OPPORTUNITY LEVEL (S, NS)	TYPE OF ACTION	
To ensure that all items delivered within the month are accurately inspected hence accepted, and all recipients of items amounting to Php 15,000.00 or more are issued with Property Acknowledgment Receipt (PAR)	Personnel are not issued with PAR or ICS	Inventory Committee	Non inclusion in Property, Plant and Equipment Report	Properties are not properly accounted for	Understatement of FS Report	Conduct of annual physical count of inventory	4	2	8	NS		

RISK ASSESSMENT:	RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED
IMPACT: 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme	1 - 7	LOW	Not Significant (NS)	No further action required (Maintain and sustain the existing control)
LIKELIHOOD: 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain	8 - 9	MODERATE	Not Significant (NS)	Alert level (Maintain and sustain the existing control)
Risk/Opportunity Rating = Impact X Likelihood	10 - 25	HIGH	Significant (S)	Control (e.g. Avoid or Treat/ Mitigate, Transfer, Terminate)

Prepared by	Reviewed by	Approved by
 <b>NARCISA M. CLAVERON/ BEDA M. QUIAMBAO</b> Administrative Officer V/ Administrative Assistant III <b>Process Owner</b>	 <b>ALFREDO T. SALCAN</b> Chief-FAD <b>Risk Review Committee Head</b>	 <b>ATTY. ARNALDO E. ESCOBAR, JR., CESO V</b> Assistant Regional Director <b>Regional QMR</b>







DILG REGION V

**RISK REGISTER (PROCESS RISK ASSESSMENT)**

Document Code		
RRP-QP-R05-FAD-40		
Rev. No.	Eff. Date	Page
00	07.01.19	1 of 1

DIVISION

FINANCE AND ADMINISTRATIVE DIVISION

PROCEDURE TITLE

INSPECTION, ACCEPTANCE AND ISSUANCE OF DELIVERIES

PROCESS STEP (Based on the procedure's key process steps)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT					
					IMPACT	LIKELIHOOD	RATING	RISK / OPPORTUNITY LEVEL (S, NS)	TYPE OF ACTION	RISK CONTROL PLAN / OPPORTUNITY MANAGEMENT PLAN NO. (For Significant Risk/Opportunity)
Inspection of Deliveries	When upon delivery of ordered goods any one of the inspection and acceptance Committee is not around	Non-notification of a supplier when to deliver the ordered goods	The end-users are deprived of immediate issuance of the items requisitioned	Alternate members of inspection and acceptance Committee has been identified	2	2	4	NS	Maintain and sustain the existing control	

RISK ASSESSMENT:	RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED
IMPACT: 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme	1 - 7	LOW	Not Significant	No further action required (Maintain and sustain)
LIKELIHOOD: 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain	8 - 9	MODERATE	Not Significant	Alert level (Maintain and sustain the existing control)
Risk Rating = Impact X Likelihood X Detection	10 - 25	HIGH	Significant	Control (e.g. Avoid or Treat/Mitigate, Transfer,

Prepared by:	Reviewed by:	Approved by:
NARCISAM M. CLAVERON / BEDA M. QUIAMBAO Administrative Officer V / Administrative Assistant III Process Owner	ALFREDO T. SALLAN Chief-FAD Risk Review Committee Head	ATTY. ARNALDO E. ESCOBAR, JR., CESO V Assistant Regional Director Regional QMR

