



## 2. RELEASE OF OFFICE SUPPLIES

Receiving and Documenting of requisition slip for release of supplies

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	Department Heads			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Requisition Slip		Department/Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Presentation of requisition Slip	1.1.Check, review and record to logbook	None	3 minutes	Glen Edrick Cabrera Clerk Ashley G. Oganía Clerk
	1.2.Secure approval			
	1.3.Sign and approved	None	2 minutes	Maximo O. Luna, Jr. GSO-Designate
2.Receives approved request slip	2.Issue requested office supplies	None	2 minutes	Glen Edrick Cabrera Clerk Ashley G. Oganía Clerk
<b>TOTAL</b>		NONE	7 minutes	