

## Issuance of Waste Material Report

- This report documents the disposal of materials that were previously recognized as assets, so they can be derecognized from the books.

<b>Office or Division:</b>	City General Services Office			
<b>Classification:</b>	External Clients (within LGU Offices)			
<b>Type of Transaction:</b>	G2G and G2C			
<b>Who may avail:</b>	End-User Department			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Waste Material 2. Petty Cash Voucher and Receipts (for Petty Cash Fund)		End-User Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit waste material	1.1 Receives and checks the waste material and place it in a secured area.	None	15 minutes	Laborer II
No Activity	1.2. Prepares Waste Material Report (WMR).	None	25 minutes	Laborer II
No Activity	1.3 Signs the Waste Material Report	None	1 hour	Department Head Records Officer III
Claims the copy of Waste Material report	1.4 Records and forward the Waste Material Report (WMR) to the Payment Section.	None	30 minutes	Administrative Aide V Laborer II
<b>TOTAL</b>		None	2 hours and 10 minutes	
<b>END OF TRANSACTION</b>				