



### 3. Withdraw Supplies and Construction Materials

Withdrawal of supplies and construction materials

<b>Office or Division:</b>	City Engineer's Office – Administration Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G			
<b>Who may avail:</b>	All Divisions			
<b>CHECKLIST OF REQUIREMENT/S</b>		<b>WHERE TO SECURE</b>		
1. Requisition slip		Supplies/ Property and Inventory Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit accomplished Requisition Slip	1.1. Check availability of the requested supplies/ materials from e-ledger and actual check	none	3 minutes	Admin Aide VI – Supplies Section, Admin Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.2. Prepare the supplies/ materials requested	none	3 minutes	Admin Aide VI – Supplies Section, Admin Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.3. Record the quantity of supplies/ materials	none	3 minute	Admin Aide VI – Supplies Section, Admin Division, City Engineer's Office, CEO Compound, Bula, GSC
2. Receive supplies/ materials requested	2.1. Release supplies/ materials	none	1 minute	Admin Aide VI – Supplies Section, Admin Division, City Engineer's Office, CEO Compound, Bula, GSC
	<b>TOTAL</b>	<b>none</b>	<b>10 mins</b>	
<b>END OF TRANSACTION</b>				