



7. Request for Office Supplies

This service covers the receipt, processing, and issuance of requests for office supplies and other work-related materials needed by OSG officials and employees in the performance of their duties.

These include commonly used office supplies such as bond paper, pens, folders, envelopes, printer ink or toner, paper clips, binder clips, staplers, staple wires, scissors, and other items regularly used in the office.

Office or Division:	Property and Supply Section, Administrative Division, Human Resource Management and Administrative Services (HRMAS)
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	OSG Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Requisition and Issue Slip (RIS) - One (1) duly accomplished Requisition and Issue Slip (RIS)	Property and Supply Section

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure, accomplish and submit the Requisition and Issue Slip (RIS) at the Administrative Division Front Desk, 6 th Floor, OSG Main Building, Adelantado Wing or 6 th Floor, Supply Room, Convergys One Building, every Monday and Wednesday.	1. Receive and review the accomplished RIS. Check that all required information in the form is complete and correct.	None	2 minutes	Process Server / Administrative Aide IV (or any designated Administrative Division staff Immediate Supervisor Responsible for Personnel Designation – Chief Administrative Officer (CAO), HRMAS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>2. Wait while the Administrative Personnel checks the availability and prepares the requested common supplies.</p>	<p>2. Check the availability of the requested common supplies in the Stock Card/Stock Room.</p> <p>a. Place a (✓) mark in the “No” column of the RIS if the requested supplies are not available and endorse the request to the Procurement Section.</p> <p>b. Place a (✓) mark in the “Yes” column of the RIS if the requested supplies are available and prepare the requested items for issuance.</p>	<p>None</p>	<p>1 hour</p>	<p>Process Server / Administrative Aide IV (or any designated Administrative Division staff</p> <p>Immediate Supervisor Responsible for Personnel Designation – CAO, HRMAS</p>
<p>3. Receive feedback or the requested item.</p> <p>a. Receive feedback.</p>	<p>3. Provide feedback or deliver the requested item.</p> <p>a. Provide feedback on unavailable items:</p> <p>i. Inform the requesting employee if the requested item is not available.</p>	<p>None</p>	<p>2 days</p>	<p>Process Server / Administrative Aide IV (or any designated Administrative Division staff</p> <p>Immediate Supervisor Responsible for Personnel Designation – CAO, HRMAS</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>b. Check the delivered items against the RIS.</p> <p>i. If items are incorrect, or damaged, coordinate with the supply staff to resolve the issue.</p> <p>ii. If items are complete and correct, sign the RIS and receive the requested item.</p>	<p>ii. Explain the process to procure the item, including timelines or next steps.</p> <p>b. Deliver the requested item to the requesting employee.</p> <p>i. Verify the reported discrepancy and replace, complete, or correct the items, as necessary.</p> <p>ii. Secure the signature of the requesting employee on the RIS and release the item.</p> <p>iii. File and record the accomplished RIS.</p>			<p>Administrative Aide II (or any designated Administrative Division staff</p> <p>Immediate Supervisor Responsible for Personnel Designation – CAO, HRMAS</p>
TOTAL		None	2 days, 1 hour and 2 minutes	