

Republic of the Philippines  
CAMARINES NORTE WATER DISTRICT  
Daet, Camarines Norte

**OPERATIONS MANUAL  
ADMINISTRATIVE AND GENERAL SERVICES DIVISION**

Camarines Norte Water District (CNWD), a government-owned and controlled corporation, is governed by various principles, policies and procedures on its operations particularly in the procurement and property and supply management. As such, Administrative and General Services Division's Operations Manual on this field is necessary in order that all resources of the CNWD should be managed, expended or utilized in accordance with applicable laws and regulations. The Operations Manual will serve as guide and enable the personnel involved in the Administrative and General Services Division of CNWD to do their work efficiently and effectively.

**Definition of Terms**

Procurement – this refers to the methods and procedures observed in the procurement of goods, consulting services, and the contracting for infrastructure projects by the procuring entity.

Inspection – means the examination (including testing) of supplies and services to determine whether the supplies and services conform to contract requirements, which include all applicable drawings, specifications and purchase description.

Storage – is the scientific and economical receipt, warehousing and issue of materials for their best safekeeping, and rapid availability.

Issuance – it refers to the actual distribution of supplies, materials and equipment to the requisitioners or the end-users, usually supported by the approved Requisition Issue Slip (RIS).

Utilization – is the process of promoting greater services and economy in the use of supplies, materials and equipment of the government through efficient and honest procurement, systematic and coordinated transfer of control and recording; proper care, maintenance and repair and appropriate and timely disposal.

**I – Procurement**

Procurement procedures of CNWD is governed by laws and regulations pursuant to Republic Act 9184 and its implementing rules and regulations. Thus, the Administrative & General Services Division gives assurance that all purchases are properly authorized and included in the Annual Procurement Plan. It likewise assures that goods of satisfactory quality are acquired at the lowest price.

PERSON/UNIT RESPONSIBLE	ACTIVITIES
Respective Department	1. Prepares the respective Department's Annual Procurement Plan
BAC	2. Consolidates the CNWD Annual Procurement Plan
AGSD	3. Prepares Purchase Requisition (PR)
Head of Department	4. Recommends the approval of the PR. Every PR must shows availability of fund
Head of Agency	5. Approves the PR. Forwards the approved PR to the Bidding and Awards Committee (BAC)
BAC	6. Ensures that the CNWD abides by the standards set forth by the RA 9184 or the Government Procurement Reform Act  Recommends to the head of the procuring entity the appropriate mode of procurement to be used
BAC	<u>If the BAC recommends Bidding</u> 7. The BAC advertises and/or posts the invitation to bid, conducts pre-procurement and pre-bid conference, determines the eligibility of prospective bidders, receives bids, conducts and evaluates bid, undertakes post-qualification proceeding.  Recommends award of contract to the Head of the Procuring Entity
AGSD	<u>If the BAC recommends Alternative Method of Procurement</u> 8. Obtains at least three (3) price quotations from bona fide suppliers and submits to the BAC for awarding

AGSD	9. Prepares Purchase Order  It indicates: <ul style="list-style-type: none"> <li>• Name, address and TIN of the contractor/supplier</li> <li>• Complete description and specifications of the supplies</li> <li>• Other information <ul style="list-style-type: none"> <li>- Nature/quality of the items to be purchased</li> <li>- Quantity and Unit Price of the items</li> <li>- Period of delivery</li> <li>- Shipping terms and directions and other conditions of delivery</li> <li>- Provisions on penalties for late or no delivery</li> </ul> </li> </ul>
Authorized Officers	Recommends approval of the Purchase Order
Head of Agency	Approves Purchase Order
AGSD	Delivers PO to the concerned contractor/supplier within a reasonable time after its approval

## II – Property Inventory System

### A. Receipt, Inspection, Acceptance and Recording, Deliveries of Equipment and Inventory Items

PERSON/UNIT RESPONSIBLE	ACTIVITIES
Administrative & General Services Division Supply/Property Officer	<p><b><u>Delivery of Equipment and Inventory items</u></b></p> <ol style="list-style-type: none"> <li>1. Signs “Received” portion of original and Copy 2 of the Delivery Receipt (DR). Files original and returns Copy 2 of the DR to the Supplier.</li> <li>2. Forward original DR and copy of approved Purchase Order (PO) from file to Property Inspector for inspection of deliveries and for appropriate preparation of Inspection and Acceptance Report (IAR) in three (3) copies.</li> </ol> <p>Distribution of the IAR shall be as follows:</p> <p style="padding-left: 40px;">Original – supplier (to be attached to the Disbursement Voucher) Copy 2 - MSD/Inspector Copy 3 - AGSD file</p>
Management Services Division SICO/Authorized Inspector	<ol style="list-style-type: none"> <li>3. Inspect and verifies items as to quantity and conformity with specifications based on the DR and approved PO. If in order, signs and indicates date of inspection in the “Inspected” column of the IAR. Retains copy 3 of the IAR and forwards the items and copy 1 and 2 of IAR, original DR and copy 2 of PO to Supply/Property Officer for acceptance.</li> <li>4. If specifications are not in order or delivery is not complete, indicates notation on the IAR that the deliveries are not in conformity with specifications agreed under the approved PO or deliveries are not complete. Forward the IAR to the Supply/Property Officer.</li> </ol>
AGSD Supply/Property Officer	<ol style="list-style-type: none"> <li>5. Signs in “Acceptance” column, acknowledging receipt of the items delivered. Checks the appropriate box whether a complete or partial (indicate quantity received) delivery and indicate the date of receipt and remarks, if any.</li> </ol> <p>Forwards items to Supply/Property Custodian for safekeeping/storage.</p>
AGSD Supply/Property Officer	<ol style="list-style-type: none"> <li>6. Forwards the Purchase Order with complete supporting documents and attaches the original IAR and DR to Accounting Division/Budget Unit for the preparation of Budget Utilization Slip (BUS) and for the subsequent preparation of Disbursement Voucher with the supplier as Payee.</li> </ol>
Accounting Division Accounting Clerk	<p><b><u>After payment of deliveries</u></b></p> <ol style="list-style-type: none"> <li>7. Posts necessary information on the Supply Ledger Card/Property, Plant and Equipment Ledger Card based on the paid documents forwarded by the Cash Management Division</li> </ol>
	<p><b><u>Record the Receipt and Issuance of Supplies and Materials in the Stock Card</u></b></p>

AGSD Admin/Record Clerk	8. Maintain Stock Card for each class of article kept in stock. All receipts and issuances of supplies and the balance on hand are recorded currently on this card. The basis of recording the receipts shall be either the Inspection and Acceptance Report/Returned Materials Slip and the issue shall be the Requisition and Issue Slip.
AGSD Supply/Property Officer	<b><u>Record the Receipt and Issuance of Property, Plant and Equipment (PPE) in the Property Card</u></b> 9. Maintain Property Card for each class of equipment/property to record the acquisition, description, custody, disposal and other information about the equipment/property based on the source documents of the transactions. The basis of recording the issuance of furniture/property is either the Property Accountability Receipt (PAR)/ Invoice-Receipt for Property/Inventory Custodian Slip .

B - Storage

It may be necessary to place property in storage. While property is in storage, care should be taken to ensure the method and location of storage is adequate for the type of items being stored and that they are secured in a manner which will prevent loss, damage, or destruction to the property.

General maintenance is required in order to keep the asset in good operational condition and extend its useful life. Calibration is primarily required for testing and measurement equipment and tools which should be performed in accordance with the manufacturer's specifications.

C – Requisition and Issuance of Inventory Items

PERSON/UNIT RESPONSIBLE	ACTIVITIES
Concerned Office Requesting Personnel (CORP)  AGSD Supply/Property Officer	1. <b><u>If available from stock</u></b> , prepare and fill-up Requisition and Issue Slip (RIS) in three (3) copies. Sign "Requested by", forward RIS to authorized official/head of the requisitioning department for approval.  2. <b><u>If stock is not available</u></b> , prepare Purchase Request (PR) for the item requested of the concerned requisitioning department for processing of the request.  The RIS shall be distributed as follows: Original – Accounting Division Copy 2 – Administrative and General Services Division Copy 3 – Requesting Office
Authorized Official/Head of the Requisitioning Dep't.	3. Approves RIS, return to the CORP
Requesting Personnel	4. Receives signed RIS and forwards to the AGSD for withdrawal of inventory items requested.
AGSD Supply/Property Officer	5. Review and verifies RIS, as to completeness of information. Fills up the RIS Number and signs the "Issuance" portion of the RIS and issues inventory items requested to the Requesting Personnel.
Concerned Office Requesting Personnel	6. Receives supplies requested and sign in the "Received by" portion of the RIS.
AGSD Admin Clerk	7. Files permanently in numerical order Copy 2 of RIS. Original RIS attaches to the Report of Supplies and Materials Issued (RSMI).
AGSD Admin Clerk	<b><u>Preparation of Report of Supplies and Materials Issued</u></b> 8. Prepares daily Report of Supplies and Materials Issued which serve as the abstract of supplies and materials issued as evidenced by the RIS.

	<p>Signs in the “Certified by” portion of the RSMI</p> <p>The RSMI is prepared in two copies:  Original – Accounting Division to support the JEV drawn to record issuance from the stocks  Duplicate – AGSD’s file</p> <p>Forwards the original and copy 2 of RSMI together with the original copy of RIS to Accounting Division.</p>
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D – Requisition and Issuance of Property, Plant and Equipment

PERSON/UNIT RESPONSIBILITY	ACTIVITIES
AGSD Property Custodian	<p>1. Based on the approved PO and IAR, prepares Property Accountability Record (PAR) for non-expendable property and items carried in the PPE accounts when issued for official use of officials and employees.</p> <p>Indicates the quantity, unit, description and property number of the items being issued.</p>
Authorized Official/Head of the Requisitioning Department	2. Sign the “Issue/Transfer Authorized” portion of the PAR, return to AGSD
AGSD Property Custodian	3. Signs in the “Issued by” portions of the PAR. Issues the property to the concerned accountable officials and employees.
Concerned Accountable Official/Employee	4. Receives the copy 3 of PAR and the item. Checks item if it is in conformity with the PAR. Signs “Received by” portion of the PAR.

E – Physical Inventory of Materials/Supplies and Property, Plant and Equipment

PERSON/UNIT RESPONSIBLE	ACTIVITIES
Inventory Committee Head of AGSD	<p>1. Plans the annual year-end inventory-taking. Definite plans are being developed concerning the date of physical inventory, the personnel to act as counters and checkers and the sequence of the counting.</p> <p>Provides the Inventory Sheets for the Materials/Supplies and Property, Plant and Equipment. Prepares also the inventory tags to be used during the physical inventory-taking of PPE</p>
Inventory Committee	2. Supervises the inventory crew who take the actual count, weigh or measure the object of inventory. The name of the inventory item, code/property number, location, the item count or weight or measurement is written on the Inventory Sheet
Inventory Committee  Administrative and General Services Division  Accounting Division	<p>3. After the physical inventory-taking, the Inventory Committee reconciles the results of the count with the property and accounting records.</p> <p>The inventory listing of the supplies and materials is being checked against the stock cards maintained by the Supply/Property Officer and to the supplies ledger cards and control accounts maintained by the Accounting.</p> <p>On the other hand, the inventory listing of the equipment is compared with the property card maintained by the Supply/Property Officer as against the equipment ledger card maintained by the Accounting and the total thereof is being reconciled with the control accounts in the general ledger.</p>
Inventory Committee Head of AGSD	4. Prepares the Report on the Annual Physical Count Inventory of Materials/Supplies, certifies correct by the Inventory Committee and approves by the Head of the Agency.

	5. Prepares the Report on the Annual Physical Count of Property, Plant and Equipment, certifies correct by the Inventory Committee and approves by the Head of the Agency . It shows the balance of PPE per cards and per cards, and shortage/overage, if any.
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F – Disposal of Property

PERSON/UNIT RESPONSIBLE	ACTIVITIES
Head of AGSD	1. Prepares the detailed list of unserviceable property, Inventory and Inspection Report of Unserviceable Property (IIRUP) 2. Takes pictures of the subject property
Disposal Committee	3. Reviews/Evaluates the documents 4. Conducts the inspection and appraisal. Recommends to the head of the agency the mode of disposal as appropriate and deemed most advantageous to the government.
Chair, Disposal Committee Head of the Agency	5. Submits the IIRUP to COA
COA	6. Reviews the IIRUP and the attached documents, conducts inspection and appraisal and prepares appraisal review report
Disposal Committee	7. Upon receipt of COA's approved appraisal review report, conducts the bidding
Disposal Committee	8. Upon disposal of property, the pertinent portions of the Inventory and Inspection Report is accomplish.  These reports shall be the basis for dropping the property from the book of accounts and for taking up the proceeds from the sale of property.

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