




REPUBLIC OF THE PHILIPPINES
METROPOLITAN NAGA WATER DISTRICT
40 J. MIRANDA AVENUE, NAGA CITY

PROCEDURES AND WORK INSTRUCTIONS MANUAL (PAWIM)

(ASDPW02) PROPERTY & SUPPLY MANAGEMENT

	METROPOLITAN NAGA WATER DISTRICT		Document Code: ASDPW02	
	PROCEDURE		Revision No.:	0
	SUPPLY MANAGEMENT		Effectivity Date:	March 2017
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Revision Status

This list identifies the revisions made in this section. The date refers to the date this section was made effective and implemented and not to the date the document was signed or printed.

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Metropolitan Naga Water District Quality Management System

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1. PURPOSE

1.1. This document describes the procedure for property and supply management as one of the support processes of the MNWD.

1.2. The objectives of the Supply Management are:

1.2.1. To ensure that purchased supplies, materials and equipment are checked in accordance with the specified requirements.

1.2.2. To ensure that all the property, plant and equipment are intact and properly maintained.

2. SCOPE

This procedure shall apply to the MNWD- Quality Management System of one support process which is the Administrative Services, which focuses on the:

2.1. Supply Management

2.2. Meter Calibration

3. DEFINITION OF TERMS AND ACRONYMS

Refer to "[Annex A](#)" for the ACRONYMS.


4. RESPONSIBILITIES

4.1. ADMINISTRATIVE/GENERAL SERVICES, MATERIALS AND SUPPLY MANAGEMENT DIVISION

4.1.1. Receives, issues, manages goods and services including inventory and safekeeping of supplies, materials and equipment.

5. PROCEDURES

This section describes the procedures involved in one of the support processes of the District which is the Admin/General Services, Materials and Supply Management.

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5.1.PROCEDURE DETAILS:

DELIVERY OF SUPPLIES, MATERIALS AND EQUIPMENT ([Figure 1](#))

- 5.1.1. Property/Storekeeper checks and inspects deliveries according to quantity and specifications.
- 5.1.2. Property/Supply Officer checks and receives deliveries.
- 5.1.3. Prepares Inspection and Acceptance Report.
- 5.1.4. Posts stock items.

5.2.PROCEDURE DETAILS:

FOR REQUESTING SUPPLIES, MATERIALS AND EQUIPMENT ([Figure 2](#))

- 5.2.1. Plumber/Employee requests supplies and materials.
- 5.2.2. Supervisor checks requested supplies and materials.
- 5.2.3. Division Manager of the requesting division approves the requested supplies and materials.
- 5.2.4. Administrative Division Manager noted the requested supplies and materials.
- 5.2.5. Supply Officer Issues requested supplies and materials.
- 5.2.6. Plumber/Employee receives the requested supplies and materials.


5.3.PROCEDURE DETAILS: METER CALIBRATION ([Figure 3](#))

- 5.3.1. Calibration staff receives flow meters/water meters for testing.
- 5.3.2. Calibration staff cleans, repairs and tests flow meters/water meters.
- 5.3.3. Calibration staff seals and paints passed flow meters/water meters.
- 5.3.4. Calibration staff encodes tested/passed flow meters/water meters.
- 5.3.5. Supervisor Checks flow meters/water meters tested/calibrated.


6. FORMS

6.1.SUPPLY MANAGEMENT


- 6.1.1. Supply Management - "[ASDF01](#)"
- 6.1.2. Inspection and Acceptance Report - "[ASDF02](#)"


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	ANNEX A		Revision No.: 0
	ACRONYMS		Effectivity Date: March 2017
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ACRONYM	DEFINITION
MNWD	METROPOLITAN NAGA WATER DISTRICT
MSR	MAINTENANCE SERVICE REQUEST – VEHICLE MAINTENANCE SERVICE REQUEST - BUILDING
DTT	DRIVER’S TRIP TICKET
P.O	PURCHASE ORDER
IAR	INSPECTION AND ACCEPTANCE REPORT
AGSMSMD	ADMINISTRATIVE/GENERAL SERVICES, MATERIAL AND SUPPLY MANAGEMENT DIVISION
PQR	PRICE QUOTATION REQUEST
PR	PURCHASE REQUEST
ABC	APPROVAL BUDGET FOR THE CONTRACT

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