	COMMERCIAL SERVICES DEPARTMENT	DOCUMENT CODE	PM-08-03-W02
	WORK INSTRUCTIONS	REVISION NUMBER	0
		PAGE NUMBER	1 of 1
SECTION	OPERATION	EFFECTIVITY DATE	August 1, 2018
SUBJECT	RECEIPT OF GOODS DELIVERED/ SERVICES RENDERED		

1.0 Person Responsible

1.1. Assigned Personnel

2.0 Tools, Materials, and Equipment

- 2.1 Certificate of Acceptance
- 2.2 Certificate of Completion
- 2.3 PM-08-03-LB01, Log Book for Purchase / Job Requisition

3.0 Work Steps

- 3.1. Receive goods/services delivered. Check if the goods delivered /services rendered is the same item in the Purchase/Job Order and Delivery Receipt (DR)/ Invoice
- 3.2. Request the presence of Internal Audit Department (IAD) representative to witness the receipt of goods/services.
- 3.3. Inspect and test the goods/services delivered. Check completeness and compliance with the required specifications.
- 3.4. If unacceptable, end-user rejects the delivery and returns the same to the supplier. Inform Procurement Division.
- 3.5. If acceptable, DR or Invoice shall be signed by the user department and IAD representative.
- 3.6. Fill out the Certificate of Acceptance Form (3 copies). Attach copy of DR/Invoice and PO/JO.
- 3.7. Forward to authorized signatories (Received by – Assigned personnel; Noted by – with Supervisor and Division Manager’s initial; signature of Department Manager).
- 2.4 Forward to Department Secretary for recording in PM-08-03-LB01, Log Book for Purchase / Job Requisition, submission of copy to the Procurement Division and for filing.

4.0 Work Conditions and Environment/Safety Requirements


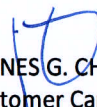
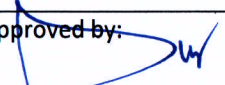
None

5.0 References

5.1 PM-08-03, Procurement

6.0 Record

6.1 Accomplished Certificate of Acceptance

Prepared by:  ROGEL O. DEDUYO Supervisor, New Service Connection Unit	Reviewed by:  RUTH AGNES G. CHAVEZ Manager, Customer Care Division	Approved by:  ROBERTO S. DE LOS REYES Department Manager
---	--	--