



**PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
**(National Headquarters, Philippine Coast Guard)**  
**139 25<sup>TH</sup> Street, Port Area**  
**1018 Manila**

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NHQ-PCG/CG-6

**STANDING OPERATING PROCEDURES**  
**NUMBER.....16-21**

**CONSOLIDATED PROCEDURES FOR ACCOUNTING OF INVENTORIES FOR BOTH SUPPLIES AND MATERIALS, PROPERTY PLANT AND EQUIPMENT, DISBURSEMENT THROUGH PETTY CASH AND PROCUREMENT OF FOL FROM PETRON TO DEPOTS AND THROUGH FLEET CARDS**

**1.0 REFERENCES:**

- 1.1 Government Accounting Manual for National Government Agencies Volume 1

Procedures for Accounting of Inventories for Supplies and Materials, Property Plant and Equipment, Disbursement through Petty Cash and Procurement of FOL

**2.0 PURPOSE:**

2.1 To set procedures for Inventories for both Supplies and Materials, Property Plant and Equipment, Disbursement through Petty Cash and Procurement of FOL from PETRON to DEPOTS and through Fleet Cards.

2.2 To address recurring Audit Observations from Commission on Audit (COA) especially on Inventories.

- 2.3 To establish procedures to be adapted by the PCG.

**3.0. SCOPE:**

- 3.1 This SOP shall apply to all PCG Units.

**4.0 DEFINITION OF TERMS:**

4.1 Inspection and Acceptance Report (IAR) – shall be used for inspection and acceptance of purchased and delivered property, supplies and materials.

4.2 Inventory Custodian Slip (ICS)– shall be prepared upon issue of semi-expendable property covered by approved RIS.

4.3 Petty Cash Fund – refers to the amount granted to duly designated Petty Cash Fund Custodian for payment of authorized petty or miscellaneous expenses which cannot be conveniently paid through checks/LDDAP-ADA.

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4.4 Property, Plant and Equipment – are tangible assets that are:

1. purchased, constructed, developed or otherwise acquired; 165
2. held for use in the production or supply of goods or services or to produce program outputs;
3. for rental to others;
4. for administrative purposes;
5. expected to be used during more than one reporting period; and
6. not intended for resale in the ordinary course of operations.

4.5 Purchase Order (PO) – shall be used by the Property and/or Supply Custodian to support the purchase of property, supplies and materials, etc. It shall be issued to the selected supplier indicating, among other information, the specifications, quantities, and agreed prices of property, supplies and materials to be purchased.

4.6 Purchase Request (PR) – shall be used by the end-user to request for the purchase of inventory or item/s not available on stock. It shall be the basis of preparing the PO.

4.7 Requisition and Issue Slip (RIS) – shall be used by the end-user to request issue of supplies and materials that are carried on stock. It is also used by the Property and/or Supply Division/Unit to indicate availability or non-availability of items requisitioned and/or to record issues of item/s requisitioned.

4.8 Special Cash Advance – refers to the amount granted on the explicit authority of the Head of the Agency only to duly designated disbursing officers or employees for other legally authorized purposes, such as payment of current operating expenditures, including salaries, wages and allowances, travel expenditures, and maintenance and other operating expenses, of the agency field office or for special purpose/time-bound undertaking of the agency when it is impractical to pay the same by check.

**5.0 PROCEDURES:**

**5.1 Procedures for Disbursement through Petty Cash**

<b>Area of Responsibility</b>	<b>Seq.</b>	<b>Activity</b>
Various Units Petty Cash Fund Custodian	1	<b>Establishment of PCF</b> Receives the approved check from the Cashier for the establishment of PCF. Records in the PCFR the date, particulars, reference and the amount of check in the 'Cash Advance' column.
	2	Encashes check in GSB and keeps cash in a safety vault.  <i>Note 1- Agencies are enjoined to institute adequate internal control to safeguard government funds against possible losses/misappropriations.</i>
Requesting Personnel	3	<b>Utilization of Cash Advance from PCF</b> Accomplishes Box I columns 'Particulars' and 'Amount' and Box A "Requested by" portion of the PCV.

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Immediate Supervisor	4	Signs Box A "Approved by" portion of the PCV and returns to Requesting Personnel
Requesting Personnel	5	Submits the required documents to the PCFC for the release of fund
Petty Cash Custodian	6	Receives from the Requesting Personnel the PCV duly approved by the Immediate Supervisor of the Requestor.
	7	Upon release of the petty cash, signs in Box B "Paid by" portion of the PCV.
Requesting Personnel	8	Receives petty cash and signs in Box B "Cash Received by" portion of the PCV.
Petty Cash Custodian	9	Issues Copy 2 of the PCV to the Requesting Personnel.
	10	Files the original of PCV awaiting liquidation.  <b>Liquidation of Cash Advance from PCF</b>
	11	Receives from Requesting Personnel Copy 2 of the PCV together with SDs. Checks and reviews completeness of documents such as date, amount and nature of expenses paid as shown in the SD's.  If incomplete, returns to Requesting Personnel for completion of needed SDs
	12	If complete, retrieves the original of PCV from file and fills up Box II "Total Amount Granted", "Total Amount Paid per OR/Invoice No.", and "Amount Refunded/ Reimbursed" portion of the original and Copy 2 of PCVs.
	13	Checks the appropriate boxes for "Received Refund" or "Reimbursement Paid" portion and signs Box C of the PCV.
Requesting Personnel	14	Checks and fills up the appropriate boxes for "Liquidation Submitted by" and "Reimbursement Received by" upon submission of necessary SDs and receipt or reimbursement of cash, if any, and signs Box D of the PCV
Petty Cash Fund Custodian	15	Returns Copy 2 of the PCV to the Requesting Personnel.
	16	Retrieves PCFR from file and records paid PCVs. Fills up the following columns: date, PCV No., name of payee, nature of payment and the amount in the 'Disbursements' and 'Cash Advance Balance' columns.
	17	Files the original PCV together with the SDs.  <b>Replenishment of PCF</b>
	18	Retrieves from file the original of the PCV together with the SDs. Checks the completeness of all PCVs for replenishment.

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	19	Based on the paid PCVs and SDs, prepares the RPPCVs in two copies. Signs the "Certification" portion of the RPPCV.  <i>Note 1 – The RPPCVs shall serve as the basis in the preparation of the DV to replenish the PCF.</i>  <i>Note 2 – In case of retirement, separation, termination or dismissal of the PCFC, any unused balance shall be refunded to close the accountability. The incoming Custodian shall be granted a new PCF.</i>
	20	Based on the RPPCVs, prepares DV in four copies and ORS in three copies. Forwards Copies 1-4 of the DV, original of the RPPCVs and PCV, and SDs to Authorized Official for review and signature.
Authorized Official	21	Signs in Box A portion of the ORS and DV.
Petty Cash Fund Custodian	22	Forwards Copies 1-4 of the DV, Copies 1-3 of ORS, originals of RPPCVs and PCVs and SDs to Budget Division for recording of obligation.  <i>Note 3 – For the processing of ORS and check, refer to Sec. 15 of Chapter 3 and Sec. 12 of Chapter 6 of GAM Volume 1.</i>  <i>Note 4 – For the recording of replenishment of PCF, refer to Seq. 32-37 of Sec. 12 of Chapter 6 of GAM Volume I.</i>  <i>Note 5 – The RPPCV's shall be distributed as follows:</i>  <i>Original - COA Auditor, through Accounting Division/Unit/CGASO, together with the original copies of the paid PCV's and SDs.</i>  <i>Copy 2- Treasury/Cash Unit.</i>

**5.2 Procedures in the Recording of Receipt, Inspection and Acceptance of PPE**

Area of Responsibility	Seq.	Activity
CGSAO/SAO/Authorized	1	<b>Delivery/Receipt of PPE</b> Signs "Received" portion of the Delivery Receipt (DR) and or Sales Invoice (SI). Files the original and returns duplicate copies of the DR/SI to the Supplier/CGPS.
	2	Prepares Inspection and Acceptance Report (IAR) in 3 copies. Forwards IAR, original of DR/SI, and copy of PO to the TIAC for the inspection of deliveries.
TIAC / Inspectors	3	On the scheduled time and date, with or without the presence of the auditor, TIAC shall inspect and

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	4	verifies the PPE as to quantity and conformity to specifications based on the DR/SI, and approved PO. If in order, signs and indicates date of inspection in the "Inspection" column of the IAR. Retain copy 3 of IAR. Forwards the PPE, copy 2-3 of IAR, original of DR/SI and copy of PO to CGSAO.  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.
SAO	5	And if there is a delay in the delivery, the TIAC shall indicate the number of days delayed and note the amount of imposable Liquidated Damages (reference: page 109, para 5.b of GPPB Procurement Manual Vol 2).
	6	Receives the item/s from the TIAC, and assigns property number on the PPE received and indicate the same on the IAR.
	7	Signs on the "Acceptance" column of the IAR, acknowledging receipt of the items delivered. Checks the appropriate box whether complete or partial (indicate quantity received) delivery, and indicate the date of receipt and remarks, if any.
Property Custodian	8	If specifications are not in order or delivery is not complete, contact the supplier for appropriate action.
	9	Records promptly the receipt/acquisition of PPE in the Property Card maintained for each item of PPE.
CGASO	10	GSAO forward the original IAR, DR/SI and PO to the CGPS.
	11	Based on the IAR and supporting documents, the assigned staff prepare JEV to recognize the receipt of PPE in the books of accounts (GJ and GL) and forward to the Chief Accountant.
Chief Accountant	12	Checks the correctness of the entry. If correct, signs the Approved portion of the JEV, and if incorrect, return the JEV to the Accounting Staff for correction.
SL Keeper	13	Records promptly the receipt/acquisition of PPE in the PPELC maintained for each class of PPE.
CGPS / Procuring Unit	14	Prepares DV. Attaches the original IAR, PO, DR and photocopy of PR and other documentary requirements prescribed under COA Cir. 2012-001. Forwards documents to the CGASO for the processing the DV.

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5.3 Procedures in the Recording of Requisition and Issue of PPE

Area of Responsibility	Seq.	Activity
Requesting Office/Staff	1	Prepares Requisition and Issue Slip (RIS) in 3 copies  <i>Note: The RIS shall be distributed as follows: Original – CGASO Copy 2 – Requesting Office Copy 3 – CGSAO</i>
	2	Fill up all necessary information pertaining to requisition, except the "issue" columns of the RIS.
Head of Unit/Authorized Official	3	Reviews RIS and signs on the "Requested by" portion in the RIS.
Requesting Staff	4	Record the signed RIS in the logbook and indicate the date, particulars and remarks. Forwards the same to CGSAO for processing the requisition.
CGSAO/Custodian	5	Receives RIS from Requesting Office. Records the date, particulars and requesting office in the logbook. Assigns number on RIS and issues Copy 2 to Requesting personnel for file.
SAO/Designated Staff	6	Determine the availability of the requisitioned PPE. If not available, return the RIS to the requesting office for the preparation of PR for the PPE requested. If available, forwards RIS to the Custodian.
CGSAO/Custodian	7	Receives and initials RIS. Forward the original and Copy 3 of RIS to SAO for review and approval.
CGSAO	8	Reviews RIS and signs the "Approved By" portion of RIS. Forward copies 1 and 3 of RIS to the Custodian.
Custodian	9	Based on the approved RIS, indicates the number in the RIS.
	10	Prepares PAR. Indicates the quantity, unit, description, and property number of the items being issued. Signs in the "Issued By" portions of the RIS and PAR. Record the date, number, and particulars in the PAR logbook.  <i>Note 1 - PAR shall be distributed as follows: Original – CGSAO File Copy 2 – Recipient or user of the property file.</i>  <i>Note 2 – The PAR shall be renewed every three years or every time there is a change in custodianship/user of the property.</i>
Concerned Office/Requesting Personnel	11	Retrieves Copy 2 of RIS. Checks item if in conformity with RIS. Signs "Received By" portion of the original and copy 2 of PAR and RIS.

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	12	Returns original PAR and copies 1 and 3 of RIS to CGSAO Property Custodian for recording in the Property Card. File Copy 2 of PAR and Copy 3 of RIS.
CGSAO/Property Custodian	13	Files original of PAR per accountable officer/employee and Copy 3 of RIS. Forwards the original RIS to CGASO.
	14	Records promptly the issuance of PPE in the Property Card maintained for each class of PPE.
CGSAO	15	Receives original RIS from CGSAO.
PPELC Keeper	16	Retrieves the appropriate PPELC and take note the issuance for info o availability of the property subject to issuance.

5.4 Procedures in the Construction of PPE by Administration

Area of Responsibility	Seq.	Activity
CGSAO / CGASO		<b><u>Receipt, Inspection, Acceptance and Recording of Materials</u></b>
	1	Follow the same procedures as prescribed under Receipt, Inspection, Acceptance and Recording Deliveries of Inventory Items, except that the receipt of these materials shall be recognized as a debit to "CONSTRUCTION MATERIALS INVENTORY" account.
	2	<b><u>Requisition and Issue of Materials</u></b> Follow the same procedures as prescribed under Procedures in the Requisition and Issuance of Inventory Items, except that such shall be recognized as a debit to "Construction in Progress" and a credit to "Construction Materials Inventory". Post the issuance to the CIP Ledger Card.
	3	<b><u>Payment of Direct Labor and Overhead Expenses</u></b> Follow the same procedures as prescribed under the Procedures for Disbursements of Advances to Special Disbursing Officers, except that such shall be recognized as a debit to "Construction in Progress" and a credit to appropriate asset or liability accounts. Posts the to CIP Ledger Card.
CGSAO/REMO	4	<b><u>Upon Completion of the Project</u></b> Based on the Certification from the Project Management Office (PMO) of 100% Completion, assigns property number on the completed project and indicates the same on the Certificate of Acceptance (CAc). Forward the Certification from PMO of 100% Completion and the CAc to CGASO.

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CGASO	5	Prepares JEV to recognize in the books of accounts the completed project base on the PMO Certification and Final Acceptance. Recognize the PPE and credit the CIP account.
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**5.5 Procedures in the Construction of PPE by Contract**

Area of Responsibility	Seq.	Activity
		<b><u>Public Bidding</u></b>
Bids and Awards Committee	1	Conduct bidding in accordance with RA 9184.
CGFS/ Cash Collecting Officer/ Cashier	2	Issue Official Receipt for Bidders' Bond payment. Follow same procedures as prescribed under Detailed Procedures for Collections and Deposits through the Collecting Officer.
BAC	3	Award the project to the bidder with Lowest Calculated Responsive Bid.
HOPE	4	Signs the contract and forward to CGASO.
CGASO/Chief Accountant	5	Certifies the contract as to availability of funds. This may be done by stamping on the contract itself or by preparing a Certificate of Availability of Funds (CAF).
CG6/Assigned Staff	6	Prepares ORS for the entire contract price and attaches the Signed contract and CAF.
CGFS / Cash Collecting Officer	7	Issues OR for the receipt of Performance Bond (Cash Bond). The amount of Performance Bond will be decreased by the amount paid for the Bidders' Bond. Follow the same procedures as prescribed under Procedures for Collections and Deposits through the Collecting Officer.
CGASO	8	Validates/Verifies the performance bond (non-cash bond) issued by the insurance company.
CGPS/PMO	9	Prepares DV for the payment of mobilization fee. Attached the Bill of the creditor and copies of the contract, original ORS, abstract of bids bidder's bond, notice to proceed, performance bond and blueprint and other documents required under COA Circular No. 2012-001. Forward DV together with the SDs to CGASO for processing the payment.
CGASO	10	For payment, follow the procedures on disbursements. Post the disbursements in the appropriate CIPLC. <i>Note: All transactions pertaining to the construction including Accounts payable shall be posted in the CIPLC.</i>

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CGPS/PMO	11	Prepares DV for the progress billing received. Attaches the bill of the contractor, PMO Certification of the percentage of completion and copy of the original ORS and other documents required under COA Circular No. 2012-001. Forward to CGASO for processing the payment and posting the payment to CIPLC.
	12	Upon completion, forward copy of the PMO's Certification of 100% Completion to CGASO for proper recording or shall become the reference in the preparation of JEV recognizing the completion of the project.
	13	Prepares DV for the progress billing received. Attaches the Bill of the contractor, PMO's certification of 100% Completion and Certificate of Acceptance, and copies of the contract, original ORS, Performance Bond, Statement of Completion Duly Approved by HOPE and Notice to Proceed. Forward to CGASO for processing the payment.
	14	Prepares DV for the refund of Retention Fee to the contractor. Attaches the bill of the contractor, PMO's Certification of 100% completion and Final Acceptance, and copies of the contract, original ORS, abstract of bids, bidders' bond, performance bond and notice to proceed. Forward to CGASO for processing the payment.

**5.6 Procedures in the Receipt, Inspection, Acceptance and Recording of Deliveries of Inventory Items**

Area of Responsibility	Seq.	Activity
CGSAO Receiving/Releasing Staff	1	<b><u>Delivery of Inventory Items directly to CGSAO</u></b> Signs "Received" portion of the Delivery Receipt (DR) and or the Sales Invoice (SI). Files the original/s and returns duplicate copies of the DR/SI to the Supplier.
	2	Prepares Inspection and Acceptance Report (IAR) in four copies. Forwards Copies 1-4 of IAR, original of DR/SI, and copy of approved PO to the TIAC for the inspection.
	3	CGSAO shall inform COA Resident Auditor about the delivered items (Notice of Delivery) attaching the copies of DR/SI and PO.
TIAC / Inspectors	4	On the scheduled time and date, with or without the presence of the auditor, TIAC shall inspect and verify items as to quantity and conformity to specifications based on the DR/SI and approved PO. If delivery is not in conformity to the specifications or delivery is incomplete, indicates notation on the IAR that the

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	5	<p>deliveries are not in conformity to specifications and/or terms agreed under the approved PO and returns the copies 1-4 of IAR, original of DR/SI and copy of the approved PO to CGSAO.</p> <p>If delivery is in order, indicates the date of inspection. Place "check mark" in the box for "<i>Inspected, verified and found in order as to quantity and specifications</i>", and signs the "Inspection" portion of the IAR. Retain copy 2 of IAR and forward other copies of IAR, original DR/SI, PO to CGSAO for the acceptance of goods delivered. And if there is a delay in the delivery, the TIAC shall indicate the number of days delayed and note the amount of imposable Liquidated Damages in the IAR (reference: page 109, para 5.b of GPPB Procurement Manual Vol 2).</p>
CGSAO Receiving/Releasing Staff	6	For deliveries not conforming to specification and/or terms of the PO, receives Copies 1-4 of IAR, original DR/SI and of PO. Returns the items to the supplier and requires the latter to comply with the agreed specifications and/or terms of the PO.
	7	For deliveries in order, indicates the date of acceptance, places "check mark" in the box for " <i>Complete as to quantity and specifications</i> " or if " <i>Partial, specify quantity</i> ", and signs the "Acceptance" portion of the IAR. Custodian shall record the receipt of delivered items in the Stock Card and stores the items delivered for issue to the Requisitioning Office.
	8	<p>Forward copy 3 of IAR and photocopies of PO and DR/SI to CGASO for recording the receipt/accepted goods and posting to the SLC.</p> <p><i>Note – Distribution of the IAR shall be as follows:</i> Original – CGPS or the Procuring Unit Copy 2 – TIAC Copy 3 – CGASO Copy 4 – CGSAO</p>
	9	Records in the logbook the receipt of Copy 3 of IAR and photo Staff copies of PO and DR/SI and forwards to the Accounting Staff concerned for the preparation of JEV.
Accounting Staff	10	Based on Copy 3 of the IAR and photocopies of PO and prepares JEV to recognize the receipt of inventory items in the books of account (Payable Registry/SL-AP). Signs the "Prepared by" portion of the JEV and forward the JEV and SDs to the Chief Accountant for approval.
Chief Accountant	11	Reviews correctness of the journal entries and signs on "Certified Correct by" portion of the JEV. Forward JEV and SDs to Designated Staff for recording in the Payable Register/SL-AP.

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CGPS / Procuring Unit	12	Prepares DV. Attaches the original IAR, PO, DR and photocopy of PR and other documentary requirements prescribed under COA Cir. 2012-001. Forwards documents to the CGASO for processing of DV.
CGASO / SLC KEEPER	13	Record receipt of delivered/accepted goods and posts necessary information to the SLC based on the copies of IAR, PO and DR/SI.
Requesting Office/Staff	1	<b>Procedures in the Requisition and Issue of Inventory Items</b>  Prepares Requisition and Issue Slip (RIS) in 3 copies  <i>Note: The RIS shall be distributed as follows:</i> <i>Original – CGASO</i> <i>Copy 2 – Requesting Office</i> <i>Copy 3 – CGSAO</i>
	2	Fill up all the necessary information except for the "Issue" column. Initials in the "Requested by" portion and forward the RIS to authorized official for review.
Head of Unit/Authorized Official Of Requesting Unit	3	Determines the reasonableness of the quantity and nature of item/s being requested and ensures that the same does not exceed the planned usage for the period. Signs the "Approved by" portion of the RIS.
Requesting Staff	4	Receives signed RIS and forwards to CGSAO for determination of availability of stocks and/or withdrawal of inventory items requested.
CGASO/Custodian	5	Receives RIS from Requesting Personnel. Reviews and verifies the completeness of information. Indicates a <b>check mark</b> in the "Stock Available? Yes column, or <b>"X"</b> in the Stock Available? No column if not available. If the item/s requisitioned, is/are available, issues the item/s requisitioned, indicate the quantity issued in the "Issued-Quantity" column and any remarks in the "Issued-Remarks" column and signs the "Issued by" portion. If item/s requisitioned as/are not available, returns the RIS to the Requisitioning Office for the preparation of the PR.
Requesting Office	6	Receives supplies requested and signs in the "Received by" portion of the RIS.  <i>Note: For items not available on stock, prepares the PR in accordance with the instructions provided at the back of the form.</i>
CGSAO/Custodian	7	Files permanently in numerical order copies of RIS and temporarily the originals of RIS for the preparation of Report of Supplies and Materials Issued (RSMI). Record the issuances in the Stock Card.

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	8	Retrieves the original copies of RIS from temporary file, ensures the completeness of the RIS and prepares the RSMI in two copies at the end of the day.
SAO	9	Signs "Certified by" portion of the RSMI.
Stock Card Keeper	10	Receives signed RSMI and forward to the CGASO the original copy of RSMI together with original RIS. File the duplicate copy of the RSMI.
CGASO / Accounting Staff	11	Receives the original copy of RSMI and original RIS. Checks and verifies the completeness of information. Retrieves SLC from file and fills up the "To be filled up in the Accounting Division portion of RSMI. Record the RSMI in the SLC and signs in the "Posted by/date" portion.
	12	Prepares JEV based on the RSMI to record the issue of stock.
	13	Signs the "Prepared by" portion of the JEV and forwards JEV and SDs to the Chief Accountant for review and approval.
Chief Accountant	14	Reviews correctness of the accounting entry and completeness of SDs. If in order, signs the "Certified Correct by" portion of the JEV and forwards copy 1 (file) and copy 2 (COA) to the assigned staff maintaining the GL. If not in order, returns the JEV and SDs to the Accounting Staff concerned for correction.
Accounting Staff	15	Receives JEV and SDs for the correction of accounting entry. Returns the JEV and SDs to the Chief Accountant for approval.
	16	Received signed JEV supported with the RSMI and RIS and records JEV in the appropriate Journal (GJ).
SL Keeper	17	Based on JEV/RSMI, the SLC Keeper shall record the Issuances.
CGSAO	18	SAO shall submit Report on Physical Count of Inventory (RPCI) for Supplies and Materials on a semi-annual basis (as of June 30 and as of December 31 to be submitted July 31 and January 31, respectively).
Procuring Unit RSO/Unit Supply Officer	1	<b><u>Delivery of Inventory Items directly to Procuring Unit</u></b>
		Signs "Received" portion of the Delivery Receipt (DR) and or the Sales Invoice (SI). Files the original/s and returns duplicate copies of the DR/SI to the Supplier.  Inform CGSAO about the delivery indicating the details of the items received and sent "Notice of Delivery" to

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	2	COA Resident Auditor attaching copies of DR/SI and PO for reference.
	3	Prepares Inspection and Acceptance Report (IAR) in four copies. Forwards Copies 1-4 of IAR, original of DR/SI, and copy of approved PO to the TIAC for the inspection.
TIAC / Inspectors	4	On scheduled date and time, with or without the presence of the Resident Auditor, the Inspector, shall inspect and verify items as to quantity and conformity to specifications based on the DR/SI and approved PO. If delivery is not in conformity to the specifications or delivery is incomplete, indicates notation on the IAR that the deliveries are not in conformity to specifications and/or terms agreed under the approved PO and returns the copies 1-4 of IAR, original of DR/SI and copy of the approved PO to Unit Supply Officer.
	5	If delivery is in order, indicates the date of inspection, places "check mark" in the box for " <i>Inspected, verified and found in order as to quantity and specifications</i> ", and signs the "Inspection" portion of the IAR. Retain copy 2 of IAR and forward other copies of IAR, original DR/SI, PO to Unit Supply Officer for the acceptance.  And if there is a delay in the delivery, the TIAC shall indicate the number of days delayed and note the amount of imposable Liquidated Damages (reference: page 109, para 5.b of GPPB Procurement Manual Vol 2).
Unit Supply Officer	6	For deliveries not conforming to specification and/or terms of the PO, receives Copies 1-4 of IAR, original DR/SI and copy of PO. Returns the items to the supplier and requires the latter to comply with the agreed specifications and/or terms of the PO. For deliveries in order, indicates the date of acceptance, places "check mark" in the box for " <i>Complete as to quantity and specifications</i> " or if " <i>Partial, specify quantity</i> ", and signs the "Acceptance" portion of the IAR. Custodian shall record the receipt of delivered items in the Stock Card and stores the items delivered for issue to the Requisitioning Office.
	7	Forward copy 3 of IAR and photocopies of PO and DR/SI to CGASO for recording the receipt/accepted goods and posting to the SLC.
CGASO Receiving/Releasing Staff	8	Records in the logbook the receipt of Copy 3 of IAR and photocopies of PO and DR/SI and forwards to the Accounting Staff concerned for the preparation of JEV.
Accounting Staff	9	Based on Copy 3 of the IAR and photocopies of PO and DR/SI prepares JEV to recognize the receipt of inventory

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		items in the books of account (GL). Signs the "Prepared by" portion of the JEV and forward the JEV and SDs to the Chief Accountant for approval.
Chief Accountant	10	Reviews correctness of the journal entries and signs on "Certified Correct by" portion of the JEV. Forward JEV and SDs to Designated Staff for recording in the GJ.
Procuring Unit/Logistic Officer	11	Prepares DV. Attaches the original IAR, PO, DR and photocopy of PR and other documentary requirements prescribed under COA Cir. 2012-001. Forwards documents to the CGASO for the processing of DV.
CGASO / SLC KEEPER	12	Record receipt of delivered/accepted goods and posts necessary information to the SLC based on the copies of IAR, PO and DR/SI.
Procuring Unit	13	Shall submit Report on Physical Count of Inventory (RPCI) for Supplies and Materials on a semi-annual basis (as of June 30 and as of December 31 to be submitted July 31 and January 31, respectively).
Unit Supplies Custodian	14	Submits semi-monthly Report of Supplies and Materials Issued to CGASO to recognized consumption for the period (JEV) and update the postings to SLC.
		<b><i>Delivery Items from PS – DBM</i></b>
CGSAO / Procuring Units SAO / Unit Inventory Custodian	1	Signs "Received" portion of the Delivery Receipt (DR).
Inventory Custodian Stock Card Keeper	2	Forward Original Copy of DR and a copy of the APR to CGASO.
	3	Compare the DR with the APR and note the items undelivered/not available or the balance of the APR for future withdrawal from PS-DBM.
	4	Record the items received in the Stock Card ready for issuance.
CGASO Receiving/Releasing Staff	5	Record in the Logbook the receipt of the Documents noting the date and the type of the documents received and forward to the assigned Accounting Staff.
Accounting Staff/SLC Keeper	6	Based on the DR/APR, the SLC Keeper shall immediately post the receipts of items delivered and prepare JEV and Forward it to the Chief Accountant for approval.
Chief Accountant	7	Reviews correctness of the journal entries and signs on "Certified Correct by" portion of the JEV. Forward JEV and SDs to Designated Staff for recording in the GJ.

R E S T R I C T E D



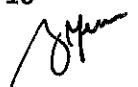
R E S T R I C T E D

5.7 Procedures for Procurement of FOL from PETRON to DEPOTs and through Fleet Cards

Area of Responsibility	Seq No.	Activity
CG4	1	CG 4 prepares Delivery Advice (DA).
	2	Based on DA, PETRON delivers FOL products and issue Sales Invoice (SI) to the specified Depot/PCG Vessels and received by the authorized staff of the Depot/PCG Vessels.  Petron will keep the original sales invoice for consolidation to be submitted to O/CG-4 and issues copy of SI to receiving PCG Vessel.
	3	<b>Copies</b> of the SI and DA shall be forwarded to the CGASO for recording the deliveries of POL (immediately whenever available).  Note: <i>Amount may vary from SI over DA. CGASO's concern focus on the Quantity difference.</i>
	4	PETRON shall submit to CG-4 the PCG withdrawals and copy of which shall also be submitted to CGASO (immediately whenever available).
CGASO Receiving/Releasing Staff	5	Record in the logbook the receipt every time O/CG-4 transmit the SI/DA and the reported withdrawals from Depot and forward to the concern staff for the preparation of JEV.
Accounting Staff	6	Based on the document received, he/she shall prepare JEV. SI/DA, for the inventory and consumption for the report of withdrawals.
O/CG4	7	For SI due for payment, O/CG4 shall prepare DV attaching the summary of DA/SI, Report of Withdrawal from Depot and other necessary documentary requirements and submit to the CGASO for processing of payment.
	8	For acquisition of FOL through Fleet Card, CG-4 shall submit copy of the monthly billing from Petron to recognize the FOL consumption through Fleet Cards.
CGASO	9	Prepares JEV to recognized FOL consumptions and payables for the period. (Monthly)
O/CG4	10	Prepares DV attaching the ORs/Certified True Copy of Sales Invoices and forward to CG6 for funding and CG6 to CGASO for processing the payment.

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**6.0 SANCTION:**

Appropriate disciplinary action shall be instituted accordingly against any official or employee found violating any provision of these guidelines.

**7.0 RULES ON RESOLUTION OF QUERIES:**

Issues not covered by this SOP shall be referred to the Coast Guard Accounting Service Office, CGASO through the Office of the Deputy Chief of Coast Guard Staff for Comptrollership, O/CG-6 for resolution/amendment subject to approval of the Commandant, Philippine Coast Guard.

**8.0 RECISSION:**

All provisions of existing issuances that are inconsistent with the provisions of this SOP are repealed accordingly.

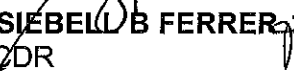
**9.0 EFFECTIVITY:**

This SOP shall take effect immediately upon approval.

**BY COMMAND OF COAST GUARD VICE ADMIRAL LAROYA:**

**OFFICIAL:**

**FERDINAN B PICAR**  
CG COMMO  
Chief of Coast Guard Staff

  
**JAYSIEBELL B FERRER**  
CG ODR  
Coast Guard Adjutant

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