

ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT TEMPLATE

(1) NAME OF DEPARTMENT/AGENCY/LGU: VALENZUELA MEDICAL CENTER / MATERIALS MANAGEMENT SECTION

(2) SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020: Yes No

(3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
Acceptance of deliveries	None	None	Operational Manual Materials Management Section QR-MMS-001 PM-MMS-003	07/01/2019	Revision 2

(4) SERVICE INFORMATION PER GOVERNMENT SERVICE³

GOVERNMENT SERVICE: <u>Acceptance of deliveries</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Sales Invoice / Delivery Receipt	Operational Manual Materials Management Section QR-MMS-001	<ol style="list-style-type: none"> 1. Submit Sales Invoice / Delivery Receipt 2. Awaits for the verification of SI / DR 3. Awaits for the inspection of deliveries 4. Receives signed SI / DR 	PM-MMS-003	5 minutes 40 minutes 30 minutes 20 minutes	None
TOTAL				1 hour & 35 minutes	