



Procedure 07

GENERAL SERVICES DIVISION PROCEDURE

Date prepared : January 6, 2017
Date approved : January 10, 2017
Effectivity Date : January 11, 2017
Revision No. : 00
Revision Date :
Control No. : *PM07-01*

Reviewed by: Engr. Carlos N. Santos Jr.-GM

Approved by: Dir. Miguela G. Pleyto-BOD Chairperson

1.0 OBJECTIVES

- 1.1 Establish guidelines in the General Services Division particularly on the receipt and issuance of fittings, equipment and tools, repair and maintenance of equipment, and other support services needed for the daily operations of the SMWD.

2.0 SCOPE

This procedure defines the responsibilities and authorities for all fittings, equipment and tools of SMWD including the process of recording transactions.

3.0 REFERENCES

- 3.1 ISO 9001:2015 Section 7.4, 7.4.1, 7.4.2, 7.4.3
- 3.2 Procedure for Communication
- 3.3 Procedure for Resource Management
- 3.4 Procedure for Purchasing
- 3.5 Procedure for Control of Records

4.0 RESPONSIBILITIES AND AUTHORITIES

Division Manager (General Services Division), Property and Supply Officer and Assistant, Storekeeper, Administrative Services Assistant, Building Maintenance, Clerk Processor and Driver.

5.0 PROCESS