



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



January 6, 2026

**OFFICE MEMORANDUM**

No. **001,2026**

**FILLING UP AND PROPER ACCOMPLISHMENT INSPECTION AND ACCEPTANCE REPORT (IAR) AND REQUISITION AND ISSUE SLIP (RIS)**

To: All Functional Divisions  
Other Concerned Personnel

1. This Memorandum is issued to reiterate the proper filling up and completion of the following forms, in compliance with the Government Accounting Manual (GAM):

a. The **Inspection and Acceptance Report (IAR) (Appendix 62)** shall be accomplished completely and accurately, indicating the following information:

- Entity Name – name of the agency/entity
- Fund Cluster – fund cluster name (*found in the purchase order*)
- Supplier – name of the supplier of supplies/goods/equipment/property
- PO No./Date – number and date of the Purchase Order
- Requisitioning Office/Dept. – name of the Requesting Office/Department
- Responsibility Center Code – code assigned to the cost/responsibility center
- IAR No. – number of the IAR (*provided by the Supply and Property Management Unit*)
- Date – date of the IAR
- Invoice No. – number of the Invoice
- Date – date of the Invoice
- Stock/Property No. – stock/property number of the item as provided by the Supply Unit
- Description – brief description or details of the item/s purchased
- Unit – unit of measurement such as piece, roll, box, ream, etc.
- Quantity – number of units purchased such as one unit, 10, 20, etc.

b. The Inspection Officer/Committee shall sign the IAR, indicate the date of inspection, and place a check mark (✓) in the “Inspection” portion to certify that the items delivered have been inspected, verified, and found in order as to quantity and specifications.

c. The Supply and/or Property Custodian shall acknowledge receipt by completing the “Acceptance” portion of the IAR, indicating his/her name, signature, date of acceptance, and whether the delivery is complete or partial as to quantity, specifying the quantity received in cases of partial delivery.

d. The **Requisition and Issue Slip (RIS) (Appendix 63) (RIS)** shall include the following information:

- Entity Name – name of the agency/entity
- Fund Cluster – fund cluster name/code in accordance with the UACS
- Division/Office – name of the requisitioning division/office



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- Responsibility Center Code – cost/responsibility center code of the requisitioning division/office
- RIS No. – RIS control number assigned by the Supply Unit.
- Requisition-Stock No. – stock number of the item being requisitioned as provided by the Supply and/or Property Division/Unit
- Requisition-Unit – unit of measurement of the stock being requisitioned such as piece, roll, box, ream, etc.
- Requisition-Description – description of the item being requisitioned
- Requisition-Quantity – number/quantity of the stock being requisitioned
- Purpose – brief explanation of purpose pertaining to the stock being requisitioned
- Requested by and date – signature, printed name and designation of the Head/Authorized Representative of the Requisitioning Division/Office, and date of request
- Approved by and date – signature, printed name and designation of the person authorized to approve the issue of the item/s, and date of approval
- Stock Available? Yes or No – *(to be determined by the Supply Unit)*
- Issue-Quantity – number of item/s issued *(to be identified by the Supply Unit)*
- Issue-Remarks – additional information regarding the item/s issued
- Issued by and date – signature, printed name and designation of the Supply and/or Property Custodian who issued the item/s and date of issue
- Received by and date – signature, name and designation of the person who received the item/s and date of receipt

2. All program owners/focal persons are reminded to submit the accomplished IAR and RIS immediately after the delivery of procured supplies, property, and equipment. For procurement of meals/snacks, accommodation, transportation services, and other services, the accomplished IAR shall be submitted to the Supply and Property Management Unit (SPMU) for proper filing and recording. The SPMU will thereafter forward the documents to the Accounting Section.

5. For information, guidance, and strict compliance.

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OSDS/SPMU/vgc



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