

FM-WHS-01

CARCAR WATER DISTRICT

San Vicente St., Poblacion I, Carcar City

REQUISITION AND ISSUANCE SLIP

YEAR-MONTH-00000 Issued to: Date: Division: Address OR No.: UNIT/MEASURE ITEM/MATERIALS ACCT QTY **UNIT COST TOTAL COST** Total: UNCONTROLLED COPY Purpose: Received by Requested by Approved by Issued by

8/20/2016



San Vicente St., Poblacion I, Carcar City RETURN MATERIAL SLIP

			TALL FORTH III.					
Division: Section:							RMS no.: Date:	
STOCK NO.	UNIT		DESCRIPTION		ACCT# QTY		UNIT PRICE	TOTAL
ourpose: _							_Total:	
	Returned	d by	Received by			Pos	sted by:	
Signature:								
Name:								
Designation:			Storekeeper	,	Storekeepe	r	Accou	inting Clerk

UNCONTROLLED COPY

San VicenteSt., Poblacion I, Carcar City INSPECTION AND ACCEPTANCE REPORT

Supplier:					_ IAR No.:				
P.O.		Date:		Invo	ice N	lo.	Date:		
Requisiti	oning C	office/Dept							
Stock									
No.	Unit	Description		QTY	′	Unit Cost	Total Cos	st	
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							Partial		
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Requisi	tioner	Receiving Officer	r						
		Inspection Officer				Eddi	es C. Inot		
						OIC-Admir			
For Proper	tv Use O	nly						<u> </u>	

FM-WHS-03 00 8/20/2016

CARCAR WATER DISTRICT

San VicenteSt., Poblacion I, Carcar City INSPECTION AND ACCEPTANCE REPORT

Supplier:				IAR No	<u> </u>		
P.O.		Date:		Invoice No. Date:			
Requisition		fice/Dept.				-	
Stock							
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Date Insp	pected:						
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		as to quality and specificat	tion	S			plete
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Requisitioner Receiving Officer					(Pls. Spe	city (quantity)
Requis	itioner	Receiving Officer	ſ				
		Inspection Officer			Eddi	es C.	Inot
					OIC-Admir		
For Proper	tv Use On	lv					

FM-WHS-03

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8/20/2016

TEST AND REPAIR RECORD

		RATE	OF TEST		REP	AIRS	Amount of Water	Tested			
DATE	Min. Flow(1/ M)	Percent Error %		Percent Before After Passes OW From % Tost Tost Before		Passes Before	By:		REMARKS		
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FM-WHS-	-04			0	0		ı			8/20/2016	

TEST AND REPAIR RECORD

		RATE OF TEST				REPAIRS				
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FM-WHS-	-04			0	0			3/2	0/2016	



CARCAR WATER DISTRICT San Vicente St., Poblacion I, Carcar City BIN CARD

STOCK NO.	UNIT	REORDE	R POINT		RDER NTITY	LOCA	ATION				
ITEM:											
	REFERE		QUANTITY								
DATE	NCE	RECEIVED	ISSUED	BALANCE ON HAND		AVAILAB LE	STOREK EEPER				
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FM-WHS-05

CARCAR WATER DISTRICT San Vicente St., Poblacion I, Carcar City BIN CARD

188 12.	980		BIN	I CARD			
STOC K NO.	UNIT	REORDE	R POINT		RDER NTITY	LOCATION	
	<u> </u>				!		
ITEM:	1						
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8/20/2016



San Vicente St., Poblacion I, Carcar City

STOCK CARD

Items:		Descript	tion:		Stock No.:			
						Reorder F	oint:	
		Receipt		ISSUANCE		Balance		
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CARCAR WATER DISTRICT San Vicente St., Pob. I, Carcar City MATERIALS RETURN TO SUPPLIER

Date:			

Supplier Name:	Inv. No.	D.R. No.:		P.O. No
Address: Cebu City	Date:	Date:		
Description of Materials Returned	Quantity	Unit	Unit Price	Amount
		unit(s)		-
			TOTAL	
REASON:				
Prepared By:	Received By:			
				No.
Storekeeper C	Suppliers	Representative		
Noted By:		Approved	•	
EDDIES INOT OIC/Division Manager Admin Form No. IN - 5	<u>E</u>	NGR. EDWAR General Ma		

Notes:

- 1. This form should be printed and prenumbered
- 2. This form is prepared in four copies by the storekeeper for returning defective items to suppliers. This form is to be distributed as follows:

Copy 1 - to Bookkeeper

Copy 2 - to Supplier

Copy 3 - to Purchasing Agent

Copy 4 - to Files of Storekeeper

3. The size of the form is 8 - 1/2" x 5-1/2"

UNCONTROLLED COPY

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CARCAR WAT		The state of the s	CAR WATER DISTRIC	
San Vicente St.,	Poblacion I, Carcar City	San V	icente St., Poblacion I,	Carcar City
Inve	entory Tag no.	12,1980	Inventory Tag no.	
	rty no.		Property no.	
Article/Description:		Article/Description	1:	
Acquisition Cost:		Acquisition Cost		
Acquisition Date:				
Condition/Other Remarks:		Condition/Other R	Remarks:	
Counted by:				
Location:		Location:		
Date of Count:		Date of Count:		
COA Rep	Supply Officer	COA Rep	Supp	ly Officer
Division	Chief		Division Chief	
FM-WHS-08 00	8/20/2016	FM-WHS-08	00	8/20/2016
CARCAR WAT	FR DISTRICT	CARO	CAR WATER DISTRIC	Т
	Poblacion I, Carcar City		icente St., Poblacion I,	
San vicente St.,	1 oblacion i, carcal oity	Can v	icente ot., i oblacion i,	Carcar Oity
Inve	entory Tag no.	8 12,198	Inventory Tag no.	
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Acquisition Date:				
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Location:		Location.		
Date of Count:		Date of Count:		· · · · · · · · · · · · · · · · · · ·
COA Rep	Supply Officer	COA Rep	Supp	ly Officer
Division	Chief		Division Chief	
FM-WHS-08 00	8/20/2016	FM-WHS-08	00	8/20/2016
CARCAR WAT	FR DISTRICT	CARO	CAR WATER DISTRIC	т
	Poblacion I, Carcar City		icente St., Poblacion I,	
San vicente St.,	Fobiacion i, Carcai City	Sali v	icente St., Fubiación i,	Carcar City
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Condition/Other Remarks:				
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Counted by:		Location:		
Location: Date of Count:		Date of Count		
Date of Count.		Date of Court		
COA Rep	Supply Officer	COA Rep	Quan	oly Officer
OOA Nep	oupply officer	OOA Nep	Supp	ny Onioci

FM-WHS-08 00 8/20/2016 FM-WHS-08 00 8/20/2016

Division Chief

Division Chief

12 19 12 19 10 10 10 10 10 10 10 10 10 10 10 10 10	CARCAR WATER DISTRICT San Vicente St., Poblacion I, Carcar City GATE PASS								
Issued				Date:					
SIGNATURE	SE	CURITY GUARI	D	STOR	EKEEPER				
FM-WSH-09		00	UNCONTROL	LED COPY	8/20/2016				

TO 12. 1680	CARCAR WATER DISTRICT San Vicente St., Poblacion I, Carcar City GATE PASS							
Issued			Date	:				
SIGNATURE	SEC	CURITY GUARD		STOREKEEPER				



San Vicente St., Poblacion I, Carcar City
TOOLS ISSUED
as of _____

(MR / PAR)

ACCOUNTABLE PERSON:

Item	TOOLS	Serial #	Unit	QTY	Acca Cost	Property Nos	Data Issued	Remarks
Nos.	10013	Serial #	Oilit	3	Accq. Cost	Froperty Nos	Date Issueu	Nemarks

Conformed by:		Prepared by:
Name of Employee	UNCONTROLLED COPY	Storekeeper C Checked & Noted by:



San Vicente St., Poblacion I, Carcar City Cebu

LIST OF INVENTORY MATERIALS AND SUPPLIES

as of:

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San Vicente St., Poblacion I, Carcar City

LIST OF UPIS ITEM

DESCRIPTION	Location	PROP ERTY	ACCT. CODE	ACQ. COST	Actual Count	REMARKS
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Prepared by:	
Storekeeper	UNCONTROLLED COPY

CARCAR WATER DISTRICT San Vicente St., Poblacion I, Carcar City Cebu REPORT OF THE PHYSICAL COUNT OF UTILITY PLANT IN SERVICE (UPIS)

As of _____

	For which	<u>Adı</u>	<u>mınıstr</u>	<u> atıve Dıvı</u>	<u>sion Mana</u>	ager of (<u>CARCAR W</u>	<u>AIER D</u>	<u> ISTRIC</u>	I is acc	ountable,	having	assumed such accountability on
	(Name of Accountable Of	fficer)		(Official D	esignation)			(Agend	:	(Date of A	Assumption))	
	•			BALAN	ICE PER	ON H	IAND PER						1
AR TIC LE	DESCRIPTION		DPERTY JMBER Quantity Acquisition n Cost		_	Quantit		Quantit y	Acquisi tion Cost	REMAR KS	EST. USEFUL LIFE	DEP'N ENDS	
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2													1
3													1
,	TOTAL AMOUNT NNING TOTAL AMOUNT				-		-		I]
	ARED BY COMMITTEE: ne and Signature of Member, Inventory Committee			gnature of N ry Committe			Name and Inve		re of Mei mmittee				UNCONTROLLED COPY
Name a	and Signature of Member, Inve	ntory Com	mittee										
	CERTIFIED CORRECT BY:						APPROVED	BY:					
Name	e and Signature of Chairman, In Committee	nventory				Name and	Signature of	Head of	Agency		-		

FM-WHS-13 00 8/20/2016



San Vicente St., Poblacion I, Carcar City Cebu

	12,			ı	NVENTORT REI	As of _	———	IND SUPPLI	IES					
For v				ARCAR WATE			-	ned such acc	countability on		 -	(Date of A	Assumpti	ion)
A RT DESCRIPTION		STOC K	Unit Cost		BALANCE PER CARD		UED	RECEIVED		ON HAI	ND PER JNT	OVERA (SHORT)		REMA
IC LE	DESCRIPTION	NUMB ER	Moving Ave.	Stock & Ledger	(Amount)	Qty.	Amount	Qty.	Amount	Qty.	(Amt)	Qty.	(Amt)	RKS
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2					-	-	-	-	-		0.00	-	-	
3					-	-	-	-	-		0.00	-	-	
4					-	-	-		-		0.00	-	-	
5					-	-	-	-	-		0.00	-	-	
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-	GRAND TOTAL							UNCON	TROLLED	COPY				
	ared by Committee:				-		-				-			
ПСР	area by committee.						l							
ACC	OUNTING PROCESS	OR A			Name and sign	ature of Mem	nber, Inventor	y Committee	•	Name and	d signature of	Member, In	ventory C	Committee
CON	FORME:				CERTIFIED CO	ORRECT :				AF	PPROVED BY	. ,		
Nam	a and Cianatura of Ctar	ok.												

FM-WHS-14 00 8/20/2016

Name and Signatue of Member, Inventory Committee

Name and Signature of Head of Agency



San Vicente., Poblacion I, Carcar City Cebu SUMMARY OF LOST TOOLS/EQUIPMENT

As of _____

Name of Personnel	Property #/Reference #	DESCRIPTIO N	Replacement Cost	Accum. Dep'n	Total Amount	GRAND TOTAL	Schedule of Payment	Signature
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
Prepared By: Storekeeper C		UN	CONTROLLE	ED COPY			omitted to:	nce
Noted By:				Approved By:				
Division Manager/OIC-Admin		n				General	Manager	

Received copy:	Signature

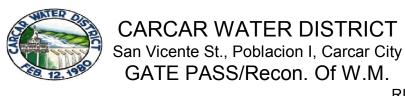
CARCAR WATER DISTRICT San Vicente., Poblacion I, Carcar City Cebu Requisition and Issuance Slip- Reconnection of Meter Division: Responsibility Center Code RIS NO. Date Office/Issued to: OR #: **ISSUANCE** Requisition and Issuance Slip **Unit Cost** Total Cost Remarks Stock # Description Unit Qty Qty Purpose: Location: Requested by: Approved by: Issued by: Received by: Signature: Printed Name: Designation: Date:

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8/20/2016

FM-WHS-16

CARCAR WATER DISTRICT San Vicente., Poblacion I, Carcar City Cebu Requisition and Issuance Slip-Reconnection of Meter Division: Responsibility Center Code RIS NO. Date Office/Issued to: OR #: **ISSUANCE** Requisition and Issuance Slip Stock # Description Unit Qty Qty Unit Cost Total Cost Remarks UNCONTROLLED COPY Purpose: Location: Requested by: Approved by: Issued by: Received by: Signature: Printed Name: Designation:



RIS NO. YEAR-MONTH-00000 Issued to:_ Date: Address Division: OR No.: TOTAL UNIT/MEASURE UNIT COS COST ITEM/MATERIALS ACCT QTY Total: Purpose: Requested by Guard Issued by Received by UNCONTROLLED COPY FM-WHS-17 00 8/20/2016

CARCAR WATER DISTRICT San Vicente St., Poblacion I, Carcar City GATE PASS/ RECON. RIS NO. YEAR-MONTH-00000							
Issued to:					Date:		
Address		Division:			OR No.:	'	
			1			T	
ITEM/MATERIALS		ACCT	QTY	UNIT/M	IEASURE	UNIT COS	TOTAL COST
		<u> </u>					
							
	UNC	CONTROLI	LED COPY	(Total:		ı
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CARCAR WATER DISTRICT San Vicente St., Poblacion I, Carcar City PULL OUT MATERIALS AND SUPPLIES FORM On Non-Working Days

ame:

Date and Time:

				•
No.	Descrip	tion	QTY	Remarks
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Sign	ature	Name & Signature (Security Guar		
FM-	WHS-18	00		8/20/2016

CARCAR WATER DISTRICT San Vicente St., Poblacion I, Carcar City PULL OUT MATERIALS AND SUPPLIES FORM

On Non-Working Days

Name:_____
Date and Time:_____

No.	Description	า	QTY	Remarks	
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Pull out by		Released by:			
Signature		Name & Signature(Security Guard)			

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8/20/2016

CARCAR WATER DISTRICT San Vicente St., Poblacion I, Carcar City PULL OUT MATERIALS AND SUPPLIES FORM On Non-Working Days ame: Date and Time:						
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CARCAR WATER DISTRICT San Vicente St., Poblacion I, Carcar City PULL OUT MATERIALS AND SUPPLIES FORM On Non-Working Days Name:					
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QTY	Remar	ks			
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Purpose:					
Pull out by Released by: Signature Name & Signature(Security Guard)					
	lacion I, Ca AND SUPI rking Days ————————————————————————————————————	lacion I, Carcar City AND SUPPLIES FORM rking Days			

FM-WHS-18 00 8/20/2016 FM-WHS-18 00 8/20/2016

FM-WHS-18



CARCAR WATER DISTRICT San Vicente St., Pob. I, Carcar City METER CALIBRATION REPORT

Date:

			Qt	Qmin	
		Accuracy Limits	Plus & Minus 2%	Plus & Minus 5%	
		Limits	39.2 to 40.8 liters	(19-21) or (38-42) liters	
		Flow Rate	240 lph	40 lph	
		Test Volume	40 liters	20 or 40 liters	
Line No.	Meter/Number	Approx. Time	10 minutes	30 to 60 minutes	Remarks
		Finish			
		Start			
1		Difference			
		Finish			
		Start			
2		Difference			
		Finish			
		Start			
3		Difference			
		Finish			
		Start			
4		Difference			
		Finish			
		Start			
5		Difference			
		Finish			
		Start			
6		Difference			
		Finish			
		Start			
7		Difference			
		Finish			
		Start			
8		Difference			
		Finish			
		Start			
9		Difference			
		Finish			
		Start			
10		Difference			
10		2010100			

Noted by:		Tested	by:
	EDDIES INOT	<u> </u>	ARIEL PARILLA
	OIC/Division Manager Admin		Utility Worker II-B
Assisted by:			UNCONTROLLED COPY
	Utility Worker II-A	_	
		Approved by:	
		ENGR. EDWARI	D.L. REMO
		General Ma	nager