



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

CITIZEN'S CHARTER
November 2022



**ADMINISTRATIVE SERVICE
PROPERTY SUPPLY AND ASSET
MANAGEMENT DIVISION**

CITIZEN'S CHARTER

Pang Mamamayang Kasulatang Pinagkayarian

November 2022

I. Mandate:

Mandato:

The Property Supply and Asset Management Division (PSAMD) is the overall in-charge in the management of the Department's properties and supplies from acceptance to utilization and disposal/subsequent disposition of such goods.

Ang Dibisyon ng Property Supply at Asset Management ay ang pangkalahatang tagapamahala ng mga ari-arian ng Departamento mula sa pagtanggap, pag gamit at wastong pagtapon ng mga sinasabing ari-arian.

II. Vision:

Plano para sa hinaharap:

We envision that, By 2025 database system on property and supply will be utilized as a reliable source for planning and monitoring.

Ang pag gamit ng database bilang pinag mumulan ng impormasyon sa epektibong pag paplano at tamang pangangasiwa ng mga ari-arian ng Departamento sa taong 2025.

III. Mission:

Misyon:

To optimize use of DSWD resources through efficient services and effective monitoring of property and supplies.

Mapag buti ang pag gamit ng mga pag-aari ng DSWD sa pamamagitan ng mahusay na serbisyo at epektibong pangangasiwa ng kagamitan ng Departamento.

IV. Service Pledge: ***Pangako sa Serbisyo***

To be able to -

- P -** Protect property and supply from wastage, damage or loss
Pangangalaga sa mga ari-arian mula sa pag-aksaya o di wastong pag gamit, pagkasira o pag kawala
- R -** Record all accountabilities and monitor the movement or transfer of property
Itala ang lahat ng may pananagutan sa isang kagamitan at pangasiwaan ang tamang paglilipat nito
- O -** Optimize usage of property and supply through re-use, re-issuance and recycling

Mapag buti ang pag gamit ng mga ari-arian sa pamamagitan ng muling pag gamit, muling pagbibigay at pag re-recycle
- P -** Prevent personal use of property and supply
Iwasan ang pag gamit ng ari-arian ng Departamento mula sa pansariling interes
- E -** Evaluate and reconcile data with the concerned Office
Suriin at itama ang naitalang datos ng mga nararapat nga tanggapan
- R -** Receive all deliveries in excellent or at least in good condition
Tanggapin ang lahat ng mga kagamitan sa wasto at mabuting kalagayan
- T -** Title all owned real properties in the name of DSWD
Magkaron ng marapat na titulo ang mga kalupaan na pag-aari ng DSWD
- Y -** Yield from the disposal of obsolete and no longer use property and Supply
Pakikinabang mula sa pinagbentahan na mga lipas, luma at di na magagamit na ari-arian ng Departamento

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Administrative Service – Property Supply and Asset Management Division

Frontline Services *Pambungad Serbisyo*

1. Issuance of Gate Pass for Service Providers and Suppliers

Pagbibigay ng Gate Pass sa mga nagbibigay serbisyo at mga tagapagtustos

Issued for properties that are to be used outside of DSWD premises, for properties to be brought outside of DSWD premises for repair or replacement by the supplier, for properties that are to be disposed through sale/transfer/other mode of disposition.

Ibinigay para sa mga pag-aari na magagamit sa labas ng DSWD, para sa mga pag-aari na ilalabas sa labas ng lugar ng DSWD para sa pagkukumpuni o kapalit ng tagapagtustos, para sa mga pag-aari na itatapon sa pamamagitan ng pagbebenta / paglilipat / iba pang mode ng disposisyon.

Office/Division: <i>Tanggapan/Dibisyon</i>	Administrative Service – Property Supply and Asset Management Division (AS-PSAMD)
Classification: <i>Kinabibilangan</i>	Simple <i>Payak</i>
Type of Transaction: <i>Uri ng Transaksyon</i>	G2C – Government to Citizen; G2G - Government to Government; G2B - Government to Business Entities
Who may avail: <i>Sino ang maaaring makinabang?</i>	Department of Social Welfare and Development (DSWD) Employees who are: a. DSWD service providers b. DSWD suppliers
CHECKLIST OF REQUIREMENTS <i>MGA KINAKAILANGAN</i>	WHERE TO SECURE <i>SAAN KUKUHA</i>
<p>1. Three (3) original copies of duly accomplished Gate Pass <i>Tatlong orihinal na kopya ng marapat na ginawang Gate Pass</i></p> <p>2. Property/ies to be brought outside the DSWD premises <i>Kagamitan or mga kagamitan na ilalabas mula sa DSWD</i></p> <p><u>In the absence of the authorized signatory secure any of the following:</u> <i>Kung wala ang awtorisadong signatory i-secure ang anuman sa mga sumusunod:</i></p>	<p>1. To be prepared by the concerned Office's Designated Property and Supply Custodian (DPSC) through the Property Records and Equipment Monitoring Inventory System (PREMIS) <i>Ihahanda ng Designated Property and Supply Custodian (DPSC) sa pamamagitan ng Property Records at Equipment Monitorin System (PREMIS)</i></p> <p>2. To be prepared by the DPSC of concerned Office without any prescribed format <i>Upang maihanda ng DPSC ng kinaukulang Opisina nang walang iniresetang format</i></p>

<p>1. Signed by the personnel authorized to sign in behalf of the authorized signatory – with attached one (1) photocopy of Special Order (SO) for order of succession <i>Nilagdaan ng mga tauhang pinahintulutan na mag-sign sa ngalan ng otorisadong pumirma - na may kalakip na isang (1) photocopy ng Espesyal na Order para sa order of succession</i></p> <p>2. Digitally signed using the PNPKI registered digital signature <i>Digitadong pinirmahan gamit ang rehistrong digital signature ng PNPKI</i></p> <p>3. Printed copy of email using the official DSWD email account allowing the property to be brought outside DSWD premises <i>Naka-print na kopya ng email account na nagpapahintulot sa pag-aari na dalhin sa labas ng DSWD</i></p> <p><u>Properties for repair/replacement attach:</u> <i>Para sa mga kagamitan na ipapayos/ipapapalit maglakip:</i></p> <p>1. 1 photocopy of pull-out slip indicating the name of person who will bring out the property or authorization letter <i>1 photocopy ng pull-out slip nagpapahiwatig ng pangalan ng tao na maglalabas ng ari-arian o liham ng pahintulot</i></p> <p>2. 1 photocopy of Technical Assistance Report <i>1 photocopy ng ulat ng Tulong Teknikal</i></p>	<p>1. Records and Archives Management Division (RAMD)</p> <p>2. Digital signature of: <i>Digital na lagda ng:</i></p> <ul style="list-style-type: none"> • Authorized signatory or; <i>Pinahihintulutan na lumagda o;</i> • Authorized representative with attached 1 photocopy of SO for order of succession; <i>Pinahintulutan na kinatawan na may kalakip na 1 photocopy ng SO para sa order of succession;</i> <p>3. From the: <i>Galing sa:</i></p> <ul style="list-style-type: none"> • Authorized signatory or; <i>Pinahihintulutan na lumagda o;</i> • Authorized representative with attached 1 photocopy of SO for Order of succession <i>Pinahintulutan na kinatawan na may kalakip na 1 photocopy ng SO para sa order of succession;</i> <p>1. Issued by the supplier/contractor <i>Inisyu ng tagapagtustos/kontratista</i></p> <p>2. From concerned DSWD Office (IT Equipment – ICTMS/RICTMU; Motor Vehicle, Office Equipment, Furniture and Fixtures – GSD/GSS; Maintenance Equipment – BGMD/GSS)</p>
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<p>3. 1 photocopy of approved Purchase Order (PO) or Purchase Request (PR) <i>1 photocopy ng naaprubahang Purchase Order (PO) o Purchase Request (PR)</i></p> <p>4. 1 photocopy of PAR/ICS if property is under warranty 1 Photocopy ng PAR/ICS kung ang ari-arian ay nasa ilalim ng warranty</p> <p>5. 1 photocopy of government issued ID and company ID of client or representative <i>1 photocopy ng ID na ibinigay ng gobyerno at ID ng kumpanya ng kliyente o kinatawan</i></p> <p><u>For loaned properties to be returned to supplier attach:</u> <i>Para sa mga kagamitang ipinahiram ng supplier na kinakailangang ibalik, mag lakip ng:</i></p> <p>1. 1 photocopy of pull-out slip indicating the name of person who will bring out the property or authorization letter <i>1 photocopy ng pull-out slip na nagpapahiwatig ng pangalan ng tao na maglalabas ng ari-arian o liham ng pahintulot</i></p> <p>2. Personal Property Item Pass Slip (PPIPS) and/or delivery or acknowledgement receipt <i>Personal Property Item Pass Slip (PPIPS) at/o resibo ng paghahatid o pagkilala</i></p> <p>3. 1 photocopy of government issued ID and company ID of client or representative <i>1 photocopy ng ID na ibinigay ng gobyerno at ID ng kumpanya ng kliyente o kinatawan</i></p>	<p><i>Mula sa Opisina ng DSWD (IT Equipment ICTMS/RICTMU; Motor Vehicle, Kagamitan sa Opisina, Muwebles at Fixture - GSD/GSS; Kagamitan sa pagpapanatili - BGMD/GSS)</i></p> <p>3. Procurement Management Service (PMS)</p> <p>4. From the accountable personnel <i>Mula sa mananagot na tauhan</i></p> <p>5. From supplier or representative <i>Mula sa tagapagtustos o kinatawan</i></p> <p>1. Issued by the supplier/contractor <i>Inisyu ng tagapagtustos/kontratista</i></p> <p>2. Issued by the Security Personnel upon entry of the property, from supplier or contractor <i>Inisyu ng Security Personnel sa pagpasok ng pag-aari, mula sa tagapagtustos o kontratista</i></p> <p>3. From supplier or representative <i>Mula sa tagapagtustos o kinatawan</i></p>
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CLIENT STEPS MGA HAKBANG	AGENCY ACTION AKSYON NG AHENSYA	FEEES TO BE PAID MGA DAPAT BAYARAN	PROCESSING TIME PANAHONG KAILANGAN	PERSON RESPONSIBLE TAONG DAPAT GUMAWA
1. Submit duly accomplished gate pass with attachments and present the property / Items requested for validation <i>Magsumite ng maayos na natapos na gate pass na may mga kalakip at ipakita ang pag-aari / Mga item na hiniling para sa pagpapatunay</i>	1. Receive and review submitted duly accomplished gate pass and attachments vis-à-vis property presented <i>Makatanggap at suriin ang isinumite ng maayos na natapos na gate pass at mga kalakip na vis-à-vis na pag-aari na ipinakita</i>	None <i>Wala</i>	3 Minutes <i>3 Minuto</i>	Property Staff <i>Kawani ng Property</i>
	1.1 Review if the Gate Pass is duly accomplished and with attachments (PIIP and other supporting documents) Complete/Duly Accomplished: <i>Kumpleto/Maayos na napunan:</i> Update PREMIS through scanning the barcode of the Gate Pass to record the time	None <i>Wala</i>	5 Minutes <i>5 Minuto</i>	Property Staff <i>Kawani ng Property</i>

	<p>of receipt of request and endorse the same to the Heads of Property Office for approval</p> <p><i>I-update ang PREMIS sa pamamagitan ng pag-scan ng barcode ng gate pass upang maitala ang oras kung kailan natanggap ang request at ito ay ibibigay sa pinuno ng Property.</i></p> <p>Incomplete/Not Duly Accomplished: <i>Hindi kumpleto/Di Maayos na napunan</i></p> <p>Return the Gate Pass to requestor/DPS C for proper accomplishment</p> <p><i>Ibalik ang Gate Pass sa requestor upang ito ay wastong mapunan</i></p>			
	<p>1.2 Approval of Gate Pass from 8:00 AM to 4:00 PM</p> <p><i>Pag-apruba ng Gate Pass mula ika-walo ng umaga hanggang ika-apat ng hapon</i></p>	<p>None <i>Wala</i></p>	<p>2 Minutes <i>2 Minuto</i></p>	<p>Head of Property Office <i>Pinuno Tanggapan ng Property</i></p>
	<p>1.3 Scan the Gate Pass barcode to record the time of approval.</p> <p><i>I-scan ang Gate Pass barcode</i></p>	<p>None <i>Wala</i></p>	<p>2 Minutes <i>2 Minuto</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>

	<p><i>upang maitala ang oras ng pag-apruba</i></p> <p>The property staff shall provide the customer feedback form to the requesting party for the service provided</p> <p><i>Ang kawani ng property ay magbibigay ng Customer Feedback Form sa taong humihingi ng serbisyo</i></p>			
	<p>1.4 Forward copy of the approved Gate Pass to:</p> <p><i>Ipasa ang kopya ng naaprubahang Gate Pass sa:</i></p> <p>a. Original copy – Security Guard</p> <p><i>Orihinal na kopya – Security Guard</i></p> <p>b. Duplicate copy – Person who shall bring the equipment out of DSWD premises to present to Security Guard On-Duty/Property Officer</p> <p><i>Pangalawang kopya – Taong maglalabas ng kagamitan mula sa</i></p>	<p>None</p> <p><i>Wala</i></p>	<p>5 Minutes</p> <p><i>5 Minuto</i></p>	<p>Property Staff</p> <p><i>Kawani ng Property</i></p>

	<p><i>DSWD upang iharap sa Security Guard On-Duty / Kawani ng Property</i></p> <p>c. Triplicate – Property Office copy <i>Pangatlong Kopya – kopya ng Tanggapan ng Property</i></p>			
<p>2. Present property together with the duplicate copy of the approved Gate Pass to the security guard <i>Ipakita ang \ pag-aari kasama ang duplicate na kopya ng naaprubahang Gate Pass sa security guard</i></p>	<p>2. Review the presented property vis-a-vis the duplicate copy of the approved Gate Pass <i>Suriin ang ipinakita kagamitan ng vis-a-vis ang duplicate na kopya ng naaprubahang Gate Pass</i></p> <p>With discrepancy <i>May pagkakaiba</i> Return gate pass to the person who shall take the equipment out of DSWD premises and instruct the latter to secure new gate pass reflecting the correct details of the property to be brought outside DSWD premises <i>Ibalik ang gate pass sa taong kukuha ng kagamitan palabas ng lugar ng DSWD at siguruhin ang bagong gate pass na sumasalamín sa tamang mga detalye ng ilalabas na kagamitan mula sa tanggapan ng DSWD</i></p>	<p>None <i>Wala</i></p>	<p>8 Minutes <i>8 Minuto</i></p>	<p>Security Guard On-Duty <i>On-Duty na Security Guard</i></p>

	<p>Without discrepancy Walang Pagkakaiba Security Guard On-Duty shall sign the original and duplicate copy of gate pass, return signed duplicate copy to the client <i>Ang Security Guard On-Duty ay dapat mag-sign sa orihinal at duplicate na kopya ng gate pass, ibalik ang naka-sign na duplicate na kopya sa kliyente</i></p>			
	<p>2.1. Scan the barcode of the Gate Pass to record the time when the property was brought outside DSWD in PREMIS. <i>I-scan ang barcode ng Gate Pass upang maitala ang oras kung kailan ang pag-aari ay dinala sa labas ng DSWD sa PREMIS.</i></p>	<p>None <i>Wala</i></p>	<p>3 Minutes <i>3 Minuto</i></p>	<p>Security Guard On-Duty <i>On-duty na Security Guard</i></p>
	<p>2.2. Surrender the original copy of gate pass to Property, Supply and Asset Management Division (PSAMD)/Property and Supply Section (PSS) <i>Ibalik ang orihinal na kopya ng gate pass sa PSAMD/PSS</i></p>	<p>None <i>Wala</i></p>	<p>5 Minutes <i>5 Minuto</i></p>	<p>Security Guard On-Duty <i>On-duty na Security Guard</i></p>

	<p>The Security Guard will return the copy of the gate pass upon return of the equipment brought outside the DSWD premises for monitoring purposes</p> <p><i>Ibabalik ng Security Guard ang kopya ng gate pass pagka-balik ng kagamitan na dinala sa labas ng DSWD</i></p>			
	<p>2.3. File gate pass for safekeeping and future reference</p> <p><i>File gate pass para sa pag-iingat at batayan sa hinaharap</i></p>	<p>None</p> <p><i>Wala</i></p>	<p>10 Minutes</p> <p><i>10 Minutos</i></p>	<p>Property Staff</p> <p><i>Tauhan mula sa opisina ng Property</i></p>
TOTAL:		<p>None</p> <p><i>Wala</i></p>	<p>43 MINUTES</p> <p><i>43 minuto</i></p>	

2. Issuance of Property Clearance for Separated Official and Employees

Pag isyu ng Clearance para sa mga Nakaraang Empleyado ng Departamento mula sa Pananagutan sa mga Ari-arian Nito

Property Clearance is issued to DSWD employees who are retired/transferred to another government agency/detail separation from the service, promotion/reassignment/transfer from one organizational unit within the Department. Approved Property Clearance shall be issued immediately upon cancellation of property accountability.

Ang Clearance mula sa mga ari-arian ng Departamento ay ibinibigay sa mga kawani ng DSWD na retirado/ lumipat ng ibang ahensya ng gobyerno/ bumukod mula sa serbisyo/ umangat ang posisyon/ itinalaga sa ibang posisyon/ lumipat ng ibang sangay ng Departamento. Ang naapubahang Clearance ay kagyat na ibinibigay kung ang mga pananagutan mula sa mga ari-arian ng Departamento ay naipawalang bisa sa pamamagitan ng paglipat at pag sasauli ng nasabing ari-arian.

Office/Division: <i>Tanggapan/Dibisyon</i>	Administrative Service – Property Supply and Asset Management Division (AS-PSAMD)	
Classification: <i>Kinabibilangan</i>	Simple <i>Payak</i>	
Type of Transaction: <i>Uri ng Transaksyon</i>	G2C – Government to Citizen <i>Pamahalaan sa Mamamayan</i>	
Who may avail: <i>Sino ang maaaring makinabang?</i>	Department of Social Welfare and Development (DSWD) Employees who are: <i>Mga Kawani ng DSWD na:</i> <ol style="list-style-type: none"> 1. Resigned <i>Nagbitiw</i> 2. Transferred to other Government Offices <i>Lumipat sa ibang Ahensya ng Gobyerno</i> 3. Non-renewal of Contract <i>Di pagpapanibago ng Kasunduan</i> 4. Terminated <i>Pagtatapos ng Kasunduan</i> 5. Retired <i>Retirado</i> 	
CHECKLIST OF REQUIREMENTS <i>MGA KINAKAILANGAN</i>		WHERE TO SECURE <i>SAAN KUKUHA</i>
A. Without Property Accountability <i>Walang Pananagutan mula sa mga kagamitan ng Departamento</i> <ol style="list-style-type: none"> 1. Three (3) original copies of Clearance Form <i>Tatlong kopya ng dokumento ng Clearance</i> 2. And/or duly approved request for transfer / resignation / retirement <i>Aprubadong samo ng pag lipat / pagbibitiw / pag retiro</i> 		A. Without Property Accountability <i>Walang Pananagutan mula sa mga kagamitan ng Departamento</i> <ol style="list-style-type: none"> 1. Personnel Administration Division with prescribed format <i>PAD na may nakatalagang dokumento</i> 2. From Client <i>Mula sa Kliyente</i>

B. With Property Accountability

May pananagutan mula sa mga Ari-arian

1. Three (3) original copies of Clearance Form
Tatlong kopya ng dokumento ng Clearance
2. One (1) Original Copy of Duly Accomplished Furniture and Equipment Transfer Slip (FETS) to transfer/turnover of property accountabilities
Isang orihinal na kopya ng FETS na marapat na na pirmahan sa pagsasalin/pagbabalik ng pananagutan mula sa mga ari-arian
3. Duly signed PAR/ICS for transferred property accountability
Napunang PAR/ICS para sa naisaling pananagutan sa ari-arian

In Case of Lost:

1. With request for relief from property accountability due to loss - one (1) copy of COA decision
May kahilingan na mapawalang bisa ang pananagutan sa mga ari-arian na idinulot ng pagkawala ng nasabig kagamitan - isang kopya na may hatol ng Komisyon ng Pagsusuri (COA)
2. With request for replacement / reimbursement of lost property - One (1) photo copy of request for replacement approved by the Undersecretary for General Administration and Support Services Group (GASSG)
May kahilingan na palitan o isauli ang salaping naigugol sa nawalang gamit - Isang kopya ng kahilingan na inaprubahan ng Undersecretary ng GASSG

B. With Property Accountability

May pananagutan mula sa mga Ari-arian

1. Personnel Administration Division (PAD) with prescribed format
PAD, may itinalagang dokumento
2. To be prepared by the Office's Designated Property and Supply Custodian (DPSC) through the Property Records and Equipment Monitoring Inventory System (PREMIS)
Ihahanda ito ng DPSC ng nasabing tanggapan sa pamamagitan ng PREMIS
3. Submitted by the personnel applying for property clearance with signature of the new end user
Isinumite ng kawani na naglalayong mabigyan ng clearance

In Case of Lost:

1. DSWD Commission on Audit without prescribed format
DSWD COA walang itinalagang dokumento
2. Property Supply and Asset Management Division (PSAMD) without prescribed format
PSAMD, walang itinalagang dokumento

CLIENT STEPS MGA HAKBANG	AGENCY ACTION AKSYON NG AHENSYA	FEES TO BE PAID MGA DAPAT BAYARAN	PROCESSING TIME PANAHONG KAILANGAN	PERSON RESPONSIBLE TAONG DAPAT GUMAWA
1. Submit three original copies of clearance form issued by the Personnel Administration Division (PAD)/Personnel Administration Section (PAS) and/or duly approved request for transfer / resignation / retirement 2 months before the effectivity of retirement, 30 days of resignation or transfer from 8 AM to 5 PM, Mondays to Fridays except holidays	1. Receive Three copies of clearance issued PAD/PAS and/or duly approved request for transfer / resignation / retirement and review the attached documents from 8 AM to 5 PM, Mondays to Fridays except holidays. <i>Pagtanggap ng 3 kopya ng Clearance na isyu ng PAD/PAS at/o ang aprubadong samo ng pag lipat / pagbibitiw / pag retiro. Suriin ang mga kalakip na dokumentong natanggap mula ika-walo ng umaga hanggang ika-lima ng hapon mula Lunes hanggang Biyernes maliban sa araw na pahinga</i>	None <i>Wala</i>	5 Minutes <i>5 Minuto</i>	Property Staff <i>Kawani ng Property</i>
<i>Mag sumite ng 3 kopya ng Clearance Form na isyu ng PAD o aprubadong samo ng pag lipat / pagbibitiw / pag retiro 2 buwan bago ang itinakdang araw ng pag retiro, 30 araw bago ang itinakdang araw ng pagbibitiw o pgalipat ula ika-walo ng umaga hanggang ika-lima ng hapon, Lunes hanggang Biyernes maliban</i>	1.1 Review and validate recorded property accountability/ies on file using the Property Records and Equipment Monitoring Inventory System (PREMIS) and the individual folder of personnel if cancelled <i>Suriin at bigyang patunay kung may pananagutan sa mga kagamitan gamit ang PREMIS at indibidwal na kalupi na naglalaman ng mga</i>	None <i>Wala</i>	1 Hour, 30 Minutes <i>1 Oras at 30 Minuto</i>	Property Staff <i>Kawani ng Property</i>

<i>sa mga araw na pahinga</i>	<i>dokumento ng mga pananagutan</i>			
	<p>1.2 No Accountability/ies <i>Walang Pananagutan</i></p> <p>Record the date of effectivity of retirement / resignation / transfer / detail of separation / date of issuance of property clearance in PREMIS and process clearance by affixing initial and forward to the Head of Property for approval <i>Itala ang itinakdang araw ng pag retiro / pagbibitiw / paglipat / mga dahilan ng pag alis at ang araw ng pag isyu ng clearance mula sa mga kagamitan sa PREMIS, mag lagay ng paunang lagda bago ang pagpapatibay ng Punong Tagapangasiwa ng mga ari-arian</i></p> <p>With Accountability/ies <i>May mga Pananagutan</i></p> <p>Inform the former Office of the applicant through a Memorandum on the remaining accountability/ies to process its cancellation and/or request submission of other requirements/ proof of cancelled Property Accountability</p>	<p>None <i>Wala</i></p>	<p>25 Minutes <i>25 Minuto</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>

	<i>Ipabatid ang mga naitalang pananagutan ng dating kawani na marapat na ipawalang bisa ng dati nitong tanggapan sa pamamagitan ng pag liham</i>			
2. Submit documents and other requirements as proof of cancelled property accountability <i>Mag sumite ng dokumento at iba pang kailangan na nagpapatunay na nai-pawalang bisa na ang mga pananagutan sa mga kagamitan</i>	2. Receive and validate submitted documents and other requirements as proof of cancelled property accountability <i>Tanggapin, suriin ang mga isinumiteng dokumento at bigyang patunay na ang pananagutan sa mga kagamitan ay nai-pawalang bisa</i>	None <i>Wala</i>	30 Minutes <i>30 Minuto</i>	Property Staff <i>Kawani ng Property</i>
	2.1. If all the property accountability were cancelled, record the date of effectivity or retirement/ resignation/ transfer/ detail/ separation date and date of issuance of property clearance in PREMIS, affix initial and forward to the Head of Property for approval <i>Kung ang lahat ng pananagutan mula sa mga kagamitan ay naipawalang bisa, Itala ang itinakdang araw ng pag retiro / pagbibitiw / paglipat / mga dahilan ng pag alis at ang araw ng pag isyu</i>	None <i>Wala</i>	5 Minutes <i>5 Minuto</i>	Property Staff <i>Kawani ng Property</i>

	<p><i>ng clearance mula sa mga kagamitan sa PREMIS, mag lagay ng paunang lagda bago ang pagpapatibay ng Punong Tagapangasiwa ng mga ari-arian</i></p>			
	<p>2.2. Check the “cleared” box and affix signature in the clearance form <i>Markahan ng tsek ang kahon na nagsasaad ng “cleared” at lagdaan ang Clearance Form</i></p>	<p>None <i>Wala</i></p>	<p>5 Minutes <i>5 Minuto</i></p>	<p>Head of Property Office <i>Puno ng Tanggapan ng Property</i></p>
	<p>2.3. Scan signed clearance from, record in clearance logbook/monitoring sheet, forward to the next office concerned and provide Client Satisfaction Measurement Form (CSMF) to the requesting party/client <i>I-scan ang nalagdaang Clearance Form, itala sa talaan ng clearance, dalhin sa kasunod na tanggapan at magbigay ng CSMF sa kliyente na humingi ng serbisyo</i></p>	<p>None <i>Wala</i></p>	<p>10 Minutes <i>10 Minuto</i></p>	<p>Incoming / Outgoing Property Staff <i>Kawani ng Property</i></p>
	<p>2.4. Upload scanned signed clearance in PREMIS</p>	<p>None <i>Wala</i></p>	<p>10 Minutes <i>10 Minuto</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>

	<i>I-upload ang na-scan na nilagdaang clearance sa PREMIS</i>		
TOTAL:		None Wala	3 HOURS 3 Oras

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send feedback? <i>Paano magpadala ng puna</i>	Customer Feedback Form shall be provided to the client after issue of the approved property clearance <i>Customer Feedback Form ay ibibigay sa kliyente pagkatapos na ma-isyu ang aprubadong clearance mula sa mga kagamitan ng Departamento</i>
How is feedback processed? <i>Paano pinoproseso ang mga puna?</i>	Duly accomplished customer feedback forms shall be consolidated once a month, identifying issues and concerns of the clients which shall be discussed for appropriate action. Status on the identified issues and concerns shall be monitored on a monthly basis. <i>Bawat buwan ang mga napunang customer feedback forms ay pagsasama-samahin, itatala ang mga puna o komentaryo ng mga kliyente at ito ay tatalakayin upang mabigyan ng nararapat na aksyon. Ang katayuan ng mga puna o komentaryo ay buwanang susundan/susubaybayan.</i>
How to file a complaint? <i>Paano magsampa ng reklamo?</i>	Requesting OBSU and Field Office may submit an appeal for the request that have been denied or may send a complaint letter to the Administrative Service-Property and Supply Division DSWD Central Office, IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City email: property@dswd.gov.ph Tel No. 002-8931-9145 <i>Ang humihiling na tanggapan OBSU at FO ay maaaring mag sumite ng samo para sa mga kahilingan di dininig o maaring ipabaitd ang reklamo sa pamamagitan ng liham sa Administrative Service-Property and Supply Division DSWD Central Office, IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City email: property@dswd.gov.ph Tel No. 002-8931-9145</i>
How complaints are processed? <i>Paano pinoproseso ang mga reklamo?</i>	Upon receipt of complaint the concerned section shall make necessary evaluation and investigation to create a report for information and appropriate action of the concerned officials. Feedback shall be provided to the client. For inquiries and follow-ups, clients may contact AS-PSAMD through 002-8931-9145 or through email: property@dswd.gov.ph <i>Mula sa pagtanggap ng reklamo ang seksyon ay magsasagawa ng nararapat na pagsusuri at pagsisiyasat upang makabuo ng ulat para sa kaalaman at para sa angkop na aksyon ng mga opisyal. Ang kliyente pagkakalooban ng nararapat ng komentaryo para sa inihaing reklamo. Para sa iba pang katanungan ang mga kliyente ay maaaring makipag ugnayan sa AS-PSAMD sa numerong 002-8931-9145 o sa email address na property@dswd.gov.ph</i>

Contact information of ARTA, CSC, PCC	ARTA: complaints@arta.gov.ph 8478 m-5091 / 8478-5093 / 8478-5099 CSC: 8931-8092 / 8931-7939 / 8931-7935 PCC: pcc@malacanang.gov.ph 8736-8645 / 8736-8603 / 8736-8629 / 8736-8621
Contact Center ng Bayan (CCB)	SMS: 0908 881 6565 Email: email@contactcenterngbayan.gov.ph Web: https://contactcenterngbayan.gov.ph FB: https://facebook.com/civilservicegovph Call: 165 65 (P5+VAT per call anywhere in the Philippines via PLDT landlines)

VIII. List of Offices

Office	Address	Contact Information
Administrative Service - Property Supply and Asset Management Division	DSWD Central Office, Batasan Complex, Constitution Hills, 1126, Quezon City	Tel Nos.: 02-8931-8101 to 07 loc 106 02-8931-9145 VOIP: 10127, 10128 Email: property@dswd.gov.ph

Administrative Service – Property Supply and Asset Management Division

Non-frontline Services *Di-Pambungad Serbisyo*

1. Issuance of Sticker Pass

Pag isyu ng Sticker Pass

- a. Issued in lieu of Gate Pass when **portable equipment belonging to the Department** (i.e. laptop) are frequently brought outside or inside DSWD premises.

Ini-isyu kapalit ng Gate Pass para sa kagamitan na pag aari ng Departamento na magaan at madaling dalhin ay madalas na inilalabas mula sa DSWD.

- b. Issued as proof of ownership of **personal/ private properties** (e.g. demo units, consigned items) brought inside DSWD premises for more than one day.

Ini-isyu bilang patunay na ang kagamitan ay personal/pribadong pag-aari at dinala sa loob ng DSWD ng higit pa sa isang araw.

Office/Division: <i>Tanggapan/Dibisyon</i>	Administrative Service – Property Supply and Asset Management Division (AS-PSAMD)
Classification: <i>Kinabibilangan</i>	Simple <i>Payak</i>
Type of Transaction: <i>Uri ng Transaksyon</i>	G2G – Government to Government <i>Pamahalaan sa Pamahalaan</i>
Who may avail: <i>Sino ang maaaring makinabang?</i>	Department of Social Welfare and Development (DSWD) Officials and Employees <i>Kawani o opisyaes ng Kagawaran ng Kagalingang Panlipunan at Pagpapaunlad</i>
CHECKLIST OF REQUIREMENTS <i>MGA KINAKAILANGAN</i>	WHERE TO SECURE <i>SAAN KUKUHA</i>
<p>One (1) original copy of duly accomplished request for issuance of Sticker Pass <i>1 orihinal na kopya ng napunan na dokumento para ma-isyuhan ng Sticker Pass</i></p> <p><u>In the absence of the authorized signatory secure any of the following:</u> <i>Sa pagkakataong wala ang awtorisadong lumagda:</i></p> <ol style="list-style-type: none"> Signed by the personnel authorized to sign in behalf of the authorized signatory – with attached one (1) photocopy of Special Order (SO) for order of succession <i>Nilagdaan ng kawani sa ngalan ng awtorisadong lumagda - lakipan ng 1 kopya ng SO para sa order of succession</i> Digitally signed using the PNPKI registered digital signature <i>Digital na nilagdaan gamit ang rehistradong digital na lagda ng PNPKI</i> 	<p>To be prepared by the client Office’s Designated Property and Supply Custodian (DPSC) through the Property Records and Equipment Monitoring Inventory System (PREMIS); <i>Ito ay ihahanda ng DPSC ng tanggapan ng kliyente sa pamamagitan ng PREMIS</i></p> <ol style="list-style-type: none"> Records and Archives Management Division (RAMD) Digital signature of: <ul style="list-style-type: none"> <i>Digital na lagda ng:</i> <ul style="list-style-type: none"> Authorized signature or; <i>Awtorisadong lagda o</i> Authorized representative with attached 1 photocopy of SO for order of succession

<p>3. Printed copy of email using the official DSWD email account requesting for the issuance of sticker pass <i>Na print na kopya ng email gamit ang opisyal na DSWD email account na hinihingi ang pag proseso ng pag-isyu ng Sticker Pass</i></p>	<p><i>Awtorisadong kinatawan na may kalakip na kopya ng SO para sa order of succession</i></p> <p>3. From the: <i>Mula sa</i></p> <ul style="list-style-type: none"> • Authorized signatory or; <i>Awtorisadong mag lagda</i> • Authorized representative with attached 1 photocopy of SO for order of succession <i>Awtorisadong kinatawan na may kalakip na 1 kopya ng SO para sa order of succession</i> 			
CLIENT STEPS MGA HAKBANG	AGENCY ACTION AKSYON NG AHENSYA	FEES TO BE PAID MGA DAPAT BAYARAN	PROCESSING TIME PANAHONG KAILANGAN	PERSON RESPONSIBLE TAONG DAPAT GUMAWA
<p>1. Submit duly accomplished request for Sticker Pass from 8 AM to 5 PM, Mondays to Fridays except holidays <i>Isumite ang napunang dokumento para ma-isyuhan ng Sticker Pass</i></p>	<p>1. Receipt of duly accomplished request for issuance Sticker Pass from 8am to 3pm <i>Pagtanggap ng napunang dokumento para ma-isyuhan ng Sticker Pass mula 8 ng umaga hanggang 3 ng hapon</i></p> <p>1.1 Validate request: <i>Kumpirmahin ang request</i></p> <p>If not duly signed: request for the lacking signature <i>Kung ang dokumento ay di maayos na napunan: hilingin ang kakulangang lagda</i></p> <p>if duly signed: Update expiration date of the sticker pass in PREMIS; for DSWD property with accountable person under regular / contractual / coterminous / casual employee expiration date shall be at the end of every semester and for COS workers, expiration date shall be the end of every quarter. For personal</p>	<p>None <i>Wala</i></p>	<p>1 Hour, 5 Minutes <i>1 Oras, 5 Minuto</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>

	<p>property expiration date shall be similar to the DSWD property with regular accountable person</p> <p><i>Kung ang dokumento ay maayos na napunan: I-update ang araw kung kailan mawawalan ng bisa ang Sticker Pass sa PREMIS: Ang sticker pass para sa opisyal na kawani ng DSWD (permanente/ kontraktwal/ coterminous/ kaswal na kawani) ang sticker pass ay hanggang huling araw ng bawat anim na buwan ng taon. at para sa COS na kawani, ang sticker pass ay hanggang huling araw ng bawat tatlong buwan ng taon. Para sa personal sticker pass ito ay kawangis ng sa opisyal na kawani, tuwing huling araw ng bawat anim na buwan ng taon.</i></p> <p>1.2 Generate and print sticker pass and forward to Head of Property Office for signature</p> <p><i>I-generate at i-print ang sticker pass at i-forward sa Puno ng Tanggapan ng Property upang ito ay malagdaan</i></p>			
	<p>1.3 Sign printed Sticker Pass</p> <p><i>Lagdaan ang na-print na sticker pass</i></p>	<p>None Wala</p>	<p>5 Minutes 5 Minuto</p>	<p>Head of Property Office Puno ng Tanggapan ng Property</p>
	<p>1.4 Attach signed sticker pass to the submitted sticker pass request and file in the data file folder according to numerical sequence</p> <p><i>I-lakip ang ang nalagdaang sticker pass sa isinumiteng dokumento para sa pag isyu sticker pass at ilagay sa kalupi at ayusin ng naaayon sa pagkakasunod-sunod na bilang</i></p>	<p>None Wala</p>	<p>10 Minutes 10 Minuto</p>	<p>Property Staff</p>

<p>2. Claim Sticker Pass</p>	<p>2. Validate presented property vis-à-vis the details of property indicated in the request for issuance of sticker pass and in the printed sticker pass <i>Kumpirmahin ang inilahad na kagamitan sa impormasyong nakasaad sa isinumiteng dokumento at sa nai-print na sticker pass</i></p> <p>2.1 If incorrect details – inform the requester and request for the right item. <i>Kung hindi tama ang impormasyon - ipabatid ito sa nagre-request at hingin ang tamang kagamitan</i></p> <p>If correct details - Attach sticker pass in the most visible and secure area of the property and present, the submitted sticker pass request for signature or requester as received sticker <i>Kung tama ang impormasyon, ilagay ang sticker pass sa maayos at madaling makitang parte ng kagamitan at palagdaan ang isinumiteng dokumento o request bilang patunay na nakuha na ang ni-request na sticker pass</i></p> <p>2.2 Update PREMIS and marked sticker pass as claimed <i>I-update ang PREMIS at markahan ang kahon na nag sasaad ng “claimed”</i></p>	<p>None <i>Wala</i></p>	<p>30 Minutes <i>30 minuto</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>
<p>TOTAL</p>		<p>None <i>Wala</i></p>	<p>1 HOUR, 50 MINUTES <i>1 Hour, 50 Minuto</i></p>	

2. Transfer of Property Accountability

Paglilipat ng Pananagutan mula sa mga Ari-arian ng Departamento

Transfer of property accountability to another accountable person shall be processed for documentation of the actual transfer of property and issuance of new Property Acknowledgement Receipt (PAR) or Inventory Custodian Slip (ICS) for signature of the new accountable person to warrant cancellation of property accountability of the previous accountable person.

Paglilipat ng pananagutan mula sa mga ari-arian ng Departamento sa ibang kawani ay isinagawa upang mai-dokumento ang aktwal na pag lipat ng kagamitan at makapag-isyu ng panibagong PAR o ICS upang malagdaan ng panibagong kawani na babalik ng pananagutan sa nasabing kagamitan. Ang paglagda ng panibagong kawani na babalik ng pananagutan ay siyang magiging patunay na ang pananagutan ng dating kawani ay naipawalang bisa na.

Office/Division: <i>Tanggapan/Dibisyon</i>	Administrative Service – Property Supply and Asset Management Division (AS-PSAMD)			
Classification: <i>Kinabibilangan</i>	Simple <i>Payak</i>			
Type of Transaction: <i>Uri ng Transaksyon</i>	G2G – Government to Government <i>Pamahalaan sa Pamahalaan</i>			
Who may avail: <i>Sino ang maaaring makinabang?</i>	Department of Social Welfare and Development (DSWD) Officials and Employees <i>Kawani o opisyaes ng Kagawaran ng Kagalingang Panlipunan at Pagpapaunlad</i>			
CHECKLIST OF REQUIREMENTS <i>MGA KINAKAILANGAN</i>		WHERE TO SECURE <i>SAAN KUKUHA</i>		
One (1) original copy of the duly accomplished Furniture and Equipment Transfer Slip (FETS) <i>1 Orihanal na kopya ng napunang FETS</i>		To be prepared by the client Office's Designated Property and Supply Custodian (DPSC) through the Property Records and Equipment Monitoring Inventory System (PREMIS); <i>Ito ay ihahanda ng DPSC ng tanggapan ng kliyente sa pamamagitan ng PREMIS</i>		
CLIENT STEPS <i>MGA HAKBANG</i>	AGENCY ACTION <i>AKSYON NG AHENSYA</i>	FEES TO BE PAID <i>MGA DAPAT BAYARAN</i>	PROCESSING TIME <i>PANAHONG KAILANGAN</i>	PERSON RESPONSIBLE <i>TAONG DAPAT GUMAWA</i>
1. Submit duly accomplished request for Furniture and Equipment Transfer Slip (FETS) <i>Isumite ang napunang FETS</i>	1. The incoming/outgoing clerk shall receive the document submitted by the requesting Office from 8 AM to 5 PM Mondays to Fridays except holidays and	None <i>Wala</i>	5 Minutes <i>5 Minuto</i>	Property Staff <i>Kawani ng Property</i>

	<p>forward to concerned staff.</p> <p><i>Pagtanggap ng isinumiteng dokumento mula 8 ng umaga hanggang 5 ng hapon Lunes hanggang Biyernes maliban sa mga pista opisyal. Ito ay ibibigay sa kinaauukulang kawani ng property.</i></p>			
	<p>1.1. Once received the property personnel shall review the accomplished FETS form if the needed signatures are complete</p> <p><i>Ang kawani ng property ay susuriin ang natanggap na FETS kung nalagadaan ang lahat ng bahagi ng dokumento na kailangan punan</i></p>	<p>None <i>Wala</i></p>	<p>15 Minutes <i>15 Minuto</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>
	<p>1.2. If incomplete, FETS shall be returned to the requester for completion.</p> <p><i>Kung hindi kumpleto, ang FETS ay ibabalik sa tanggapan na nag sumite upang ang lahat ng bahagi ay mapunan.</i></p> <p>If complete, proceed to the next step</p> <p><i>Kung kumpleto, maaari ng magpatuloy sa susunod na hakbang</i></p> <p>Check the received FETS Request and process the approval of the request through</p>	<p>None <i>Wala</i></p>	<p>30 Minutes <i>30 Minuto</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>

	<p>the Property Records and Equipment Monitoring Inventory System (PREMIS) FETS request module <i>Suriin ang na natanggap na FETS Request at aprubahan ito sa PREMIS FETS Request module</i></p> <p>Ensure that the client has provided their satisfaction feedback in PREMIS which will automatically register the service providers upon approval of the submitted request. <i>Tiyakin na ang kliyente ay nakapagbigay ng feedback sa pamamagitan ng PREMIS, dito ay agad na tataala ang pangalan ng kawani ng property na nagproseso ng isinumiteng FETS Request</i></p> <p>Further, Property staff shall ensure compliance with the rule of identifying the primary and secondary accountable persons (see procedure under Recording, Documentation and Issuance of PPE and Semi-</p>			
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	<p>expendable properties) <i>Dapat na tiyakin ng kawani ng property na ang panuntunan sa pag tukoy ng pangunahing kawani sa pangalawang kawani na may pananagutan sa kagamitan ng Departamento ay naayon sa panuntunan. (Maaring sumangguni sa proseso ng Recording, Documentation and Issuance of PPE and Semi-expendable properties)</i></p>			
	<p>1.3. Generate and print the Property Acknowledgement Receipt (PAR)/Inventory Custodian Slip (ICS), Undertaking (if there is a secondary accountable person) into two (2) copies and barcode sticker through PREMIS Report Module, the applicable forms shall depend on the acquisition cost of the property (see procedure under the Recording, Documentation and Issuance of PPE and Semi-expendable properties. <i>I-generate at i-print ang PAR/ICS, Undertaking (kung aktwal na kawaning gumagamit ay isang Contract of Service o</i></p>	<p>None <i>Wala</i></p>	<p>30 Minutes <i>30 Minuto</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>

	<p><i>COS) sa dalawang kopya kasama ang barcode sticker sa pamamagitan ng PREMIS Report Module. Ang nararapat na dokumento na dapat i-print ay depende sa halaga ng kagamitan (maaring sumangguni sa proseso ng Recording, Documentation and Issuance of PPE and Semi-expendable properties)</i></p> <p>Generate and print barcode sticker with number of copies as follows: <i>I-generate at i-print ang bilang barcode sticker ng naayon sa sumusunod:</i></p> <table border="1" data-bbox="483 1070 799 1957"> <tr> <td>Computer Desktop</td> <td>4</td> </tr> <tr> <td>Split Type Air condition unit</td> <td>2</td> </tr> <tr> <td>Partition</td> <td>Depends on the number of partition per property number</td> </tr> <tr> <td>Bliinds</td> <td>Depends on the number of blinds per property number</td> </tr> <tr> <td>Other property</td> <td>1</td> </tr> </table>	Computer Desktop	4	Split Type Air condition unit	2	Partition	Depends on the number of partition per property number	Bliinds	Depends on the number of blinds per property number	Other property	1			
Computer Desktop	4													
Split Type Air condition unit	2													
Partition	Depends on the number of partition per property number													
Bliinds	Depends on the number of blinds per property number													
Other property	1													

	<p>Generated PAR/ICS with/without undertaking and barcode stickers shall be forwarded to the requesting office for signature.</p> <p><i>Ang na-generate at na-print na PAR/ICS, undertaking at barcode stickers ay dadalhin sa tanggapan na nag sumite ng FETS Request.</i></p>			
	<p>1.4. The transaction shall be recorded by the incoming/outgoing clerk in the logbook for "Transfer for PAR/ICS" and/transmittal slip, for monitoring purposes.</p>	<p>None <i>Wala</i></p>	<p>5 Minutes <i>5 Minuto</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>
<p>2. Upon receipt of the same, the previous end user shall sign on the "Received from" portion and new end user shall sign on the "Received by" portion of the PAR/ICS, If end user is COS Worker, COS shall sign on the "Sub-PAR to"/" Sub-ICS to" portion of the document, as well as the undertaking which will be also signed by the primary</p>				

<p>accountable personnel. <i>Ang kawani na may dating pananagutan sa kagamitang inililipat ay lalagda sa "Received from"na bahagi ng dokumento, habang ang kawani na tatanggap ng inilipat na kagamitan ay lalagda sa "Received by"na bahagi ng dokumento. Kung ang aktwal na gagamit ng inilipat na kagamitan ay isang COS, sya ay lalagda sa "Sub-PAR to"/Sub-ICS to" na bahagi ng dokumento. Ang COS ay lalagda din sa kalakip na undertaking na kung saan ito ay nilagdaan din ng pangunahing may pananagutang kawani</i></p>				
<p>3. The old barcode stickers shall be replaced with the new barcode sticker before the transfer of item/s including accessories to the new end user. The Property personnel/Designated Property and Supply Custodian (DPSC)/Designated Property</p>				

<p>Officer (DPO)/Designated Property Custodian (DPC) shall ensure that the barcode sticker is attached to the most visible and secured are of the property.</p> <p><i>Papalitan ang lumang barcode sticker ng bagong barcode sticker na pinadala ng property office bago mailipat ang kagamitan sa bagong kawani na gagamit nito. Titiyakin ng kawani ng property/DPSC/DPO/DPC na ang barcode sticker ay nailagay sa bahagi ng kagamitan na hindi na gagalaw at madaling Makita</i></p>				
<p>4. The end user shall return the signed PAR/ICS, undertaking (if with secondary accountabler person) to the property office</p> <p><i>Ang nilagdaan PAR/ICS, undertaking ay ibabalik sa property office</i></p>	<p>4. Forward to the Division/Section Chief for signature on the “Approved by” portion of the PAR/ICS</p> <p><i>Ang nalagdaang PAR/ICS ay ibibigay sa Division/Section Chief ng property upang lagdaan ang “Approved by” na bahagi nito</i></p>	<p>None <i>Wala</i></p>	<p>15 Minutes <i>15 Minuto</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>
	<p>4.1. Provide one copy of PAR/ICS and undertaking (if with secondary accountable peron) to the end user for their reference</p>	<p>None <i>Wala</i></p>	<p>5 Minutes <i>5 Minuto</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>

	<i>Magbigay ng isang kopya ng aprubadong PAR/ICS sa bagong kawani na may pananagutan sa inilipat na kagamitan</i>			
	<p>4.2. PREMIS shall be updated as to the following information: <i>I-update ang PREMIS ng naayon sa mga sumusunod:</i></p> <p>a. Date the PAR/ICS and undertaking (if with secondary accountable person) was returned with signature of the end user <i>Araw kung kalian naibalik ng kawani ang nilagdaang PAR/ICS at undertaking</i></p> <p>b. Date of approval of PAR/ICS <i>Araw kung kalian naaprubahan ang naibalik na PAR/ICS</i></p>	None <i>Wala</i>	15 Minutes <i>15 Minuto</i>	Property Staff <i>Kawani ng Property</i>
	<p>4.3. The copy of PAR/ICS and undertaking (if with secondary accountable person) shall be filed for reference. <i>Ang kopya ng PAR/ICS at undertaking ay itatabi upang maging batayan kung kakailanganin</i></p>	None <i>Wala</i>	10 Minutes <i>10 Minuto</i>	Property Staff <i>Kawani ng Property</i>
	TOTAL	None <i>Wala</i>	2 HOURS, 10 MINUTES <i>2 Oras, 10 Minuto</i>	

3. Surrender / Turnover of Property and Cancellation of Property Accountability

Pagtanggap ng Isinauling Kagamitan

To provide procedure for the surrendered / turned over property due to its obsolescence, unserviceability or when the same is no longer needed by the accountable person to effect cancellation of property accountability of the client.

Paraan para sa pagsauli o pagbabalik ng kagamitan dahil sa kalumaan, hindi na magagagamit o kaya ay hindi na kailangan ng taong may pananagutan upang tanggalin ang pananagutang yaon.

Office/Division: <i>Tanggapan/Dibisyon</i>	Administrative Service – Property Supply and Asset Management Division (AS-PSAMD)
Classification: <i>Kinabibilangan</i>	Simple <i>Payak</i>
Type of Transaction: <i>Uri ng Transaksyon</i>	G2G – Government to Government <i>Pamahalaan sa Pamahalaan</i>
Who may avail: <i>Sino ang maaaring makinabang?</i>	Department of Social Welfare and Development (DSWD) Officials and Employees <i>Kawani o opisyaes ng Kagawaran ng Kagalingang Panlipunan at Pagpapaunlad</i>
CHECKLIST OF REQUIREMENTS <i>MGA KINAKAILANGAN</i>	WHERE TO SECURE <i>SAAN KUKUHA</i>
<ol style="list-style-type: none"> Two (2) Original Copy and 1 photo copy of duly Accomplished Furniture and Equipment Transfer Slip (FETS) <i>Dalawang (2) kopyang orihinal at and isang (1) kopyang di-orihinal ng nagawang Furniture and Equipment Transfer Slip (FETS).</i> For unserviceable property: <i>Para sa pag-aaring hindi na magagamit:</i> <ul style="list-style-type: none"> 1 photocopy of Technical Assistance Report <i>1 kopya ng ulat ng tulong teknikal</i> Inspection Report <i>Ulat ng pagsusuri</i> Actual Property for turnover <i>Pagsasauli ng kagamitan</i> 	<ol style="list-style-type: none"> To be prepared by the Offices' Designated Property and Supply Custodian through the Property Records and Equipment Monitoring Inventory System (PREMIS) with prescribed format; <i>Inihahanda ng Designated Property and Supply Custodian ng bawat opisina sa pamamagitan ng Property Records and Equipment Monitoring Inventory System (PREMIS) na may nakatakdang gayahin;</i> For unserviceable property: <i>Para sa pag-aaring hindi na magagamit:</i> From concerned DSWD OBSUs (IT Equipment – ICTMS/RICTMU; Motor Vehicle, Office Equipment, Furniture and Fixtures – GSD/GSS; Maintenance Equipment – BGMD/GSS) <i>Mula sa kinaauukulang DSWD OBSUs (IT Equipment – ICTMS/RICTMU; Motor Vehicle, Office Equipment, Furniture and Fixtures – GSD/GSS; Maintenance Equipment – BGMD/GSS)</i> General Accounting Manual Volume II Appendix 62 with prescribed format To be made available by the accountable person <i>Sa taong may pananagutan sa kagamitan</i>

CLIENT STEPS MGA HAKBANG	AGENCY ACTION AKSYON NG AHENSYA	FEES TO BE PAID MGA DAPAT BAYARAN	PROCESSING TIME PANAHONG KAILANGAN	PERSON RESPONSIBLE TAONG DAPAT GUMAWA
1. Submit duly accomplished Furniture and Equipment Transfer Slip (FETS) for turnover and property for turnover <i>Ipasa ang napunang FETS para sa pagsasauli ng kagamitan</i>	1. Receive the duly accomplished and approved FETS along with the pre-inspection report and the property for surrender forwarded to Property, Supply and Asset Management Division (PSAMD)/Property and Supply Section (PSS) <i>Pagtanggap ng nagawang FETS kalakip ang pre-inspection report kasama ang kagamitang dinala sa PSAMD/PSS.</i>	None <i>Wala</i>	150 Minutes <i>150 Minuto</i>	Property Staff <i>Kawani ng Property</i>
	1.1. The property staff will validate the submitted documents and verify the condition of the surrender property/item <i>Sisyasatin ng kawani ng property ang isinumitengn dokumento pati na ang kondisyon ng isinasauling kagamitan</i> The property staff shall provide customer feedback form to the requesting party for the service provided <i>Ang kawani ng property ay mag bibigay ng feedback</i>	None <i>Wala</i>	15 Minutes <i>15 Minuto</i>	Property Staff <i>Kawani ng Property</i>

	<p><i>form para sa serbisyong naibigay</i></p> <p>1.2. The property staff shall process the submitted FETS through PREMIS <i>Ang kawani ng property ay mag sasagawa ng pagproseso ng isinumiteng FETS sa PREMIS</i></p> <p>a. If there are discrepancies, inquire for the correct details of the surrendered equipment <i>Kung ang impormasyon ay di tugma, isangguni ang tamang detalye ng isinauling kagamitan</i></p> <p>b. If details are the same no discrepancy, the property staff shall sign the "Received by" portion in the FETS <i>Kung ito naman ay tugma, ang kawani ng property ay lalagda sa "Received by" na bahagi ng FETS</i></p>	<p>None <i>Wala</i></p>	<p>1 Hour <i>1 Oras</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>
<p>2. Receive 1 copy of FETS provided by the Property Staff and turnover the surrendered property <i>Tanggapin ang isang (1) kopya ng FETS na ibinigay ng</i></p>	<p>2. Generate Property Acknowledgement Receipt (PAR)/Inventory Custodian Slip (ICS) and Barcode <i>Mag-generate ng PAR/ICS at Barcode</i></p> <p>Generate and print two (2) copies of PAR/ICS from</p>	<p>None <i>Wala</i></p>	<p>15 Minutes <i>15 Minuto</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>

<p><i>kawani ng Property at ibigay ang isinasauling kagamitan</i></p>	<p>PREMIS “Report Module” <i>Mag generate ng 2 kopya ng PAR/ICS sa PREMIS “Report Module”</i></p> <p>Note: <i>Tandaan:</i></p> <p>Under the “Report Module” in PREMS, select whether to print PAR or ICS based on the following: <i>Piliin sa “Report Module” ng PREMIS kung PAR o ICS ang dapat na i-print base sa sumusunod:</i></p> <table border="1" data-bbox="459 813 778 999"> <thead> <tr> <th>Type of Report</th> <th>Acquisition Cost</th> </tr> </thead> <tbody> <tr> <td>PAR</td> <td>P50,000.00 and above</td> </tr> <tr> <td>ICS</td> <td>P49,999.99 and below</td> </tr> </tbody> </table> <p>Generate and print barcode sticker with number of copies as follows: <i>I-generate at i-print ang ang bilang ng barcode sticker base sa sumusunod:</i></p> <table border="1" data-bbox="459 1346 783 1995"> <tbody> <tr> <td>Computer Desktop</td> <td>4</td> </tr> <tr> <td>Split Type Air condition unit</td> <td>2</td> </tr> <tr> <td>Partition</td> <td>Depends on the number of partitions per property number</td> </tr> <tr> <td>Binds</td> <td>Depends on the number of blinds per property number</td> </tr> <tr> <td>Other property</td> <td>1</td> </tr> </tbody> </table>	Type of Report	Acquisition Cost	PAR	P50,000.00 and above	ICS	P49,999.99 and below	Computer Desktop	4	Split Type Air condition unit	2	Partition	Depends on the number of partitions per property number	Binds	Depends on the number of blinds per property number	Other property	1			
Type of Report	Acquisition Cost																			
PAR	P50,000.00 and above																			
ICS	P49,999.99 and below																			
Computer Desktop	4																			
Split Type Air condition unit	2																			
Partition	Depends on the number of partitions per property number																			
Binds	Depends on the number of blinds per property number																			
Other property	1																			

	<p>2.1. The printed barcode stickers shall be attached to the most visible and secured area of the property.</p> <p><i>Ang nalimbag o na-print na mga barcode stickers ar marapat na i-dikit sa nakikita ngunit ligtas na bahagi ng kagamitan.</i></p>	<p>None <i>Wala</i></p>	<p>15 Minutes <i>15 Minuto</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>
	<p>2.2. The property staff who processed the request shall sign the generated PAR/ICS under the “Received by” portion and forward to the Property Division/Section Chief for signature on the “Approved by” portion.</p> <p><i>Ang kawani ng property na nag bigay ng serbisyo sa kliyente ang syang lalagda sa “Received by” na bahagi ng PAR/ICS. At Ito ay iaabot sa Property Division/Section Chief upang malagdaan ang “Approved by” na bahagi nito.</i></p>	<p>None <i>Wala</i></p>	<p>5 Minutes <i>5 Minuto</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>
	<p>2.3. Upon receipt of the approved PAR/ICS, the property officer shall undertake the cancellation of property accountability of the end user in:</p> <p><i>Pag tanggap ng naaprubahang PAR/ICS, ang kawani ng property ang mag sasagawa ng pagkansela ng</i></p>	<p>None <i>Wala</i></p>	<p>15 Minutes <i>15 Minuto</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>

	<p><i>pananagutan ng end user sa naisoling kagamitan sa:</i></p> <p>a. PREMIS b. File Folders</p>			
	<p>2.4. The copy of PAR/ICS shall be scanned for uploading in PREMIS, the hard copy shall be filed for reference</p> <p><i>Ang kopya ng PAR/ICS ay i-scan upang ma-upload sa PREMIS at ang hard copy naman ay itatabi kung sakaling kailanganin</i></p>	<p>None <i>Wala</i></p>	<p>10 Minutes <i>10 Minuto</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>
	TOTAL	<p>None <i>Wala</i></p>	<p>4 HOURS, 45 MINUTES <i>4 ORAS, 45 MINUTO</i></p>	

4. Recording, Documentation and Issuance of Expendable or Consumable Supplies

Pag-isyu ng mga Gamit at Materyales mula sa Bodega ng mga Kagamitan

Request for issuance of commonly used office supplies is being done through filling-out of Requisition and Issue Slip (RIS) prepared by designated OBSU staff. The RIS and actual issuance of supplies shall be processed by the Warehouse Management Section subject to approval of the Chief of AS-PSAMD.

Ang kahilingan na maisyuhan ng mga karaniwang kagamitang pang-upisina ay nangangailangan ng naihanda at natalaang porma ng RIS ng naitalagang tauhan ng bawat OBSU. Ang RIS at aktuwal na pagbibigay ng mga kagamitan ay isinasaayos ng Warehouse Management Section at kinakailangan ang pag-aproba ng Chief ng AS-PSAMD

Office/Division: <i>Tanggapan/Dibisyon</i>	Administrative Service – Property Supply and Asset Management Division (AS-PSAMD)
Classification: <i>Kinabibilangan</i>	Complex Transaction <i>Komplikado</i>
Type of Transaction: <i>Uri ng Transaksyon</i>	G2G – Government to Government <i>Pamahalaan sa Pamahalaan</i>
Who may avail: <i>Sino ang maaaring makinabang?</i>	Department of Social Welfare and Development (DSWD) Offices <i>Kawani o opisyal ng Kagawaran ng Kagalingang Panlipunan at Pagpapaunlad</i>
CHECKLIST OF REQUIREMENTS <i>MGA KINAKAILANGAN</i>	WHERE TO SECURE <i>SAAN KUKUHA</i>
<ol style="list-style-type: none"> Three (3) copies of duly accomplished RIS of concerned Offices <i>Tatlong kopya ng napunang RIS ng opisina</i> One (1) Photocopy of approved PPMP of requesting Office <i>Isang kopyang di-orihinal ng aprobadong PPMP ng humihiling na opisina</i> One (1) Photocopy of approved Technical Assistance Request, if required <i>Isang kopyang di-orihinal ng aprobadong hiniling na Teknikal na tulong, kung kinakailangan lang</i> One (1) Photocopy of project proposal, if required <i>Isang kopyang di-orihinal ng panukalang proyekto, kung kinakailangan lang</i> 	<ol style="list-style-type: none"> RIS template issued to respective Offices with prescribed format; <i>Pag-isyu ng padron ng RIS sa mga opisina na may kaukulang porma</i> Designated Supply/Property Officer of respective Office, Bureaus, Services, Units; <i>itinalagang Supply/Property na kawani ng bawat opisina</i> Focal person of concerned technical support office such as AS-BGMD/GSS, ICTMS/RICTMU, SMS, among others, depending on the nature of technical assistance request without any prescribed format <i>Mga itinalagang kawani na magbibigay ng teknikal na suporta kabilang ang mga AS-BGMD/GSS, ICTMS/RICTMU, SMS at iba pa, depended sa kinakailangan hiling na tulong ng walang kinaukulang porma</i> Focal person of proponent Office <i>Itinalagang tauhan ng isang opisina</i>

CLIENT STEPS MGA HAKBANG	AGENCY ACTION AKSYON NG AHENSYA	FEEES TO BE PAID MGA DAPAT BAYARAN	PROCESSING TIME PANAHONG KAILANGAN	PERSON RESPONSIBLE TAONG DAPAT GUMAWA
<p>1. Submit duly approved Requisition Issue Slip (RIS) to Procurement Management Division (PMD)/Procurement Management Section (PMS) including required attachment such as Project Procurement Management Plan (PPMP) and Technical Assistance Request (TAR) <i>Magpasa ng aprubadong RIS sa PMD/PMS kalakip ang PPMP at TAR</i></p>	<p>1. Receive and validate the accuracy and completeness of all attached documents. <i>Tanggapin at tingnan kung tama at kumpleto ang mga nararapat na dokumentong isinumite.</i></p> <p>Upon receipt of RIS from PMD/PMS the Property/Supply Officer shall review and verify the completeness of information and attachments as follows: <i>Masusing suriin ang natanggap na RIS mula sa PMD/PMS kung ito ay kumpleto at may kalakip na mga:</i></p> <ul style="list-style-type: none"> a. Photocopy of approved PPMP <i>Kopya ng naaprubahang PPMP</i> b. Inventory of Supplies on-hand duly noted by the requesting Office's Head; <i>Imbentaryo ng mga supplies na mayroon ang tanggapan. Ito ay dapat na may lagda ng pinuno ng tanggapan</i> c. Technical Report from concerned Offices, if necessary; <i>Ulat na pang teknikal mula sa nararapat na tanggapan kung ito ay kinakailangan</i> 	<p>None <i>Wala</i></p>	<p>35 Minutes <i>35 Minuto</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>

	<p>d. Pre-repair inspection, if necessary. <i>Pre-repair inspection, kung kinakailangan</i></p> <p>Property/Supply Staff shall return the RIS should the following be encountered: <i>Ang RIS ay ibabalik ng Property/Supply Staff kung ito ay:</i></p> <p>a. Incomplete documents <i>Hindi kumpleto</i></p> <p>b. Issuance will result in surplus of inventory of the requesting office. <i>Kung ang pag issue ng hinihinging supplies ay magiging sanhi ng labis na supplies ng humihinging tanggapan.</i></p> <p>c. Item requested is not the intended item for replacement <i>Kung ang hinihinging supplies ay hindi ang nilalayong kagamitan na papalitan.</i></p> <p>d. The specification of the item requested is not the same as provided in the Technical Report. <i>Kung ang detalye o spesipikasyon ng kagamitan ay hindi naayon sa nakasaad sa Teknikal na ulat</i></p>			
	<p>1.1 If documents are complete, assign the RIS number, encode the RIS details in the</p>	<p>None <i>Wala</i></p>	<p>30 Minutes <i>30 Minuto</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>

	<p>monitoring tool, check the availability of the stocks</p> <p><i>Kung ang dokumento ay kumpleto, mag talaga ng RIS at i-encode ang detalye sa itinalagang talaan, suriin kung ang hinihing gamit ay mayroon sa stocks</i></p>			
	<p>1.2 Assess the availability of the requested supplies. Fill-out the RIS Form. Put “√” for available items and/or “X” for items that are not available.</p> <p><i>Suriin ang pagkakaroon ng mga hinihiling na supply. Punan ang RIS Form. Lagyan ng “√” para sa mga available na item at/o “X” para sa mga item na hindi available.</i></p> <p>If not available, prepare a Memorandum for the end-user returning the RIS with instruction to prepare Purchase Request (PR) to procure those marked as unavailable items.</p> <p><i>Kung ang hinihining gamit ay wala sa stock, ang property staff ay maghahanda ng isang Memorandum para sa end-user upang ipagbigay alam na ang hinihining gamit ay wala sa stock at upang sila ay bigyan ng alituntunin na mag handa ng PR para sa mga kagamitang wala sa stocks</i></p> <p>If available, request the approval of the Division/Section Chief in the RIS for the issuance of the item/s.</p>	<p>None <i>Wala</i></p>	<p>30 Minutes <i>30 Minuto</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>

	<p><i>Kung ang hinihinging kagamitan ay mayroon sa stocks, Hingin ang pag apruba ng Division/Section Chief upang ma-issue nila ang mga tablet.</i></p> <p>Indicate the quantity issued in the “issued-quantity” column and any remarks in the “issued-remarks” column.</p> <p><i>Isaad ang bilang ng na-issue sa “issued quantity” na kolumn at remarks sa “issued remarks kolumn.</i></p> <p>Prepare the items to be issued by observing the First In First Out (FIFO)/First Expired First Out (FEFO) method. Issue and sign the “Issued by” portion.</p> <p><i>handang mga bagay na ibibigay. Sigurhin na ang gagamiting proseso ay ang First In First Out (FIFO)/First Expired First Out (FEFO). I-isyu at lagdaan ang bahaging “Inisyu ni”.</i></p> <p>Goods to be issued must be recorded in the Stock and Bin Card and existing database.</p> <p><i>Ang mga kalakal na ibibigay ay itatala sa Stock at Bin Card at sa ginagamit na database.</i></p>			
<p>2. Receipt and validate the quantity and specification of received items. If accurate/in order, sign the “received</p>	<p>2. The property staff shall issue the available requested items to the end user.</p> <p><i>Ang property staff ay i-isyu ang mga kagamitang ninanais ng humihingi kung ito ay available lamang.</i></p>	<p>None Wala</p>	<p>4 Hours 4 Oras</p>	<p>Property Staff Kawani ng Property</p>

by” portion of RIS.	<p>The property/supply staff shall retain the original copy of the duly signed RIS for preparation of Report of Supplies and Materials Issued (RSMI), while the 2nd copy shall be given to the end-user.</p> <p><i>Ang kawani ng propertyi/supply ay dapat mapanatili ang orihinal na kopya ng nilagdaang RIS para sa paghahanda Report of Supplies and Materials Issued (RSMI), habang ang ika-2 kopya ay dapat ibigay sa end-user.</i></p>			
3. Fill up Customer Satisfaction Measurement Form (CSMF)	<p>3. The property staff shall provide CSMF to the client for the service provided.</p> <p><i>Ang kawani ng property ay dapat magbigay ng CSMF sa kliyente para sa ibinigay na serbisyo</i></p>	None <i>Wala</i>	2 Minutes <i>2 Minuto</i>	Property Staff <i>Kawani ng Property</i>
	<p>3.1. After completion of the issuance of expendable/consumable supplies, the concerned property personnel shall prepare monthly RSMI to be submitted to the Accounting Divison/Section</p> <p><i>Matapos makumpleto ang pag-isyu mga kagamitan, ang kawani ng property ay dapat maghanda ng buwanang RSMI na isusumite sa accounting divison/seksyon</i></p>	None <i>Wala</i>	30 Minutes <i>30 Minuto</i>	Property Staff <i>Kawani ng Property</i>
TOTAL:		None <i>Wala</i>	6 HOURS, 7 MINUTES <i>4 Oras, 7 Minuto</i>	

5. Re-issuance of Equipment and Semi-Expendable Supplies

Pag isyu ng Isinauling Kagamitan

To ensure that surrendered serviceable equipment and semi-expendable supplies may be requested for re-issuance to optimize the use of equipment or semi-expendable equipment or supply due to lack of equipment, lack of capital outlay and other exigencies.

Ito po ay upang masigurado na and isinauling maayos na mga kagamitan at suplay ay maaaring hilingin pa na muling gamitin upang masagad ang paggamit dahil sa kakulangan nito, ng pondo o iba pang dagliang pangangailangan.

Office/Division: <i>Tanggapan/Dibisyon</i>	Administrative Service – Property Supply and Asset Management Division (AS-PSAMD)
Classification: <i>Kinabibilangan</i>	Complex Transaction <i>Komplikado</i>
Type of Transaction: <i>Uri ng Transaksyon</i>	G2G – Government to Government <i>Pamahalaan sa Pamahalaan</i>
Who may avail: <i>Sino ang maaaring makinabang?</i>	Department of Social Welfare and Development (DSWD) Officials and Employees <i>Kawani o opisyaes ng Kagawaran ng Kagalingang Panlipunan at Pagpapaunlad</i>
CHECKLIST OF REQUIREMENTS <i>MGA KINAKAILANGAN</i>	WHERE TO SECURE <i>SAAN KUKUHA</i>
<ol style="list-style-type: none"> One (1) Original copy of memorandum requesting for issuance of property <i>Isang (1) kopyang orihinal ng memorandum na humihingi ng kagamitan</i> Two (2) Original copies of Furniture and Equipment Transfer Slip (FETS) <i>Dalawang (2) kopya ng orihinal na Furniture and Equipment Transfer Slip (FETS).</i> Two (2) Original copies of Property Accountability Receipt or Inventory Custodian Slip <i>Dalawang (2) kopya ng orihinal na Property Accountability Receipt or Inventory Custodian Slip</i> 	<ol style="list-style-type: none"> From concerned OBSUs and personnel, interoffice memorandum format <i>Mula sa kinauukulang OBSUs at mga tauhan, na naka-memorandum</i> From PREMIS online through the Designated Property Officer of concerned Office <i>Mula sa AS-PSAMD / PREMIS sa Designated Property Officer ng kaukulang opisina</i> From PREMIS online through the Designated Property Officer of concerned Office <i>Mula sa AS-PSAMD / PREMIS sa Designated Property Officer ng kaukulang opisina</i>

CLIENT STEPS MGA HAKBANG	AGENCY ACTION AKSYON NG AHENSYA	FEES TO BE PAID MGA DAPAT BAYARAN	PROCESSING TIME PANAHONG KAILANGAN	PERSON RESPONSIBLE TAONG DAPAT GUMAWA
1. Prepare request letter containing item specifications, quantity, purpose and to whom the equipment or semi-expendable equipment/supply shall be assigned. <i>Maghanda ng kahilingan liham na naglalaman kung ano katangian, bilang, layunin at kanino ilalagak ang kagamitan</i>	1. Receive, review and verify the availability of request <i>Tanggapin, suriin at alamin kung maibibigay ang kahilingan</i>	None <i>Wala</i>	1 Hour <i>1 Oras</i>	Requesting Office <i>Opisinang humihingi</i> Property Staff <i>Kawani ng Property</i>
	1.1. Inform requesting Office on the availability/non-availability of items <i>Ipaalam sa tanggapang humihingi ng kagamitan kung ito ay maibibigay o hindi</i>	None <i>Wala</i>	1 Hour <i>1 Oras</i>	Property Staff <i>Kawani ng Property</i>
	1.2. Request approval of FETS for confirmation of transfer <i>Pa-aprubahan ang FETS para sa katiyakang paglipat</i>	None <i>Wala</i>	1 Hour <i>1 Oras</i>	Property Staff <i>Kawani ng Property</i>
2. Process the signing of FETS of the recipient office or accountable person for the re-issuance of	2. Update PREMIS and generate PAR/ICS and barcode <i>I-update ang PREMIS at gumawa ng PAR or ICS</i>	None <i>Wala</i>	1 Hours, 30 Minutes <i>1 Oras at 30 minuto</i>	Requesting Office <i>Opisinang humihingi</i> Property Staff <i>Kawani ng Property</i>

item or equipment <i>Asikasuhin ang paglalagda sa FETS ng opisina o taong tatanggap para mailagak ang kagamitan</i>				
	2.1 Transfer accountability through updating of database and issuance of PAR or ICS <i>Ilipat ang pananagutan sa kagamitan sa pamamagitan ng pag-update nd database at pagbigay ng PAR o ICS</i>	None <i>Wala</i>	30 Minutes <i>30 minuto</i>	Property Staff <i>Kawani ng Property</i>
	2.2 Process the approval of PAR or ICS <i>Asikasuhin ang pag-apruba sa PAR o ICS</i>	None <i>Wala</i>	15 Minutes <i>15 minuto</i>	Property Staff <i>Kawani ng Property</i>
	2.3 Attach generated barcode sticker on the requested item <i>Ilapat ang nagawang barcode sa hininging kagamitan</i>	None <i>Wala</i>	15 Minutes <i>15 minuto</i>	Property Staff <i>Kawani ng Property</i>
3. Confirm acceptance of item or property through signing of PAR or ICS <i>Kumpirmahin ang pagtanggap ng kagamitan sa pamamagitan ng paglagda sa PAR o ICS</i>	3. Physical issuance of item or equipment and filing of PAR or ICS <i>Mismong pagbibigay ng kagamitan at pag-file ng PAR o ICS</i>	None <i>Wala</i>	1 Hour <i>1 Oras</i>	Requesting Office <i>Opisinang humihingi</i> Property Staff <i>Kawani ng Property</i>
	3.1. Provide customer feedback form to the requesting	None <i>Wala</i>	5 Minutes <i>5 Minuto</i>	Property Staff <i>Kawani ng Property</i>

	party for the the service provided <i>Magbigay ng customer feedback form sa kliyente para sa naibigay na serbisyo</i>			
TOTAL:		None <i>Wala</i>	6 Hours, 35 Minutes <i>6 Oras, 35 Minuto</i>	

6. Provision of Technical Assistance on Property and Supply Management

Pagbibigay ng Tulong Teknikal na may Kinalaman sa Pangangasiwa ng mga Ari-arian ng Departamento

Technical Assistance is provided to Office, Bureaus, Service Unit and Field Offices in the area of Property, Asset and Warehouse Management to capacitate their Property Officers and/or Designated Property and Supply Custodian on the knowledge of DSWD Guidelines, Oversight Agencies Rules and Regulations on Property and Supply Management and Land Titling facilitation.

Ang tulong para sa teknikal na kaalaman na may kinalaman sa pangangasiwa ng mga ari-arian ng Departamento ay ibibigay sa mga tanggapan ng DSWD upang magkaroon ng sapat na kakayahan ang mga kawaning tagapangalaga ng mga kagamitan, sapat na kaalaman sa mga patnubay ng DSWD, alituntunin at panuntunan ng mga Oversight Agencies sa pangangalaga ng mga ari-arian at pag papabilis ng pagpapatitulo ng mga kalupaan ng DSWD.

Office/Division: <i>Tanggapan/Dibisyon</i>	Administrative Service – Property Supply and Asset Management Division (AS-PSAMD)
Classification: <i>Kinabibilangan</i>	Highly Technical <i>Teknikal sa mataas na antas</i>
Type of Transaction: <i>Uri ng Transaksyon</i>	G2G – Government to Government <i>Pamahalaan sa Pamahalaan</i>
Who may avail: <i>Sino ang maaaring makinabang?</i>	<ol style="list-style-type: none"> 1. DSWD Offices 2. DSWD Designated Property and Supply Custodian 3. Field Offices
CHECKLIST OF REQUIREMENTS <i>MGA KINAKAILANGAN</i>	WHERE TO SECURE <i>SAAN KUKUHA</i>
<ol style="list-style-type: none"> 1. Request for Technical Assistance - One (1) original copy. <i>Kahilingang tulong teknikal - 1 orihinal na kopya</i> 	<p>To be prepared by DSWD Office OBSU and Field Offices through Memorandum addressed to Administrative Service Director, Attention the AS-PSAMD Chief Administrative Officer signed by their Head of Office or authorized official. <i>Ito ay ihahanda ng tanggapan ng DSWD sa pamamagitan ng Memorandum na nilagdaan ng kanilang punong opisyal o awtorisadong kinatawan sa Director ng Administrative Service na naka-atensyon sa Punong Opisyal ng AS-PSAMD</i></p>

CLIENT STEPS MGA HAKBANG	AGENCY ACTION AKSYON NG AHENSYA	FEES TO BE PAID MGA DAPAT BAYARAN	PROCESSING TIME PANAHONG KAILANGAN	PERSON RESPONSIBLE TAONG DAPAT GUMAWA
1. Forward the request for Technical Assistance (TA) indicating the specific topics and concerns to be discussed from 8 AM to 5 PM, Mondays to Fridays except holdiays <i>Magpaabot ng kahilingang tulong teknikal na nagsasaad ng tiyak na usapin at interes na dapat talakayin mula ika-walo ng umaga hanggang ika-lima ng hapon, Lunes hanggang Biyernes maliban sa mga araw ng pahinga</i>	1. Received request for TA from 8 AM to 5 PM, Mondays to Fridays except holidays, and forward to the Head of Property Office <i>Tanggapin ang request mula ika-walo ng umaga hanggang ika-lima ng hapon, Lunes hanggang Biyernes maliban sa mga araw ng pahinga at ito ay ibibigay sa Pinuno ng Tanggapan ng Property</i>	None <i>Wala</i>	5 Minutes <i>5 Minuto</i>	Property Staff <i>Kawani ng Property</i>
	1.1 Review the request. Check the availability of Technical Staff on the requested date of TA. <i>Suriin ang request. Alamin ang bakanteng araw ng Kawaning Teknikal kung ito ay naaayon sa hinihiling na araw ng tanggapang humihingi ng teknikal na tulong</i>	None <i>Wala</i>	15 Minutes <i>15 Minuto</i>	Head of Property Office <i>Puno ng Tanggapan ng Property</i>

	<p>If not available - Assign request to concerned Technical Staff and advise staff to request for reschedule of TA through Memorandum <i>Kung hindi bakante ang araw ng Kawaning Teknikal - Italaga ang request sa nararapat na Kawaning Teknikal at payuhan ito na mag handa ng Memorandum na humihingi ng ibang araw para sa tulong teknikal</i></p> <p>If available - Assign request to concerned Technical Staff and advise staff to confirm request for TA through Memorandum <i>Kung bakante ang araw ng Kawaning Teknikal - Italaga ang request sa nararapat na Kawaning Teknikal at payuhan ito na maghanda ng Memorandum ng pagkumpirma sa hinihinging tulong teknikal sa hinihining araw</i></p>			
	<p>1.2 For scheduled TA Request, Technical Staff shall prepare a reply for confirming the date of TA/prepare reply for reschedule of TA.</p>	<p>None <i>Wala</i></p>	<p>5 Days <i>5 Araw</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>

	<p><i>Para sa TA request na may takdang araw, ang kawaning teknikal ay mag hahanda ng tugon ng pag kumpirma sa hinihinging araw na tulong teknikal o tugon na humihingi ng ibang araw kung kailan isasagawa ang tulong teknikal.</i></p> <p>a. Prepare Special Order (If Field Office) for the period of TA. <i>Maghanda ng Special Order (kung Field Office) sa mga araw ng tulong teknikal</i></p> <p>b. Prepare the needed documents and information for the conduct of TA <i>Maghanda ng mga kakailanganing dokumento at impormasyon para sa isasagawang tulong teknikal</i></p>			
	<p>1.3 Conduct TA for immediate request and/or scheduled TA request <i>Magsagawa ng tulong teknikal sa itinakdang araw</i></p>	<p>None <i>Wala</i></p>	<p>1 day for OBSU/4 days for Field Office <i>1 Araw kung Tanggapan sa Sentral na Tanggapan/ 4 na araw sa Field Offices</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>
<p>2. Accomplished the TA Evaluation Form and/or Client Satisfaction Measurement Form (CSMF) <i>Punan ang dokumento ng</i></p>	<p>2. Receive the duly accomplished TA Evaluation Form and/or CSMF. <i>Tanggapin ang napunang dokumento ng pakilatiis sa isinagawang tulong teknikal at/o CSMF</i></p>	<p>None <i>Wala</i></p>	<p>10 Minutes <i>10 Minuto</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>

<p><i>pagkilatis sa isinagawang tulong teknikal at/o Client Satisfaction Measurement Form (CSMF)</i></p>				
	<p>2.1 Consolidate the TA Evaluation Form. <i>Pagsama-samahin ang mga nakalap na impormasyon sa napunang dokumento ng pagkilatis sa isinagawang tulong teknikal</i></p> <p>2.2 Prepare TA Feedback Report for review and signature of the Head of Property Office <i>Maghanda ng ulat puna sa isinagawang tulong teknikal at ito ay ipaabot sa Puno ng Tanggapan ng Property upang ito ay suriin at lagdaan</i></p> <p>2.3 Provide copy of TA Feedback Report to the requester of TA <i>Magbigay ng kopya ng ulat puna sa tanggapan na humingi ng tulong teknikal</i></p> <p>For CSMF – will be reported on the succeeding month after the conduct of TA, this will be included in the Client Satisfaction Measurement Survey Report (CSMR) submitted to DSWD Central Office (CO)/Field Office (FO)</p>	<p>None <i>Wala</i></p>	<p>10 Days from returned to Official Station <i>10 Araw pagkabalik sa opisyal na tanggapan</i></p> <p>CSMF report will be submitted to CART every 10th of the succeeding month <i>Ang ulat para sa CSMF ay isusumite sa CART tuwing ika-sampung araw ng sumunod na buwan</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>

	Committee on Anti Red Tape (CART) focal every 10 th of the succeeding month <i>Para sa CSMF – ito ay iuulat sa susunod na buwan pagkatapos na maisagawa ang tulong teknikal. Ito ay isasama sa CSMR na isusumite sa DSWD CO/DSWD FO CART focal tuwing ika-sampu ng sumunod na buwan</i>			
TOTAL		None Wala	16 Days and 30 Minutes for immediate TA/19 Days and 30 Minutes for scheduled TA <i>16 Araw at 30 Minuto para sa agarang tulong teknikal/19 Araw at 30 Minuto para tulong teknikal na may itinakdang araw</i>	

7. Facilitation of Request for Relief from Property Accountability from Commission on Audit

Pagpapadali na Mapawalang Bisa ang Pananagutan sa Kagamitan o mga Kagamitang Nawala, Napinsala o Nasira Mula sa COA

1. To provide assistance to accountable officers who are requesting relief from property accountability with the Commission on Audit (COA) for lost, damaged or destroyed property under his/her accountability;
Pagbibigay tulong sa mga kawani na humihingi na mapawalang bisa ang pananagutan sa gamit na nawala, napinsala o nasira mula sa COA.
2. To ensure recording and documentation of cases of loss, damage or destruction of government properties
Siguruhing naitala at nai-dokumento ang mga pangyayaring may kinalaman sa pagkawala, pagkapinsala of pagkasira ng mga kagamitan ng gobyerno.

Office/Division: <i>Tanggapan/Dibisyon</i>	Administrative Service – Property Supply and Asset Management Division (AS-PSAMD)
Classification: <i>Kinabibilangan</i>	Complex Transaction <i>Komplikado</i>
Type of Transaction: <i>Uri ng Transaksyon</i>	G2G – Government to Government <i>Pamahalaan sa Pamahalaan</i>

Who may avail: Sino ang maaaring makinabang?	Department of Social Welfare and Development (DSWD) Employees who are: a. DSWD employees and officials <i>Kawani at Opisyal ng DSWD</i>
CHECKLIST OF REQUIREMENTS <i>MGA KINAKAILANGAN</i>	WHERE TO SECURE <i>SAAN KUKUHA</i>
<ol style="list-style-type: none"> 1. One (1) original copy of duly accomplished and notarized Report of Loss, Stolen, Damaged and Destroyed Property (RLSDDP). <i>1 Orihinal na kopya ng napunan at napa-notaryong RLSDDP</i> 2. One (1) original copy of duly notarized Affidavit of Loss <i>1 Orihinal na kopya ng napunan at napa-notaryong kasulatan hinggil sa pagkawala ng kagamitan</i> 3. One (1) original copy of duly notarized Joint Affidavit of Two (2) Disinterested Person. <i>1 Orhinal na kopya ng napunan at napa-notaryong pinagsamang kasulatan ng dalawang hindi interesadong tao</i> 4. One (1) original copy of Police Report <i>1 Orihinal na kopya ng Ulat ng Pulisya</i> 5. One (1) original copy Comments of the Head Cluster/Regional Director <i>1 Orihinal na kopya ng Head ng Cluster / Regional Director</i> 6. One (1) original copy of Certification from Competent Authority on the Destruction brought by Natural Calamity and Insurgency. <i>1 Orihinal na kopya ng Sertipikasyon mula sa Karampatang Awtoridad hinggil sa Pagkapinsala ng Kagamitan na Sanhi ng Natural na Kalamidad at Insugency</i> 7. One (1) original copy of Inspection Report of Damaged Property. <i>1 Orihinal na kopya ng Ulat sa Pagsisiyasat ng Napinsalang Kagamitan</i> 8. One (1) photocopy of Property Acknowledgement Receipt (PAR)/Inventory Custodian Slip (ICS) <i>1 Orihinal na kopya ng PAR/ICS</i> 	<ol style="list-style-type: none"> 1. 10From PSAMD Office through PREMIS <i>Mula sa PREMIS</i> 2. To be prepared by the client without any prescribed format <i>Ihahanda ng mga kliyente na walang itinalagang dokumento</i> 3. To be prepared by the client without any prescribed format <i>Ihahanda ng kliyente na walang itinalagang dokumento</i> 4. To be prepared by the client without any prescribed format <i>Ihahanda ng kliyente na walang itinalagang dokumento</i> 5. To be prepared by the client without any prescribed format <i>Ihahanda ng kliyente na walang itinalagang dokumento</i> 6. To be prepared by the client without any prescribed format <i>Ihahanda ng Kliyente na walang itinalagang dokumento</i> 7. To be prepared by the client without any prescribed format <i>Ihahanda ng kliyente na walang itinalagang dokumento</i> 8. From Property Office <i>Mula sa tanggapan ng Property</i>

CLIENT STEPS <i>MGA HAKBANG</i>	AGENCY ACTION AKSYON NG AHENSYA	FEES TO BE PAID MGA DAPAT BAYARAN	PROCESSING TIME PANAHONG KAILANGAN	PERSON RESPONSIBLE TAONG DAPAT GUMAWA
5.1 Processing of Request for Relief <i>Pagproseso ng Kahilingang Maipawalang Bisa ang Pananagutan</i>				
1. Submit copy of notarized Report of Lost, Stolen, Damaged or Destroyed Property (RLSDDP) with proof of receipt by the Commission on Audit (COA) and/or request for relief duly endorsed by the Head of Office, Bureaus, and Services (HOBS) / Head of Offices, Divisions, and Sections (HODS) concerned. <i>Magsumite ng kopya ng notaryadong RLSDDP na may patunay na ito ay na-isumite na sa COA at/o liham kahilingang na mapawalang bisa ang pananagutan sa kagamitan, ang liham ay marapat na ini-endorso ng HOBS/HODS ng tanggapan.</i>	1. Receive copy of notarized RLSDDP with proof of receipt by COA and/or Request for Relief duly endorsed by the HOBS concerned and record in the Enhanced Documents Transaction Management System (EDTMS)/Logbook <i>Tanggapin ang kopya ng RLSDDP na may katibayan ng ito ay natanggap na ng COA/ liham kahilingan na mapawalang bisa ang pananagutan sa kagamitan na ini-endorso ng HOBS/HODS at ito ay itatala sa EDTMS/Logbook</i>	None <i>Wala</i>	5 Minutes <i>5 Minuto</i>	Property Staff: Incoming Outgoing Clerk <i>Kawani ng Property</i>
	1.1 Review if the submitted request has complete documentary requirements as provided for under	None <i>Wala</i>	2 Hours <i>2 Oras</i>	Property Staff <i>Kawani ng Property</i>

	<p>Sec. 6.9 of AO 6, s. 2017 <i>Suriin kung ang naisumiteng kahilingan ay may kalakip na kumpletong kailangang dokumento na nakasaad sa ilalim ng Sec. 6.9 ng AO 06, S. 2017</i></p> <p>1.2 Verify if the property is already tagged in PREMIS as lost/damaged/destroyed; If not, tag property as lost under the module RLSDDP <i>Patotohanan kung ang kagamitan ay na markahan sa PREMIS bilang nawala, napinsala o nasira. Kung hindi, markahan ang kagamitan bilang nawala, napinsala o nasira sa module ng RLSDDP ng PREMIS</i></p> <p>If not complete: prepare a reply Memorandum to the accountable officer thru the HOBS to require submission of the identified lacking documentary requirement/s <i>Kung may kakulangan: Maghanda ng Memorandum para sa kawaning may pananagutan sa pamamagitan ng HOBS upang makapag sumite ng natukoy na kakulangang dokumento</i></p>			
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	<ul style="list-style-type: none"> ▪ The Memorandum shall be signed by the Administrative Service Director/ Administrative Division Chief <i>Ang Memorandum ay lalagdaan ng Direktor ng Administrative Service / Administrative Division Chief</i> <p>If complete, proceed to the next step <i>Kung walang kakulangang dokumento, magpatuloy sa susunod na hakbang</i></p>			
	<p>1.3 Prepare recommendation/ comments addressed to COA, copy furnished the Accountable Officer and HOBS concerned, to be signed by the Undersecretary for GASSG/Regional Director <i>Maghanda ng rekomendasyon / mga komentaryo na nakatuon sa COA, at mag bigay ng kopya sa kawaning may pananagutan at sa nararapat na HOBS, ito ay lalagdaan ng ng Undersecretary ng GASSG/ Regional Director</i></p>	<p>None <i>Wala</i></p>	<p>3 Hours <i>3 Oras</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>

	<p>a. The Administrative Service Director and Head/ Administrative Division Chief and Head of Property Office shall affix his/her initial on the draft Recommendation/ Comment; <i>Ang Direktor ng Administrative Service / Administrative Division Chief at ang Puno ng Tanggapan ng Property ay maglalagay ng lagdang inisyal sa draft na rekomendasyon o Komento</i></p> <p>b. The draft Recommendation/ Comment shall be properly endorsed by the aforementioned officials, with sufficient information as to the compliance of the Request to all the documentary requirements <i>Ang draft na rekomendasyon o komento ay nararapat na inindorso ng mga nabanggit</i></p>			<p>Administrative Service Director/ Administrative Division Chief</p> <p>Head of Property Office <i>Puno ng Tanggapan ng Property</i></p>
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	<p><i>na opisyal na may sapat na impormasyon na sumusunod sa mga kinakailangan dokumento sa pag papawalang bisa ng pananagutan sa kagamitan</i></p>			
	<p>1.4. Route the original copy to COA and photocopy to the Accountable Officer and HOB/HODS concerned <i>Ibigay ang orihinal na kopya sa COA at photocopy sa kawani na may pananagutan sa kagamitan at sa pinuno ng kanilang tanggapan</i></p>	<p>None <i>Wala</i></p>	<p>5Minutes <i>5 Minuto</i></p>	<p>Property Staff/ Incoming/ Outgoing Clerk <i>Kawani ng Property</i></p>
	<p>1.5. The property staff shall scan and file the receiving copy of the recommendation/comment/s <i>I-scan at i-file ng kawani ng property ang kopya ng rekomendasyon/puna na may lagda bilang patunay na nakapag bigay ng kopya ang tanggapan ng property ng dokumento sa kinaauukulang tanggapan</i></p>	<p>None <i>Wala</i></p>	<p>5Minutes <i>5 Minuto</i></p>	<p>Property Staff/ Incoming/ Outgoing Clerk <i>Kawani ng Property</i></p>
	TOTAL:	<p>None <i>Wala</i></p>	<p>5 HOURS, 15 MINUTES <i>5 Oras, 15 Minuto</i></p>	

CLIENT STEPS <i>MGA HAKBANG</i>	AGENCY ACTION <i>AKSYON NG AHENSYA</i>	FEES TO BE PAID <i>MGA DAPAT BAYARAN</i>	PROCESSING TIME <i>PANAHONG KAILANGAN</i>	PERSON RESPONSIBLE <i>TAONG DAPAT GUMAWA</i>
5.2 Provision of Technical Assistance upon Receipt of COA Decision <i>Pagbibigay Tulong Teknikal sa Natanggap na Desisyon ng COA</i>				
1. Forward copy of COA decision on the request for relief from property accountability <i>Magbigay ng kopya ng desisyon ng COA hinggil sa kahilingang mapawalang bisa ang pananagutan sa kagamitan</i>	1. Receive copy of COA decision on the accountable officer's Request for Relief from Property Accountability and record the received document in the EDTMS/Logbook <i>Tanggapin ang kopya ng desisyon ng COA sa kahilingan ng kawani na mapawalang bisa ang pananagutan sa kagamitan at ito ay itala sa EDTMS/Logbook</i>	None <i>Wala</i>	5 Minutes <i>5 Minuto</i>	Property Staff: Incoming Outgoing Clerk <i>Kawani ng Property</i>
	a. Review the Decision of COA to determine the appropriate assistance to be provided to the accountable officer, as follows: <i>Suriin ang naging desisyon ng COA upang matukoy ang naaangkop na tulong sa kawani na may pananagutan ayon sa sumusunod</i> If Relief is Granted <i>Kung ang kahilingan ay ipinagkaloob</i> – 1. Prepare Memorandum to Finance Office endorsing the COA decision	None <i>Wala</i>	3 Hours <i>3 Oras</i>	Property Staff <i>Kawani ng Property</i>

	<p>and request the dropping of the lost property from the Books of Accounts for signature of Administrative Service Director/ Concerned Division Chief in Field Office, copy furnished the Accountable Officer through the HOBS/HODS</p> <p><i>Maghanda ng Memorandum para sa Tanggapan ng Finance na ini-endorso ang naging desisyon ng COA at hilingin ang pag als mula sa Books of Accounts ng kagamitan na nawala/ napinsala/ nasira. Ang nasabing Memorandum ay marapat na nilagdaan ng Director ng Administrative Service / nararapat na Division Chief sa Field Office. Ang kawani na may pananagutan ay bibigyan ng kopya sa pamamagitan ng HOBS</i></p> <p>2. Update records/PREMIS <i>I-update ang mga tala sa PREMIS</i></p> <p>If Relief is Denied – <i>Kung ang kahilingan ay hindi ipinagkaloob</i></p> <p>1. prepare memorandum in forming the</p>			
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	<p>Accountable Officer of the “Money Value” to be settled and processes for replacement or payment, as the case maybe, in accordance with the existing guidelines.</p> <p><i>Ipaalam sa kawani sa pamamagitan ng Memorandum ang karampatang Halaga na dapat na i-settle o ang proseso ng pagpapalit ng kagamitan, alinsunod sa mga mga alituntunin</i></p> <p>a. Replacement</p> <p><i>Pagpapalit</i>– Accountable Officer to submit to Property Office through a memorandum the details of the proposed item/s with same or higher specifications as replacement to the lost property</p> <p><i>Ang kawaning may pananagutan ay mag susumite sa tanggapan ng property sa pamamagitan ng Memorandum na nagsasaad ng impormasyon ng ipapalit na gamit na tulad ng kagamitang nawala/ napinsala/ nasira o may mas mataas na uri sa</i></p>			
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	<p><i>nasabing kagamitan</i></p> <p>b. Payment – Accountable Officer to settle/pay the “money value” of the lost property based on the existing COA accounting rules and guidelines</p> <p><i>Ang may pananagutang opisyal ay kailangang ayusin/ bayaran ang halaga ng nawalang kagamitan batay sa umiiral alituntunin ng COA</i></p>			
<p>2. For Replacement:</p> <p>Present replacement unit for the lost property <i>Ilahad ang ipapalit sa naiwalang kagamitan</i></p>	<p>2. Inspect/Validate the offered replacement item/s <i>Suriin ang kagamitang ipapalit</i></p> <p>If Non-Compliant <i>Kung ang ipapalit na kagamitan ay hindi naayon sa alituntunin</i></p> <p>Inform the Accountable Officer of the reason/s for non-compliance and require to meet the needed requirements <i>Ipagbigay alam ang mga sumusunod na dahillan kung bakit di maaaring tanggapin ang inilahad na kapalit sa naiwalang kagamitan. Gayundin ipabatid na nararapat na matutugunan ang kinakailangang detalye</i></p>	None <i>Wala</i>	15 Minutes <i>15 Minuto</i>	Property Staff / <i>Kawani ng Property</i>

	<p>sa pagpapalit ng naiwalang kagamitan.</p> <p>If Compliant Kung ang ipapalit na kagamitan ay naayon sa alituntunin</p> <p>Proceed to next step Mag patuloy sa susunod na hakbang</p>			
	<p>2.1. Once the replacement unit is compliant with the approved recommendation, the Property Personnel shall:</p> <p><i>Kung ang ipapalit na kagamitan ay naayon sa rekomendasyon, ang kawani ng property ay:</i></p> <p>a. Accept replacement unit upon concurrence of COA Representative <i>Tanggapin ang kagamitang inilahad sa pagsasangayon ng Kinatawan ng COA</i></p> <p>b. Prepare necessary documentation/ update record in PREMIS <i>Maghanda ng mga kinakailangan document / i-update ang talaan sa PREMIS</i></p> <p>c. Prepare Memorandum to Finance and Management Service (FMS)/Finance</p>	<p>None <i>Wala</i></p>	<p>2 HOURS 2 Oras</p>	<p>Property Staff <i>Kawani ng Property</i></p>

	<p>and Management Division (FMD) and COA on the acceptance of offered replacement items for reference and recording in the Books of Accounts</p> <p><i>Maghanda ng Memorandum para sa FMS/FMD at COA hinggil sa pagtanggap ng ipinalit na kagamitan upang kanilang maging sanggunian sa pag-upate ng kanilang aklat talaan ng kagamitan</i></p>			
<p>For Reimbursement <i>Para sa pagbabayad ng naiwalang kagamitan</i></p> <p>Request for Assistance for securing the Order of Payment from Accounting Division/Accounting Section and pay the money value of the lost property in accordance with the approved recommendation</p> <p><i>Humiling ng tulong upang makakuha ng Order of Payment mula sa Accounting Division/Accounting Section at magbayad ng halaga ng naayon sa inaprubahang halaga</i></p>	<p>2.1. Assist the accountable officer in securing from the Accounting Division/Accounting Section the Order of Payment and in paying in the Cash Division/Section the money value of the lost property in accordance with the approved recommendation.</p> <p><i>Magbigay tulong sa kawani na makakuha ng Order of Payment mula sa Accounting Division/Section hanggan sa pagbabayad ng kagamitan ng naayon sa inaprubang halaga sa Cash Division/Section</i></p> <p>2.1 Faciliate the cancellation of property</p>	None <i>Wala</i>	2 HOURS <i>2 Oras</i>	Property Staff <i>Kawani ng Property</i>

<p>Upon receipt of the Official Receipt (OR), forward original copy to property office for facilitation of cancellation of property accountability in the the property records</p>	<p>accountability in the property records upon receipt of copy of the OR from the accountable officer <i>Pagtanggap ng OR, ay agad na Ipawawalang bisa ang pananagutan ng kawani sa kagamitan</i></p> <p>2.2 Forward to the Accounting Division/Section the original copy of OR together with the relevant documents for purposes of dropping from the books of accounts. <i>Ibigay sa Accounting Division/Section ang orihinal na kopya ng OR kalakip ang mga kinakailangan dokumento upang kanilang maging sanggunian sa pag tanggal sa talaan ng kagamitan</i></p> <p>In the same Memorandum, a copy of Journal Entry Voucher (JEV) shall be requested from the Accounting Division for records purposes. <i>Gamit ang parehong Memorandum, ang property office ay hihingi ng kopya ng JEV mula sa Accounting Division/Section</i></p>			
	<p>2.3. Upn completion of the process, the Property Personnel shall secure</p>	<p>None <i>Wala</i></p>	<p>5 Minutes <i>5 Minuto</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>

	feedback from the client/accountable officer through the prescribed customer feedback from <i>Matapos ang lahat ng proseso, ang kawani ng property ay kukuha ng</i>			
TOTAL:		None <i>Wala</i>	For Replacement: 5 Hours, 25 Minutes For Reimbursement: 5 Hours, 10 Minutes	

Note:

Tanda:

Computation of the Money Value of Lost Properties

Pagkuha ng katumbas na halaga ng naiwalang kagamitan

Rule:

Panuntunan:

1. The Money Value shall be equal to the Depreciated Replacement Cost (DRC) of property at the time of loss. Consistent with the provisions of Section 41, Chapter 10 of GAM for NGAs, DRC shall be equal to the replacement cost (current market price) less accumulated depreciation calculated on the basis of replacement cost;
Ang halaga ay katumbas ng DRC ng kagamitan sa oras ng pagkawala nito. Ito ay naaayon sa probisyon ng Seksyon 41, Kabanata 10 ng GAM para sa NGAS, ng DRC ay katumbas ng kasalukuyang halaga ng naiwalang kagamitan sa merkado at ibabawas ang halaga ng kabuuang pag baba ng halaga ng kagamitan mula sa oras na pagkawala hanggang sa kasalukuyan. Ito ay marapat na ibabatay sa halaga ng naiwalang kagamitan sa merkado.
2. Should there be no available current market price, the property's carrying amount or the Net Book Value (NBV) shall be considered.
Kung ang naiwalang kagamitan ay hindi na makikita pa sa merkado upang maging batayan upang makuha ang halaga na dapat na bayaran ng kawani. Maaaring maging batayan ang halaga ng naiwalang kagamitan o ang Net Book Value (NBV)
3. The computation of DRC shall be done by the Property Officer; On the other hand, the Net Book Value may be requested from the Accounting Division/Section;
Ang pag kuha ng DRC ay isasagawa ng kawanin ng property at ang NBV ay magmumula sa Accounting Division/Section

4. For properties which are fully depreciated, adopt the residual value equivalent to at least 5% of the cost of the property shall be adopted
Kung ang kagamitan na ganap ng nagamit ang halaga, marapat na gamitin ang halaga na katumbas ng hindi bababa sa 5% na halaga ng pagkabili ng nasabing kagamitan

Sample Computations:

1. DEPRECIATED REPLACEMENT COST (DRC)

DRC = Current Market Price – Accumulated Depreciation

Where:

Accumulated Depreciation = Monthly Depreciation X Depreciation Period

Thus:

Current Market Price (replacement cost)	P50,000.00
Estimated Useful Life (in months)	60 months (5 years)
Monthly Depreciation = $\frac{\text{Current Market Price} - 5\%}{\text{Estimated Useful Life}}$	P791.67
(P50,000.00 – 2,500)/60 mos.	
Date of Acquisition	January 6, 2020
Date of Loss	November 15, 2020
Depreciation Period (from the date of acquisition until the time of loss)	11 months
Accumulated Depreciation (P791.67 x 11)	P8,708.37
Depreciated Replacement Cost (P50,000.00 – P8,708.37)	<u>P41,291.63</u>

1. NET BOOK VALUE

Net Book Value = Acquisition Cost – Accumulated Depreciation

Where:

Accumulated Depreciation = Monthly Depreciation X Depreciation Period

Thus:

Acquisition Cost	P50,000.00
Estimated Useful Life (in months)	60 months (5 years)
Monthly Depreciation = $\frac{\text{Acquisition Cost} - 5\%}{\text{Estimated Useful Life}}$	P791.67
(P50,000 – 2,500)/60 mos.	
Date of Acquisition	November 4, 2014
Date of Loss	February 27, 2019
Depreciation Period (from the date of acquisition until the time of loss)	52 months
2014 – 2 mos.	
2015 – 12 mos.	
2016 – 12 mos.	
2017 – 12 mos.	

2018 – 12 mos. 2019 – 2 mos. Total = 52 mos.	
Accumulated Depreciation (P791.67 x 52)	₱ 41,166.64
NBV/Carrying Amount (P50,000.00 – 41,166.67)	₱ 8,833.33

8. Facilitation of Request for Replacement/Reimbursement of Lost Damaged or Destroyed Properties

When the lost, damaged and destroyed property issued to employees was due to other circumstance other than force majeure, theft/robbery and fire (whereas lost may be credited), the Accountable Officer can request for the replacement or reimbursement of the money value of the lost property or payment of cost of repair of the damaged property, within thirty (30) days from the occurrence of loss.

Kapag ang nawala, nasira at nawasak na ari-arian na inisyu sa mga empleyado ay dahil sa iba pang pangyayari na iba pang puwersa sa majeure, pagnanakaw / sunog (samantalang ang nawala ay maaaring kredito), ang Accountable Officer ay maaaring humiling para sa kapalit o muling pagbabayad ng halaga ng pera ng nawala na pag-aari o pagbabayad ng gastos sa pag-aayos ng nasirang pag-aari, sa loob ng tatlong (30) araw mula sa paglitaw ng pagkawala.

Office/Division: <i>Tanggapan/Dibisyon</i>	Administrative Service – Property Supply and Asset Management Division (AS-PSAMD)
Classification: <i>Kinabibilangan</i>	Complex Transaction <i>Komplikado</i>
Type of Transaction: <i>Uri ng Transaksyon</i>	G2G – Government to Government <i>Pamahalaan sa Pamahalaan</i>
Who may avail: <i>Sino ang maaaring makinabang?</i>	Department of Social Welfare and Development (DSWD) Officials and Employees <i>Kawani o opisyal ng Kagawaran ng Kagalingang Panlipunan at Pagpapaunlad</i>

CHECKLIST OF REQUIREMENTS <i>MGA KINAKAILANGAN</i>	WHERE TO SECURE <i>SAAN KUKUHA</i>
1. One (1) copy of duly accomplished Report of Loss, Stolen, Damaged and Destroyed Property (RLSDDP), with proof of submission to COA <i>Isang (1) kopya ng wastong natapos na Ulat ng Pagkawala, Ninakaw, Nakasira at Nasirang Ari-arian (RLSDDP), na may katibayan ng pagsumite sa COA</i>	1. From PSAMD Office through PREMIS <i>Mula sa Opisina ng PSAMD sa pamamagitan ng PREMIS</i>
2. One (1) original copy of Memorandum requesting reimbursement/replacement of item lost endorsed by Undersecretary concern to Undersecretary for GASSG <i>Isang (1) orihinal na kopya ng Memorandum na humihiling ng bayad /</i>	2. To be prepared by the Client without any prescribed format <i>Ihahanda ng Kliyente nang walang anumang iniresetang format</i>

<p><i>pagpapalit ng item na nawala na inindorso mula sa Undersecretary ng opisina ng nakawala kay Undersecretary para sa GASSG</i></p>				
CLIENT STEPS MGA HAKBANG	AGENCY ACTION AKSYON NG AHENSYA	FEES TO BE PAID MGA DAPAT BAYARAN	PROCESSING TIME PANAHONG KAILANGAN	PERSON RESPONSIBLE TAONG DAPAT GUMAWA
<p>1. Submit copy of Request for Replacement/ Reimbursement with the notarized Report of Lost, Stolen, Damaged, Destroyed Properties (RLSDDP) with proof of submission to Commission on Audit (COA) and Property Acknowledgment Receipt (PAR)/Inventory Custodian Slip (ICS) addressed to the Undersecretary for GASSG/Regional Director. This shall be endorsed by the Head of Offices, Divisions and Sections, copy furnished the Property Office. <i>Mag sumite ng kopya ng liham na nag lalayong palitan o bayaran</i></p>	<p>1. Receive copy of Request for Replacement/Reimbursement with notarized RLSDDP, with proof of submission to COA and with PAR/ICS <i>Tumanggap ng Kahilingan para sa Kahulugan mula sa Pananagutan sa Ari-arian na may pag-eendorso mula sa concerned HOBS at itala sa DTS / Logbook</i></p> <p>1.1. Record the same in the Enhanced Data Tracking Management System (EDTMS)/Logbook and forward to the Property Division/Section Chief for action. The Division/Section Chief shall assign the request to the personnel concerned for review/preparation of recommendation/response, as the case maybe <i>Itatala ang natanggap na dokumento sa EDTMS/aklat talaan at ito ay ibibigay sa pinuno ng Property Office upang ito ay maitalaga sa nararapat na kawani na mag susuri/mag</i></p>	<p>None <i>Wala</i></p>	<p>20 Minutes <i>20 minuto</i></p>	<p>Property Staff: Incoming/ Outgoing Clerk <i>Kawani ng Property</i></p> <p>Head of Property Office <i>Pinuno ng Property Office</i></p>

<p><i>ang kagamitan kalakip ang notaryadong RLSDDP na naka address sa Undersecretary ng GASSG/Regional Director. Ito ay nararapat na i-indorso ng pinuno ng tanggapan</i></p>	<p><i>hahanda ng rekomendasyon at sagot ng naaayon sa sitwasyon</i></p>			
	<p>1.2 Review the request and determine the completeness of data and attachments <i>Suriin ang request kung ang mga kinakailangang impormasyon at dokumento ay kumpleto</i></p> <p>a. If not complete – Prepare a Memorandum to the Accountable Officer thru the HOBS/HODS concerned to require submission of the identified lacking requirement/s <i>Kung hindi kumpleto – Maghanda ng Memorandum para sa kawani na idadaan sa Pinuno ng kanilang tanggapan upang hilingin isumite ang mga kinakailangang dokumento</i></p> <p>a.1. The Memorandum shall be signed by the Administrative Service Director/Administrative Division Chief</p>	<p>None <i>Wala</i></p>	<p>2 Hours <i>2 Oras</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>

	<p><i>Ang Memorandum ay kinakailangan nilagdaan ng Direktor ng Administrative Service o Pinuno ng Adminsitrative Division</i></p> <p>b. If Complete – Proceed to the next step <i>Kung kumpleto – Magpatuloy sa susunod na hakbang</i></p>			
	<p>1.3 Prepare a recommendation addressed to the Undersecretary for GASSG/Regional Director for the replacement or payment of the lost property to be coursed through the Accounting Office for concurrence as to the computation of the Money Value <i>Mag handa ng rekomendasyon na naka-address sa Undersecretary ng GASSG/Regional Director para sa kahilingang palitan o bayaran ang kagamitang nawala. Ito ay idadaan din sa tanggapan ng Accounting upang kanilang masuri kung nararapat ba ng ginawang paraan ng pag bilang ng halaga ng kagamitan</i></p> <p>The following factors should be taken into consideration when preparing a recommendation (as</p>	<p>None <i>Wala</i></p>	<p>3 Hours <i>3 oras</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>

	<p>provided in AO 6, S. 2017) <i>Ang mga sumusunod ang dapat na bigyan pansin sa pag handa ng rekomendasyon ng naayon sa AO 6, S. 2017</i></p> <p>a. The replacement unit must be of similar or higher specification than that of the unit sought to be replaced. <i>Ang kagamitang ipapalit ay kahalintulad o mas mataas na specification kumpara kagamitang nais palitan</i></p> <p>b. The replacement unit must be in good working condition, regardless of the lost property's condition at the time of loss. <i>Ang kagamitang ipapalit ay dapat na nasa mabuting kondisyon, anuman ang kondisyon ng nawalang kagamitan</i></p> <p>c. The replacement of the lost property is more advantageous to the government. Otherwise, payment of the money value of the property shall be required. <i>Ang kagamitang ipapalit ay mas kapaki-pakinabang sa gobyerno. Kung</i></p>			
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	<p><i>hindi, ang pagbabayad ng aprubadong halaga ng kagamitan ang kinakailangan</i></p> <p>In preparing the recommendation, the Property personnel should determine the money value of the lost property in accordance with the applicable rules: <i>Sa paghahanda ng rekomendasyon, tutukuyin ng kawani ng property ang halaga ng kagamitan alinsunod sa naaangkop na batas:</i></p> <p>a. Money value of the lost Property, Plant and Equipment (PPE) shall be based on the Depreciated Replacement Cost (DRC) <i>Ang halaga ng nawalang kagamitan ay naayon sa DRC</i></p> <p>Please refer to the sample computation of the DRC provided hereunder. <i>Sumangguni sa halimbawang komputasyon ng DRC</i></p> <p>b. Money value of lost semi-expendable properties shall be based on the Current Replacement Cost (CRC) with the same condition and specifications of the lost semi-</p>			
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	<p>expendable property. <i>Ang halaga ng nawawalang kagamitan ay naaayon sa CRC na kahalintulad ng spesipikasyon ng nawalang kagamitan</i></p> <p>The property personnel shall conduct the necessary market research to determine the appropriate computation of money value of the lost property. <i>Ang kawani ng property ay magsasagawa ng kinakailangang pananaliksik sa merkado upang matukoy ang naaangkop na halaga ng nawalang kagamitan</i></p> <p>Note: for lost IT and communication equipment, system upgrades, installed applications and licenses, as well as the cost incurred for the said upgrades shall be considered in the determination of the value of lost property. <i>Tandaan: Para sa nawalang IT at kagamitang pagn komunikasyon, pag-upgrade ng system, naka-install na mga aplikasyon at lisensya, kasama ang halaga sa pag-upgrade ay dapat na isaalang-alang sa pag tukoy ng halaga ng nawalang kagamitan.</i></p>			
	<p>1.4 Upon receipt of the decision (approval/disapproval) from the Undersecretary for GASSG/Regional Director on the request, the Property</p>	<p>None <i>Wala</i></p>	<p>2 Hours <i>2 oras</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>

	<p>personnel shall assess the same and advise the accountable officer through the HOBS/HODS for the next steps to be undertaken:</p> <p><i>Pagkatanggap ng desisyon kung ang kahilingan ay katanggaptanggap o hindi mula sa Undersecretary ng GASSG/Regional Director, ito ay susuriin ng kawani ng property at magbibigay payo sa kawaning may pananagutan sa pamamagitan ng Memorandum na dadaan sa pinuno ng kanilang tanggapan</i></p> <p>If the request is disapproved <i>Kung ang kahilingan ay hindi tinanggap</i></p> <p>Prepare a Memorandum informing the Accountable Officer of the disapproval of the request and/or require compliance with the lacking requirements, within 7 working days upon receipt of the Memorandum.</p> <p><i>Ipapaalam sa kawaning may pananagutan sa pamamagintan ng Memorandum ang hind pagsangayon sa kanyang kahilingan at/o ipapaalam ang mga kalilangang dokumento na dapat na isumite sa loob ng 7 pitong araw ng pag gawa mula sa araw na natanggap ang Memorandum.</i></p> <p>Upon receipt of the lacking requirements or compliance with the</p>			
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	<p>instructions of the Undersecretary for GASSG/Regional Director, repeat the 3rd step of this Citizen's Charter</p> <p><i>Pagkatanggap ng mga kakulangang dokumento o pagkasunod sa mga tagubilin ng Undersecretary for GASSG/Regional Director ay uulitin ang pangatlong hakbang ng Citizen's Charter na ito.</i></p> <p>If the request is approved <i>Kung ang kahilingan ay tinanggap</i></p> <p>Proceed to next step <i>Magpatuloy sa susunod na hakbang</i></p>			
	<p>1.5 Prepare Memorandum to Accountable Officer through his head informing the approval of the request for reimbursement/replacement of the lost property and the steps to be undertaken for the execution of the decision (e.g. submission of the replacement unit and TA Report, if applicable) or payment of the money value to the Cash Division/Section within 15 calendar days from receipt of the decision</p> <p><i>Ipapaalam sa kawani ng may pananagutan na ang kahilingang palitan o bayaran ang nawalang kagamitan ay tinanggap</i></p>	<p>None <i>Wala</i></p>	<p>30 Minutes <i>30 Minuto</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>

	<p><i>sa pamamagitan ng isang Memorandum. Kasabay nito, ipapaalam sa kawaning may pananagutan ang mga hakbang na isasagawa para sa pagpapatupad ng desisyon (e.g. pag sumite ng kapalit na kagamitan at TA Report, kung ito ay naaangkop) o pagbabayad ng kaukulang halaga sa Cash Division/Section sa loob ng 15 araw mula ng matanggap ang desisyon</i></p>			
<p>2. Present replacement unit/Settle the money value of the lost property</p>	<p>2. In case of replacement of IT and communication equipment, the accountable officer should be advised to request technical assistance from the Regional/Information and Communications Technology Management Service (R/ICTMS) for the assessment of the replacement unit. The technical assistance report from the R/ICTMS shall be presented to the Property Office upon submission of the replacement unit in accordance with the approved recommendation <i>Sa pagpapalit ng IT at komunikasyong kagamitan, ang kawaning may pananagutan ay hihing ng tulong teknikal sa R/ICTMS upang masuri ang kagamitang ipapalit. Ang R/ICTMS ay mag bibigay ng ulat hinggil sa kagamitang ipapalit na ibibigay sa tanggapan ng</i></p>	<p>None <i>Wala</i></p>	<p>2 Hours <i>2 oras</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>

	<p><i>property alinsunod sa naaprubahan rekomendasyon</i></p> <p>Inspect/Validate the offered replacement item/s <i>Suriin ang kagamitang nilalayong ipalit sa nawalang kagamitan</i></p> <p>If Non-Compliant <i>Kung ang kagamitan ay hindi naayon sa naaprubahang rekomendasyon</i></p> <p>Inform the Accountable Officer of the reason/s for non-compliance and require to meet the needed requirements. <i>Ipaalam sa kawaning may pananagutan ang mga dahilan kung bakit nasabing hindi ito naaayon sa naaprubahang rekomendasyon nang sa gayon kanila ito matugunan</i></p> <p>If Compliant <i>Kung naaayon sa naaprubahang rekomendasyon</i></p> <p>Proceed to next step <i>Magpatuloy sa susunod na hakbang</i></p>			
	<p>2.1. Once the replacement unit is compliant with the approved recommendation, the Property Personnel shall: <i>Kung ang kagamitang ipapalit ay naaayon sa naaprubahang rekomendasyon, ang kawani ng Property ay:</i></p> <p>a. Accept replacement unit <i>Tatanggapin ang kagamitang ipinapalit</i></p>	<p>None <i>Wala</i></p>	<p>2 Hours <i>2 oras</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>

	<p>b. Prepare necessary documentation/update record in PREMIS <i>Maghahanda ng kinakailangang dokumento o i-update ang talaan sa PREMIS</i></p> <p>c. Prepare Memorandum to Finance and Management Service (FMS)/Finance and Management Division (FMD) and copy furnish Accountable Officer on the acceptance of the offered replacement items for reference and recording in the Books of Account <i>Ipapaalam sa FMS/FMD ang pagtanggap sa ipinalit na kagamitan para maging kanilang sanggunian sa pag tala sa sa Books of Account. Ang kawani na may pananagutan ay bibigyan din ng kopya ng Memorandum para sa kanyang kaalaman</i></p>			
	<p>2. In case of reimbursement, the accountable officer, through the assistance of property personnel</p>	<p>None <i>Wala</i></p>	<p>1 Hour <i>1 oras</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>

	<p>shall secure from the Accounting Division/Section the order of payment and pay to the Cash Division/Section the money value of the lost property in accordance with the approved recommendation.</p> <p><i>Kung ang nawalang kagamitan ay babayaran, ang kawani may pananagutan, sa tulong ng kawani ng property office ang kukuha ng order of payment mula sa Accounting Division/Section at magbabayad ng halaga ng kagamitan ng naaayon sa naaprubahang rekomendasyon.</i></p>			
<p>3. Forward original copy of Official Receipt (OR) <i>Ibigay ang orihinal na kopya ng OR</i></p>	<p>3. Facilitation of cancellation of property accountability in the property records. <i>Ipawalang bisa ang pananagutan ng kawani sa nawalang kagamitan</i></p> <p>The Property Office shall, through the Memorandum forward to the Accounting Division/Section the original copy of OR together with the relevant documents for purposes of dropping from the books of accounts. <i>Ipaaabot ng tanggapan ng Property sa tanggapang ng Accounting ang orihinal na kopya ng OR kalakip ang dokumentong may kaugnayan sa nawalang</i></p>	<p>None <i>Wala</i></p>	<p>1 Hour <i>1 oras</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>

	<p><i>kagamitan upang kanilang maging basehan sa pag tanggal nito mula sa talaan ng mga kagamitan. Ito ay gagawin sa pamamagitan ng isang Memorandum</i></p> <p>In the same Memorandum a copy of Journal Entry Voucher (JEV) shall be requested from the Accounting Division, for records purposes.</p> <p><i>Sa parehong Memorandum, ang tanggapan ng property ay hihingi ng kopya ng JEV mula sa tanggapan ng Accounting.</i></p>			
	3.1 Upon completion of the process, the Property personnel shall secure feedback from the client/accountable officer through the prescribed customer feedback form	None <i>Wala</i>	5 MINUTES <i>5 minuto</i>	Property Staff <i>Kawani ng Property</i>
	TOTAL:	None <i>Wala</i>	Replacement: 11 Hours, 55 Minutes Reimbursement: 7 Hours, 25 Minutes	

Note:

Computation of the Money Value of Lost Properties

Rule:

1. The Money Value shall be equal to the Depreciated Replacement Cost (DRC) of property at the time of loss. Consistent with the provisions of Section 41, Chapter 10 of GAM for NGAs, DRC shall be equal to the replacement cost (current market price) less accumulated depreciation calculated on the basis of replacement cost;

Ang halaga ay katumbas ng DRC ng kagamitan sa oras ng pagkawala nito. Ito ay naayon sa probisyon ng Seksyon 41, Kabanata 10 ng GAM para sa NGAS, ng DRC ay katumbas ng kasalukuyang halaga ng naiwalang kagamitan sa merkado at ibabawas ang halaga ng kabuuang pag baba ng halaga ng kagamitan mula sa oras na pagkawala hanggang sa kasalukuyan. Ito ay marapat na ibabatay sa halaga ng naiwalang kagamitan sa merkado.

2. Should there be no available current market price, the property's carrying amount or the Net Book Value (NBV) shall be considered.
Kung ang naiwalang kagamitan ay hindi na makikita pa sa merkado upang maging batayan upang makuha ang halaga na dapat na bayaran ng kawani. Maaaring maging batayan ang halaga ng naiwalang kagamitan o ang Net Book Value (NBV)
3. The computation of DRC shall be done by the Property Officer; On the other hand, the Net Book Value may be requested from the Accounting Division/Section.
Ang pag kuha ng DRC ay isasagawa ng kawanin ng property at ang NBV ay magmumula sa Accounting Division/Section
4. For properties which are fully depreciated, adopt the residual value equivalent to at least 5% of the cost of the property shall be adopted
Kung ang kagamitan na ganap ng nagamit ang halaga, marapat na gamitin ang halaga na katumbas ng hindi bababa sa 5% na halaga ng pagkabili ng nasabing kagamitan

Sample Computations:

1. DEPRECIATED REPLACEMENT COST (DRC)

DRC = Current Market Price – Accumulated Depreciation

Where:

Accumulated Depreciation = Monthly Depreciation X Depreciation Period

Thus:

Current Market Price (replacement cost)	₱ 50,000.00
Estimated Useful Life (in months)	60 months (5 years)
Monthly Depreciation = $\frac{\text{Current Market Price} - 5\%}{\text{Estimated Useful Life}}$ (₱50,000.00 – 5%)/60 mos.	₱791.67
Date of Acquisition	January 6, 2020
Date of Loss	November 15, 2020
Depreciation Period (from the date of acquisition until the time of loss)	11 months
Accumulated Depreciation (₱791.67 x 11)	₱8,708.37
Depreciated Replacement Cost (₱50,000.00 – ₱8,708.37)	<u>₱41,291.63</u>

1. NET BOOK VALUE

Net Book Value = Acquisition Cost – Accumulated Depreciation

Where:

Accumulated Depreciation = Monthly Depreciation X Depreciation Period

Thus:

Acquisition Cost	P50,000.00
Estimated Useful Life (in months)	60 months (5 years)
Monthly Depreciation = $\frac{\text{Acquisition Cost} - 5\%}{\text{Estimated Useful Life}}$ (P50,000.00 – 2,500)/60 mos.	P791.67
Date of Acquisition	November 4, 2014
Date of Loss	February 27, 2019
Depreciation Period (from the date of acquisition until the time of loss) 2014 – 2 mos. 2015 – 12 mos. 2016 – 12 mos. 2017 – 12 mos. <u>2018 – 12 mos.</u> <u>2019 – 2 mos.</u> Total = 52 mos.	52 months
Accumulated Depreciation (P791.67 x 52)	P41,166.64
NBV/Carrying Amount (P50,000.00 – 41,166.64)	<u>P8,833.33</u>

10. Recording, Documentation and Issuance of PPE and Semi-Expendable Properties

Pagtatala, pagdu-dokumneto at pag isyu ng kagamitan

Prior to issuance to end user, all newly acquired properties, classified either as PPE or Semi-expendable properties shall first be coordinated with the Property Supply and Asset Management Division (PSAMD) in the Central Office or Property Supply/Units in the Field Offices for recording and property tagging.

Ang lahat ng bagong kagamitan ng Departamento maging ito ay PPE or Semi-expendable ay marapat lamang na ipagbigay alam sa ipaalam PSAMD kung ito ay sa Central Office at sa Property Supply/Units kung ito ay sa Field Office upang ito ay ma-itala at malagyan ng property tag.

Office/Division: <i>Tanggapan/Dibisyon</i>	Administrative Service – Property Supply and Asset Management Division (AS-PSAMD)
Classification: <i>Kinabibilangan</i>	Complex Transaction <i>Komplikado</i>
Type of Transaction: <i>Uri ng Transaksyon</i>	G2G – Government to Government <i>Pamahalaan sa Pamahalaan</i>
Who may avail: <i>Sino ang maaaring makinabang?</i>	Department of Social Welfare and Development (DSWD) Officials and Employees

		<i>Kawani o opisyales ng Kagawaran ng Kagalingang Panlipunan at Pagpapaunlad</i>		
CHECKLIST OF REQUIREMENTS <i>MGA KINAKAILANGAN</i>		WHERE TO SECURE <i>SAAN KUKUHA</i>		
1. 1 Copy of Purchase Order (PO) 2. 1 Copy of Contract (if applicable) 3. 1 Copy of Sales Invoice / Delivery Receipt (SI/DR) 4. 1 Copy of Notice to Proceed 5. 1 Copy of Inspection and Acceptance Report (IAR) 6. 1 Copy of Property Transfer Report (PTR) (If applicable)		1. Procurement Management Service - Contract Monitoring Division 2. Concerned Offices, Bureaus, Services, Units (OBSUs)		
CLIENT STEPS <i>MGA HAKBANG</i>	AGENCY ACTION <i>AKSYON NG AHENSYA</i>	FEES TO BE PAID <i>MGA DAPAT BAYARAN</i>	PROCESSING TIME <i>PANAHONG KAILANGAN</i>	PERSON RESPONSIBLE <i>TAONG DAPAT GUMAWA</i>
1. Forward complete documents to Property Office: <i>Ipasa ang kumpletong dokument sa Property Office</i>	1. Receive the following documents from Inspection Committee from 8am to 5pm, Mondays to Fridays, except holidays: <i>Pagtanggap ng kumpletong dokument mula ika-walo ng umaga hanggang ika-lima ng hapon, Lunes hanggang Biyernes maliban sa mga araw na Holiday:</i> a. Purchase Order (PO) Or Contract b. Sales Invoice (SI)/Delivery Receipt (DR) c. Certificate of Completion d. Inspection and Acceptance Report (IAR) e. Propety Transfer Report (PTR) for transferred property from Central Office (CO) to Field Office (FO), FO to CO, FO to FO f. Deed of Donation (DOD)	None <i>Wala</i>	5 Minutes <i>5 Minuto</i>	Property Staff <i>Kawani ng Property</i>

	<p>g. Contract to properties attached to subscription plan</p> <p>h. Liquidation Report for fabricated properties</p> <p>i. Approved distribution list</p> <p>***Ensure that the items are property inspected prior to transmittal of documents***</p> <p><i>Sigurihin na ang mga kagamitan ay masusing nasiyasat bago tanggapin ang mga dokumneto</i></p>			
	<p>1.1 Validate the accuracy and completeness of all attached documents</p> <p><i>Kumpirmahin kung ang ipinasang mga dokumento ay kumpleto</i></p> <p>If no, request for the lacking document/s</p> <p><i>Kung kulang, hingin ang kinakailangang dokumento</i></p> <p>If yes, proceed to the next step</p> <p><i>Kung kumpleto, maari ng magpatuloy sa susunod na hakbang</i></p>	<p>None</p> <p><i>Wala</i></p>	<p>15 Minutes</p> <p><i>15 Minuto</i></p>	<p>Property Staff</p> <p><i>Kawani ng Property</i></p>
	<p>1.2 Determine the Property's acquisition cost.</p> <p><i>Alamin ang halaga ng binili o mga biniling kagamitan</i></p> <p>If Php 50,000.00 and above - record the property details in the Property Records and Equipment Monitoring Inventory System (PREMIS) under the "Property Records" module</p> <p><i>Kung ang nagkakahalaga ng 15,000 pataas, ang impormasyon ng biniling</i></p>	<p>None</p> <p><i>Wala</i></p>	<p>10 Minutes</p> <p><i>10 Minuto</i></p>	<p>Property Staff</p> <p><i>Kawani ng Property</i></p>

	<p><i>kagamitan ay itatala sa "Property Records" module ng PREMIS</i></p> <p>If PHP 49,999.99 and below or acquired as attachment to subscription plan/contracts, donation, or fabrication regardless of the acquisition cost – record in PREMIS under the "Inventory Custodian Slip (ICS)" module.</p> <p><i>Kung nagkakahalaga ng 14,999.99 pababa, ang impormasyon ng kagamitan ay itatala sa "Inventory Custodian Slip (ICS)" module ng PREMIS, kasama sa itatala sa "ICS module" ang mga kagamitan na nakuha mula sa subscription plan/ contracts, donasyon, o ito ay binuo lamang, kahit ano pa ang halaga nito</i></p> <p>Upon successful encoding electronically, a property number shall be automatically generated by the system for property identification</p> <p><i>Pagkatapos na maitala ang mga impormasyon hinggil sa kagamitan, ang system o ang PREMIS ay awtomatikong bubuo ng property number na syang gagamiting pagkakakilanlan ng kagamitan</i></p>			
<p>1.3 Encode to PREMIS the identified end user and other information</p> <p><i>Itala sa PREMIS and natukoy na aktwal na gagamit ng kagamitan o end user at iba pang mahahalagang impormasyon</i></p> <p>Copy the assigned property</p>	<p>None <i>Wala</i></p>	<p>15 Minutes <i>15 Minuto</i></p>		<p>Property Staff <i>Kawani ng Property</i></p>

	<p>number and open the “Transfer Thru Furniture and Equipment Transfer Slip (FETS)” module in PREMIS to record the identified end-user</p> <p><i>Kopyahin ang itinalagang numero ng kagamitan at buksan ang module na “Transfer Thru Furniture and Equipment Transfer Slip (FETS)” sa PREMIS upang maitala nag natukoy na end-user</i></p> <p>As a general rule, the primary accountable personnel shall be those regular, coterminous, contractual, or casual employees.</p> <p><i>Bilang pangkalahatang tuntunin, ang pangunahing responsableng empleyado sa kagamitan ay ang mga regular, coterminous, kontraktwal o kaswal na manggagawa</i></p> <p>Should the actual end-user of the property be a Contract of Service (COS) Worker, they shall be recorded as the secondary accountable personnel with the regular, coterminous, contractual, or casual employee within their office as the primary accountable officer</p> <p><i>Kung ang aktwal na end-user na end user ng kagamitan ay isang Contact of Service (COS) na manggagawa, sila ay itatala bilang pangalawang responsableng manggagawa at ang ang manggagawang may regular, coterminous, kontraktwal, o kaswal na estado sa kanilang tanggapan ang siyang magiging pangunahing responsableng opisyal</i></p>			
	<p>1.4 Print forms and Barcode Stickers/Property Label</p>	<p>None Wala</p>	<p>15 Minutes 15 Minuto</p>	<p>Property Staff Kawani ng Property</p>

Mag-print ng forms at Barcode Sticker/Property Label

Generate and print Property Acknowledgement Receipt (PAR) or Inventory Custodian Slip (ICS), Undertaking (if there is a secondary accountable person) into three copies and barcode sticker through the "PREMIS Report" module; the applicable forms shall depend on the acquisition cost (see process above):

Mag-generate at mag-print ng PAR of ICS, Undertaking (Kung may pangalawang accountable na manggagawa) sa tatlong kopya at barcode sticker sa "Report" module ng PREMIS; ang angkop na dokumento (PAR/ICS) ay nababatay sa halaga ng kagamitan (sumangguni sa prosesong naitala sa taas)

Generate and print the barcode sticker, with number of copies, as, follows:

Mag-generate at mag-print ng barcode sticker; Ang bilang ng kopya ng barcode sticker na dapat i-print ay ang sumusunod:

Computer Desktop	3
Split Type Air Condition Unit	2
Partitions	Depending on the number of partitions per property number
Blinds	Depending

	on the number of blinds per property number				
Other property	1				
<p>1.5 Attach Barcode Stickers to the Property <i>Ilagay/Ikabit ang Barcode Sticker sa kagamitan</i></p> <p>The printed barcode stickers shall be attached to the most visible and secured area of the property before the issuance of item(s) to the end user <i>Ang na-print na barcode sticker ay ilagay/ikadabit sa pinaka madaling makita ngunit ligtas na parte ng kagamitan bago ito magsy sa manggagawa na gagamit ng kagamitan</i></p>	None <i>Wala</i>	15 Minutes <i>15 Minuto</i>	Property Staff <i>Kawani ng Property</i>		
<p>1.6 Approve Property Acknowledgement Receipt (PAR)/ICS <i>Pagpapatibay ng PAR/ICS</i></p> <p>The Property Division Chief/Property and Supply Section Chief shall sign on the “Approved by” portion of the PAR or ICS <i>Pagtitibayin ng Property Division Chief/Property and Supply Section Chief ang PAR/ICS sa pamamagitan ng paglagda sa “Approved by”na bahagi ng dokumento</i></p>	None <i>Wala</i>	5 Minutes <i>5 Minuto</i>	Head of Property Division/Section <i>Pinuno ng Property Division/Section</i>		
<p>1.7. Endorse the approved PAR/ICS and Undertaking (if with secondary end user) to the end user with attached Client Satisfaction</p>	None <i>Wala</i>	15 Minutes <i>15 Minuto</i>	Property Staff <i>Kawani ng Property</i>		

	<p>Measurement Form (CSMF) <i>I-endorso ang naaprubahang PAR/ICS at Undertaking (kung may pangalawang end user) sa end user na may kalakip na Client Satisfaction Measurement Form (CSMF)</i></p> <p>The property staff shall prepare a Memorandum to endorse the PAR/ICS and undertaking (if with secondary end user) forms with the attached CSMF to the identified end user. The Property Division/Section Chief shall sign the Memorandum as well as the “Approved by” portion of the PAR/ICS. <i>Ang kawani ng property ay i-endorso ang PAR/ICS at undertaking (kung may pangalawang end user) na may kalakip ng CSMF sa pamamagitan ng Memorandum. Ang Memorandum at ang bahagi ng PAR/ICS na may nakalagay na “Approved by” ay lalagdaan ng Property Division//Section Chief</i></p> <p>Once signed the Memorandum together with the approved PAR/ICS shall be transmitted to the end user for signature. <i>Pagkalagda ng Memorandum at ng PAR/ICS, ito ay ipaparesib sa end user upang kanya din itong malagdaan</i></p> <p>The transaction should be recorded by the incoming/outgoing clerk in the logbook/transmittal for monitoring purposes <i>Ito ay dapat na maitala ng klerk sa logbook/transmittal upang ito ay maayos na masubaybayan.</i></p>			
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	<p>1.8 Issue Property to the End User <i>I-isyu ang kagamitan sa na tukoy na end user</i></p> <p>Upon receipt of the signed and approved PAR/ICS, the concerned property officer shall facilitate issuance of property to the end user. <i>Pag tanggap ng property officer ng nalagdaang PAR/ICS kanya ng i-isyu ang kagamitan sa end user</i></p> <p>Upon issuance of the property, the property officer shall sign on the “Issued by” portion in the PAR/ICS <i>Sa pag isyu ng kagamitan, ang property officer ay lalagda sa parteng “Issued by” ng PAR/ICS</i></p>	<p>None <i>Wala</i></p>	<p>1 Hour <i>1 Oras</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>
	<p>1.9 Provide copy of PAR/ICS and undertaking (if with secondary accountabler person) to the concerned offices <i>Magbigay ng kopya ng naaprubahang PAR/ICS sa kinauukulang tanggapan</i></p> <p>Provide one copy of PAR/ICS to the end-user for their reference <i>Magbigay ng isang kopya ng PAR/ICS sa end-user upang maging kanilang batayan</i></p> <p>Provide one copy to Procurement Management Service/Procurement Unit for attachment to the Disbursement Voucher. <i>Magbigay ng isang kopya sa Procurement Management Service/Procurement Unit para sa attachment sa Disbursement Voucher</i></p>	<p>None <i>Wala</i></p>	<p>30 Minutes <i>30 Minuto</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>

	<p>For the transferred property from CO to FO / FO to CO / FO to FO, provide one copy of signed PAR/ICS with attached original copy of PTR to Finance Management Service / Division</p> <p><i>Para sa mga kagamitang inilipat sa CO pa FO / FO pa CO / FO pa FO, magbigay ng isang kopya ng aprubadong PAR/ICS na may kalakip na orihinal na kopya ng PTR sa Finance Management Service / Division</i></p>			
	<p>1.10 Update PREMIS <i>I-update ang PREMIS</i></p> <p>PREMIS shall be updated as to the following information: <i>I-update ang record sa PREMIS sa sumusunod na impormasyon:</i></p> <ol style="list-style-type: none"> 1. Date the PAR/ICS was returned with signature of the End-User <i>Araw kung kailan naibalik ang nilagdaang PAR/ICS ng End-User</i> 2. Date of approval of PAR/ICS <i>Araw kung kailan inaprubahan ang PAR/ICS na nilagdaan ng End-User</i> 	<p>None <i>Wala</i></p>	<p>10 Minutes <i>10 Minuto</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>
	<p>1.11. File the copy of PAR/ICS and Undertaking (if with secondary accountable person) <i>I-file ang kopya ng PAR/ICS at undertaking (Kung may pangalawang accountable na kawani)</i></p> <p>The copy of PAR/ICS and undertaking (if with secondary accountable</p>	<p>None <i>Wala</i></p>	<p>5 Minutes <i>5 Minuto</i></p>	<p>Property Staff <i>Kawani ng Property</i></p>

	person) shall be filed for reference <i>Ang kopya ng PAR/ICS at undertaking (kung may pangalawang accountale na kawani) ay itatabi upang maging batayan</i>			
TOTAL		None <i>Wala</i>	3 HOURS, 20 MINUTES <i>3 oras, 20 minuto</i>	

10. Physical Count of Property, Plant, and Equipment (PPE) *Pisikal na Bilang ng Ari-arian at Kagamitan*

To ensure integrity of custodianship of properties of the Department, a physical count of all properties of the Department shall be conducted, annually in case of PPEs.

Upang matiyak ang integridad ng pag-iingat ng mga ari-arian ng Departamento, isang pisikal na pagbilang ng lahat ng mga ari-arian ng Departamento ay dapat isagawa, taun-taon sa kaso ng mag PPE.

Office/Division: <i>Tanggapan/Dibisyon</i>		Administrative Service – Property Supply and Asset Management Division (AS-PSAMD)		
Classification: <i>Kinabibilangan</i>		Highly Technical Transaction <i>Lubos na Teknikal na Transaksyon</i>		
Type of Transaction: <i>Uri ng Transaksyon</i>		G2G – Government to Government <i>Pamahalaan sa Pamahalaan</i>		
Who may avail: <i>Sino ang maaaring makinabang?</i>		Department of Social Welfare and Development (DSWD) Officials and Employees <i>Kawani o opisyaes ng Kagawaran ng Kagalingang Panlipunan at Pagpapaunlad</i>		
CHECKLIST OF REQUIREMENTS <i>MGA KINAKAILANGAN</i>		WHERE TO SECURE <i>SAAN KUKUHA</i>		
1. Special Order		1. Property Supply and Asset Management Division		
CLIENT STEPS <i>MGA HAKBANG</i>	AGENCY ACTION <i>AKSYON NG AHENSYA</i>	FEES TO BE PAID <i>MGA DAPAT BAYARAN</i>	PROCESSING TIME <i>PANAHONG KAILANGAN</i>	PERSON RESPONSIBLE <i>TAONG DAPAT GUMAWA</i>
1. Section 7.0 of DSWD Administrative Order No. 06, S. 2017 Conduct of Inventory/Physical Count of Properties	1. The Inventory Committee in Central Office (ICCO)/Inventory Committee in Field Office (ICFO), shall plan the conduct of Annual Physical Count of PPEs and through its Secretariat, shall prepare the inventory	None <i>Wala</i>	3 Days <i>3 araw</i>	ICCO/ICFO Secretariat

<p>and Inventories</p>	<p>guidelines and other needed documents. <i>Ang ICCO/ICFO, ay magsagawa ng Taunang Pisikal na Bilang ng mga PPE sa pamamagitan ng Secretariat, sila ay dapat maghanda ng mga alituntunin sa imbentaryo at iba pang kinakailangang mga dokumento.</i></p> <p>The secretariat shall facilitate the preparation of Special Order (SO)/Regional Special Order (RSO) for the Constitution/Reconstitution of Membership of the Inventory Committee. <i>Ang secretariat ay maghahanda ng Special Order (SO)/Regional Special Order (RSO) para sa Konstitusyon/Reconstitution ng Samahan ng Inventory Committee</i></p> <p>The Secretary/Regional Director shall sign the SO/RSO <i>Ang Kalihim/Rehiyonal na Direktor ay lalagda sa SO/RSO</i></p>			
	<p>1.1. Prepare Notice of Meeting <i>Maghanda ng Pabatid ng Pagpupulong</i></p> <p>Once the SO is approved, Secretariat shall prepare the Notice of Meeting ofr signature of ICCO/ICFO Chairpersons. <i>Kapag naaprubahan ang SO, ihahanda ng Secretariat ang Notice of Meeting ng lagda ng ICCO/ICFO Chairpersons.</i></p> <p>The agenda to be indicated in the Notice shall be as follows:</p>	<p>None <i>Wala</i></p>	<p>30 Minutes <i>30 Minuto</i></p>	<p>ICCO/ICFO Secretariat</p>

	<p><i>Ang isasaad na paguusapan sa ihahandang pabatid ay ang mga sumusunod:</i></p> <p>a. Inventory procedures as indicated in the SO/RSO and other guidelines related to inventory taking activity <i>Mga pamamaraan ng imbentaryo gaya ng nakasaad sa SO/RSO at iba pang mga alituntunin na may kaugnayan sa pagbibilang ng mga kagamitang o pagmbentaryo</i></p> <p>b. Specific assignments/roles of ICCO/ICFO members and other personnel involved, schedule, dates, location and target completion of Inventory Taking activity <i>Mga partikular na gawain/gampanan ng mga kasapi ng ICCO/ICFO at iba pang manggagawa na may kinalaman, takdang araw ng pag sasagawa ng pagbibilang, lugar at takdang araw kung kalian matatapos at makukumpleto ang pagbibilang ng mga kagamitan of pag imbentaryo</i></p> <p>Once the Notice of Meeting is signed, the incoming/outgoing clerk shall route the same to all members of the ICCO/ICFO for information. <i>Kapag ang pabatid sa pagpupulong ay nalagdaan, ang lahat ng kasapi ng ICCO/ICFO ay babahaginan ng sipi para sa kanilang kaalaman</i></p>			<p>Incoming/Outgoing Clerk</p>
	<p>1.2. Conduct of Meeting <i>Pagsasagawa ng Pulong</i></p> <p>ICCO/ICFO shall conduct meeting and finalize the</p>	<p>None <i>Wala</i></p>	<p>4 Hours <i>4 Oras</i></p>	<p>ICCO/ICFO</p>

	<p>activities for the conduct of physical count. <i>Ang ICCO/ICFO ay magsasagawa ng pagpupulong at pinal na isasaayos ang mga dapat na isagawa sa pisikal na pagbibilang ng mga kagamitan.</i></p> <p>The required Minutes of the Meeting (MOM) will be prepared by the Secretariat. <i>Ang kinakailangang Minuto ng pagpupulong ay ihahanda ng Secretariat.</i></p> <p>The Physical Inventory Plan (PIP) shall be for onward endorsement to the Undersecretary for General Administration and Support Services Group (GASSG)/Regional Director for Approval. <i>Ang Physical Inventory Plan (PIP) ay papaaprubahan sa Undersecretary ng General Administration and Support Services Group (GASSG)/Regional Director (RD).</i></p>			<p>ICCO/ICFO Secretariat</p>
	<p>1.3. Prepare invitation to Commission on Audit (COA) and Internal Audit Service (IAS)/Management Audit Analyst (MAA) and Memorandum to Offices <i>Maghanda ng paanyaya sa COA at IAS/MAA at Memorandum para sa iba't ibang tanggapan ng Departamento</i></p> <p>The Secretariat shall gather the relevant documents as bases for the conduct of inventory taking, as provided in the Guidelines. <i>Ang Secretariat ay matitipon ng mga dokumento upang maging</i></p>	<p>None</p>	<p>1 Hour, 30 Minutes <i>1 Oras, 30 Minuto</i></p>	<p>ICCO/ICFO Secretariat</p>

	<p><i>batayan sap ag sasagawa ng pagbibilang ng mga kagamitan/pag imbentaryo ng naaayon sa alituntunin.</i></p> <p>The Secretariat shall also prepare the following documents for signature of the GASSG Undersecretary/RD <i>Ihahanda din ng Secretariat ang mga sumusunod na dokumento na lalagdaan ng Underscretary ng GASSG/RD:</i></p> <p>a. Memorandum addressed to all offices informing about the schedule of inventory taking in ther stations. <i>Memorandum patungkol sa nakatakdang pagsasagawa ng pagbibilang ng kagamitan sa bawat tanggapan ng Departamento.</i></p> <p>b. Letter/Memorandum to COA and IAS/MAA to reques representatives who will witness the conduct of physical count <i>Liham/Memorandum sa COA at IAS/MAA para magiging kinatawan ng kanilang tanggapan upang maging saksi sa pagsasagawa ng pisikal na pagbilang ng mga kagamitan</i></p>			<p>Undersecretary for GASSG/RD</p> <p>Administrative Service (AS)/Administrative Division (AD)</p>
	<p>1.4. Route/Disseminate Information to Concerned Offices <i>Magpamahagi/ Magpakalat ng Impormasyon sa Mga Kinaauukulang Tanggapan</i></p> <p>Once the documents are signed, the incoming/outgoing clerk shall route the same to concerned offices for information. <i>Kapag ang mga dokumento ay nalagdaan, ang</i></p>	<p>None <i>Wala</i></p>	<p>5 Minutes 5 Minuto</p>	<p>Incoming/Outgoing Clerk</p>

	<i>incoming/outgoing na klerk ay dapat na ipoamamahagi ang parehong dokumento sa mga kinaaukulang tanggapan para sa kanilang kaalaman.</i>			
TOTAL:		None Wala	3 Days, 6 Hours, 5 Minutes 3 Days, 6 Hours, 5 Minutes	

Conduct of Physical Count of PPE

	<p>1. Provide Instruction <i>Magbigay ng mga tagubilin</i></p> <p>Prior to the actual conduct of the physical count, the ICCO/ICFO Chairperson shall provide specific instructions to the Team for the smooth conduct of physical count <i>Bago ang aktwal na pagsasagawa ng pisikal na bilang, ang Tagapangulo ng ICCO/ICFO ay dapat magbigay ng mga tiyak na tagubilin sa koponan para sa maayos na pagsasagawa ng pisikal ng pagbibilang</i></p>	None Wala	30 Minutes 30 Minuto	ICCO/ICFO Chairperson Inventory Team
	<p>1.1. Conduct the Physical Count <i>Pagsasagawa ng pisikal na pagbibilang</i></p> <p>Using the barcode scanner, the Inventory Team shall check the property description vis-a-vis reference documents on hand and indicate present condition of equipment. <i>Gamit ang barcode scanner, susuriin ng Koponan ng Imbentaryo ang paglalarawan ng ari-arian vis-a-vis reference na mga dokumento sa kamay at ipahiwatig ang kasalukuyang kondisyon ng kagamitan.</i></p>	None Wala	2 Minutes per Property Item 2 Minuto bawat Property Item	ICCO/ICFO Inventory Team ICCO/ICFO Secretariat

	<p>Replace property stickers/barcodes, if necessary. <i>Palitan ang mga sticker/barcode ng ari-arian, kung kinakailangan.</i></p> <p>Each member of the inventory team shall forward the accomplished inventory sheet to the Secretariat for consolidation. <i>Ipapasa ng bawat miyembro ng pangkat ang natapos na sheet ng imbentaryo sa Secretariat upang ito ay pagsamahin sa iisang document.</i></p>			<p>ICCO/ICFO Inventory Team</p>
	<p>1.5. Prepare the inventory findings <i>Paghahanda ang ulat ukol sa isinagawang pag iimbentaryo</i></p> <p>After the conduct of physical count, the Secretariat shall prepare a Memorandum to concerned offices to be signed by the ICCO/ICFO Chairperson. This is to inform them of the result of the result of the physical count in their office. <i>Pagkatapos ng pagsasagawa ng pisikal na pagbibilang, ang sekretariat ay maghahanda ng Memorandum sa mga kinauukulang tanggapan na lalagdaan ng Tagapangulo ng ICCO/ICFO, upang ipaalam ang naging sa kanila ang kinalabasn ng isinagawang pisikal na pagbibilang ng kagamitan sa kanilang tanggapan.</i></p> <p>All discrepancies between the physical count and records shall be reported to Head of Office concerned and reconcile immediately. <i>Ang mga natukoy na dahilan ng di pag tutugma ng pisikal na bilang ng kagamitan at ng talaan</i></p>	<p>None <i>Wala</i></p>	<p>4 Hours <i>4 na oras</i></p>	<p>ICCO/ICFO Secretariat</p>

	<p><i>ng kagamitan ay iuulat sa Pinuno ng tanggapan upang ito ay agad na maisaayos.</i></p> <p>The result must specify ICCO/ICFO's findings such as:</p> <p><i>Ang ulat ukol sa resulta ng isinagawang pag bibilang ing ICCO/ICFO ay marapat na nagsasaad ng mga sumusunod:</i></p> <p>a. Properties that are located in the station; and <i>Mga kagamitan na matatagpuan sa istasyon; at</i></p> <p>b. Properties that are not located in the station (discrepancies); in this case, ICCO/ICFO shall schedule the conduct of re-inventory/revalidation <i>Mga kagamitan na hindi matatagpuan sa istasyon (mga pagkakaiba); dito sa kaso, ang ICCO/ICFO ay dapat iiskedyul ang pagsasagawa ng muling imbentaryo/revalidation</i></p>			
	<p>1.6. Forward signed Inventory Report/ Findings <i>Ipasa ang nilagdaang Inventory Report/Findings</i></p> <p>Once the Report/Findings are signed, the incoming/outgoing clerk shall route/forward the same to concerned office/s <i>Kapag ang Ulat/Mga Natuklasan ay nilagdaan, ang papasok/papalabas clerk ay dapat ruta/pasulong ang pareho sa kinauukulang opisina</i></p>	None <i>Wala</i>	5 Minutes <i>5 Minuto</i>	Incoming/Outgoing Clerk
	<p>1.7. Conduct Re-Inventory/Revalidation <i>Magsagawa ng Re-Inventory/ Revalidation</i></p>	None <i>Wala</i>	2 Hours <i>2 Oras</i>	ICCO/ICFO Inventory Team ICCO/ICFO Secretariat

	<p>This activity will address the result/findings of discrepancies during the conduct of physical count of properties</p> <p><i>Ang aktibidad na ito ay tutugon sa resulta/mga natuklasan ng mga pagkakaiba sa panahon ng pagsasagawa ng pisikal bilang ng mga ari-arian</i></p>			
	<p>1.8. Conduct Reconciliation of Property Records and Books of Accounts</p> <p><i>Magsasagawa ng Reconciliation ng Property Records at Books of Accounts</i></p> <p>Upon completion of the conduct of physical count, ICCO/ICFO shall conduct reconciliation of property and accounting records and shall address discrepancies, in accordance with the guidelines.</p> <p><i>Sa pagtatapos ng pagsasagawa ng pisikal na pagbibilang, magsasagawa ang ICCO/ICFO pagkakasundo ng mga rekord ng ari-arian at accounting at tutugunan ang mga pagkakaiba, alinsunod sa mga alituntunin.</i></p> <p>As a result of this activity, data reconciliation report shall be prepared to serve as reference in the preparation of RPCPPE</p> <p><i>Bilang resulta ng aktibidad na ito, ang data reconciliation report ay ihahanda upang magsilbing batayan sa paghahanda ng RPCPPE</i></p> <p>For properties not found in station, the property office will issue a Memorandum to the concerned office requesting to produce the property. If the same cannot be produced at a</p>	<p>None <i>Wala</i></p>	<p>30 Days 30 Araw</p>	<p>ICCO/ICFO Inventory Team</p> <p>ICCO/ICFO Secretariat</p>

	<p>given date the same shall be reported as loss property and be reported to the Accounting Division /Accounting Unit for proper accounting/recording.</p> <p><i>Para sa mga kagamitang hindi natagpuan sa nararapat na lugar, ang tanggapanang tagapangasiwa ng mga kagamitan ng Departamento ay maglalabas ng isang Memorandum sa kinaaukulang tanggapan na naglalayong maipakita ng naturang tanggapan ang kagamitang hindi natagpuan. Kung ang naturang kagamitan ay hindi maipakita ng naturang tanggapan sa itinakdang araw, ito ay ituturing na nawala at ipagbibigay alam sa Accounting Division/Accounting Unit upang maisayos ang talaan ng kagamitan.</i></p>			
	<p>1.9. Prepare the Report on the Physical Count of Property, Plant and Equipment (RPCPPE)</p> <p><i>Paghahanda ng Report on the Physical Count of Property, Plant and Equipment (RPCPPE)</i></p> <p>Upon completion of the physical count, the ICCO/ICFO, through the Secretariat shall prepare the RPCPPE.</p> <p><i>Ihahanda ng ICCO/ICFO Secretariat ang RPCPPE kung ang lahat ng kagamitan ng bawat taggapan ng Departamento ay natapos ng mabilang.</i></p> <p>All ICCO/ICFO members shall review and affix their signatures in the RPCPPE.</p> <p><i>Ang bawat kasapi ng ICCO/ICFO ay susriin at lalagdaan ang inihandang RPCPPE ng ICCO Secretariat.</i></p>	<p>None <i>Wala</i></p>	<p>4 Hours 4 Oras</p>	<p>ICCO/ICFO Secretariat</p>

	<p>1.10. Endorse the RPCPPE for approval <i>I-endorso ang RPCPPE upang ito ay maaprubahan ng kinauukulang opisyal</i></p> <p>Endorse the signed RPCPPE to the Administrative Service Director and Assistant Secretary for Administration (Central Office)/ Chief of Administrative Division and Assistant Regional Director for Administration (Field Office), as recommending authority. <i>I-endorso ang RPCPPE na nalagdaan ng ICCO/ICFO sa Direktor ng Administrative Service at Assistant Secretary for Administration (Central Office)/Division Chief ng Administrative Division at Assistant Regional Director for Administration (Field Office), upang ito ay mairekomenda sa nakatataas na kinauukulan.</i></p> <p>Once signed, the RPCPPE shall be forwarded to the Undersecretary of GASSG/Regional Director, for approval. <i>Ang RPCPPE na nilagdaan ng Direktor ng Administrative Service at Assistant Secretary for Administration/Division Chief ng Administrative Division at Assistant Regional Director ay dadalhin sa Undersecretary ng GASSG/Regional Director, upang ito ay maaprubahan.</i></p>	None <i>Wala</i>	30 Minutes <i>30 Minuto</i>	<p>Director of Administrative Service/GASSD Chief</p> <p>Assistant Secretary for Administration/ Assistant RD for Administration</p>
	<p>1.11. Submit/ Transmit the Approved RPCPPE to COA and IAS/MAA <i>Isumite/ipadala ang naaprubahang RPCPPE sa COA at IAS/MAA</i></p> <p>The duly signed and approved RPCPPE will be submitted to COA on or</p>	None <i>Wala</i>	15 Minutes <i>15 Minuto</i>	GASSG Undersecretary/ Regional Director Incoming/Outgoing Clerk

	<p>before January 31 of the year, copy furnished the Internal Audit Service/Management Audit Analyst and Accounting Division/Section.</p> <p><i>Ang nalagdaan at naaprubahang RPCPPE ay isusumite sa COA sa o bago ang Enero 31 ng taon, ang IAS/MAA ay babahaginan ng kopya ng RPCPPE.</i></p>			
	<p>1.12. File Copy of RPCPPE <i>I-file ang kopya ng RPCPPE</i></p> <p>The receiving copy of the RPCPPE will be kept and filed by the Secretariat for reference.</p> <p><i>Ang kopya ng RPCPPE na nilagdaan ng bawat tanggapan bilang pagpapatunay na natanggap nila ang kopya ng RPCPPE na inilaan sa kanilang tanggapan ay itatabi ng ICCO/ICFO Secretariat.</i></p>	<p>None <i>Wala</i></p>	<p>5 Minutes <i>5 Minuto</i></p>	<p>ICCO/ICFO Secretariat</p>
TOTAL:		<p>None <i>Wala</i></p>	<p>30 Days, 11 Hours, 27 Mintures 30</p>	

FEEDBACK AND COMPLAINTS MECHANISMS

<p>How to send feedback? <i>Paano magpadala ng puna</i></p>	<p>Customer Feedback Form shall be provided to the client after issue of the approved property gate pass.</p> <p><i>Ang Form ng Feedback ng Customer ay dapat ibigay sa kliyente pagkatapos ng paglabas ng naaprubahang gate pass</i></p>
<p>How is feedback processed? <i>Paano pinoproseso ang mga puna?</i></p>	<p>Duly accomplished customer feedback forms shall be consolidated once a month, identifying issues and concerns of the clients which shall be discussed for appropriate action. Status on the identified issues and concerns shall be monitored on a monthly basis.</p> <p><i>Bawat buwan ang mga napunang customer feedback forms ay pagsasama-samahin, itatala ang mga puna o komentaryo ng mga kliyente at ito ay tatalakayin upang mabigyan ng nararapat na aksyon. Ang katayuan ng mga puna o komentaryo ay buwanang susundan/susubaybayan.</i></p>
<p>How to file a complaint? <i>Paano magsampa ng reklamo?</i></p>	<p>Requesting OBSU and Field Office may submit an appeal for the request that have been denied or may send a complaint letter to the Administrative Service-Property and</p>

	<p>Supply Division DSWD Central Office, IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City email: property@dswd.gov.ph Tel No. 002-8931-9145</p> <p><i>Ang humihiling na tanggapan OBSU at FO ay maaaring mag sumite ng samo para sa mga kahilingan di dininig o maaring ipabaitd ang reklamo sa pamamagitan ng liham sa Administrative Service-Property and Supply Division DSWD Central Office, IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City email: property@dswd.gov.ph Tel No. 002-8931-9145</i></p>
How complaints are processed	<p>Upon receipt of complaint the concerned section shall make necessary evaluation and investigation to create a report for information and appropriate action of the concerned officials. Feedback shall be provided to the client.</p> <p>For inquiries and follow-ups, clients may contact AS-PSAMD through 002-8931-9145 or through email: property@dswd.gov.ph</p>
Contact information of ARTA, CSC, PCC	<p>ARTA: complaints@arta.gov.ph 8478-5091 / 8478-5093 / 8478-5099</p> <p>CSC: 8931-8092 / 8931-7939 / 8931-7935</p> <p>PCC: pcc@malacanang.gov.ph 8736-8645 / 8736-8603 / 8736-8629 / 8736-8621</p>
Contact Center ng Bayan (CCB)	<p>SMS: 0908 881 6565</p> <p>Email: email@contactcenterngbayan.gov.ph</p> <p>Web: https://contactcenterngbayan.gov.ph</p> <p>FB: https://facebook.com/civilservicegovph</p> <p>Call: 165 65 (P5+VAT per call anywhere in the Philippines via PLDT landlines)</p>

VIII. List of Offices

Office	Address	Contact Information
Administrative Service - Property Supply and Asset Management Division	DSWD Central Office, Batasan Complex, Constitution Hills, 1126, Quezon City	Tel Nos.: 02-8931-8101 to 07 loc 106 02-8931-9145 VOIP: 10127, 10128 Email: property@dswd.gov.ph