

**DepEd NCR**

**Asset Management System**

User Manual  
(Admin)

## ACCESSING THE SYSTEM

### 1. Logging In

- Go to www.
- Enter your Email Address and Password
- Click Login to access your account

### 2. Forgot Password

- If you forget your password, click the Forgot Password? link on the login page



ASSET  
MANAGEMENT  
SYSTEM

# FORGOT PASSWORD

## 1. Forgot Password

- Enter your Email Address and click Reset Password
- Check your email for the reset link

## 2. Reset Password

- Open the link from your email
- Enter and confirm a new password
- Click Reset Password to confirm



### Forgot Password

Enter your email for instructions.

Email Address

**RESET PASSWORD**

 [BACK TO LOGIN](#)



### Reset Password

Must be at least 8 characters.

New Password

Confirm Password

**Reset Password**

 [Back to login](#)

Once you log in successfully, you will be redirected to the Dashboard page.

## DASHBOARD

- This provides an overview of your asset inventory

## TOP MENU

1. Click to set to Dark mode or Light mode
2. Click to Open the Modal:
  - a. Manage Account: View and edit account details
  - b. Log Out: Log out of the system

Asset Management System

Dashboard

Total Number of Assets: 39

Assets In Use: 8

Maintenance: 0

Disposed: 0

Assets

- Consumables: 12
- SEP: 15
- PPE: 12

Property Condition

Semi-Expandable Property

Status	Count
Good Condition	89
Reissued	0
Returned	1
Transferred	5
For Disposal	0

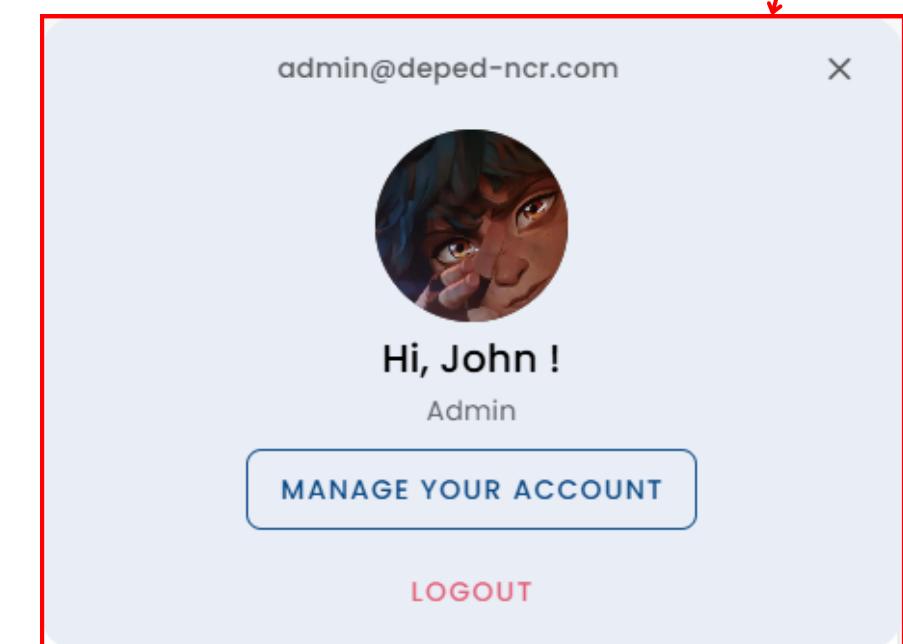
Maintenance

No Data Available

View All

Property, Plant, and Equipment

Status	Count
Good Condition	107
Reissued	-1
Returned	0
Transferred	2
For Disposal	0



# MANAGE YOUR ACCOUNT

## User Details

1. Click the "Edit" button to edit the user details
2. Click the Upload photo to add or update your profile picture
3. Click remove photo to delete
4. Input or edit the fields to change necessary details to your name
5. Click "Save Changes" to save successfully

ACCOUNT Active

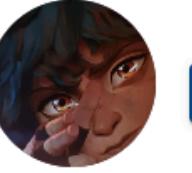


Title  Last Name  First Name

Middle Name  Suffix  Role

EDIT

ACCOUNT Active



UPLOAD PHOTO REMOVE PHOTO

CANCEL

Title  Last Name  First Name

Middle Name  Suffix  Role

SAVE CHANGES

## MANAGE YOUR ACCOUNT

### Update Email

1. Click the "Edit" button to change your email address
2. Type the new email in the provided field
3. Click "Send OTP" to confirm the new email. A confirmation link will be sent to the entered email address
4. Enter the OTP received in your email to complete the confirmation

Contact Email

Email Address

admin@deped-ncr.com

EDIT

CANCEL

Contact Email

Email Address

admin@deped-ncr.com

SEND OTP

# MANAGE YOUR ACCOUNT

## Change Password

1. Click the "Edit" Button to change your password
2. Enter the Current Password in the provided field
3. Type the New Password and Confirm the New Password by re-entering it
4. Click "Save Changes" to finalize the update

The image shows a password change interface. At the top right is a blue 'EDIT' button with a red border and a red arrow pointing to it, labeled '1'. Below it are three input fields: 'Current Password', 'New Password', and 'Confirm Password'. The 'New Password' and 'Confirm Password' fields are grouped together and have a red border around them, with a red arrow pointing to the 'New Password' field, labeled '2'. A red arrow also points to the 'Confirm Password' field, labeled '3'. At the bottom left is a blue 'SAVE CHANGES' button with a red border and a red arrow pointing to it, labeled '4'. In the top right corner of the main form area is a small 'CANCEL' button.

# ASSETS | CONSUMABLES

## Consumables page

1. Search an item name or description
2. Click "Add Supply" button to add new supply
3. Click "Receive" button to add stock to multiple items
4. Action buttons:
  - a. Stock Card: View Stock Card of the specific item
  - b. Add Stock: To add stock of the specific item
  - c. Update Supply: To update the item details
  - d. Remove: To remove the item
5. Click the button to view the reports

Asset Management System

John Deped Admin

Consumables

Search here...

Date	Stock No.	Name	Description	Qty	Action
Fri Jan 31 2025	2025-01-31-12	Triangular Ruler	Triangular Scale Ruler 1:20 1:25 1:50 1:75 1:100 1:125 Plastic Triangular Scale Ruler	1	...
Wed Jan 22 2025	2025-01-30-11	Tape Dispenser	Standard Tape Dispenser	1	...
Sat May 14 2016	2025-01-30-10	Stapler	Heavy-Duty Stapler	1	...
Wed Dec 09 2020	2025-01-30-09	Paper Clips	Standard Size, 100 Clips Per Box	1	...
Fri Jul 05 2024	2025-01-30-08	Clipboard	Plastic Clipboard With Metal Clip	1	...
Wed Sep 23 2015	2025-01-30-07	Masking Tape	1 Inch, Standard Length	1	...
Wed Jan 18 2023	2025-01-30-06	Glue Stick	Standard Size Glue Stick	1	...
Wed Nov 10 2021	2025-01-30-05	Printer Paper	A4 Size, 80gsm, 500 Sheets	1	...
Tue Jun 20 2017	2025-01-30-04	Whiteboard Marker	Black Dry-Erase Marker	1	...
Sat Mar 05 2022	2025-01-30-03	Notebooks	A5 Size, 100 Pages, Ruled	1	...

+ ADD SUPPLY    RECEIVE    ...

1-10 of 12 < >

...

Stock Card  
Add Stock  
Update Supply  
Remove

# ASSETS | CONSUMABLES

## Add Supply page

1. Input the necessary details to the corresponding fields
2. Click "Add" button to submit, then it will be added to the Consumables list

The screenshot shows the 'Asset Management System' interface. On the left is a sidebar with various menu items: Dashboard, Assets (selected), Consumables (highlighted with a blue background), SEP, PPE, Requisition and Issue Slips, Asset Issuance Records, Transfers, Waste and Losses, Return, Maintenance, Office and Personnel Records, Settings, and Help. The main area is titled 'ADD SUPPLY'. It contains several input fields:

- ITEM INFO**:
  - Re-order Point: A text input field containing a dash (-).
  - Item: A text input field with placeholder text 'e.g. Printer Paper (A4)'.
  - Description: A text input field with placeholder text 'e.g. Hardcopy Copy Paper A4 70gsm'.
- Unit of Measurement**: A text input field with placeholder text 'e.g. pcs, box, bundle'.
- Article**: A text input field with placeholder text '-'.

Two red arrows point to the right side of the screen: one points to the 'ADD' button (blue with white text) and another points to the 'CANCEL' button (white with black text). A large red box surrounds the 'ITEM INFO' section.

# ASSETS | CONSUMABLES

## Receive page

1. Input the Reference No.
2. Select an Item from the dropdown and enter the Quantity. Optionally, input the No. of Days to Consume
3. Click "Add to List" to include the item in the list
4. (Optional) Add an attachment by clicking "Click Here to Browse"
5. Click "Submit" to finalize and add the stocks to the Stock Card

Asset Management System

RECEIVE

Delivery Info

Reference No.

Manage Stock

Item	Stock No.	Quantity	Days To Consume
Select an Item		1	

ADD TO LIST

Add Attachment

Click the browse button to upload an image

CLICK HERE TO BROWSE

1

2

3

4

5

# ASSETS | SEMI-EXPENDABLE PROPERTY

## SEP page

1. Search an item name or description
2. Click "Add Property" button to add new property
3. Click the button to view the report
4. Action buttons:
  - a. SEP Card: View Semi-Expendable Property Card of the specific property
  - b. Issue: To issue the specific property
  - c. Update Supply: To update the property details
  - d. Remove: To remove the property

Asset Management System

### Semi-Expendable Property

Search here...

Date	Property No.	Name	Description	Qty	Condition	Action
Tue Feb 04 2025	2025-05-20-05-01-01-15	HP Monitor	HP P22V G5 64V81AA 21.5" FHD 75Hz VA Monitor	1	<span>1 Reissued</span> <span>1 Returned</span>	...
Fri Jan 31 2025	2025-05-20-10-01-25-14	MOB302 Office Table	Material: MDF Color: Wenge Dimension: L47.2" X W23.82" X H29.7" Locally Made Product	1	<span>1 Good Condition</span>	...
Sat Feb 01 2025	2025-05-20-05-03-09-13	Apple iPad 10.2 (2021)	Apple iPad (9th Generation)	2	<span>2 Good Condition</span> <span>-1 Reissu</span> <span>1 Transferred</span>	...
Tue Aug 22 2017	2018-05-30-05-15-10-12	Laptop	14-Inch Lightweight Laptop With Fast Processing And High Storage Capacity	15	<span>15 Good Condition</span>	...
Mon May 30 2022	2023-05-20-04-06-21-11	Office Printer	High-Speed Color Printer With Scanning And Copying Capabilities	5	<span>5 Good Condition</span> <span>-1 Reissu</span> <span>1 Transferred</span>	...
Thu Nov 14 2019	2022-06-20-12-02-20-10	Smart TV	65-Inch Smart TV With 4K Resolution And Built-In Streaming Capabilities	2	<span>2 Good Condition</span>	...
Tue Feb 18 2020	2021-05-11-07-04-17-09	Air Conditioning Unit	2-Ton Air Conditioning Unit For Cooling Large Office Spaces	0	<span>2 Reissued</span> <span>1 Transferred</span>	...
Wed Nov 05 2014	2020-06-10-10-03-28-08	Conference Table	Large Wooden Conference Table With Seating Capacity For 10	3	<span>3 Good Condition</span>	...
Fri Sep 22 2017	2022-05-30-05-15-23-07	Desktop Computer	All-In-One Desktop Computer With Intel i7 Processor	15	<span>15 Good Condition</span>	...
Fri May 18 2012	2019-05-30-05-06-14-06	Projector	High-Resolution Projector With HDMI And Wireless Connectivity	6	<span>6 Good Condition</span>	...

John Deped Admin

+ ADD PROPERTY

1

2

3

4

# ASSETS | SEMI-EXPENDABLE PROPERTY

## Add Semi-Expendable Property page

1. Input the SEP Name and Description
2. Select the year acquired
3. From the dropdown, Select an SEP Code, Serial Number, and Location applicable to the property
4. Input the Date Acquired
5. Input the Reference Number
6. Select the Mode of Acquisition:
  - a. If you choose Procurement, select a Procurement Type
  - b. If the Procurement Type is Bidding or Quotation, input the Supplier Name
7. (Optional) Add an Attachment by clicking "Click Here to Browse"
8. Input the Quantity, Unit of Measurement, and Unit Cost of the property
9. Click "Submit" to finalize the SEP Card

The screenshot shows the 'SEMI-EXPENDABLE PROPERTY CARD' page in the Asset Management System. The page has a sidebar with navigation links like Dashboard, Assets (Consumables, SEP, PPE), Requisition and Issue Slips, Asset Issuance Records, Transfers, Waste and Losses, Return, Maintenance, Office and Personnel Records, Settings, and Help. The main area is titled 'SEMI-EXPENDABLE PROPERTY CARD'. It contains several input fields and dropdown menus. A large red box highlights the 'Property Info' section, which includes 'Semi-Expandable Property' (set to 'Window Type Airconditioner') and 'Description' (set to 'Panasonic CW-U1021VPH 1.0 HP'). Another red box highlights the 'Manage Stock' section, containing 'Year' (set to '2025'), 'Date Acquired' (set to '27 Jan 2025'), 'Reference' (set to 'VDAWEDIUG2374T'), 'Mode of Acquisition' (set to 'Procurement'), and 'Procurement Type' (set to 'Bidding'). A third red box highlights the 'Quantity' section, which includes 'Quantity' (set to '5'), 'Unit of Measurement' (set to 'Pieces'), and 'Unit Cost' (set to '35000'). A red arrow labeled '1' points to the 'Property Info' section. Red arrows labeled '2', '3', and '5' point to the 'Manage Stock' section. A red arrow labeled '4' points to the 'Mode of Acquisition' section. A red arrow labeled '6' points to the 'Quantity' section. A red arrow labeled '7' points to the 'Add Attachment' section. A red arrow labeled '8' points to the 'Unit Cost' section. A red arrow labeled '9' points to the 'SUBMIT' button.

# ASSETS | PROPERTY, PLANT AND EQUIPMENT

## PPE page

1. Search an item name or description
2. Click "Add Property" button to add new property
3. Click the button to view the report
4. Action buttons:
  - a. Property Card: View Property Card of the specific property
  - b. Issue: To issue of the specific property
  - c. Update Supply: To update the property details
  - d. Remove: To remove the property

Asset Management System

John Deped Admin

### Property, Plant and Equipment

Search here... 1

Date	Property No.	Name	Description	Qty	Condition	Action
Thu Jan 30 2025	2025-03-50-01-01-17-12	Portable Generator Galleon	Champion Power Equipment 4375-Watt Wireless Remote Start Portable Generator With CO Shield	0	1 Reissued	...
Sun May 15 2022	2022-05-70-06-10-25-11	High-Resolution Projector	Advanced Projector With High Resolution For Large Conference Rooms And Presentations.	10	10 Good Condition	...
Sun Nov 05 2023	2023-05-30-05-12-14-10	Desktop Computers	High-Performance Desktop Computers For Office Work And Research.	12	12 Good Condition	...
Sun Nov 05 2023	2023-05-20-03-05-24-09	Smart Digital Whiteboard	Interactive Whiteboard With Touch Functionality For Meetings And Presentations.	5	5 Good Condition	...
Tue Aug 17 2021	2022-07-10-08-30-23-08	Office Ergonomic Chairs	Ergonomic Office Chairs Designed For Comfort During Long Working Hours.	30	30 Good Condition	...
Tue Sep 12 2023	2023-05-30-05-15-22-07	High-Speed Network Router	Advanced Router For High-Speed Internet Access In Office Environments.	15	15 Good Condition	...
Sat Feb 10 2024	2024-05-20-04-07-21-06	All-In-One Photocopier	Compact Photocopier For Office Use, Includes Scanning And Printing Functionalities.	6	6 Good Condition	...
Sat Jul 30 2022	2022-03-50-09-04-10-05	Portable Generator Set	Reliable Generator For Office Backup Power During Outages.	4	4 Good Condition	...
Fri Mar 22 2019	2020-05-30-06-08-13-04	Industrial Floor Scrubber	Powerful Floor Scrubber For Cleaning Large Office Spaces.	8	8 Good Condition	...
Mon May 18 2020	2021-06-01-01-03-19-03	Heavy Duty Air Conditioner	High-Efficiency Air Conditioner For Large Office Spaces.	3	3 Good Condition	...

+ ADD PROPERTY 2

3

4

Property Card  
Issue  
Update  
Delete

# ASSETS | PROPERTY, PLANT AND EQUIPMENT

## Add Property, Plant and Equipment page

1. Input the Property Name and Description
2. Select the year acquired
3. From the dropdown, Select an SEP Code, Serial Number, and Location applicable to the property
4. Input the Date Acquired
5. Input the Reference Number
6. Select the Mode of Acquisition:
  - a. If you choose Procurement, select a Procurement Type
  - b. If the Procurement Type is Bidding or Quotation, input the Supplier Name
7. (Optional) Add an Attachment by clicking "Click Here to Browse"
8. Input the Quantity, Unit of Measurement, and Unit Cost of the property
9. Click "Submit" to finalize the SEP Card

The screenshot shows the 'PROPERTY, PLANT AND EQUIPMENT CARD' form in the Asset Management System. The form is divided into several sections: 'Property Info', 'Manage Stock', and 'Add Attachment'. The 'Property Info' section contains fields for 'Property, Plant, and Equipment' (set to 'Service Car'), 'Description' ('2023 Toyota Land Cruiser'), 'Year' (set to '2025'), 'PPE Code', 'Serial Number', and 'Location'. The 'Manage Stock' section includes 'Date Acquired' (set to '27 Jan 2025') and 'Reference' ('WAVDU2YG982IY9'). The 'Mode of Acquisition' dropdown is set to 'Donation'. The 'Add Attachment' section has a 'Browse' button and a 'CLICK HERE TO BROWSE' link. The top right corner shows a user profile for 'John Deped Admin'. Red numbers 1 through 9 are overlaid on the interface to correspond with the steps listed on the left.

1. Property Info  
2. Year  
3. PPE Code  
4. Mode of Acquisition  
5. Reference  
6. Date Acquired  
7. Click Here to Browse  
8. Add Attachment  
9. Submit

# REQUISITION AND ISSUE SLIPS

## RIS page

1. Search for an item name or description
2. Click the "Request" button to request items
3. Action Buttons based on status:
  - a. For Evaluation: Admin can view and evaluate the request.
  - b. Upon opening, the status changes to Evaluating.
  - c. For Review or Pending: Admin can view the request.
  - d. Issued: The form can be viewed and downloaded.

The screenshot shows the 'Requisition and Issue Slip' page within the 'Asset Management System'. The left sidebar contains navigation links: Dashboard, Assets, Requisition and Issue Slips (selected), Asset Issuance Records, Transfers, Waste and Losses, Return, Maintenance, Office and Personnel Records, Settings, and Help. The main content area displays a table of requisition and issue slips with columns: Date, Requested By, RIS No., Status, and Action. The table lists four entries:

Date	Requested By	RIS No.	Status	Action
Fri Jan 31 2025	John Deped		Issued	<span>...</span> View Download Print
Fri Jan 31 2025	Atty. Jane Doe Jr.		Issued	<span>...</span> View Download Print
Fri Jan 31 2025	Atty. Jane Doe Jr.		Issued	<span>...</span> View Download Print
Thu Jan 30 2025	John Deped		Issued	<span>...</span> View Download Print

Red annotations with numbers 1, 2, and 3 point to specific elements: 1 points to the search bar; 2 points to the action menu for an issued slip; 3 points to the 'REQUEST' button in the top right corner.

# REQUISITION AND ISSUE SLIPS

## Requisition and Issue Slip Form

1. Input the Responsibility Center Code and Purpose of the request
2. Select an Item from the dropdown and enter the Quantity
3. Click "Add to List" to include the item in the list
4. Click the “-” button to remove the item from the list
5. Click “Submit” to finalize the request

Asset Management System

REQUISITION AND ISSUE SLIP  
Request for consumable items. Please fill out all required fields to submit your request.

Purpose\*

Request Items

Item Name	Stock No.	Quantity	Action		
<input type="text"/>	<input type="text"/>	30	<button>ADD TO LIST</button>		
Stock No.	Unit	Description	Stock Balance	Quantity	Action
2025-01-30-04	Pcs	Black Dry-Erase Marker		30	

John Deped Admin

SUBMIT CANCEL

# INVENTORY CUSTODIAN SLIP

## ICS page

1. Search for an item name or description
2. Click the view on the action button to view the form

Asset Management System

John Deped Admin

### Inventory Custodian Slip

Search here...

Date Issued	ICS No.	Received By	Status	Action
Fri Jan 31 2025	SPHV-2025-01-10	I Am Admin Head	Pending	...
Fri Jan 31 2025	SPHV-2025-01-09	I Am Admin Head	Pending	...
Fri Jan 31 2025	SPHV-2025-01-08	I Am Admin Head	Pending	...
Fri Jan 31 2025	SPHV-2025-01-07	Atty. Jane Doe Jr.	Issued	...
Fri Jan 31 2025	SPHV-2025-01-06	Engr. Wen Personnel Jr.	Issued	...
Thu Jan 30 2025	SPHV-2025-01-05	Engr. Wen Personnel Jr.	Pending	...
Thu Jan 30 2025	SPHV-2025-01-04	Engr. Wen Personnel Jr.	Pending	...
Thu Jan 30 2025	SPHV-2025-01-03	Engr. Wen Personnel Jr.	Pending	...
Thu Jan 30 2025	SPHV-2025-01-02	Engr. Wen Personnel Jr.	Issued	...
Thu Jan 30 2025	SPHV-2025-01-01	Atty. Jane Doe Jr.	Issued	...

1 → Search bar

2 → View button (highlighted with a red box)

# INVENTORY CUSTODIAN SLIP

## Issuing Property

1. Displays the property name and property number
2. Input the Quantity to be issued
3. Optionally, input the Estimated Useful Life of the items
4. Click the Arrow Down button to expand and add remarks
5. Optionally, input the Serial Number of the property and click the + button to add more
6. Select the Personnel to whom the property will be issued
7. Click "Submit" to issue the item

Asset Management System

John Deped Admin

### INVENTORY CUSTODIAN SLIP

ISSUANCE FOR SEMI-EXPANDABLE PROPERTY. PLEASE FILL OUT ALL REQUIRED FIELDS TO CONFIRM RECEIPT OF THE ISSUANCE.

Semi-Expandable Property		Semi-Expandable Property No.				
HP Monitor		2025-05-20-05-01-01-15				
Qty	Unit	Amount		Description	Inventory Item No.	Estimated Useful Life
		Unit Cost	Total Cost			
1	No Description	7395	7,395		1	0

Enter Remarks

**Serial Numbers**

Enter serial number  **+**

**Received by**

Name

Position/Office

1 → Semi-Expandable Property No.  
2 → Qty  
3 → Estimated Useful Life  
4 → Arrow Down button  
5 → Enter serial number  
6 → Received by  
7 → SUBMIT

# PROPERTY ACKNOWLEDGEMENT RECEIPT

## PAR page

1. Search for an item name or description
2. Click the view on the action button to view the form

Asset Management System

John Deped Admin

### Property Acknowledgement Receipt

Search here... 1

Date Issued	PAR No.	Received By	Status	Action
Fri Jan 31 2025	PAR-2025-01-31-01	Atty. Jane Doe Jr.	Issued	<span style="color:red">2</span> ... <span style="border: 1px solid #ccc; padding: 2px;">View</span>

# PROPERTY ACKNOWLEDGEMENT

## RECEIPT

### Issuing Property

1. Displays the property name and property number
2. Input the Quantity to be issued
3. Click the Arrow Down button to expand and add remarks
4. Optionally, input the Serial Number of the property and click the + button to add more
5. Select the Personnel to whom the property will be issued
6. Click "Submit" to issue the item

Asset Management System

PROPERTY ACKNOWLEDGEMENT RECEIPT  
ISSUANCE FOR PROPERTY, PLANT, AND EQUIPMENT. PLEASE FILL OUT ALL REQUIRED FIELDS TO CONFIRM RECEIPT OF THE ISSUANCE.

Property, Plant & Equipment  
**Desktop Computers**

Property No.  
**2023-05-30-05-12-14-10**

Qty	Unit	Description	Date Acquired	Amount
1	No Description		Sun Nov 05 2023	

Enter Remarks

Serial Numbers

Received by

Submits

CANCEL

# INVENTORY TRANSFER

## Transfer page

1. Search for the location of transfer
2. Click the "Create" button to transfer items
3. Action buttons based on status:
  - a. Pending: Admin can view the form
  - b. For Approval: Admin can view and complete the form
  - c. Completed: The form can be viewed and downloaded

The screenshot shows the Asset Management System interface for managing inventory transfers. The left sidebar includes a logo, the title 'Asset Management System', and a navigation menu with options like Dashboard, Assets, Requisition and Issue Slips, Asset Issuance Records, Transfers (selected), Inventory Transfer (highlighted), Property Transfer, Waste and Losses, Return, Maintenance, Office and Personnel Records, Settings, and Help. The main content area is titled 'Inventory Transfer' and displays a table of transferred assets. The table columns are Date Created, Date Transferred, ITR No., To, Transfer Type, Status, and Action. The table rows show transfers from Jan 31, 2025, to Jan 30, 2025, to various schools. The first two rows are for Makati Elementary School - Makati City (Donation, Reassignment) and Manila High School - Manila (Reassignment). The third row is for Malabon Elementary School - Malabon City (Others Sample). The fourth row is for Malabon Elementary School - Malabon City (Donation). The fifth row is for Caloocan Elementary School - Caloocan City (Relocate). The 'Status' column for all rows shows 'Completed'. The 'Action' column for the third row contains a red box around the 'View' button, which is also highlighted with a red arrow labeled '3'. A red arrow labeled '1' points to the search bar at the top of the table. A red arrow labeled '2' points to the '+ CREATE' button in the top right corner.

Date Created	Date Transferred	ITR No.	To	Transfer Type	Status	Action
Fri Jan 31 2025	Fri Jan 31 2025	2025-01-31-05	Makati Elementary School - Makati City	Donation	Completed	...
Fri Jan 31 2025	Fri Jan 31 2025	2025-01-31-04	Manila High School - Manila	Reassignment	Completed	View
Fri Jan 31 2025	Fri Jan 31 2025	2025-01-31-03	Malabon Elementary School - Malabon City	Others Sample	Completed	...
Thu Jan 30 2025	Thu Jan 30 2025	2025-01-30-02	Malabon Elementary School - Malabon City	Donation	Completed	...
Thu Jan 30 2025	Thu Jan 30 2025	2025-01-30-01	Caloocan Elementary School - Caloocan City	Relocate	Completed	...

# INVENTORY TRANSFER

## Create Transfer Form

1. Choose the School Division
2. Input or select a School Name where you will transfer the items
3. Select the Reason for Transfer
4. Choose the Transfer Type
5. Select the item you will transfer from the dropdown
6. Select the Item condition
7. Select the Item No
8. Click "Add to List" to include the item in the list
9. Click the button to remove the item from the list
10. Click "Submit" to form for approval

Asset Management System

INVENTORY TRANSFER REPORT

To Accountable Office/Agency/Fund Cluster  
School Division  
Caloocan City

School Name  
Caloocan Elementary School

Reason for Transfer  
For school

Select Type  
 Donation  
 Relocate  
 Reassignment  
 Others

Manage Stock

Item / Property No.	Condition	Item No.	ADD TO LIST			
Mon Feb 03 2025	Select Condition	1	Material: MDF Color: Wenge Dimension: L47.2" X W23.82" X H29.7" Locally Made Product	9730	Good-Condition	<input type="button" value="Remove"/>

1 → To Accountable Office/Agency/Fund Cluster  
2 → School Division  
3 → School Name  
4 → Select Type  
5 → Manage Stock  
6 → Remove button  
7 → SUBMIT button

# PROPERTY TRANSFER

## Transfer page

1. Search for the location of transfer
2. Click the "Create" button to transfer items
3. Action buttons based on status:
  - a. Pending: Admin can view the form
  - b. For Approval: Admin can view and complete the form
  - c. Completed: The form can be viewed and downloaded

Asset Management System

John Deped Admin

### Property Transfer

Search here...

Date Created	Date Transferred	PTR No.	To	Transfer Type	Status	Action
Fri Jan 31 2025	Fri Jan 31 2025	2025-01-31-02	Taguig Elementary School - Makati City	Relocate	Completed	...
Thu Jan 30 2025	Thu Jan 30 2025	2025-01-30-01	Pasay Elementary School - Pasay City	Relocate	Completed	<b>View</b>

# WASTE MATERIALS

## Waste Materials page

1. Search for an item name or description
2. Click the "Create" button to transfer items
3. Action: To view the form

Asset Management System

Waste Materials

Search here...

Date Place Of Storage Status Action

Date	Place Of Storage	Status	Action
Fri Jan 31 2025	Client Division	Completed	...
Fri Jan 31 2025	Office Division	Completed	...
Fri Jan 31 2025	Office Division	Pending	...
Fri Jan 31 2025	Cashier Division	Pending	...
Fri Jan 31 2025	Cashier Division	Pending	...
Fri Jan 31 2025	Finance Division	Pending	...
Fri Jan 31 2025	DepEd Disposal Area E	Pending	...
Fri Jan 31 2025	DepEd Disposal Area A	Pending	...
Fri Jan 31 2025	DepEd Disposal Area A	Pending	...
Fri Jan 31 2025	DepEd Main Disposal	Completed	...

John Deped Admin

+ CREATE

1-10 of 15 < >

# WASTE MATERIALS

## Waste Material Report

1. Input the place of storage
2. To add item to the list:
  - a. Select an Item from the dropdown
  - b. Select the Item condition
  - c. Select the Item No
  - d. Select Waste type
  - e. Click "Add to List" to include the item in the list
3. Click the button to remove the item from the list
4. Click the Arrow Down button to expand and add remarks
5. Click "Submit" to form for approval

Asset Management System

John Deped Admin

### WASTE MATERIAL REPORT

Place of Storage: Designated Disposal Area 1

Item / Property No.	Condition	Item No.	Waste Type	Action
Select an Item	Select Condition		Select Waste Type	Add to List
Ultra High-Speed Printer	Property Name ↑	Ultra High-Speed Printer	Destroyed	Pcs
Multi-Purpose Conference Table	Type			
Heavy Duty Air Conditioner	Unit			
Industrial Floor Scrubber	Action			
Portable Generator Set				
All-in-One Photocopier				

1 → Place of Storage  
2 → Item / Property No.  
3 → Action button  
4 → Arrow Down button  
5 → SUBMIT button

# LOST, STOLEN, DAMAGED, DESTROYED | SEP

## RLSDDSP page

1. Search for an item name or description
2. Status Tabs: Click the tab “All” to view all reports in the list, “Approved” to view the approved items, “Completed” to view all completed items
3. Click the “Create” button to transfer items
4. Action buttons based on status:
  - a. Pending: Admin can view the form
  - b. For Approval: Admin can view and complete the form
  - c. Completed: The form can be viewed and downloaded

The screenshot shows the Asset Management System interface for managing lost, stolen, damaged, and destroyed assets. The main title is "Lost, Stolen, Damaged, Destroyed SEP". A search bar is available at the top left (1). Below it are three status tabs: ALL (selected), APPROVED, and COMPLETED (2). On the far right, there is a "CREATE" button (3). The main content area displays a table with columns: RLSDDSP Date, RLSDDSP No., Description, Department/Office, Status, and Action. A message "No Data Available" is shown in the table body.

# LOST, STOLEN, DAMAGED, DESTROYED | SEP

## RLSDDSP page

1. Select the ICS No. and Item No. associated with the item, then click "Add to List"
2. Select the Status of the property reported (e.g., lost, damaged)
3. Choose Yes or No for whether the police were notified:
  - a. If Yes, input the Police Station and the Date Notified
4. Input the Circumstance of the Report (details about how the incident occurred)
5. Optionally, attach a Police Report by clicking "Click Here to Browse"
6. Input your Government ID Details for verification.
7. Click "Submit" to send the form for approval.

Asset Management System

### REPORT OF LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY

Report form for semi-expandable property. Please fill out all required fields to submit your request.

CS No  Item No.  ADD TO LIST

Property No	Item No	ICS Date	Description	Acquisition Cost	Actions
No Data Available					

Status of Property  
 Lost  Stolen  Damaged  Destroyed

Police Notified?  
 Yes  No

Circumstances

ADD ATTACHMENT OF POLICE REPORT  
Click the browse button to upload an image  
CLICK HERE TO BROWSE

Goverment Issued ID   
ID No.

Goverment Issued ID   
ID No.   
Date Issued

1 2 3 4 5 6 7

# LOST, STOLEN, DAMAGED, DESTROYED | PPE

## RLSDDP page

1. Search for an item name or description
2. Status Tabs: Click the tab “All” to view all reports in the list, “Approved” to view the approved items, “Completed” to view all completed items
3. Click the “Create” button to transfer items
4. Action buttons based on status:
  - a. Pending: Admin can view the form
  - b. For Approval: Admin can view and complete the form
  - c. Completed: The form can be viewed and downloaded

The screenshot shows the 'Asset Management System' interface. On the left is a sidebar with various menu items: Dashboard, Assets, Requisition and Issue Slips, Asset Issuance Records, Transfers, Waste and Losses (which is expanded to show Waste Materials, Lost/Damage SEP, and Lost/Damage PPE), Return, Maintenance, Office and Personnel Records, Settings, and Help. The 'Lost/Damage PPE' item under 'Waste and Losses' is currently selected. The main content area is titled 'Lost, Stolen, Damaged, Destroyed PPE'. It includes a search bar labeled 'Search here...' (1), three tabs for filtering: 'ALL' (highlighted in blue), 'APPROVED', and 'COMPLETED' (2), and a 'CREATE' button in the top right corner (3). Below these are columns for 'RLSDDP Date', 'RLSDDP No.', 'Description', 'Department/Office', 'Status', and 'Action'. A message 'No Data Available' is displayed. Red arrows numbered 1 through 4 point to the search bar, the status tabs, the 'CREATE' button, and the 'Action' column header respectively.

Asset Management System

Lost, Stolen, Damaged, Destroyed PPE

Search here... 1

ALL APPROVED COMPLETED 2

+ CREATE 3

No Data Available

4

RLSDDP Date RLSDDP No. Description Department/Office Status Action 4

John Deped Admin

<https://deped-ncr-ams.gowekdays.com/waste-and-losses/rldsdp>

# LOST, STOLEN, DAMAGED, DESTROYED | PPE

## RLSDDP page

1. Select the PAR No. and Item No. associated with the item, then click "Add to List"
2. Select the Status of the property reported (e.g., lost, damaged)
3. Choose Yes or No for whether the police were notified:
  - a. If Yes, input the Police Station and the Date Notified
4. Input the Circumstance of the Report (details about how the incident occurred)
5. Optionally, attach a Police Report by clicking "Click to Browse"
6. Input your Government ID Details for verification.
7. Click "Submit" to send the form for approval.

Asset Management System

### REPORT OF LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY

Report form for property, plant and equipment. Please fill out all required fields to submit your request.

PAR No  Item No.  ADD TO LIST

Property No	Item No	PAR Date	Description	Acquisition Cost	Actions
No Data Available					

Status of Property  
 Lost  Stolen  Damaged  Destroyed

Police Notified?  
 Yes  No

Circumstances

ADD ATTACHMENT OF POLICE REPORT  
Click the browse button to upload an image

CLICK HERE TO BROWSE

Goverment Issued ID   
ID No.

Goverment Issued ID   
ID No.   
Date Issued

SUBMIT CANCEL

# RETURN

## Return page

1. Search for an item name or description
2. Click the "Create" button to return items
3. Action: To view the form

Asset Management System

Returned Semi-Expendable Property

Date	RSSEP No.	Returned By	Office/Department	Status	Action
Mon Feb 03 2025		John Deped	Property/Supply Section	Completed	<button>...</button> <button>View</button>

Search here... 1

John Deped Admin 3

1-1 of 1 2

+ CREATE

## RETURN

### Create Return page

1. From the dropdown, select the Property Name and Item No. that you want to return
2. Click "Add to List" to include the item in the list
3. Click the button to remove the item from the list
4. Click "Submit" to form for approval

Asset Management System      John Deped Admin

### RECEIPT OF RETURNED SEMI-EXPENDABLE PROPERTY

Return form for semi-expandable property. Please fill out all required fields to submit your request.

Property Name	Item No.
Select an Item	Select an Item No.

**ADD TO LIST**

Item Description	Quantity	ICS No	End User	Actions
No Data Available				

1  
2  
3  
4 → SUBMIT CANCEL

# MAINTENANCE

## Maintenance page

1. Search for an item by entering its name in the search bar
2. Action buttons based on status:
  - a. Pending: Admin can click "View" to review and schedule the request
  - b. Scheduled: Admin can click "View" to review or "Reschedule" to make changes to the schedule
  - c. Rescheduled: Admin can click "View" to review the updated request
  - d. Completed: Admin can click "View" to review or "Download" to save the form.

Asset Management System

Maintenance Management

Item	Office	Issue	Maintenance Date	Maintenance Type	Status	Action
Air Conditioning Unit	Cash Section	Aircon Issue			Pending	<span>View</span> <span>Schedule</span> <span>Cancel</span>
Air Conditioning Unit	Property/Supply Section	Broken Air Conditioning Unit			Pending	<span>View</span> <span>Schedule</span> <span>Cancel</span>

Search here...

John Deped Admin

1

2

# OFFICE PROPERTY CARD

## Office List

1. Search for an item name or description
2. Click the View button To view the specific personnel stock Card

Asset Management System

### Office Property Cards

Search here... 1

Offices	Action
Accounting Section	<span style="color:red;">2</span> <a href="#">View</a>
Budget Section	<a href="#">View</a>
Cash Section	<a href="#">View</a>
Education Facilities	<a href="#">View</a>
General Services Unit	<a href="#">View</a>
Payroll Unit	<a href="#">View</a>
Personnel Section	<a href="#">View</a>
Procurement Unit	<a href="#">View</a>
Property/Supply Section	<a href="#">View</a>
Record Section	<a href="#">View</a>

# PERSONNEL STOCK CARD

## Personnel List

1. Search for an item name or description
2. Click the View button To view the specific personnel stock Card

Asset Management System

John Deped Admin

### Personnel Stock Cards

Search here... 1

Name	Email Address	Role	Action
Wen Chief	Chiefwen@Deped.Com	Office-Chief	<a href="#">View</a> <span style="color:red">2</span>
John Deped	Admin@Deped-Ncr.Com	Admin	<a href="#">View</a>
Wen Admin Head	Admin-Head-Wen@Gmail.Com	Admin-Head	<a href="#">View</a>
Admin Wen	Adminwen@Deped.Com	Admin	<a href="#">View</a>
Engr. Wen Wen Personnel Jr.	Personnelwen22@Deped.Com	Personnel	<a href="#">View</a>
Atty. Jane Doe Jr.	Personnel@Deped-Ncr.Com	Personnel	<a href="#">View</a>
I Am Office Chief	Office-Chief@Deped-Ncr.Com	Office-Chief	<a href="#">View</a>
I Am Admin Head	Admin-Head@Deped-Ncr.Com	Admin-Head	<a href="#">View</a>

# PERSONNEL STOCK CARD

## View Personnel

1. Displays the personnel details
2. Search for an item owned by the personnel by entering the item name in the search bar
3. Action button: Click to view the SEP Card or Property Card

The screenshot shows the Asset Management System interface. On the left is a sidebar with navigation links: Dashboard, Assets, Requisition and Issue Slips, Asset Issuance Records, Transfers, Waste and Losses, Return, Maintenance, Office and Personnel Records, Settings, and Help. The main area displays a personnel stock card for "Atty. Jane Doe Jr." (Status: Active). The card includes fields for Role (Personnel), Office (N/A), Email (Personnel@Deped-Ncr.Com), and Total SEP (1). Below the card is a search bar labeled "Search here...". A table lists an asset entry: Item Name (HP Monitor), Qty (1), Date (Fri Jan 31 2025), Condition (Reissued), Type (SEP), and Action (button). A red box highlights the personnel card, a red arrow labeled "2" points to the search bar, and a red arrow labeled "3" points to the "Property Card" button in the action column.

Asset Management System

Atty. Jane Doe Jr. (Active)

Role: Personnel, Office: N/A, Email: Personnel@Deped-Ncr.Com, Total SEP: 1

Search here...

Item Name	Qty	Date	Condition	Type	Action
HP Monitor	1	Fri Jan 31 2025	Reissued	SEP	<span>Property Card</span>

# SETTINGS - USER

## Users List page

1. Search for a User
2. Tabs: Click the User List to view all users, Click Invite User to view all invites
3. Action buttons: To edit and delete the user

The screenshot shows the 'User List' page of the Asset Management System. The left sidebar has a 'Users' section selected. The main area displays a table of users with the following columns: Email, Name, Office, Division, Role, Status, and Actions. A red box highlights the 'USER LIST' tab at the top of the table. Another red box highlights the search bar above the table. A third red box highlights the actions menu (Edit and Delete) for the first user in the list.

Email	Name	Office	Division	Role	Status	Actions
Chiefwen@Deped.Com	Wen Chief			Office-Chief	Active	<span>...</span>
Admin@Deped-Ncr.Com	John Deped	Property/Supply Section		Admin	Active	<span>...</span>
Admin-Head-Wen@Gmail.Com	Wen Admin Head	Property/Supply Section	Administrative Services Divi...	Admin-Head	Active	<span>...</span>
Adminwen@Deped.Com	Admin Wen	Property/Supply Section	Administrative Services Divi...	Admin	Active	<span>...</span>
Personnelwen22@Deped.Com	Engr. Wen Wen Personnel Jr.	Cash Section	Finance Division	Personnel	Active	<span>...</span>
Personnel@Deped-Ncr.Com	Atty. Jane Doe Jr.	Property/Supply Section	Administrative Services Divi...	Personnel	Active	<span>...</span>
Office-Chief@Deped-Ncr.Com	I Am Office Chief	Property/Supply Section	Curriculum And Learning M...	Office-Chief	Active	<span>...</span>
Admin-Head@Deped-Ncr.Com	I Am Admin Head	Property/Supply Section	Administrative Services Divi...	Admin-Head	Active	<span>...</span>

# SETTINGS - INVITE USER

## Invite User page

1. Search for a User
2. Action buttons: To resend an invitation or cancel invitation
3. Click Invite user to invite a new user
4. Enter necessary details to invite user and click Send invite

Asset Management System

John Deped Admin

### Invite User

Search here...

USER LIST INVITE USER

Date Sent	Email Address	Office	Division	Status	Role	Actions
Mon Jan 20 2025	Sampletest@Deped.Com			Accepted		Office-Chief
Mon Jan 20 2025	Sampletest@Deped.Com	General Services Unit	Field Technical Assistance Division (FTAD)	Pending		
Fri Jan 10 2025	Chiefwen@Deped.Com			Accepted		
Thu Jan 02 2025	User1@Deped.Com	Special Programs And Projects Section	Education Support Services Division	Pending	Personnel	...
Thu Jan 02 2025	User1@Deped.Com	Special Programs And Projects Section	Education Support Services Division	Pending	Personnel	...
Thu Jan 02 2025	User1@Deped.Com	Special Programs And Projects Section	Education Support Services Division	Pending	Personnel	...
		Property/Supply Section		Pending	Admin-Head	...
		Property/Supply Section		Pending	Admin	...
		Property/Supply Section	Administrative Services Division	Accepted	Admin-Head	...
		Property/Supply Section	Administrative Services Division	Pending	Admin-Head	...

1

2

3

4

Invite a New User

Email: johndoe@gmail.com

Type:

Division:

Office/Unit/Section:

SEND INVITE CANCEL

Resend Invitation

Cancel Invitation

# SETTINGS - SCHOOL DIVISION

## School Divisions page

1. Search for a School Division
2. Click “Create” button to add a new school division
3. Action buttons:
  - a. Update: Admin can update the school division
  - b. Delete: Admin can delete the school division

Asset Management System

Dashboard Assets Requisition and Issue Slips Asset Issuance Records Transfers Waste and Losses Return Maintenance Office and Personnel Records Settings Users School Divisions DepEd Divisions School Office Codes Configurations Help

**School Division**

Search here... 1

School

Actions

1-10 of 16 < >

Caloocan City  
Las Piñas City  
Makati City  
Malabon City  
Mandaluyong City  
Manila  
Marikina City  
Muntinlupa City  
Navotas City  
Parañaque City

...  
...  
...  
...  
...  
...  
...  
...  
...  
...

**+ CREATE**

**Update School Division** 2  
**Remove** 3

Add School

School Name

SUBMIT CANCEL

Update School

School Name

Caloocan City

SUBMIT CANCEL

# SETTINGS - DIVISION

## Deped Divisions page

1. Search for a Deped Division
2. Click "Create" button to add a new division
3. Action buttons:
  - a. Update: Admin can update the division
  - b. Delete: Admin can delete the division

Asset Management System

John Deped Admin

Dashboard Assets Requisition and Issue Slips Asset Issuance Records Transfers Waste and Losses Return Maintenance Office and Personnel Records Settings Users School Divisions DepEd Divisions School Office Codes Configurations Help

DepEd Division

Search here... 1

Division	Email	Actions
Administrative Services Division	Administrativeservicesdivision@Gmail.Com	...
Curriculum And Learning Management Division (CLMD)	Clmd.Ncr@Deped.Gov.Ph	...
Education Support Services Division	Educationsupportservicedivision@Gmail.Com	...
Field Technical Assistance Division (FTAD)	Ftad.Ncr@Deped.Gov.Ph	...
Finance Division	Financedivision@Gmail.Com	...
Human Resource Development Division (HRDD)	Hrdd.Ncr@Deped.Gov.Ph	...
Office Of The Assistant Regional Director (OARD)	Ard.Ncr@Deped.Gov.Ph	...
Office Of The Regional Director (ORD)	Ncr@Deped.Gov.Ph	...
Policy, Planning And Research Division (PPRD)	Pprd.Ncr@Deped.Gov.Ph	...
Quality Assurance Division	Qualifyassureddivision@Gmail.Com	...

+ CREATE 2 1-10 of 11 < >

Update DepEd Division 3 Remove

Add DepEd Division

Division Name Email SUBMIT CANCEL

Update DepEd Division

Division Name Email SUBMIT CANCEL

# SETTINGS - SCHOOLS

## Schools page

1. Search for a School
2. Click "Create" button to add a new school
3. Action buttons:
  - a. Update: Admin can update the school
  - b. Delete: Admin can delete the school

Asset Management System

John Deped Admin

Schools

Search here... 1

+ CREATE 2

1-10 of 19 < >

School	School Division	Actions
Caloocan Elementary School	Caloocan City	...
Las Piñas Elementary School	Las Piñas City	...
Las Piñas High School	Las Piñas City	...
Las Piñas Integrated Highschool	Las Piñas City	...
Makati Elementary School	Makati City	...
Makati Highschool	Makati City	...
Malabon Elementary School	Malabon City	...
Mandaluyong Elementary School	Mandaluyong City	...
Manila High School	Manila	...
Marikina School	Marikina City	...

Update School 3

Remove

Add School

School Name

School Division

SUBMIT CANCEL

Update School

School Name

Caloocan Elementary School

School Division

Caloocan City

SUBMIT CANCEL

# SETTINGS - OFFICES

## Offices page

1. Search for a Offices
2. Click "Create" button to add a new offices
3. Action buttons:
  - a. Update: Admin can update the offices
  - b. Delete: Admin can delete the offices

Asset Management System

Offices

Search here... 1

Name	Division	Office Chief	Email	Actions
Accounting Section	Finance Division		Accountingsection@Gmail.Com	...
Budget Section	Finance Division		Budgetsection@Gmail.Com	...
Cash Section	Finance Division	Wen Chief	Cashsection@Gmail.Com	...
Education Facilities	Education Support Services Division		Educationfacilities@Gmail.Com	...
General Services Unit	Administrative Services Division		Generalservicesunit@Gmail.Com	...
Payroll Unit	Administrative Services Division		Payrollunit@Gmail.Com	...
Personnel Section	Administrative Services Division		Personnelsection@Gmail.Com	...
Procurement Unit	Administrative Services Division		Procurementunit@Gmail.Com	...
Property/Supply Section	Administrative Services Division	I Am Office Chief	Propertysupplysection@Gmail.Com	...
Record Section	Administrative Services Division		Recordsection@Gmail.Com	...

+ CREATE 2

1-10 of 12 < >

Update Office 3

Remove

Create Office

Name

Division

Office Chief

Email

SUBMIT CANCEL

Update Office

Name Accounting Section

Division Finance Division

Office Chief

Email accountingsection@gmail.com

SUBMIT CANCEL

# SETTINGS - CONFIGURATIONS

## Configurations page

1. Search for a name or value
2. Click "Create" button to add a new configuration
3. Action buttons:
  - a. Update: Admin can update the value
  - b. Delete: Admin can delete the configuration

The screenshot shows the Asset Management System's Configuration page. The left sidebar includes sections like Dashboard, Assets, Requisition and Issue Slips, Asset Issuance Records, Transfers, Waste and Losses, Return, Maintenance, Office and Personnel Records, Settings (which is expanded to show Users, School Divisions, DepEd Divisions, School, Office, Codes, and Configurations), Help, and a bottom-level Help link. The main content area is titled 'Configurations' and contains a search bar labeled 'Search here...' (marked with red arrow 1). A table lists configurations with columns for Name and Value. The first row shows 'Entity Name' with 'DepEd NCR' as the value. The second row shows 'Fund Cluster - Consumable' with '01-101-101' as the value. The third row shows 'Fund Cluster - PPE' with 'Capital Outlay' as the value. The fourth row shows 'Fund Cluster - SEP' with '01-101-101' as the value. The fifth row shows 'Fund Cluster - Consumable' with '01-101-101' as the value. The sixth row shows 'Responsibility Center Code' with '07-001-00-00000-02-99-02' as the value. To the right of the table is a 'Actions' column with three dots, which is highlighted by a red box and arrow 3. Inside this box are 'Update Configuration' (with a pencil icon) and 'Remove' (with a trash bin icon). At the top right of the main area is a '+ CREATE' button (marked with red arrow 2).

**Create Configuration**

Name

Value

SUBMIT CANCEL

**Update Configuration**

Name

Value

SUBMIT CANCEL

Name	Value	Actions
Entity Name	DepEd NCR	...
Fund Cluster - Consumable	01-101-101	...
Fund Cluster - PPE	Capital Outlay	...
Fund Cluster - SEP	01-101-101	...
Fund Cluster - Consumable	01-101-101	...
Responsibility Center Code	07-001-00-00000-02-99-02	...