

DepEd NCR Asset Management System

User Manual
(Personnel)

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



Login to your account

Email Address

johndoe@gmail.com

Password

••••••••

[Forgot Password?](#)

Sign In

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

Email Address

RESET PASSWORD

 BACK TO LOGIN



Reset Password

Must be at least 8 characters.


New Password

New Password

Confirm Password

Confirm Password

Reset Password

 Back to login

Once you log in successfully, you will be redirected to the Personnel Stock Card page.

PERSONNEL STOCK CARD

- This records and tracks issued supplies or equipment assigned to an employee, including item details, issuance dates, and quantity issued

TOP MENU

1. Click to Open the Modal:
 - a. Manage Account: View and edit account details
 - b. Log Out: Log out of the system

Asset Management System

1

Jane Doe
Personnel

Personnel Stock Card

Requisition and Issue Slips

Asset Issuance Records

Losses

Return

Maintenance

Help

Atty. Jane Doe Jr. Active

Role: Personnel

Office: N/A

Email: Personnel@Deped-Ncr.Com

Total SEP: 3

Total PPE: 1

Search here...

Item Name	Qty	Date	Condition	Type	Action
Smart Digital Whiteboard	1	Thu Feb 06 2025	Reissued	PPE	...
HP Monitor	1	Fri Jan 31 2025	Reissued	SEP	...
RODULF Office Desk	1	Thu Feb 06 2025	Reissued	SEP	...
123SomethingNumberHere	1	Thu Feb 06 2025	Reissued	SEP	...

personnel@deped-ncr.com

Hi, Jane !

Personnel

MANAGE YOUR ACCOUNT

LOGOUT


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



1

✎ EDIT

Title

Atty.

Last Name

Doe

First Name

Jane

Middle Name

Middle Name

Suffix

Jr.

Role

personnel

2

3



4

5

UPLOAD PHOTO

REMOVE PHOTO

Title

Atty.

Last Name

Doe

First Name

Jane

Middle Name

Middle Name

Suffix

Jr.

Role

personnel

SAVE CHANGES

CANCEL

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

personnel@deped-ncr.com

1 EDIT

Contact Email

Email Address

personnel@deped-ncr.com

2

SEND OTP

3

CANCEL

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

Password

Current Password

Current Password

New Password

New Password

Confirm Password

Confirm Password

EDIT

2

Current Password

3

New Password

Confirm Password

4

SAVE CHANGES

CANCEL

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:
 - a. View – The personnel can view the forms of any status to track the progress
 - b. Cancel – To cancel the request

Asset Management System

Personnel Stock Card

Requisition and Issue Slips

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Requisition and Issue Slip

Search here...

Date	Requested By	RIS No.	Status	Action
Thu Feb 06 2025	Atty. Jane Doe Jr.	2025-02-06-21	For-Evaluation	<div>...<div>View</div><div>Cancel</div></div>
Thu Feb 06 2025	Atty. Jane Doe Jr.	2025-02-06-20	Issued	...
Thu Feb 06 2025	Atty. Jane Doe Jr.	2025-02-06-19	Issued	...
Wed Feb 05 2025	Atty. Jane Doe Jr.	2025-02-05-18	For-Evaluation	...
Wed Feb 05 2025	Atty. Jane Doe Jr.	2025-02-05-15	For-Evaluation	...
Wed Feb 05 2025	Atty. Jane Doe Jr.	2025-02-05-12	For-Evaluation	...
Wed Feb 05 2025	Atty. Jane Doe Jr.	2025-02-05-11	For-Evaluation	...
Wed Feb 05 2025	Atty. Jane Doe Jr.	2025-02-05-10	For-Evaluation	...
Wed Feb 05 2025	Atty. Jane Doe Jr.	2025-02-05-08	Issued	...
Wed Feb 05 2025	Atty. Jane Doe Jr.	2025-02-05-07	For-Review	...

REQUEST

1-10 of 12

REQUISITION AND ISSUE SLIPS

Requisition and Issue Slip Form

- 1. Input the 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

Personnel Stock Card

Requisition and Issue Slips

Asset Issuance Records

Losses

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Maintenance

Help

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.

Stock Number

Quantity

10

ADD TO LIST

Stock No.	Unit	Description	Quantity	Action
2025-02-04-18	Pieces	Long Folders	10	<div></div>

INVENTORY CUSTODIAN SLIP

ICS page

- 1. Search for an item name or description
- 2. Action buttons based on status:
 - a. Pending – Personnel can view the form and if you have physically received the item/s, you can Acknowledge the form to complete the issuance
 - b. Issued – The form can be viewed only

Asset Management System

Personnel Stock Card

Requisition and Issue Slips

Asset Issuance Records

ICS Records

PAR Records

Losses

Return

Maintenance

Help

Inventory Custodian Slip

Search here...

Date Issued	ICS No.	Received By	Status	Action
Thu Feb 06 2025	SPHV-2025-02-15	Atty. Jane Doe Jr.	Issued	...
Thu Feb 06 2025	SPHV-2025-02-14	Atty. Jane Doe Jr.	Issued	...
Tue Feb 04 2025	SPHV-2025-02-13	Atty. Jane Doe Jr.	Issued	...
Tue Feb 04 2025	SPHV-2025-02-12	Atty. Jane Doe Jr.	Pending	...
Mon Feb 03 2025	SPHV-2025-02-11	Atty. Jane Doe Jr.	Issued	...
Fri Jan 31 2025	SPHV-2025-01-07	Atty. Jane Doe Jr.	Issued	...
Thu Jan 30 2025	SPHV-2025-01-01	Atty. Jane Doe Jr.	Issued	...

View

Acknowledge

1

2

PROPERTY ACKNOWLEDGEMENT RECEIPT

PAR page

- 1. Search for an item name or description
- 2. Action buttons based on status:
 - a. Pending – Personnel can view the form and if you have physically received the item/s, you can Acknowledge the form to complete the issuance
 - b. Issued – The form can be viewed only

Asset Management System

Personnel Stock Card

Requisition and Issue Slips

Asset Issuance Records

ICS Records

PAR Records

Losses

Return

Maintenance

Help

Property Acknowledgement Receipt

Search here...

Date Issued

PAR No.

Received By

Status

Action

Thu Feb 06 2025

PAR-2025-02-06-04

Atty. Jane Doe Jr.

Pending

View

Acknowledge

Thu Feb 06 2025

PAR-2025-02-06-03

Atty. Jane Doe Jr.

Pending

View

Acknowledge

Thu Feb 06 2025

PAR-2025-02-06-02

Atty. Jane Doe Jr.

Issued

View

Acknowledge

Fri Jan 31 2025

PAR-2025-01-31-01

Atty. Jane Doe Jr.

Issued

View

Acknowledge

Jane Doe

Personnel

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 button:
 - a. View – The personnel can view the forms of any status to track the progress

Asset Management System

Personnel Stock Card

Requisition and Issue Slips

Asset Issuance Records

Losses

Lost/Damage SEP

Lost/Damage PPE

Return

Maintenance

Help

Lost, Stolen, Damaged, Destroyed SEP

Search here...

ALL

FOR APPROVAL

COMPLETED

RLSDDSP Date

RLSDDSP No.

Description

Department/Office

Status

Action

Fri Jan 31 2025

2025-01-31-01

HP LaserJet Pro M404dn

Property/Supply Section

Completed

...

View

+ CREATE

1-1 of 1

<

>

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

Personnel Stock Card

Requisition and Issue Slips

Asset Issuance Records

Losses

Lost/Damage SEP

Lost/Damage PPE

Return

Maintenance

Help

REPORT OF LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY

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

ICS No

Item No.

ADD TO LIST

Property No	Item No	ICS Date	Description	Acquisition Cost	Actions
2022-05-30-05-15-23-07	1	Mon Feb 03 2025	All-In-One Desktop Computer With Intel I7 Processor	45000	

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

Government Issued ID

Government Issued ID

ID No.

Date Issued

Government Issued ID

ID No.

Date Issued

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. View – The personnel can view the forms of any status to track the progress

Asset Management System

Personnel Stock Card

Requisition and Issue Slips

Asset Issuance Records

Losses

Lost/Damage SEP

Lost/Damage PPE

Return

Maintenance

Help

Lost, Stolen, Damaged, Destroyed PPE

Search here...

ALL

FOR APPROVAL

COMPLETED

RLSDDP Date

RLSDDP No.

Description

Department/Office

Status

Action

Fri Jan 31 2025

2025-01-31-01

Champion Power Equipment 4375-Watt Wireless Remote Start Portable Generator With CO Shield

Property/Supply Section

Completed

View

+ CREATE

1-1 of 1

- 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

Personnel Stock Card

Requisition and Issue Slips

Asset Issuance Records

Losses

Lost/Damage SEP

Lost/Damage PPE

Return

Maintenance

Help

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
2023-05-20-03-05-24-09	1	Thu Feb 06 2025	Interactive Whiteboard With Touch Functionality For Meetings And Presentations.	185000	

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

Goverment Issued ID

ID No.

Date Issued

RETURN

Return SEP page

- 1. Search for an item name or description
- 2. Click the “Create” button to return items
- 3. Action button:
 - a. View – The personnel can view the forms of any status to track the progress

Asset Management System

Personnel Stock Card

Requisition and Issue Slips

Asset Issuance Records

Losses

Return

Return SEP

Return PPE

Maintenance

Help

Returned Semi-Expendable Property

Search here...

1

2

+ CREATE

1-3 of 3

Date	RSSEP No.	Returned By	Office/Department	Status	Action
Thu Feb 06 2025	2025-02-06-04	Atty. Jane Doe Jr.	Property/Supply Section	Pending	3 ... View
Tue Feb 04 2025	2025-02-04-03	John Deped	Property/Supply Section	Approved	
Mon Feb 03 2025	2025-02-03-01	John Deped	Property/Supply Section	Completed	...

RETURN

Create Return SEP 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 send the form for approval

Asset Management System

Dashboard

Assets

Requisition and Issue Slips

Asset Issuance Records

Transfers

Waste and Losses

Return

Return SEP

Return PPE

Maintenance

Office and Personnel Records

Settings

Help

RECEIPT OF RETURNED SEMI-EXPENDABLE PROPERTY

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

Property Name

Select an Item

Item No.

Select an Item No.

ADD TO LIST

Item Description	Quantity	ICS No	End User	Actions
No Data Available				

SUBMIT

CANCEL

RETURN

[Return PPE page](#)

1. Search for an item name or description
2. Click the "Create" button to return items
3. Action button:
 - a. View - The personnel can view the forms of any status to track the progress

Personnel Stock Card

Requisition and Issue Slips

Asset Issuance Records

Losses

Return

Return SEP

Return PPE

Maintenance

Help

Asset Management System

Jane Doe

Personnel

Returned Property, Plant and Equipment

1

2

+ CREATE

1-2 of 2

Date	RSPPE No.	Returned By	Office/Department	Status	Action
Thu Feb 06 2025	2025-02-06-02	Atty. Jane Doe Jr.	Property/Supply Section	Pending	3 ⋮ View
Mon Feb 03 2025	2025-02-03-01	John Deped	Property/Supply Section	Completed	

RETURN

Create Return PPE 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 send the form for approval

Asset Management System

Dashboard

Assets

Requisition and Issue Slips

Asset Issuance Records

Transfers

Waste and Losses

Return

Return SEP

Return PPE

Maintenance

Office and Personnel Records

Settings

Help

RECEIPT OF RETURNED SEMI-EXPENDABLE PROPERTY

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

Property Name

Select an Item

Item No.

Select an Item No.

ADD TO LIST

Item Description	Quantity	ICS No	End User	Actions
No Data Available				

SUBMIT

CANCEL

MAINTENANCE

Maintenance page

- 1. Search for an Item by entering its name in the search bar
- 2. Click the “Request Maintenance” button to open the modal to submit a request
- 3. Action buttons based on status:
 - a. Pending or Completed: Personnel can view the form
 - b. Scheduled or Rescheduled: If the item was fixed, the Personnel can view the form or mark it as Completed to complete the maintenance process

Asset Management System

Personnel Stock Card

Requisition and Issue Slips

Asset Issuance Records

Losses

Return

Maintenance

Help

Maintenance Management

Search here...

Item

Office

Issue

Maintenance Date

Maintenance Type

Status

Action

No Data Available

REQUEST MAINTENANCE

Request Maintenance

Item / Property No.

Select an Item

Item No.

Select an Item No.

Issue

Enter issue description

SUBMIT

CANCEL