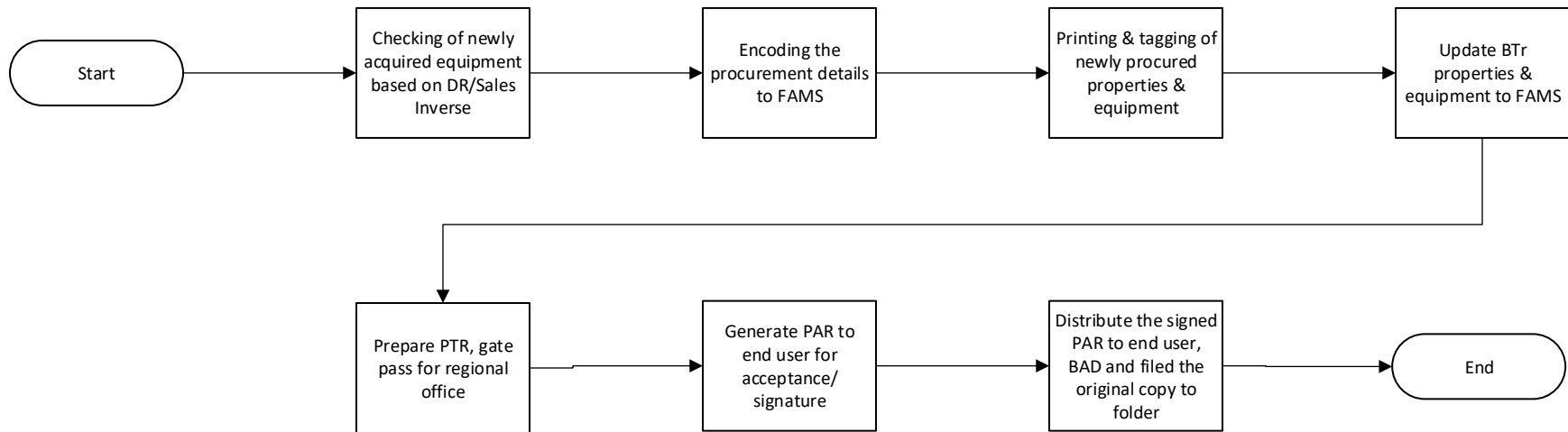


Property Numbering Of Newly Procured Properties and Equipment / Supplies materials

NON-EXPANDABLE (PROPERTIES & EQUIPMENT)

Admin Officer V, Admin Officer III



PROPERTY AND SUPPLY MANAGEMENT DIVISION

PREPARED BY: KRISTINE ALAVA

DATE : 26 MAY 2016

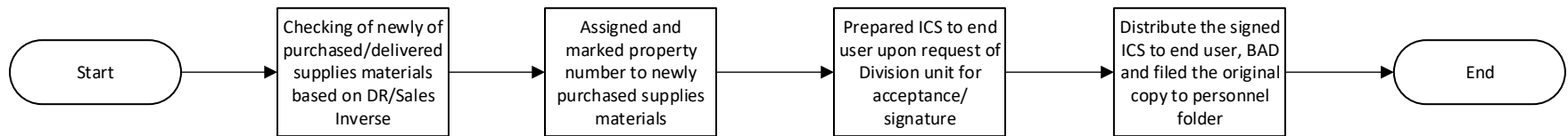
CHECKED BY: JONATHAN SAMAR

APPROVED BY: VICTORENIA B. TARRIGA

Property Numbering Of Newly Procured Properties and Equipment / Supplies materials

SEMI-EXPANDABLE (SUPPLIES MATERIALS)

Admin Officer , Admin Officer III



PROPERTY AND SUPPLY MANAGEMENT DIVISION

PREPARED BY: KRISTINE ALAVA

DATE : 26 MAY 2016

CHECKED BY: JONATHAN SAMAR

APPROVED BY: VICTORENIA B.  
TARRIGA

# Acceptance of Returned BTr Properties and Equipment

AS-IS

End User

Start

Submit transmittal letter regarding of the items to be returned and the items to AO V / AO III

AO V, AO III

Receive transmittal letter and the items

Update the records in the FAMS reflecting remarks of cancellation of corresponding items

Determine and marked the property of its condition either serviceable or unserviceable item

Is item Serviceable?

Yes

Can be issued to other end user

No

Tag as unserviceable

End



PROPERTY AND SUPPLY MANAGEMENT DIVISION

PREPARED BY: KRISTINE ALAVA

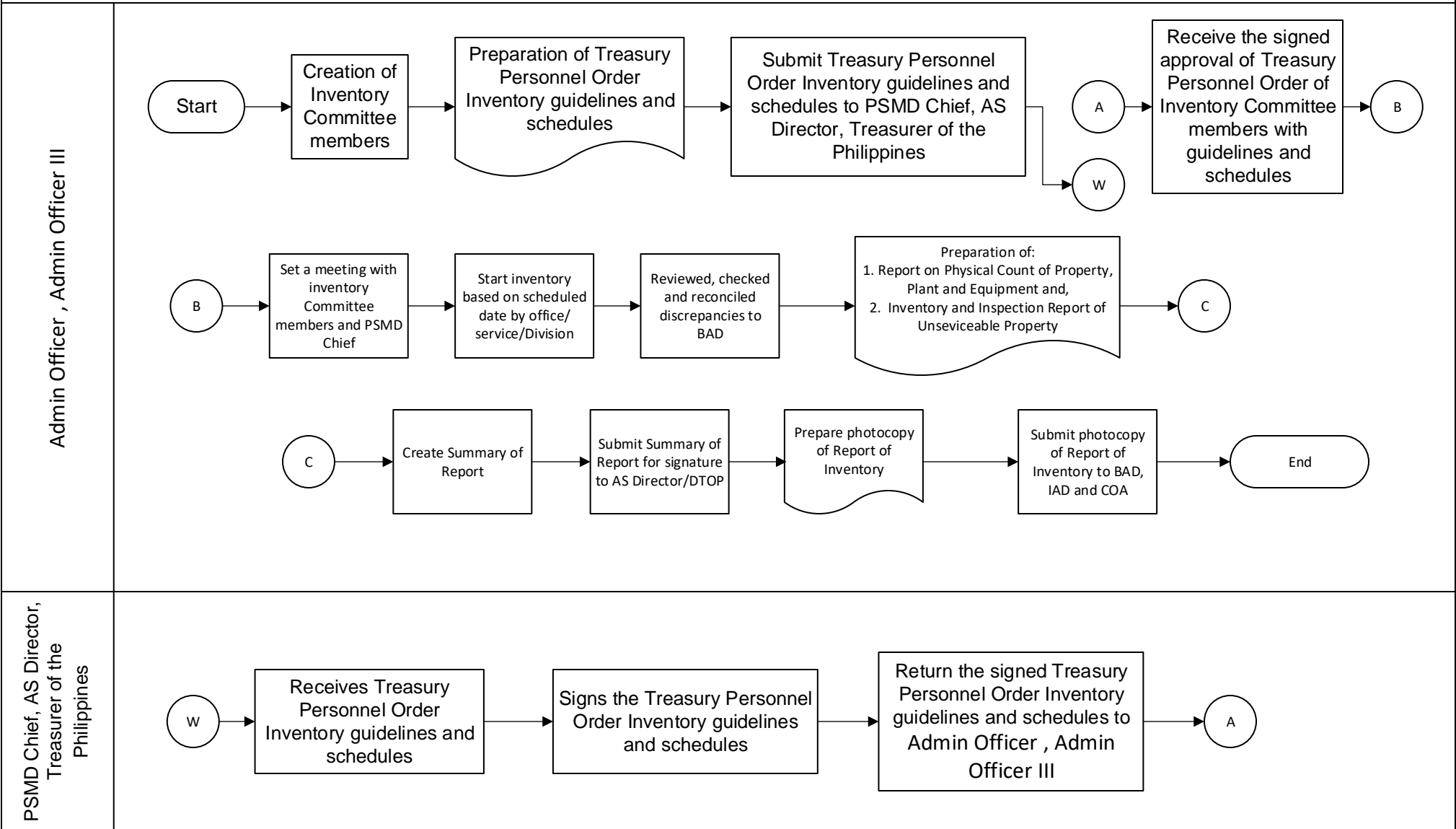
CHECKED BY: JONATHAN SAMAR

DATE : 26 MAY 2016

APPROVED BY: VICTORENIA B. TARRIGA

# Annual Physical Inventory of BTr Properties and Equipment

AS-IS



PROPERTY AND SUPPLY MANAGEMENT DIVISION

PREPARED BY: KRISTINE ALAVA

DATE : 26 MAY 2016

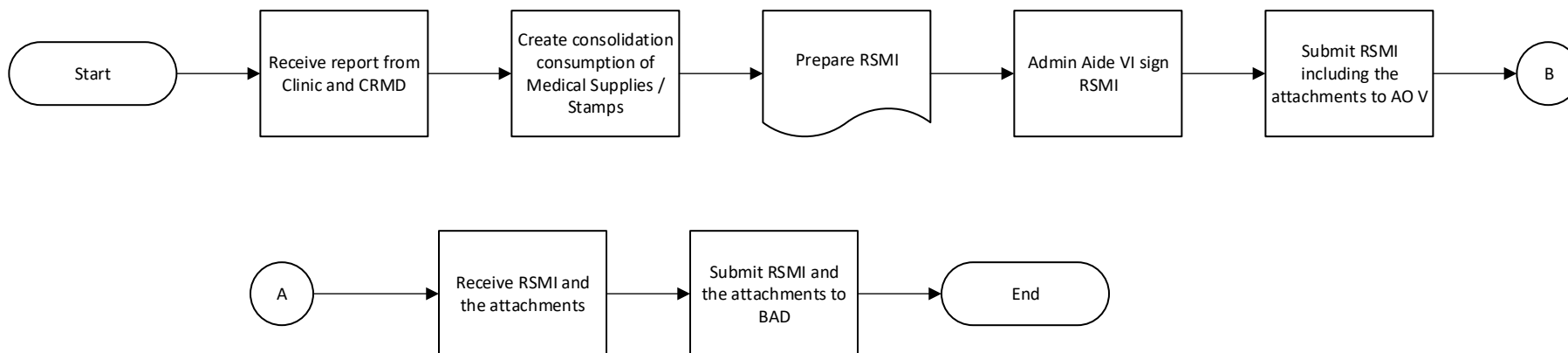
CHECKED BY: JONATHAN SAMAR

APPROVED BY: VICTORENIA B. TARRIGA

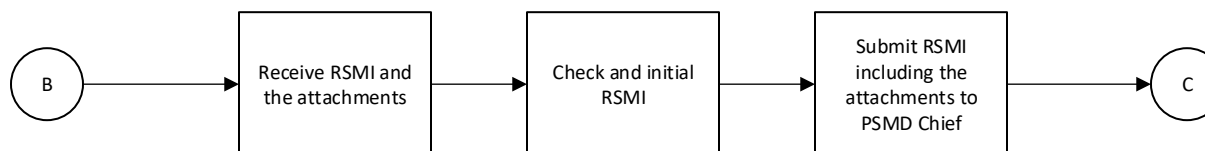
## Preparation of RSMI from other Division (Monthly Submission)

AS-IS

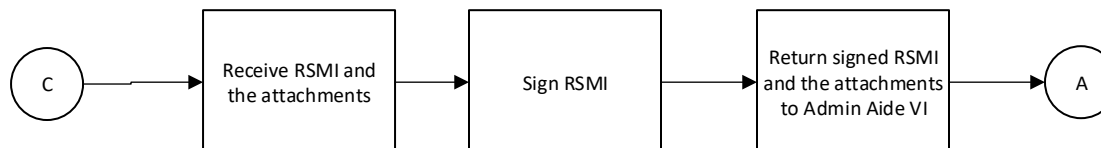
Administrative Aide VI



AO V



PSMD Chief



PROPERTY AND SUPPLY MANAGEMENT DIVISION

PREPARED BY: KRISTINE ALAVA &  
RAFAEL DE JESUS

DATE : 26 MAY 2016

CHECKED BY: JONATHAN SAMAR

APPROVED BY: VICTORENIA B.  
TARRIGA