

ASSET AND PROPERTY MANAGEMENT DIVISION
ACCOMPLISHMENT REPORT FOR THE MONTH OF SEPTEMBER 1-30, 2023

ASSET AND PROPERTY MANAGEMENT DIVISION		SEPT. 1-30		DETAILS/SPECIFICS OF THE ACCOMPLISHMENT (DATES, OFFICES and DOCUMENTS)		
PROPERTY AND INVENTORY RECONCILIATION		QUANTITY	DESCRIPTION		DATES	REMARKS (E.g. Offices Concern)
a) Total number of PLANT, PROPERTY and EQUIPMENT reviewed and assigned with acquisition cost of P 50,000.00 (ARE)		3				
b) No. of ARE received and updated (Transfer of accountability)						
Signed number and reviewed ICS						
a) Total number of Semi Expendable properties with acquisition cost of less than 15,000.00 and below) exclusive of the reclassified ARE to ICS		132	Various Equipment and supplies with an acquisition cost below 50,000.00			
b) Prepared RE-ICS						
Verified existence and assigned number for returned waste materials WMR		85	Tires, Batteries, IT Equipment, Electronic Appliances, Tables, Chairs, Plastics items		Sept. 1-30, 2023	Various Offices
a) Total Number of waste materials accepted		482				
Verified existence and assigned number for returned unserviceable government properties PRS		4	Medical Equipment, Office Equipment, IT Equipment		Sept. 7, 21, 2023	HSO, GSO, CBAO, CASSO
a) Total Number of unserviceable properties accepted		11				
b) Total Number of Properties Tagged		2	GSO and LCR		Sept. 1-30, 2023	
Number of Offices Inventoried		2				
Clearances Issued		62	Retirement, Transfer, Travel Abroad, Resignation		Sept. 1-30, 2023	Various Offices
Number of Reconciled PPEs						
Total Amount of reconciled PPEs (conducted during the end of the year)						
Inventory report accomplished						
Reclassification from ARE to ICS (As per COA Circular)						
PROPERTY DISPOSAL:						
No. of Warehousing Conducted		4	Every Thursdays of the Month		7,14,21,28	All Bodegas
No. of Serviceable and Unserviceable Properties and Waste Materials returned for Public Auction		132	IT Equipment, Fixtures, Electronics, Medical, Tires, Spare Parts,		Sept. 4-28, 2023	Various Offices
No. of Warehouse Inspection and Warehouse maintenance conducted		4	Every Fridays of the Month		1,8,15,22	All Bodegas
No. IIRUP Reports Prepared		23	Various Equipment and Machines (w/complete attachments)		Sept. 1-30, 2023	CBAO, CEPMO, BJMP, Library, BFP, CMO, CPDO
No. of Public Auction conducted for the Disposal of Unserviceable Properties						
Proceeds from the Public Auction						
PROPERTY INDEMNITY (Vehicles and Machinery)						
Vehicles - Certificate of Registration (LTO)		2				
Vehicles - Certificate of Insurance (GISIS)		2				
Insured Machinery						
REAL PROPERTY:						
Research conducted		0				
Reconciliation of Real Properties Land, Building						
Survey Plan Prepared						
Processing of Special Patent						
Insured Buildings		1	Multi Purpose Hall, City Hall Annex Building			
Communications/Reports prepared		2	Follow Up letter and Letter Request			
		4	Topiniao and Baguio Convention Center			