

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)
Assigned number and reviewed ARE					
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)					
Assigned number and reviewed ICS					
a) Total number of Semi Expendable properties with an acquisition cost of less than 15,000.00 and below) inclusive 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 itesm	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			
No 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
% 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 (GSIS)		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	Topinao and Baguio Convention Center		