	DEPARTMENT OF SCIENCE AND TECHNOLOGY <b>DOST Regional Office No. IX</b>	DOCUMENT CODE	<b>WI-FASS-PSU 05-01</b>
	<b>WORK INSTRUCTIONS</b>	REVISION NUMBER	<b>2</b>
		PAGE NUMBER	<b>1 of 2</b>
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	<b>01 July 2023</b>
SUBJECT	<b>EVALUATION AND MONITORING OF ACCOUNTABILITY</b>		

## 1.0 OBJECTIVE

To effectively monitor, evaluate and establish accountability of employees for every property or equipment purchased and owned by the agency.

## 2.0 SCOPE

This work instruction covers from the monitoring of compiled PAR and ICS on a monthly basis, up to the evaluation of its summary in quarter/annual.

## 3.0 ACCESS

*This work instruction is uploaded to the DOST IX Document Management System and accessible to all DOST IX personnel. The original copy of this document is managed by the DOST IX's document custodian.*



## 4.0 DEFINITION OF TERMS


**4.1 Property Acknowledgement Receipt (PAR)** - Signed and dated by the Supply/Property Officer and Recipient/End-user to establish accountability on equipment or items amounting to *P50,000.00* pesos and above.

**4.2 Inventory Custodian Slip (ICS)** - Signed and dated by the Supply/Property Officer and Recipient/End-user to establish accountability on tangible or semi-expendable items amounting to less than *P50,000.00* pesos.

## 5.0 RESPONSIBILITIES

**5.1** The **Supply Officer** and **Property Staff** are responsible to properly monitor every PAR or ICS transaction and determine its efficiency.

Prepared by:  Supply Officer	Approved by:  Quality Management Representative
---	--



	DEPARTMENT OF SCIENCE AND TECHNOLOGY <b>DOST Regional Office No. IX</b>	DOCUMENT CODE	<b>WI-FASS-PSU 05-01</b>
	<b>WORK INSTRUCTIONS</b>	REVISION NUMBER	<b>2</b>
		PAGE NUMBER	<b>2 of 2</b>
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	<b>01 July 2023</b>
SUBJECT	<b>EVALUATION AND MONITORING OF ACCOUNTABILITY</b>		

## 6.0 STEPS

- 6.1 Prepare the compiled FASS-PSU F02, Property Acknowledgement Receipt (PAR) and FASS-PSU F03, Inventory Custodian Slip (ICS);
- 6.2 Evaluate PAR and ICS using the FASS-PSU F04, DOST IX Accountability Monitoring Sheet. Identify the category of report being prepared whether PAR or ICS, and check the box for the covering quarter;
- 6.3 Input the required information on the Accountability Monitoring Sheet based on the compiled PAR and ICS: PAR/ICS number, item, description, property number, quantity, amount, date fully inspected, date PAR/ICS received by the end-user, status, and remarks;
- 6.4 Determine the "number of days prepared" by counting the number of Working Days (WD) *between the approval date and Requisition and Issue Slip, to the date of which item/equipment received by the end-user (1-5 WD: on-time; 6 WD above: late)*;
- 6.5 After completion of the Evaluation Sheet, proceed to FASS-PSU F05, DOST IX Accountability Monitoring Summary. This report basically counts the total number of PAR/ICS to be prepared for the period/quarter, and total number of PAR/ICS accomplished *on-time and late*;
- 6.6 Compute for the summary and efficiency rate for each month/quarter.

## 7.0 RECORDS

Title	Collection and Filing	Location	Maintenance and Disposal
<b>DOST IX Accountability Monitoring Sheet</b> (FASS-PSU F04)	Filed by Supply Officer and Property Staff	Supply Unit (FASS-PSU-FC-D1)	3-years retention period
<b>DOST IX Accountability Monitoring Summary</b> (FASS-PSU F05)	Filed by Supply Officer and Property Staff	Supply Unit (FASS-PSU-FC-D1)	3-years retention period

Prepared by:  Supply Officer	Approved by:  Quality Management Representative
---	--