

	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	PM-FASS-PSU 05-03
	PROCEDURES MANUAL	REVISION NUMBER	2
		PAGE NUMBER	1 of 6
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 July 2023
SUBJECT	Conduct of Annual Inventory of Property, Plant and Equipment (PPE)		

1.0 OBJECTIVE

To effectively monitor and to ensure accurate reconciliation of the Physical Inventory of Assets with the Accounting Unit's **Property, Plant and Equipment Ledger Card** and **General Ledger Accounts**.

2.0 SCOPE

This operational procedure covers from the conduct of physical inventory by the committee, up to the finalization and reconciliation of PPE records with the Accounting Unit and submission to COA auditors.

3.0 ACCESS

This procedures manual 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, Plant and Equipment (PPE) - Pertains to the land, building and other structures, equipment, transportation equipment, furniture & fixtures, and books, which are owned by the agency.



4.2 Report on the Physical Count of Property, Plant and Equipment (RPCPPE) - form used to report on the physical count of PPE by type such as land, building and other structures, equipment, transportation equipment, furniture & fixtures, and books, which are owned by the agency, and shall be prepared yearly.

4.3 Property Card (PC) - Cards to be prepared and maintained by Property Unit to indicate records on acquisition, issue, transfer, and disposal of each item/properties that can be found on the RPCPPE.

4.4 Property Inventory Plan (PIP) - Shall be prepared by the Inventory Committee, containing at the least, the specific assignments/duties of the Committee members, the cut-off date and a schedule specifying the dates and locations of the inventory taking activities from start up to the targeted completion of the physical inventory.

4.5 Inventory Count Form (ICF) - The physical count shall be recorded/documentated in the Inventory Count Form for each PPE sub-major account group/PPE categories, which shall be used as the basis in the preparation of the RPCPPE after the physical count.

4.6 Report on the Physical Count of Semi-Expendable Property (RPCSP) - *This form shall be used to report the physical count of semi-expendable property, which are owned by the agency/entity. It shall be prepared annually and by fund by the inventory committee.*

Prepared by:  Supply Officer	Approved by:  Quality Management Representative
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4.7 Semi-Expendable Property Card (SPC) - Cards to be prepared and maintained by Property Unit to indicate records on acquisition, issue, transfer, and disposal of each item/properties that can be found on the PRCSP.



5.0 RESPONSIBILITIES

The person responsible for this Procedures Manual are as follows:

5.1 Supply Officer and Property Staff shall facilitate the entire process on the conduct of Annual Inventory for PPE.

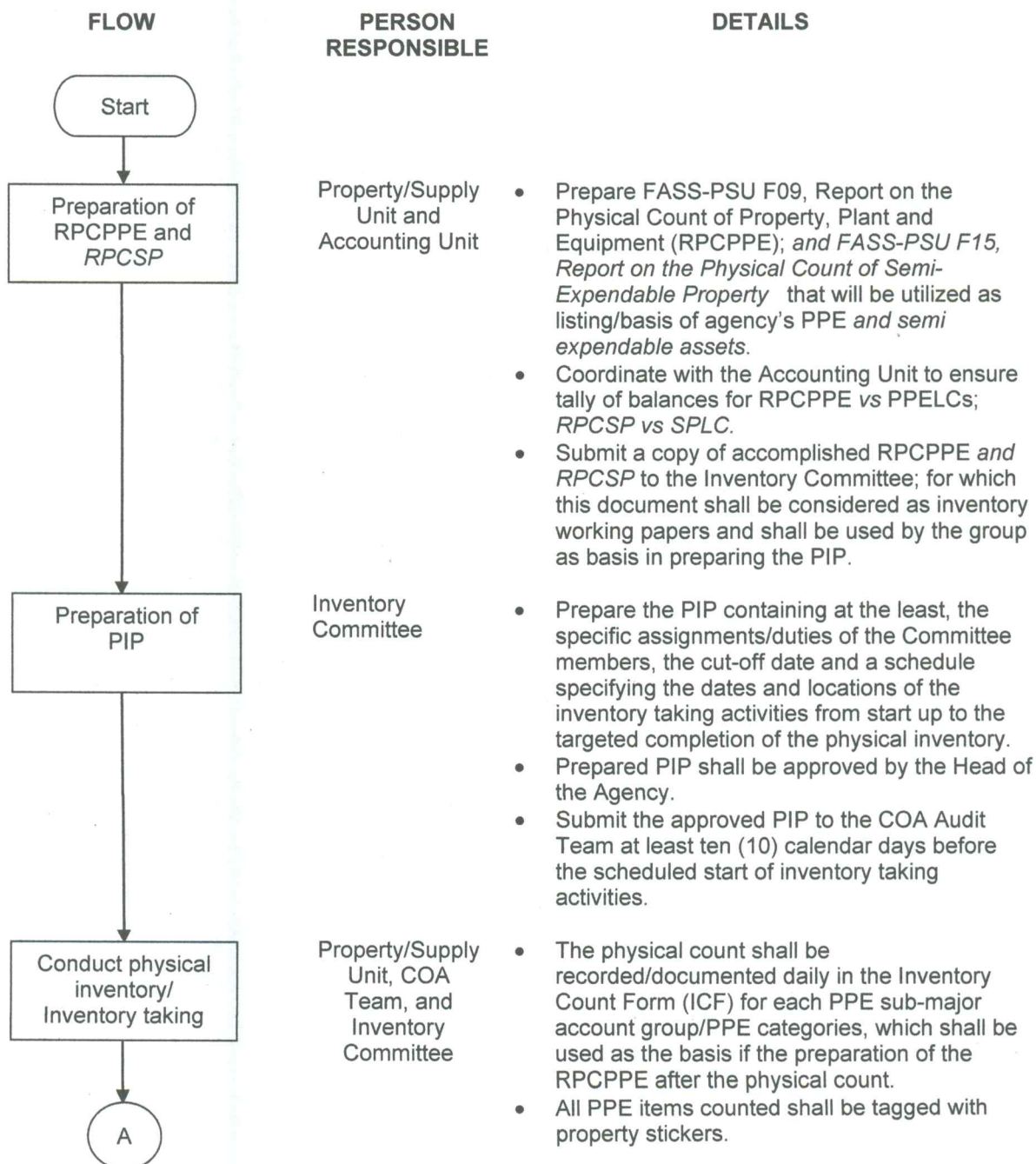
5.2 Inventory Committee is responsible in performing the physical checking and inventory of agency properties and equipment in the Regional Office and Provincial Science and Technology Offices (PSTOs) in Zamboanga Sibugay, Zamboanga del Sur, and Zamboanga del Norte.



5.3 Accountant is responsible in making necessary corrections and adjustments for reconciliation of inventory records.

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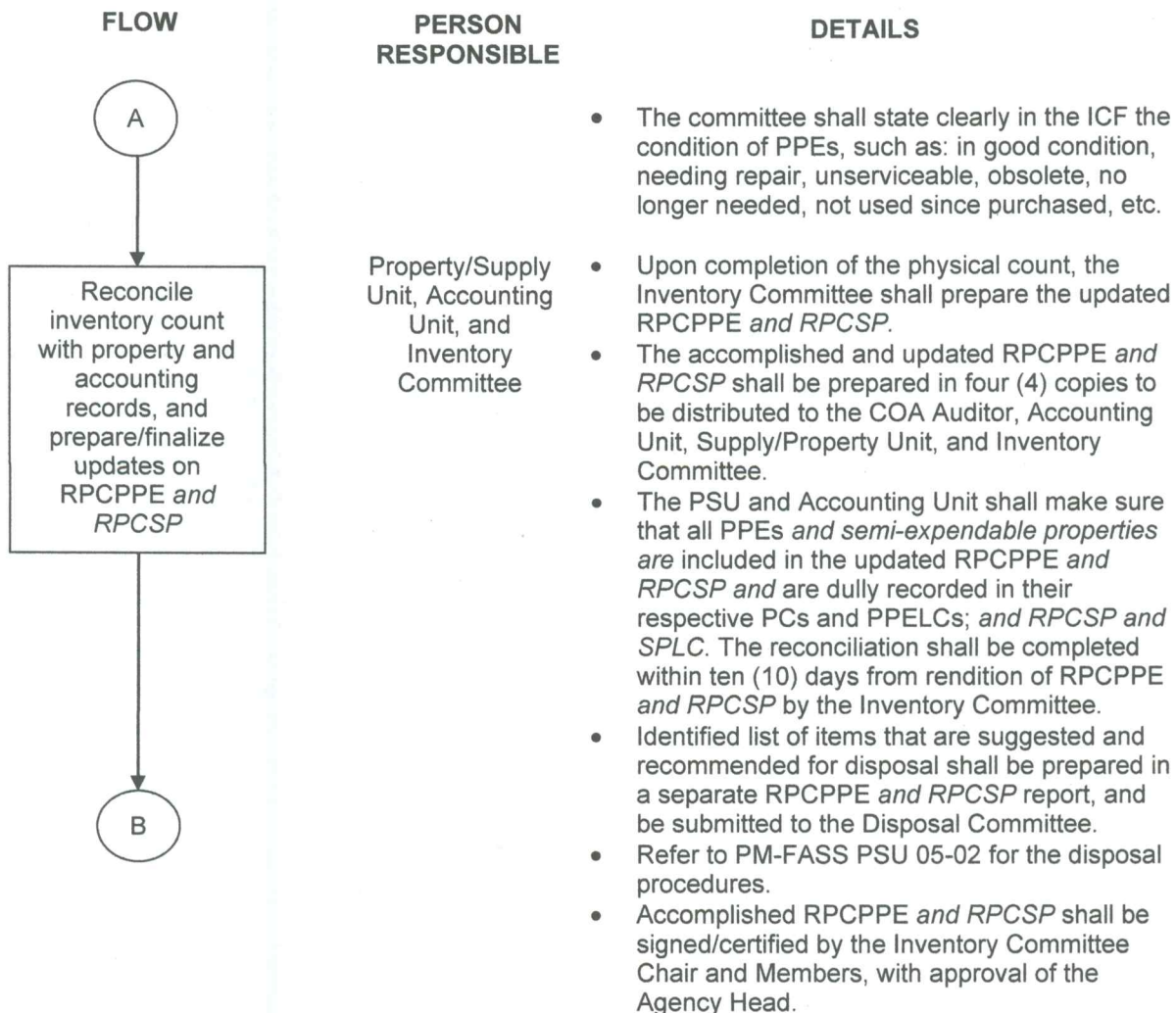
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6.0 PROCEDURE



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 Supply Officer	 Quality Management Representative

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7.0 REFERENCES

- Government Accounting Manual (GAM) Volume I
- Commission on Audit (COA) Circular Number: 2022-04 dated May 31, 2022

8.0 RECORDS

Title	Collection and Filing	Location	Maintenance and Disposal
Report on the Physical Count of Property, Plant and Equipment (FASS-PSU F09)	Filed by Supply Officer and Property Staff	Supply Unit (FASS-PSU-FC-D2)	1-year retention period after updated
Report on the Physical Count of Inventories (FASS-PSU F10)	Filed by Supply Officer and Property Staff	Supply Unit (FASS-PSU-FC-D2)	1-year retention period after updated
Property Card (FASS-PSU F11) and Semi-Expendable Property Card (FASS-PSU F17)	1-year retention period after updated	Supply Unit (FASS-PSU-FC-D2)	Permanent

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