	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	WI-FASS-PSU 05-02
	WORK INSTRUCTIONS	REVISION NUMBER	1
		PAGE NUMBER	1 of 3
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 July 2023
SUBJECT	TRANSFER OF PROPERTIES TO OTHER AGENCY OR ENTITY		

1.0 OBJECTIVE

To conduct proper documentation and transfer of DOST IX owned properties and equipment to another entity or agency.

2.0 SCOPE

This work instruction covers from the preparation of pertinent documents to support the property transfer, up to the furnishing of said documents to the Accounting Unit and COA Auditor for proper recording.

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 Waste Materials Report (WMR) - A form to be prepared and utilized by the Supply Unit for listing ICS: tangible/semi-expendable items for transfer to another agency.


4.2 Inventory and Inspection Report of Unserviceable Property (IIRUP) - A form to be prepared and utilized by the Supply Unit for listing PAR: equipment and properties for transfer to another agency.

4.3 Inventory and Inspection Report of Unserviceable Semi-Expendable Property (IIRUSP) - This form shall be used to account all unserviceable semi-expendable property of an entity which is subject to disposal. It also serves as the basis for the Accounting Unit to for the recognition of cash proceeds if the mode of disposal of an unserviceable semi-expendable property is through sale/public auction.

4.4 Property Transfer Report (PTR) and Inventory Transfer Report (ITR) – Form that are used every time there is a transfer of PPE assets such as for donation, reassignment, relocation, and the like.

4.5 Property Transfer Report (PTR) and Inventory Transfer Report (ITR) – Form that are used every time there is a transfer of Semi-Expendable properties such as for donation, reassignment, relocation, and the like.

Prepared by:  Supply Officer	Approved by:  Quality Management Representative
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5.0 RESPONSIBILITIES

5.1 Supply Officer and Property Staff to facilitate transfer documents by DOST IX and the receiving entity/agency, and upon completion, to furnish documents to the Accounting Unit and COA Auditor.

5.2 Inspection Officer and Head of Agency to affix approval and allows the inspector to check the assets to be disposed of, and verify the justification for its disposal.

6.0 STEPS:

6.1 Receive transfer request of property to other agency/entity whether recommended by any functional unit/accountable employee, or by means of official communication from other agency/office;

6.2 Prepare the **FASS-PSU F06, Waste Materials Report (WMR)** for tangible items; or **FASS PSU F07, Inventory and Inspection Report of Unserviceable Property (IIRUP)** for equipment, and **FASS PSU F16, Inventory and Inspection Report of Unserviceable Semi-Expendable Property (IIRUSP)** upon approval;

6.3 Indicate information on **WMR** or **IIRUP/IIRUSP** using the **FASS-PSU F10, Report on the Physical Count of Inventories** for *tangible* items; **FASS-PSU F09, Report on the Physical Count of Property, Plant and Equipment** for equipment; and **FASS-PSU F15, Report on the Physical Count of Semi-Expendable Equipment**, as data reference;

6.4 Prepare the *Property Transfer Report (PTR)* for PPE assets, or *Inventory Transfer Report (ITR)* for Semi-Expendable properties with data coming from RPCPPE or RPCSP.



6.5 Conduct documentation/take pictures of items and equipment to be transferred as reference and supporting documents for the transfer;


6.6 Forward the **WMR** or **IIRUP/IIRUSP** to the Inspection Officer and Head of Agency to affix approval and allows the inspector to check the assets to be disposed of, and verify the justification for its disposal;

6.7 Furnish initially available documents like a copy of **WMR/IIRUP/IIRUSP** to the COA Auditor and Accounting Unit;

6.8 Send communication or response letter to the Receiving Agency (Donee) with the instruction to accomplish/affix date, name, and signature on the following pertinent documents:

- Inventory Custodian Slip (ICS), or
- Property Acknowledgment Property (PAR),
- Property Transfer Report (PTR)/*Inventory Transfer Report (ITR)*, and
- *Notarized Deed of Transfer (as needed).*

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6.9 Facilitate physical transfer of item/equipment upon accomplishment and availability of transfer documents by the receiving agency/entity. If available, invite the COA Auditor, and DOST IX Representative to witness the actual hauling and sign on the "witness to disposition" column of the WMR/IIRUP/*IIRUSP*.

6.10 Submit fully accomplished copies of WMR or IIRUP/*IIRUSP*, ICS or PAR, PTR/*ITR*, pictures or documentations, and notarized Deed of Transfer (*as needed*) to the COA Auditor and Accounting Unit to conduct the update and reconciliation to their records. Same documents must be used as basis by the Supply/Property Unit to the delisting of accountability to the FASS-PSU F09, Report on the Physical Count of Property, Plant and Equipment (PAR); FASS-PSU F10, Report on the Physical Count of Inventories (ICS); and FASS-PSU F15, Report on the Physical Count of Semi-Expendable Property.

7.0 RECORDS

Title	Collection and Filing	Location	Maintenance and Disposal
Property Acknowledgement Receipt (FASS-PSU F02)	Filed by Supply Officer and Property Staff	Supply Unit (FASS-PSU-FC-D3)	3-years retention period
Inventory Custodian Slip (FASS-PSU F03)	Filed by Supply Officer and Property Staff	Supply Unit (FASS-PSU-FC-D3)	3-years retention period
Waste Materials Report (FASS-PSU F06)	Filed by Supply Officer and Property Staff	Supply Unit (FASS-PSU-FC-D2)	3-years retention period
Inventory and Inspection Report of Unserviceable Property (FASS-PSU F07)	Filed by Supply Officer and Property Staff	Supply Unit (FASS-PSU-FC-D2)	3-years retention period
Property Transfer Report (FASS-PSU F08) and Inventory Transfer Report (FASS-PSU F18)	Filed by Supply Officer and Property Staff	Supply Unit (FASS-PSU-FC-D2)	3-years retention period

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