	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	PM-FASS-PSU 05-01
	PROCEDURES MANUAL	REVISION NUMBER	1
		PAGE NUMBER	1 of 3
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 July 2023
SUBJECT	RELEASE OF PAR & ICS TO ACCOUNTABLE EMPLOYEES		

1.0 OBJECTIVE

To ensure that all equipment, items, tangible or semi-expendable supplies are properly issued to recipients/end-users for proper monitoring and accountability.

2.0 SCOPE

This operational procedure covers from the preparation of accountability documents up to the release of equipment, items, tangible or semi-expendable supplies to end-users.

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 Acknowledgement Receipt (PAR) - a document which shall be 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, covered by approved RIS.

4.2 Inventory Custodian Slip (ICS) - a document which shall be 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, covered by approved RIS.



4.3 Requisition and Issue Slip (RIS) - a document prepared by the end-user to request issue of equipment, items, tangible or semi-expendable supplies. *The Property and Supply Unit will only issue requested item/equipment upon the preparation and submission of approved and fully accomplished RIS.*


5.0 RESPONSIBILITIES

The person responsible for this Procedures Manual are as follows:

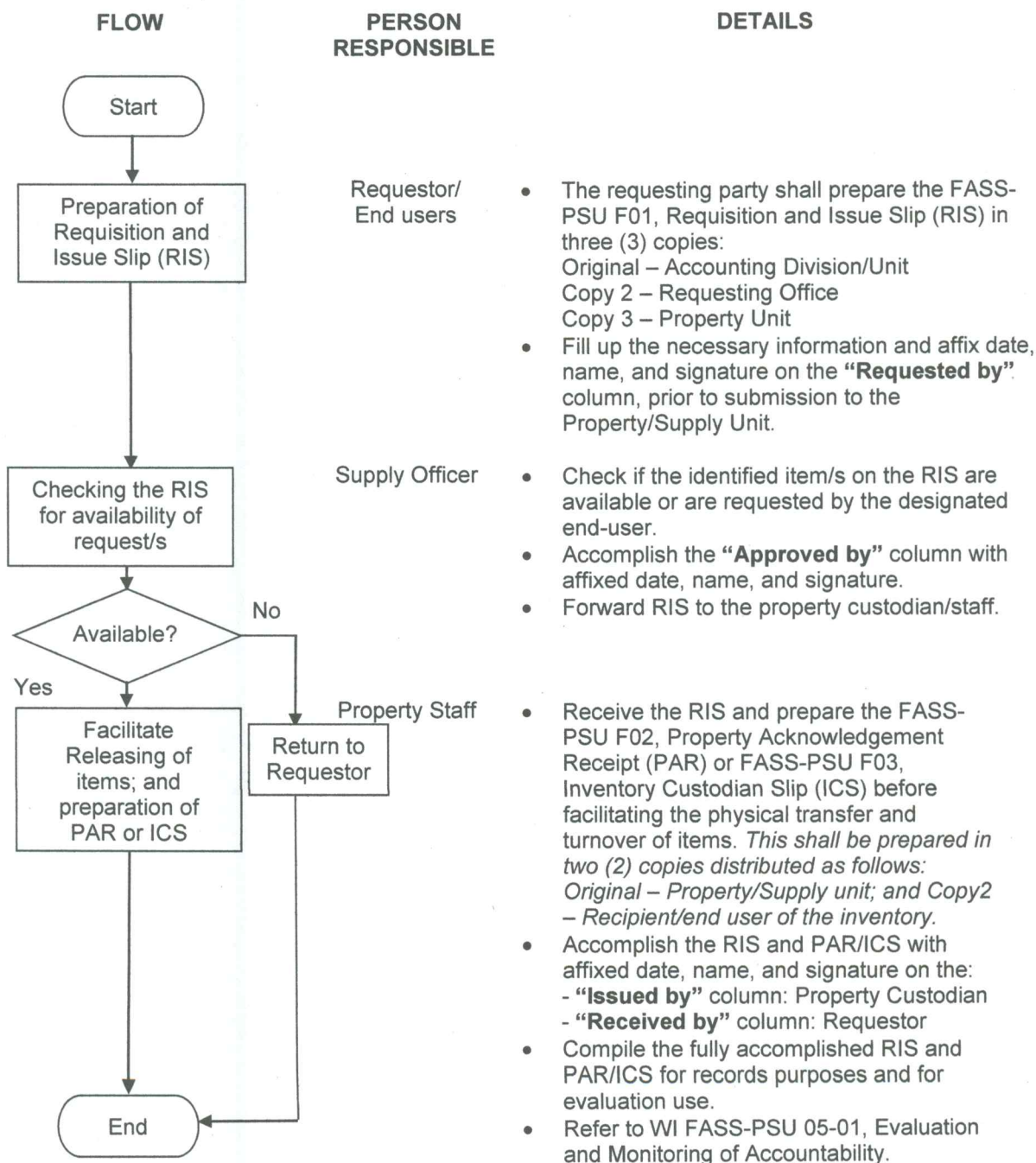
5.1 Requestor/End-user is responsible in preparing the Requisition and Issue Slip (RIS) which serves as basis for the Supply Unit in approving and releasing of request/s.



5.2 Supply Officer and Property Staff facilitates the releasing of requests for items and equipment that shall be properly documented by means of PAR and ICS.

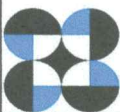
Prepared by:  Supply Officer	Approved by:  Quality Management Representative
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	PM-FASS-PSU 05-01
	PROCEDURES MANUAL	REVISION NUMBER	1
SECTION	PRODUCT REALIZATION	PAGE NUMBER	2 of 3
SUBJECT	RELEASE OF PAR & ICS TO ACCOUNTABLE EMPLOYEES	EFFECTIVITY DATE	01 July 2023

6.0 PROCEDURES



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	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	PM-FASS-PSU 05-01
	PROCEDURES MANUAL	REVISION NUMBER	1
		PAGE NUMBER	3 of 3
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 July 2023
SUBJECT	RELEASE OF PAR & ICS TO ACCOUNTABLE EMPLOYEES		

7.0 REFERENCES

- Government Accounting Manual (GAM) Volume I
- Commission on Audit (COA) Circular No. 2022-004 dated May 31, 2022

8.0 RECORDS

Title	Collection and Filing	Location	Maintenance and Disposal
Requisition and Issue Slip (FASS-PSU F01)	Filed by Supply Officer and Property Staff	Supply Unit (FASS-PSU-FC-D3)	1-year retention period
Property Acknowledgement Receipt (FASS-PSU F02)	Filed by Supply Officer and Property Staff	Supply Unit (FASS-PSU-FC-D3)	1-year retention period after return of equipment; and PARs of available properties are updated every 3-years, or every time there is a change of custodianship/user of the property
Inventory Custodian Slip (FASS-PSU F03)	Filed by Supply Officer and Property Staff	Supply Unit (FASS-PSU-FC-D3)	1-year retention period after return of tangible/semi-expendable properties; and ICS of available items are updated every 3-years, or every time there is a change of custodianship/user of the property

Prepared by:  Supply Officer	Approved by:  Quality Management Representative
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