	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	WI-FASS-PSU 05-04
	WORK INSTRUCTIONS	REVISION NUMBER	1
SECTION	PRODUCT REALIZATION	PAGE NUMBER	1 of 2
SUBJECT	MONITORING THE EXPIRATION AND RENEWAL OF INSURANCE FOR PPE	EFFECTIVITY DATE	01 July 2023

1.0 OBJECTIVE

To monitor and be assured of on-time renewal for Government Service Insurance System, GSIS insurance of agency owned PPE properties and motor vehicles.

2.0 SCOPE

This work instruction covers from facilitating requirements of insurance renewal, down to the recording of timeliness to avoid late or uncovered claim for any nature of calamity (fire and accident).

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 Official Receipt (OR) - Issued by the Land Transportation Office (LTO) and used for the computation and renewal of motor vehicle insurance (photocopy of latest renewal).

4.2 Certificate of Registration (CR) - Issued by the Land Transportation Office (LTO) and used for the computation and renewal of motor vehicle insurance (photocopy).

5.0 RESPONSIBILITIES

5.1 Supply Officer and Property Staff shall ensure that all PPE properties and vehicle insurance are prepared prior to its expiration.

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

	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	WI-FASS-PSU 05-04
	WORK INSTRUCTIONS	REVISION NUMBER	1
		PAGE NUMBER	2 of 2
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 July 2023
SUBJECT	MONITORING THE EXPIRATION AND RENEWAL OF INSURANCE FOR PPE		

6.0 STEPS

6.1 Request for the computation of **Insurance Premium** at the **Government Service Insurance System (GSIS)** covering the Property, Plant and Equipment (PPE) of the agency within the last quarter of the current year;

On the other hand, **Motor Vehicle** insurance is processed at least two months prior its expiration by sending GSIS a copy of vehicle LTO issued Official Receipt (OR) and Certificate of Registration (CR);

6.2 If applicable, include additional items or equipment acquired by the agency on the current year, for addition to the replacement premium coverage using **FASS-PSU F12, Property Inventory Form, Annex A**. This form illustrates the breakdown of properties by location, and significant data on item classification/type, description, property number, and date of acquisition that serves as the basis for the valuation of market appraisal or insurable interest;

6.3 Upon receipt of **GSIS Premium Computation**, it must be reviewed by the Property Unit, and shall be forwarded to the Regional Director for approval and signature;



6.4 Facilitate the payment and prepare the Obligation Receipt and Disbursement Voucher with the issued **GSIS Premium Computation** as attached and additional supporting documents;

6.5 When the cheque is ready, immediately facilitate the payment to GSIS and receive/compile the replacement policy document stating new policy number and period of coverage.

6.6 Record data of renewal on **FASS-PSU F13, Insurance Monitoring Form** to determine timeliness and insurance renewal for PPE properties and motor vehicle.

7.0 RECORDS

Title	Collection and Filing	Location	Maintenance and Disposal
Insurance Monitoring Form (FASS-PSU F13)	Filed by Supply Officer and Property Staff	Supply Unit (FASS-PSU-FC-D4)	1-year retention period

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