



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT, FIELD OFFICE VII

CITIZEN'S CHARTER

2022 (2nd Edition)



ADMINISTRATIVE DIVISION
PROPERTY AND SUPPLY SECTION

CITIZEN'S CHARTER

2022 (2nd Edition)

I. Mandate:

The Property and Asset Management Section (PAMS) under the Administrative Division is the overall in-charge in the management of the Field Office VII properties and supplies from acceptance to utilization and disposal/subsequent disposition of such goods.

II. Vision:

We envision that, by 2025 database system on property and supply will be utilized as a reliable source for planning and monitoring.

III. Mission:

To optimize use of DSWD Field Office VII resources through efficient services and effective monitoring of property and supplies.

IV. Service Pledge:

To be able to -

Protect property and supply from wastage, damage or loss

Record all accountabilities and monitor the movement or transfer of property

Optimize usage of property and supply through re-use, re-issuance and recycling

Prevent personal use of property and supply

Evaluate and reconcile data with the concerned OBS

Recieve all deliveries in excellent or at least in good condition

Title all owned real properties in the name of DSWD

Yield from the disposal of obsolete and no longer use property and supply

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Administrative Division – Property and Supply Section

Frontline Services

1. Issuance of Gate Pass for Service Providers and Suppliers

Issued for properties that are to be used outside of DSWD Field Office VII premises, for properties to be brought outside of DSWD FO VII premises for repair or replacement by the supplier, for properties that are to be disposed through sale/transfer/other mode of disposition.

Office/Division:	Administrative Division – Property and Supply Section (AD-PSS)	
Classification:	Simple	
Type of Transaction :	G2C – Government to Citizen; G2G - Government to Government; G2B - Government to Business Entities	
Who may avail:	Department of Social Welfare and Development (DSWD) Employees who are: <ol style="list-style-type: none"> DSWD Field Office VII service providers DSWD Field Office VII suppliers 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> Three (3) original copies of duly accomplished Gate Pass Number of Property/ies to be brought outside DSWD FO VII premises <p><u>In the absence of the authorized signatory secure any of the following:</u></p> <ol style="list-style-type: none"> Signed by the personnel authorized to sign in behalf of the authorized signatory – with attached one (1) photocopy of Special Order (SO) for order of succession Digitally signed using the PNPKE registered digital signature Printed copy of email using the official DSWD email account 		<ol style="list-style-type: none"> To be prepared by Designated Property and Supply Custodian (DPSC) of the client Offices, Programs, Centers and Institution through the Property Records and Equipment Monitoring Inventory System (PREMIS) with prescribed format To be prepared by the DPSC of concerned office without any prescribed format <ol style="list-style-type: none"> Records and Archives Management Section (RAMS) Digital signature of: <ul style="list-style-type: none"> Authorized signatory or; Authorized representative with attached 1 photocopy of SO for order of succession; From the:

<p>allowing the property to be brought outside DSWD premises</p> <p><u>Properties for repair/replacement attach:</u></p> <ol style="list-style-type: none"> 1. 1 photocopy of pull-out slip indicating the name of person who will bring out the property or authorization letter 2. 1 photocopy of Technical Assistance Report 3. 1 photocopy of approved Purchase Order (PO) or Purchase Request (PR) 4. 1 photocopy of PAR/ICS if property is under warranty 5. 1 photocopy of government issued ID and company ID of client or representative <p><u>For loaned properties to be returned to supplier attach:</u></p> <ol style="list-style-type: none"> 1. 1 photocopy of pull-out slip indicating the name of person who will bring out the property or authorization letter 2. Personal Property item Pass Slip (PPIPS) and/or delivery or acknowledgement receipt 	<ul style="list-style-type: none"> • Authorized signature or; • Authorized representative with attached 1 photocopy of SO for Order of succession <ol style="list-style-type: none"> 1. Issued by the supplier/ authorization letter 2. From concerned DSWD Office (IT Equipment – ICTMS/RICTMU; Motor Vehicle, Office Equipment, Furniture and Fixtures –GS; Maintenance Equipment – GS) 3. Procurement Management Section (PMS) 4. From the accountable personnel 5. From supplier or representative <ol style="list-style-type: none"> 1. Issued by the supplier/contractor 2. Issued by the Security Personnel upon entry of the property, from supplier or contractor 3. From supplier or representative
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3. 1 photocopy of government issued ID and company ID of client or representative				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished gate pass with attachments and present the property / Items requested for validation	1. Receive and review submitted duly accomplished gate pass and attachments vis-à-vis property presented	None	3 Minutes	Property Staff
	1.1 Review if the Gate Pass is duly accomplished and with attachments (PPIP and other supporting documents). Complete/Duly Accomplished: Update PREMIS through scanning the barcode of the Gate Pass to record the time of receipt of request and endorse the same to the Heads of Property Office for approval	None	5 Minutes	Property Staff

	Incomplete/Not Duly Accomplished: Return the Gate Pass to requestor/DPSC for proper accomplishment			
	1.2 Approval of Gate Pass from 8:00 AM to 4:00 PM	None	2 Minutes	Head of Property and Supply Section
	1.3 Scan the Gate Pass barcode to record the time of approval. The property staff shall provide the customer feedback form to the requesting party for the service provided	None	2 Minutes	Property Staff
	1.4 Forward copy of the approved Gate Pass to: a. Original copy – Security Guard b. Duplicate copy – Person who shall bring the equipment out of DSWD premises to present to Security Guard On-Duty/Property Officer c. Triplicate – PSS copy	None	5 Minutes	Property Staff
2. Present property together with the duplicate copy of the approved Gate Pass to	2. Review the presented property vis-a-vis the duplicate copy of the approved Gate Pass a. With discrepancy – Return gate pass the borrower/person who shall take the	None	10 Minutes	Security Guard On-Duty

the security guard	<p>equipment out of the DSWD premises and instruct the latter to secure new gate pass reflecting the correct details of the property to be borrowed/brought outside the DSWD premises</p> <p>b. Without discrepancy – Security Guard On-Duty shall sign the gate pass, both the original and duplicate copy, return signed duplicate copy to the borrower/personnel</p>			
	2.1 Scan the barcode of the Gate Pass to record the time of bringing out of the equipment in the PREMIS.	None	3 Minutes	Security Guard On-Duty
	<p>2.2 Surrender the original copy of gate pass to Property and Supply Section (PSS)</p> <p>The Security Guard will return the copy of the gate pass upon return of the equipment brought outside the DSWD premises for monitoring purposes</p>	None	5 Minutes	Security Guard On-Duty
	2.3. File gate pass for safekeeping and future reference	None	10 Minutes	Property Staff
TOTAL:		None	43 MINUTES	

2. Issuance of Property Clearance for Separated Official and Employees

Property Clearance is issued to DSWD employees who are retired/transferred to another government agency/detail separation from the service, promotion/reassignment/transfer from one organizational unit within the Department. Approved Property Clearance shall be issued immediately upon cancellation of property accountability.

Office/Division:	Administrative Division – Property and Supply Section (AD-PSS)
Classification:	Simple
Type of Transaction :	G2C – Government to Citizen
Who may avail:	Department of Social Welfare and Development (DSWD) Employees who are: <ol style="list-style-type: none"> 1. Resigned 2. Transferred to other Government Offices 3. Non-renewal of Contract 4. Terminated 5. Retired
CHECKLIST OF REQUIREMENTS	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>A. <u>Without Property Accountability</u></p> <ol style="list-style-type: none"> 1. Three (3) copies of Clearance Form 2. And/or duly approved request for transfer / resignation / retirement <p>B. <u>With Property Accountability</u></p> <ol style="list-style-type: none"> 1. Three (3) copies of Clearance Form 2. One (1) Original Copy of Duly Accomplished Furniture and Equipment Transfer Slip (FETS) to transfer/turnover of property accountabilities </div> <div style="width: 45%;"> <p>A. <u>Without Property Accountability</u></p> <ol style="list-style-type: none"> 1. Personnel Administration Division with prescribed format. 2. From Client <p>B. <u>With Property Accountability</u></p> <ol style="list-style-type: none"> 1. Human Resource Management Division (HRMD) with prescribed format 2. be prepared by the Office's Designated Property and Supply Custodian (DPSC) through the Property Records and Equipment Monitoring Inventory System (PREMIS) </div> </div>	

<p>3. Duly signed PAR/ICS for transferred property accountability</p> <p><u>In Case of Lost:</u></p> <p>1. With request for relief from property accountability due to loss - one (1) copy of COA decision</p> <p>2. With request for replacement / reimbursement of lost property - One (1) photo copy of request for replacement approved by the Regional Director</p>	<p>3. Submitted by the personnel applying for property clearance with signature of the new end user</p> <p><u>In Case of Lost:</u></p> <p>1. DSWD Commission on Audit without prescribed format</p> <p>2. Property Supply and Section (PSS) without prescribed format</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit three original copies of clearance form issued by the Human Resource Management & Development Division (HRMDD) and/or duly approved request for transfer / resignation / retirement 2 months before the effectivity of retirement, 30 days of	1. Receive Three copies of clearance issued PAD/PAS and/or duly approved request for transfer / resignation / retirement and review the attached documents from 8 AM to 5 PM, Mondays to Fridays except holidays.	None	5 Minutes	Property Staff
	1.1 Review and validate recorded property accountability/ies on file using the Property Records and Equipment Monitoring Inventory System (PREMIS)	None	1 Hour, 30 Minutes	Property Staff

resignation or transfer from 8 AM to 5 PM, Mondays to Fridays except holidays 1.	and the individual folder of personnel if cancelled			
	1.2 No Accountability/ies Record the date of effectivity of retirement / resignation / transfer / detail of separation / date of issuance of property clearance in PREMIS and process clearance by affixing initial and forward to the Head of Property for approval With Accountabilities Inform the former Office of the applicant through a Memorandum on the remaining accountability/ies to process its cancellation and/or request submission of other requirements/ proof of cancelled Property Accountability	None	25 Minutes	Property Staff
2. Submit documents and other requirements as proof of cancelled property accountability	2. Receive and validate submitted documents and other requirements as proof of cancelled property accountability	None	30 Minutes	Property Staff

	2.1. If all the property accountability were cancelled, record the date of effectivity or retirement/ resignation/ transfer/ detail/ separation date and date of issuance of property clearance in PREMIS, affix initial and forward to the Head of Property for approval	None	5 Minutes	Property Staff
	2.2. Check the "cleared" box and affix signature in the clearance form	None	5 Minutes	Head of the Property and Supply Section
	2.3 Scan signed clearance from, record in clearance logbook/monitoring sheet, forward to the next office concerned and provide Client Satisfaction Measurement Form (CSMF) to the requesting party/client	None	10 Minutes	Incoming / Outgoing Property Staff
	2.4 Upload scanned signed clearance in PREMIS	None	10 Minutes	Property Staff
TOTAL:		None	3 HOURS	

FEEDBACK AND COMPLAINTS MECHANISMS

How to send a feedback	Customer Feedback Form shall be provided to the client after issue of the approved property clearance.
How feedback is processed	Duly accomplished customer feedback forms shall be consolidated once a month, identify issues and concerns of the clients which shall be discussed for appropriate action. Status on the identified issues and concerns shall be monitored on a monthly basis.
How to file a complaint	Requesting office may submit an appeal for the request that have been denied or may send a complaint letter to the Administrative Division-Property and Supply Section, DSWD FO VII, Cor. Gen. Maxilum and M. J. Cuenco Aven., Cebu City email: property.fo7@dswd.gov.ph Tel No. 233-0261, 233-8785 & 412-9908 loc 17129
How complaints are processed	Upon receipt of complaint the concerned section shall make necessary evaluation and investigation to create a report for information and appropriate action of the concerned officials. Feedback shall be provided to the client. For inquiries and follow-ups, clients may contact AD-PAMS through 233-0261, 233-8785 & 412-9908 loc 17129 or through email: property.fo7@dswd.gov.ph
Contact information of ARTA, CSC, PCC	ARTA: complaints@arta.gov.ph 8478-5091 / 8478-5093 / 8478-5099 CSC: 8931-8092 / 8931-7939 / 8931-7935 PCC: pcc@malacanang.gov.ph 8736-8645 / 8736-8603 / 8736-8629 / 8736-8621
Contact Center ng Bayan (CCB)	SMS: 0908 881 6565 Email: email@contactcenterngbayan.gov.ph Web: https://contactcenterngbayan.gov.ph FB: https://facebook.com/civilservicegovph Call: 165 65 (P5+VAT per call anywhere in the Philippines via PLDT landlines)

VIII. List of Offices

Office	Address	Contact Information
Administrative Division - Property and Supply Section	DSWD Field, Office VII, Cor Gen. Maxilum and M.J. Cuenco Street, Cebu City, Phillipines	Tel Nos.: 233-0261, 233-8785 & 412- 9908 loc 17129 Email: property.fo7@dswd.gov.ph

Administrative Division – Property and Supply Section

Non-frontline Services

1. Issuance of Sticker Pass

- a. Issues in lieu of Gate Pass when **Portable equipment belonging to the Department** (i.e. laptop) are frequently brought outside or inside DSWD premises.
- b. Issued as proof of ownership of **personal/private properties** (e.g. demo units, consigned items) brought inside DSWD premises for more than one day.

Office/Division:	Administrative Division – Property and Supply Section (AD-PSS)
Classification:	Simple
Type of Transaction :	G2G – Government to Government
Who may avail:	Department of Social Welfare and Development (DSWD) Officials and Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>One (1) original copy of duly accomplished request for issuance of Sticker Pass.</p> <p><u>In the absence of the authorized signatory secure any of the following:</u></p> <ol style="list-style-type: none"> 1. Signed by the personnel authorized to sign in behalf of the authorized signatory – with attached one (1) photocopy of special Order (SO) for order of succession 2. Digitally signed using the PNPKI registered digital signature. 3. Printed copy of email using the official DSWD email account requesting for the issuance of sticker pass 	<p>To be prepared by the client's Designated Property and Supply Custodian (DPSC) through the Property Records and Equipment Monitoring Inventory System (PREMIS);</p> <ol style="list-style-type: none"> 1. Records and Archives Management Section (RAMS) 2. Digital Signature of: <ul style="list-style-type: none"> ● Authorized signature or; ● Authorized representative with attached 1 photocopy of SO for order of succession 3. From the: <ul style="list-style-type: none"> ● Authorized signatory or; ● Authorized representative with attached 1 photocopy of SO for order of succession.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished request for Sticker Pass from 8 AM to 5 PM, Mondays to Fridays except holidays	<p>1. Receipt of duly accomplished request for issuance Sticker Pass from 8am to 3pm</p> <p>1.1 Validate request:</p> <p>If not duly signed: request for the lacking signature</p> <p>if duly signed: Update expiration date of the sticker pass in PREMIS; for DSWD property with accountable person under regular / contractual / coterminous / casual employee expiration date shall be at the end of every semester and for COS workers, expiration date shall be the end of every quarter. For personal property expiration date shall be similar to the DSWD property with regular accountable person</p> <p>1.2 Generate and print sticker pass and forward to Head of Property and Supply Section for signature</p>	None	1 Hour, 5 Minutes	Property Staff

	1.3 Sign printed Sticker Pass	None	5 Minutes	Head of Property and Supply Section
	1.4 Attach signed sticker pass to the submitted sticker pass request and file in the data file folder according to numerical sequence	None	10 Minutes	Property Staff
2. Claim Sticker Pass	<p>2. Validate presented property vis-à-vis the details of property indicated in the request for issuance of Sticker Pass and in the printed sticker pass</p> <p>2.1 If incorrect details- inform the requester and request for the right item.</p> <p>If correct details – Attach sticker pass in the most visible and secure area of the property and present, the submitted sticker pass request for signature or requester as received sticker</p> <p>2.2 Update PREMIS and marked sticker pass as claimed</p>	None	30 Minutes	Property Staff
TOTAL		None	1 HOUR, 50 MINUTES	

2. Transfer of Property Accountability

Transfer of property accountability to another accountable person shall be processed for documentation of the actual transfer of property and issuance of new Property Acknowledgement Receipt (PAR) or Inventory Custodian Slip (ICS) for signature of the new accountable person to warrant cancellation of property accountability of the previous accountable person.

Office/Division:	Administrative Division – Property and Supply Section (AD-PSS)			
Classification:	Simple			
Type of Transaction :	G2G – Government to Government			
Who may avail:	Department of Social Welfare and Development (DSWD) Officials and Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
One (1) original copy of the duly accomplished Furniture and Equipment Transfer Slip (FETS)			To be prepared by the client office's Designated Property and Supply Custodian (DPSC) through the Property Records and Equipment Monitoring Inventory System (PREMIS);	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished request for Furniture and Equipment Transfer Slip (FETS)	1. The incoming/outgoing clerk shall receive the document submitted by the requesting Office from 8 AM to 5 PM Mondays to Fridays except holidays and forward to concerned staff.	None	5 Minutes	Property Staff

	1.1 Once received the property personnel shall review the accomplished FETS form	None	15 Minutes	Property Staff
	<p>1.2 If incomplete, FETS shall be returned to the requester for completion.</p> <p>If complete, proceed to the next step</p> <p>Check the received FETS Request and process the approval of the request through the Property Records and Equipment Monitoring Inventory System (PREMIS) FETS request module</p> <p>Ensure that the client has provided their satisfaction feedback in PREMIS which will automatically register the service providers upon approval of the submitted request.</p> <p>Further, Property staff shall ensure compliance with the rule of identifying the primary and second day accountable persons (see procedure under Recording,</p>	None	30 Minutes	Property Staff

	Documentation and Issuance of PPE and Semi-expendable properties)													
	<p>1.3 Generate and print the Property Acknowledgement Receipt (PAR)/Inventory Custodian Slip (ICS), Undertaking (if there is a secondary accountable person) into two (2) copies and barcode sticker through PREMIS Report Module, the applicable forms shall depend on the acquisition cost of the property (see procedure under the Recording, Documentation and Issuance of PPE and Semi-expendable properties.</p> <p>Generate and print barcode sticker with number of copies as follows:</p> <table><tr><td>Computer Desktop</td><td>4</td></tr><tr><td>Split Type Air condition unit</td><td>2</td></tr><tr><td>Partition</td><td>Depends on the number of partition per property number</td></tr><tr><td>Blinds</td><td>Depends on the number of blinds per property number</td></tr><tr><td>Other property</td><td>1</td></tr></table>	Computer Desktop	4	Split Type Air condition unit	2	Partition	Depends on the number of partition per property number	Blinds	Depends on the number of blinds per property number	Other property	1	None	30 Minutes	Property Staff
Computer Desktop	4													
Split Type Air condition unit	2													
Partition	Depends on the number of partition per property number													
Blinds	Depends on the number of blinds per property number													
Other property	1													

	Generated PAR/ICS with/without undertaking and barcode stickers shall be forwarded to the requesting office for signature.			
	1.4. The transaction shall be recorded by the incoming/outgoing clerk in the logbook for "Transfer for PAR/ICS" and/transmittal slip, for monitoring purposes.	None	5 Minutes	Property Staff
2. Upon receipt of the same, the previous end user shall sign on the "Received from" portion and new end user shall sign on the "Received by" portion of the PAR/ICS, If end user is COS Worker, COS shall sign on the "Sub-PAR to"/" Sub-ICS to" portion of the document, as well as the undertaking which will be also signed by the primary accountable personnel.				

3. The old barcode stickers shall be replaced with the new barcode sticker before the transfer of item/s including accessories to the new end user. The Property personnel/Designated Property and Supply Custodian (DPSC)/Designated Property Officer (DPO)/Designated Property Custodian (DPC) shall ensure that the barcode sticker is attached to the most visible and secured are of the property.				
4. The end user shall return the signed PAR/ICS, undertaking (if with secondary	4. Forward to the Forward to the Division/Section Chief for signature on the "Approved by" portion of the PAR/ICS	None	15 Minutes	Property Staff

accountable person) to the property office				
	4.1 Provide one copy of PAR/ICS and undertaking(if with secondary accountable person) to the end user for their reference	None	5 Minutes	Property Staff
	4.2 PREMIS shall be updated as to the following information: a. Date the PAR/ICS and undertaking (if with secondary accountable person) was returned with signature of the end user b. Date of approval of PAR/ICS	None	15 Minutes	Property Staff
	4.3 The copy of PAR/ICS and undertaking (if with secondary accountable person) shall be filed for reference.	None	10 Minutes	Property Staff
TOTAL		None	2 HOUR, 10 MINUTES	

3. Surrender / Surrender of Property and Cancellation of Accountability

To provide procedure for the surrendered / turned over property due to its obsolescence, unserviceability or when the same is no longer needed by the accountable person to effect cancellation of property accountability of the client.

Office/Division:	Administrative Division – Property and Supply Section (AD-PSS)			
Classification:	Simple			
Type of Transaction :	G2G – Government to Government			
Who may avail:	Department of Social Welfare and Development (DSWD) Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Two (2) Original Copy and 1 photo copy of duly Accomplished Furniture and Equipment Transfer Slip (FETS) 2. For unserviceable property: <ul style="list-style-type: none"> 1 photocopy of Technical Assistance Report Inspection Report 3. Actual Property for Turnover		1. To be prepared by the client OBSUs' Designated Property and Supply Custodian through the Property Records and Equipment Monitoring Inventory System (PREMIS) with prescribed format; 2. For unserviceable property: From concerned DSWD Offices (IT Equipment – ICTMS/RICTMU; Motor Vehicle, Office Equipment, Furniture and Fixtures – GSD/GSS; Maintenance Equipment – BGMD/GSS) General Accounting Manual Volume II Appendix 62 with prescribed format 3. To be made available by the accountable person		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished Furniture and Equipment Transfer Slip (FETS) for turnover and	1. Receive the duly accomplished and approved FETS along with the pre-inspection report and the property for surrender forwarded to Property and	None	150 Minutes	Property Staff

property for turnover	Supply Section (PSS)			
	<p>1.1 The property staff will validate the submitted documents and verify the condition of the surrender property/item</p> <p>The property staff shall provide customer feedback form to the requesting party for the service provided</p>	None	15 Minutes	Property Staff
	<p>1.2 The property staff shall process the submitted FETS through PREMIS</p> <p>a. If there are discrepancies , inquire for the correct details of the surrendered equipment</p> <p>b. If details are the same no discrepancy, the property staff shall sign the "Received by" portion in the FETS</p>	None	1 Hour	Property Staff
2. Receive 1 copy of FETS provided by the Property Staff and	2. Generate Property Acknowledgement Receipt (PAR)/Inventory	None	15 Minutes	Property Staff

turnover the surrendered property	<div>Custodian Slip (ICS) and Barcode</div> <div>Generate and print two (2) copies of PAR/ICS from PREMIS “Report Module”</div> <div>Note: Under the “Report Module” in PREMS, select whether to print PAR or ICS based on the following:</div> <table><tr><th>Type of Report</th><th>Acquisition Cost</th></tr><tr><td>PAR</td><td>P50,000.00 and above</td></tr><tr><td>ICS</td><td>P49,999.99 and below</td></tr></table> <div>Generate and print barcode sticker with number of copies as follows:</div> <table><tr><td>Computer Desktop</td><td>4</td></tr><tr><td>Split Type Air condition unit</td><td>2</td></tr><tr><td>Partition</td><td>Depends on the number of partitions per property number</td></tr><tr><td>Binds</td><td>Depends on the number of blinds per property number</td></tr><tr><td>Other property</td><td>1</td></tr></table>	Type of Report	Acquisition Cost	PAR	P50,000.00 and above	ICS	P49,999.99 and below	Computer Desktop	4	Split Type Air condition unit	2	Partition	Depends on the number of partitions per property number	Binds	Depends on the number of blinds per property number	Other property	1			
Type of Report	Acquisition Cost																			
PAR	P50,000.00 and above																			
ICS	P49,999.99 and below																			
Computer Desktop	4																			
Split Type Air condition unit	2																			
Partition	Depends on the number of partitions per property number																			
Binds	Depends on the number of blinds per property number																			
Other property	1																			
	2.1 The printed barcode stickers shall	None	15 Minutes	Property Staff																

	be attached to the most visible and secured area of the property.			
	2.2 The property staff who processed the request shall sign the generated PAR/ICS under the "Received by" portion and forward to the Head of Property and Supply Section Chief for signature on the "Approved by" portion.	None	5 Minutes	Property Staff
	2.3 Upon receipt of the approved PAR/ICS, the property officer shall undertake the cancellation of property accountability of the end user in: a. PREMIS b. File Folders	None	15 Minutes	Property Staff
	2.4 The copy of PAR/ICS shall be scanned for uploading in PREMIS, the hard copy shall be filed for reference	None	10 Minutes	Property Staff
TOTAL			4 HOURS, 45 MINUTES	

4. Recording, Documentation and Issuance of Expendable or Consumable Supplies

Request for issuance of commonly used office supplies is being done through filling-out of Requisition and Issue Slip (RIS) prepared by designated office's DPSC or staff. The RIS and actual issuance of supplies shall be processed by the Storekeeper under

Property and Supply Section subject to approval of the Head of Property and Supply Section.

Office/Division:	Administrative Division – Property and Supply Section (AD-PSS)
Classification:	Complex Transaction
Type of Transaction :	G2G – Government to Government
Who may avail:	Department of Social Welfare and Development (DSWD) OBSUs
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Three (3) copies of duly accomplished RIS of concerned Offices 2. One (1) Photocopy of approved PPMP of requesting Office 3. One (1) Photocopy of approved Technical Assistance Request, if required 4. One (1) Photocopy of project proposal, if required	1. RIS template issued to respective Offices with prescribed format; 2. Designated Supply/Property Officer of respective Office, Bureaus, Services, Units; 3. Focal person of concerned technical support office such as AS-BGMD/GSS, ICTMS/RICTMU, SMS, among others, depending on the nature of technical assistance request without any prescribed format 4. Focal person of proponent Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly approved Requisition Issue Slip (RIS) to Procurement Management Section(PMS) including required attachment such as Project	1. Receive and validate the accuracy and completeness of all attached documents. Upon receipt of RIS from PMD/PMS the Property/Supply Officer shall review and verify the completeness of	None	35 Minutes	Property Staff

Procurement Management Plan (PPMP) and Technical Assistance Request (TAR)	<p>information and attachments as follows:</p> <ul style="list-style-type: none"> a. Photocopy of approved PPMP b. Inventory of Supplies on-hand duly noted by the requesting Office's Head; c. Technical Report from concerned Offices, if necessary; d. Pre-repair inspection, if necessary. <p>Property/Supply Staff shall return the RIS should the</p> <ul style="list-style-type: none"> a. Incomplete documents b. Issuance will result in surplus of inventory of the requesting office. c. Item requested is not the intended item for replacement d. The specification of the item requested is not the same as provided in the Technical Report. 			
	1.1 If documents are complete, assign the RIS number, encode the RIS details in the monitoring	None	30 Minutes	Property Staff

	tool, check the availability of the stocks			
	<p>1.2 Assess the availability of the requested supplies. Fill-out the RIS Form. Put “√” for available items and/or “X” for items that are not available.</p> <p>If not available, prepare a Memorandum for the end-user returning the RIS with instruction to prepare Purchase Request (PR) to procure those marked as unavailable items.</p> <p>If available, request the approval of the Division/Section Chief in the RIS for the issuance of the item/s.</p> <p>Indicate the quantity issued in the “issued-quantity” column and any remarks in the “issued-remarks” column.</p> <p>Prepare the items to be issued by observing the First In First Out (FIFO)/First Expired First Out (FEFO) method. Issue and sign the “Issued by” portion.</p> <p>Goods to be issued must be recorded in the Stock and Bin Card and existing database.</p>	None	30 Minutes	Property Staff

2. Receipt and validate the quantity and specification of received items. If accurate/in order, sign the "received by" portion of RIS.	<p>2. The property staff shall issue the available requested items to the end user.</p> <p>The property/supply staff shall retain the original copy of the duly signed RIS for preparation of Report of Supplies and Materials Issued (RSMI), while the 2nd copy shall be given to the end-user.</p>	None	4 Hours	Property Staff
3. Fill up Customer Satisfaction Measurement Form (CSMF)	3. The property staff shall provide CSMF to the client for the service provided.	None	2 Minutes	Property Staff
	3.1. After completion of the issuance of expendable/ consumable supplies, the concerned property personnel shall prepare monthly RSMI to be submitted to the Accounting Section	None	30 Minutes	Property Staff
TOTAL:		None	6 HOURS 7 Minutes	

5. Reissuance of Equipment and Semi-Expendable Supplies

To ensure that surrendered serviceable equipment and semi-expendable supplies may be requested for re-issuance to optimize the use of equipment or semi-expendable equipment or supply due to lack of equipment, lack of capital outlay and other exigencies.

Office/Division:		Administrative Division – Property and Supply Section (AD-PSS)		
Classification:		Complex Transaction		
Type of Transaction :		G2G – Government to Government		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) Original copy of memorandum requesting for issuance of property 2. Two (2) Original copies of Furniture and Equipment Transfer Slip (FETS) 3. Two (2) Original copies of Property Accountability Receipt or Inventory Custodian Slip		1. From concerned OBSUs and personnel, interoffice memorandum format 2. From PREMIS online through the Designated Property Officer of concerned Office 3. From PREMIS online through the Designated Property Officer of concerned Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare request letter containing item specifications, quantity, purpose and to whom the equipment or semi-expendable equipment/supply shall be assigned.	1. Receive, review and verify the availability of request	None	1 Hours	Requesting Office's Designated Property and Supply Custodian (DPSC) Property Staff

	1.1. Inform requesting Office on the availability/non-availability of items	None	1 Hour	Property Staff
	1.2. Request approval of FETS for confirmation of transfer	None	1 Hour	Property Staff
2. Process the signing of FETS of the recipient office or accountable person for the re-issuance of item or equipment	2. Update PREMIS and generate PAR/ICS and barcode	None	1 Hours	Requesting Office's Designated Property and Supply Custodian (DPSC) Property Staff
	2.1 Transfer accountability through updating of database and issuance of PAR or ICS	None	30 Minutes	Property Staff
	2.2 Process the approval of PAR or ICS	None	15 Minutes	Property Staff
	2.3 Attach generated barcode sticker on the requested item	None	1 Hour	Property Staff
3. Confirm acceptance of item or property through signing of PAR or ICS	3. Physical issuance of item or equipment and filing of PAR or ICS	None	1 Hour	Requesting Office's Designated Property and Supply Custodian (DPSC) Property Staff
	3.1. Provide customer feedback form to the requesting	None	5 Minutes	Property Staff
TOTAL:		None	6 Hours 35 Minutes	

6. Provision of Technical Assistance on Property and Supply Management

Technical Assistance is provided to Office, Bureaus, Service Unit and Field Offices in the area of Property, Asset and Warehouse Management to capacitate their Property Officers and/or Designated Property and Supply Custodian on the knowledge of DSWD Guidelines, Oversight Agencies Rules and Regulations on Property and Supply Management and Land Titling facilitation

Office/Division:	Administrative Division – Property and Supply Section (AD-PSS)
Classification:	Highly Technical
Type of Transaction :	G2G – Government to Government
Who may avail:	1. DSWD Offices 2. DSWD Designated Property and Supply Custodian 3. Field Offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request for Technical Assistance - One (1) original copy.	To be prepared by DSWD FO VII Requesting office through Memorandum addressed to Regional Director, Attention the AD-PSS Section Head signed by their Head of Office or authorized official.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the request for Technical Assistance (TA) indicating the specific topics and concerns to be discussed from 8 AM to	1. Received request for TA from 8 AM to 5 PM, Mondays to Fridays except holidays, and forward to the Head of Property Office	None	5 Minutes	Property Staff

5 PM, Mondays to Fridays except holidays				
	<p>1.1 Review the request. Check the availability of Technical Staff on the requested date of TA.</p> <p>If not available - Assign request to concerned Technical Staff and advise staff to request for reschedule of TA through Memorandum</p> <p>If available - Assign request to concerned Technical Staff and advise staff to confirm request for TA through Memorandum</p>	None	15 Minutes	Head of Property and Supply Section
	<p>1.2 For scheduled TA Request, Technical Staff shall prepare a reply for confirming the date of TA/prepare reply for reschedule of TA.</p> <p>a. Prepare Special Order (If Field Office) for the period of TA.</p> <p>b. Prepare the needed documents and</p>	None	5 Days	Head of Property and Supply Section

	information for the conduct of TA			
	1.3 Conduct TA for immediate request and/or scheduled TA request	None	1 day for OBSU	Property Staff
2. Accomplished the TA Evaluation Form and/or Client Satisfaction Measurement Form (CSMF)	2. Receive the duly accomplished TA Evaluation Form and/or CSMF.	None	10 Minutes	Property Staff
	2.1 Consolidate the Technical Assistance Evaluation Form. 2.2 Prepared TA Feedback Report for review and signature of the Head of PSS 2.3 Provide copy of Feedback Report to the requestor of Technical Assistance For CSMF – will be reported on the succeeding month after the conduct of TA, this will be included in the Client Satisfaction Measurement Survey Report (CSMR) submitted to Field Office (FO) Committee on Anti Red Tape (CART) focal every 10 th of the succeeding month	None None None	10 Days from returned to Official Station	Property Staff

TOTAL	None	16 Days and 30 Minutes for Immediate TA/19 Days and 30 Minutes schedule TA	
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7. Facilitation of Request for Relief from Property Accountability from Commission on Audit

1. To provide assistance to accountable officers who are requesting relief from property accountability with the Commission on Audit (COA) for lost, damaged or destroyed property under his/her accountability;
2. To ensure recording and documentation of cases of loss, damage or destruction of government properties

Office/Division:	Administrative Division – Property and Supply Section (AS-PSS)
Classification:	Complex
Type of Transaction :	G2G – Government to Government
Who may avail:	Department of Social Welfare and Development (DSWD) Employees who are: a. DSWD employees and officials
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. One (1) original copy of duly accomplished and notarized Report of Loss, Stolen, Damaged and Destroyed Property (RLSDDP). 2. One (1) original copy of duly notarized Affidavit of Loss 3. One (1) original copy of duly notarized Joint Affidavit of Two (2) Disinterested Person. 4. One (1) original copy of Police Report 	<ol style="list-style-type: none"> 1. 10From PSAMD Office through PREMIS 2. To be prepared by the client without any prescribed format 3. To be prepared by the client without any prescribed format 4. To be prepared by the client without any prescribed format 5. To be prepared by the client without any prescribed format

5. One (1) original copy Comments of the Head Cluster/Regional Director 6. One (1) original copy of Certification from Competent Authority on the Destruction brought by Natural Calamity and Insurgency. 7. One (1) original copy of Inspection Report of Damaged Property. 8. One (1) photocopy of Property Acknowledgement Receipt (PAR)/Inventory Custodian Slip (ICS)		6. To be prepared by the client without any prescribed format 7. To be prepared by the client without any prescribed format 8. From Property Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit copy of notarized Report of Lost, Stolen, Damaged or Destroyed Property (RLSDDP) with proof of receipt by the Commission on Audit (COA) and/or request for relief duly endorsed by the Head of Office, Bureaus, and Services (HOBS) / Head of Offices, Divisions, and Sections (HODS) concerned.	1. Receive copy of notarized RLSDDP with proof of receipt by COA and/or Request for Relief duly endorsed by the HOBS concerned and record in the Enhanced Documents Transaction Management System (EDTMS)/Logbook	None	5 Minutes	Property Staff/ Incoming/outgoing Clerk
	1.1 Review if the submitted request has complete documentary requirements as provided for under Sec. 6.9 of AO 6, s. 2017	None	2 Hours	Property Staff

	<p>1.2 Verify if the property is already tagged in PREMIS as lost/damaged/destroyed; If not, tag property as lost under the module RLSDDP</p> <p>If not complete: prepare a reply Memorandum to the accountable officer thru the HOBS to require submission of the identified lacking documentary requirement/s</p> <ul style="list-style-type: none"> ▪ The Memorandum shall be signed by the Administrative Service Director/Administrative Division Chief <p>If complete, proceed to the next step</p>			
	<p>1.3 Prepare recommendation/comments addressed to COA, copy furnished the Accountable Officer and HOBS concerned, to be</p>	None	3 Hours	Property Staff

	<p>signed by the Undersecretary for GASSG/Regional Director</p> <p>a. The Administrative Service Director and Head/ Administrative Division Chief and Head of Property Office shall affix his/her initial on the draft Recommendation/ Comment;</p> <p>b. The draft Recommendation/ Comment shall be properly endorsed by the aforementioned officials, with sufficient information as to the compliance of the Request to all the documentary requirements</p>			
	1.4 Route the original copy to COA and photocopy to Accountable Officer of office's concerned	None	5 Minutes	Property Staff/ Incoming/ Outgoing Clerk

	1.5 The property staff shall scan and file the receiving copy of the recommendation or comment	None	5 Minutes	Property Staff/ Incoming/ Outgoing Clerk
TOTAL:		None	5 HOURS , 15 MINUTES	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5.2 Provision of Technical Assistance upon Receipt of COA Decision				
1. Forward copy of COA decision on the request for relief from property accountability	1. Receive copy of COA decision on the accountable officer's Request for Relief from Property Accountability and record the received document in the EDTMS/Logbook	None	5 Minutes	Property Staff/ Incoming/ Outgoing Clerk
	a. Review the Decision of COA to determine the appropriate assistance to be provided to the accountable officer, as follows: If Relief is Granted – 1. Prepare Memorandum to Finance Office	None	3 Hours	Property Staff

	<p>endorsing the COA decision and request the dropping of the lost property from the Books of Accounts for signature of Regional Director/ Concerned Division Chief in Field Office, copy furnished the Accountable Officer through the HOBS/HODS</p> <p>2. Update records/PREMI S</p> <p>If Relief is Denied –</p> <p>1. prepare memorandum i nforming the Accountable Officer of the “Money Value” to be settled and processes for replacement or payment, as the case maybe, in accordance with the existing guidelines.</p> <p>a. Replacement – Accountable Officer to</p>			
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	<p>submit to Property Office through a memorandum the details of the proposed item/s with same or higher specifications as replacement to the lost property</p> <p>b. Payment – Accountable Officer to settle/pay the “money value” of the lost property based on the existing COA accounting rules and guidelines</p>			
<p>2. For Replacement:</p> <p>Present replacement unit for the lost property</p>	<p>2. Inspect/Validate the offered replacement item/s</p> <p>3. If Non-Compliant</p> <p>Inform the Accountable Officer of the reason/s for non-compliance and require to meet the needed requirements</p> <p>If Compliant</p>	None	15 Minutes	Head of Property and Supply Section

	Proceed to next step			
	<p>2.1. Once the replacement unit is compliant with the approved recommendation, the Property Personnel shall:</p> <ul style="list-style-type: none"> a. Accept replacement unit upon concurrence of COA Representative b. Prepare necessary documentation /update record in PREMIS c. Prepare Memorandum to Finance and Management Service (FMS)/Finance and Management Division (FMD) and COA on the acceptance of offered replacement items for reference and recording in 	None	2 HOURS	Head of Property and Supply Section

	the Books of Accounts			
For Reimbursement Request for Assistance for securing the Order of Payment from Accounting Section and pay the money value of the lost property in accordance with the approved recommendation Upon receipt of the Official Receipt (OR), forward original copy to property office for facilitation of cancellation of property accountability in the property records	2.1. Assist the accountable officer in securing from the Accounting Division/Accounting Section the Order of Payment and in paying in the Cash Division/Section the money value of the lost property in accordance with the approved recommendation. 2.1 Facilitate the cancellation of property accountability in the property records upon receipt of copy of the OR from the accountable officer 2.2 Forward to the Accounting Section the original copy of OR together with the relevant documents for purposes of dropping from the books of accounts.	None	2 HOURS	Head of Property and Supply Section

	In the same Memorandum, a copy of Journal Entry Voucher (JEV) shall be requested from the Accounting Section for records purposes.			
	2.3. Upon completion of the process, the Property Personnel shall secure feedback from the client/accountable officer through the prescribed customer feedback from	None	5 Minutes	Head of Property and Supply Section
TOTAL:		None <i>Wala</i>	For Replacement: 5 Hours, 25 Minutes For Reimbursement: 5 Hours, 10 Minutes	

Note:

Computation of the Money Value of Lost Properties

Rule::

1. The Money Value shall be equal to the Depreciated Replacement Cost (DRC) of property at the time of loss. Consistent with the provisions of Section 41, Chapter 10 of GAM for NGAs, DRC shall be equal to the replacement cost (current market price) less accumulated depreciation calculated on the basis of replacement cost;
2. Should there be no available current market price, the property's carrying amount or the Net Book Value (NBV) shall be considered.
3. The computation of DRC shall be done by the Property Officer; On the other hand, the Net Book Value may be requested from the Accounting Division/Section;
4. For properties which are fully depreciated, adopt the residual value equivalent to at least 5% of the cost of the property shall be adopted

Sample Computations:

1. DEPRECIATED REPLACEMENT COST (DRC)

DRC = Current Market Price – Accumulated Depreciation

Where:

Accumulated Depreciation = Monthly Depreciation X Depreciation Period

Thus:

Current Market Price (replacement cost)	P50,000.00
Estimated Useful Life (in months)	60 months (5 years)
Monthly Depreciation = $\frac{\text{Current Market Price} - 5\%}{\text{Estimated Useful Life}}$	P791.67
(P50,000.00 – 2,500)/60 mos.	
Date of Acquisition	January 6, 2020
Date of Loss	November 15, 2020
Depreciation Period (from the date of acquisition until the time of loss)	11 months
Accumulated Depreciation (P791.67 x 11)	P8,708.37
Depreciated Replacement Cost (P50,000.00 – P8,708.37)	<u>P41,291.63</u>

1. NET BOOK VALUE

Net Book Value = Acquisition Cost – Accumulated Depreciation

Where:

Accumulated Depreciation = Monthly Depreciation X Depreciation Period

Thus:

Acquisition Cost	P50,000.00
Estimated Useful Life (in months)	60 months (5 years)
Monthly Depreciation = $\frac{\text{Acquisition Cost} - 5\%}{\text{Estimated Useful Life}}$ (P50,000 – 2,500)/60 mos.	P791.67
Date of Acquisition	November 4, 2014
Date of Loss	February 27, 2019
Depreciation Period (from the date of acquisition until the time of loss) 2014 – 2 mos. 2015 – 12 mos. 2016 – 12 mos. 2017 – 12 mos. <u>2018 – 12 mos.</u> <u>2019 – 2 mos.</u> Total = 52 mos.	52 months
Accumulated Depreciation (P791.67 x 52)	P 41,166.64
NBV/Carrying Amount (P50,000.00 – 41,166.67)	<u>P 8,833.33</u>

8. Facilitation of Requests for Replacement/Reimbursement of Lost Damaged or Destroyed Properties

When the lost, damaged and destroyed property issued to employees was due to other circumstance other than force majeure, theft/robbery and fire (whereas lost may be credited), the Accountable Officer can request for the replacement or reimbursement of the money value of the lost property or payment of cost of repair of the damaged property, within thirty (30) days from the occurrence of loss.

Office/Division:	Administrative Division – Property and Supply Section (AD-PSS)
Classification:	Complex Transaction

[illegible]

the Regional Director. This shall be endorsed by the Head of Offices, Divisions and Sections, copy furnished the Property Office.	recommendation/response, as the case maybe			
	<p>1.2 Review the request and determine the completeness of data and attachments</p> <p>a. If not complete – Prepare a Memorandum to the Accountable Officer thru the HOBS/HODS concerned to require submission of the identified lacking requirement/s</p> <p>a.1. The Memorandum shall be signed by the Administrative Service Director/Administrative Division Chief</p> <p>b. If Complete – Proceed to the next step</p>	None	2 Hours	Head of Property and Supply Section

	<p>1.3 Prepare a recommendation addressed to the Regional Director for the replacement or payment of the lost property to be coursed through the Accounting Office for concurrence as to the computation of the Money Value</p> <p>The following factors should be taken into consideration when preparing a recommendation (as provided in AO 6, S. 2017)</p> <ul style="list-style-type: none"> a. The replacement unit must be of similar or higher specification than that of the unit sought to be replaced. b. The replacement unit must be in good working condition, regardless of the lost property's condition at the time of loss. c. The replacement of the lost property is more advantageous to the government. Otherwise, payment of the 	None	3 Hours	Head of Property and Supply Section
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	<p>money value of the property shall be required.</p> <p>In preparing the recommendation, the Property personnel should determine the money value of the lost property in accordance with the applicable rules:</p> <p>a. Money value of the lost Property, Plant and Equipment (PPE) shall be based on the Depreciated Replacement Cost (DRC)</p> <p>Please refer to the sample computation of the DRC provided hereunder.</p> <p>b. Money value of lost semi-expendable properties shall be based on the Current Replacement Cost (CRC) with the same condition and specifications of the lost semi-expendable property.</p> <p>The property personnel shall conduct the necessary market research to determine the appropriate computation of money value of the lost property.</p>			
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	Note: for lost IT and communication equipment, system upgrades, installed applications and licenses, as well as the cost incurred for the said upgrades shall be considered in the determination of the value of lost property.			
	<p>1.4 Upon receipt of the decision (approval/disapproval) from the Undersecretary for GASSG/Regional Director on the request, the Property personnel shall assess the same and advise the accountable officer through the HOBS/HODS for the next steps to be undertaken:</p> <p>If the request is disapproved</p> <p>Prepare a Memorandum informing the Accountable Officer of the disapproval of the request and/or require compliance with the lacking requirements, within 7 working days upon receipt of the Memorandum.</p> <p>Upon receipt of the lacking requirements or compliance with the instructions of the</p>	None	2 Hours	Head of Property and Supply Section

	Undersecretary for GASSG/Regional Director, repeat the 3 rd step of this Citizen's Charter If the request is approved Proceed to next step			
	1.5 Prepare Memorandum to Accountable Officer through his head informing the approval of the request for reimbursement/replacement of the lost property and the steps to be undertaken for the execution of the decision (e.g. submission of the replacement unit and TA Report, if applicable) or payment of the money value to the Cash Division/Section within 15 calendar days from receipt of the decision	None	30 Minutes	Head of Property and Supply Section
2. Present replacement unit/Settle the money value of the lost property	2. In case of replacement of IT and communication equipment, the accountable officer should be advised to request technical assistance from the Regional/Information and Communications Technology Management Service	None	2 Hours	Head of Property and Supply Section

	<p>(R/ICTMS) for the assessment of the replacement unit. The technical assistance report from the R/ICTMS shall be presented to the Property Office upon submission of the replacement unit in accordance with the approved recommendation</p> <p>Inspect/Validate the offered replacement item/s</p> <p>If Non-Compliant</p> <p>Inform the Accountable Officer of the reason/s for non-compliance and require to meet the needed requirements.</p> <p>If Compliant</p> <p>Proceed to next step</p>			
	<p>2.1. Once the replacement unit is compliant with the approved recommendation, the Property Personnel shall:</p> <ul style="list-style-type: none"> a. Accept replacement unit b. Prepare necessary documentation/update record in PREMIS 	None	2 Hours	Head of Property and Supply Section

	c. Prepare Memorandum to Finance and Management Service (FMS)/Finance and Management Division (FMD) and copy furnish Accountable Officer on the acceptance of the offered replacement items for reference and recording in the Books of Account			
	2. In case of reimbursement, the accountable officer, through the assistance of property personnel shall secure from the Accounting Division/Section the order of payment and pay to the Cash Division/Section the money value of the lost property in accordance with the approved recommendation.	None	1 Hour	Head of Property and Supply Section
3. Forward original copy of Official Receipt (OR)	3. Facilitation of cancellation of property accountability in the property records. The Property Office shall, through the Memorandum forward to the Accounting	None	1 Hour	Head of Property and Supply Section,

	Division/Section the original copy of OR together with the relevant documents for purposes of dropping from the books of accounts. In the same Memorandum a copy of Journal Entry Voucher (JEV) shall be requested from the Accounting Division, for records purposes.			
	3.1 Upon completion of the process, the Property personnel shall secure feedback from the client/accountable officer through the prescribed customer feedback form	None	5 MINUTES	Head of Property and Supply Section
TOTAL:		None	Replacement: 11 Hours, 55 Minutes Reimbursement: 7 Hours, 25 Minutes	

Note:

Computation of the Money Value of Lost Properties

Rule:

1. The Money Value shall be equal to the Depreciated Replacement Cost (DRC) of property at the time of loss. Consistent with the provisions of Section 41, Chapter 10 of GAM for NGAs, DRC shall be equal to the replacement cost (current market price) less accumulated depreciation calculated on the basis of replacement cost;

2. Should there be no available current market price, the property's carrying amount or the Net Book Value (NBV) shall be considered.
3. The computation of DRC shall be done by the Property Officer; On the other hand, the Net Book Value may be requested from the Accounting Division/Section.
4. For properties which are fully depreciated, adopt the residual value equivalent to at least 5% of the cost of the property shall be adopted

Sample Computations:

1. DEPRECIATED REPLACEMENT COST (DRC)

$$\text{DRC} = \text{Current Market Price} - \text{Accumulated Depreciation}$$

Where:

$$\text{Accumulated Depreciation} = \text{Monthly Depreciation} \times \text{Depreciation Period}$$

Thus:

Current Market Price (replacement cost)	P 50,000.00
Estimated Useful Life (in months)	60 months (5 years)
Monthly Depreciation = $\frac{\text{Current Market Price} - 5\%}{\text{Estimated Useful Life}}$ (P50,000.00 – 5%)/60 mos.	P791.67
Date of Acquisition	January 6, 2020
Date of Loss	November 15, 2020
Depreciation Period (from the date of acquisition until the time of loss)	11 months
Accumulated Depreciation (P791.67 x 11)	P8,708.37
Depreciated Replacement Cost (P50,000.00 – P8,708.37)	<u>P41,291.63</u>

1. NET BOOK VALUE

Net Book Value = Acquisition Cost – Accumulated Depreciation

Where:

Accumulated Depreciation = Monthly Depreciation X Depreciation Period

Thus:

Acquisition Cost	P50,000.00
Estimated Useful Life (in months)	60 months (5 years)
Monthly Depreciation = $\frac{\text{Acquisition Cost} - 5\%}{\text{Estimated Useful Life}}$ (P50,000.00 – 2,500)/60 mos.	P791.67
Date of Acquisition	November 4, 2014
Date of Loss	February 27, 2019
Depreciation Period (from the date of acquisition until the time of loss) 2014 – 2 mos. 2015 – 12 mos. 2016 – 12 mos. 2017 – 12 mos. 2018 – 12 mos. <u>2019 – 2 mos.</u> Total = 52 mos.	52 months
Accumulated Depreciation (P791.67 x 52)	P41,166.64
NBV/Carrying Amount (P50,000.00 – 41,166.64)	<u>P8,833.33</u>

9. Recording, Documentation and Issuance of PPE and Semi-Expendable Properties

Prior to issuance to end user, all newly acquired properties, classified either as PPE or Semi-expendable properties shall first be coordinated with the Property Supply and Asset Management Division (PSAMD) in the Central Office or Property Supply/Units in the Field Offices for recording and property tagging.

Office/Division:	Administrative Division – Property and Supply Section (AD-PSS)
Classification:	Complex Transaction
Type of Transaction:	G2G – Government to Government

Who may avail:		Department of Social Welfare and Development (DSWD) Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 1 Copy of Purchase Order (PO) 2. 1 Copy of Contract (if applicable) 3. 1 Copy of Sales Invoice / Delivery Receipt (SI/DR) 4. 1 Copy of Notice to Proceed 5. 1 Copy of Inspection and Acceptance Report (IAR) 6. 1 Copy of Property Transfer Report (PTR) (If applicable)		1. Procurement Management Service - Contract Monitoring Division 2. Concerned Offices, Bureaus, Services, Units (OBSUs)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward complete documents to Property Office:	1. Receive the following documents from Inspection Committee from 8am to 5pm, Mondays to Fridays, except holidays: a. Purchase Order (PO) Or Contract b. Sales Invoice (SI)/Delivery Receipt (DR) c. Certificate of Completion d. Inspection and Acceptance Report (IAR) e. Property Transfer Report (PTR) for transferred property from Central Office (CO) to Field Office (FO), FO to CO, FO to FO	None	5 Minutes	Property Staff/ Incoming/ Outgoing Clerk

	f. Deed of Donation (DOD) g. Contract to properties attached to subscription plan h. Liquidation Report for fabricated properties i. Approved distribution list ***Ensure that the items are property inspected prior to transmittal of documents***			
	1.1 Validate the accuracy and completeness of all attached documents If no, request for the lacking document/s If yes, proceed to the next step	None	15 Minutes	Property Staff
	1.2 Determine the Property's acquisition cost. If Php 50,000.00 and above - record the property details in the Property Records and Equipment Monitoring Inventory System (PREMIS) under the "Property Records" module If PHP 49,999.99 and below	None <i>Wala</i>	10 Minutes <i>10 Minuto</i>	Property Staff

	<p>or acquired as attachment to subscription plan/contracts, donation, or fabrication regardless of the acquisition cost – record in PREMIS under the “Inventory Custodian Slip (ICS)” module.</p> <p>Upon successful encoding electronically, a property number shall be automatically generated by the system for property identification</p>			
	<p>1.3 Encode to PREMIS the identified end user and other information</p> <p>Copy the assigned property number and open the “Transfer Thru Furniture and Equipment Transfer Slip (FETS)” module in PREMIS to record the identified end-user</p> <p>As a general rule, the primary accountable personnel shall be those regular, coterminous, contractual, or casual employees.</p> <p>Should the actual end-user of the property be a Contract of Service (COS) Worker, they shall be recorded as the secondary</p>	None	15 Minutes	Property Staff

	accountable personnel with the regular, coterminous, contractual, or casual employee within their office as the primary accountable officer									
	<p>1.4 Print forms and Barcode Stickers/Property Label</p> <p>Generate and print Property Acknowledgement Receipt (PAR) or Inventory Custodian Slip (ICS), Undertaking (if there is a secondary accountable person) into three copies and barcode sticker through the “PREMIS Report” module; the applicable forms shall depend on the acquisition cost (see process above):</p> <p>Generate and print the barcode sticker, with number of copies, as, follows:</p> <table><tr><td>Computer Desktop</td><td>3</td></tr><tr><td>Split Type Air Condition Unit</td><td>2</td></tr><tr><td>Partitions</td><td>Depending on the number of partitions per property number</td></tr></table>	Computer Desktop	3	Split Type Air Condition Unit	2	Partitions	Depending on the number of partitions per property number	None	15 Minutes	Property Staff
Computer Desktop	3									
Split Type Air Condition Unit	2									
Partitions	Depending on the number of partitions per property number									

	Blinds	Depending on the number of blinds per property number				
	Other property	1				
	1.5 Attach Barcode Stickers to the Property		None	15 Minutes	Property Staff	
	<p>The printed barcode stickers shall be attached to the most visible and secured area of the property before the issuance of item(s) to the end user</p>					
	1.6 Approve Property Acknowledgement Receipt (PAR)/ICS		None	5 Minutes	Head of Property and Supply Section	
	<p>The Property Division Chief/Property and Supply Section Chief shall sign on the "Approved by" portion of the PAR or ICS</p>					
	1.7. Endorse the approved PAR/ICS and Undertaking (if with secondary end user) to the end user with attached Client Satisfaction Measurement Form (CSMF)		None	15 Minutes	Property Staff	
	<p>The property staff shall prepare a Memorandum to endorse the PAR/ICS and</p>					

	<p>undertaking (if with secondary end user) forms with the attached CSMF to the identified end user. The Property Division/Section Chief shall sign the Memorandum as well as the "Approved by" portion of the PAR/ICS.</p> <p>Once signed the Memorandum together with the approved PAR/ICS shall be transmitted to the end user for signature.</p> <p>The transaction should be recorded by the incoming/outgoing clerk in the logbook/transmittal for monitoring purposes</p>			
1.8 Issue Property to the End User	<p>Upon receipt of the signed and approved PAR/ICS, the concerned property officer shall facilitate issuance of property to the end user.</p> <p>Upon issuance of the property, the property officer shall sign on the "Issued by" portion in the PAR/ICS</p>	None	1 Hour	Property Staff
1.9 Provide copy of PAR/ICS and undertaking (if with secondary accountable		None	30 Minutes	Property Staff

	<p>person) to the concerned offices</p> <p>Provide one copy of PAR/ICS to the end-user for their reference</p> <p>Provide one copy to Procurement Management Service/Procurement Unit for attachment to the Disbursement Voucher.</p> <p>For the transferred property from CO to FO / FO to CO / FO to FO, provide one copy of signed PAR/ICS with attached original copy of PTR to Finance Management Service / Division</p>			
	<p>1.10 Update PREMIS</p> <p>PREMIS shall be updated as to the following information:</p> <p>:</p> <ol style="list-style-type: none"> 1. Date the PAR/ICS was returned with signature of the End-User 2. Date of approval of PAR/ICS 	None	10 Minutes	Property Staff
	<p>1.11. File the copy of PAR/ICS and Undertaking (if with secondary accountable person)</p>	None	5 Minutes	Property Staff

	The copy of PAR/ICS and undertaking (if with secondary accountable person) shall be filed for reference			
TOTAL		None	3 HOURS, 20 MINUTES	

10. Physical Count of Property, Plant, and Equipment (PPE)

To ensure integrity of custodianship of properties of the Department, a physical count of all properties of the Department shall be conducted, annually in case of PPEs.

Office/Division:		Administrative Division – Property and Supply Section (AD-PSS)		
Classification:		Highly Technical Transaction		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Department of Social Welfare and Development (DSWD) Officials and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Special Order		1. Property Supply and Asset Management Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Section 7.0 of DSWD Administrative Order No. 06, S. 2017 Conduct of Inventory/Physical Count of Properties	1. The Inventory Committee in Central Office (ICCO)/Inventory Committee in Field Office (ICFO), shall plan the conduct of Annual Physical Count of PPEs and through its Secretariat, shall prepare the inventory guidelines and other needed documents.	None	3 Days	ICFO Secretariat

and Inventories	<p>The secretariat shall facilitate the preparation of Special Order (SO)/Regional Special Order (RSO) for the Constitution/Reconstitution of Membership of the Inventory Committee.</p> <p>The Secretary/Regional Director shall sign the SO/RSO</p>			
	<p>1.1. Prepare Notice of Meeting</p> <p>Once the SO is approved, Secretariat shall prepare the Notice of Meeting of signature of ICCO/ICFO Chairpersons.</p> <p>The agenda to be indicated in the Notice shall be as follows:</p> <p>a. Inventory procedures as indicated in the SO/RSO and other guidelines related to inventory taking activity</p> <p>b. Specific assignments/roles of ICCO/ICFO members and other personnel involved, schedule, dates, location and target completion of Inventory Taking activity</p>	None	30 Minutes	ICFO Chairperson , Secretariat

	Once the Notice of Meeting is signed, the incoming/outgoing clerk shall route the same to all members of the ICCO/ICFO for information.			
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	<p>1.2. Conduct of Meeting</p> <p>ICCO/ICFO shall conduct meeting and finalize the activities for the conduct of physical count.</p> <p>.</p> <p>The required Minutes of the Meeting (MOM) will be prepared by the Secretariat.</p> <p>The Physical Inventory Plan (PIP) shall be for onward endorsement to the Regional Director for Approval.</p>	None	4 Hours	ICFO Chairperson, Secretariat
	<p>1.1. Prepare invitation to Commission on Audit (COA) and Internal Audit Service (IAS)/Management Audit Analyst (MAA) and Memorandum to Offices</p> <p>The Secretariat shall gather the relevant documents as bases for the conduct of inventory taking, as provided in the Guidelines.</p> <p>.</p> <p>The Secretariat shall also prepare the following documents for signature of the Regional Director</p>	None	1 Hour, 30 Minutes	ICFO Chairperson, Secretariat, Regional Director

	a. Memorandum addressed to all offices informing about the schedule of inventory taking in their stations. . b. Letter/Memorandum to COA and IAS/MAA to request representatives who will witness the conduct of physical count			
	1.2. Route/Disseminate Information to Concerned Offices Once the documents are signed, the incoming/outgoing clerk shall route the same to concerned offices for information.	None	5 Minutes	ICFO Secretariat
TOTAL:		None	3 Days, 6 Hours, 5 Minutes	

Conduct of Physical Count of PPE

	1. Provide Instruction Prior to the actual conduct of the physical count, the ICCO/ICFO Chairperson shall provide specific instructions to the Team for the smooth conduct of physical count <i>Bago ang aktwal na pagsasagawa ng pisikal na bilang, ang Tagapangulo ng ICCO/ICFO ay dapat magbigay</i>	None	30 Minutes	ICFO Chairperson and Inventory Team
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	<i>ng mga tiyak na tagubilin sa koponan para sa maayos na pagsasagawa ng pisikal ng pagbibilang</i>			
	<p>1.1. Conduct the Physical Count</p> <p>Using the barcode scanner, the Inventory Team shall check the property description vis-a-vis reference documents on hand and indicate present condition of equipment.</p> <p>Replace property stickers/barcodes, if necessary.</p> <p>Each member of the inventory team shall forward the accomplished inventory sheet to the Secretariat for consolidation.</p>	None	2 Minutes per Property Item	<p>ICCO/ICFO Inventory Team</p> <p>ICFO Secretariat</p>
	<p>1.3. Prepare the inventory findings</p> <p>After the conduct of physical count, the Secretariat shall prepare a Memorandum to concerned offices to be signed by the ICCO/ICFO Chairperson. This is to inform them of the result of the result of the physical count in their office.</p> <p>All discrepancies between the physical count and records shall be reported</p>	None	4 Hours	ICFO Secretariat

	<p>to Head of Office concerned and reconcile immediately.</p> <p>The result must specify ICCO/ICFO's findings such as:</p> <p>a. Properties that are located in the station; and</p> <p>b. Properties that are not located in the station (discrepancies); in this case, ICCO/ICFO shall schedule the conduct of re-inventory/revalidation</p>			
	<p>1.6. Forward signed Inventory Report/ Findings</p> <p>Once the Report/Findings are signed, the incoming/outgoing clerk shall route/forward the same to concerned office/s</p>	<p>None <i>Wala</i></p>	<p>5 Minutes <i>5 Minuto</i></p>	<p>ICFO Secretariat</p>
	<p>1.7. Conduct Re-Inventory/Revalidation</p> <p>This activity will address the result/findings of discrepancies during the conduct of physical count of properties</p>	<p>None</p>	<p>2 Hours</p>	<p>ICCO/ICFO Inventory Team</p> <p>ICFO Secretariat</p>
	<p>1.8. Conduct Reconciliation of Property Records and Books of Accounts</p> <p>Upon completion of the conduct of physical count,</p>	<p>None</p>	<p>30 Days</p>	<p>ICCO/ICFO Inventory Team</p> <p>ICFO Secretariat</p>

	<p>ICCO/ICFO shall conduct reconciliation of property and accounting records and shall address discrepancies, in accordance with the guidelines.</p> <p>As a result of this activity, data reconciliation report shall be prepared to serve as reference in the preparation of RPCPPE</p> <p>For properties not found in station, the property office will issue a Memorandum to the concerned office requesting to produce the property. If the same cannot be produced at a given date the same shall be reported as loss property and be reported to the Accounting Division /Accounting Unit for proper accounting/recording.</p>			
	<p>1.9. Prepare the Report on the Physical Count of Property, Plant and Equipment (RPCPPE)</p> <p>Upon completion of the physical count, the ICCO/ICFO, through the Secretariat shall prepare the RPCPPE.</p> <p>All ICCO/ICFO members shall review and affix their signatures in the RPCPPE.</p>	None	4 Hours	ICFO Secretariat,

	<p>1.10. Endorse the RPCPPE for approval</p> <p>Endorse the signed RPCPPE to the Chief of Administrative Division and Assistant Regional Director for Administration (Field Office), as recommending authority.</p> <p>Once signed, the RPCPPE shall be forwarded to the Undersecretary of GASSG/Regional Director, for approval.</p>	None	30 Minutes	<p>Regional Director</p> <p>Regional Director</p>
	<p>1.11. Submit/ Transmit the Approved RPCPPE to COA and IAS/MAA</p> <p>The duly signed and approved RPCPPE will be submitted to COA on or before January 31 of the year, copy furnished the Internal Audit Service/Management Audit Analyst and Accounting Division/Section.</p>	None	15 Minutes	<p>Regional Director,</p> <p>ICFO Secretariat</p>

	1.12. File Copy of RPCPPE The receiving copy of the RPCPPE will be kept and filed by the Secretariat for reference.	None	5 Minutes	ICFO Secretariat
TOTAL:		None <i>Wala</i>	30 Days, 11 Hours, 27 Minutes 30	

FEEDBACK AND COMPLAINTS MECHANISMS

How to send a feedback	Customer Feedback Form shall be provided to the client after issue of the approved property clearance.
How feedback is processed	Duly accomplished customer feedback forms shall be consolidated once a month, identify issues and concerns of the clients which shall be discussed for appropriate action. Status on the identified issues and concerns shall be monitored on a monthly basis.
How to file a complaint	Requesting office may submit an appeal for the request that have been denied or may send a complaint letter to the Administrative Division-Property and Supply Section, DSWD FO VII, Cor. Gen.Maxilum and M. J. Cuenco Aven., Cebu City email: property.fo7@dswd.gov.ph Tel No. 233-0261, 233-8785 & 412-9908 loc 17129
How complaints are processed	Upon receipt of complaint the concerned section shall make necessary evaluation and investigation to create a report for information and appropriate action of the concerned officials.

	Feedback shall be provided to the client. For inquiries and follow-ups, clients may contact AD-PAMS through 233-0261, 233-8785 & 412-9908 loc 17129 or through email: property.fo7@dswd.gov.ph
Contact information of ARTA, CSC, PCC	ARTA: complaints@arta.gov.ph 8478-5091 / 8478-5093 / 8478-5099 CSC: 8931-8092 / 8931-7939 / 8931-7935 PCC: pcc@malacanang.gov.ph 8736-8645 / 8736-8603 / 8736-8629 / 8736-8621
Contact Center ng Bayan (CCB)	SMS: 0908 881 6565 Email: email@contactcenterngbayan.gov.ph Web: https://contactcenterngbayan.gov.ph FB: https://facebook.com/civilservicegovph Call: 165 65 (P5+VAT per call anywhere in the Philippines via PLDT landlines)

VIII. List of Offices

Office	Address	Contact Information
Administrative Division - Property and Supply Section	DSWD Field, Office VII, Cor Gen. Maxilum and M.J. Cuenco Street, Cebu City, Phillipines	Tel Nos.: 233-0261, 233-8785 & 412-9908 loc 17129 Email: property.fo7@dswd.gov.ph