|  |  |
| --- | --- |
| **OFFICE** |  |
| **QUALITY PROCEDURE TITLE** | Disposal of Unserviceable Properties Thru Public Bidding |
| **QUALITY OBJECTIVE** | Timely transmittal of request for dropping to Accounting Section/ Disbursing Officer within five (5) working days from actual disposal to the winning bidder |
| **FREQUENCY OF MONITORING:** | Annually |
| **CURRENT PERIOD:** | Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

| **No** | **Property Number** | **Date of transmittal to Accounting Section/ Disbursing Officer (A)** | **Date of actual disposal to the winning bidder (B)** |  | **Objective Results** | | | **Notes** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A-B | Met  ~~<~~ 5 | Unmet  > 5 | **Remarks (Indicate reason if target is unmet)** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Prepared By: | Reviewed By: | Noted By: |
| **NAME**  Senior Staff | **NAME**  Provincial Director | **MANUEL Q. GOTIS, CESO III**  Regional Director |