

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:	Property and Supply Section (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	Rochelle C. Macuno
	1.1. Once received the property personnel shall review the accomplished FETS form if the needed signatures are complete	None	15 Minutes	* Designated Program DPO

	<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 secondary accountable persons (see procedure under Recording, Documentation and Issuance of PPE and Semi-expendable properties)</p>	None	30 Minutes	<p>*</p> <p>Designated Program DPO</p>
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	<div>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.</div> <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 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	<div>*</div> <div>Designated Program DPO</div>
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	Rochelle C. Macuno
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 area of the property.				
4. The end user shall return the signed PAR/ICS, undertaking (if with secondary accountable person) to the property office	4. Forward to the Section Chief for signature on the "Approved by" portion of the PAR/ICS	None	15 Minutes	Rochelle C. Macuno
	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	* Designated Program DPO
	4.2. PREMIS shall be updated as to the following information: a. Date the PAR/ICS and undertaking (if with secondary accountable	None	15 Minutes	* Designated Program DPO

	person) was returned with signature of the end user b. Date of approval of PAR/ICS			
	4.3. The copy of PAR/ICS and undertaking (if with secondary accountable person) shall be filed for reference.	None	10 Minutes	* Designated Program DPO
TOTAL		None	2 HOURS, 10 MINUTES	

- *Designated Program DPO:**
- 1. **Argemenic Leopardas** - ORD/ARDA/ARDO Office, PPD, Admin and Protective Division (ARRS, MTA, RRPTP, Standards, Combased , Soctech, Centenarians), CBU, Donations and Transfer of Property from CO or other FOs, INFRA projects, AICS/SWAD
 - 2. **Mary Grace M. Mendoza** - SFP, SocPen
 - 3. **Karen Grace M. Maputol** - Pantawid Pamilya, HRMDD, UCT
 - 4. **Lemar John C. Berido** - SLP, EPAHP, ICTMS
 - 5. **Christian Billy S. Encarnado** - KC, FMD (Acctg., Budget, Cash), SMU
 - 6. **Carlo S. Dumanon** - RRCY, HFG, PSD Chief, NHTS
 - 7. **John John L. Ponte** - RJJWC, COA, Legal Office, DRMD

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send feedback?	Customer Feedback Form shall be provided to the client after issue of the approved property clearance
How is feedback processed?	Duly accomplished customer feedback forms shall be consolidated once a month, identifying 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?	<p>You can write your complaint/s in the comment section of the <i>Client Satisfaction Survey Form (DSWD-QMS-GF-005)</i> from the receiving admin staff of the Section</p>
How complaints are processed?	<p>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.</p> <p>For inquiries and follow-ups, clients may contact PSS through (085) 303-8620 local 243 or through email: property.focrg@dswd.gov.ph</p>
Contact information of ARTA, CSC, PCC	<p>ARTA: complaints@arta.gov.ph 8478 m-5091 / 8478-5093 / 8478-5099</p> <p>CSC: 8931-8092 / 8931-7939 / 8931-7935</p> <p>PCC: pcc@malacanang.gov.ph 8736-8645 / 8736-8603 / 8736-8629 / 8736-8621</p>
Contact Center ng Bayan (CCB)	<p>SMS: 0908 881 6565</p> <p>Email: email@contactcenterngbayan.gov.ph</p> <p>Web: https://contactcenterngbayan.gov.ph</p> <p>FB: https://facebook.com/civilservicegovph</p> <p>Call: 165 65 (P5+VAT per call anywhere in the Philippines via PLDT landlines)</p>

Office	Address	Contact Information
Property and Supply Section	DSWD Field Office Caraga, Capitol Site Compound, Butuan City, Agusan del Norte, 8600	Tel Nos.: (085) 303-8620 loc 243 Email: property.focrg@dswd.gov.ph