

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:		Property and Supply Section (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 and Supply Section		
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 and Inventories	1. The 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. The secretariat shall facilitate the preparation of Regional Special Order (RSO) for the Constitution/Reconstitution of Membership of the Inventory Committee. The Regional Director shall sign the RSO	None	3 Days	ICFO Secretariat (Property Office – Elizabeth C. Lipa
	1.1. Prepare Notice of Meeting Once the RSO is approved, Secretariat shall prepare the Notice of	None	30 Minutes	ICFO Secretariat (Property Office – Elizabeth C. Lipa

	<p>Meeting for signature of ICFO Chairperson.</p> <p>The agenda to be indicated in the Notice shall be as follows:</p> <ul style="list-style-type: none"> a. Inventory procedures as indicated in the RSO and other guidelines related to inventory taking activity b. Specific assignments/roles of ICFO members and other personnel involved, schedule, dates, location and target completion of Inventory Taking activity <p>Once the Notice of Meeting is signed, the incoming/outgoing clerk shall route the same to all members of the ICFO for information.</p>			Rochelle C. Macuno
	<p>1.2. Conduct of Meeting</p> <p>ICFO shall conduct meeting and finalize the activities for the conduct of physical count.</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	<p>Atty. Faizal A. Padate and the ICFO Members</p> <p>Argemenic P. Leopardas</p>
	<p>1.1. Prepare invitation to Commission on Audit (COA) and Internal Management Audit Analyst (MAA) and Memorandum to Offices</p>	None	1 Hour, 30 Minutes	Argemenic P. Leopardas

	<p>The Secretariat shall gather the relevant documents as bases for the conduct of inventory taking, as provided in the Guidelines.</p> <p>The Secretariat shall also prepare the following documents for signature of the RD</p> <p>a. Memorandum addressed to all offices informing about the schedule of inventory taking in their stations.</p> <p>b. Letter/Memorandum to COA and MAA to request representatives who will witness the conduct of physical count</p>			<p>Elizabeth C. Lipa – preparation of memorandum</p> <p>Mari-Flor A. Dollaga-Libang – Regional Director</p> <p>Elizabeth C. Lipa</p>
	<p>1.2. Route/Disseminate Information to Concerned Offices</p> <p>Once the documents are signed, the incoming /outgoing clerk shall route the same to concerned offices for information.</p>	None	5 Minutes	Rochelle C. Macuno
TOTAL:		None	3 Days, 6 Hours, 5 Minutes	

Conduct of Physical Count of PPE

	<p>1. Provide Instruction</p> <p>Prior to the actual conduct of the physical count, the ICFO Chairperson shall provide specific instructions to the Team for</p>	None	30 Minutes	Atty. Faizal A. Padate
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	the smooth conduct of physical count			
	<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>ICFO Inventory Team</p> <p>ICFO Secretariat</p> <p>ICFO Inventory Team</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 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 to Head of Office concerned and reconcile immediately.</p> <p>The result must specify ICFO's findings such as:</p> <p>a. Properties that are located in the station; and</p>	None	4 Hours	Elizabeth C. Lipa

	<p>b. Properties that are not located in the station (discrepancies); in this case, 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>	None	5 Minutes	Rochelle C. Macuno
	<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>	None	2 Hours	<p>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, 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</p>	None	30 Days	<p>ICFO Inventory Team</p> <p>ICFO Secretariat</p>

	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 Unit for proper accounting/recording.			
	<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 ICFO, through the Secretariat shall prepare the RPCPPE.</p> <p>All ICFO members shall review and affix their signatures in the RPCPPE.</p>	None	4 Hours	Argemenic P. Leopardas
	<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 Regional Director, for approval.</p>	None	30 Minutes	<p>Ramil M. Taculod – Chief Admin. Division</p> <p>Atty. Faizal A. Padate – Asst. Director for Administration</p> <p>Mari-Flor A. Dollaga-Libang – Regional Director</p>
	<p>1.11. Submit/ Transmit the Approved RPCPPE to COA and MAA</p> <p>The duly signed and approved RPCPPE will be submitted to COA on or before January 31 of the</p>	None	15 Minutes	Rochelle C. Macuno – Property Staff

	year, copy furnished the Management Audit Analyst and Accounting Section.			
	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	Argemenic P. Leopardas
TOTAL:		None	30 Days, 11 Hours, 27 Minutes	

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?	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
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 PSS through (085) 303-8620 local 243 or through email: property.focrg@dswd.gov.ph
Contact information of ARTA, CSC, PCC	ARTA: complaints@arta.gov.ph 8478 m-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)
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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