

3. Surrender / Turnover of Property and Cancellation of Property 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:	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			
1. Two (2) Original Copy and 1 photo copy of duly Accomplished Furniture and Equipment Transfer Slip (FETS)	1. To be prepared by the Offices' Designated Property and Supply Custodian through the Property Records and Equipment Monitoring Inventory System (PREMIS) with prescribed format;			
2. For unserviceable property: <ul style="list-style-type: none">1 photocopy of Technical Assistance ReportInspection Report	2. For unserviceable property: From concerned DSWD OBSUs (IT Equipment – ICTMS/RICTMU; Motor Vehicle, Office Equipment, Furniture and Fixtures – GSS; Maintenance Equipment – GSS) General Accounting Manual Volume II Appendix 62 with prescribed format			
3. Actual Property for turnover	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	None	150 Minutes	Rochelle C. Macuno

property for turnover	Property and Supply Section			
	<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	* Designated Program DPO
	<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	* Designated Program DPO
2. Receive 1 copy of FETS provided by the Property Staff and turnover the surrendered property	<p>2. Generate Property Acknowledgement Receipt (PAR)/Inventory Custodian Slip (ICS) and Barcode</p> <p>Generate and print two (2) copies of PAR/ICS from PREMIS "Report Module"</p> <p>Note:</p>	None	15 Minutes	* Designated Program DPO

	<p>Under the “Report Module” in PREMS, select whether to print PAR or ICS based on the following:</p> <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> <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 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			
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2.1. The printed barcode stickers shall be attached to the most visible and secured area of the property.	None	15 Minutes	* Designated Program DPO																	
2.2. The property staff who processed the request shall sign the generated PAR/ICS under the “Received by” portion and forward to the Property Section Chief for signature on the “Approved by” portion.	None	5 Minutes	* Designated Program DPO																	

	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	* Designated Program DPO
	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	* Designated Program DPO
TOTAL		None	4 HOURS, 45 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?	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?	<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	<p>Tel Nos.: (085) 303-8620 loc 243</p> <p>Email: property.focrg@dswd.gov.ph</p>