

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:	Property and Supply Section (PSS)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Department of Social Welfare and Development (DSWD) Employees who are: <div><div>1.</div><div>Resigned</div></div> <div><div>2.</div><div>Transferred to other Government Offices</div></div> <div><div>3.</div><div>Non-renewal of Contract</div></div> <div><div>4.</div><div>Terminated</div></div> <div><div>5.</div><div>Retired</div></div>
<div><div>CHECKLIST OF REQUIREMENTS</div><div>WHERE TO SECURE</div></div>	
<div><div>A. <u>Without Property Accountability</u></div><div><div>1.</div><div>Three (3) original copies of Clearance Form</div></div><div><div>2.</div><div>And/or duly approved request for transfer / resignation / retirement</div></div></div>	<div><div>A. <u>Without Property Accountability</u></div><div><div>1.</div><div>Personnel Administration Section with prescribed format</div></div><div><div>2.</div><div>From Client</div></div></div>
<div><div>B. <u>With Property Accountability</u></div><div><div>1.</div><div>Three (3) original copies of Clearance Form</div></div><div><div>2.</div><div>One (1) Original Copy of Duly Accomplished Furniture and Equipment Transfer Slip (FETS) to transfer/turnover of property accountabilities</div></div><div><div>3.</div><div>Duly signed PAR/ICS for transferred property accountability</div></div></div>	<div><div>B. <u>With Property Accountability</u></div><div><div>1.</div><div>Personnel Administration Section (PAS) with prescribed format</div></div><div><div>2.</div><div>To be prepared by the Office's Designated Property and Supply Custodian (DPSC) through the Property Records and Equipment Monitoring Inventory System (PREMIS)</div></div><div><div>3.</div><div>Submitted by the personnel applying for property clearance with signature of the new end user</div></div></div>
<div><div><u>In Case of Lost:</u></div><div><div>1.</div><div>With request for relief from property accountability due to loss - one (1) copy of COA decision</div></div></div>	<div><div><u>In Case of Lost:</u></div><div><div>1.</div><div>DSWD Commission on Audit without prescribed format</div></div></div>

2. With request for replacement / reimbursement of lost property - One (1) photo copy of request for replacement approved by the Regional Director	2. Property and Supply Section (PSS) without prescribed format
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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 Personnel Administration Section (PAS) and/or duly approved request for transfer / resignation / retirement 2 months before the effectivity of retirement, 30 days of resignation or transfer from 8 AM to 5 PM, Mondays to Fridays except holidays	1. Receive Three copies of clearance issued by 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	Rochelle C. Macuno
	1.1 Review and validate recorded property accountability/ies on file using the Property Records and Equipment Monitoring Inventory System (PREMIS) and the individual folder of personnel if cancelled	None	1 Hour, 30 Minutes	*Designated Program DPO
	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	None	25 Minutes	*Designated Program DPO

	<p>Head of Property for approval</p> <p>With Accountability/ies</p> <p>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</p>			
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	*Designated Program DPO
	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	*Designated Program DPO
	2.2. Check the “cleared” box and affix signature in the clearance form	None	5 Minutes	Elizabeth C. Lipa

	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	Rochelle C. Macuno – record in the logbook *Designated Program DPO - scanning of clearance
	2.4. Upload scanned signed clearance in PREMIS	None	10 Minutes	* Designated Program DPO
TOTAL:		None	3 HOURS	

***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	Tel Nos.: (085) 303-8620 loc 243 Email: property.focrg@dswd.gov.ph