

9. Recording, Documentation and Issuance of PPE and Semi-Expendable Properties

Prior to issuance to end user, all newly acquired properties, classified either as PPE or Semi-expendable properties shall first be coordinated with the Property and Supply Section (PSS) in the Property Supply/Units in the Field Offices for recording and property tagging.

Office/Division:		Property and Supply Section (PSS)		
Classification:		Complex 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. 1 Copy of Purchase Order (PO) 2. 1 Copy of Contract (if applicable) 3. 1 Copy of Sales Invoice / Delivery Receipt (SI/DR) 4. 1 Copy of Notice to Proceed 5. 1 Copy of Inspection and Acceptance Report (IAR) 6. 1 Copy of Property Transfer Report (PTR) (If applicable)		1. Procurement Management Service 2. Concerned Offices, Bureaus, Services, Units (OBSUs)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward complete documents to Property Office:	1. Receive the following documents from Inspection Committee from 8am to 5pm, Mondays to Fridays, except holidays:  a. Purchase Order (PO) Or Contract b. Sales Invoice (SI)/Delivery Receipt (DR) c. Certificate of Completion d. Inspection and Acceptance Report (IAR) e. Property Transfer Report (PTR) for	None	5 Minutes	Rochelle C. Macuno

	<p>transferred property from Central Office (CO) to Field Office (FO), FO to CO, FO to FO</p> <p>f. Deed of Donation (DOD)</p> <p>g. Contract to properties attached to subscription plan</p> <p>h. Liquidation Report for fabricated properties</p> <p>i. Approved distribution list</p> <p>***Ensure that the items are properly inspected prior to transmittal of documents***</p>			
	<p>1.1 Validate the accuracy and completeness of all attached documents</p> <p>If no, request for the lacking document/s</p> <p>If yes, proceed to the next step</p>	None	15 Minutes	* Designated Program DPO
	<p>1.2 Determine the Property's acquisition cost.</p> <p>If Php 50,000.00 and above - record the property details in the Property Records and Equipment Monitoring Inventory System (PREMIS) under the "Property Records" module</p> <p>If PHP 49,999.99 and below or acquired as attachment to subscription plan/contracts, donation, or fabrication regardless of the acquisition cost – record in PREMIS under the "Inventory Custodian Slip (ICS)" module.</p>	None	10 Minutes	* Designated Program DPO

	<p>Upon successful encoding electronically, a property number shall be automatically generated by the system for property identification</p>			
	<p>1.3 Encode to PREMIS the identified end user and other information</p> <p>Copy the assigned property number and open the “Transfer Thru Furniture and Equipment Transfer Slip (FETS)” module in PREMIS to record the identified end-user</p> <p>As a general rule, the primary accountable personnel shall be those regular, coterminous, contractual, or casual employees.</p> <p>Should the actual end-user of the property be a Contract of Service (COS) Worker, they shall be recorded as the secondary accountable personnel with the regular, coterminous, contractual, or casual employee within their office as the primary accountable officer</p>	None	15 Minutes	<p>*</p> <p>Designated Program DPO</p>
	<p>1.4 Print forms and Barcode Stickers/Property Label</p> <p>Generate and print Property Acknowledgement Receipt (PAR) or Inventory Custodian Slip (ICS), Undertaking (if there is a secondary accountable person) into three copies and barcode sticker through the “PREMIS</p>	None	15 Minutes	<p>*</p> <p>Designated Program DPO</p>

	Report” module; the applicable forms shall depend on the acquisition cost (see process above):  Generate and print the barcode sticker, with number of copies, as, follows:													
	<table><tr><td>Computer Desktop</td><td>3</td></tr><tr><td>Split Type Air Condition Unit</td><td>2</td></tr><tr><td>Partitions</td><td>Depending on the number of partitions per property number</td></tr><tr><td>Blinds</td><td>Depending on the number of blinds per property number</td></tr><tr><td>Other property</td><td>1</td></tr></table>	Computer Desktop	3	Split Type Air Condition Unit	2	Partitions	Depending on the number of partitions per property number	Blinds	Depending on the number of blinds per property number	Other property	1			
	Computer Desktop	3												
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Blinds	Depending on the number of blinds per property number													
Other property	1													
1.5 Attach Barcode Stickers to the Property  The printed barcode stickers shall be attached to the most visible and secured area of the property before the issuance of item(s) to the end user	None	15 Minutes	* Designated Program DPO											
1.6 Approve Property Acknowledgement Receipt (PAR)/ICS  The Property and Supply Section Head shall sign on the “Approved by” portion of the PAR or ICS	None	5 Minutes	Elizabeth C. Lipa  Division/Section											
1.7. Endorse the approved PAR/ICS and Undertaking (if with	None	15 Minutes	* Designated											

	<p>secondary end user) to the end user with attached Client Satisfaction Measurement Form (CSMF)</p> <p>The property staff shall prepare a Memorandum to endorse the PAR/ICS and undertaking (if with secondary end user) forms with the attached CSMF to the identified end user. The Property Section Head shall sign the Memorandum as well as the “Approved by” portion of the PAR/ICS.</p> <p>Once signed the Memorandum together with the approved PAR/ICS shall be transmitted to the end user for signature.</p> <p>The transaction should be recorded by the incoming/outgoing clerk in the logbook/transmittal for monitoring purposes</p>			<p>Program DPO</p> <p>Rochelle C. Macuno</p>
	<p>1.8 Issue Property to the End User</p> <p>Upon receipt of the signed and approved PAR/ICS, the concerned property officer shall facilitate issuance of property to the end user.</p> <p>Upon issuance of the property, the property officer shall sign on the “Issued by” portion in the PAR/ICS</p>	None	1 Hour	<p>* Designate d Program DPO</p>
	<p>1.9 Provide copy of PAR/ICS and undertaking (if with secondary accountable person) to the concerned offices</p>	None	30 Minutes	<p>* Designate d Program DPO</p>

	<p>Provide one copy of PAR/ICS to the end-user for their reference</p> <p>Provide one copy to Procurement Unit for attachment to the Disbursement Voucher.</p> <p>For the transferred property from CO to FO / FO to CO / FO to FO, provide one copy of signed PAR/ICS with attached original copy of PTR to Finance Management Division</p>			
	<p>1.10 Update PREMIS</p> <p>PREMIS shall be updated as to the following information:</p> <p>1. Date the PAR/ICS was returned with signature of the End-User</p> <p>2. Date of approval of PAR/ICS</p>	None	10 Minutes	* Designate d Program DPO
	<p>1.11. File the copy of PAR/ICS and Undertaking (if with secondary accountable person)</p> <p>The copy of PAR/ICS and undertaking (if with secondary accountable person) shall be filed for reference</p>	None	5 Minutes	* Designate d Program DPO
TOTAL		None	3 HOURS, 20 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

- Christian Billy S. Encarnado** - KC, FMD (Acctg., Budget, Cash), SMU
- Carlo S. Dumanon** - RRCY, HFG, PSD Chief, NHTS
- 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: <a href="mailto:property.focrg@dswd.gov.ph">property.focrg@dswd.gov.ph</a></p>
Contact information of ARTA, CSC, PCC	<p>ARTA: <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a> 8478 m-5091 / 8478-5093 / 8478-5099</p> <p>CSC: 8931-8092 / 8931-7939 / 8931-7935</p> <p>PCC: <a href="mailto:pcc@malacanang.gov.ph">pcc@malacanang.gov.ph</a> 8736-8645 / 8736-8603 / 8736-8629 / 8736-8621</p>
Contact Center ng Bayan (CCB)	<p>SMS: 0908 881 6565</p> <p>Email: <a href="mailto:email@contactcenterngbayan.gov.ph">email@contactcenterngbayan.gov.ph</a></p> <p>Web: <a href="https://contactcenterngbayan.gov.ph">https://contactcenterngbayan.gov.ph</a></p> <p>FB: <a href="https://facebook.com/civilservicegovph">https://facebook.com/civilservicegovph</a></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: <a href="mailto:property.focrg@dswd.gov.ph">property.focrg@dswd.gov.ph</a>