

ADMINISTRATIVE ORDER

No. 06

Series of 2017

SUBJECT: Comprehensive Guidelines on the Management of DSWD Properties

1.0. RATIONALE AND OBJECTIVE

It is a policy of the state that all resources of the government shall be managed, expended, or utilized in accordance with law and regulations, and safeguarded against loss or wastage through illegal or improper disposition, with the aim of ensuring economy, efficiency and effectiveness in the operations of the government.

In adherence to this policy, the Department issued several Memorandum Circulars aimed at setting guidelines and procedures for the management of the Department's assets and properties.

However, due to developments related to the governing laws and internal control system of the Department, the need to amend or enhance existing guidelines becomes imperative, hence, this Administrative Order (AO).

This AO amends and consolidates the following pertinent issuances into comprehensive guidelines:

- a. DSWD Memorandum Circular No. 2 series of 2004: Guidelines on DSWD Property and Equipment Management;
- b. DSWD Memorandum Circular No. 8 series of 2006 :Guidelines on the Conduct of Physical Inventory of Properties, Equipment, and Supplies and Materials; and
- c. DSWD Memorandum Circular No. 5 series of 2013: Amended Guidelines on Property Disposal.

Furthermore, advisories issued by the Undersecretary for General Administration and Support Services Group to clarify and implement provisions of the aforementioned Memorandum Circulars are incorporated herein to reiterate application.

Finally, this AO shall serve as a guide not only for property officers and custodians but also for all personnel in their faithful adherence to the state's policy on management and utilization of properties, particularly of the Department.

2.0. SCOPE AND LIMITATIONS

- 2.1. This AO covers the following areas of property management:
 - 2.1.1. Issuance, Utilization and Custodianship of Properties;
 - 2.1.2. Inventory/Physical Count of Properties and Inventories;
 - 2.1.3. Disposal of Unserviceable, No Longer Needed and/or Obsolete Properties and Waste Materials
- 2.2. Management and utilization of lands, buildings and structures shall be covered by Memorandum Circular No. 14 series of 2006¹ or such other guidelines that the Department may hereafter formulate to amend/enhance the said Guidelines, or to implement provision of relevant legislations.

However, for purposes or inventory taking and submission of reports to Commission on Audit (COA), lands, buildings, and structures acquired by the Department shall be covered by the provisions of section 7.0 of this Guidelines.
- 2.3. This AO shall not cover procurement planning and acquisition which are governed by Republic Act No. 9184 or the Government Procurement Reform Act.

3.0. LEGAL BASES

- 3.1. Presidential Decree No. 1445 – *Government Auditing Code of the Philippines*
- 3.2. DSWD Memorandum Circular No. 2, Series of 2004 – *Guidelines on DSWD Property and Equipment Management (as amended by Memorandum Circular No. 13 Series of 2005²)*
- 3.3. DSWD Memorandum Circular No. 08, Series of 2006 – *Guidelines on the Conduct of Physical Inventory of Properties, Equipment, Supplies and Materials*
- 3.4. DSWD Memorandum Circular No. 5, Series of 2013, as amended by Memorandum Circular No. 17 Series of 2013 – *Amended Guidelines on Property Disposal*
 - 3.4.1. Commission on Audit (COA) Memorandum No. 98-569-A dated August 5, 1998 – *Revised Guidelines on Appraisal of Property other than Real Estate, Antique Property and Works of Art*
 - 3.4.2. COA Circular No. 89-296 dated January 27, 1989 – *Audit Guidelines on the Divestment or Disposal of Property and other Assets of National Government Agencies and Instrumentalities, Local Government Units and other Government-Owned and Controlled Corporation (cf. COA Circular No. 95-006 dated May 18, 1995³; COA Circular No. 2011-002 dated July 22, 2011⁴)*

¹ "Guidelines for the Use of Lands, Buildings, and Spaces of Department's Properties"

² On "Issuance of Furniture and Equipment Pull-Out and/or Transfer (FEPT)"

³ Total Lifting of Pre-audit on all Financial Transactions of the NGAs, GOCCs, and LGUs

⁴ Lifting of Pre-Audit of Government Transactions

- 3.4.3. National Budget Circular No. 425 dated 28 January 1992 – *Manual on the Disposal of Government Property*
- 3.4.4. Executive Order No. 888 dated 18 March 1983 – *Authorizing Heads of Ministries/ Agencies to Dispose of their Respective Unserviceable Equipment and Disposable Property and Creating Disposal Committee to Facilitate Disposal of said Property*
- 3.4.5. Executive Order No. 309 dated 8 March 1996 – *Reconstituting the Disposal Committee Created under Executive Order No. 285⁵*
- 3.5. COA Circular No. 92-751 dated February 24, 1992 – *Documentation on Petitions/Requests for Relief from Accountability*
- 3.6. *Training Handbook on Property and Supply Management System (2011 Edition)* published by the Commission on Audit-Professional Development Center
- 3.7. COA Circular No. 2015-007 dated October 22, 2015 prescribing the *Government Accounting Manual (GAM) for Use of all National Government Agencies (NGAs)* effective January 1, 2016
- 3.8. *Memoranda from the Undersecretary for General Administration and Support Services Group:*
 - 3.8.1. *Property and Equipment Management (Use of Furniture and Equipment Transfer Slip)*
Date: December 17, 2008
 - 3.8.2. *Personal Property/Item Pass (PPIP)*
Date: January 21, 2010
 - 3.8.3. *Portable Equipment Sticker Pass (PESP)*
Date: February 11, 2013
 - 3.8.4. *Undertaking for Secondary Property Accountability Receipts (Sub PARs)*
Date: July 23, 2013
 - 3.8.5. *Care, Custody and Accountability for Property*
Date: August 20, 2013
 - 3.8.6. Subject: *Policy on Property and Equipment Management in Connection with the Reassignment and Designation of Officials*
Date: March 7, 2014
 - 3.8.7. *Property Acknowledgment Receipt for Motor Vehicles of Heads of Offices, Bureaus and Services*
Date: March 12, 2014
 - 3.8.8. *Clearance from Property Accountability*
Date: March 18, 2016

⁵ Reconstituted the Disposal Committee created under EO No. 888 as a result of the abolition of the General Services Division

4.0. DEFINITION OF TERMS

As used in this AO, the following terms shall be construed to mean as follows:

- a. *"Accountable Officer"* refers to any officer or employee of the government who, by reason of his office or duties is required to have custody of government property/ies".
- b. *Custodianship*" refers to the guardianship of government property by any accountable officer or any person entrusted with the actual possession or custody of the Department's property.
- c. *"Disposal of Properties"* is the end of life of government properties. It is the act of the Disposal Committee to dispose of government properties through modes which are deemed most advantageous to the government.
- d. *"End-User"* refers to any officer, employee or Contract of Service (COS) Worker of the Department who is intended to ultimately use the property or who actually uses the property either through signing of PAR or Sub-PAR or ICS. This may also refer to any person who is permitted to have temporary custodianship of a property (*i.e.* borrower).
- e. *"Inventories"* refers to supplies, goods and materials to be consumed or distributed in the rendering of services like office supplies, welfare/relief goods and maintenance materials.
- f. *"Issuance"* is the act of transferring the custodianship of a property from one person to another.
- g. *"Money Value"*- refers to the Depreciated Replacement Cost (DRC) of property at the time of loss, or improper/unauthorized misapplication thereof. Consistent with the provisions of Section 41, Chapter 10 of GAM for NGAs, DRC shall be equal to the replacement cost (current market price) less accumulated depreciation calculated on the basis of replacement cost.
- h. *"Officer and Employee"* shall refer to the personnel of the Department whose status of employment or appointment is regular/permanent, contractual, casual or coterminous.
- i. *"Physical Inventory Taking"* is an indispensable procedure for checking the integrity of property custodianship; this refers also to the process of identifying properties that are still usable and those that can be recommended for disposal.
- j. *"Property/ies"* shall collectively refer to PPEs and Semi-expendable properties which are subject of this AO.
- k. *"Property, Plant, and Equipment (PPE)"* refers to tangible assets which are acquired by the Department through purchase, donation or other mode of acquisition, and which meet the capitalization threshold of ₱15,000.⁶

⁶ Volume I, Chapter 10, Section 3 of Government Accounting Manual

In further classifying these properties, the aforementioned capitalization threshold of ₱15,000.00 shall be applied as follows:

- Items with an individual value below the threshold but which work together in the form of a group of network asset whose total value exceeds P15,000.00 (example: computer network) shall be considered as part of the primary PPE.⁷
- Each Item within the bulk acquisition with aggregate or total value of PPE, such as library books, computer peripherals and small items of equipment which meet the capitalization threshold of P15,000.00 shall also be considered PPE.⁸
- l. “*Semi-expendable Properties*” are tangible items which do not meet the capitalization threshold of 15,000 and recognized as expenses upon issue to the end-user⁹.

For recording purposes, freebies and attachments to subscription plans (*i.e.* mobile phones) as well as those acquired through fabrication shall be considered semi-expendable properties.

5.0. GUIDING PRINCIPLES

- 5.1. Every officer accountable for government property shall be liable for its money value in case of improper or unauthorized use or misapplication thereof, by himself or any person for whose acts he may be responsible. He shall likewise be liable for all losses, damages, or deterioration occasioned by negligence in the keeping or use of the property, whether or not it be at the time in his actual custody. (Sec. 105(1), PD 1445).
- 5.2. The aforementioned liability shall be subject to the principle of shared responsibility of both the accountable officer and the person upon whom the physical custody/possession of property is entrusted.

The aforementioned principle shall mean that while the accountable officer is liable to the Department in case of loss or damage to property which is issued under his/her name, any person upon whom the physical custody/possession of property is entrusted shall be liable to the accountable officer for any amount spent for the settlement of the latter's liability.

The person mentioned above shall include COS Workers who are issued properties in accordance with this AO, and other persons who are permitted to have temporary custodianship of a property, regardless of the status of employment in the Department.

- 5.3. Accountability, which also refers to the accountable officers' obligation to carry out their responsibility to safe-keep properties in conformity with the law and be answerable for their decisions and activities relating to properties which are under their custody, shall only be extinguished upon return/turnover of the property, or in case of loss or damage to the property, upon approval of the request for relief from property accountability, or payment of the money value of the property.

⁷ Volume I, Chapter 10, Section 4 of Government Accounting Manual

⁸ Ibid.

⁹ Volume I, Chapter 8, Section 10 and 11 of the Government Accounting Manual

- 5.4. For these reasons, officials and employees of this Department should exercise due diligence in the safekeeping and safeguarding of the properties under their custody, and use the same for official use only.

In keeping with these principles, the Department recognizes the contribution of Designated Property Officers (DPO) in every office, bureau, service, section or unit, who will assist in the regulation of receipt, safekeeping, maintenance and utilization and inventory of all properties of the Department as well as in the disposal of waste materials and properties which are already unserviceable, obsolete or no longer needed by the Department.

6.0. ISSUANCE, UTILIZATION AND CUSTODIANSHIP OF PROPERTIES

The following activities shall be undertaken for the proper issuance, utilization and custodianship of properties of the Department.

6.1. Recording of 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 Asset Management Division (PAMD) in the Central Office or Property Sections/Units in the Field Offices for recording and property tagging.

The basis of recording of properties shall be the RIS, PR or other documents evidencing transfer of properties to the Department. Freebies and other attachments to subscription contracts/plans are considered properties of the Department, and therefore should also be recorded in accordance with the provisions of this AO. The costing of freebies and other attachments to subscription contracts/plans shall be based on the prevailing market or advertised price of similar properties.

6.1.1. Property Identification

A uniform property identification system shall be adopted for easy recognition of properties. The PAMD/ Property Sections/Units in FOs shall assign a control number through sticker/tag for each and every property.

Except when the Property Record and Equipment Monitoring Inventory System (PREMIS)¹⁰ - Bar Code System has fully been implemented, the property sticker/tag shall contain all the following vital information for easy identification:

- 6.1.1.1. Brief description of the property
- 6.1.1.2. Model Number
- 6.1.1.3. Serial Number
- 6.1.1.4. Property Number
- 6.1.1.5. Acquisition Date
- 6.1.1.6. Accountable Officer
- 6.1.1.7. Space for validation/signature of the Inventory Committee

6.1.2. Property Tagging

¹⁰ PREMIS is a web-based application tool which provides an integrated data management system for accurate recording, inventory and monitoring of properties issued to end-users and head of offices, property inventory management, and historical information of equipment and final disposition or disposal.

Prior to the issuance of property, a sticker/barcode containing the aforementioned information should be attached or placed in the most noticeable but secure space/part of the property.

6.2. Issuance of Properties

Based on an approved Requisition and Issue Slip, the following issuance documents shall be prepared by PAMD/ Property Sections/Units in FOs to support the issuance of properties to officers and employees of the Department:

- a. Property Accountability Receipt (PAR)¹¹ – for PPEs
- b. Inventory Custodian Slip (ICS)¹² – for Semi-expendable properties

6.2.1. PARs shall automatically be renewed every three (3) years after issue or every time there is change in accountability or custodianship of the property.

6.2.2. PARs covering properties issued to officers and employees under casual, coterminous and contractual status shall only be renewed upon submission of proof of renewal of contract or re-appointment, as the case maybe, within two (2) months before the end of the period of contract or appointment.

PARs not renewed on account of non-submission of the required proof shall automatically cease to be valid and shall cause the PAMD/ Property Sections/Units in FOs to undertake necessary transfer of accountability or issuance of new PAR either to the DPO of the OBSU concerned, for safekeeping purposes, or to the Head of the OBSU, whichever is practicable.

Properties issued to the aforementioned officers/employees may be issued or assigned to COS Workers upon the latter's execution of an *Undertaking for Secondary Property Accountability Receipts (Sub-PARs)*¹³ where he/she shall agree, among others, to shoulder cost of repairing the property or in the event of damage or loss, due to negligence, while the same is in his/her custody, shall reimburse the DSWD and/or the Accountable Officer its money value.

For monitoring purposes, the requirements mentioned in section 6.2.2 shall also be required from the COS workers who are issued properties through Sub-PAR

6.3. Acknowledgment and Receipt of Property

6.3.1. The officer or employee concerned shall acknowledge the receipt of property and sign the pertinent portion in the PAR/ICS. No officer/employee shall be authorized to sign for and on behalf of another's accountability.

6.3.2. In case of issuance of property to COS Workers, the officer or employee concerned shall submit appropriate request, duly noted by the head of

¹¹ Form: Appendix 71 of GAM, attached as **Annex A**

¹² Form: Appendix 59 of GAM, attached as **Annex B**

¹³ Form: Attached as **Annex C** (Introduced by Memorandum from the Undersecretary of GASSG, dated July 23, 2013 on "Undertaking for Secondary Property Accountability Receipts (Sub-PAR)")

office, to PAMD/ Property Sections/Units in FOs for the facilitation and preparation of Sub-PAR.

- 6.3.3. With regard to motor vehicles used by Heads of OBS, Property Acknowledgment Receipts (PAR) shall be issued to them, being the end-users of the property. Chauffeurs are in possession of these vehicles merely as representative of their actual possessors who are the OBS Heads.¹⁴

6.4. Monitoring of Physical Movement of Properties

Property movement should be made only upon prior approval, recording and verification as to description, condition and quantity of the property to be moved.

Whenever there is movement of property from its original station, the following process shall be observed:

6.4.1. Issuance of Gate Pass

- 6.4.1.1. Properties to be used outside the DSWD Office shall be accompanied by a pre-numbered Gate Pass¹⁵ in triplicate copies accomplished by the requesting party (Head of OBSU) and the person bringing out the item, stating therein the destination, purpose, the description of the properties and the date the same shall be returned. The gate pass shall be duly approved by the PAMD/GASSD Chief or his/her duly authorized or designated representative.
- 6.4.1.2. Official/employee/worker not named as accountable officer in the PAR/Sub-PAR covering the property sought to be brought outside shall, in addition to an approved gate pass, secure and accomplish an Equipment Borrower's Slip (EBS).
- 6.4.1.3. The second copy of the gate pass shall be retained with the Security Guard and shall be returned to PAMD/ Property Sections/Units in FOs upon the return of the property to the original station.
- 6.4.1.4. The third copy of the gate pass shall be kept by PAM/ Property Sections/Units in FOs for monitoring and preparation of report.

6.4.2. Issuance of a Portable Equipment Sticker Pass (PESP) for DSWD Equipment in lieu of Gate Pass.¹⁶

For monitoring purposes, end-users of portable equipment which are frequently brought outside and inside the DSWD premises must request for the issuance of PESP, in lieu of a Gate Pass.

¹⁴ Per Memorandum from the Undersecretary of GASSG dated 12 March 2014 on "Property Acknowledgement Receipt for Motor Vehicles of Heads of Offices, Bureaus and Services"

¹⁵ Form: Attached as **Annex D**

¹⁶Form: Attached as **Annex E** (Per Memorandum from the Undersecretary of GASSG, dated 11 February 2013 on "Portable Equipment Sticker Pass (PESP)")

- 6.4.2.1. PESP issued to regular/casual/contractual/coterminous employees shall be valid from issuance or renewal thereof, until the last working day of the semester
- 6.4.2.2. PESP issued to COS workers, shall be valid from issuance or renewal thereof, until the last working day of the quarter, but shall not be beyond the last day of his/her contracted service.
- 6.4.2.3. Consultants/technical specialists may also be issued PESP for the loaned/borrowed property upon request of the Head of Office where said consultant/technical specialists is assigned and where the property is stationed. PESP issued under this sub-section shall be valid for a period of not exceeding three months.
- 6.4.2.4. The PESP may be cancelled or invalidated at any time upon a written request submitted by the Head of Office to PAMD/ Property Sections/Units in FOs. The former shall then be responsible for effecting the return of the equipment covered by the PESP.

6.4.3. Issuance of Equipment Borrower's Slip (EBS)¹⁷

- 6.4.3.1. A property may be loaned by one accountable officer to another, or to COS workers, including consultants/technical specialists, upon approval of the Head of office where the property is assigned/issued, and upon accomplishment of an Equipment Borrower's Slip (EBS).
- 6.4.3.2. The EBS shall establish accountability over the properties borrowed. This accountability shall only cease upon turnover/return thereof to the accountable officer from whom the same was borrowed, or to the PAMD/ Property Sections/Units in FOs as may be required.

6.4.4. Preparation of Property Transfer Report (PTR)

All properties¹⁸ to be transferred permanently from a DSWD office to another or other government agencies/organizations, shall be accompanied by a corresponding Property Transfer Report¹⁹ duly approved by the Undersecretary concerned in CO/Regional Director in FOs or his/her designated representative.

Transfer of property/ies to duly recognized private entities, Non-Government Organization/s (NGOs) and Peoples Organization/s (POs) shall be supported by a **Deed of Donation**, duly signed by the Secretary

¹⁷ Form: Attached as **Annex F**

¹⁸ Owned by DSWD or donated to DSWD by local and foreign sources

¹⁹ Form: Appendix 76 of GAM, attached as **Annex G**

in CO/Regional Director in the Central Office or his/her authorized and designated representative.

6.4.5. Accomplishment of a Furniture and Equipment Transfer Slip (FETS)²⁰

A FETS shall be accomplished whenever a property is to be transferred from one accountable officer to another, or to be surrendered/turned-over to PAMD/Property Sections/Units in FOs due to its unserviceability, or when the same is no longer needed by the accountable officer/office.

In case of transfer of property, the accountable officer should ensure that the receiving party acknowledged and signed the FETS and that the same is submitted to PAMD/ Property Sections/Units in FOs for proper documentation and issuance of new Property Acknowledgement Receipt (PAR).

Actual transfer/surrender of equipment and accomplishment of FETS shall warrant cancellation of property accountability.

6.4.6. Issuance of Personal Property/Item Pass Slip (PPIPS)/Personal Property/Item Sticker Pass (PPISP)²¹

There shall be a PPIPS/PPISP issued when personal properties and equipment are to be brought by officers, employees, COS workers and visitors inside the DSWD premises for official or personal use.

6.4.6.1. The PPIPS, as provided by PAMD/Property Sections/Units in FOs, shall be obtained from the guard on duty at entry points and shall be issued in lieu of gate pass, for monitoring purposes.

6.4.6.2. Request for the issuance of Sticker Pass (PPISP) may be made when the personal property shall be brought in and out of the DSWD premises for a period of more than a day.

6.4.7. Requesting Party and Approving Authority

| Forms Used | Purpose | Requesting Party | Approving Authority |
|------------|--|--------------------------------|--|
| Gate Pass | <ul style="list-style-type: none"> For properties that are to be used outside of DSWD premises For properties that are to be brought outside of DSWD premises for repair or replacement by the supplier For properties that are to be disposed through sale, transfer, or other mode of disposition | Head of Office of the End-User | Head of PAMD/ Property Sections/Units in FOs or his/her duly authorized and designated representative. |

²⁰ Form: Attached as **Annex H** (Per Memorandum from the Undersecretary of GASSG, dated 17 December 2008 on "Property and Equipment Management")

²¹ Form: Attached as **Annex I** (Introduced by a Memorandum from the Undersecretary of GASSG dated 21 January 2010 on Personal Property/Item Pass Slip (PPIPS))

| | | | |
|--|--|--|--|
| | <ul style="list-style-type: none"> • PPIPS – one day • PPISP – more than one day | | |
|--|--|--|--|

6.5. Facilitation of Cancellation and Transfer of Accountability

6.5.1. Upon proper turnover of property by the accountable officers in accordance with the procedures in section 6.4.5 of this AO, PAMD/ Property Sections/Units in FOs shall effect the cancellation of the accountable officer's property accountability.

6.5.2. In case of transfer of properties from one accountable officer to another, the original accountable officer shall inform the PAMD/ Property Sections/Units in FOs and DPO concerned and request the following:

6.5.2.1. Issuance of new PAR to be acknowledged/signed by the person to whom the property is re-issued.

6.5.2.2. Cancellation of the old PAR (copy furnished the original accountable officer).

6.6. Property Registration and Insurance

6.6.1. All insurable properties should be applied for insurance coverage with the Government Service Insurance System (GSIS) to protect the Department against property loses.

6.6.2. The PAMD/ Property Sections/Units in FOs shall be required to submit to the GSIS the COA- verified inventory reports for application of insurance coverage. To ensure proper recording and monitoring, payments for premiums and claims for insurance loses shall be lodged under the PAMD/ Property Sections/Units in FOs.

The Field Offices' insurance premium and other related expenses shall be included in their annual budget and shall be paid directly by them to GSIS in their respective regions.

6.6.3. Aside from insurance coverage, motor vehicles shall be registered with the Land Transportation Office with the assistance of the General Services Division (GSD) in the Central Office and Administrative Unit (AU) in the Field Offices. Proper monitoring of expiration of insurance and registration shall be properly undertaken to prevent fines and penalties.

A petty cash fund shall be maintained by GSD/AU to cover payment of all expenses, fees, fines other related expenses in relation to motor vehicle registration, subject to usual accounting and auditing rules and regulation.

6.7. Accounting, Turn-Over or Surrender of Properties on Account of Personnel Movement

6.7.1. Cancellation of Property Accountability

In order to effect cancellation of accountability and to secure proper clearance certificate in the event personnel movement, accountable officers/employees/COS workers shall turnover or surrender to PAMD/ Property Sections/Units in FOs all properties issued to them. Turn-over of properties shall be done as follows:

6.7.1.1. Retirement/transfer to another government agency/detail/separation from the service – two (2) months before the effectivity of retirement and submission of duly accomplished **Office Clearance Certificate**

6.7.1.2. Promotion/reassignment/transfer from one organizational unit within the Department– one (1) month before the effectivity of appointment/assumption of duty and submission of duly accomplished **Property Clearance Certificate**²².

If the properties are still needed by their former office, the same shall be transferred to another officer or employee upon proper documentation.

6.7.2. Issuance of Clearance from Property Accountability

Approved Property Clearance Certificate shall be issued immediately upon cancellation of property accountability. Issuance of Certificate shall nevertheless be without prejudice to any other accountability that may be discovered later on.

Said Certificate shall cease to be valid for its purpose if not used within 60 days after its issuance.

6.8. Inventory of Properties in the Event of Death of Accountable Official or Employee

In the event of death of the officer/employee/worker, the PAMD/ Property Sections/Units in FOs, with the assistance of the DPO, shall immediately take the inventory of all properties issued to him/her and recover the same.

All other missing properties, if any, issued in the name of the deceased shall be certified by his/her immediate supervisor as “loss of property” stating therein the steps taken to recover the same. This shall be the basis for the dropping of accountability.

6.9. Facilitation of Request for Relief from Property Accountability

Whenever warranted or when the loss or damage to property is caused by fire, theft, or other casualty or *force majeure*, the accountable officer may, in accordance with COA Circular No. 92-751 dated February 24, 1992, request the Commission on Audit to relieve him/her from property accountability upon

²² Form: Attached as **Annex J** (Per Memorandum from the Undersecretary of GASSG dated 18 March 2016 on “Clearance from Property Accountability”)

recommendation of the Undersecretary for GASSG or the Regional Director, as the case maybe.

In facilitating the request for relief from property accountability, the following procedures must be observed:

- 6.9.1. Within 72 hours from the occurrence of loss, the accountable officer/employee/COS worker having custody thereof shall immediately notify the COA through a "**Report of Lost, Stolen, Damaged, Destroyed Property**"²³, copy furnished the Undersecretary for GASSG, or the Regional Director and the PAMD/ Property Sections/Units in FOs.
- 6.9.2. Within 30 days from the occurrence of loss, the accountable officer/employee/COS worker may present his/her application for relief to the COA Auditor with the following required documents:
 - 6.9.2.1. Affidavit executed by the accountable office/person stating the following facts:
 - 6.9.2.1.1. Property lost and its valuation
 - 6.9.2.1.2. Actual date in which the absence was first noted
 - 6.9.2.1.3. Manner of disappearance
 - 6.9.2.1.4. Efforts put to recover the same, and
 - 6.9.2.1.5. Provisions made to safeguard the property
 - 6.9.2.1.6. Date when the loss was reported to the COA Auditor and the police authorities
 - 6.9.2.2. Joint affidavit of two (2) disinterested persons cognizant of the facts and circumstances about the loss. In case it is not possible to obtain the statement of two (2) persons and only one is available or none at all, such fact should be set forth in the affidavit of the person requesting relief, giving the reason/s therefor.
 - 6.9.2.3. If applicable, final police report/s showing the steps taken by the police authorities to recover the property lost and to apprehend the suspect/s, and the present status of the case.
 - 6.9.2.4. Comments or recommendation of the Undersecretary for GASSG, upon endorsement of Head of OBS or USEC concerned or of the Regional Director in the Field Offices.
 - 6.9.2.5. Certification from Police/Fire/Chief/Provincial Governor/Mayor or other competent authority as to the destruction brought by natural calamity and/or insurgency.
 - 6.9.2.6. Inspection Report on the extent of damage of insured property.
 - 6.9.2.7. Copy of Property Accountability Receipt (PAR)/ICS covering the lost property.

²³ Form: Appendix 75 of GAM, attached as Annex K

6.10. Replacement/Reimbursement/Repair of Lost or Damaged Equipment or Properties

When loss or damage to property occur in circumstances other than those mentioned in the preceding sections (where loss may be credited), accountable officers/employees/COS worker may submit a request for the replacement or reimbursement of the money value of the lost property or payment of cost of repair of the damaged property, within thirty (30) days from the occurrence of loss.

The aforementioned request shall be endorsed by the Head of concerned OBSU/Division (in FOs) to the Undersecretary for GASSG or Regional Director, as the case maybe, for approval and/or appropriate resolution.

In case of replacement, the following factors shall be considered:

1. The replacement unit must be of similar or higher specification than that of the unit sought to be replaced;
2. The replacement unit must be in good working condition, regardless of the lost property's condition at the time of loss
3. The replacement of the lost property is more advantageous to the government. Otherwise, payment of the money value of the property shall be required.

In any case, the Accountable Officer must comply with the requirement under section 6.9.1 of this AO.

6.11. Repair and Maintenance of Properties

Property repair and maintenance is necessary for the purpose of attaining and /or extending the established standard economical and useful life of a property.

However, no repair of equipment shall be undertaken if the cost of repair shall exceed thirty (30) *percent* of the current market price of the same or similar equipment.²⁴ Upon proper documentation, said property should be properly turned-over to PAMD/ Property Sections/Units in FOs, in accordance with the processes mentioned in 6.4.5 of this AO.

7.0. CONDUCT OF INVENTORY/PHYSICAL COUNT OF PROPERTIES AND INVENTORIES

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, and semi-annually in case of Inventories.

The inventory taking shall be conducted with the assistance of DPOs in each Office, Bureau, Service or Unit (OBSU), in accordance with the following procedures:

7.1. Creation/Reconstitution of Inventory Committee

Prior to the conduct of inventory taking, the Department shall create or reconstitute an Inventory Committee.

²⁴ Per COA Circular No. 2012-003 dated October 29, 2012 on the Updated guidelines for the prevention and disallowance of irregular, unnecessary, excessive, extravagant and unconscionable expenditures, particularly No. 2 of its "Annex D".

7.1.1. Functions

Once the inventory taking started, the Inventory Committee shall perform the following functions on “Jury Duty” to avoid interruption of the activity:

- 7.1.1.1. Verify existence of properties and inventories;
- 7.1.1.2. Validate stock level/count of all stockpiled items;
- 7.1.1.3. Reconcile and prepare reports of discrepancies between physical count and property records;
- 7.1.1.4. Undertake an annual reconciliation workshop to address discrepancies in order to make the necessary adjustments between the PAMD/ Property Sections/Units in FOs property records and Financial Management Service-Accounting Division (FMS-AD)/Accounting Unit in the Field Offices books of accounts through the Journal Entry Voucher (JEV); and
- 7.1.1.5. Prepare the Report on the Physical Count of Properties Plant and Equipment (RPCPPE)²⁵ or Report on the Physical Count of Inventories (RPCI)²⁶, as the case maybe, and submit the same to COA.

In the case of Field Offices, copy of RPCPPE/RPCI with proof of submission to COA should be submitted to the Office of the Undersecretary for GASSG in the Central Office.

7.1.2. Composition

The DSWD Inventory Committee shall be composed of the following:

7.1.2.1. Inventory Committee for Central Office (ICCO)

| | | |
|------------------|---|------|
| Chairperson | Division Chief, Property and Asset Management Division (PAMD) | |
| Vice-Chairperson | Division Chief, Contract Monitoring Division - Procurement Service (PS) | |
| Members | 2 Representatives, PS | |
| | 2 Representatives, PAMD | |
| | 2 Representatives, Accounting Division | |
| | 1 Representative, Information Management Bureau (IMB) | |
| | Designated Property Officers (DPOs) in every OBSU | |
| Observer | 2 Representatives, COA and Internal Audit Service (IAS) | |
| | PPE | PAMD |

²⁵ Form: Appendix 73 of GAM, attached as **Annex L**

²⁶ Form: Appendix 73 of GAM, attached as **Annex M**

| | | |
|-------------|-------------|---|
| Secretariat | Inventories | Procurement Service (PS) and National Resource Operations Office (NROO) in the Central Office |
|-------------|-------------|---|

7.1.2.2. Inventory Committee for Field Offices (ICFO)

| | | |
|------------------|---|---|
| Chairperson | Chief, General Administration and Support Services Division (GASSD) | |
| Vice-Chairperson | Head, Administrative Unit | |
| Member | Accountant/ Accounting Unit Representative | |
| | IT Coordinator | |
| | Head, Property Sections/Units in FOs | |
| | Head Procurement and Supply Section | |
| Observer | Management Audit Analyst | |
| Secretariat | PPE | Property Sections/Units in FOs |
| | Inventories | Procurement and Supply Section in the Field Offices |

DPOs shall assist the Inventory Committee in the actual inventory taking/physical count of properties in their respective offices.

7.1.3. Terms of Assignment of Chairperson, Vice-Chairperson and Members of the Committee

The Chairperson and Vice-Chairperson shall have indefinite terms of assignments.

All members of the Committee shall have a renewable term of assignment for two (2) years unless otherwise sooner terminated or revoked. In the event of transfer to other office, resignation, termination of service and recall of assignment of members, their immediate supervisor should recommend a replacement.

7.1.4. Secretariat

The Secretariat shall perform the following functions:

- 7.1.4.1. Receive and record the inventory form accomplished by the Inventory Committee during the physical count;
- 7.1.4.2. Validate the accuracy of the data obtained from the physical count *vis-à-vis* the existing database;
- 7.1.4.3. Consolidate the data preparatory to the reconciliation and submission of the Report on Physical Count of Property Plant and Equipment (RPCPPE) or Report on Physical Count of Inventories (RPCI); and
- 7.1.4.4. Ensure the integrity of all records and other pertinent documents relative to the inventory of properties

7.2. Planning of Inventory Taking

The Inventory Committee, through its Secretariat shall prepare the inventory guidelines and send them to the USEC for GASSG/Regional Director for approval.

Definite plans should be developed concerning the date of physical inventory, and the personnel to act as counters and checkers.

A set of written instruction shall also be prepared to be observed by each person connected with the activity.

7.3. Witnessing the Inventory Taking

The representative from COA and the Internal Audit Service (IAS) or Management and Audit Analyst (in FOs) shall witness the physical inventory taking

7.4. Documents Required as Basis of Inventory Taking Activities

- 7.4.1. Prior Year's Inventory Reports
- 7.4.2. PPE Ledger Cards (PPELC)
- 7.4.3. Supply Ledger Cards (SLC)
- 7.4.4. List of newly acquired properties
- 7.4.5. Property Acknowledgement Receipts (PAR) or Inventory Custodian Slip (ICS)
- 7.4.6. List of properties submitted by DPOs in each Office/Unit on October 15 of each year
- 7.4.7. Deed of donation and acceptance of donated properties, if any
- 7.4.8. Other documents relevant to the inventory

7.5. Validation/Inventory taking

In order to facilitate the smooth conduct of inventory, the Chairperson of the Inventory Committee shall give specific assignment to his/her members as follows:

- 7.5.1. Check the property description as listed in the reference documents and state its present condition;
- 7.5.2. Replace the property sticker/barcode, if necessary;
- 7.5.3. List all properties that are found at the station but not listed in the reference documents and indicate the condition of the property in the remarks portion of the inventory sheet; and
- 7.5.4. Sign the space provided in the sticker indicating therein the date of inventory.

After the conduct of physical count, the Inventory Committee shall reconcile the results of the activity with the property and accounting records. All discrepancies between the physical count and records shall be reported to officer/employee concerned and reconciled immediately.

7.6. Preparation and Submission of Reports

Upon completion of the physical count, the Inventory Committee shall prepare the Report on Physical Count of Property, Plant and Equipment (RPCPPE) and Report on Physical Count of Inventories (RPCI), which shall be approved by the Undersecretary for GASSG in the Central Office, and the Regional Director in the Field Offices.

Such inventory reports must conform to the prevailing COA rules and regulations.

Upon approval by the official concerned, a copy of the reports shall be submitted to the COA Auditor on or before January 31 of each year.

7.7. Cut-Off Date and Submission of Report to COA

| Classification | Cut Off Date | Submission of Report |
|-------------------------------|--------------|--|
| Property, Plant and Equipment | December 31 | On or before January 31 of the succeeding year |
| Inventories | June 30 | On or before July 31 of the current year |
| | December 31 | On or before January 31 of the succeeding year |

8.0. DISPOSAL OF UNSERVICEABLE PROPERTIES AND WASTE MATERIALS

Once property items become unserviceable for any cause or are no longer needed, the accountable officer shall immediately return the same to the Property and Asset Management Division (PAMD) in the Central Office or Property Sections/Units in the Field Offices.

Conformably to the existing government laws and regulations, the following activities and procedures shall be observed in the disposal of unserviceable, obsolete or no longer needed properties of the Department.

8.1. Creation/Reconstitution of Disposal Committee

The Property Disposal and Awards Committee (PDAC) in the Central Office and the Regional Property Disposal and Awards Committee (RPDAC) in the Field Offices which shall be responsible in the disposal of disposable properties shall be created/reconstituted with the following functions, compositions and terms of assignment:

8.1.1. Functions:

- 8.1.1.1. Review, improve and implement policies and systems for disposal of properties;
- 8.1.1.2. Inspect unserviceable properties to ascertain justification of disposal;
- 8.1.1.3. Appraise unserviceable properties taking into consideration all factors to be able to set the minimum value in case of public bidding;

8.1.1.4. Recommend the proper mode of disposal for the approval of the Undersecretary for GASSG or his/her representative, and the Regional Director for the Field Office level; and

8.1.1.5. Conduct public bidding, if applicable, for the sale of disposable properties through "as is where is" basis and recommend the award for the approval of the Undersecretary for GASSG or the Regional Director as the case maybe.

8.1.2. Composition.

8.1.2.1. The PDAC in the Central Office shall be composed of the following:

| | Regular Members | Alternate Members |
|------------------|---|---|
| Chairperson | Assistant Secretary for GASSG | |
| Vice-Chairperson | Director, Financial Management Service (FMS) | |
| Members | Director, Administrative Service (AS) | Division Chief, General Services Division |
| | Division Chief, Accounting Division | Assistant Division Chief, Accounting Division |
| | Division Chief, Property and Asset Management Division (PAMD) | |
| Secretariat | Technical Staff, PAMD Technical Staff, Accounting Division | |

8.1.2.2. The Regional PDAC shall be composed of the following:

| | Regular Members | Alternate Members |
|------------------|---|--------------------------|
| Chairperson | Assistant Regional Director for Administration | |
| Vice-Chairperson | Chief, General Administrative Services Division | |
| Members | 1. Head, Financial Management Unit | |
| | 2. Head, Administrative Unit | |
| | 3. Regional Accountant | |
| | 4. Head, Property Sections/Units in FOs | |
| Secretariat | Property Sections/Units in FOs and Accounting Section | |

The disposal activities in Centers and Institutions in Field Offices shall be the responsibility of the Regional PDAC but preparatory activities such as, but not limited to, the preparation of necessary documents, reports and requests for disposal shall be undertaken by the Center and Institution Heads.

8.1.3. Terms of Assignment

Membership to PDAC/RPDAC shall be indefinite and shall continue unless otherwise terminated by the approving authority.

8.1.4. Secretariat

The Secretariat shall perform the following functions:

- 8.1.4.1. Serve as the central repository of all PDAC/RPDAC documents and records;
- 8.1.4.2. Provide support services to the PDAC/RPDAC relative to the disposal through public bidding such as:
 - 8.1.4.2.1. Preparation of Bid Documents in case of disposal through public sealed bidding or public auction;
 - 8.1.4.2.2. Publication of Invitation to Bid for three (3) consecutive days on a newspaper of general circulation when the sale so warrants;
 - 8.1.4.2.3. Posting of Invitation to Bid on the website of the Department and/or in at least three (3) conspicuous places within the DSWD premises and disseminate the same to as many as government agencies as possible within the locality for posting in their bulletin boards for the information of the general public;
 - 8.1.4.2.4. Solicit bid proposals from known/accredited buyers;
 - 8.1.4.2.5. Accept and safe keep all bid proposals;
 - 8.1.4.2.6. Facilitate the conduct of bidding;
- 8.1.4.3. Assist the PDAC/RPDAC in the preparation of documents on disposal activities through other modes of disposal;
- 8.1.4.4. Prepare Notice of Meeting for the PDAC/RPDAC Members;
- 8.1.4.5. Prepare minutes of meetings/biddings of the PDAC/RPDAC.
- 8.1.4.6. Facilitate routing of Resolutions/Abstract of Bids for signature of PDAC/RPDAC members.

8.2. Creation of Technical Working Group (TWG)

The PDAC in the Central Office and Field Offices may create a Technical Working Group (TWG) in the appraisal and/or valuation of disposable properties.

The TWG may be composed of at least three (3) members who have specialization/expertise on property disposal.

To the extent possible, members of the TWG shall be identified from existing personnel of the Department. If not available, the same may be engaged from external groups based on their specialization/expertise.

The TWG shall perform the following functions:

8.2.1. Serve as an ad hoc advisor of the PDAC/RPDAC;

8.2.2. Assist in the technical evaluation/appraisal of disposable properties; and

8.2.3. Prepare and submit appraisal/valuation reports of the disposable properties to the PDAC/RPDAC.

8.3. Modes of Disposal

8.3.1. Sale/Public Auction

As a general rule, the disposal of government property shall be through sale by public bidding. This is done through sealed public bidding or when circumstances warrant, by *viva voce*.

8.3.2. Sale thru Negotiation

For justifiable reasons and as demanded in the exigency of the service, disposal through negotiated sale may be resorted to as a consequence of failed bidding.

A public bidding is considered a failure when:

8.3.2.1. there is only one offeror /bidder – in this case, the offer or bid, if sealed, shall not be opened; or

8.3.2.2. All the tenders are non-complying or unacceptable. The tender is not complying or unacceptable when it does not comply with the prescribed legal, technical and financial requirements for pre-qualification.

8.3.3. Donation

Upon recommendation of the PDAC/RPDAC, disposable properties which are no longer needed, unserviceable and obsolete may be donated to charitable, scientific, educational or cultural institutions.

8.3.4. Condemnation/Destruction of Property

This mode shall be resorted to only when unserviceable property has no commercial value, or is beyond economic repair, or there is no willing receiver, and/or the appraised value is less than the administrative cost of sale, subject to prior inspection by the COA Auditor. Valueless property shall be condemned through burying, pounding, breaking,

shredding, throwing or any other method by which the property is disposed beyond economic recovery.

8.3.5. Barter

This mode is a direct transfer of property to another government agency in exchange for another property. Such mode may be made with other government-owned or controlled corporations (GOCCs).

This shall be resorted to when there is an offer that would redound to the interest of and is advantageous to the Government.

The value of the transferred property may not be equivalent to that being received.

8.3.6. Transfer to other Government Agencies

Where the property or assets involved are no longer serviceable or no longer needed, these may be transferred to other government entities/agencies without cost or at an appraised value upon authority of the Undersecretary for GASSG or his/her representative or by the Regional Director for Field Offices upon due accomplishment of an Property Transfer Report (PTR).

8.4. Frequency of Disposal

The disposal activities shall be made twice a year (March and September), when the need arises or when the circumstances so warrant (e.g. in case of condemnation of buildings and facilities).

8.5. Determination of Disposable Properties

The PAMD/ Property Sections/Units in FOs shall identify disposable properties and recommend to PDAC the disposal thereof using the following factors and attribute:

- 8.5.1. Property which can no longer be repaired or reconditioned;
- 8.5.2. Property whose maintenance costs of repair more than outweighs the benefits and services that will be derived from its continued use;
- 8.5.3. Property that has become obsolete or outmoded because of changes in technology;
- 8.5.4. Serviceable property that has been rendered unnecessary due to change in the agency's function or mandate; and
- 8.5.5. Unused supplies and materials that have become dangerous to use because of long storage or use of which is determined to be hazardous.
- 8.5.6. Waste materials which result from the consumption or utilization of expendable materials, and covers damaged equipment parts, auto parts, empty containers, and remnants salvaged from destroyed or damaged property, plant and equipment.

8.6. Pre-Disposal Activities

8.6.1. Preparation of Official Forms Needed in the Disposal Activity

Upon identification of disposable properties, the division/section concerned shall fill up and consolidate pertinent forms, whichever is applicable, and file an application for disposal through PDAC/RPDAC.

Accountable officers in possession of unserviceable property shall submit to the PDAC/RPDAC, through their respective heads of offices, the following accomplished forms:

8.6.1.1. Inventory and Inspection Report of Unserviceable Property (IIRUP)²⁷

This form is used for the disposal of vehicles, office equipment, furniture, and other properties, plant and equipment which can no longer be repaired or reconditioned and whose maintenance cost of repair outweighs or is more than the benefits and services that will be derived from its continued use.

This form shall be used as basis for dropping from the books the unserviceable properties carried in the PPE account.

Certain property, due to its very nature, becomes worthless as a whole, but certain parts of motor vehicles or of some equipment with brass ornaments, buckles, and the like, which possess intrinsic value in themselves or which may be useful in making repairs to other equipment. In such cases, and wherever practicable, the valuable part or parts of the article or equipment should be separated from the worthless part/s for proper accounting or disposition.

8.6.1.2. Waste Material Report (WMR)²⁸

This form is used in the disposal of waste materials which result from the consumption or utilization of expendable materials, and covers damaged equipment parts, empty containers, and remnants salvaged from destroyed or damaged property, plant and equipment.

This shall be used to report all waste materials previously taken up in the books as assets so that they may be properly disposed of and derecognized from the books of accounts.

8.6.2. Conduct of Inspection

Upon receipt of the request for disposal from the Property Division/Section, the PDAC/RPDAC shall conduct an inspection of the disposable properties in order to:

²⁷ Form: Appendix 74 of GAM, attached as Annex N

²⁸ Form: Appendix No. 73 of GAM, attached as Annex O

- 8.6.2.1. Determine the physical and operational condition/general appearance of the property;
- 8.6.2.2. Ascertain justification of disposal;
- 8.6.2.3. Determine whether the items are with or without value;
- 8.6.2.4. Be able to appraise the value of the property; and
- 8.6.2.5. Be able to determine the marketability of the disposable properties.

Ocular Inspection is usually done to have a first-hand observation of the conditions of the property. This process is done separately by each member of the PDAC/RPDAC or as a group, where practicable.

8.6.3. Preparation of Appraisal Report (Appraisal/Valuation)

If after the conduct of inspection, the PDAC/RPDAC finds the disposable properties as having economic value, each member of the PDAC/RPDAC shall prepare their respective appraisal report taking into consideration all the factors to be able to set the minimum value in case of public bidding. This is to ensure that the government shall receive fair compensation for the items sold/fair market value of the property.

If the PDAC/RPDAC sees that technical expertise is needed in the appraisal of the subject disposable properties, the preparation of the appraisal report may be referred to a TWG.

8.6.3.1. Determination of the Appraised Value

8.6.3.1.1. Unserviceable property which can no longer be repaired or reconditioned and waste materials shall be appraised based on scrap or junk value.

8.6.3.1.2. For unserviceable property which can still be repaired or reconditioned, and property no longer needed which are still functional, shall be appraised based on the following:

8.6.3.1.2.1. Current Market Value (CMV), if such is available.

8.6.3.1.2.2. Replacement Cost New (RCN), if CMV is not available.

8.6.3.1.2.3. Acquisition Cost (AC), if CMV and RCN are both not available.

If the property at the time of acquisition is "brand new," adjust against observed condition at the time of appraisal. If the property was acquired "second hand," condition at date of acquisition must be defined before any adjustment is made.

8.6.3.1.3. The determination of Salvage Value of component/part of an asset found to be serviceable shall be based on 8.6.3.1.2 above.

8.6.3.1.4. For imported vehicles/mechanized equipment, each component that has no available local replacement shall be treated as junk exclusive of the other components which are available in the domestic market.

8.6.3.2. Computation of the Appraised Value

The computation of the appraised value shall be based on the generally accepted formula²⁹ taking in consideration the property's actual condition, the relevant price information, and the changes in the value of property caused by depreciation or those caused by changes in the purchasing power of the peso.

8.6.3.3. Deliberation on the Appropriate Appraised Value

In case of conflict in appraisal, the PDAC/RPDAC shall deliberate on the appropriate appraised value which will become the minimum bid price. If the PDAC/RPDAC cannot arrive at a consensus, the Chairman may adopt an appraised value which may be deemed advantageous to the government based either of the following:

8.6.3.3.1. The highest appraised value submitted by a PDAC/RPDAC member; or

8.6.3.3.2. The average of the submitted appraised value plus 10%.

8.6.3.4. Setting the Final Appraised Value

The PDAC/RPDAC shall set the final appraised value of all the disposable property considering the following:

8.6.3.4.1. Obsolescence;

8.6.3.4.2. Market demand;

8.6.3.4.3. Physical condition; and

8.6.3.4.4. The result of previous bidding for similar property.

8.6.3.5. Setting the Minimum Value

The minimum value shall be set depending on how the property shall be sold *i.e.*, by piece, by lot or by all lots.

The Minimum value set shall be good for only six months. If the property remains unsold after six months, a reappraisal must be conducted. Said value may also vary depending on how the property will be sold, *i.e.* by piece, by lot or by all lot.

8.7. Submission of Disposal Program/Schedule

Upon completion of inspection and preparation of appraisal report, PDAC/RPDAC through its Secretariat, shall prepare the disposal

²⁹ Provided under COA Memorandum No. 98-569-A dated August 5, 1998 - Revised Guidelines on Appraisal of Property other than Real Estate, Antique Property and Works of Art

program/schedule and submit the same for the approval of the Undersecretary for GASSG/RD.

8.8. Notice to the Commission on Audit

Upon approval of program/schedule of disposal, PDAC/RPDAC shall furnish the COA Auditor and/ the Internal Audit Service (IAS) with a copy of the schedule or notice of opening of bids or condemnation/destruction of government property and other disposable assets, as the case may be, at least five (5) days before the scheduled date of the disposal activity.

8.9. Conduct of Disposal

On the approved date and time scheduled for the disposal of the unserviceable properties, PDAC/RPDAC shall undertake the disposal activity, with the presence of the COA Auditor or his/her duly authorized representative and/or a representative from the Internal Audit Service (IAS).

8.10. Post Disposal Activities

Upon completion of the disposal, the Secretariat shall surrender the original copy of standard reporting forms to the FMS-AD/Accounting Division (in F.O.). These reports shall be the basis for dropping the property from the books of accounts and for taking up the proceeds from the sale of property. The FMS-AD/Accounting Unit in Field Offices shall, after making all the necessary adjustments in the books of accounts, furnish copies of Journal Entry Voucher (JEV) to the office taking charge of property management for records reconciliation purposes.

9.0. SALE OF UNSERVICEABLE PROPERTY

As a general rule, the disposal of government property is done through sale by sealed public bidding.

9.1. Conduct of Bidding

Bidding shall be scheduled on a date not less than seven (7) working days from date of issuance/publication /posting of the Invitation to Bid.

9.2. Publication of Invitation to Bid

9.2.1. Preparation of Invitation to Bid (ITB)

The ITB is prepared by the owning agency and signed by the agency head or any authorized official. The ITB must contain the following:

- 9.2.1.1. The name of the owning agency;
- 9.2.1.2. The sufficient descriptive information on the items/ lots for bidding, such as:
 - 9.2.1.2.1. Date, time and place of pre-bidding conference, if necessary;

- 9.2.1.2.2. Date, time and place of submission and opening of bids;
- 9.2.1.2.3. Information on bidding requirements such as accomplishment of the bid tender, submission of bid bonds, terms of payment and claims, among others; and
- 9.2.1.2.4. Reservation on the part of the government to accept or reject any or all bids.

9.2.2. Publication of the ITB

The ITB must be published in a newspaper of general circulation if the cost of such publication does not exceed 50% of the appraised value of the property. Otherwise, substitute publication may be availed of, by posting copies of the ITB on the website of the Department and/or in at least three (3) conspicuous places in the area where the property is located or where the bidding will be conducted. Copies of ITB may also be sent by mail or personal delivery to prospective bidders.

9.3. Appraised Value as Basis of Publication of Invitation to Bid

The following appraised value shall be the basis for the requirement of publication of Invitation to Bid (ITB) for three consecutive days in a newspaper of general circulation and for purposes of solicitation through canvass and/or posting in three or more conspicuous places in the locality or on the website of the Department.

| Minimum Bid Price (Appraised Value) | Notice Required |
|-------------------------------------|--|
| Up to Php250,000 | Canvass or posting in three or more conspicuous places in the locality or on the website of the Department |
| Php251,000 & over | Publication in a newspaper of general circulation and posting of ITB in three or more conspicuous places in the locality or in the website of the Department |

9.4. Who May Participate in the Public Bidding

Any person, partnership or corporation complying with the rules and regulations to be prescribed by PDAC/RPDAC pursuant to this guideline may participate in the sale by public bidding.

However, officers and employees involved in the preparation of disposal activities, including their relatives within the fourth civil degree of consanguinity or affinity shall be prohibited to participate in the public bidding.

9.5. Accomplishment and Submission of Bids

9.5.1. Preparation of the Bid Tender. Any qualified bidder shall accomplish his Bid Tender, clearly indicating the following, among others:

- 9.5.1.1. The description of the items/lots with the corresponding bid offer clearly indicated in figures and in words;
- 9.5.1.2. The name of the Bidder;

- 9.5.1.3. The business or residence address of the bidder;
- 9.5.1.4. The business license number or Residence Certificate number of the bidder; and
- 9.5.1.5. Terms and conditions offered regarding bidders bond, payment, default and delivery.

- 9.5.2. A bidder shall accomplish the Bid Tender in at least three (3) copies, preferably typewritten. Bid Tenders should be properly signed and submitted to the Chairman of the Disposal Committee on or before the time scheduled for the opening of the bids. The envelope containing the bid tender should be sealed and addressed properly and correctly.
- 9.5.3. If the items are being sold by lots, bidders shall submit bid tenders for different lots in separate envelopes.
- 9.5.4. If the items are being sold by lots and all lots where interested buyers may offer a bid for each lot, or a single bid for all lots, the bid tender shall be submitted in only one envelope.
- 9.5.5. Erasures or interlineations should be avoided or duly initialed by the bidder.

9.6. Bid Bond

- 9.6.1. Bid bond per item/lot, as the case may be, which shall accompany the bid tender or is presented at the time of the opening of bids, shall be required from each bidder and should be at least 10% of the minimum bid price set by the government.
- 9.6.2. Bid bonds should be in the form of cash, manager's check, or cashier's check.

9.7. Adjustment of the Appraised Value

If after exposure of the property to public auction, as required under Section 79 of Presidential Decree No. 1445, the highest bid falls below the government floor price, the Agency shall:

- 9.7.1. Determine whether the difference is excessive.

The amount of deviation from the floor/reference value is considered excessive when it is greater than 10% of the floor/reference value plus the cost of calling another public auction.

- 9.7.2. If the difference is found not excessive, the agency shall continue with the sale of the unserviceable properties sale. If the difference is found to be excessive, the agency shall call for another public auction with the floor/reference value reduced by 10%.
- 9.7.3. If the second auction still fails, i.e., the highest bid is still excessively lower than the reduced floor/reference value, then the sale may be negotiated with the highest offeror.

9.8. Defective Bids

- 9.8.1. Bids that are not in prescribed form (e.g. unsigned bids) and/or those not accompanied or guaranteed by bid bonds at the time of opening of bids are considered defective bids.
- 9.8.2. Defective bids are automatically disqualified. However, exceptional cases may occur where a defective bid may be favorably considered by the PDAC/RPDAC. The defective bid may then be rectified in the presence of the bidders and members of the PDAC/RPDAC.

9.9. Withdrawal of Bids

- 9.9.1. A bidder may be allowed to withdraw a bid tender before the opening of the bids. His bid shall be returned unopened.
- 9.9.2. After the opening of the bids, no bidder shall be allowed to withdraw his offer unless the following conditions are met:
 - 9.9.2.1. There is a mistake in the offer;
 - 9.9.2.2. The mistake refers to the object or principal conditions of the proposal; and
 - 9.9.2.3. The reason for such mistake must be conclusive and convincing.

9.10. Opening of Bids

- 9.10.1. All bids shall be opened at the time, date and place set in the invitation to bid under the direction of the PDAC/RPDAC and in the presence of the COA Auditor. Bidders or their duly authorized representatives may witness the proceedings.
- 9.10.2. The bid tender shall be signed by the members of the PDAC/RPDAC immediately after it is opened and announced in order to confirm compliance with the requirements of the bidding.
- 9.10.3. The bid tenders are filed for safekeeping by the PDAC/RPDAC Secretariat.

9.11. The Abstract of Bids

- 9.11.1. The Abstract of Bids shows in matrix-summary form the individual bidders, their bids and bid bonds per item/lot, and the confirmation of the PDAC/RPDAC. Each member of the Committee shall be provided with a copy of the Abstract of Bids.
- 9.11.2. An abstract of bids in triplicate shall be prepared during the bidding proper showing the name of the owning agency, the date, time and place of bidding, names of bidders with their corresponding amount of bid tenders and bid bonds per item/lot, including reason for disqualification where applicable.
- 9.11.3. The Abstract of Bids shall be signed by the members of the PDAC/RPDAC.

9.12. Unsuccessful Bidding

- 9.12.1. If the sale through public bidding is unsuccessful, a rebidding shall be scheduled. Bidding may be declared unsuccessful in any of the following cases:
- 9.12.1.1. There is no bidding participant;
 - 9.12.1.2. Only one (1) bidder submitted a bid tender for each lot;
 - 9.12.1.3. All bidders failed to comply with the terms and conditions prescribed in the Invitation to Bid; or
 - 9.12.1.4. Complying bidders failed to meet the minimum bid price.
- 9.12.2. In case of failure of the second bidding, the PDAC/RPDAC may dispose of the property through negotiation.

9.13. Negotiated Sale

The following rules shall be observed whenever the sale is through negotiation:

- 9.13.1. Negotiation within one (1) month from the date of the second failed bidding shall be done with the bidders of the first and/or second failed bidding and other prospective bidders (such as those who obtained bid forms but did not submit bid tenders) at a price not lower than 80% of the appraised value.
- 9.13.2. If negotiation is done after one (1) month, participants in the negotiation shall be expanded to include other potential buyers aside from those abovementioned.
- 9.13.3. If negotiation shall take place after six (6) months from date of second failed bidding, the property should be reappraised and sold at not lower than 90% of reappraised value.
- 9.13.4. Bid bonds shall be required from all participants in the negotiation.
- 9.13.5. The negotiation may be conducted singly, *i.e.*, on a one-on-one basis, or in group, provided that due communication between the offerors and the government gets the best price.
- 9.13.6. To avert possible confabulation among unscrupulous parties, a record of the proceedings of the negotiation must be maintained.
- 9.13.7. It is understood that the price agreed upon at the negotiation shall not be lower than the floor price as fixed by the government or the highest offer submitted at the failed public auction whichever is higher.

9.14. Awarding of Bids

- 9.14.1. Award shall be given to the highest complying bidder.
- 9.14.2. When two or more complying bidders made identical offers, public auction *viva voce* between those who made identical bids shall be resorted to at a price not less than the offered bids.
- 9.14.3. Awarding of bids shall be done immediately after the opening of bids, if applicable. Bid bonds of losing bidders shall be returned immediately after the announcement of the winning bidder.

- 9.14.4. In case of deferment of award, a temporary receipt shall be issued by the agency to acknowledge submission of bid tenders.
- 9.14.5. Once the PDAC/RPDAC completes its deliberations and determines the winning bidder, bid bonds of losing bidders shall be returned upon presentation of the receipt immediately after awarding of the winning bidder. Deferment of award shall not exceed five (5) working days from date of opening of bids.

9.15. Payment of Bid Price

- 9.15.1. Upon determination of the awardee, the bid bond shall be considered as partial payment and the difference between such payment and the offered bid price shall be paid in the form of cash, cashier's check or manager's check of a reputable bank within the area where the bidding was held.
- 9.15.2. Full payment shall be made within five (5) working days from the date of the notice of award.
- 9.15.3. In case of failure of full payment within the prescribed period, the awardee may be penalized through cancellation of the award and forfeiture of the bid bond in favor of the government.

9.16. Claiming of Award

- 9.16.1. Claims shall be made only by the awardee, after the bid price is fully paid as evidenced by an official receipt. It shall be effected in the presence of the reporting property officer or his duly authorized representative and witnessed by the PDAC/RPDAC.
- 9.16.2. The property officer shall accomplish a tally-out sheet as evidence of actual disposal. The tally-out sheet shall be signed by authorized property officer and the buyer acknowledging receipt of the items.
- 9.16.3. Claims shall be made only during official government working hours.
- 9.16.4. Claims shall be made within the period fixed by the PDAC/RPDAC but not more than 30 days after the award. Failure on the part of the awardee to claim the property within the stipulated period shall have the effect of cancellation of the award/contract. The awardee shall then be charged storage fees and other incidental fees/costs or damages, i.e., costs incurred in the conduct of another public bidding or negotiation.

If the property remains unclaimed over a prolonged period of time, ownership of the contracted/awarded property shall automatically revert to the government. The government shall then have the right to dispose the property through whatever manner the PDAC/RPDAC deems most advantageous to the government.

9.17. Taxes, Customs Duties, Costs or Charges

The buyer of disposed property shall pay, in addition to the purchase price, any taxes, customs duties, costs or charges of any kind or nature whatsoever levied in connection with the sale of property. All expenses incidental to the withdrawal of the property shall be borne by the awardee.

10.0. INSTITUTIONAL ARRANGEMENTS

The following institutional arrangements and responsibilities shall be observed in the implementation of this AO:

10.1. Property and Asset Management Division/ Property Sections/Units in FOs

PAMD and Property Sections/Units in FOs shall be the offices primarily responsible for safeguarding the properties/assets of the Department. The following shall be their specific responsibilities in addition to those mentioned above:

- 10.1.1. Maintain the inventory and updated records of properties;
- 10.1.2. Ensure the completeness of the documents for the issuance and/or transfer of properties from one accountable officer/office/agency to another;
- 10.1.3. Ensure that all insurable properties of the Department are applied for insurance coverage with the GSIS;
- 10.1.4. Safe keep/warehouse surrendered/turned over properties;
- 10.1.5. Assist in the preparation of reports on the result of physical count of properties;
- 10.1.6. Prepare reports of disposed unserviceable, obsolete or no longer needed properties and waste materials;
- 10.1.7. Provide secretariat services to ICCO/ICFO and PDAC/RPDAC;
- 10.1.8. Conduct trainings/workshops to capacitate new employees/workers and Designated Property Officers (DPOs);
- 10.1.9. Disseminate information on the implementation of this Guidelines.

10.2. Procurement Service - Contract Monitoring Division/Supply Management Section

- 10.2.1. Provide PAMD/ Property Sections/Units in FOs with the distribution list or names of recipient/end-user of properties, based on the approved RIS;
- 10.2.2. Provide records of procured/acquired properties to be used by the Inventory Committee;
- 10.2.3. Provide PAMD/ Property Sections/Units in FOs quarterly report/list of issued properties for monitoring, reconciliation, and inventory taking purposes;
- 10.2.4. Provide secretariat services to ICCO/ICFO as provided in this AO.

10.3. Accounting Division/Accounting Section

- 10.3.1. Provide PPELC to be used by the Inventory Committee;
- 10.3.2. Membership in ICCO/ICFO as provided in this AO;

10.3.3. Provide Journal Entry Vouchers (JEV) for disposed and transferred/donated properties upon request of PAMD/ Property Sections/Units in FOs;

10.4. General Services Division/General Services Unit

10.4.1. Undertake registration of motor vehicles with the Land Transportation Office (LTO);

10.4.2. Keep and update records of registered motor vehicles;

10.4.3. Provide checklists for unserviceable vehicles/heavy equipment which are needed in the disposal of unserviceable motor vehicles and heavy equipment;

10.4.4. Provide inventory report on construction-in-progress, buildings and other structures.

10.4.5. Undertake documentation and reporting of fabricated properties, as mentioned in section 6.1 of this AO.

10.5. Human Resource Development Bureau (HRDB) /Human Resource Development Section (HRDS)

10.5.1. Provide regular update on the list of personnel to PAMD/ Property Sections/Units in FOs for proper monitoring of movement of personnel.

10.6. Information Management Bureau (IMB)/Information Technology Section

10.6.1. Monitoring of database server for the continuous operation and implementation of the Database System (PREMIS);

10.6.2. Provision of technical support to PAMD/ Property Sections/Units in FOs for the enhancement/updating of Database System (PREMIS).

11.0. REPEALING CLAUSE

All other issuances inconsistent herewith are hereby amended or repealed accordingly.

12.0. SEPARABILITY CLAUSE

In the event that any provision of this AO is held invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

13.0. EFFECTIVITY

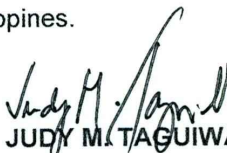
This AO shall take effect immediately.

Issued this 17th April 2017 at Quezon City, Philippines.

Certified True Copy:


MYRNA H. REYES

Records & Archives Mgt. Section


JUDY M. TAGUIWALO
Secretary

ANNEXES

- A – Property Accountability Receipt (PAR)
- B – Inventory Custodian Slip (ICS)
- C – Undertaking for Secondary Property Acknowledgment Receipt (Sub-PAR) on the Use of DSWD Property and Equipment
- D – Gate Pass
- E – Portable Equipment Sticker Pass (PESP)
- F – Equipment Borrower Slip (EBS)
- G – Property Transfer Report (PTR)
- H – Furniture and Transfer Slip (FETS)
- I – Personal Property/Item Pass Slip (PPIPS)
- J – Property Clearance Certificate
- K – Report of Lost, Stolen, Damaged, Destroyed Property (RLSDDP)
- L – Report on the Physical Count of Properties, Plant and Equipment (RPCPPE)
- M – Report on the Physical Count of Inventories (RPCI)
- N – Inventory and Inspection Report of Unserviceable Properties (IIRUP)
- O – Waste Materials Report (WMR)

ANNEX D



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 Batasan Pambansa Complex, Constitution Hills, Quezon City

REQUEST FOR GATE PASS

Gate Pass Form No. _____ Date Requested: _____

To the Property and Asset Management Division:

May we request for the approval of Gate Pass for the equipment/supplies/materials stated below:

Purpose/s: (Please check applicable box/es and provide required information)

- Training/Workshop - Venue: _____ Meeting/Conference - Venue: _____
- For distribution or delivery to: _____ Field monitoring/visit - Location: _____
- For Repair (Please attached ID and company details) To do work at home - Residence: _____
- For Pull-out (Please attached ID, pull-out request/slip and/or company details)
- (Other purpose, pls specify) _____

To be returned on: _____ Not to be returned

Requesting Office/Bureau/Service/Unit (OBSU): _____

Remarks:

 Signature over Printed Name
 (Head of Requesting OBSU / Accountable Office)

GATE PASS

Date: _____

To the Guard on duty:

Please allow the bearer, Mr. / Ms. _____
 of _____ to bring out the following equipment/supplies / materials:

| Qty. | Unit | Article/s and Description | Property/Serial No. |
|------|------|---------------------------|---------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Attached Reference/s:

- RIS#: _____ IRP#: _____ EBS#: _____
- Others, pls specify: _____

 Signature over Printed Name
 (Authorized person bringing out the article/s)

Approved:

| Date/Time | Name & Signature of the Security Guard on Duty |
|-----------|--|
| | |
| In | |
| Out | |

 Signature over Printed Name
 (Head of PAMD or authorized representative)

ANNEX E



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

REQUEST FOR PORTABLE EQUIPMENT STICKER PASS

Date: _____

To the Property and Asset Management Division:

May we request for the issuance of Portable Equipment Sticker Pass (PESP) to:

Name of Staff: _____

Designation: _____

Office/Bureau/Service: _____

for the equipment described below: _____

Type of Equipment: _____

Brand: _____

Model: _____

Processor: _____

Serial No.: _____

Accessories: _____

Purpose: _____

Recommending Approval

Signature over Printed Name of
Requesting Party

Name and Signature of
Head of Office, Bureau or Service

Under PAR No.: _____

dated: _____

ANNEX F



Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

EQUIPMENT BORROWER SLIP

| Qty. | Unit | Article/s and Description (including accessories, if any) | Property/Serial No. |
|------|------|---|---------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Purpose:

Authorized by:

(Printed Name and Signature)
Head of the accountable/originating office

Date: _____

Released/Issued by:

(Printed Name and Signature)
DPO /Accountable Officer

Date: _____

I, _____:
(Name of the borrower)

- 1) acknowledge receipt and accept custody of the equipment indicated on this form, in good condition.
- 2) agree to use the equipment safely and to protect the equipment from theft, loss or damage.
- 3) agree to use the equipment solely for the official purpose indicated herein.
- 4) promise to return the equipment on or before _____
or upon request of the accountable/property officer. (Due date / Schedule of return)
- 5) agree to repay the DSWD, through salary deduction, the cost of repairing/replacing any equipment damage or lost while in custody. The replacement cost shall be based on the acquisition cost or brand new purchase. Items will be deemed lost if not returned within two (2) months of the due date.

EBS No.: _____

(Borrower signature over printed name)

Date: _____



Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

EQUIPMENT BORROWER SLIP

| Qty. | Unit | Article/s and Description (including accessories, if any) | Property/Serial No. |
|------|------|---|---------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Purpose:

Authorized by:

(Printed Name and Signature)
Head of the accountable/originating office

Date: _____

Released/Issued by:

(Printed Name and Signature)
DPO /Accountable Officer

Date: _____

I, _____:
(Name of the borrower)

- 1) acknowledge receipt and accept custody of the equipment indicated on this form, in good condition.
- 2) agree to use the equipment safely and to protect the equipment from theft, loss or damage.
- 3) agree to use the equipment solely for the official purpose indicated herein.
- 4) promise to return the equipment on or before _____
or upon request of the accountable/property officer. (Due date / Schedule of return)
- 5) agree to repay the DSWD, through salary deduction, the cost of repairing/replacing any equipment damage or lost while in custody. The replacement cost shall be based on the acquisition cost or brand new purchase. Items will be deemed lost if not returned within two (2) months of the due date.

EBS No.: _____

(Borrower signature over printed name)

Date: _____

ANNEX I



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

REQUEST FOR PERSONAL PROPERTY/ITEM
STICKER PASS

Date: _____

To the Property and Asset Management Division:

*The undersigned requests for the issuance of Personal Property/Item
Sticker Pass for the equipment described below:*

Type of Equipment: _____

Brand: _____

Model: _____

Processor: _____

Serial No.: _____

Accessories: _____

Purpose: _____

Name of Requesting Party: _____

Designation: _____

Office/Bureau/Service: _____

Signature over Printed Name of
The Requesting Party

ANNEX J

Republic of the Philippines
Department of Social Welfare and Development
GENERAL ADMINISTRATION AND SUPPORT SERVICES GROUP

PROPERTY CLEARANCE CERTIFICATE

To whom it may concern:

This is to certify that Mr./Ms. _____,
(Name of official/employee)

_____ of _____ is already
(Position) (Place of Previous Office)

Cleared of property accountability as of _____
(Date)

This certification is being issued relative to his/her promotion / reassignment
/transfer to _____ effective _____
(Place of New Office) (Date)

Issued this ____ day of _____ 2016 in _____.

Chief Administrative Officer
Property and Asset Management Division

Note: This clearance is not valid for purposes of retirement, resignation, permanent transfer to other government agency or any other form of permanent separation from the Department

ANNEX L

Appendix 73

REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

(Type of Property, Plant and Equipment)

As at _____

Fund Cluster : _____

For which (Name of Accountable Officer) , (Official Designation) , (Entity Name) is accountable, having assumed such accountability on (Date of Assumption)

| ARTICLE | DESCRIPTION | PROPERTY NUMBER | UNIT OF MEASURE | UNIT VALUE | QUANTITY | QUANTITY | SHORTAGE/OVERAGE | | REMARKS |
|---------|-------------|-----------------|-----------------|------------|-------------------|--------------------|------------------|-------|---------|
| | | | | | per PROPERTY CARD | per PHYSICAL COUNT | Quantity | Value | |
| | | | | | | | | | |

Certified Correct by:

Approved by:

Verified by:

Signature over Printed Name of
Inventory Committee Chair and
Members

Signature over Printed Name of Head of
Agency/Entity or Authorized Representative

Signature over Printed Name of CDA
Representative

ANNEX M

Appendix 66

REPORT ON THE PHYSICAL COUNT OF INVENTORIES

(Type of Inventory Item)

As at _____

Fund Cluster: _____

For which (Name of Accountable Officer) _____, (Official Designation) _____, (Entity Name) _____ is accountable, having assumed such accountability on (Date of Assumption) _____

| Article | Description | Stock Number | Unit of Measure | Unit Value | Balance Per Card | On Hand Per Count | Shortage/Overage | | Remarks |
|---------|-------------|--------------|-----------------|------------|------------------|-------------------|------------------|-------|---------|
| | | | | | (Quantity) | (Quantity) | Quantity | Value | |
| | | | | | | | | | |

Certified Correct by:

Approved by:

Verified by:

Signature over Printed Name of
Inventory Committee Chair and
Members

Signature over Printed Name of Head of
Agency/Entity or Authorized Representative

Signature over Printed Name of COA
Representative

ANNEX N

Appendix 74

INVENTORY AND INSPECTION REPORT OF UNSERVICEABLE PROPERTY

As at _____

Entity Name: _____

Fund Cluster: _____

(Name of Accountable Officer)

(Designation)

(Station)

INVENTORY

INSPECTION and DISPOSAL

| Date Acquired | Particulars/ Articles | Property No. | Qty | Unit Cost | Total Cost | Accumulated Depreciation | Accumulated Impairment Losses | Carrying Amount | Remarks | DISPOSAL | | | | | Appraised Value | RECORD OF SALES | |
|---------------|-----------------------|--------------|-----|-----------|------------|--------------------------|-------------------------------|-----------------|---------|----------|----------|-------------|------------------|-------|-----------------|-----------------|--------|
| | | | | | | | | | | Sale | Transfer | Destruction | Others (Specify) | Total | | OR No. | Amount |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) | (14) | (15) | (16) | (17) | (18) |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |

I HEREBY request inspection and disposition, pursuant to Section 79 of PD 1445, of the property enumerated above.

I CERTIFY that I have inspected each and every article enumerated in this report, and that the disposition made thereof was, in my judgment, the best for the public interest.

I CERTIFY that I have witnessed the disposition of the articles enumerated on this report this ____ day of _____.

Requested by:

Approved by:

(Signature over Printed Name of

(Signature over Printed Name of

(Signature over Printed Name of

(Signature over Printed Name

(Designation of Accountable Officer)

(Designation of Authorized Official)

ANNEX O

WASTE MATERIALS REPORT

| Entity Name : _____ | | | | Fund Cluster : _____ | | |
|--|----------|------|--------------|---|------|--------|
| Place of Storage : _____ | | | | Date : _____ | | |
| ITEMS FOR DISPOSAL | | | | | | |
| Item | Quantity | Unit | Description | Record of Sales | | |
| | | | | Official Receipt | | |
| | | | | No. | Date | Amount |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| | | | TOTAL | | | |
| Certified Correct : _____ | | | | Disposal Approved : _____ | | |
| _____ Signature over Printed Name of Supply and/or Property | | | | _____ Signature over Printed Name of Head of Agency/Entity or his/her | | |
| CERTIFICATE OF INSPECTION | | | | | | |
| I hereby certify that the property enumerated above was disposed of as follows: | | | | | | |
| Item _____ Destroyed Item _____ Sold at private sale Item _____ Sold at public auction Item _____ Transferred without cost to _____ (Name of the Agency/Entity) | | | | | | |
| Certified Correct: _____ _____ Signature over Printed Name of Inspection Officer | | | | Witness to Disposal: _____ Signature over Printed Name of Witness | | |