



**ADMINISTRATIVE ORDER**

No. 05  
Series of 2019

**SUBJECT: Addendum to Administrative Order No. 6, series of 2017 on the Comprehensive Guidelines on the Management of DSWD Properties**

**INTRODUCTION**

In support of the objectives of Administrative Order No. 1, series of 2019 on the Management Reorganization of the DSWD Central Office dated January 10, 2019, which is to further strengthen the DSWD's operations and support offices, the addendum on the guidelines in the management of the Department's properties is needed considering the DSWD Thrusts and Priorities.

Public office is a public trust. Officers and employees of the Department must at all times be accountable to the people by serving them with integrity and efficiency.<sup>1</sup> Integrity can be demonstrated by being transparent in all transactions with regards to the recording and use of Properties, Plants and Equipment (PPE) and semi-expendable equipment and supplies which are acquired by the Department through purchase, donation or other mode of acquisition.

**Addendum to Implementing Guidelines**

**Item 6.0 Issuance, Utilization and Custodianship of Properties** – to add item no. 6.12 Inventory and Monitoring of all Donated Supplies, Materials and Equipment

***6.12 Inventory and Monitoring of all Donated Supplies, Materials and Equipment***

***6.12.1 PAMD/PSS in FO shall prepare and maintain an inventory list of all donated items based on the updated Stock Cards and Property Cards.***

***For PPE, issuances shall be covered by Property Acknowledgement Receipt (PAR), while for semi-expendable property and supplies an Inventory Custodian Slip (ICS) shall be prepared for signature of end-user prior to issuance of donated items.***

**Item 6.1 Recording of Properties** – to include process of documentation relative to donated PPEs and semi-expendable properties and supplies

***6.1.3 Donations from Local and Foreign Sources***

***Offices, Bureaus, Services and Units (OBSUs) both in Central Office and Field Offices should immediately inform and provide documents relative to donated PPEs and semi-expendable properties and supplies received to the Administrative Service – Property and Asset Management Division (AS-PAMD)/Property and Supply Section (PSS) in FOs for immediate recording.***

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<sup>1</sup> Article XI Section 1 of 1987 Constitution of the Philippines

**The basis of recording for donated PPEs and semi-expendable properties and supplies are:**

- **Duly accomplished Deed of Donation;**
- **Duly accomplished Deed of Acceptance;**
- **List of items donated with description, acquisition cost and date.**

**Note: signatories for both Deed of Donation and Acceptance should be in accordance with Administrative Order No. 8, series of 2018 on Delegation and Delineation of Authority as issued.**

**Item 6.2 Issuance of Properties** – to include preparation and issuance of Inventory Custodian Slip (ICS) for semi-expendable properties and supplies and the execution of Undertaking for Secondary Custodianship of Semi-expendable properties and supplies to the COS Workers for other tangible assets such as tablets, mobile phones, laptops, mobile cabinets etc.

**6.2.3 ICS shall be prepared by AS-PAMD/PSS for semi-expendable properties and supplies which do not meet the capitalization threshold of ₱15,000.00 and be issued to officers and employees under casual, coterminous and contractual status.**

**These properties and supplies may be assigned to COS Workers upon the latter's execution of an Undertaking for Secondary Custodianship (Sub-ICS) where the COS Worker 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 their custody, shall reimburse the DSWD and/or the Accountable Officer its money value.**

**Considering that contracts of COS Workers were issued on an annual basis, accountable person should demand from the COS Worker the turn-over of assigned property, equipment and supplies two (2) months before the end of their Contract of Service with the Department. However, if the COS Workers or OBSU opted to end/terminate their contracts prior to what was stipulated therein, thirty (30) days before its effectivity, the COS Workers must have already secured Property Clearance from AS-PAMD/PSS in FO with proof of surrender or turn-over of properties, equipment and supplies or copy of duly accomplished Furniture and Equipment Transfer Slip (FETS) attached.**

**Item 6.3 Acknowledgement and Receipt of Property**

**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 office to PAMD/PSS/Units in FOs for the facilitation and preparation of Sub-PAR/Sub-ICS.

**Item 6.4.3 Issuance of Equipment Borrower's Slip (EBS)** - to include signatory to EBS.

**6.4.3.3 If the equipment to be taken out for official use was borrowed from other accountable person, the EBS should be signed and authorized by the accountable person themselves. Signing on behalf of the accountable person is PROHIBITED.<sup>2</sup>**

**Item 6.5 Facilitation of Cancellation and Transfer of Accountability** – to include relocation of Offices due to reorganization.

**6.5.3 In case of reorganization, only the personnel and moveable equipment such as desk top and laptop equipment, printers, issued office supplies are allowed to be transferred. Tables, mobile pedestals, office systems, office chairs and other furniture and fixtures**

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<sup>2</sup> Memorandum dated 07 January 2019 signed by Assistant Secretary Rodolfo M. Santos, OIC of the Office of Undersecretary for GASSG

*shall remain where it was primarily positioned. The office space and mobility of workforce were considered in the acquisition of this equipment, these were designed, intended and fitted to the area where it was positioned. Further, the quality of the equipment will decrease with its constant relocation, transfer or movement.*

**Item 6.7.1 Cancellation of Property Accountability** – to include issued semi-expendable Properties and Supplies and staff allowed to use the government property

In order to effect cancellation of accountability and to secure proper clearance certificate in the event of personnel movement, accountable person/s and COS workers shall turn-over or surrender to PAMD/PSS in FOs all properties issued to them **including the semi-expendable properties and supplies regardless of its condition. Small tangible items issued through Inventory Custodian Slip (ICS) with estimated useful life of more than one (1) year must be turned-over or surrendered to PAMD/PSS in FOs. List of items is hereto attached as Annex A.**<sup>3</sup>

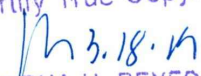
Further, separated officers and employees are not allowed to use government property (i.e. laptop, desk top and printers) considering that they are no longer connected to the Department. Use of government property such as office supplies and office equipment, and government facilities and buildings for personal purposes is considered as “illegal” expenditure or use of government funds and property under COA Circular No. 012-003 dated October 29, 2012.<sup>4</sup>

#### EFFECTIVITY

This addendum of the Administrative Order No. 6, series of 2017 shall take effect immediately.

Quezon City, Metro Manila.

  
ROLANDO JOSELITO D. BAUTISTA  
Secretary  
Date: 3-18-19

Certify True Copy:  
  
MYRNA H. REYES  
DIC-Division Chief  
Records and Archives Mgt. Division

<sup>3</sup> COA Circular No. 2005-002 dated April 14, 2005 on Accounting Policy on Items with Serviceable Life of More than One Year but Small Enough to be Considered as Property, Plant and Equipment

<sup>4</sup> COA Circular 2012-003: Updated Guidelines for the Prevention and Disallowance of Irregular, Unnecessary, Excessive, Extravagant and Unconscionable Expenditures