



Republic of the Philippines
Department of Social Welfare and Development
Batasan Pambansa Complex, Constitution Hills
Quezon City
Telephone No. 931-8101 to 07

Memorandum Circular

No. 13
Series of 2005

Subject : Amendment

Memorandum Circular No. 02, Series of 2004, institutionalizing an internal control system and appropriate guidelines on property and equipment management, is hereby amended to as to append to **Section B. Physical Movement and Transfer** of **Chapter III. Guidelines and Procedures**, the following sub-section:

Issuance of Furniture and Equipment Pull-out and/or Transfer (FEPT) Slip

In case of transfer or pull-out of furniture or equipment from one office/bureau/service/unit (OBSU) to another, a Furniture and Equipment Pull-out and/or Transfer (FEPT) Slip shall be accomplished to facilitate cancellation of and subsequent transfer of accountability for the transferred property, duly witnessed by the Security Guard-on-Duty and noted by the Chief Administrative Officer of the Property Management Division.

This addendum takes effect upon circulation.

Done this 08 th day of June, 2005, in Quezon City.


LUWALHATI F. PABLO
Undersecretary

**FURNITURE AND EQUIPMENT
PULLOUT AND/OR TRANSFER SLIP (FEPT)**



To: Property Inventory & Disposal Section
 Property Records Management & Control Section

Permanent Transfer: From office/unit _____ to office/unit _____

Non Permanent:

Repair : _____

Borrowed : _____ until _____

Other : _____

If returning, indicate original FEPT No. _____

Date : _____

F & E Inventory #	F & E Serial #	Quantity	Description	Transfer		Purpose / Reason / Remarks
				From	To	

REQUESTED BY:

NOTED BY:

INSPECTED BY GUARD:

Print name & Signature

Head, PMD

Print name & Signature

TO THE GUARD ON DUTY:

Please allow the bearer _____ of _____ to bring out above items.

FOR OUT OF THE BLDG. TRANSFER:

Received by:

Print name & Signature

Date _____

Office _____

FOR INTER OFFICE / UNIT TRANSFER:

Received by:

Print name & Signature

Date _____

Office _____

FOR RETURNED ITEMS:

Received by:

PMD Property Custodian

Date _____

Requesting party shall send:

Orig & 4th copy to PMD for cancellation/transfer of corresponding MR

2nd - Guard

3rd - File requesting party/office. This serves as your receipt of property being surrendered upon acknowledgement by the property custodian or transferee.

FEPT No.: _____