




Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XIII (CARAGA)
1559 Matimco Bldg, Km 4., Libertad, Butuan City
caraga.dilg.gov.ph


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FM-R13-SP-01A-01		
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Name of Division/FOU: Finance and Administrative Division

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Inventory and Disposal of Fixed Assets							
QP-R13-FAD-07	Quality Procedure	10.16.17					
QO-QP-R13-FAD-07	Quality Objective	10.16.17					
QME-QP-R13-FAD-07	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-FAD-07-01	Process Summary Logsheet	10.16.17					

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Asst. Regional Director
Regional QMR




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Name of Division/FOU:

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Inventory and Disposal of Fixed Assets							
Inventory Custodian Slip	Inventory Custodian Slip	10.16.17					
Property Acknowledgement Slip	Property Acknowledgement Receipt	10.16.17					
Property Card	Property Card	10.16.17					
Property Transfer Report	Property Transfer Report	10.16.17					

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QUALITY PROCEDURE (QP)

PROCEDURE TITLE	INVENTORY & DISPOSAL OF FIXED ASSETS (PROPERTIES & EQUIPMENT)		
SCOPE	This process starts from conducting inventory of equipment and other properties up to disposal of unserviceable items		
PURPOSE	To ensure that the equipment and other properties are checked and verified as to specifications and whether serviceable and unserviceable.		
PROCESS DESCRIPTION			
INPUT		PROCESS	OUTPUT
End User	Updated list of PPE Inventory	Inventory and Disposal of Fixed Assets (Properties & Equipment)	Final report of PPEs, IIRUP, Appraisal Report
			Accounting Section, COA
DESCRIPTIVE STATEMENT:			
In compliance to COA Rules to conduct an inventory of Plants, Properties and Equipment (PPEs) and other equipment.			

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
INVENTORY				
1	Inventory Team	Checking of Records (updated PPEs)	Check specifications of all properties and equipment	Report of (PPEs of previous year & updated)
2	Inventory Team	Conduct physical count of inventory of PPEs at FOU's and RO	Make courtesy call of the head of FOU's Conduct inspection and physical count of properties and equipment as to quantity, specification, and its condition Ask designated property office to reconcile the newly purchased equipment to be included in the inventory taking	Checklist of newly purchased equipment is included
3	Inventory Team	Finalize the PPEs	The Inventory Team will consolidate and finalize the PPEs Endorse the final PPEs to Agency Head for approval After it has approved, final report of PPEs must be submitted to Accounting and COA (for Annual Report), Central Office	Final and Updated/Consolidated report of PPEs
4	Inventory Team	Retain records	Retained Documented Information in accordance with the control of Documented Information procedures (R13-	R13-SP-02



DILG – REGION XIII (CARAGA)
**QUALITY
 PROCEDURE (QP)**

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			SP-02)	
	DISPOSAL			
5	GSS/Property Officer	Prepare Disposal Documents	<p>Prepare IIRUP for properties that are subject for disposal;</p> <p>Prepare Appraisal Report</p> <p>Prepare checklist of unserviceable items for heavy equipment and vehicles</p> <p>Recommend Disposal & Awards Committee to conduct meeting and sign all necessary documents to be disposed</p> <p>Submit a copy to COA Unit Office</p>	<p>Updated PPEs</p> <p>IIRUP</p>
6	GSDS/Property Officer	Assist COA Technical Inspector for the actual inspection of items for disposal	Conduct inspection together w/ COA Technical Inspector	IIRUP, Inventory of PPEs, COAS Report
7	DAC Head Secretariat	Received Appraisal Review Report on Property for Disposal from COA	<p>Conduct DAC meeting and recommend the HOPE the mode of Disposal</p> <p>Prepare ITB</p>	PPEs, IIRUP, Appraisal, Waste Material Report, ARE, ICS
8	GSS	Publish/furnish copies of ITB to prospective bidders	<ul style="list-style-type: none"> Publish the ITB in at last 3 conspicuous place Send ITB to interested Bidder Retrieve ITBs Prepare letter for COA to witness the opening of bids 	ITB
9	DAC Secretariat	Conduct opening of Bids	<ul style="list-style-type: none"> Prepare Attendance Sheet Send ITBs to the DAC Head for opening Prepare Abstract of Bids Prepare NOA for winning Bidders 	ITB Attendance Sheet



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QUALITY PROCEDURE (QP)

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
10	GSS/Property Officer	Disposal of items to the winning bidders	<ul style="list-style-type: none"> • Make a tally sheet • Prepare acknowledgement receipt of the items for release • Assist winning bidder/s for the release of items • Invite COA representative to e release and take pictures • Submi disposal report to Accounting Asection and COA office for droppijg of accounts 	Tally Sheet Acknowledgement Receipt Copies of IIRUP, Consolidated Inventory of Equipment(unserviceable) Master list of Records
11	GSS/Property Officer	Retain records	<ul style="list-style-type: none"> • Retained Documented informatiion in accordance with the control of Documented Information procedures (R13-sp-02) 	

Definition of Terms:

- IIRUP - Inventory and Inspection Report of Unserviceable Property
- DAC- Disposal & Awards Committee
- PPEs – Plants , Properties and Equipment

Legal References:

National Budget Circular No. 425 January 28, 2992–Manual on the Disposal of Government Property

COA Circular No. 89-296 January 27, 1989 – Guidelines on the Divestment or Disposal of Property and Other Assets of NGAsand Instrumentalities

P.D 1445 – June 1, 1978 – Ordaining and Instituting Government Auditing Code of the Philippines.



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QUALITY PROCEDURE (QP)

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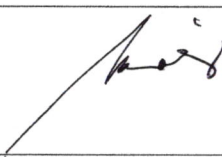
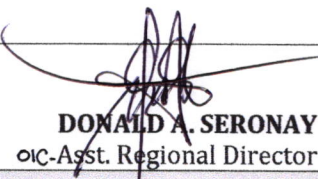
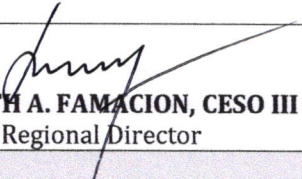
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10.16.17

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Process Owner	Regional QMR	Top Management



DILG REGION XIII (CARAGA)
**QUALITY
OBJECTIVE (QO)**

Document Code		
QO-QP-R13-FAD-07		
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DIVISION/FOU	Finance and Administrative Division
QUALITY PROCEDURE TITLE	Inventory and Disposal of Fixed Assets (Properties and Equipment)

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
Inventory taking of all Fixed Assets (Properties and Equipment)	Timely updating of reports for year-end inventories of PPEs and IIRUP to DILG Central Office and COA	Submission on or before January 15 of every year	Expected date of submission – Actual date of submission	Annual	Inventory Team/Property Custodian	• Report of Physical count of Inventory of PPEs

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 EDGARDO T. CUBILLAS Admin. Officer V	 DONALD A. SERONAY OIC- Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Regional QMR	Top Management

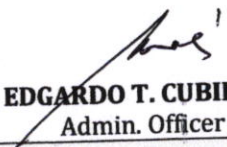
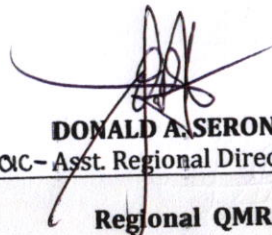
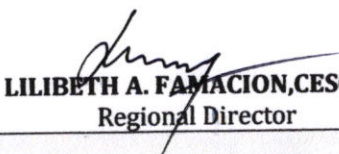


DILG REGION XIII (CARAGA)
**PROCESS QUALITY MONITORING
AND EVALUATION (QME)**

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OME-OP-R13-FAD-07		
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DIVISION/FOU	FINANCE AND ADMINISTRATIVE DIVISION													
PROCEDURE TITLE	INVENTORY & DISPOSAL OF FIXED ASSETS (PROPERTIES & EQUIPMENT)													
OBJECTIVE STATEMENT	Timely updating of reports for year-end inventories of PPEs and IIRUP to DILG Central Office And COA													
CURRENT PERIOD														
INDICATORS		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
A Expected date of submission														
B Actual date of submission														
C Formula: A- B	Target Result: On or before January 15 of every year													
D Gap Analysis: In case the objective is not met, put your analysis why it is not met														

Note: For unmet targets, the QMS Secretariat will issue Corrective/Preventive Action Report (CPAR) duly signed by the DILG-XIII Deputy QMR.

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 EDGARDO T. CUBILLAS Admin. Officer Process Owner	 DONALD A. SERONAY OC - Asst. Regional Director Regional QMR	 LILIBETH A. FAMACION, CESO III Regional Director Top Management



DILG REGION XIII (CARAGA)
Inventory & Disposal of Fixed Assets
Process Summary Log Sheet (PSL)

Document Code		
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QUALITY OBJECTIVE: Timely updating of reports for year-end inventories of PPE and IIRUP to DILG Central Office and COA
FREQUENCY OF MONITORING: Annual
COVERED PERIOD:
DUE DATE OF SUBMISSION:
LEGEND

INVENTORY					DISPOSAL		Remarks/Particulars
No.	Particulars		Objective Result				
	Date of Submission	Deadline of Submission	Met	Remarks, if unmet	Submission of Disposal Documents to COA	Conduct Public Bidding	
1							
2							
3							
4							
5							

Prepared By	Reviewed By	Approved By
 EDGARDO T. CUBILLAS Admin. Officer V Process Owner	 DONALD A. SERONAY OIC- Asst. Regional Director Regional QMR	 LILIBETH A. FAMACION Regional Director Top Management

PROPERTY CARD

Entity Name : _____

Fund Cluster: _____[illegible]

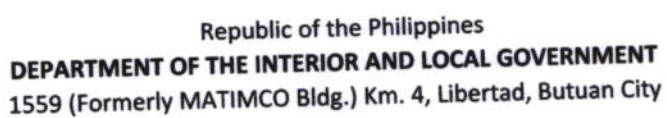
PROPERTY ACKNOWLEDGMENT RECEIPT

Entity Name : DILG

Fund Cluster: _____

PAR No.: _____

Quantity	Unit	Description	Property Number	Date Acquired	Amount
Received by: _____ Signature over Printed Name of End User _____ Position/Office _____ Date			Issued by: _____ Signature over Printed Name of Supply and/or Property Custodian _____ Position/Office _____ Date		



ICS NO:

Received by:

Received from:

Signature Over Printed Name

Signature Over Printed Name

Position/Office

Position /Office

Date: _____

Date: _____

Fund Cluster : _____

PTR No. : _____
Date : _____

☒ Donation
☐ Reassignment

☐ Relocate
☐ Others (Specify)

[illegible]

Reason for Transfer:

	Approved by:	Released/Issued by:	Received by:
Signature :			
Printed Name :			
Designation :			
Date :			