



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

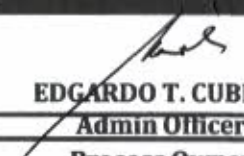
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Name of Division/FOU: **Finance and Administrative Division**

MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
Inventory and Disposal of Fixed Assets (Properties & Equipment)									

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Name of Division/FOU: **Finance and Administrative Division**

MASTERLIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Inventory and Disposal of Fixed Assets (Properties & Equipment)							
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-13-FAD-07-01	Process Summary Logsheet	10.16.17					
FM-QP-13-FAD-07-02	Inventory Custodian Slip	10.16.17					
FM-QP-13-FAD-07-03	Property Acknowledgement Slip	10.16.17					
FM-QP-13-FAD-07-04	Property Card	10.16.17					
FM-QP-13-FAD-07-05	Property Transfer Report	10.16.17					

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Name of Division/FOU: **Finance and Administrative Division**

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Inventory and Disposal of Fixed Assets (Properties & Equipment)							

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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 or 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)	<ul style="list-style-type: none"> Check specifications of all properties and equipment. 	<ul style="list-style-type: none"> Report of PPEs of previous year & (updated)
2	Inventory Team	Conduct physical count of inventory of PPEs at FOU's and RO	<p>Make courtesy call of the head of FOU's</p> <p>Conduct inspection and physical count of properties and equipment as quantity, specification, and its condition;</p> <p>Ask designated property officer to reconcile the newly purchased equipment to be included in the inventory taking</p>	<ul style="list-style-type: none"> Checklist of newly purchased equipment is included
3	Inventory Team	Finalize the PPEs	<p>The Inventory Team will consolidate and finalize the PPEs</p> <p>Endorse the final PPEs to Agency Head for approval</p>	<ul style="list-style-type: none"> Final and Updated/Consolidated report of PPEs





**QUALITY
PROCEDURE (QP)**

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<ul style="list-style-type: none"> After it has approved, Final report of PPEs must be submitted to Accounting and COA (for Annual Report), Central Office 	
4	Inventory Team	Retain records	<ul style="list-style-type: none"> Retained Documented Information in accordance with the control of Documented Information procedures (R13-SP-02) 	R13-SP-02
	DISPOSAL			
5	GSS/Property Officer	Prepare Disposal Documents	<ul style="list-style-type: none"> Prepare IIRUP for properties that are subject for disposal; Prepare Appraisal Report Prepare checklist of unserviceable items for heavy equipment and vehicles <p>Recommend Disposal & Awards Committee to conduct meeting and sign all necessary documents for the properties to be disposed</p> <p>Submit a copy to COA Unit Office</p>	<ul style="list-style-type: none"> Updated PPEs IIRUP
6	GSS/Property Officer	Assist COA Technical Inspector for the actual inspection of items for disposal	<ul style="list-style-type: none"> Conduct Inspection together w/ COA Technical Inspector 	<ul style="list-style-type: none"> IIRUP, Inventory of PPEs, COA Report
7	DAC Head, Secretariat	Received Appraisal Review Report on Property for Disposal from COA	<ul style="list-style-type: none"> Conduct DAC meeting and recommend the HOPE the Mode of Disposal Prepare ITB 	<ul style="list-style-type: none"> PPEs, IIRUP, Appraisal, Waste material Report, ARE, ICS

**QUALITY
PROCEDURE (QP)**

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
8	GSS	Publish/furnish copies of ITB to prospective bidders	<ul style="list-style-type: none"> Publish the ITB in at least 3 conspicuous place Send ITB to interested Bidder Retrieve ITBs Prepare letter for COA to witness the opening of bids 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> ITB Attendance Sheet
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 witness the release and take pictures Submit disposal report to Accounting Section and COA office for dropping of accounts 	<ul style="list-style-type: none"> 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 Information 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





QUALITY PROCEDURE (QP)

Document Code		
QP-R13-FAD-07		

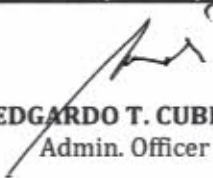

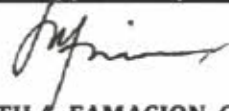
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Legal References:

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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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 and inspection of fixed assets (properties and equipment)	Timely updating of reports for year-end inventories of PPE 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 Term/Property Custodian	<ul style="list-style-type: none"> Report of Physical count of Inventory of PPEs

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

Document Code		
QME-QP-R13-FAD-07		
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DIVISION/FOU	Finance And Administrative Division
PROCEDURE TITLE	Inventory and Disposal of Fixed Assets (Properties and Equipment)
OBJECTIVE STATEMENT	Timely updating of reports for year-end inventories of PPE 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: <u>A-B</u>	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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DILG REGION XIII (CARAGA)
Inspection and Disposal of Fixed Assets
Process Summary Logsheet and Database

Document Code
FM-QP-R13-FAD-07-01

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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:

No.	PARTICULARS		Objective Results		Remarks/Particulars
	Date Submission	Deadline of Submission	Met	Remarks, if unmet	

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DILG REGION XIII
INVENTORY CUSTODIAN SLIP

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ICS NO: 2015-07-				
INVENTORY CUSTODIAN SLIP				
Quantity	Unit	Description	Inventory Item No.	Estimated Useful Life (in years)
Received by:		Received from:		
_____		_____		
Signature Over Printed Name		Signature Over Printed Name		
_____		_____		
Position/Office		Position /Office		
Date: _____		Date: _____		

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DILG REGION XIII
**PROPERTY TRANSFER
 REPORT**

Document Code		
FM-QP-R13-FAD-07-05		
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Entity Name : DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Fund Cluster : _____

From Accountable Officer/Agency/Fund Cluster : _____

PTR No. : _____

To Accountable Officer/Agency/Fund Cluster : _____

Date : _____

Transfer Type: (check only one)

Donation

Relocate

Reassignment

Others (Specify)

Date Acquired	Property No.	Description	Amount	Condition of PPE

Reason for Transfer:

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

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