

Department of Social Welfare and Development
National Capital Region

FOR : ALL CENTER/RESIDENTIAL CARE FACILITIES
ALL UNITS/SECTIONS
ALL RPMOs (Pantawid, SLP and RCTSU)

FROM : THE REGIONAL DIRECTOR

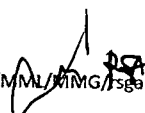
SUBJECT : Business Process and Requirements Analysis (BPRA) and Process Flow Chart
of EGV on Receipt of Donations

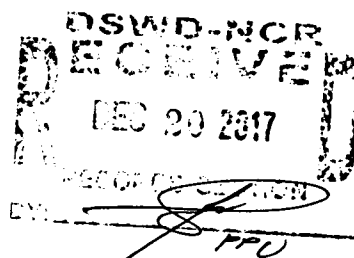
DATE : August 23, 2017

This is to share with you the approved BPRA and Process Flow Chart of Elsie Gaches Village on the Receipt of Cash/Check Donation as per result of the Monitoring and Evaluation Workshop on the Preparation of Business Process and requirements Analysis and Process Flow Chart held on July 21, 2017 at Icon Hotel.

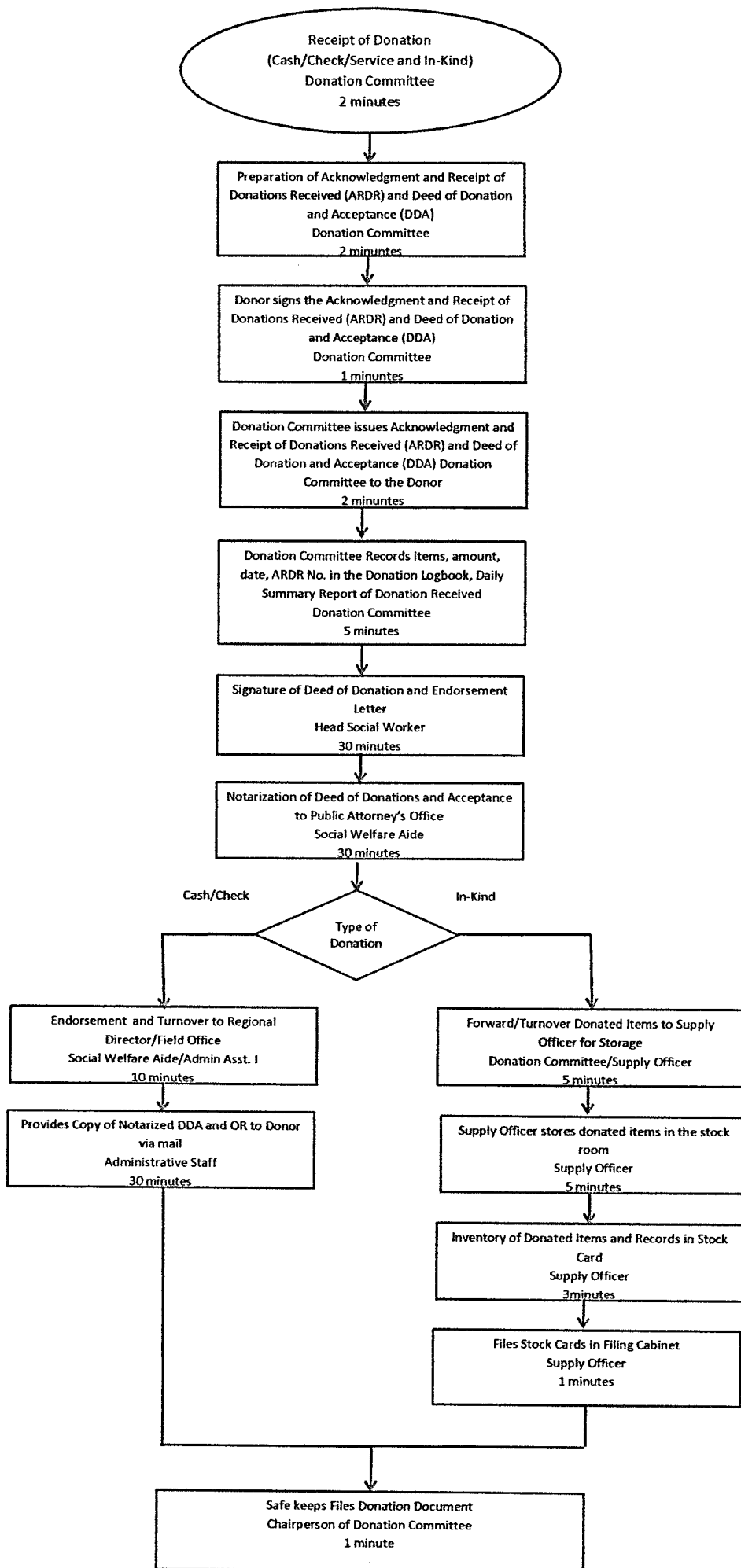
For your information and guidance.


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JJP/MML/MIMG/1589



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
National Capital Region
ELSIE GACHES VILLAGE
PROCESS FLOW CHART ON RECEIPT OF CASH/CHECK/SERVICE DONATIONS



BUSINESS PROCESS AND REQUIREMENTS ANALYSIS

Specific Function: RECEIPT OF CASH/CHECK/SERVICE DONATIONS

[A] PROCESSES					[B] REQUIREMENTS				[10] Remarks
[1] No.	[2] Task	[3] Responsible Person	[4] Time Frame	[5] Output	[6] Policy	[7] Application	[8] Material/Infra	[9] Competency	
1	Accepts donation	Donation Committee	2 mins	Donation accepted	MC 09 S 2006	None	None	Customer service	EOD receives the donation on evening duty
2	Prepares Acknowledgement Receipt of Donations Received (ARDR) and Deed of Donation and Acceptance (DDA)	Donation Committee	4 mins	ARDR and DDA prepared	MC 09 S 2006	None	Ballpen, ARDR, DDA	Clerical	
3	Donor signs the ARDR and DDA	Donor	1 min	Signed ARDR & DDA	MC 09 S 2006	None	Ballpen, DDA and ARDR	Clerical and Customer Service	
4	Issuance of ARDR to the Donor	Donation Committee	1 min	Issued signed ARDR	MC 09 S 2006	None	ARDR form	Customer service	
5	Records to the Donation logbook	Donation Committee	3 mins	Donation received recorded	MC 09 S 2006	None	Donation logbook, ballpen	Clerical	
6	Records to the Daily Summary Report of Donations Received (DSRDR)	Donation Committee	2 mins	Donation received recorded	MC 09 S 2006	None	Ballpen, DSRDR	Clerical	
7	Prepare endorsement to the Field Office	SWAIDE Admin. Asst. I	10 mins	Endorsement letter	MC 09 S 2006	MS Word	Paper, PC	Computer skill	
8	Head Social Worker (HSW) signs the DDA and endorsement letter	HSW	30 SEC.	Signed endorsement letter and DDA	MC 09 S 2006	None	Pen, Endorsement Letter and DDA forms	Clerical	
9	Notarization of DDA	SWAIDE	30 mins	Notarized DDA	MC 09 S 2006	None	DDA form, notary stamp	Customer service	
10	Turn-over of donation Type of Donation (Cash/check or in Kind)	SWAIDE	With in 24 hours	OR from the Cash Section	MC 09 S 2006	None	OR, receipt copy of endorsement letter	Customer service	
11	If cash/check Turn over donation to the Field Office and Acceptance of OR	SWAIDE	With in 24 hours	OR from the Cash Section	MC 09 S 2006	None	OR, receipt copy of endorsement letter	Customer service	
11	Provide OR and notarized DDA to the Donor	Donation Committee	Within 24 hours	OR and notarized DDA	MC 09 S 2006	None	OR, notarized DDA	Clerical	

[A] PROCESSES					[B] REQUIREMENTS				[10] Remarks
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12	If in Kind Forward/Turnover Donated Items to Supply Officer for Storage	Donation Committee/Supply Officer	5 minutes		MC 09	None	Record Book	Clerical	
13	Supply Officer stores donated items in the stock room	Supply Officer	5 minutes	Stored donated goods	S 2006	None	Storage Area	Clerical	
14	Inventory of Donated Items and Records in Stock Card	Supply Officer	5 minutes	Accomplished Stock Card	MC 09	None	Stock Card Form	Clerical	
15	Files Stock Cards in Filing Cabinet	Supply Officer	3 minutes	Filed Stock card	S 2006	None	Stock Card Form	Clerical	
16	Safekeeping of donation documents	Chairperson of the Donation Committee	1 min	File copy (ARDR, DDA and photocopy of OR)	MC 09 S 2006	None	Signed ARDR, notarized DDA, photocopy of OR, endorsement letter	Clerical	