

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**

**DATE** : **October 9, 2017**

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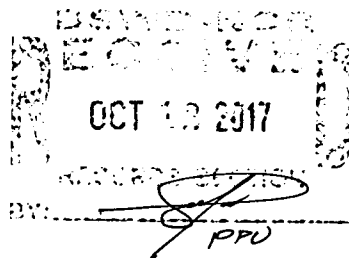
This is to share with you the approved BPRA and Process Flow Chart of Property and Assets Management Section on the above-mentioned subject as per result of the Technical Assistance Session by Planning Unit on September 20, 2017 at Regional Director's Conference Room as follows:

1. Receipt of Office Supplies
2. Issuance of Office Supplies
3. Issuance of Furniture and Equipment Transfer Slip (FETS)
4. Issuance of Portable Equipment Sticker Pass (PESP)
5. Processing of Request of Gate Pass
6. Receipt and Issuance of Donated Goods
7. Acceptance and issuance of Property Acknowledgement Receipt (PAR) and Inventory Custodian Slip (ICS) for Procured and Donated Items

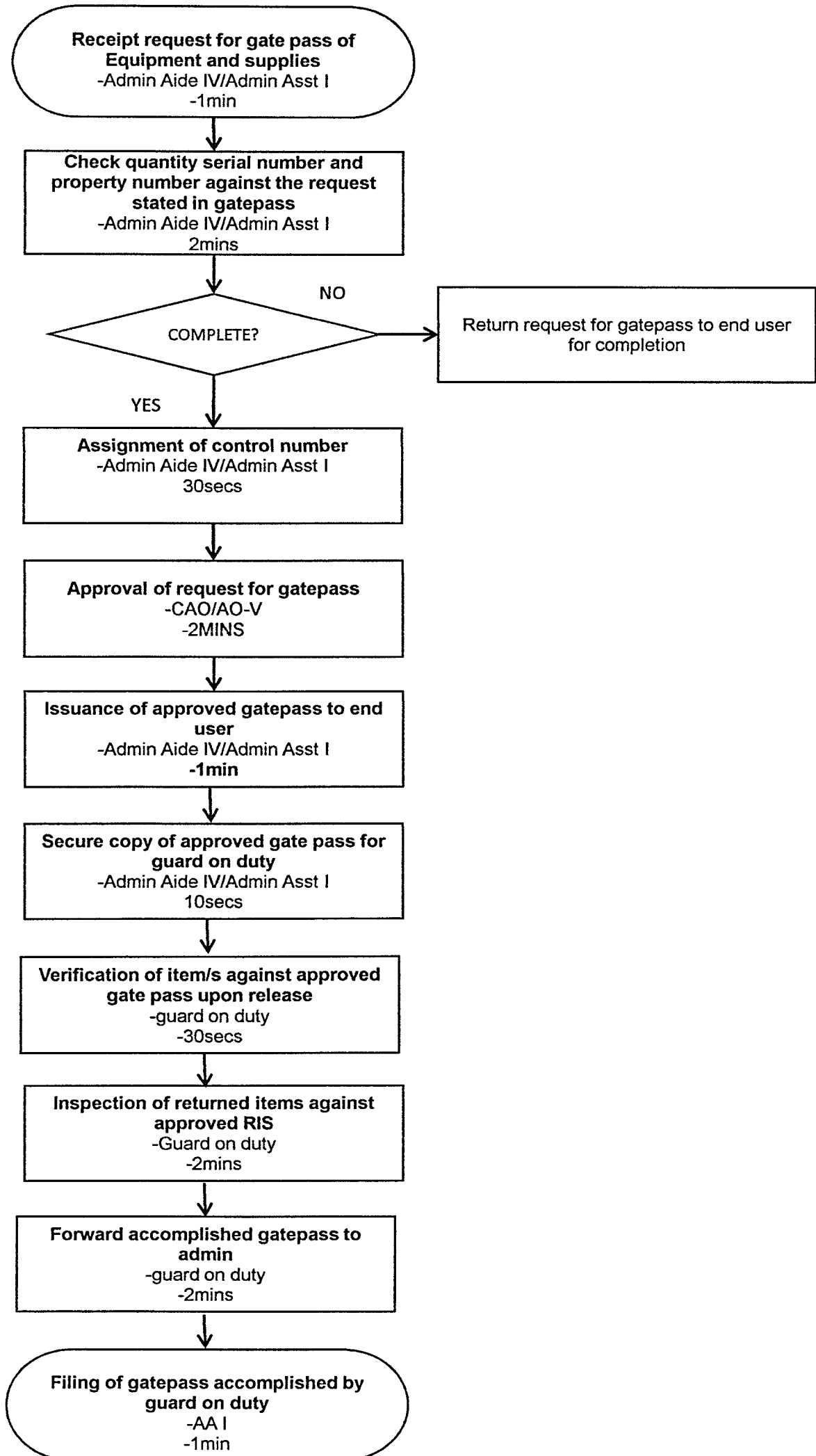
For your information and guidance.

  
VINCENT ANDREW T. LEYSON

  
HIP/MMM/MMG/PSA



## PROCESSING OF REQUEST FOR GATEPASS





**BUSINESS PROCESS AND REQUIREMENTS ANALYSIS**  
**Minimum Deliverable: PROCESSING OF REQUEST FOR GATEPASS**

[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	Receipt request for gate pass of Equipment and supplies	Admin Aide IV/Admin Asst. I	1min	Filled Up Gate Pass Form	AO#6 Series of 2017	None	Gate Pass Form/Logbook	Clerical	
2	Check quantity, serial number and property number against the request stated in gate pass  If not complete, Return request of gate pass to end user for completion  If complete, proceed to task no 3.	Admin Aide IV/Admin Asst. I	2 minutess	Verified correct gate pass content	AO#6 Series of 2017	None	None	Clerical	
3	Assignment of control number	Admin Aide IV/Admin Asst. I	30 Seconds	Assigned Number for Gate Pass	AO#6 Series of 2017	None	Stamp pad & numberer	Clerical	
4	Approval of request for gate pass	CAO/AO-V	2 minutes	Approved Gate Pass	AO#6 Series of 2017	None	Logbook	Administrative	
5	Issuance of approved gate pass to end user	Admin Aide IV/Admin Asst. I	1 min	Issued Gate Pass	AO#6 Series of 2017	None	logbook	Clerical	
6	Secure copy of approved gate pass for guard on duty	Admin Aide IV/Admin Asst. I	10 Seconds	Filed Copy	AO#6 Series of 2017	None	File Folder	Clerical	
7	Verification of item/s against approved gate pass upon release	Guard on duty	30 seconds	Equipment Allowed for gate pass	AO#6 Series of 2017	None	File Folder	Clerical	
8	Inspection of returned items against approved RIS	Guard on duty	2 minutes	Equipment allowed for entry	AO#6 Series of 2017	None	File Folder	Clerical	
9	Forward accomplished gate pass to admin	Guard on duty	2 minutes	Secured copy for tracking purposes	AO#6 Series of 2017	None	File Folder	Clerical	
10	Filing of gate pass accomplished by guard on duty	AA I	1 min	Verified returned equipment	AO#6 Series of 2017	None	File Folder	Clerical	