

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

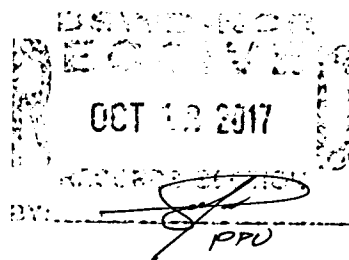
This is to share with you the approved BPRA and Process Flow Chart of Property and Assets Management Section on the above-mentioned subject as per result of the Technical Assistance Session by Planning Unit on September 20, 2017 at Regional Director's Conference Room as follows:

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

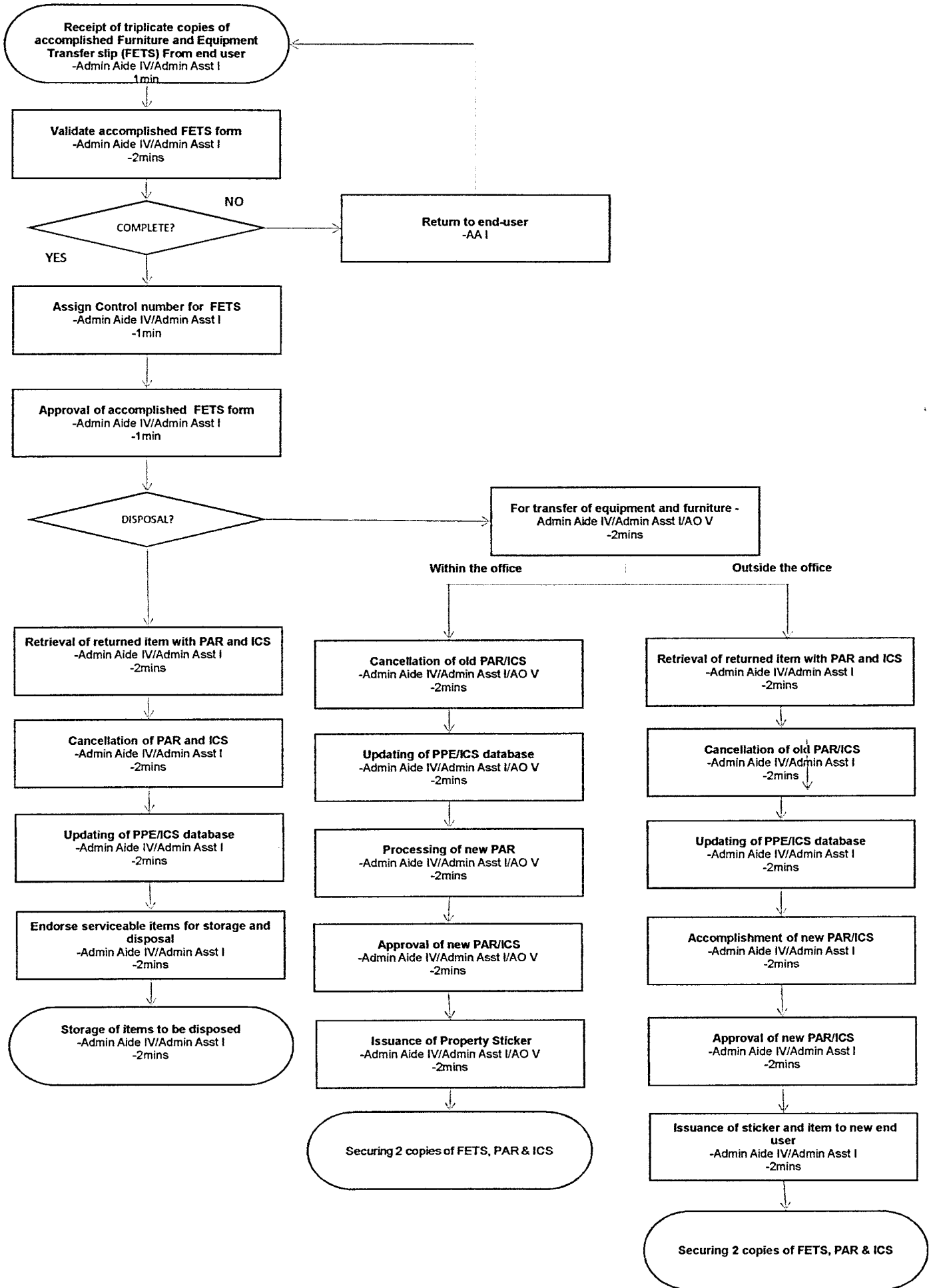
For your information and guidance.


VINCENT ANDREW T. LEYSON


HIP/MLL/MMG/PSA



ISSUANCE OF FURNITURE AND EQUIPMENT TRANSFER SLIP (FETS)





BUSINESS PROCESS AND REQUIREMENTS ANALYSIS
Minimum Deliverable: ISSUANCE OF FURNITURE AND EQUIPMENT TRANSFER SLIP (FETS)

[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 of triplicate copies of accomplished Furniture and Equipment Transfer Slip (FETS) from end user	Admin Aide IV/Admin Asst. I	1minutes	Recorded in the incoming logbook	AO#6 Series of 2017	None	Logbook	Clerical	
2	Validate accomplished FETS form If not complete, Return to end user If complete, proceed to task no 3.	Admin Aide IV/Admin Asst. I	2 minutes	Verified equipment for transfer	AO#6 Series of 2017	None	Pen	Clerical	
3	Assign Control number for FETS	Admin Aide IV/Admin Asst. I	1 minutes	Recorded in the Logbook	AO#6 Series of 2017	None	Logbook Stamp pad & numberer	Clerical	
4	Approval of accomplished FETS form If for disposal proceed to task No 5. If for transfer proceed to task No 6 and 7	Admin Aide IV/Admin Asst. I	1 minutes	Processed FETS / Approved FETS	AO#6 Series of 2017	None	Logbook	Clerical	
5	For disposal: 5.1 Retrieval of returned item with PAR and ICS	Admin Aide IV/Admin Asst. I	2 minutes	Receipt of items	AO#6 Series of 2017	None	Stamp Pad & File Folder	Clerical	
	5.2 Cancellation of PAR and ICS	Admin Aide IV/Admin Asst. I	2 minutes	Cancelled PAR/ICS	AO#6 Series of 2017	None	Stamp Pad & File Folder	Clerical	
	5.3 Updating of PPE/ICS database	Admin Aide IV/Admin Asst. I	2 minutes	Updated database	AO#6 Series of 2017	MS Access	Computer	Clerical	
	5.4 Endorse serviceable items for storage and disposal	Admin Aide IV/Admin Asst. I	2 minutes	Endorsement form PAR/ICS	AO#6 Series of 2017	None	Stamp Pad,pen & File Folder	Clerical	
	5.5 Storage of items to be disposed	Admin Aide IV/Admin Asst. I	2 hours	Filled/stored items	AO#6 Series of 2017	None	Storage area	Clerical	
6	For transfer of equipment and furniture within office 6.1. Cancellation of old PAR/ICS	Admin Asst. I	2 minutes	Cancelled PAR/ICS	AO#6 Series of 2017	None	Stamp Pad & File Folder	Clerical	
	6.2 Updating of PPE/ICS database	Admin Aide IV	2 minutes	Updated database	AO#6 Series of 2017	MS Access	Computer	Clerical	
	6.3 Processing of new PAR	Admin Aide IV	2 minutes	Assignment of New PAR	AO#6 Series of	None	PAR form, pen	Clerical	



[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	
	6.4 Approval of new PAR/ICS	AO V	2 minutes	Approved PAR/ICS	AO#6 Series of 2017	None	Pen, forms	Clerical	
	6.5 Issuance of PIS/SEE sticker	Admin Aide IV	2 minutes	Issued PIS/SEE sticker	AO#6 Series of 2017	None	Pen	Clerical	
7	For transfer of equipment and furniture & other office equipment								
	7.1 Retrieval of returned item with PAR and ICS	Admin Aide IV	2 minutes	Accomplished proper documentation for movement of property	AO#6 Series of 2017	None	Stamp Pad & File Folder	Clerical	
	7.2 Cancellation of old PAR/ICS	Admin Asst. I	2 minutes	Cancelled PAR/ICS	AO#6 Series of 2017	None	Stamp Pad & File Folder		
	7.3 Updating of PPE/ICS database	Admin Aide IV	2 minutes	Updated database	AO#6 Series of 2017	None	Computer		
	7.4 Accomplishment of new PAR/ICS	Admin Aide IV	2 minutes	Accomplished new PAR/ICS	AO#6 Series of 2017	None	Pen, forms		
	7.5 Approval of new PAR/ICS	Admin Aide IV	2 minutes	Approved PAR/ICS	AO#6 Series of 2017	None	Pen, forms		
	7.6 Issuance of sticker and item to new end user	Admin Aide IV	2 minutes	Issued new sticker	AO#6 Series of 2017	None	Pen,		