

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

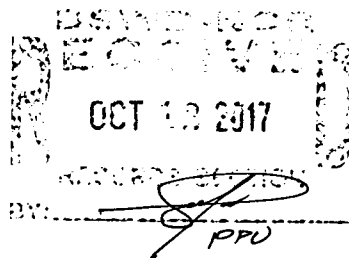
This is to share with you the approved BPRA and Process Flow Chart of Property and Assets Management Section on the above-mentioned subject as per result of the Technical Assistance Session by Planning Unit on September 20, 2017 at Regional Director's Conference Room as follows:

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

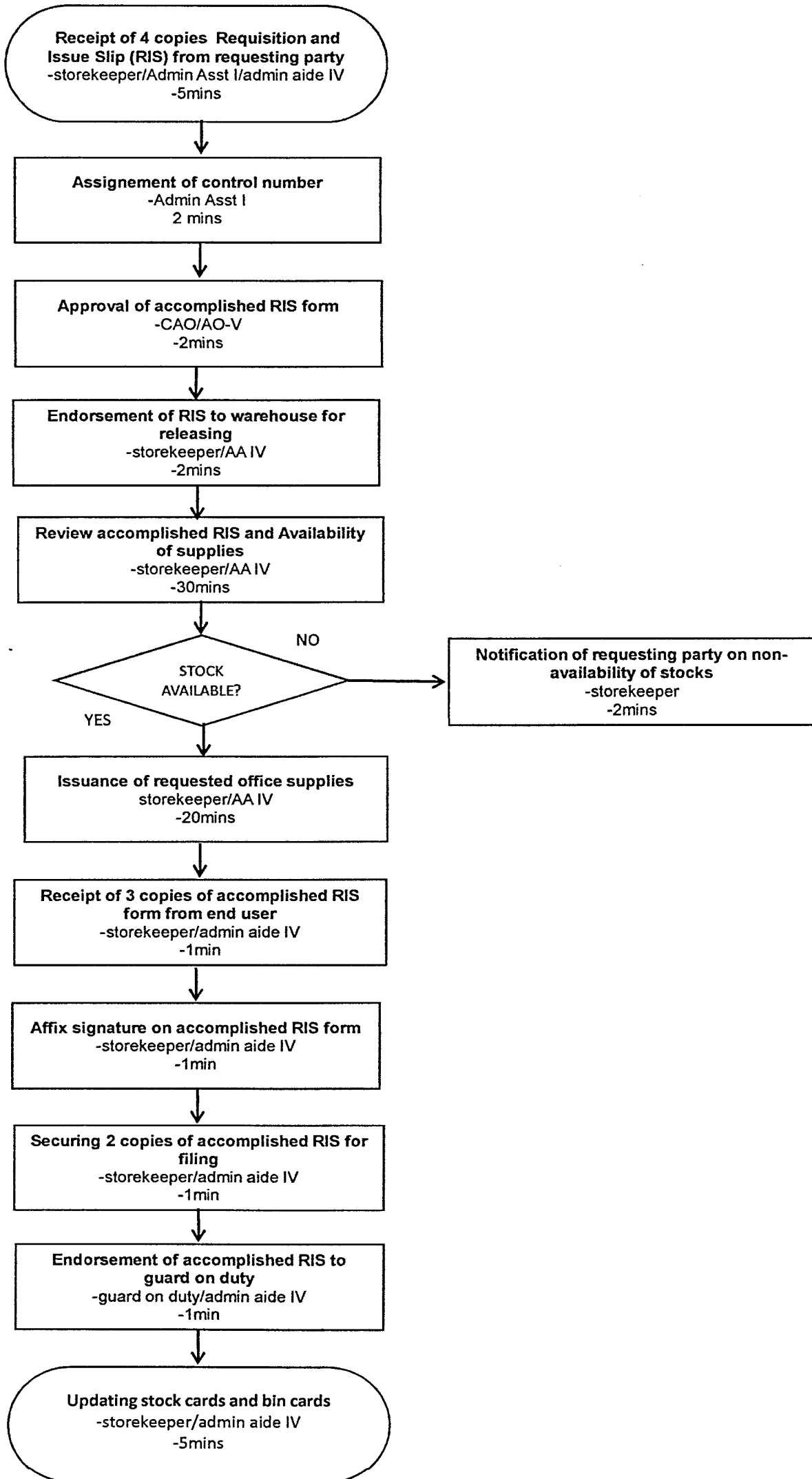
For your information and guidance.


VINCENT ANDREW T. LEYSON


HIP/MLL/MMG/PSA



ISSUANCE OF OFFICE SUPPLIES





BUSINESS PROCESS AND REQUIREMENTS ANALYSIS
Minimum Deliverable: ISSUANCE OF OFFICE SUPPLIES

		[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 4 copies Requisition and Issue Slip (RIS)	Admin Aide IV	2 minutes	Verified the completeness (Requisition Issuance Slip)	Manual of Operations	None	Stamp pad, logbook, file folders	Clerical	
2	Assignment of RIS number	Admin Aide IV	2minutes	Numbered RIS	Manual of Operations	None	Numberer/File Folder/Logbook	Clerical	
3	Approval of accomplished RIS form	CAO Representative Admin Officer -V	2minutes	Approved RIS	Manual of Operations	None	pen	Clerical	
4	Endorsement of RIS to warehouse for releasing	Admin Aide IV	2minutes	Forwarded RIS to storekeeper	Manual of Operations	None	Log book	Clerical	
5	Review accomplished RIS and Availability of supplies If stock Not Available, Notification of Requesting Office on Non-Availability of stock. If available, proceed to Task No. 6	Storekeeper	30minutes	Accomplished Certificate Unavailability	Manual of Operations	None	File Folder	Clerical	
6	Issuance of Requested Office Supplies	Storekeeper	20 minutes	issued office supplies to end user/requesting party	Manual of Operations	None	File Folder	Clerical	
7	Affix signature on accomplished RIS form	Admin Aide IV	1 minutes	updated physical inventory/reconciled with stock cards and bin cards	Manual of Operations	None	pen	Clerical	
8	Receipt of 3 copies of accomplished RIS form from end user	Admin Aide IV	1 minutes	Secured copies of approved RIS	Manual of Operations	None	File Folder	Clerical	
9	Securing 2 copies of accomplished RIS for filing	Storekeeper Admin Aide IV	1 minutes	Secured copies of approved RIS	Manual of Operations	None	Pen, folder	Clerical	
10	Endorsement of accomplished RIS to guard on duty	Storekeeper	1 minutes	Forwarded copy to Guard's on duty		None		Clerical	
11	Updating stock cards and bin cards	Storekeeper	5 minutes	Updated records		None	Stock cards, bin cards, pen	Clerical	