

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

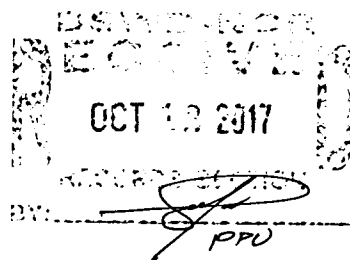
This is to share with you the approved BPRA and Process Flow Chart of Property and Assets Management Section on the above-mentioned subject as per result of the Technical Assistance Session by Planning Unit on September 20, 2017 at Regional Director's Conference Room as follows:

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

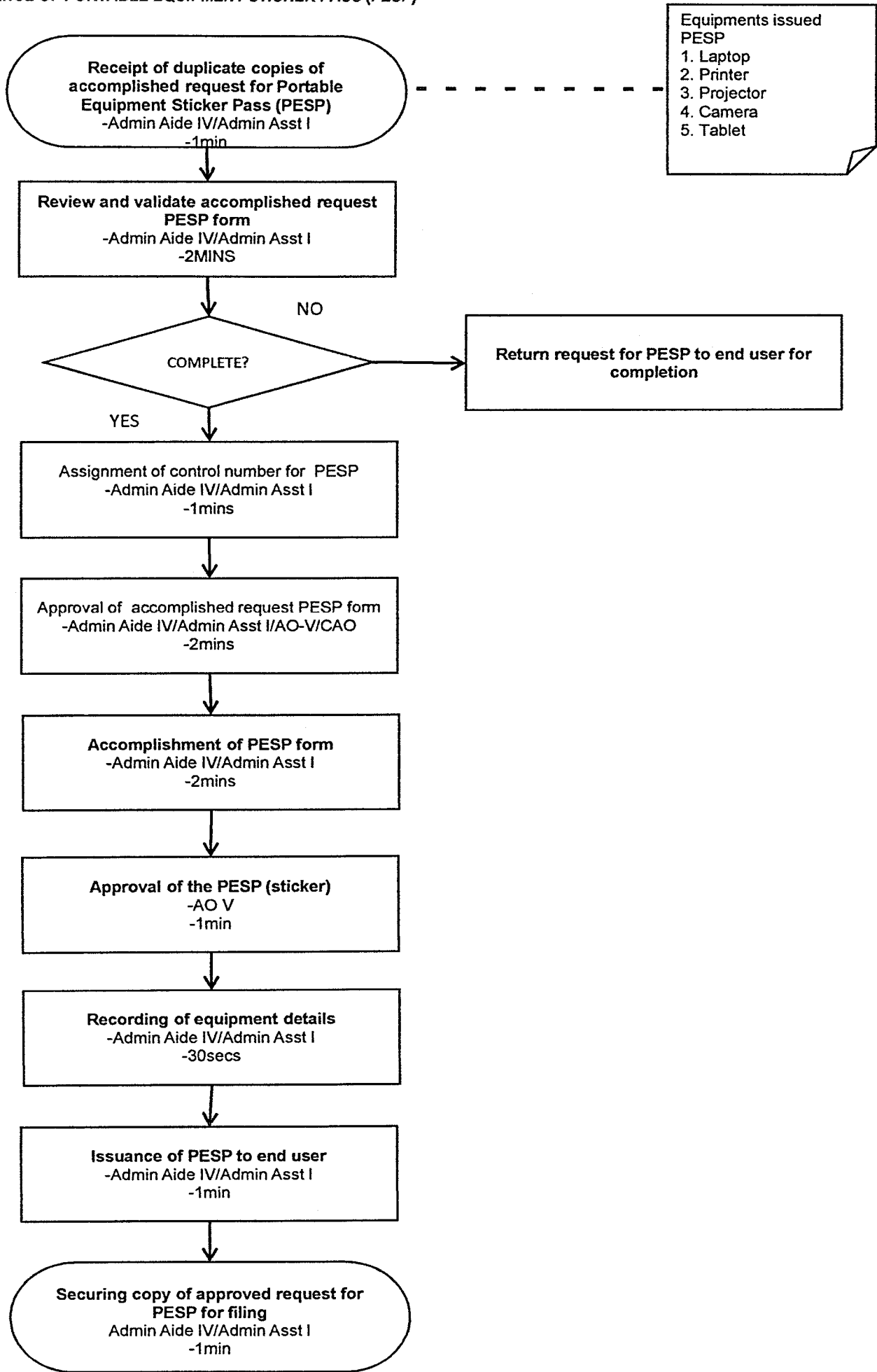
For your information and guidance.


VINCENT ANDREW T. LEYSON


HIP/MMM/MMG/PSA



ISSUANCE OF PORTABLE EQUIPMENT STICKER PASS (PESP)





BUSINESS PROCESS AND REQUIREMENTS ANALYSIS
Minimum Deliverable: ISSUANCE OF PORTABLE EQUIPMENT STICKER PASS (PESP)

[1] No.	[A] PROCESSES				[B] REQUIREMENTS				[10] Remarks
	[2] Task	[3] Responsible Person	[4] Time Frame	[5] Output	[6] Policy	[7] Application	[8] Material/Infra	[9] Competency	
1	Receipt of duplicate copies of accomplished request for Portable Equipment Sticker Pass (PESP)	Admin Aide IV/Admin Asst. I	1min	Recorded in the incoming logbook	AO#6 Series of 2017	MS Excel	Logbook	Clerical	
2	Review and validate accomplished request PESP form If Not Complete, Return to end user for completion. If Complete, proceed to Task No.3	Admin Aide IV/Admin Asst. I	2 mins	Verified completeness of information as stated in the request	AO#6 Series of 2017	None	File folder	Clerical	
3	Assignment of control number for PESP	Admin Aide IV/Admin Asst. I	1 min	Processed PESP	AO#6 Series of 2017	None	Pen/Logbook numberer	Clerical	
4	Approval of accomplished request PESP form	Admin Aide IV/Admin Asst. I/AO-V/CAO	2mins	Approved PESP	AO#6 Series of 2017	None	File Folder	Clerical	
5	Accomplishment of PESP form	Admin Aide IV/Admin Asst. I	2mins	Printed Sticker	AO#6 Series of 2017	None	Printer	Clerical	
6	Approval of the PESP (sticker)	AO V	1 min	Issued/pasted sticker in the subject equipment	AO#6 Series of 2017	None	Logbook , sticker paper	Clerical	
7	Recording of equipment details	Admin Aide IV/Admin Asst. I	30Seconds	Recorded accomplished PESP	AO#6 Series of 2017	None	File Folder	Clerical	
8	Issuance of PESP to end user	Admin Aide IV/Admin Asst. I	1 min	Issued PESP to end user	AO#6 Series of 2017	None	File Folder	Clerical	
9	Securing copy of approved request for PESP for filing	Admin Aide IV/Admin Asst. I	1 min	Filed copy for reference	AO#6 Series of 2017	None	File Folder	Clerical	