

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

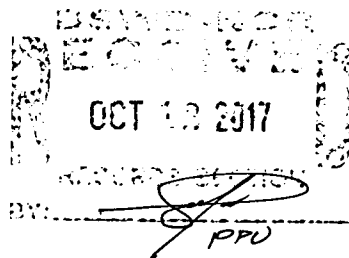
This is to share with you the approved BPRA and Process Flow Chart of Property and Assets Management Section on the above-mentioned subject as per result of the Technical Assistance Session by Planning Unit on September 20, 2017 at Regional Director's Conference Room as follows:

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

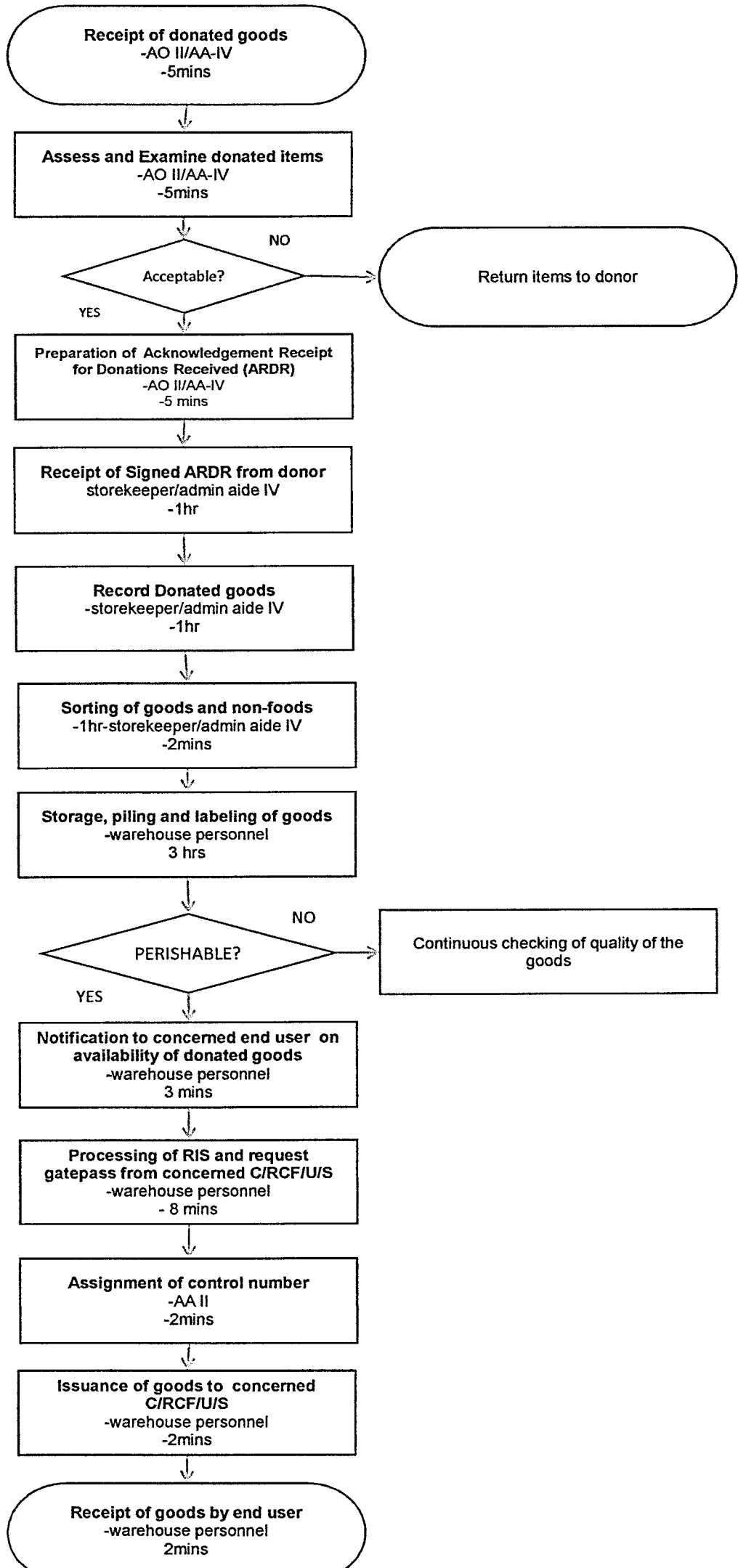
For your information and guidance.


VINCENT ANDREW T. LEYSON


HIP/MMM/MMG/PSA



RECEIPT AND ISSUANCE OF DONATED GOODS





BUSINESS PROCESS AND REQUIREMENTS ANALYSIS
Minimum Deliverable: RECEIPT AND ISSUANCE OF DONATED GOODS

[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 donated goods	AO II/AA-IV	5mins	Donated goods accepted	MC # 9 Series of 2006	none	warehouse/storage	Clerical/Technical	
2	Assess and Examine donated items If No, Return the item to donor If YES, proceed to Step No.3	AO II/AA-IV	5mins	Assessed quality of donated items	MC # 9 Series of 2006	None	warehouse/storage & trolley	Technical	
3	Preparation of Acknowledgement Receipt for Donations Received (ARDR)	AO II/AA-IV	5mins	Accomplished ARDR and DDA	MC # 9 Series of 2006	None	Acknowledgement Receipt for Donations Received (ARDR) and Deed of Donation (DDA) forms	Clerical/Technical	
4	Receipt of Signed ARDR from donor	storekeeper/admin aide IV	1hr	Properly receipted ARDR & DDA	MC # 9 Series of 2006	None	Acknowledgement Receipt for Donations Received (ARDR) and Deed of Donation (DDA) forms	Clerical/technical	
5	Record donated goods	storekeeper/admin aide IV	1hr	record relief supplies on logbook	Manual of Operations	None	warehouse/storage, Racks, marker	Clerical	
6	Sorting of goods and non-foods items	storekeeper/admin aide IV	2mins	updated stock cards and bin cards	Manual of Operations	None	Sacks/Plastic bags	Physical and mental ability	
7	Storage, piling and labeling of goods Perishable? If No, Continuous checking of quality of goods If Yes, proceed to Step 8	warehouse personnel	2hrs	labeled donations-in-kind accordingly 3	Manual of Operations	None	Racks/Pallet	Clerical	
8	Notification to concerned end user on availability of donated goods	warehouse personnel	3hrs	Informed concerned end user for issuance	Manual of Operations	None	Racks	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	
9	Processing of RIS and request gatepass from concerned C/RCF/U/S	warehouse personnel	8hrs	Prepared documents for issuance	Manual of Operations	None	Paper and Pen	Clerical	
10	Assignment of control number	AA I	2 mins	Numbered RIS	Manual of Operations	None	Stamp pad	Clerical	
11	Issuance of goods to concerned C/RCF/U/S	warehouse personnel	5 mins	Released Goods to end user / requesting party	Manual of Operations	None	File Folder	Clerical	
12	Receipt of goods by end user	warehouse personnel	5 mins	Updated Stock Cards/bin cards	Manual of Operations	None	Stock cards/bin cards	Clerical	