

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

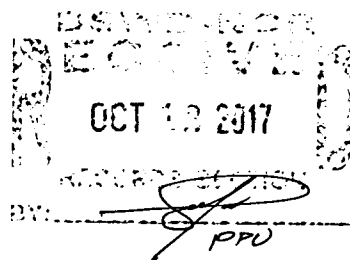
This is to share with you the approved BPRA and Process Flow Chart of Property and Assets Management Section on the above-mentioned subject as per result of the Technical Assistance Session by Planning Unit on September 20, 2017 at Regional Director's Conference Room as follows:

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

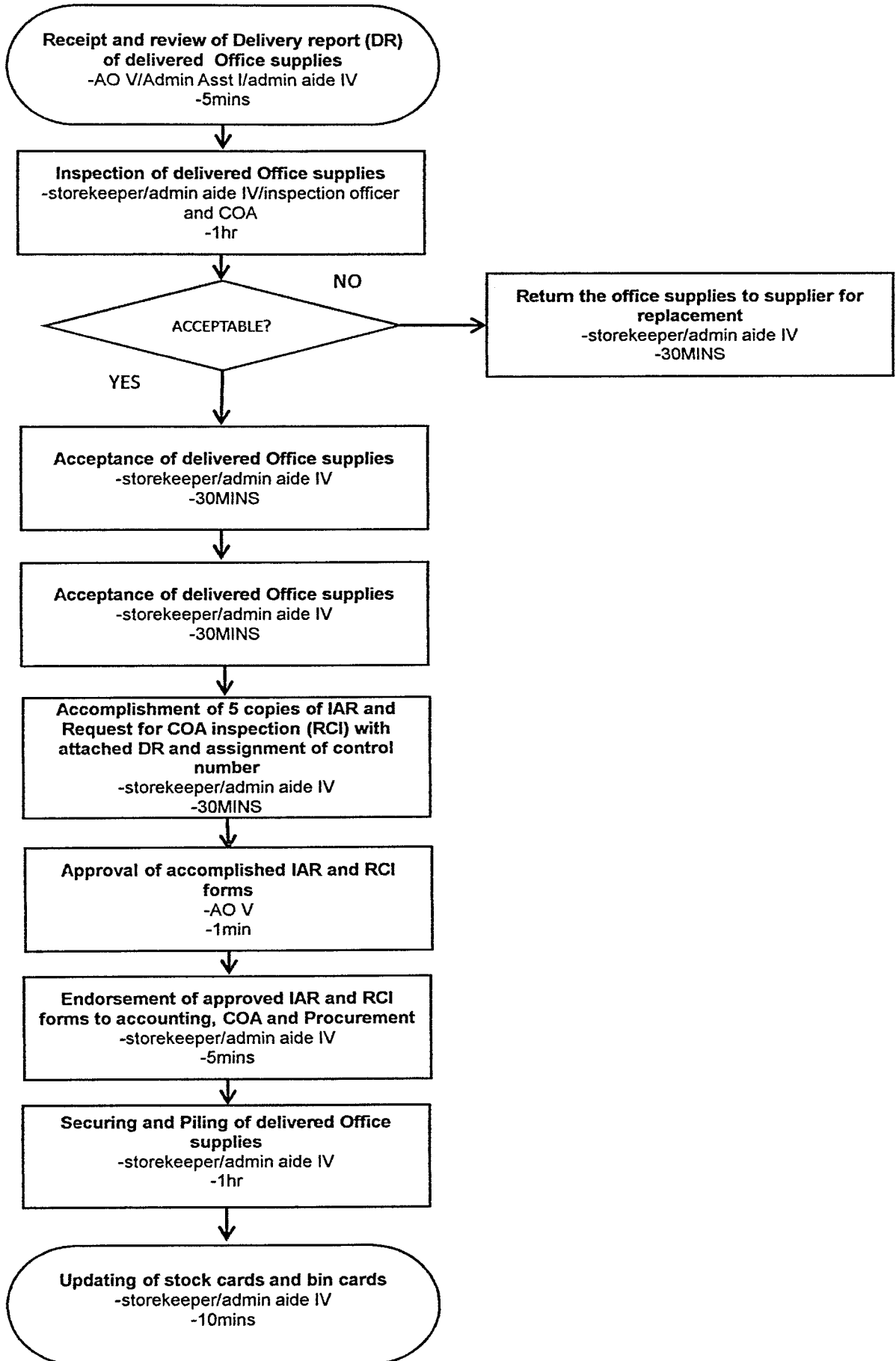
For your information and guidance.


VINCENT ANDREW T. LEYSON


HIP/MLL/MMG/PSA



RECEIPT OF OFFICE SUPPLIES





BUSINESS PROCESS AND REQUIREMENTS ANALYSIS
Minimum Deliverable: RECEIPT 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 and review of Delivery Report (DR) and Agency Procurement Report (APR) of delivered Office supplies	Admin Asst. I	1 hour	Completed acceptance of office supplies with accomplished MIR	Manual of Operation	MS Word/MS excel	trolley, calculator, Logbook	Clerical/technical	(MATERIAL INSPECTION REPORT)
2	Inspection of delivered office supplies Acceptable? If NO, Return office supplies to Supplier for replacement If YES, Accept the delivered items	Storekeeper Admin Aide IV Inspection Officer and COA	2 hours	Inspected delivered office supplies	Manual of Operation	None	pen	Clerical	
3	Acceptance of delivered Office supplies	Storekeeper	30 mins	Recorded receipts (sales invoice/delivery receipts)	Manual of Operation	None	pen	Clerical	
4	Accomplishment of Inspection and Acceptance Report (IAR) and Request for COA Inspection (RCI) with attached DR and assignment of control number	Storekeeper	30 mins	Accomplished forms	Manual of Operation	MS Word/MS excel	Computer, printed, bond paper	Clerical	5 Copies
5	Approval of accomplished IAR and RCI forms	Admin Officer V	1 min	Approved IAR and RCI	Manual of Operation	None	stock cards/bin cards & file folders	Clerical	
6	Endorsement of approved IAR and RCI forms to Accounting Section, COA and Procurement Section.	Storekeeper	5 mins	Issued copy of IAR to 1 Inspector and COA	Manual of Operation	None	Paper and 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	
7	Securing copies of approved IAR and RCI forms	Storekeeper	2 mins		Manual of Operation	None	Racks/cabinets	Clerical	2 Copies
	Storage and Piling of delivered Office supplies	Storekeeper	1 hour	Stored goods at the warehouse				Piling	
8	Updating of stock cards and bin cards	storekeeper	10 mins	Updated stock cards and bin cards		None	stock cards/bin cards & file folders	Clerical	