

Donation Acceptance of Cash/Check/Goods and Services

The process of receipt, reporting and recording of donation in the center under MC 09s, 2016.

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| Office or Division | INA HEALING CENTER | | | |
| Classification | Simple | | | |
| Type of Transaction: | Government To Citizen | | | |
| Who may avail | Private Donors | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| None | | | None | |
| A. In-kind Donation | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Donor coordinates with the center regarding the priority needs of the center. | 1. Provide copy of wish list | None | 5 minutes | <i>Officer of the Day</i> INA Healing Center |
| 2. Donor drops the donation in the center | 2. Accept donations /Inspect/check the items | None | 5 minutes | <i>Officer of the Day/ Storage Custodian</i> INA Healing Center |
| 3. Donor signs and receives the ARDR and DDA | 3.1 Prepares Acknowledgement Receipt of Donations Received and Deed of Donation and Acceptance(DDA) | None | 4 minutes | <i>Officer of the Day</i> INA Healing Center |
| | 3.2 Issuance of ARDR to the donor | None | 3 minutes | <i>Officer of the Day</i> INA Healing Center |
| | 3.3 Records to the Donation logbook | None | 3 minutes | <i>Officer of the Day</i> INA Healing Center |
| | 3.4 Turnover donated items to Storage | None | 5 minutes | <i>Storage Custodian</i> INA Healing Center |

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| | Custodian | | | |
| | 3.5 Storage Custodian stores donated items in the stock room | None | 5 minutes | <i>Storage Custodian</i> INA Healing Center |
| | 3.5 Inventory of donated Items and Records in Stock Card | None | 5 minutes | <i>Storage Custodian</i> INA Healing Center |
| | 3.7 Files Stock Cards in Filing Cabinet | None | 3 minutes | <i>Storage Custodian</i> INA Healing Center |
| | 3.8 Preparation and submission of monthly Donation Resource Generation Report | none | 30 minutes | <i>Storage Custodian</i> INA Healing Center |
| | 3.9 Safekeeping of Donations Documents | None | 2minutes | <i>Storage Custodian</i> INA Healing Center |
| | TOTAL | None | 1hour & 10 minutes | |

B. Cash/ Check Donation

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|------------------------|------------------------|--|
| 1. Donor bring the donation in the center | 1. Accept donations (inspect/check the items) | None | 2 minutes | <i>Donation Committee</i> INA Healing Center |
| 2. Donor signs and receives the ARDR and DDA | 2. Prepares Acknowledgement Receipts of Donations(ARDR) and Deed of Donation and Acceptance (DDA) | None | 4 minutes | <i>Officer of the Day</i> INA Healing Center |
| | 2.1 Issuance of ARDR to the donor | None | 2 minutes | <i>Officer of the Day</i> INA Healing Center |
| | 2.2 Records to the Donation logbook | None | 3 minutes | <i>Property and Supply Custodian</i> INA Healing Center |

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| | 2.3 Prepare endorsement to the Field Office | None | 3 minutes | <i>Liaison/AA-IV</i> INA Healing Center |
| | 2.4 Center Head/OIC signs the DDA and endorsement letter | None | 1 minute | <i>Center Head/OIC</i> INA Healing Center |
| | 2.5 Notarization of DDA | None | 30 minutes | <i>AA – IV</i> INA Healing Center |
| | 2.6 Turn –Over of Donation to the Field Office and Acceptance of OR | None | Within 24 hours | <i>Liaison/AA-IV</i> INA Healing Center |
| 3.Donor receives Notarized DDA and OR | 3. Provide OR and Notarized DDA to the Donor | None | | <i>Liaison/AA-IV</i> INA Healing Center |
| | TOTAL | None | 1 day, 45 minutes | |