

Department of Social Welfare and Development
National Capital Region

TO : 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 of Haven for Women on
Donation


DATE : September 21, 2018

This is to share with you the approved BPRA and Process Flow Chart of Haven for Women on Donation as per result of the Technical Assistance Session on the Preparation of Business Process and Requirements Analysis and Process Flow Chart held on February 13, 2018.

For your information and guidance.

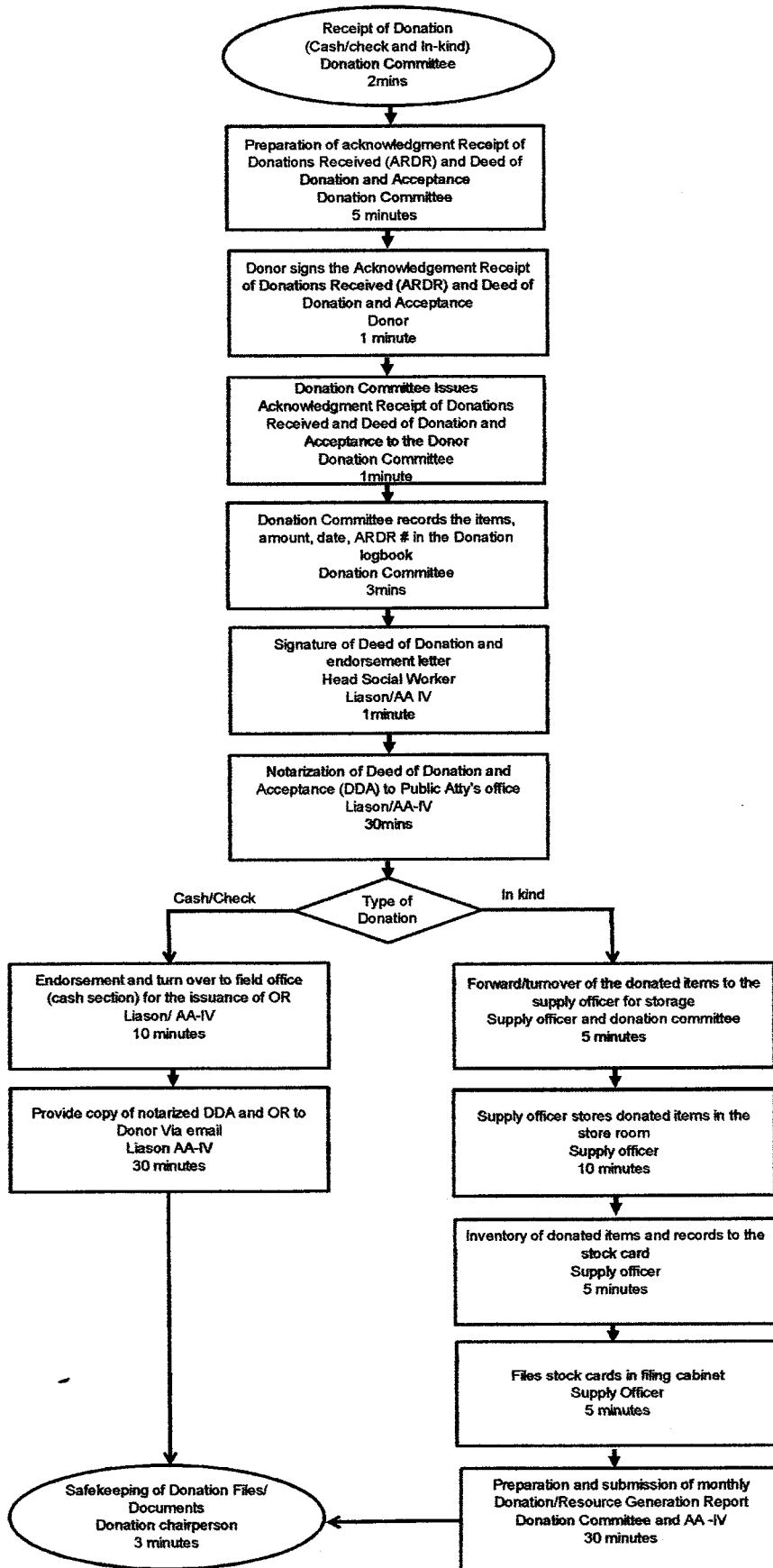

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MMG/CEO/1582

Department of Social Welfare and Development
National Capital Region

Haven for Women
Process Flow Chart of Donation



**BUSINESS PROCESS AND REQUIREMENTS ANALYSIS
HAVEN FOR WOMEN**

Minimum Deliverable: DONATION ACCEPTANCE OF CASH/CHECK/GOODS AND SERVICES

No.	PROCESSES				REQUIREMENTS				REMARKS
	Tasks	Responsible Person	Time Frame	Output	Policy	Application	Material	Competency	
1.	Accept donations (inspect/check the items)	Donation Committee, OD, EOD	2 minutes	Donation Accepted	MC #9 series of 2006	None	None	Customer Service	
2.	Prepares acknowledgement receipt of donations received (ARDR) and Deed of Donations and Acceptance (DDA)	Donation Committee	5 minutes	ARDR and DDA prepared	MC #9 series of 2006	None	Ball pen, ARDR, DDA	Clerical	
3.	Donor signs the ARDR and DDA	Donor	1 minute	Signed ARDR and DDA	MC #9 series of 2006	None	Ball pen, ARDR, DDA	Clerical and customer service	
4.	Issuance of ARDR to the Donor	Donation committee	1 minute	Issued signed ARDR	MC #9 series of 2006	None	ARDR form	Costumer service	
5.	Records to the donation logbook	Donation Committee	3 minutes	Donation received recorded	MC #9 series of 2006	None	Donation logbook, ball pen	Clerical	
6.	Prepare endorsement to the field office	Liaison/ AA-IV	1 minute	Endorsement letter	MC #9 series of 2006	Microsoft word	Computer, printer and bond paper	Computer skills	
7.	Head Social Worker signs the DDA and the endorsement letter	HSW	1 minute	Signed endorsement letter and DDA	MC #9 series of 2006	None	Pen, endorsement letter, and DDA form	Clerical	
8.	Notarization of the DDA	Liaison/ AA-IV	30 minutes	Notarized DDA	MC #9 series of 2006	None	DDA form, notary stamp	Costumer service	

No.	PROCESSES				REQUIREMENTS				REMARKS
	Tasks	Responsible Person	Time Frame	Output	Policy	Application	Material	Competency	
9.	Turnover of donation • If check turnover of donation to the field office and acceptance of OR	Liaison/ AA-IV	10 minutes	OR from the cash section	MC #9 series of 2006	None	OR, receiving copy of endorsement letter	Customer service	
10.	Provide OR and notarized DDA to the donor	Donation Committee	30 minutes	OR and notarized DDA	MC #9 series of 2006	None	OR, Notarized DDA	Clerical	
11.	If in kind: turnover donated items to supply officer for storage	Donation Committee/ supply officer	5 minutes			None	Record book	Clerical	
12.	Supply officer stores donated items in the stock room	Supply officer	10 minutes	Stored donated items	MC #9 series of 2006	None	Storage Area	Clerical	
13.	Inventory of donated items and records in the stock card	Supply officer	5 minutes	Accomplished stock card	MC #9 series of 2006	None	Stock Card Form	Clerical	
14.	Files stock card in filing cabinet	Supply officer	5 minutes	Filed stock card	MC #9 series of 2006	None	Stock card form	Clerical	
15.	Preparation and submission of monthly donation/resource generation report	Donation committee/ AA-IV	30 minutes	Accomplished donation report	MC #9 series of 2006	Microsoft excel and MS word	Computer, printer, paper, ball pen	Clerical	Submission of monthly donation report every 1 st day of the succeeding month
16.	Safekeeping of donation documents	Chairperson of the donation committee	1 minute	File copy of ARDR, DDA and photocopy of OR	MC #9 series of 2006	None	Signed ARDR, Notarized DDA, photocopy of OR,	Clerical	

No.	PROCESSES				REQUIREMENTS				REMARKS
	Tasks	Responsible Person	Time Frame	Output	Policy	Application	Material	Competency	
							endorsement letter		