

Department of Social Welfare and Development
NATIONAL CAPITAL REGION
389 San Rafael Street corner Legarda, Sampaloc, Manila

TO : ALL CENTER/RESIDENTIAL CARE FACILITIES
ALL UNITS/SECTIONS
ALL RPMOs (Pantawid, SLP and RCTSU)

FROM : THE REGIONAL DIRECTOR

SUBJECT : BPRA and Process Flow Chart of GRACES on the
Management of Donations

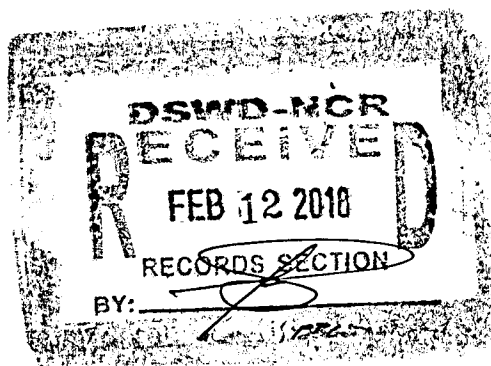
DATE : February 2, 2018

This is to share with you the approved BPRA and Process Flow Chart of GRACES on the Management of Donations per result of the Monitoring and Evaluation Workshop on the Preparation of Business Process and Requirements Analysis (BPRA) and Process Flow Chart held on July 19, 2017 at Icon Hotel, Timog Avenue, Quezon City.

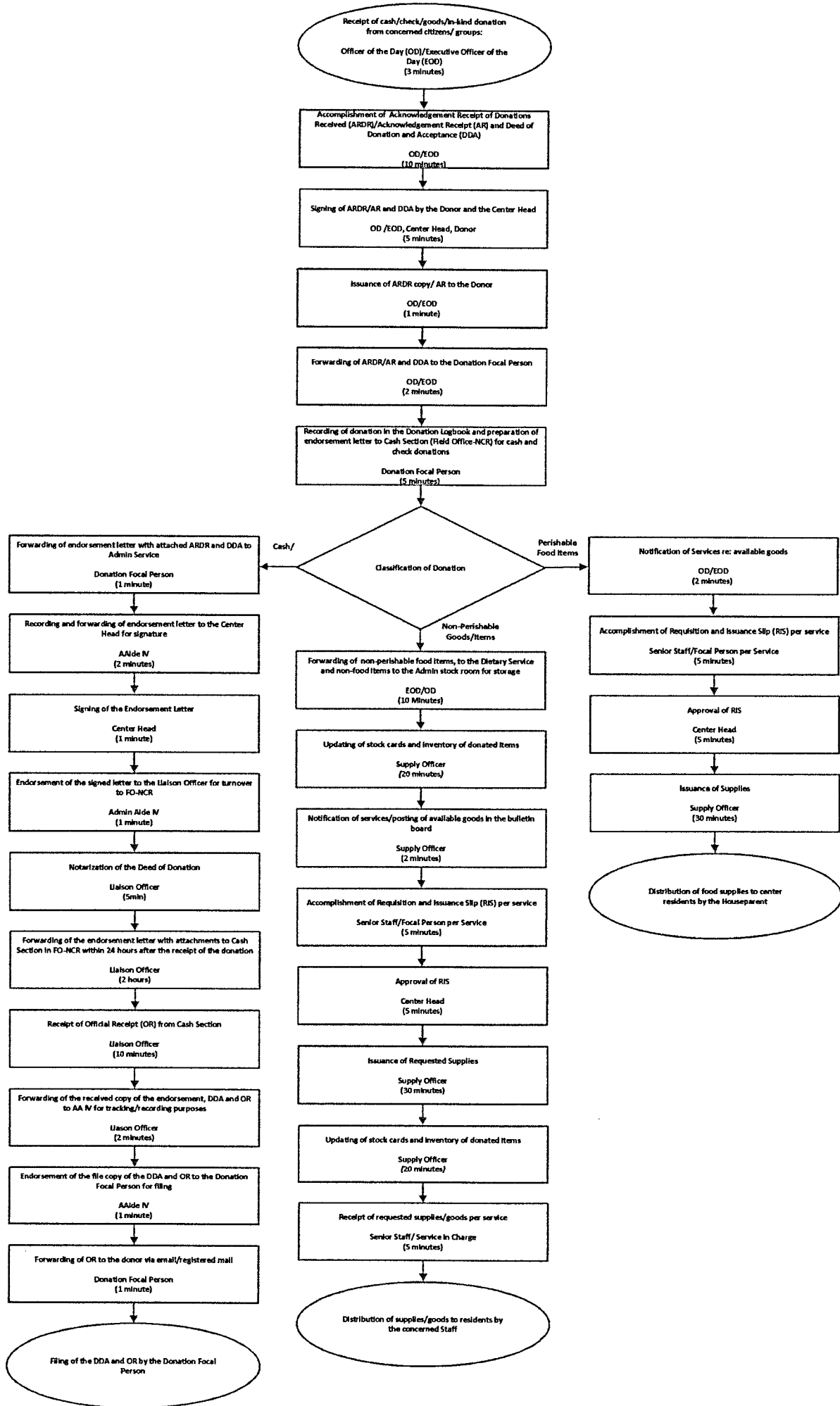
For your information and reference.


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MML/MMG/bjm



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 Golden Reception and Action Center for Elderly and Other Special Cases
 Process Flow Chart on the Management of Donations



Business Process and Requirement Analysis
Receipt of Cash/ Cheque/ Food and Non-Food Donations
Golden Reception and Action Center for Elderly and Other Special Cases

(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 donation (cash/check/goods/in-kind) from concerned citizens/ groups	(Senior Staff, SWO II/I, HP II, Nurse II)	3 mins	Donation Accepted	MC No. 9 Procedural Guidelines on the Receipt and Utilization of Donations in Cash and In Kind	-	ARDR Form/ Acknowledgement Receipt, Pen	Customer Service	-	
2	Accomplish Acknowledgement Receipt for Donations Received (ARDR/ Acknowledgement Receipt and Deed of Donation (for cash/check donations)	OD/EOD (Senior Staff, SWO II/I, HP II, Nurse II)	10 mins	ARDR/ Acknowledgement Receipt, Deed of Donation		-	ARDR Form/ Acknowledgement Receipt, Pen	Clerical	-	
3	Forwarding of the ARDR/AR and DDA to the Donor and Center Head for signatures	OD/EOD	1 min	-		-	ARDR/AR, DDA and pen	Customer Service	-	
4	Signing of ARDR/ Acknowledgement Receipt and Deed of Donation by the Donor and the Center Head	OD/EOD (Senior Staff, SWO II/I, HP II, Nurse II); Center Head, Donee	5 mins	ARDR/ Acknowledgement Receipt, Deed of Donation		-	ARDR Form/ Acknowledgement Receipt, Pen	-	-	
5	Issuance of ARD copy/ Acknowledgement Receipt to the Donor	OD/EOD (Senior Staff, SWO II/I, HP II, Nurse II)	1 min	-		-	ARDR Form/ Acknowledgement Receipt	Customer Service	-	
6	Forwarding of ARDR and Deed of Donation and cash/check to the Donation Focal Person	OD/EOD (Senior Staff, SWO II/I, HP II, Nurse II); Donation Focal Person (SWO II)	2 mins	Updated Logbook		-	Logbook, Pen	-	-	
7	Recording of Donation in the Donation Logbook and preparation of Endorsement Letter of the Cash and	Donation Focal Person (SWO II)	5 mins	Endorsement letter Donation Logbook		-	Microsoft Word	Paper, Pen, Computer	Computer Skills	-

(1)	[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		
A. If Donation Is Cash/Cheque										
1A	Endorsement of the Donation Focal Person of prepared Letter with attachments to Admin Service	Donation Focal Person (SWO II); Admin Aide IV	1 min	Updated Logbook	MC No. 9	-	Pen, Logbook	Clerical	-	
2A	Tracking and forward the letter to the Center Head for her signature	Admin Aide IV	2 mins	Updated Tracking	MC No. 9	Microsoft Excel	Computer	Computer Skills	-	
3A	Signing of the Endorsement Letter	Center Head	1 min	Signed Endorsement Letter	MC No. 9	MS Word	Paper, Pen	-	-	
4A	Endorsement of the signed letter to the Liaison Officer	Admin Aide IV/ Liaison Officer	1 min	Updated Logbook Letter	MC No. 9	-	Logbook, Pen	-	-	
5A	Notarization of Deed of Donation	Liaison Officer	5 mins	Notarized Deed of Donation	MC No. 9	-	Paper, Money	Coordination Skills	-	
6A	Forward the Endorsement Letter with complete attachments to Cash Division, DSWD-NCR within 24 hours after receipt of donation	Liaison Officer	2 hours	Updated Logbook	MC No. 9	-	Pen, Logbook	Clerical	-	
7A	Issuance of Official Receipt of the Cash Division	Cash Division Staff	10 mins	Official Receipt	MC No. 9	-	Pen	-	-	
8A	Forwarding of the file copy of Deed of Donation and Official Receipt to AA IV for filing and tracking	Liaison Officer, Admin Aide IV	2 mins	Updated Logbook	MC No. 9	-	Logbook, Pen	-	-	
9A	Endorsement of the file copy of Deed of Donation and Official Receipt to the Donation Focal Person	Admin Aide IV, Donation Focal Person	1 min	Updated Logbook	MC No. 9	-	Logbook, Pen	-	-	
10A	Forward the receipt to the donor via email/ registered mail	Donation Focal Person	1 min	Email transmittal Acknowledgment Receipt	MC No. 9	gmail	none	Clerical	-	
11A	Filing of the Deed of Donation and Official Receipt to appropriate folder	Donation Focal Person	1 min	Filing Folder	MC No. 9	MS Word MS Excel	Folder	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	
B. If Food/ Non-Food Item									
YES	For perishable food donations (consumable within the day)	OD Houseparent Supply Officer Donor	20 mins	Logbook Receiving Copy	MC No. 9	-	Receiving Copy Logbook Pen	-	-
1B-d	Notify the Services re: Available Goods	OD/EOD Supply Officer	2 mins	Logbook	MC No. 9	-	Stock Card Pen	Clerical	-
1B-b	Accomplishment of Requisition and Issuance Slip (RIS) per service	Senior Staff/Foccl Person per Service	5 mins	Approved RIS	MC No. 9	-	Paper, Pen	Clerical	-
1B-c	Approval of RIS	Center Head	5 mins	Signed RIS	MC No. 9	-	Paper, Pen	Clerical	-
1B-d	Issuance of supplies/toiletries/ equipment	Supply Officer	30 mins	Logbook Filing Folder Receiving Copy Approved RIS	MC No. 9	-	Pen	Clerical	-
1B-e	Distribution of foods to the residents	Houseparent	1 Hour	Signed RIS	MC No. 9	-	-	-	-
NO	For non-perishable foods, toiletries, equipment and the like.				MC No. 9				
2B-a	Forward the goods, like canned goods, noodles, milk and rice, to Dietary Service	Admin Service	10 mins	Logbook	-MC No. 9	-	Receiving Copy Stock Card Pen	Clerical	-
	Bring toiletries, equipment, supplies and the like to the Admin Stock Room for safekeeping	Admin Service	10 mins	Logbook	MC No. 9	-	-	Clerical	-
2B-b	Updating of Stock Card and Inventory of Donated Goods	Supply Officer	20 mins	Logbook Stock Card	MC No. 9	MS Word MS Excel	Stock Card Pen	Clerical	
2B-c	Notify the Services/ posting of available goods in the bulletin board	OD/EOD Supply Officer	2 mins	Logbook	MC No. 9	-	Stock Card Pen	Clerical	
2B-d	Accomplishment of Requisition and Issuance Slip (RIS) per service	Senior Staff/Foccl Person per Service	5 mins	Approved RIS	MC No. 9	-	Paper, Pen	Clerical	-
2B-e	Approval of RIS	Center Head	5 mins	Signed RIS	MC No. 9	-	Paper, Pen	Clerical	-
2B-f	Issuance of supplies/toiletries/ equipment	Supply Officer	30 mins	Logbook Filing Folder	MC No. 9	-	Pen	Clerical	-

[A] PROCESSES							[B] REQUIREMENTS			REMARKS (10)
(1) No.	(2) Task	(3) Responsible Person	(4) Time Frame	(5) Output	(6) Policy	(7) Application	(8) Material/ Infra	(9) Competency		
2B-g	Receipt of supplies/toiletries per service	Senior Staff/ Focal Person	5 mins	Logbook Filing Folder Receiving Copy Approved RIS	MC No. 9	-	Pen	Clerical	-	
2B-h	Updating of Stock Card and Inventory of Donated Goods	Supply Officer	20 mins	Logbook Stock Card Receiving Copy	MC No. 9	MS Word MS Excel	Stock Card Pen	Clerical	-	
2B-i	Distribution of Supplies to Center Residents	Concerned Staff Hornellie	30 mins	Logbook Receiving Copy	MC No. 9	-	Logbook Pen	-	-	