

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

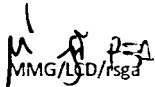
SUBJECT : Business Process and Requirements Analysis (BPRA) and Process Flow Chart
of Marillac Hills on Donation

DATE : June 26, 2018

This is to share with you the approved BPRA and Process Flow Chart of Marillac Hills 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 at Marillac Hills.

For your information and guidance.


VINCENT ANDREW T. LEYSON


MMG/LSD/rsgd

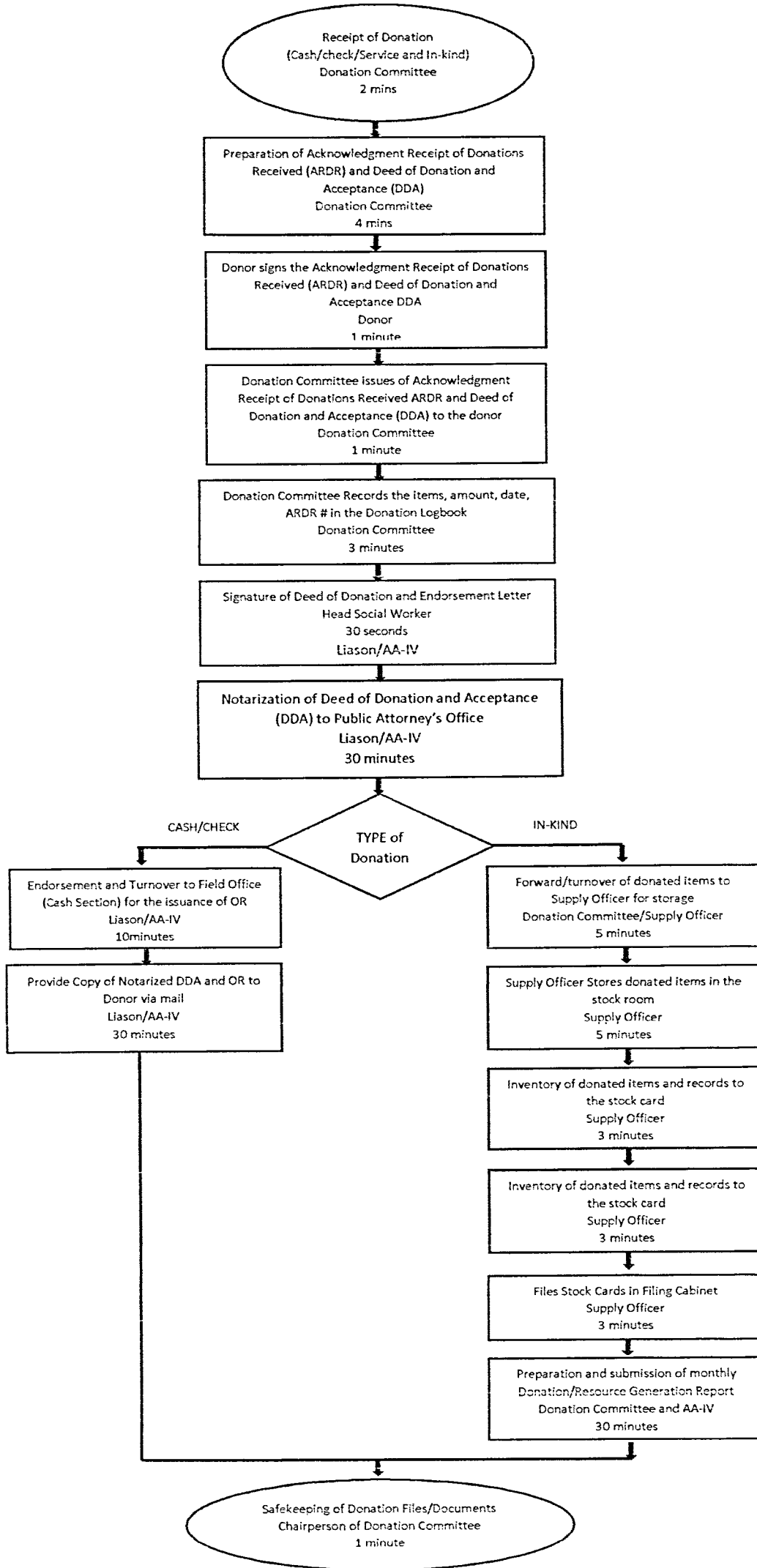
DSWD-NCR
RECORDS MANAGEMENT SECTION

Received by: CHARLOS
Date/Time: 7-2-18

PPU

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 NATIONAL CAPITAL REGION
 MARILLAC HILLS

PROCESS FLOW CHART OF DONATION





Department of Social Welfare and Development

**BUSINESS PROCESS AND REQUIREMENTS ANALYSIS
MARILLAC HILLS**

Minimum:


Deliverables: Donation Acceptance of Cash/Check/Goods and Services

[1] No.	[A] PROCESS				[B] REQUIREMENTS				[10] REMARKS
	[2] Task	[3] Responsible Person	[4] Time Frame	[5] Output	[6] Policy	[7] Application	[8] Material/Infr a	[9] Competency	
1.	Accept donations (Inspect/Check the items)	Donation Committee	2 minutes	Donation Accepted	MC # 9 series of 2006	None	None	Customer service	OD/EOD receives the donation on weekend and/or evening duty
2.	Prepares Acknowledgment Receipt of Donations Received (ARDR) and Deed of Donation and Acceptance (DDA)	Donation Committee	4 minutes	ARDR and DDA prepared	MC # 9 series of 2006	None	Ballpen, DDA, ARDR	Clerical	
3.	Donor signs the ARDR and DDA	Donor	1 minute	Signed ARDR & DDA	MC # 9 series of 2006	None	Ballpen, DDA, ARDR	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	Customer service	
5.	Records to the Donation Logbook	Donation Committee	3 minutes	Donation received recorded	MC # 9 series of 2006	None	Donation logbook, ballpen	Clerical	
6.	Prepare endorsement to the Field Office	Liason/AA-IV	10 minutes	Endorsement letter	MC # 9 series of 2006	Microsoft word	Computer, printer, bond paper	Computer skills	
7.	Head Social Worker (HSW) signs the DDA and endorsement letter	HSW	30 seconds	Signed endorsement letter and DDA	MC # 9 series of 2006	None	Pen, Endorsement letter and DDA form	Clerical	
8.	Notarization of DDA	Liason/AA-IV	30 minutes	Notarized DDA	MC # 9 series of 2006	None	DDA form Notary stamp	Customer Service	
9.	Turn-over of Donation If Cash/check: Turn over donation to the Field Office and Acceptance of OR	Liason/AA-IV	Within 24 hours	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	Within 24 hours	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		MC # 9 series of 2006	None	Record Book	Clerical	

12.	Supply Officer stores donated items in the stock room	Supply Officer	5 minutes	Stored donated items	MC # 9 series of 2006	None	Storage Area	Clerical	
13.	Inventory of Donated Items and Records in Stock Card	Supply Officer	5 minutes	Accomplished stock card	MC 09	None	Stock Card Form	Clerical	
14.	Files Stock Cards in Filing Cabinet	Supply Officer	3 minutes	Filed Stock Card	S 2006	None	Stock Card Form	Clerical	
15.	Preparation and submission of monthly Donation/Resource Generation Report	Donation Committee and AA-IV	30 minutes	Accomplished Donation Report	MC # 9 series of 2006	Microsoft Excel and MS Word	Computer, printer, paper, Ballpen	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 photo copy of OR	MC # 9 series of 2006	None	Signed ARDR, notarized DDA, photocopy of OR, endorsement letter	Clerical	

Prepared by:


MARISSA DE LOS SANTOS
 HP I/Supply Officer

Concurred by:

FARRAH A. CABRERA
 SWO V/Head Social Worker

Approved by:

VINCENT ANDREW T. LEYSON
 Regional Director

PROCESS FLOW CHART OF DONATION

