Department of Social Welfare and Development
National Capital Region

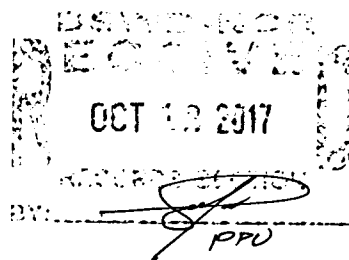|		
FOR	:	**ALL CENTER/RESIDENTIAL CARE FACILITIES** **ALL UNITS/SECTIONS** **ALL RPMOs (Pantawid, SLP and RCTSU)**
FROM	:	**THE REGIONAL DIRECTOR**
SUBJECT	:	**Business Process and Requirements Analysis (BPRA) and Process Flow Chart**
DATE	:	**October 9, 2017**

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
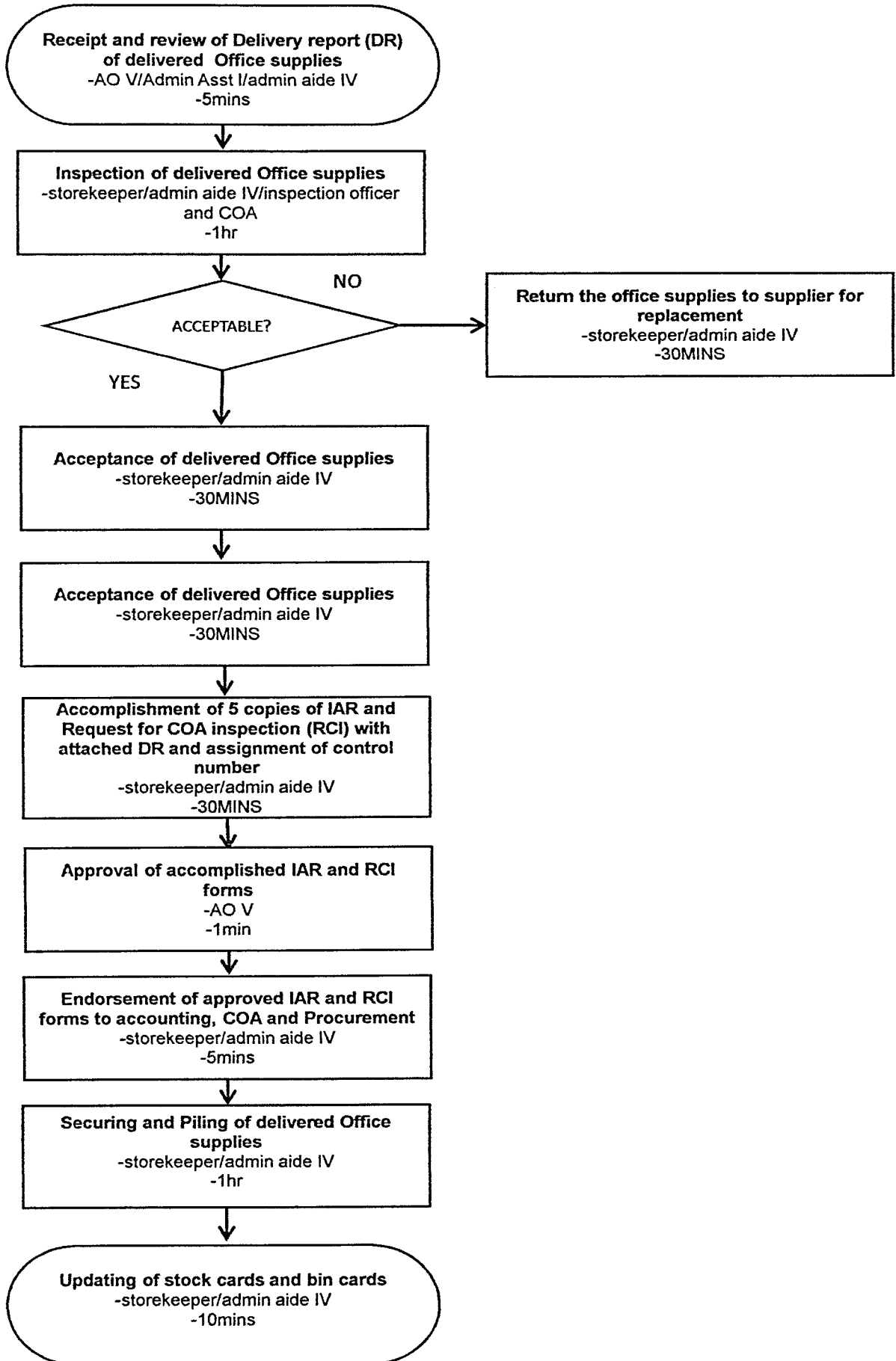
For your information and guidance.

VINCENT ANDREW T. LEYSON

JJP/MML/MMG/rega

RECEIPT OF OFFICE SUPPLIES

Receipt and review of Delivery report (DR) of delivered Office supplies
-AO V/Admin Asst I/admin aide IV
-5mins

↓

Inspection of delivered Office supplies
-storekeeper/admin aide IV/inspection officer and COA
-1hr

↓

ACCEPTABLE? — NO → **Return the office supplies to supplier for replacement**
-storekeeper/admin aide IV
-30MINS

YES

↓

Acceptance of delivered Office supplies
-storekeeper/admin aide IV
-30MINS

↓

Acceptance of delivered Office supplies
-storekeeper/admin aide IV
-30MINS

↓

Accomplishment of 5 copies of IAR and Request for COA inspection (RCI) with attached DR and assignment of control number
-storekeeper/admin aide IV
-30MINS

↓

Approval of accomplished IAR and RCI forms
-AO V
-1min

↓

Endorsement of approved IAR and RCI forms to accounting, COA and Procurement
-storekeeper/admin aide IV
-5mins

↓

Securing and Piling of delivered Office supplies
-storekeeper/admin aide IV
-1hr

↓

Updating of stock cards and bin cards
-storekeeper/admin aide IV
-10mins

BUSINESS PROCESS AND REQUIREMENTS ANALYSIS
<u>Minimum Deliverable: RECEIPT OF OFFICE SUPPLIES</u>

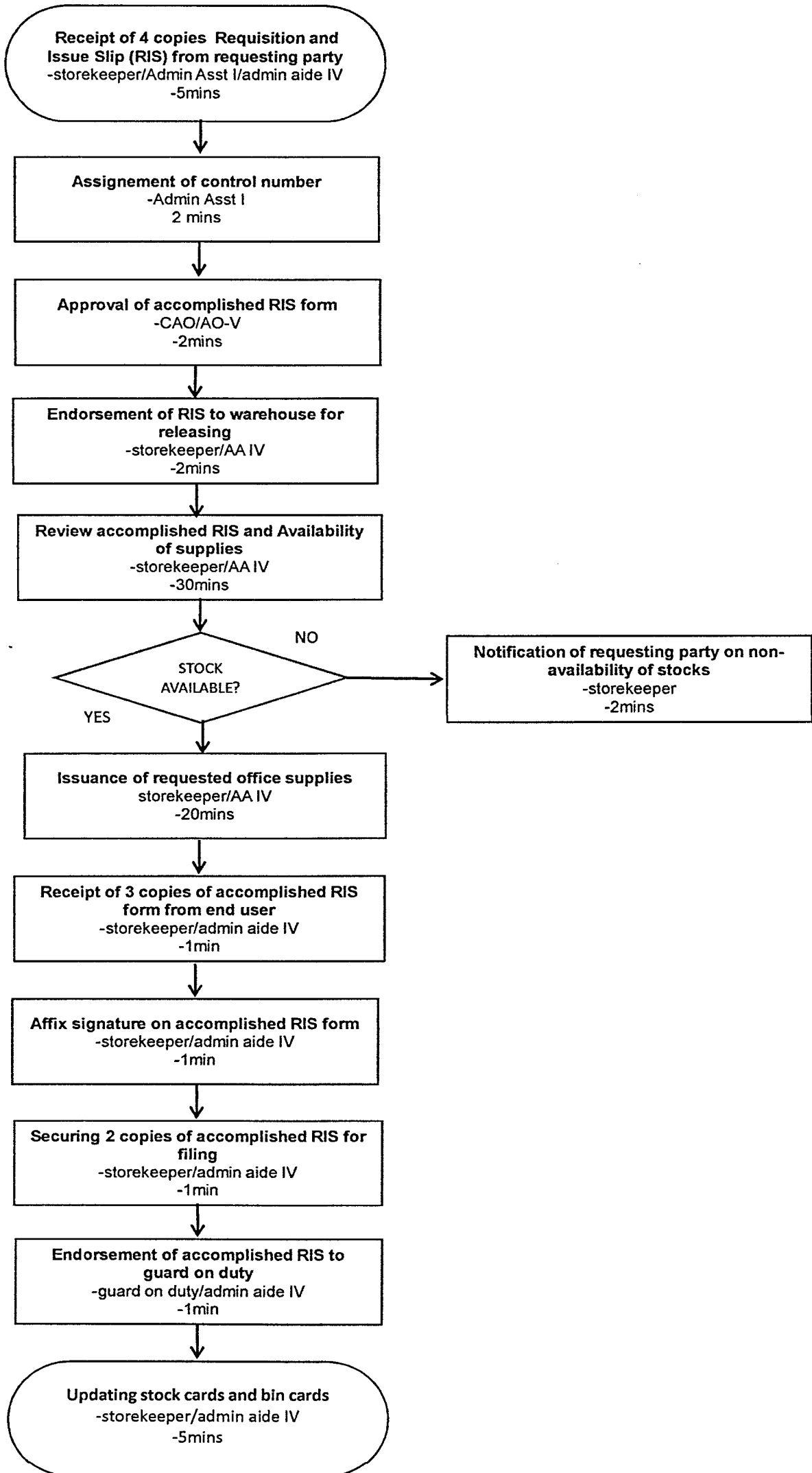| [1]	[2]	[A] PROCESSES				[B] REQUIREMENTS			[10]
No.	Task	[3] Responsible Person	[4] Time Frame	[5] Output	[6] Policy	[7] Application	[8] Material/Infra	[9] Competency	Remarks
1	Receipt and review of Delivery Report (DR) and Agency Procurement Report (APR) of delivered Office supplies	Admin Asst. I	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	Storekeeper Admin Aide IV Inspection Officer and COA	2 hours	Inspected delivered office supplies	Manual of Operation	None	pen	Clerical	
	Acceptable? If NO, Return office supplies to Supplier for replacement								
	If YES, Accept the delivered items								
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	

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
PROPERTY, ASSETS & SUPPLY MANAGEMENT SECTION

"Monitoring and Evaluation Workshop on the Preparation of
Business Process and Requirements Analysis (BPRA) and Process Flow Chart"

[1] No.	[2] Task	[A] PROCESSES			[B] REQUIREMENTS				
		[3] Responsible Person	[4] Time Frame	[5] Output	[6] Policy	[7] Application	[8] Material/Infra	[9] Competency	[10] Remarks
7	Securing copies of approved IAR and RCI forms	Storekeeper	2 mins		Manual of Operation	None	None	2 Copies	
	Storage and Piling of delivered Office supplies	Storekeeper	1 hour	Stored goods at the warehouse			Racks/cabinets	Clerical	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	

2

ISSUANCE OF OFFICE SUPPLIES

Receipt of 4 copies Requisition and Issue Slip (RIS) from requesting party
-storekeeper/Admin Asst I/admin aide IV
-5mins

↓

Assignement of control number
-Admin Asst I
2 mins

↓

Approval of accomplished RIS form
-CAO/AO-V
-2mins

↓

Endorsement of RIS to warehouse for releasing
-storekeeper/AA IV
-2mins

↓

Review accomplished RIS and Availability of supplies
-storekeeper/AA IV
-30mins

↓

STOCK AVAILABLE?

— NO → **Notification of requesting party on non-availability of stocks**
-storekeeper
-2mins

YES

↓

Issuance of requested office supplies
storekeeper/AA IV
-20mins

↓

Receipt of 3 copies of accomplished RIS form from end user
-storekeeper/admin aide IV
-1min

↓

Affix signature on accomplished RIS form
-storekeeper/admin aide IV
-1min

↓

Securing 2 copies of accomplished RIS for filing
-storekeeper/admin aide IV
-1min

↓

Endorsement of accomplished RIS to guard on duty
-guard on duty/admin aide IV
-1min

↓

Updating stock cards and bin cards
-storekeeper/admin aide IV
-5mins

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
PROPERTY, ASSETS & SUPPLY MANAGEMENT SECTION

BUSINESS PROCESS AND REQUIREMENTS ANALYSIS
Minimum Deliverable: ISSUANCE OF OFFICE SUPPLIES

[1] No.	[2] Task	[3] Responsible Person	[4] Time Frame	[5] Output	[6] Policy	[7] Application	[8] Material/Infra	[9] Competency	[10] Remarks
		[A] PROCESSES				**[B] REQUIREMENTS**			
1	Receipt of 4 copies Requisition and Issue Slip (RIS)	Admin Aide IV	2 minutes	Verified the completeness (Requisition Issuance Slip)	Manual of Operations	None	Stamp pad, logbook, file folders	Clerical	
2	Assignment of RIS number	Admin Aide IV	2 minutes	Numbered RIS	Manual of Operations	None	Numberer/File Folder/Logbook	Clerical	
3	Approval of accomplished RIS form	CAO Representative Admin Officer.-V	2 minutes	Approved RIS	Manual of Operations	None	pen	Clerical	
4	Endorsement of RIS to warehouse for releasing	Admin Aide IV	2 minutes	Forwarded RIS to storekeeper	Manual of Operations	None	Log book	Clerical	
5	Review accomplished RIS and Availability of supplies. If stock Not Available, Notification of Requesting Office on Non-Availability of stock. If available, proceed to Task No. 6	Storekeeper	30 minutes	Accomplished Certificate Unavailability	Manual of Operations	None	File Folder	Clerical	
6	Issuance of Requested Office Supplies	Storekeeper	20 minutes	issued office supplies to end user/requesting party	Manual of Operations	None	File Folder	Clerical	
7	Affix signature on accomplished RIS form	Admin Aide IV	1 minutes	updated physical inventory/reconciled with stock cards and bin cards	Manual of Operations	None	pen	Clerical	
8	Receipt of 3 copies of accomplished RIS form from end user	Admin Aide IV	1 minutes	Secured copies of approved RIS	Manual of Operations	None	File Folder	Clerical	
9	Securing 2 copies of accomplished RIS for filing	Storekeeper Admin Aide IV	1 minutes	Secured copies of approved RIS	Manual of Operations	None	Pen, folder	Clerical	
10	Endorsement of accomplished RIS to guard on duty	Storekeeper	1 minutes	Forwarded copy to Guard's on duty		None	File Folder	Clerical	
11	Updating stock cards and bin cards	Storekeeper	5 minutes	Updated records		None	Stock cards, bin cards, pen	Clerical	

ISSUANCE OF FURNITURE AND EQUIPMENT TRANSFER SLIP (FETS)

Receipt of triplicate copies of accomplished Furniture and Equipment Transfer slip (FETS) From end user
-Admin Aide IV/Admin Asst I
1min

↓

Validate accomplished FETS form
-Admin Aide IV/Admin Asst I
-2mins

↓

COMPLETE? — NO → **Return to end-user**
-AA I

YES ↓

Assign Control number for FETS
-Admin Aide IV/Admin Asst I
-1min

↓

Approval of accomplished FETS form
-Admin Aide IV/Admin Asst I
-1min

↓

DISPOSAL? → **For transfer of equipment and furniture -**
Admin Aide IV/Admin Asst I/AO V
-2mins

Within the office | Outside the office

Disposal branch

Retrieval of returned item with PAR and ICS
-Admin Aide IV/Admin Asst I
-2mins

↓

Cancellation of PAR and ICS
-Admin Aide IV/Admin Asst I
-2mins

↓

Updating of PPE/ICS database
-Admin Aide IV/Admin Asst I
-2mins

↓

Endorse serviceable items for storage and disposal
-Admin Aide IV/Admin Asst I
-2mins

↓

Storage of items to be disposed
-Admin Aide IV/Admin Asst I
-2mins

Within the office branch

Cancellation of old PAR/ICS
-Admin Aide IV/Admin Asst I/AO V
-2mins

↓

Updating of PPE/ICS database
-Admin Aide IV/Admin Asst I/AO V
-2mins

↓

Processing of new PAR
-Admin Aide IV/Admin Asst I/AO V
-2mins

↓

Approval of new PAR/ICS
-Admin Aide IV/Admin Asst I/AO V
-2mins

↓

Issuance of Property Sticker
-Admin Aide IV/Admin Asst I/AO V
-2mins

↓

Securing 2 copies of FETS, PAR & ICS

Outside the office branch

Retrieval of returned item with PAR and ICS
-Admin Aide IV/Admin Asst I
-2mins

↓

Cancellation of old PAR/ICS
-Admin Aide IV/Admin Asst I
-2mins

↓

Updating of PPE/ICS database
-Admin Aide IV/Admin Asst I
-2mins

↓

Accomplishment of new PAR/ICS
-Admin Aide IV/Admin Asst I
-2mins

↓

Approval of new PAR/ICS
-Admin Aide IV/Admin Asst I
-2mins

↓

Issuance of sticker and item to new end user
-Admin Aide IV/Admin Asst I
-2mins

↓

Securing 2 copies of FETS, PAR & ICS

BUSINESS PROCESS AND REQUIREMENTS ANALYSIS
Minimum Deliverable: ISSUANCE OF FURNITURE AND EQUIPMENT TRANSFER SLIP (FETS)

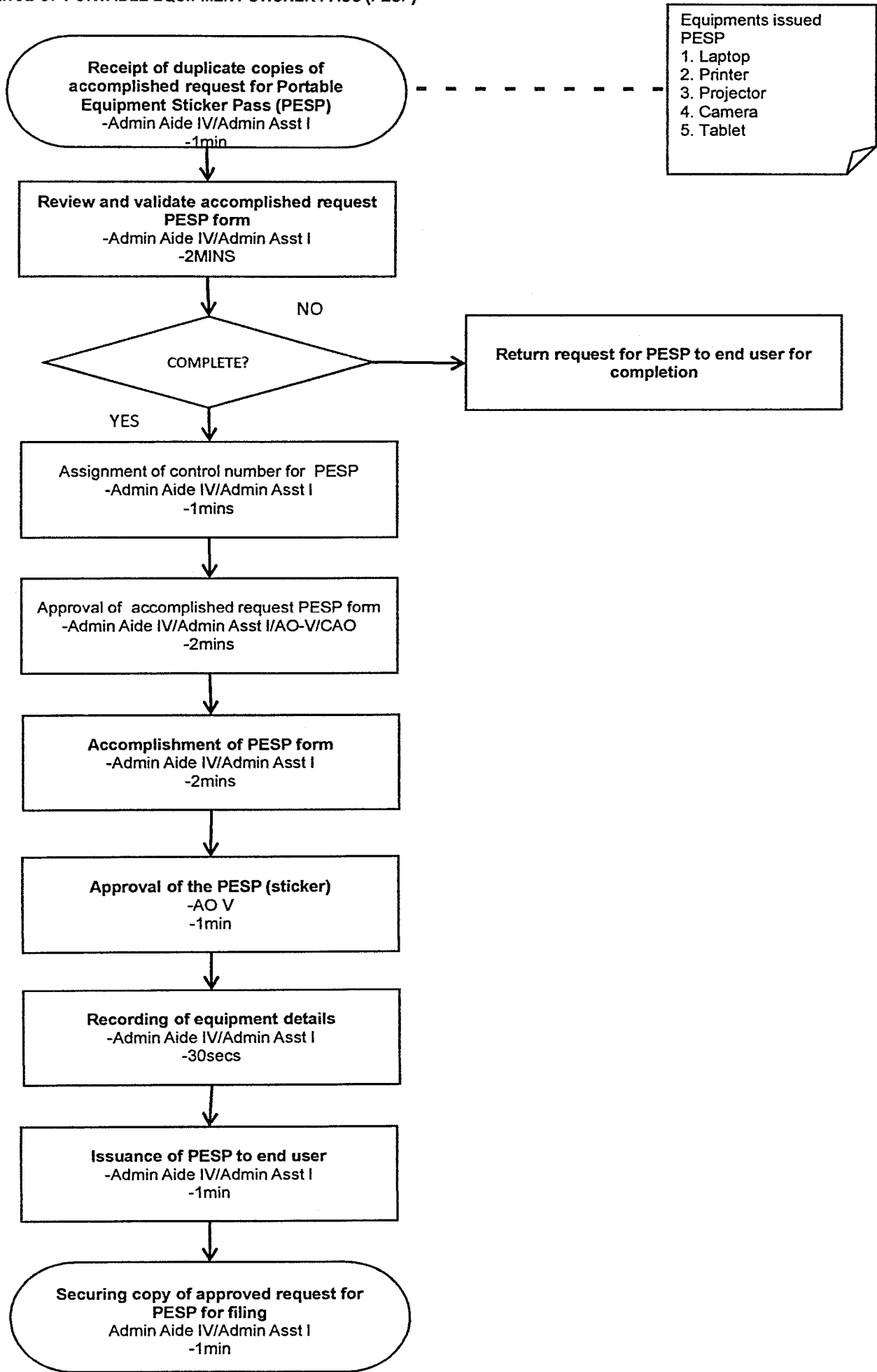| [1] No.	[2] Task	[3] Responsible Person	[4] Time Frame	[5] Output	[6] Policy	[7] Application	[8] Material/Infra	[9] Competency	[10] Remarks
	[A] PROCESSES					**[B] REQUIREMENTS**			
1.	Receipt of triplicate copies of accomplished Furniture and Equipment Transfer Slip (FETS) from end user	Admin Aide IV/Admin Asst. I	1minutes	Recorded in the incoming logbook	AO#6 Series of 2017	None	Logbook	Clerical	
2	Validate accomplished FETS form	Admin Aide IV/Admin Asst. I	2 minutes	Verified equipment for transfer	AO#6 Series of 2017	None	Pen	Clerical	
	If not complete, Return to end user If complete, proceed to task no 3.								
3	Assign Control number for FETS	Admin Aide IV/Admin Asst. I	1 minutes	Recorded in the Logbook	AO#6 Series of 2017	None	Logbook Stamp pad & numberer	Clerical	
4	Approval of accomplished FETS form	Admin Aide IV/Admin Asst. I	1 minutes	Processed FETS / Approved FETS	AO#6 Series of 2017	None	Logbook	Clerical	
	If for disposal proceed to task No 5. If for transfer proceed to task No 6 and 7								
5	For disposal: 5.1 Retrieval of returned item with PAR and ICS	Admin Aide IV/Admin Asst. I	2 minutes	Receipt of items	AO#6 Series of 2017	None	Stamp Pad & File Folder	Clerical	
	5.2 Cancellation of PAR and ICS	Admin Aide IV/Admin Asst. I	2 minutes	Cancelled PAR/ICS	AO#6 Series of 2017	None	Stamp Pad & File Folder	Clerical	
	5.3 Updating of PPE/ICS database	Admin Aide IV/Admin Asst. I	2 minutes	Updated database	AO#6 Series of 2017	MS Access	Computer	Clerical	
	5.4 Endorse serviceable items for storage and disposal	Admin Aide IV/Admin Asst. I	2 minutes	Endorsement form PAR/ICS	AO#6 Series of 2017	None	Stamp Pad,pen & File Folder	Clerical	
	5.5 Storage of items to be disposed	Admin Aide IV/Admin Asst. I	2 hours	Filled/stored items	AO#6 Series of 2017	None	Storage area	Clerical	
6	For transfer of equipment and furniture within office 6.1. Cancellation of old PAR/ICS	Admin Asst. I	2 minutes	Cancelled PAR/ICS	AO#6 Series of 2017	None	Stamp Pad & File Folder	Clerical	
	6.2 Updating of PPE/ICS database	Admin Aide IV	2 minutes	Updated database	AO#6 Series of 2017	MS Access	Computer	Clerical	
	6.3 Processing of new PAR	Admin Aide IV	2 minutes	Assignment of New PAR	AO#6 Series of	None	PAR form, pen	Clerical	

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
PROPERTY, ASSETS & SUPPLY MANAGEMENT SECTION

"Monitoring and Evaluation Workshop on the Preparation of
Business Process and Requirements Analysis (BPRA) and Process Flow Chart"

[1] No.	[2] Task	[A] PROCESSES			[B] REQUIREMENTS				[10] Remarks
		[3] Responsible Person	[4] Time Frame	[5] Output	[6] Policy	[7] Application	[8] Material/Infra	[9] Competency	
	6.4 Approval of new PAR/ICS	AO V	2 minutes	Approved PAR/ICS	AO#6 Series of 2017	None	Pen, forms	Clerical	
	6.5 Issuance of PIS/SEE sticker	Admin Aide IV	2 minutes	Issued PIS/SEE sticker	AO#6 Series of 2017	None	Pen	Clerical	
7	For transfer of equipment and furniture & other office equipment								
	7.1 Retrieval of returned item with PAR and ICS	Admin Aide IV	2 minutes	Accomplished proper documentation for movement of property	AO#6 Series of 2017	None	Stamp Pad & File Folder	Clerical	
	7.2 Cancellation of old PAR/ICS	Admin Asst. I	2 minutes	Cancelled PAR/ICS	AO#6 Series of 2017	None	Stamp Pad & File Folder		
	7.3 Updating of PPE/ICS database	Admin Aide IV	2 minutes	Updated database	AO#6 Series of 2017	None	Computer		
	7.4 Accomplishment of new PAR/ICS	Admin Aide IV	2 minutes	Accomplished new PAR/ICS	AO#6 Series of 2017	None	Pen, forms		
	7.5 Approval of new PAR/ICS	Admin Aide IV	2 minutes	Approved PAR/ICS	AO#6 Series of 2017	None	Pen, forms		
	7.6 Issuance of sticker and item to new end user	Admin Aide IV	2 minutes	Issued new sticker	AO#6 Series of 2017	None	Pen,		

ISSUANCE OF PORTABLE EQUIPMENT STICKER PASS (PESP)

Receipt of duplicate copies of accomplished request for Portable Equipment Sticker Pass (PESP)
-Admin Aide IV/Admin Asst I
-1min

Equipments issued PESP
1. Laptop
2. Printer
3. Projector
4. Camera
5. Tablet

Review and validate accomplished request PESP form
-Admin Aide IV/Admin Asst I
-2MINS

COMPLETE?

NO → **Return request for PESP to end user for completion**

YES

Assignment of control number for PESP
-Admin Aide IV/Admin Asst I
-1mins

Approval of accomplished request PESP form
-Admin Aide IV/Admin Asst I/AO-V/CAO
-2mins

Accomplishment of PESP form
-Admin Aide IV/Admin Asst I
-2mins

Approval of the PESP (sticker)
-AO V
-1min

Recording of equipment details
-Admin Aide IV/Admin Asst I
-30secs

Issuance of PESP to end user
-Admin Aide IV/Admin Asst I
-1min

Securing copy of approved request for PESP for filing
Admin Aide IV/Admin Asst I
-1min

"Monitoring and Evaluation Workshop on the Preparation of
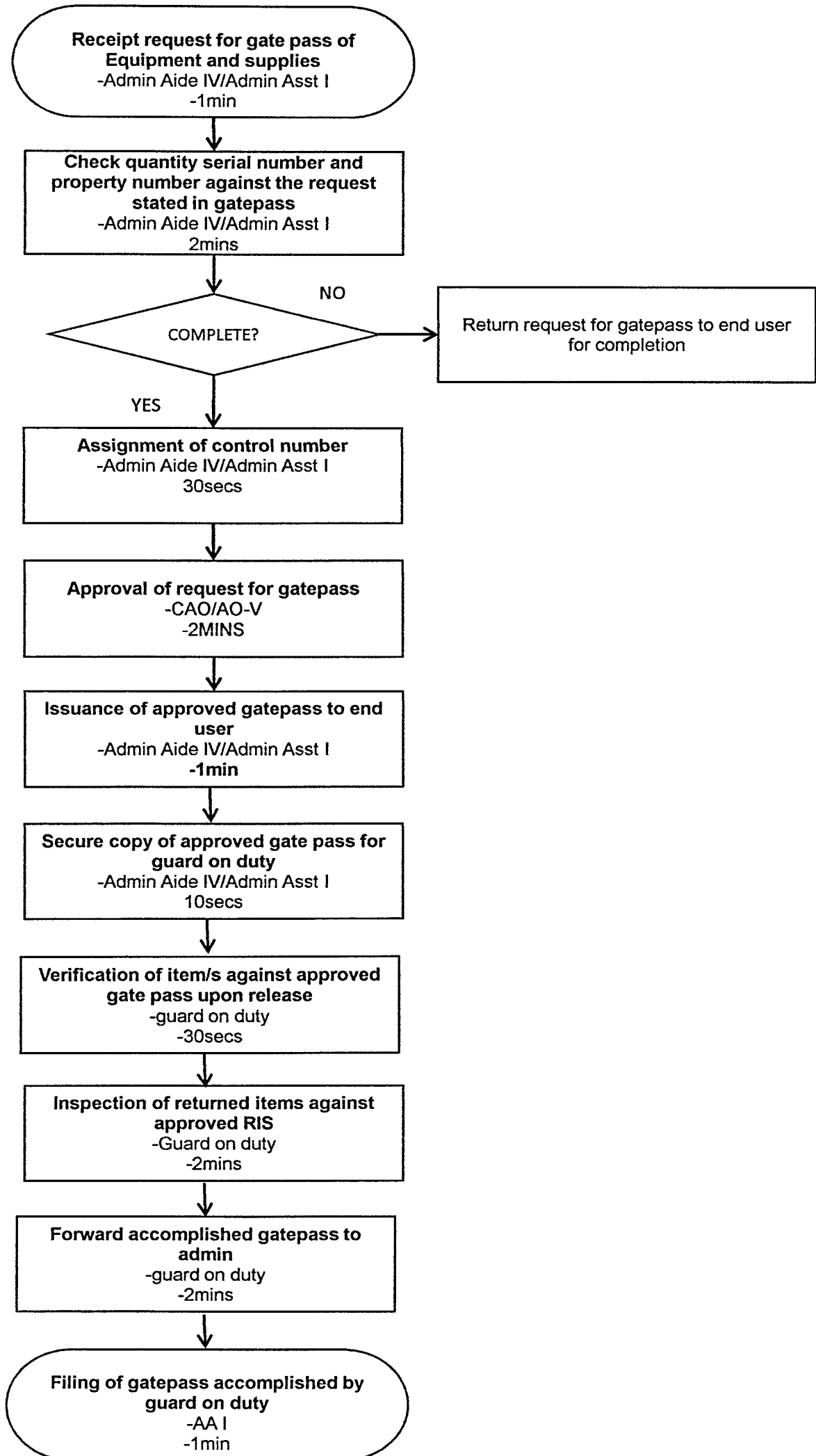Business Process and Requirements Analysis (BPRA) and Process Flow Chart"

BUSINESS PROCESS AND REQUIREMENTS ANALYSIS
Minimum Deliverable: ISSUANCE OF PORTABLE EQUIPMENT STICKER PASS (PESP)

[1] No.	[2] Task	[3] Responsible Person	[4] Time Frame	[5] Output	[6] Policy	[7] Application	[8] Material/Infra	[9] Competency	[10] Remarks
		[A] PROCESSES				[B] REQUIREMENTS			
1	Receipt of duplicate copies of accomplished request for Portable Equipment Sticker Pass (PESP)	Admin Aide IV/Admin Asst. I	1min	Recorded in the incoming logbook	AO#6 Series of 2017	MS Excel	Logbook	Clerical	
2	Review and validate accomplished request PESP form	Admin Aide IV/Admin Asst. I		Verified completeness of information as stated in the request	AO#6 Series of 2017	None	File folder	Clerical	
	If Not Complete, Return to end user for completion.	Admin Aide IV/Admin Asst. I	2 mins						
	If Complete, proceed to Task No.3								
3	Assignment of control number for PESP	Admin Aide IV/Admin Asst. I	1 min	Processed PESP	AO#6 Series of 2017	None	Pen/Logbook numberer	Clerical	
4	Approval of accomplished request PESP form	Admin Aide IV/Admin Asst. I/AO-V/CAO	2mins	Approved PESP	AO#6 Series of 2017	None	File Folder	Clerical	
5	Accomplishment of PESP form	Admin Aide IV/Admin Asst. I	2mins	Printed Sticker	AO#6 Series of 2017	None	Printer	Clerical	
6	Approval of the PESP (sticker)	AO V	1 min	Issued/pasted sticker in the subject equipment	AO#6 Series of 2017	None	Logbook, sticker paper	Clerical	
7	Recording of equipment details	Admin Aide IV/Admin Asst. I	30Seconds	Recorded accomplished PESP	AO#6 Series of 2017	None	File Folder	Clerical	
8	Issuance of PESP to end user	Admin Aide IV/Admin Asst. I	1 min	Issued PESP to end user	AO#6 Series of 2017	None	File Folder	Clerical	
9	Securing copy of approved request for PESP for filing	Admin Aide IV/Admin Asst. I	1 min	Filed copy for reference	AO#6 Series of 2017	None	File Folder	Clerical	

7

PROCESSING OF REQUEST FOR GATEPASS

Receipt request for gate pass of Equipment and supplies
-Admin Aide IV/Admin Asst I
-1min

↓

Check quantity serial number and property number against the request stated in gatepass
-Admin Aide IV/Admin Asst I
2mins

↓

COMPLETE? — NO → Return request for gatepass to end user for completion

YES

↓

Assignment of control number
-Admin Aide IV/Admin Asst I
30secs

↓

Approval of request for gatepass
-CAO/AO-V
-2MINS

↓

Issuance of approved gatepass to end user
-Admin Aide IV/Admin Asst I
-1min

↓

Secure copy of approved gate pass for guard on duty
-Admin Aide IV/Admin Asst I
10secs

↓

Verification of item/s against approved gate pass upon release
-guard on duty
-30secs

↓

Inspection of returned items against approved RIS
-Guard on duty
-2mins

↓

Forward accomplished gatepass to admin
-guard on duty
-2mins

↓

Filing of gatepass accomplished by guard on duty
-AA I
-1min

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
PROPERTY, ASSETS & SUPPLY MANAGEMENT SECTION

"Monitoring and Evaluation Workshop on the Preparation of Business Process and Requirements Analysis (BPRA) and Process Flow Chart"
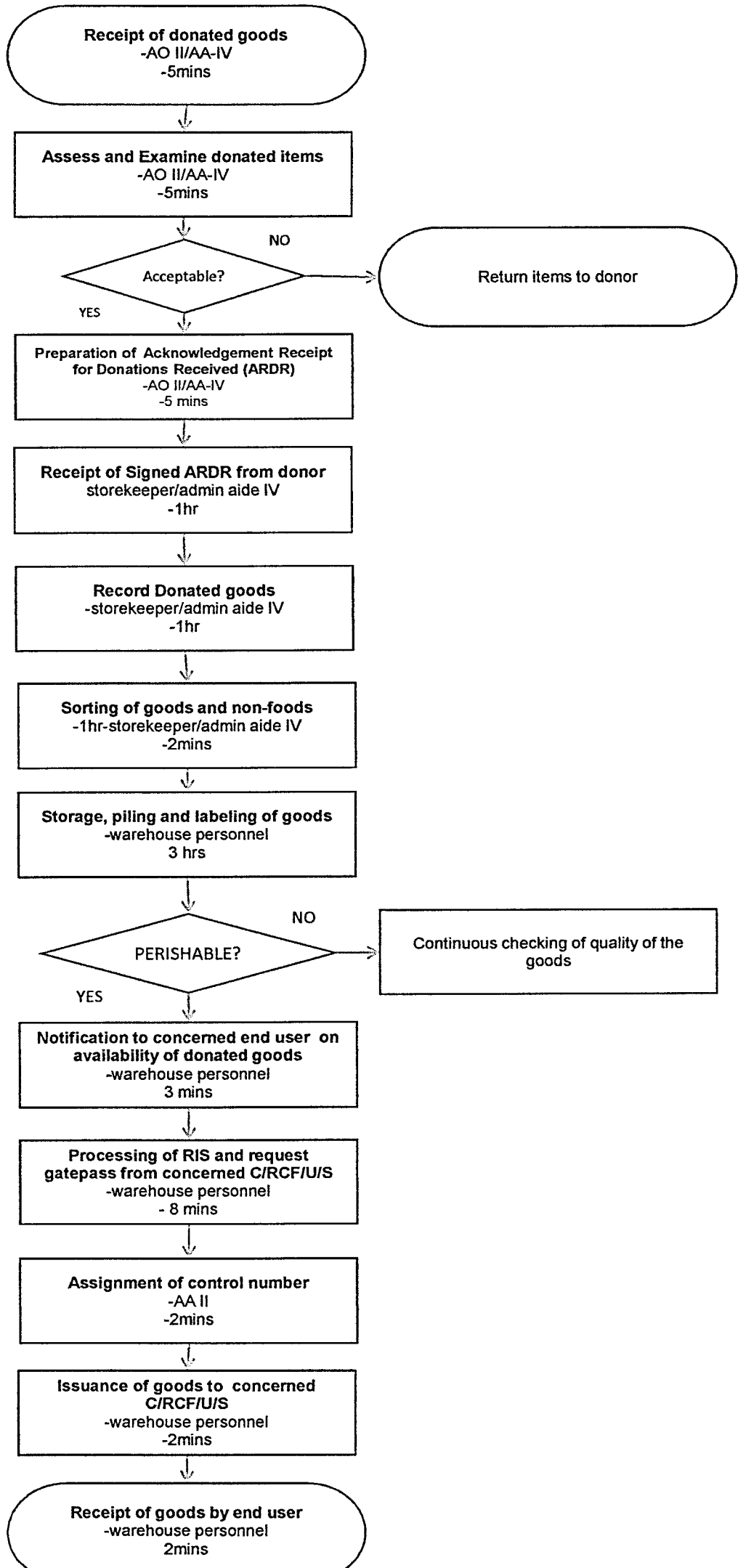
BUSINESS PROCESS AND REQUIREMENTS ANALYSIS
Minimum Deliverable: PROCESSING OF REQUEST FOR GATEPASS

[1] No.	[2] Task	[A] PROCESSES				[B] REQUIREMENTS			[10] Remarks
		[3] Responsible Person	[4] Time Frame	[5] Output	[6] Policy	[7] Application	[8] Material/Infra	[9] Competency	
1	Receipt request for gate pass of Equipment and supplies	Admin Aide IV/Admin Asst. I	1min	Filled Up Gate Pass Form	AO#6 Series of 2017	None	Gate Pass Form/Logbook	Clerical	
2	Check quantity, serial number and property number against the request stated in gate pass / If not complete, Return request of gate pass to end user for completion / If complete, proceed to task no. 3.	Admin Aide IV/Admin Asst. I	2 minutess	Verified correct gate pass content	AO#6 Series of 2017	None	None	Clerical	
3	Assignment of control number	Admin Aide IV/Admin Asst. I	30 Seconds	Assigned Number for Gate Pass	AO#6 Series of 2017	None	Stamp pad & numberer	Clerical	
4	Approval of request for gate pass	CAO/AO-V	2 minutes	Approved Gate Pass	AO#6 Series of 2017	None	Logbook	Administrative	
5	Issuance of approved gate pass to end user	Admin Aide IV/Admin Asst. I	1 min	Issued Gate Pass	AO#6 Series of 2017	None	logbook	Clerical	
6	Secure copy of approved gate pass for guard on duty	Admin Aide IV/Admin Asst. I	10 Seconds	Filed Copy	AO#6 Series of 2017	None	File Folder	Clerical	
7	Verification of item/s against approved gate pass upon release	Guard on duty	30 seconds	Equipment Allowed for gate pass	AO#6 Series of 2017	None	File Folder	Clerical	
8	Inspection of returned items against approved RIS	Guard on duty	2 minutes	Equipment allowed for entry	AO#6 Series of 2017	None	File Folder	Clerical	
9	Forward accomplished gate pass to admin	Guard on duty	2 minutes	Secured copy for tracking purposes	AO#6 Series of 2017	None	File Folder	Clerical	
10	Filing of gate pass accomplished by guard on duty	AA I	1 min	Verified returned equipment	AO#6 Series of 2017	None	File Folder	Clerical	

RECEIPT AND ISSUANCE OF DONATED GOODS

Receipt of donated goods
-AO II/AA-IV
-5mins

↓

Assess and Examine donated items
-AO II/AA-IV
-5mins

↓

Acceptable? — NO → **Return items to donor**

YES ↓

Preparation of Acknowledgement Receipt for Donations Received (ARDR)
-AO II/AA-IV
-5 mins

↓

Receipt of Signed ARDR from donor
storekeeper/admin aide IV
-1hr

↓

Record Donated goods
-storekeeper/admin aide IV
-1hr

↓

Sorting of goods and non-foods
-1hr-storekeeper/admin aide IV
-2mins

↓

Storage, piling and labeling of goods
-warehouse personnel
3 hrs

↓

PERISHABLE? — NO → Continuous checking of quality of the goods

YES ↓

Notification to concerned end user on availability of donated goods
-warehouse personnel
3 mins

↓

Processing of RIS and request gatepass from concerned C/RCF/U/S
-warehouse personnel
- 8 mins

↓

Assignment of control number
-AA II
-2mins

↓

Issuance of goods to concerned C/RCF/U/S
-warehouse personnel
-2mins

↓

Receipt of goods by end user
-warehouse personnel
2mins

"Monitoring and Evaluation Workshop on the Preparation of
Business Process and Requirements Analysis (BPRA) and Process Flow Chart"

BUSINESS PROCESS AND REQUIREMENTS ANALYSIS
Minimum Deliverable: RECEIPT AND ISSUANCE OF DONATED GOODS

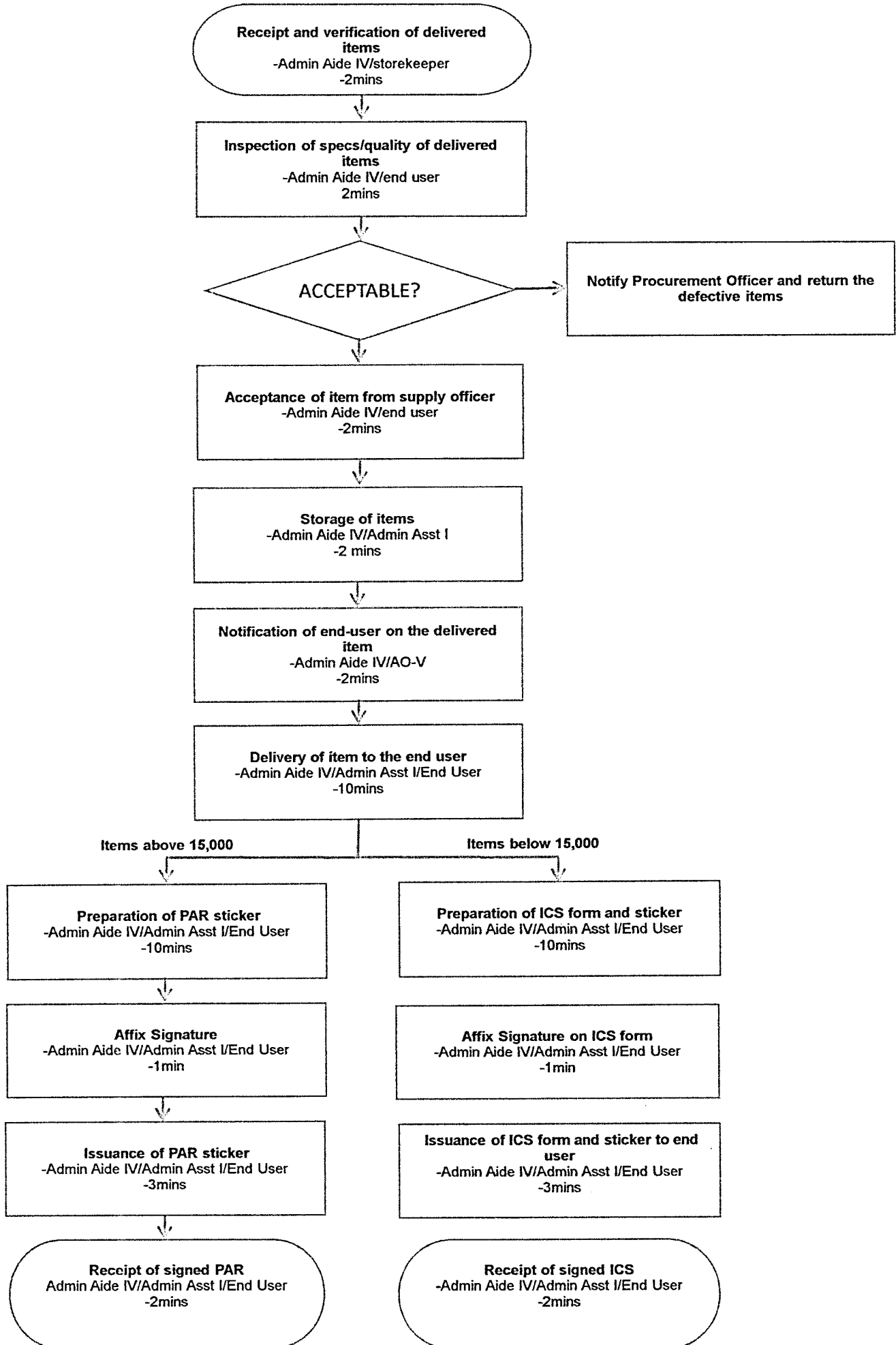| [1] | [2] | [A] PROCESSES | | | | | [B] REQUIREMENTS | | [10] |
No.	Task	[3] Responsible Person	[4] Time Frame	[5] Output	[6] Policy	[7] Application	[8] Material/Infra	[9] Competency	Remarks
1	Receipt of donated goods	AO II/AA-IV	5mins	Donated goods accepted	MC # 9 Series of 2006	none	warehouse/storage	Clerical/Technical	
2	Assess and Examine donated items	AO II/AA-IV	5mins	Assessed quality of donated items	MC # 9 Series of 2006	None	warehouse/storage & trolley	Technical	
	If No, Return the item to donor								
	If YES, proceed to Step No.3								
3	Preparation of Acknowledgement Receipt for Donations Received (ARDR)	AO II/AA-IV	5mins	Accomplished ARDR and DDA	MC # 9 Series of 2006	None	Acknowledgement Receipt for Donations Received (ARDR) and Deed of Donation (DDA) forms	Clerical/Technical	
4	Receipt of Signed ARDR from donor	storekeeper/admin aide IV	1hr	Properly receipted ARDR & DDA	MC # 9 Series of 2006	None	Acknowledgement Receipt for Donations Received (ARDR) and Deed of Donation (DDA) forms	Clerical/technical	
5	Record donated goods	storekeeper/admin aide IV	1hr	record relief supplies on logbook	Manual of Operations	None	warehouse/storage, Racks, marker	Clerical	
6	Sorting of goods and non-foods items	storekeeper/admin aide IV	2mins	updated stock cards and bin cards	Manual of Operations	None	Sacks/Plastic bags	Physical and mental ability	
7	Storage, piling and labeling of goods	warehouse personnel	2hrs	labeled donations-in-kind accordingly	Manual of Operations	None	Racks/Pallet	Clerical	
	Perishable? If No, Continuous checking of quality of goods								
	If Yes, proceed to Step 8								
8	Notification to concerned end user on availability of donated goods	warehouse personnel	3hrs	Informed concerned end user for issuance	Manual of Operations	None	Racks	Clerical	

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DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
PROPERTY, ASSETS & SUPPLY MANAGEMENT SECTION

"Monitoring and Evaluation Workshop on the Preparation of
Business Process and Requirements Analysis (BPRA) and Process Flow Chart"

	[A] PROCESSES					[B] REQUIREMENTS			
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]
No.	Task	Responsible Person	Time Frame	Output	Policy	Application	Material/Infra	Competency	Remarks
9	Processing of RIS and request gatepass from concerned C/RCF/U/S	warehouse personnel	8hrs	Prepared documents for issuance	Manual of Operations	None	Paper and Pen	Clerical	
10	Assignment of control number	AA I	2 mins	Numbered RIS	Manual of Operations	None	Stamp pad	Clerical	
11	Issuance of goods to concerned C/RCF/U/S	warehouse personnel	5 mins	Released Goods to end user / requesting party	Manual of Operations	None	File Folder	Clerical	
12	Receipt of goods by end user	warehouse personnel	5 mins	Updated Stock Cards/bin cards	Manual of Operations	None	Stock cards/bin cards	Clerical	

ACCEPTANCE AND ISSUANCE OF PROPERTY ACKNOWLEDGMENT RECEIPT (PAR) & INVENTORY CUSTODIAN SLIP (ICS) for PROCURED AND DONATED ITEMS

Receipt and verification of delivered items
-Admin Aide IV/storekeeper
-2mins

↓

Inspection of specs/quality of delivered items
-Admin Aide IV/end user
2mins

↓

ACCEPTABLE? → **Notify Procurement Officer and return the defective items**

↓

Acceptance of item from supply officer
-Admin Aide IV/end user
-2mins

↓

Storage of items
-Admin Aide IV/Admin Asst I
-2 mins

↓

Notification of end-user on the delivered item
-Admin Aide IV/AO-V
-2mins

↓

Delivery of item to the end user
-Admin Aide IV/Admin Asst I/End User
-10mins

Items above 15,000 | **Items below 15,000**

↓ | ↓

Preparation of PAR sticker
-Admin Aide IV/Admin Asst I/End User
-10mins

Preparation of ICS form and sticker
-Admin Aide IV/Admin Asst I/End User
-10mins

↓ | ↓

Affix Signature
-Admin Aide IV/Admin Asst I/End User
-1min

Affix Signature on ICS form
-Admin Aide IV/Admin Asst I/End User
-1min

↓ | ↓

Issuance of PAR sticker
-Admin Aide IV/Admin Asst I/End User
-3mins

Issuance of ICS form and sticker to end user
-Admin Aide IV/Admin Asst I/End User
-3mins

↓ | ↓

Receipt of signed PAR
Admin Aide IV/Admin Asst I/End User
-2mins

Receipt of signed ICS
-Admin Aide IV/Admin Asst I/End User
-2mins

ACCEPTANCE AND ISSUANCE OF PROPERTY ACKNOWLEDGMENT RECEIPT (PAR) & INVENTORY CUSTODIAN SLIP (ICS) for PROCURED AND DONATED ITEMS

[A] PROCESSES						[B] REQUIREMENTS			
[1] No.	[2] Task	[3] Responsible Person	[4] Time Frame	[5] Output	[6] Policy	[7] Application	[8] Material/Infra	[9] Competency	[10] Remarks
1	Receipt and verification of delivered items	Admin Aide IV/storekeeper	2mins	Recorded in the incoming logbook	AO#6 Series of 2017	None	Logbook/ Stamp pad	Clerical	
2	Inspection of specs/quality of delivered items	Admin Aide IV/end user	2 mins	Verified completeness of endorsed / received equipment	AO#6 Series of 2017	None	File folder	Clerical	
	Acceptable? If NO, Notify the procurement & supplies and Return defective items								
3	If YES, Accept the delivered items / Acceptance of delivered items	Supply Officer							
4	Storage of items	Admin Aide IV/Admin Asst I	2 mins	Safe kept the equipment	AO#6 Series of 2017	None	Logbook numberer	Clerical	
5	Notification of end-user on the delivery of item	Admin Aide IV/AO-V	2mins	Copy of Distribution List	AO#6 Series of 2017	None	Pen / Printer	Clerical	
6	Delivery of item to the end user	Admin Aide	5 mins	Printed PAR	AO#6 Series of 2017	None	Computer/Printer	Clerical	
	6.1. If 15,000 above / 6.2 If 15,000 below	Admin Aide	5 mins	Printed PAR	AO#6 Series of 2017	None	Computer/Printer	Clerical	
	6.1.1 Preparation of PAR sticker	Admin Aide	5 mins	Printed PAR	AO#6 Series of 2017	None	Computer/Printer	Clerical	
	6.1.2 Affix Signature	Admin Aide	1 min	Signed PAR	AO#6 Series of 2017	None	Pen	Clerical	
	6.1.3 Issuance of PAR sticker	Admin Aide	3 min	Issued PAR	AO#6 Series of 2017	None	Pen, printed PAR/ICS	Clerical	
	6.1.4 Receipt of signed PAR	Admin Aide	1 min	Signed PAR	AO#6 Series of 2017	None	Pen, printed PAR/ICS	Clerical	
	6.2.1 Preparation of ICS form and sticker	Admin Aide	5 mins	Printed ICS	AO#6 Series of 2017	None	Computer/Printer	Clerical	
	6.2.2 Affix Signature on ICS form	Admin Aide	1 min	Signed ICS	AO#6 Series of 2017	None	Pen	Clerical	

"Monitoring and Evaluation Workshop on the Preparation of
Business Process and Requirements Analysis (BPRA) and Process Flow Chart"

[1] No.	[2] Task	[A] PROCESSES			[B] REQUIREMENTS				[10] Remarks
		[3] Responsible Person	[4] Time Frame	[5] Output	[6] Policy	[7] Application	[8] Materials/Data	[9] Competency	
	6.2.3. Issuance of ICS form and sticker to end user	Admin Aide	3 min	Issued ICS	AO#6 Series of 2017	None	Pen, printed PAR/ICS	Clerical	
	6.2.4. Receipt of signed ICS form	Admin Aide	1 min	Signed ICS	AO#6 Series of 2017	None	Pen, printed PAR/ICS	Clerical	

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