

Facilitation of Request for Relief from Property Accountability from Commission on Audit

To provide assistance to accountable officers who are requesting relief from property accountability with the Commission on Audit (COA) for lost, damaged or destroyed property under his/her. accountability

Office or Division:	Property and Supply Section - GASD			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Department of Social Welfare and Development (DSWD) Employees who are: DSWD employees and officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) original copy of duly accomplished and notarized Report of Loss, Stolen, Damaged and Destroyed Property (RLSDDP).		From PSAMD Office through PREMIS		
2. One (1) original copy of duly notarized Affidavit of Loss		To be prepared by the client without any prescribed format		
3. One (1) original copy of duly notarized Joint Affidavit of Two (2) Disinterested Person.				
4. One (1) original copy of Police Report				
5. One (1) original copy Comments of the Head Cluster				
6. One (1) original copy of Certification from Competent Authority on the Destruction brought by Natural Calamity and Insurgency.				
7. One (1) original copy of Inspection Report of Damaged Property.				
8. One (1) photocopy of Property Acknowledgement Receipt (PAR)/Inventory Custodian Slip (ICS)		From Property and Supply Section - GASD Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Processing of Request for Relief				

<p>1. Submit copy of notarized Report of Lost, Stolen, Damaged or Destroyed Property (RLSDDP) with proof of receipt by the Commission on Audit (COA) and/or request for relief duly endorsed by the Head of Office, Bureaus, and Services (HOBS) / Head of Offices, Divisions, and Sections (HODS) concerned.</p>	<p>1.1 The property personnel receive the request for relief with attachments. Review if the submitted request has complete documentary requirements as provided for under Sec. 6.9 of AO 6, s. 2017.</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Mr. Louel A. Soliva AO V – Property and Supply Section</i></p>
	<p>2.1 Property personnel shall verify if the property is already tagged in PREMIS as lost/damaged/destroyed; If not, tag property as lost under the module RLSDDP/RLSDD SP.</p> <p>2.1.2 If not complete: prepare a reply Memorandum to the accountable officer thru the HOBS to require submission of the identified lacking document/s.</p> <p>2.1.3 If complete, proceed to the next step</p>	<p>None</p>	<p>2 hours</p>	<p><i>Mr. Louel A. Soliva AO V – Property and Supply Section</i></p>
<p>Processing of Request for Relief</p>				
<p>1. Submit copy of notarized Report of Lost, Stolen, Damaged or Destroyed Property (RLSDDP) with proof of receipt by the Commission on Audit (COA) and/or request for relief duly</p>	<p>1.1 The property personnel receive the request for relief with attachments. Review if the submitted request has complete documentary requirements as</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Mr. Louel A. Soliva AO V – Property and Supply Section</i></p>

<p>endorsed by the Head of Office, Bureaus, and Services (HOBS) / Head of Offices, Divisions, and Sections (HODS) concerned</p>	<p>provided for under Sec. 6.9 of AO 6, s. 2017.</p>			
	<p>1.2 Property personnel shall verify if the property is already tagged in PREMIS as lost/damaged/destroyed; If not, tag property as lost under the module RLSDDP/RLSDD SP.</p>	None	2 hours	<p><i>Mr. Louel A. Soliva AO V – Property and Supply Section</i></p>
	<p>1.3 If not complete: prepare a reply Memorandum to the accountable officer thru the HOBS to require submission of the identified lacking documentary requirement/s. The Memorandum shall be signed by the Administrative Service Director/ Administrative Division Chief</p>			
	<p>1.4 If complete, proceed to the next step</p>			
	<p>1.5 Prepare recommendation/ comments addressed to COA, copy furnished the Accountable Officer and HOBS concerned, to be signed by the Undersecretary for GASSG/Regional Director</p>	None	5 days	<p><i>Mr. Louel A. Soliva AO V – Property and Supply Section</i></p>
<p>1.6 The Administrative Service Director and Head/ Administrative Division Chief and</p>	<p><i>Mr. Louel A. Soliva AO V – Property and Supply Section</i></p>			

	Head of Property Office shall affix his/her initial on the draft Recommendation/ Comment;			<p style="text-align: center;"><i>Mr. Louel A. Soliva AO V – Property and Supply Section</i></p>
	1.7 The draft Recommendation/ Comment shall be properly endorsed by the aforementioned officials, with sufficient information as to the compliance of the Request to all the documentary requirements			
	1.8 Property personnel shall submit the original copy to COA and photocopy to the Accountable Officer and HOBS/HODS concerned.			
Provision of Technical Assistance upon Receipt of COA Decision				
1. Forward copy of COA decision on the request for relief from property accountability	1.1 Property personnel will receive copy of COA decision on the accountable officer's Request for Relief from Property Accountability	None	5 minutes	<p style="text-align: center;"><i>Mr. Louel A. Soliva AO V – Property and Supply Section</i></p>
	1.2 The property personnel shall review the Decision of COA to determine the appropriate assistance to be provided to the accountable officer, as follows:	None	3 days	<p style="text-align: center;"><i>Mr. Louel A. Soliva AO V – Property and Supply Section</i></p>
	If Relief is Granted 1.2.1 Prepare Memorandum to Finance Office endorsing the			

	<p>COA decision and request the dropping of the lost property from the Books of Accounts for signature of Administrative Service Director/ Administrative Division Chief in Field Office, copy furnished the Accountable Officer through the HOBS/HODS.</p>			
	<p>1.2.2 Update records/PREMIS</p>			
	<p>If Relief is Denied</p>			
	<p>1.2.3 Property personnel will prepare memorandum informing the Accountable Officer of the “Money Value” to be settled and processes for replacement or payment, as the case maybe, in accordance with the existing guidelines.</p>			
	<p>1.3 Replacement Accountable Officer to submit to Property Office through a memorandum the details of the proposed item/s with same or higher specifications as replacement to the lost property</p>			
	<p>1.4 Payment – Accountable Officer to settle/pay the “money value” of</p>			

	the lost property based on the existing COA accounting rules and guidelines			
2. For Replacement	<p>2.1 Inspect/ Validate the offered replacement item/s</p> <p>If Non-Compliant Inform the Accountable Officer of the reason/s for non-compliance and require to meet the needed requirements</p> <p>If Compliant Proceed to next step</p>	None	4 hours	<p><i>Mr. Louel A. Soliva</i> <i>AO V – Property and Supply Section</i></p>
	<p>2.2 Once the replacement unit is compliant with the approved recommendation, the Property Personnel shall:</p> <p>a. Accept replacement unit upon concurrence of COA Representative</p> <p>b. Prepare necessary documentation/update record in PREMIS</p> <p>c. Prepare Memorandum to Finance and Management Service (FMS)/Finance and Management Division (FMD) and COA on the acceptance of offered replacement items for reference and</p>			

	recording in the Books of Accounts			
3. For Reimbursement Request for Assistance for securing the Order of Payment from Accounting Division/Accounting Section and pay the money value of the lost property in accordance with the approved recommendation Upon receipt of the Official Receipt (OR), forward original copy to property office for facilitation of cancellation of property accountability in the property records	3.1 The accountable officer, through the assistance of property personnel, shall secure from the Accounting Division/Section an Order of Payment and pay to the Cash Division/Section the Money Value of the lost property in accordance with the approved recommendation. 3.2 Upon completion of the process, the Property Personnel shall secure feedback from the client/accountable officer through the prescribed customer feedback form	None	5 minutes	<i>Mr. Louel A. Soliva</i> <i>AO V – Property and Supply Section</i>
TOTAL	For Replacement	NONE	3 days, 8 hours, 10 minutes	
	For Reimbursement		3 days, 2 hours, 10 minutes	