

Facilitation of Request for Relief from Property Accountability through Reimbursement/ Replacement

When the lost, damaged and destroyed property issued to employees was due to other circumstance other than force majeure, theft/robbery and fire (whereas lost may be credited), the Accountable Officer can request for the replacement or reimbursement of the money value of the lost property or payment of cost of repair of the damaged property, within thirty (30) days from the occurrence of loss.

Office or Division:	Administrative Service – Property and Supply Section (AS-PSS)			
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		
One (1) copy of duly accomplished Report of Loss, Stolen, Damaged and Destroyed Property (RLSDDP), with proof of submission to COA		From AS-PSS through PREMIS		
One (1) original copy of Memorandum requesting reimbursement/replacement of item lost signed by the Regional Director		To be prepared by the Client without any prescribed format		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit copy of Memorandum signed by the Regional Director/Head of OBSU with attached RLSDDP to COA	1.1 Record the request in the logbook. Forward request to AS-GASD CAO	None	5 minutes	<i>Mr. Louel A. Soliva AO V – Property and Supply Section</i>
	1.2 Review the Request and RLSDDP		5 minutes	<i>Mr. Kharl T. Aman Chief Administrative Officer - GASD</i>
	1.3 Assign the request to concerned Technical Staff		2 hours	<i>Mr. Louel A. Soliva AO V – Property and Supply Section</i>
	1.4 Review the Request. If not complete - Return to Accountable Officer for Compliance If complete – Prepare Memorandum on the recommendation			

	<p>relative to request signed by the Regional Director</p> <p>Prepare Memorandum for Accountable Officer informing the approval of the request for Reimbursement/ Replacement of Lost Property.</p>			
<p>2. Submit compliance on the approved recommendation of settlement.</p>	<p>2.1 Reimbursement</p> <p>Assist the Accountable Office for the Issuance of Order of Payment from Accounting Division.</p> <p>Assist the Accountable Officer for the issuance of Official Receipt of Cash Division for the payment.</p> <p>Update PREMIS as to the settlement of property accountability made</p> <p>Replacement Inspection of the offered replacement item.</p> <p>If not compliant – Return the item/s to Accountable Officer for compliance.</p> <p>If compliant – Update record in PREMIS</p>			



Department of Social Welfare and Development

Field Office - National Capital Region

	Prepare Memorandum to FMS and COA on the acceptance of offered replacement items for reference and recording in the Books of Account.			
TOTAL		NONE	3 hours, 10 minutes	