

Issuance of Gate Pass for Properties for Repair/ Replacement/ Transfer/ Disposal/ Other Modes of Disposition

Issued for properties which are to be brought outside of DSWD premises for repair or replacement by the supplier and for properties that are to be disposed through sale/transfer/other mode of disposition.

Office or Division:	Property and Supply Section – General Administrative Services Division	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen; G2G - Government to Government; G2B - Government to Business Entities	
Who may avail:	Property and Supply Custodian	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Three (3) original copies of duly accomplished Gate Pass		To be prepared by the concerned Office's Designated Property and Supply Custodian (DPSC) through the Property Records and Equipment Monitoring Inventory System (PREMIS)
2. Property/ies to be brought outside the DSWD premises		To be prepared by the DPSC of concerned Office without any prescribed format
<u>In the absence of the authorized signatory secure any of the following:</u>		
1. Signed by the personnel authorized to sign in behalf of the authorized signatory – with attached one (1) photocopy of Special Order (SO) for order of succession		Records and Archives Management Division (RAMD)
2. Digitally signed using the PNPKI registered digital signature		Digital signature of: <ul style="list-style-type: none"> • Authorized signatory or; • Authorized representative with attached 1 photocopy of SO for order of succession;
3. Printed copy of email using the official DSWD email account allowing the property to be brought outside DSWD premises		From the: <ul style="list-style-type: none"> • Authorized signatory or; • Authorized representative with attached 1 photocopy of SO for Order of succession
<u>Properties for repair/replacement attach:</u>		
1. 1 photocopy of pull-out slip indicating the name of person who will bring out the property or authorization letter		Issued by the supplier/contractor
2. 1 photocopy of Technical Assistance Report		From concerned DSWD Office (IT Equipment – ICTMS/RICTMU; Motor Vehicle, Office Equipment, Furniture and Fixtures – GSD/GSS; Maintenance Equipment – BGMD/GSS)
3. 1 photocopy of approved Purchase Order (PO) or Purchase Request (PR)		Procurement Management Service (PMS)
4. 1 photocopy of PAR/ICS if property is under warranty		From the accountable personnel

5. 1 photocopy of government issued ID and company ID of client or representative	From supplier or representative			
<u>For loaned properties to be returned to supplier attach:</u>				
1. 1 photocopy of pull-out slip indicating the name of person who will bring out the property or authorization letter	Issued by the supplier/contractor			
2. Personal Property Item Pass Slip (PPIPS) and/or delivery or acknowledgement receipt	Issued by the Security Personnel upon entry of the property, from supplier or contractor			
3. 1 photocopy of government issued ID and company ID of client or representative	From supplier or representative			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End User request and submit accomplished Gate Pass.	1.1 Property personnel shall receive and review submitted duly accomplished gate passes and attachments vis-à-vis property presented.	None	3 minutes	<i>Mr. Louel A. Soliva AO V – Property and Supply Section</i>
	1.2 The property personnel shall review if the Gate Pass is complete and with attachments (PIIP and other supporting documents)		5 minutes	<i>Mr. Louel A. Soliva AO V – Property and Supply Section</i>
	1.2.1 Complete/ Duly Accomplished: Update PREMIS through scanning the barcode of the Gate Pass to record the time of receipt of request and endorse the same to the Heads of Property Office for approval			
1.2.2 Incomplete/ with discrepancy:				

	<p>Return the Gate Pass to the requestor/ DPSC for proper accomplishment.</p>			
	<p>1.3 The Head Property Office shall approve the Gate Pass (from 8:00 A.M. to 4:00 P.M)</p>		<p>2 minutes</p>	<p><i>Mr. Louel A. Soliva AO V – Property and Supply Section</i></p>
	<p>1.4 The property personnel shall scan the Gate Pass barcode to record the time of approval.</p>		<p>2 minutes</p>	<p><i>Mr. Louel A. Soliva AO V – Property and Supply Section</i></p> <p><i>Ms. Cherilyn Cauan SAO - PSS</i></p> <p><i>Mr. Kharl T. Aman CAO – GASD</i></p>
	<p>1.5. The property staff shall provide the customer feedback form to the requesting party for the service provided.</p>			<p><i>Mr. Louel A. Soliva AO V – Property and Supply Section</i></p> <p><i>Ms. Cherilyn Cauan SAO - PSS</i></p> <p><i>Mr. Kharl T. Aman CAO – GASD</i></p>
	<p>1.5.1 Forward copy of the approved Gate Pass to:</p> <ul style="list-style-type: none"> a. Original copy – Security Guard b. Duplicate copy – Person who shall bring the equipment out of DSWD premises to present to Security Guard 		<p>5 minutes</p>	<p><i>Mr. Louel A. Soliva AO V – Property and Supply Section</i></p>

	On-Duty/ Property Officer c. Triplicate – Property Office copy			
2. Present property together with the duplicate copy of the approved Gate Pass to the security guard	2.1 Review the presented property vis-à-vis the duplicate copy of the approved Gate Pass With discrepancy Return gate pass to the person who shall take the equipment out of DSWD premises and instruct the latter to secure a new gate pass reflecting the correct details of the property to be brought Without discrepancy Security Guard On-Duty shall sign the original and duplicate copy of the gate pass, return the signed duplicate copy to the client	None	15 minutes	<i>Mr. Louel A. Soliva</i> <i>AO V – Property and Supply Section</i> <i>Mr. Kharl T. Aman</i> <i>CAO – GASD</i>
	2.2 Scan the barcode of the Gate Pass to record the time when the property was brought outside the DSWD in PREMIS.			
	2.3 Surrender the original copy of the gate pass to		5 minutes	

	<p>the Property, Supply, and Asset Management Division (PSAMD)/Property and Supply Section (PSS).</p> <p>The Security Guard shall return the copy of the gate pass upon return of the equipment brought outside the DSWD premises for monitoring purposes.</p>			
	<p>2.4 File gate pass for safekeeping and future reference.</p>		<p>6 minutes</p>	
TOTAL		NONE	43 minutes	