

Issuance of Property Clearance for Separated Officials and Employees

Property Clearance is issued to DSWD employees who are retired/transferred to another government agency/detail separation from the service, promotion/reassignment/transfer from one organizational unit within the Department. Approved Property Clearance shall be issued immediately upon cancellation of property accountability.

Office or Division:	Administrative Service – Property and Supply Section (AS-PSS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Department of Social Welfare and Development (DSWD) Employees who are: <ol style="list-style-type: none"> 1. Resigned 2. Transferred to other Government Offices 3. Non-renewal of Contract 4. Terminated 5. Retired 6. Promoted 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<u>Without Property Accountability</u>				
1. Three (3) original copies of Clearance Form and/or duly approved request for transfer / resignation / retirement		Personnel Administration Division with prescribed format from Client		
<u>With Property Accountability</u>				
1. Three (3) original copies of Clearance Form		Personnel Administration Division (PAD) with prescribed format		
2. One (1) Original Copy of Duly Accomplished Furniture and Equipment Transfer Slip (FETS) to transfer/turnover of property accountabilities		To be prepared by the Office's Designated Property and Supply Custodian (DPSC) through the Property Records and Equipment Monitoring Inventory System (PREMIS)		
3. Duly signed PAR/ICS for transferred property accountability		Submitted by the personnel applying for property clearance with signature of the new end user		
<u>In Case of Lost:</u>				
1. With request for relief from property accountability due to loss - one (1) copy of COA decision		DSWD Commission on Audit without prescribed format		
2. With request for replacement / reimbursement of lost property - One (1) photo copy of request for replacement approved by the Undersecretary for General Administration and Support Services Group (GASSG)		Property Supply and Asset Management Division (PSAMD) without prescribed format		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit three original copies of the clearance form issued by the Personnel Administration Section (PAS) and/or duly approved	1.1 Receive Three original copies of clearance issued PAD/PAS and/or duly approved request for	None	15 minutes	<i>Mr. Louel A. Soliva AO V – Property and Supply Section</i>

request for transfer / resignation / retirement 2 months before the effectivity of retirement, 30 days of resignation or transfer from 8 AM to 5 PM, Mondays to Fridays except holidays	transfer / resignation / retirement and review the attached documents from 8 AM to 5 PM, Mondays to Fridays except holidays.			
	1.2 Review and validate recorded property accountability/ies on file using the Property Records and Equipment Monitoring Inventory System (PREMIS) and the individual folder of personnel if canceled.		1 day	
	1.3 If No Accountability The property personnel shall record the date of effectivity of retirement / resignation / transfer/detail of separation/date of issuance of property clearance in PREMIS and process clearance by affixing initial and forward to the Head of Property for approval. With Accountability In form the former Office of the applicant through a Memorandum on the remaining		1 day	

	accountability/ies to process its cancellation and/or request submission of other requirements/ proof of canceled Property Accountability.			
2. Submit documents and other requirements as proof of canceled property accountability and accomplish Client Satisfaction Measurement Form	2.1 The property personnel shall receive and review/validate the submitted documents and other requirements as proof of canceled property accountability.	None	4 hours	<i>Mr. Louel A. Soliva AO V – Property and Supply Section</i>
	2.2 Check the “cleared” box and affix the signature in the clearance form		10 minutes	
	2.3 The property personnel shall scan signed clearance form, record in clearance logbook/ monitoring sheet, forward to the next office concerned and administer the Client Satisfaction Measurement Form (either online or paper-based)		15 minutes	<i>Ms. Cherilyn Cauan SAO - PSS Mr. Kharl T. Aman CAO – GASD</i>
	2.4 Upload scanned signed clearance in PREMIS		15 minutes	<i>Mr. Louel A. Soliva AO V – PSS Ms. Cherilyn Cauan SAO - PSS Mr. Kharl T. Aman CAO – GASD</i>
TOTAL		NONE	2 hours	