

Issuance of Sticker Pass

Clients with portable equipment which are frequently brought outside and inside the DSWD premises may request for issuance of Portable Equipment Sticker Pass (PESP) in lieu of Gate Pass.

Unlike Gate Pass which is valid until the stated date of returned, PESP is valid from issuance or renewal until the last working day of the semester for regular / casual /contractual/co-terminus employee, the same shall apply for personal portable equipment frequently brought out by the employee until the last day of the quarter for COS workers but not beyond the last day of the contracted service.

Office or Division:	Administrative Service – Property and Supply Section			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Department of Social Welfare and Development (DSWD) Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) original copy of duly accomplished request for issuance of Portable Equipment Sticker Pass (PESP) or Personal Portable Equipment Sticker Pass (PPESP)		To be prepared by the client OBSUs' Designated Property and Supply Custodian through the Property Records and Equipment Monitoring Inventory System;		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished request for PESP	Validate submitted request if duly signed by the Head of OBSUs 1.1 Update expiration date of the sticker in PREMIS; for DSWD property with accountable person under regular / contractual / co-terminous / casual employee expiration date shall be every at the end of every semester and for COS workers, expiration date shall be by the endo of the last month of every quarter. For personal property	None	30 minutes	<i>Mr. Louel A. Soliva AO V – Property and Supply Section</i>

	<p>expiration date shall be similar to the DSWD property with regular accountable person</p> <p>1.2 Generate in PREMIS portable equipment sticker pass/PPESP and forward to AS-Property Officer for signature</p> <p>1.3 Record PESP/PPESP details in the logbook</p>			
2. Claim PESP/PPESP and present the portable property	<p>2.1 Validate presented property vis-à-vis the details of property indicated in the request for issuance of PESP/PPESP</p> <p>2.1.1 Sign PESP/PPESP</p> <p>2.2 Attach PESP/PPESP in the most visible and secure area of the property</p> <p>2.3 Present PESP /PPESP request submitted by the client for signature as received sticker</p> <p>2.4 Update PREMIS and marked sticker pass as claimed</p>	None	30 minutes	<p><i>Mr. Louel A. Soliva</i> <i>AO V – Property and Supply Section</i></p>
TOTAL		NONE	1 hour	