

Provision of Technical Assistance of Property and Supply Management

Technical Assistance is provided to Office, Bureaus, Service Unit and Field Offices in the area of Property, Asset and Warehouse Management to capacitate their designated Property Officer on the knowledge of DSWD Guidelines, Oversight Agencies Rules and Regulations on Property and Supply Management and Land Titling facilitation.

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| Office or Division: | Administrative Service – Property and Supply Section (AS-PSS) | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | DSWD C/RCFs DSWD Designated Property and Supply Custodian OBSUs | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Request for Technical Assistance - One (1) original copy. | | To be prepared by DSWD Office OBSU and Field Offices through Memorandum addressed to the Regional Director / Attention the AS-GASD Division Chief | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Forward the request for Technical Assistance indicating the specific topics and concerns to be discussed. | 1.1 Receive the request; record in the logbook for reference; inform the AS-Division Chief for the request | None | 5 minutes | <i>Mr. Louel A. Soliva AO V – Property and Supply Section</i> |
| | 1.2 Review the request. Check the availability of Technical Staff to conduct the TA and date of the activity Assign the request to concerned Technical Staff. | | 10 minutes | <i>Mr. Louel A. Soliva AO V – Property and Supply Section</i> |
| | 1.3 Technical Staff prepare reply for confirming the date of Technical Assistance. a. Prepared Special Order (If Field Office) for the period of Technical Assistance. | | 5 days | <i>Mr. Louel A. Soliva AO V – Property and Supply Section</i> |

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| | b. Prepare the needed documents and information for the conduct of Technical Assistance 1.4 Conduct Technical Assistance on the scheduled date | | 3 days | |
| 2. Accomplish the Technical Assistance Evaluation Form | 2.1 Receive the duly accomplished Technical Assistance Evaluation Form. 2.2 Consolidate the Technical Assistance Evaluation Form. Prepare Feedback Report for approval of AS-GASD Division Chief Provide copy of Feedback Report to the requestor of Technical Assistance | None | 10 minutes 5 days from returned Official station | <i>Mr. Louel A. Soliva</i> <i>AO V – Property and Supply Section</i> |
| TOTAL | | NONE | 14 days, 25 minutes | |