

## Re-issuance of Equipment and Semi-Expendable Supplies

Surrendered serviceable equipment may be requested for re-issuance to optimize the use of equipment or semi-expendable equipment or supply due to lack of equipment, lack of capital outlay and other exigencies.

<b>Office or Division:</b>	Administrative Service – Property and Supply Section (AS-PSS)			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Administrative Service – Property and Supply Section (AS-PSS)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
One (1) Original copy of memorandum requesting for issuance of property		From concerned OBSUs and personnel, interoffice memorandum format		
Two (2) Original copies of Furniture and Equipment Transfer Slip (FETS)		From AS-PSS through the Designated Property Officer of concerned OBSU		
Two (2) Original copies of Property Accountability Receipt or Inventory Custodian Slip		From the AS-PSS / PREMIS online through the Designated Property Officer of concerned OBSU		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Prepare request letter containing item specifications, quantity, purpose and to whom the equipment or semi-expendable supply shall be assigned.	1.1 Receive, review and verify the availability of request	None	1 hour	<i>Mr. Louel A. Soliva AO V – Property and Supply Section</i>
	1.2 Inform requesting OBSU of availability or non-availability of items.			
	1.3 Request approval of FETS for confirmation of transfer			
2. Process the signing of FETS of the recipient office or accountable person for the re-issuance of item or equipment	2.1 Update PREMIS and generate PAR or ICS	None	1 hour	<i>Mr. Louel A. Soliva AO V – Property and Supply Section</i>
	2.2 Transfer accountability through updating of database and issuance of PAR or ICS for reissuance of equipment/ semi-expendable supply			



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	2.3 Process the approval of PAR or ICS			
3. Confirm acceptance of item or property through signing of PAR or ICS	3.1 Physical issuance of item or equipment and filing of PAR or ICS	None	1 hour	<i>Mr. Louel A. Soliva AO V – Property and Supply Section</i>
<b>TOTAL</b>		<b>NONE</b>	<b>3 hours</b>	