

Surrender/ Turn-over of Property and Cancellation of Property Accountability

Turned over property due to its unserviceability or when the same is no longer needed by the accountable person shall be recorded in order to effect cancellation of property accountability of the client.

Office or Division:	Administrative Service – Property and Supply Section (AS-PSS)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	DSWD Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) Original Copy and 1 photo copy of duly Accomplished Furniture and Equipment Transfer Slip (FETS)		Property and Supply Custodian		
2. Actual Property for turnover		2. To be made available by the accountable person		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished FETS for turnover and property for turnover	1.1 Validate surrendered property vis-à-vis duly accomplished FETS	None	30 minutes	<i>Ms. Melanie F. Quema AO IV – General Services Section</i>
	1.2 Fill up the “inspected and received by” portion in FETS			
	1.3 Provide copy of signed FETS to the Property and Supply Custodian			
2. Updates record of surrendered items in the Property and Supply Section/ or PREMIS	2.1 Validate submitted FETS if duly signed by the concerned officials	None	30 minutes	<i>Ms. Melanie F. Quema AO IV – General Services Section</i>
	2.2 Validate FETS Request created by the Property and Supply Custodian in PREMIS vis-à-vis the submitted FETS Request			
	2.3 Approve request in PREMIS			
	2.4 Generate and print PAR if acquisition cost of property is			

	50,000.00 and above, ICS if acquisition cost is lower than 50,000.00. Sign the "received by" portion of PAR/ICS.			
	2.5 Generate and print barcode sticker and attach to the surrendered property.			
	2.6 Approve PAR/ICS		5 minutes	
	2.7 Scan approved documents and upload to PREMIS			
	2.8 Record in logbook approved FETS along with accomplished PAR or ICS		15 minutes	<i>Ms. Melanie F. Quema AO IV – General Services Section</i>
	2.9 File approved PAR/ICS and or undertaking in the respective folder of the accountable person for safekeeping			
TOTAL		NONE	1 hour, 5 minutes	