

Transfer of Property Accountability

Transfer of property accountability to another accountable person shall be processed for documentation of the actual transfer of property and issuance of new Property Acknowledgement Receipt for signature of the new accountable person to warrant cancellation of property accountability of the previous accountable person.

Office or Division:	Administrative Service – Property and Supply Section (AS-PSS)			
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 the duly accomplished Furniture and Equipment Transfer Slip (FETS)		To be prepared by the client OBSUs' Designated Property and Supply Custodian through the Property Records and Equipment Monitoring Inventory System (PREMIS)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished request for FETS	1.1 Validate submitted FETS request of duly signed concerned officials and employees	None	1 hour	<i>Mr. Louel A. Soliva AO V – Property and Supply Section</i>
	1.2 Approve request in PREMIS			
	1.3 Accomplish the “encoded by” portion in the submitted FETS request			
	1.4 Generate and print 2 copies of PAR if acquisition cost of property is 50,000.00 and above, 2 copies of ICS if acquisition cost is lower than 50,000.00 for the new accountable officer. Should the end user be COS, 2 copies of the undertaking shall be printed.			
	1.5 Generate and print barcode sticker and attach			

	to the printed PAR/ICS			
	1.6 Record in the logbook details of transfer of properties as stated in the printed PAR/ICS			
	1.7 Forward PAR/ICS to the concerned OBSUs for signature of the previous accountable person and the new accountable person			
2. Return the duly accomplished PAR/ICS and or undertaking and attach the barcode sticker to the visible and secure area of the property	2.1 Validate the returned document if accurately signed and forward to AS-PSS Property Officer for approval	None	15 minutes	<i>Mr. Louel A. Soliva AO V – Property and Supply Section</i>
	2.2 Approve duly accomplished document		5 minutes	<i>Mr. Louel A. Soliva AO V – Property and Supply Section</i>
	2.3 Provide 1 copy of approved PAR/ICS and or Undertaking to the Accountable Person/COS			
	2.4 Generate the approval of document in PREMIS			
	2.5 Scan and upload the approved PAR/ICS and or undertaking			
	2.6 File approved PAR/ICS and or undertaking in the respective folder of the accountable person for safekeeping			
TOTAL		NONE	1 hour, 50 minutes	