

**GABAY NG MAMAMAYAN _____ KAHILINGAN PARA SA PAG-IISYU NG PROPERTY ACKNOWLEDGEMENT
RECEIPT (PAR)/INVENTORY CUSTODIAN SLIP (ICS)**

**(SECSIME/CITIZEN'S CHARTER NO. _____ REQUEST FOR THE ISSUANCE OF PROPERTY
ACKNOWLEDGMENT RECEIPT (PAR)/INVENTORY CUSTODIAN SLIP (ICS))**

Opisina o Dibisyon (Office or Division):	SEKSIYON NG PAMAMAHALA NG ARI-ARIAN – DIBISYON NG PANGANGASIWA SA ARI- ARIAN AT SUPLAY-SERBISYONG PANG-ADMINISTRATIBO (PROPERTY MANAGEMENT SECTION – PROPERTY AND SUPPLY MANAGEMENT DIVISION- ADMINISTRATIVE SERVICE, DENR CENTRAL OFFICE)			
Klasipikasyon (Classification):	Simple			
Uri ng Transaksiyon (Type of Transactions):	Gobyerno sa Gobyerno (G2G-Government to Government)			
Sino ang maaaring makakuha (Who may avail of service):	Mga permanenteng Opisyal/Kawani ng Sentral na Opisina ng DENR (DENR Officials/Employees/Offices)			
TSEKLIST NG MGA KAHINGIAN (CHECKLIST OF REQUIREMENT)		SAAN KUKUNIN (WHERE TO SECURE)		
Requisition Issue Slip (RIS), Inspection and Acceptance Report (IAR), Warranty Certificate, Approved Purchase Order (PO), Approved Purchase Request (PR)		SUPPLY MANAGEMENT SECTION (SMS)- PROPERTY AND SUPPLY MANAGEMENT DIVISION-ADMINISTRATIVE SERVICE		
MGA GAGAWIN NG KLIYENTE (CLIENTS STEPS)	MGA AKSIYON NG AHENSIYA (AGENCY ACTION)	MGA BABAYARAN (FEES TO BE PAID)	PANAHOON NG PROSESO (PROCESSING TIME)	NAKATALAGANG TAUHAN (PERSONS RESPONSIBLE)

<p>1. Humiling ng pag-isyu ng Inventory Custodian Slip (ICS) at Property Acknowledgement Receipt (PAR)</p> <p>(Request for the issuance of Inventory Custodian Slip (ICS) and Property Acknowledgement Receipt (PAR))</p>	<p>1. Tatanggapin ng PMS-PSMD ang mga dokumento</p> <p>(PMS-PSMD will receive the documents)</p> <hr/> <p>1.1 Susuriin kung wasto at kumpleto batay sa tseklist ng mga dokumento, base sa talaan ng mga kahingian, itala sa logbook at i-encode sa database ang detalye ng kahilingan bago ibigay sa nakatalagang kawani</p> <p>(PMS will check the correctness and completeness of the requirements based on checklist, and records the document on the logbook or database on received documents and forwards to the focal person)</p>	<p>Wala (None)</p>	<p>15 minuto bawat dokumento (15 minute /document)</p>	<p>Data Management Officer (Receiving)/ Administrative Assistant</p>
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	<p>1.2 Susuriin ng nakatalagang kawani ang ari-arian / kagamitan kung tugma ang deskripsiyon, tatak, modelo, serial number, at iba pa batay sa mga dokumentong isinumite tulad ng IAR, Invoice Receipt /DR, PO at PR, pagkatapos ay reretratuhan ang ari-arian / kagamitan.</p> <p>(The focal person will check the property/equipment against the corresponding documents like IAR, Invoice Receipt /DR, PO/PR (description, brand, model no, serial no, etc.) then take a picture of the item/property)</p>	<p>Wala (None)</p>	<p>15 minuto bawat dokumento (15 minute /document)</p>	<p>Administrative Officer/ Administrative Assistants</p>
	<p>1.3 Kung may warranty, ipa-file ang orihinal na warranty at lakipan naman ng sertipikadong kopya ng warranty ang dokumento.</p> <p>(If with warranty, file the original warranty and attached certified copy to</p>	<p>Wala (None)</p>	<p>2 minuto (2 minutes)</p>	<p>Data Management Officer/ Administrative Assistants</p>

	the document)			
2. END USER. / Accountable Person signs the PAR/ICS (Lalagdaan ng End user/accountable person and PAR/ICS)	2.1 Ihahanda ng nakatalagang kawani ang ICS o PAR para suriin ng hepe bago i-release sa end -user (Focal person prepares the ICS/PAR and forward to Chief PAU for checking before releasing to end - user)	Wala (None)	10 minuto bawat dokumento (10 minutes/ document)	Administrative Assistant III/ Focal persons
	2.2 Lalagdaan ang ICS/PAR sa “received by”, at i-forward sa PMS (Will sign the ICS/PAR under “Received by”, and forward to PMS receiving)	Wala (None)	1-2 oras o higit pa kung kinakailangan (1-2 hrs if needed)	End user
	2.3 Ie-encode ang detalye ng nalagdaang PAR/ICS sa database at tatakdaan control number. (Details of PAR/ICS signed by End user will be encoded in the database and will be given a Control no.)	Wala (None)	3-5 minuto bawat dokumento (3-5 min/document)	Administrative Officer II/ Administrative Assistant III/ Administrative Officer

	<p>2.4 Ipo-forward ang dokumento sa hepe ng PAU para sa huling pagsusuri at paglagda sa "Issued by".</p> <p>(The document will then be forwarded to the Chief PMS for final review and for signature on the "Issued by".)</p>	<p>Wala (None)</p>	<p>5-10 minuto (5-10 minutes)</p>	<p>Administrative Officer V/Chief Property Mgt. Section</p>
	<p>2.5 Pagkatapos malagdaan ng Hepe ng PMS, ang dokumento ay ii-scan at isi-save sa database at ipo-forward sa nakatalagang kawani.</p> <p>(After the signature of the Chief PMS the document will be scanned and stored in the PMS database and forward to the focal person)</p>	<p>Wala (None)</p>	<p>3 minuto bawat dokumento (3 minutes/document)</p>	<p>Administrative Officer II/ Administrative Assistant III/ Administrative Officer</p>
	<p>2.6 Ipo-photocopy ng nakatalagang kawani ang orihinal na file ng PAR/ICS nang dalawang kopya upang ilakip sa DV at AP personnel file</p> <p>(The focal person or the releasing will photocopy</p>	<p>Wala (None)</p>	<p>5 minuto bawat dokumento (5 minutes/document)</p>	<p>Mga Nakatalagang Kawani</p> <p>FOCAL PERSONS/RECEIVING RELEASING</p>

	the original file of PAR/ICS in two copies for attachment in the DV and AP personnel file.)			
	2.7 Ipa-file ang orihinal na PAR/ICS sa AP file (The original PAR/ICS will be filed on the Accountable Person's file)	wala (None)	3 minuto bawat dokumento (3 minutes/document)	Mga Nakatalagang Kawani FOCAL PERSONS
TOTAL (Kabu oan):		Wala (NONE)	26 minuto o higit pa (26minutes or more)	