

Receiving of Unserviceable Properties

This service/activity is part of the CGSO's mandate, which includes the disposal of unserviceable property.

Office or Division:	City General Services Office			
Classification:	Internal Clients (within LGU Offices)			
Type of Transaction:	G2G and G2C			
Who may avail:	Local, National & Barangay Agencies			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
<ol style="list-style-type: none"> Duly accomplished Property Return Slip (PRS)/RRSP Photocopy of ARE/PAR For Motor Vehicle – stencils of engine & chassis number For spare parts of a set return in piece – pack in a box with label Current photographs 		Administrative Division of respective offices Property and Supply Section of every Admin. Division of requesting offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forwards duly accomplished Property Return Slip (PRS)/RRSP	1. Receives PRS/RRSP from clients	None	1hr	Administrative Asst. III
No Activity	1.1. Check entries' completeness of attachments, such as the old PAR/ICS against PRS/RRSP/Semi-Expendable properties	None	15 minutes	Administrative Asst. III
No Activity	1.2. Inspects the properties as indicated in the PRS/RRSP	None	3 hours	Administrative Asst. III Administrative Aide IV
No Activity	1.3. For motor vehicles, stencils the chassis and engine numbers	None	30 minutes	Administrative Asst. III Administrative Aide IV
No Activity	1.4. Tags the returned PPE/ Semi-Expendable properties and store in a secured area prior to disposal	None	20 minutes	Administrative Asst. III Administrative Aide IV
No Activity	1.5. Controls and assigns a number to the PRS/RRSP	None	6 minutes	Administrative Asst. III
No Activity	1.6. Attaches the old PAR/ICS and stamps it as "CANCELLED"	None	30 minutes	Administrative Aide VI
No activity	1.7. Forward the PRS/RRSP to the DH for signature and approval	None	Within 8 hours	Administrative Aide VI
2. Receives copy of approved PRS	2. Transmits approved PRS/RRSP to the Department requesting party with the cancelled PRS/ICS	None	As scheduled	Administrative Aide I V
TOTAL		None	13 hours and 41 minutes	
END OF TRANSACTION				