Memorandum Circular
No. 13
Series of 2005

Subject: Amendment

Memorandum Circular No. 02, Series of 2004, institutionalizing an internal control system and appropriate guidelines on property and equipment management, is hereby amended to as to append to Section B. Physical Movement and Transfer of Chapter III. Guidelines and Procedures, the following sub-section:

Issuance of Furniture and Equipment Pull-out and/or Transfer (FEPT) Slip

In case of transfer or pull-out of furniture or equipment from one office/bureau/service/unit (OBSU) to another, a Furniture and Equipment Pull-out and/or Transfer (FEPT) Slip shall be accomplished to facilitate cancellation of and subsequent transfer of accountability for the transferred property, duly witnessed by the Security Guard-on-Duty and noted by the Chief Administrative Officer of the Property Management Division.

This addendum takes effect upon circulation.

Done this 01st day of January, 2005, in Quezon City.

LUWALHATI F. PABLO
Undersecretary
# FURNITURE AND EQUIPMENT
## PULLOUT AND/OR TRANSFER SLIP (FEPT)

To:  
- Property Inventory & Disposal Section  
- Property Records Management & Control Section

Date:  

<table>
<thead>
<tr>
<th>F &amp; E Inventory #</th>
<th>F &amp; E Serial #</th>
<th>Quantity</th>
<th>Description</th>
<th>Transfer From</th>
<th>Transfer To</th>
<th>Purpose / Reason / Remarks</th>
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- Permanent Transfer: From office/unit_________ to office/unit_________
- Non Permanent:
  - Repair : ______________
  - Borrowed : __________ until __________
  - Other : ______________

If returning, indicate original FEPT No.:  

**REQUESTED BY:**  
Print name & Signature

**NOTED BY:**  
Head, PMD

**INSPECTED BY GUARD:**  
Print name & Signature

**TO THE GUARD ON DUTY:**  
Please allow the bearer ____________________________ of ____________________________ to bring out above items.

**FOR OUT OF THE BLDG. TRANSFER:**  
Received by:  
Print name & Signature
Date  
Office

**FOR INTER OFFICE / UNIT TRANSFER:**  
Received by:  
Print name & Signature
Date  
Office

**FOR RETURNED ITEMS:**  
Received by:  
PMD Property Custodian
Date

Requesting party shall send:  
Orig & 4th copy to PMD for cancellation/transfer of corresponding MR  
2nd - Guard  
3rd - File requesting party/office. This serves as your receipt of property being surrendered upon acknowledgement by the property custodian or transferee.

**FEPT No.:**  