

ADMINISTRATIVE ORDER

No. 06
Series of 2018

SUBJECT: AMENDMENT TO ADMINISTRATIVE ORDER NO. 6, SERIES OF 2017 ON THE COMPREHENSIVE GUIDELINES ON THE MANAGEMENT OF DSWD PROPERTIES

Administrative Order No. 6, series of 2017 on the Comprehensive Guidelines on the Management of DSWD Properties, is hereby amended to ensure adherence to the state's policy on management and utilization of the Department's properties, under No. 6.0 on the **Issuance, Utilization and Custodianship of Properties** specifically on the following:

1. 6.2 Issuance of Properties

To include in the 3rd paragraph of no. 6.2.2, to be read as follows:

Properties issued to the aforementioned officers/employees may be issued or assigned to COS Workers upon the latter's execution of an *Undertaking for Secondary Property Accountability Receipts (Sub-PARs)*¹ where he/she shall agree, among others, to shoulder cost of repairing the property or in the event of damage or loss, due to negligence, while the same is in his/her custody, shall reimburse the DSWD and/or the Accountable Officer its money value. **Likewise, he/she shall agree that upon receipt of notice of termination and/or notice of non-renewal of contract of service issued from either party shall surrender/turn-over the property accountability to the Heads of Office/Accountable Officer within thirty (30) days upon receipt of the notice and secure Property Clearance Certificate from the Administrative Service - Property and Asset Management Division (AS-PAMD).**

2. 6.3 Acknowledgement and Receipt of Property

Additional provision shall be included, to be read as follows:

6.3.4 Should the property item is for common or general use, the Head of Office/Division Chief of the Unit shall acknowledge receipt for the group in the Property Acknowledgement Receipt (PAR).

This amendment shall take effect immediately.

Issued this 14th of February 2018.



EMMANUEL A. LEYCO
DSWD Officer-in-Charge

Certified True Copy:


MYRNA H. REYES

Records & Archives Mgt. Section

*** RAMS ELECTRONIC COPY ***

¹ Form: Attached as Annex A Revised Undertaking for Secondary Property Accountability Receipts (Sub-PAR)

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 Batasan Pambansa Complex, Constitution Hills, Quezon City

UNDERTAKING

for secondary Property Accountability Receipts (sub-PARs)
 on the use of DSWD property and equipment

1. The Recipient declares that he/she is engaged by the Department of Social Welfare and Development (DSWD) as _____ under a Contract of Service for the period starting _____ and ending _____.

2. The Recipient acknowledges receipt from the Accountable Officer the following equipment in good working condition:

Qty.	Article and Description (including Serial Number)	Property Number	Date Acquired	Acquisition Cost (PhP)
XX				

3. The Recipient acknowledges that the above-stated equipment is/are property/ies of the DSWD and under the primary accountability and responsibility of the Accountable Officer.

4. The Recipient undertakes to use the equipment only for official business, and to exercise due diligence in possessing, using, and safekeeping of the equipment.

5. The Recipient has the responsibility to immediately report to the Accountable Officer in case of loss or damage of property/ies.

6. The Recipient undertakes to return the equipment, without need of demand, not later than the return date or the validity date as indicated in the Gate Pass or in the Sticker Pass.

7. The Recipient undertakes (1) to shoulder the cost of repairing the equipment in his/her custody if it is/these are damaged **due to negligence**, or (2) to reimburse the DSWD and/or the Accountable Officer for the value of the equipment if it is/these are lost or damaged due to negligence.

For this purpose, the Recipient authorizes the DSWD to offset such cost or value³ against any amount due the Recipient.

8. The Recipient understands that upon failure to return or surrender the equipment, or to settle any property accountability or liability, the DSWD or the Accountable Officer shall initiate the proper legal proceedings – whether criminal, civil and/or administrative – against the Recipient.

9. The Recipient understands that upon receipt of notice of termination and/or notice of non-renewal of contract of service issued from either party shall surrender/turn-over the property accountability to the Heads of Office/ Accountable Officer within thirty (30) days upon receipt of the notice and secure Property Clearance Certificate from the Administrative Service - Property and Asset Management Division (AS-PAMD).

Name and Signature of Recipient	Name and Signature of Accountable Officer
Position	Position
Office	Office
Date	Date

³ Government Accounting Manual Vol. I, Section 41.c. The accountability of the accountable officer over the loss of depreciable asset shall be based on depreciated replacement cost (DRC). DRC is replacement cost less accumulated depreciation calculated on the basis of replacement cost.