









**Citizen’s Charter No. SSB/AD-08**

**Name of Office** : **Property and Supply Management Section, Administrative Division, Support Services Branch**  
**Frontline Service** : **Turn-in of Property, Plant, and Equipment**  
**Schedule of Availability of Service** : **Friday, 8:00 AM – 5:00 PM**  
**Who May Avail of the Service** : **Internal Clients**  
**How to Avail of the Service** : **Online/Walk-in**

No. [A]	CUSTOMER ACTIVITY [B]	ACTION [C]	OFFICE/PERSON RESPONSIBLE/ LOCATION [D]	DURATION [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]
1	Request for Turn-in of Property and Equipment personally and fill-out the Client Request Form or through CRMS  	Receive the request and prepare the Turn-in Slip Form to be given  Advise the client that the Engineering Services Division (ESD)/Geospatial Information Communication Technology Division (GICTD) shall perform technical inspection and issue a technical inspection report for turned-in equipment	 <b>RICKY A. BELGA</b> Project Development Assistant I	1 minute	Client Request Form/CRMS  Turn-in Slip Form  Technical Inspection Report	
2	Prepare duly accomplished Turn-in Slip Form for Property and Equipment Turned-in with the signature of the accountable employee.  Attached technical inspection report for turned-in equipment  Turn-in of Property and	Inspect the duly accomplished turn-in slip form and determine the physical condition of a turned-in properties and equipment		5 minutes		

	Equipment 					
		The turned-in property and equipment will be placed in the storage room area of Property & Supply Management Section for safe keeping. 	 <b>RICKY A. BELGA</b> Project Development Assistant I	5 minutes		
		The turned-in property and equipment will be cancelled from the Property Acknowledgement Receipt (PAR) of the requestee. 		3 minutes		
		Release a copy to the requestee with signature of the Supply officer and return the CRF for feedback.		1 minute		
3	Received copy of the turn-in slip and fill-out the Client's Acceptance portion of the CRF					
				<b>Total Duration:</b> <b>15 minutes</b>		