

1. Issuance of Clearance from Property Accountability

This service processes the issuance of clearance from property accountability to all resigning, retiring government personnel. Returned serviceable properties will be transferred to other LGU personnel by issuance of Property Acknowledgement Receipt (PAR) while those unserviceable properties will be properly check, recorded and dispose eventually.

Office/Division	Office of General Services - Assets Management Section			
Classification	Simple			
Type of Transaction	G2G - Government to Government			
Who may avail	Resigned, Retired, Transferred & Family of deceased Employees			
CHECKLIST OF REQUIREMENT			WHERE TO SECURE	
1. Letter Request addressed to the Office of General Services (OGS)-AMD requesting the list of property accountabilities			From the requesting Employee	
2. Community Tax Certificate			Treasurer's Office	
3. Employee's ID			Issued by the LGU-Tagoloan	
Clients Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
1. Submit a request for clearance from accountability/ies	1.1 Receive the Letter Request	None	1 minute	<i>Property Custodian</i> OGS
	1.2 Check Inventory System if there are any property/ies accountable to the requesting employee 1.3 If there are any accountabilities, Property Officer/s will prepare (Re-PAR) Property Return slip and (RE-ICS) Inventory custodian slip for signature to new end user 1.4 Preparation of Clearance Form from Property Accountability	None	15 minutes	<i>Property Custodian</i> Office of General Services

2. Received duly signed Clearance from Property Accountability	2.1 Release Clearance from Property Accountability	None	5 minutes	<i>Property Custodian</i> Office of General Services
3. Accomplish the Client Satisfaction Survey & drop it in the feedback box	3.1 Request client to accomplish the CSS	None	5 minutes	<i>Property Custodian</i> Office of General Services
	Total	None	1 hour	