

## 6. Processing For Returning Unserviceable Properties

This service processes the return of all unserviceable properties under each respective LGU offices, agencies or departments for proper recording and disposal.

<b>Office/Division</b>	Office General Services - Assets Management Section			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who may avail</b>	All LGU department, offices, divisions			
<b>CHECKLIST OF REQUIREMENT</b>			<b>WHERE TO SECURE</b>	
1. Property Return Slip(PRS)			Asset Management Division	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure Property Return Slip(PRS) Form and fill out the information required	1.1 Issue Property Return Slip (PRS) Form w/ complete control number duly signed by the General Services Officer (GSO)	None	2 minutes	<i>Property Custodian</i> Office of General Services
2. Submit the Property Return Slip (PRS) Form to Office of General Services (OGS-AMD)	2.1 Receive the accomplished Property Return Slip (PRS) Form  2.2 Schedule proper turnover of properties	None	30 minutes	<i>Property Custodian</i> Office of General Services
3. Coordinate with Office of General Services (OGS-AMD) for the Turnover	3.1 Properties will be brought to the warehouse w/ evidenced thru Property Return slip (PRS) Form  3.2 Warehouse staff will document the turnover on logbook	None	1 hour	<i>Property Custodian</i>  <i>Warehouse Staff</i> Office of General Services

4. Received duly signed duplicate copy of Property Return Slip (PRS)	4.1 Facilitate the signing of Property Return Slip (PRS) Form and release the duplicate of PRS Form to End User.	None	5 minutes	<i>Property Custodian</i> Office of General Services
4. Accomplish the Client Satisfaction Survey & drop it in the feedback box	4.1 Request client to accomplish the Client Satisfaction Survey (CSS)	None	5 minutes	<i>Property Custodian</i> Office of General Services
Total		None	1 hour & 42 minutes	