



Republic of the Philippines  
DILG-REGION XII  
**QUALITY  
PROCEDURE (QP)**

Document Code		
<b>QP-R12-FAD-06</b>		
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<b>PROCEDURE TITLE</b>	<b>DISPOSAL OF UNSERVICEABLE PROPERTIES</b>	
<b>SCOPE</b>	This process starts from receipt of inventory report up to the disposal of unserviceable property.	
<b>PURPOSE</b>	To provide guidelines in order to ensure proper disposal of unserviceable properties pursuant to section 79 of PD 1445.	
<b>PROCESS DESCRIPTION</b>		
<b>INPUT</b>	<b>PROCESS</b>	<b>OUTPUT</b>
Supply Officer → Inventory and Inspection Report of unserviceable properties	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>DISPOSAL OF UNSERVICEABLE PROPERTIES</b> </div>	Journal Entry Voucher → Chief Accountant Disposal report
<b>DESCRIPTIVE STATEMENT:</b>		
Upon the determination by the Disposal Committee of the unserviceable properties as reflected in the Inventory and Inspection Report, said properties are to be disposed in accordance with COA Circular No. 89-296 dated January 27, 1989. Thereafter, disposal report is submitted to chief accountant for the dropping of disposed items from the Book of Accounts.		

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Supply Officer	Prepare list of unserviceable properties	<ul style="list-style-type: none"> <li>Submit to Chief Accountant for appraisal</li> </ul>	<ul style="list-style-type: none"> <li>Inventory and Inspection Report of unserviceable properties</li> <li>Transmittal letter</li> </ul>
2	Chief Accountant	Review and appraise unserviceable properties	<ul style="list-style-type: none"> <li>Appraise the properties included in the list (In-House Appraisal) and forwards to COA for inspection and appraisal</li> <li>Once appraisal has been released by COA, all documents shall be forwarded to RD for approval</li> </ul>	<ul style="list-style-type: none"> <li>Inventory and Inspection Report of unserviceable properties</li> <li>Transmittal letter</li> </ul>
3	RD	Review and approve Appraisal	<ul style="list-style-type: none"> <li>Affix signature if in order and forward to the Disposal Committee</li> </ul>	<ul style="list-style-type: none"> <li>Appraisal documents with Inventory and Inspection Report of unserviceable properties</li> </ul>
4	Disposal Committee	Convene and deliberate disposal	<ul style="list-style-type: none"> <li>Determine mode of Procurement</li> </ul>	<ul style="list-style-type: none"> <li>IIRUP (Inventory and Inspection Report of</li> </ul>





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
		activities	<ul style="list-style-type: none"> <li>Conduct Disposal activities and submits Disposal Report to Chief Accountant upon disposal of unserviceable property</li> </ul>	Unserviceable Property <ul style="list-style-type: none"> <li>Waste Material Report</li> <li>Photographs of properties for disposal</li> </ul>
5	BAC	Disposal of Properties	<ul style="list-style-type: none"> <li>Dispose property in accordance with RA 9184</li> </ul>	
6	Chief Accountant	Update Books of Accounts	<ul style="list-style-type: none"> <li>Drops properties from Books of Accounts, updates Journal Entry voucher and takes the proceeds from the sale of the property when there is any</li> </ul>	<ul style="list-style-type: none"> <li>Official Receipt</li> <li>Updated Books of Accounts</li> </ul>
7	Process Owner	Retain records	<ul style="list-style-type: none"> <li>Update the Process Summary Log Sheet</li> <li>Retain records in accordance with the Control of Retained Documented Information Procedure and the Masterlist of Records</li> </ul>	<ul style="list-style-type: none"> <li>Process Summary Log Sheet</li> <li>Control of Documented Information Procedure</li> <li>Masterlist of Records</li> </ul>

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Republic of the Philippines  
DILG - REGION 12 (SOCCSKSARGEN)

# QUALITY OBJECTIVE (QO)

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<b>OFFICE</b>	FINANCE & ADMINISTRATIVE DIVISION – SUPPLY SECTION
<b>QUALITY PROCEDURE TITLE</b>	<b>DISPOSAL OF UNSERVICEABLE PROPERTIES</b>

Function	Key Performance Indicators (KPIs)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
<ul style="list-style-type: none"> <li>DISPOSAL OF UNSERVICEABLE PROPERTIES</li> </ul>	<ul style="list-style-type: none"> <li>Unserviceable properties disposal activity conducted not later than Oct 30 of each year</li> </ul>	100%	Timely disposal activity conducted by October 30 of each year	<ul style="list-style-type: none"> <li>Annually</li> </ul>	Disposal Committee	<ul style="list-style-type: none"> <li>QME</li> </ul>

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Republic of the Philippines  
 DILG - REGION 12 (SOCCSKSARGEN)  
**PROCESS QUALITY MONITORING AND  
 EVALUATION (QME)**

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<b>OFFICE</b>	FINANCE & ADMINISTRATIVE DIVISION – SUPPLY SECTION
<b>PROCEDURE TITLE</b>	<b>DISPOSAL OF UNSERVICEABLE PROPERTIES</b>
<b>OBJECTIVE STATEMENT</b>	1. Unserviceable properties disposal activity conducted by October 30 of each year
<b>CURRENT PERIOD</b>	

INDICATORS		CY XXXX	CY XXXX	CY XXXX	TOTAL
A	Actual Disposal activity conducted				
B	Set Dealine				
C	Variance: A-B; Target = 0 or < 0				
B	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)				

Note: For unmet targets, concerned Secretariat shall initiate correction and corrective action using the Corrective Action report and attach to this form.

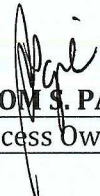
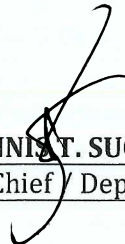
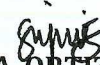
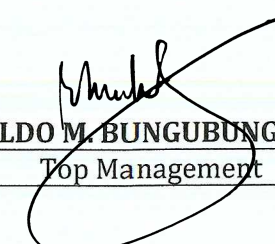
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Republic of the Philippines  
DILG - REGION 12 (SOCCSKSARGEN)  
**PROCESS QUALITY MONITORING AND  
EVALUATION (QME)**

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**REGION XII**

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Division/Unit: **FINANCE & ADMINISTRATIVE DIVISION (SUPPLY SECTION)**

**MASTER LIST OF INTERNAL DOCUMENTS**

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
<b>DISPOSAL OF UNSERVICEABLE PROPERTIES</b>							
QP-R12-FAD-06	Quality Procedure: Disposal of Unserviceable Properties	10.01.17					
QO-QP-R12-FAD-06	Quality Objective: Disposal of Unserviceable Properties	10.01.17					
QME-QP-R12-FAD-06	Quality Monitoring and Evaluation (QME): Disposal of Unserviceable Properties	10.01.17					
	Inventory and Inspection Report of Unserviceable Property						
	Waste Materials Report						
FM-SP-R12-02-01A	RISK REGISTRY-OBJECTIVE RISK ASSESSMENT	10.01.17					
FM-SP-R12-02-01B	RISK REGISTRY-PROCESS RISK ASSESSMENT	10.01.17					

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Division/Unit: **FINANCE & ADMINISTRATIVE DIVISION - SUPPLY SECTION**

**MASTER LIST OF EXTERNAL DOCUMENTS**

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
<b>DISPOSAL OF UNSERVICEABLE PROPERTIES</b>							
Appendix 74	Government Accounting Manual Form (Inventory and Inspection Report of Unserviceable Property)	2015					

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Division/Unit: **FINANCE & ADMINISTRATIVE DIVISION - SUPPLY SECTION**

### MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
<b>DISPOSAL OF UNSERVICEABLE PROPERTIES</b>									
QME-QP-R12-FAD-06	Quality Monitoring and Evaluation (QME): Disposal of Unserviceable Properties	Allamen tom S. Pangilamen	Quality Monitoring and Evaluation (QME): Disposal of Unserviceable Properties Folder/ Computer Desktop Quality Monitoring and Evaluation (QME): Disposal of Unserviceable Properties Folder	Quality Monitoring and Evaluation (QME): Disposal of Unserviceable Properties Folder	Rating Period	5 YEARS	7 YEARS	12 YEARS	SHREDDING
Appendix 74	Government Accounting Manual Form (Inventory and Inspection Report of Unserviceable Property)	Allamen tom S. Pangilamen	Government Accounting Manual Form (Inventory and Inspection Report of Unserviceable Property) Folder	Government Accounting Manual Form (Inventory and Inspection Report of Unserviceable Property) Folder	Recent Year	5 YEARS	7 YEARS	12 YEARS	SHREDDING









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**RISK REGISTRY**  
**(A) OBJECTIVE RISK ASSESSMENT**

DIVISION: **FINANCE & ADMINISTRATIVE DIVISION – SUPPLY SECTION**  
 PROCEDURE: **DISPOSAL OF UNSERVICEABLE PROPERTIES**

OBJECTIVE	RELEVANT ISSUE(S)	RELEVANT INTERESTED PARTIES (refer to IP Matrix for Requirements)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT						RISK CONTROL PLAN					
							IMPACT	LIKELIHOOD	DETECTION	RATING	RISK LEVEL (L, M, H)	S, NS	RISK CONTROL ACTION	RPN (Risk Priority No.)	ACTION PLAN (if risk rating is significant)	RESPONSIBLE	TIMELINE	RESOURCE
Unserviceable properties disposal activity conducted not later than Oct 30 of each year	Overlapping activities; lack of manpower complement	DILG Central Office & COA	Delayed conduct of disposal activities	multiple activities in different levels being conducted; focal persons are on-travel or official business	Unable to dispose unserviceable properties; difficulty in securing approval for new or additional properties	None	4	4	1	16	L	NS	NO ACTION	3	NA	NA	NA	NA

RISK ASSESSMENT:	RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED	RPN
IMPACT: 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme	1-25	LOW	Not Significant	No further action required (Retain risk by)	3
LIKELIHOOD: 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain	26-40	MODERATE	Not Significant	Alert level but no further action required for	2
DETECTION 1-Very likely; 2-Likely; 3-Low	>40	HIGH	Significant	Control (e.g. Treat/Mitigate Transfer, Tern	1

Risk Rating = Impact X Likelihood X Detection

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**RISK REGISTRY**  
**(B) PROCESS RISK ASSESSMENT**

DIVISION: **FINANCE & ADMINISTRATIVE DIVISION – SUPPLY OFFICE**  
 PROCEDURE: **DISPOSAL OF UNSERVICEABLE PROPERTIES**

PROCESS STEP (Based on the procedure's key process steps)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT							RISK CONTROL PLAN				
					IMPACT	LIKELIHOOD	DETECTION	RATING	RISK LEVEL (L, M, H)	S, NS	RPN (Risk Priority No.)	RISK CONTROL ACTION	ACTION PLAN (if risk rating is significant)	RESPONSIBLE	TIMELINE	RESOURCE
Prepares list of unserviceable properties	No alternate/understudy	Focal person/process owner is on travel or is on sick leave	delayed preparation of the list of unserviceable properties	none	3	3	1	9	L	NS	3	no further action	NA	NA	NA	NA
Reviews and appraises	Delayed review and appraisal of the list of the unserviceable properties	Authorized official is on-travel (COA)	delayed inspection and appraisal of the submitted list of unserviceable properties (In-House Appraisal) by COA	none	3	3	1	9	L	NS	3	no further action	NA	NA	NA	NA
Approval of the list of appraised unserviceable properties	Delayed approval of the list of appraised unserviceable properties	Authorized official is on-travel(COA)	Delayed release of approved list of unserviceable properties to the Disposal Committee	none	3	3	1	9	L	NS	3	no further action	NA	NA	NA	NA
Receives list of unserviceable property / properties report	Delayed Convening of the Disposal Committee members	Overlapping of activities	Delayed disposal of unserviceable properties by committee	none	3	3	1	9	L	NS	3	no further action	NA	NA	NA	NA





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**RISK REGISTRY**  
**(B) PROCESS RISK ASSESSMENT**

DIVISION: **FINANCE & ADMINISTRATIVE DIVISION – SUPPLY OFFICE**  
 PROCEDURE: **DISPOSAL OF UNSERVICEABLE PROPERTIES**

PROCESS STEP (Based on the procedure's key process steps)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT							RISK CONTROL PLAN				
					IMPACT	LIKELIHOOD	DETECTION	RATING	RISK LEVEL (L, M, H)	S, NS	RPN (Risk Priority No.)	RISK CONTROL ACTION	ACTION PLAN (if risk rating is significant)	RESPONSIBLE	TIMELINE	RESOURCE
Updates Books of Accounts	No alternates/ understudy;	Focal person/process owner is on travel or is on sick leave	Delayed Dropping of properties from Books of Accounts, updating of Journal Entry voucher and proceeding to the sale of the property when there is any	Assistant Regional Accountant takes action on behalf of the Regional Accountant	4	3	1	12	L	NS	3	no further action	NA	NA	NA	NA
<b>RISK ASSESSMENT:</b>		<b>RISK RATING</b>	<b>RISK LEVEL</b>	<b>RISK DESCRIPTION</b>	<b>ACTION REQUIRED</b>						<b>RPN</b>					
<b>IMPACT:</b>		1-Insignificant; 2-	1 - 25	LOW	Not Significant						No further action required (Retain risk by informed decision)	3				
<b>LIKELIHOOD:</b>		1-Rare; 2-Unlikely; 3-	26-40	MODERATE	Not Significant						Alert level but no further action required for now	2				
<b>DETECTION</b>		1 - Very likely; 2 -	>40	HIGH	Significant						Control (e.g. Treat/Mitigate Transfer, Terminate)	1				
<b>Risk Rating = Impact X Likelihood X Detection</b>																

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