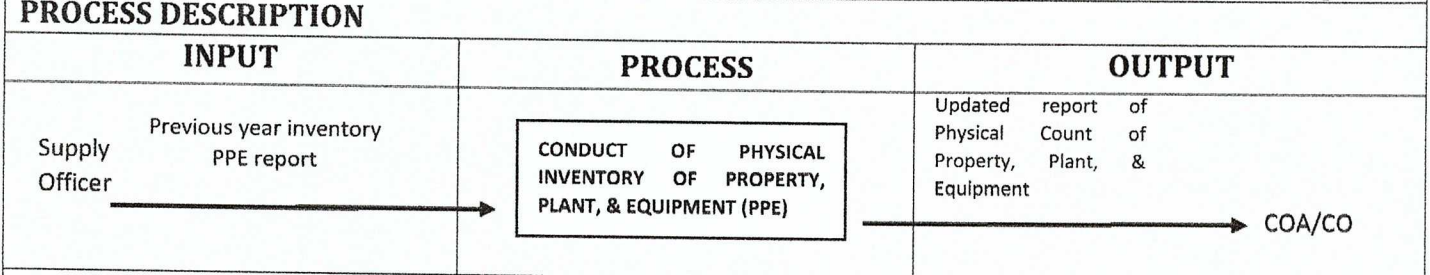




DILG- Region XII  
**QUALITY  
 PROCEDURE (QP)**

Document Code		
<b>QP-R12-FAD-05</b>		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 2

<b>PROCEDURE TITLE</b>	<b>CONDUCT OF PHYSICAL INVENTORY OF PROPERTY, PLANT, &amp; EQUIPMENT (PPE)</b>
<b>SCOPE</b>	This process starts from the conduct of PPE inventory up to the submission of the report to COA and CO.
<b>PURPOSE</b>	To standardize the conduct Physical Inventory of Property, Plant, & Equipment (PPE) in order to ensure the integrity of property custodianship and recording.



**DESCRIPTIVE STATEMENT:**  
 Pursuant to Section 38, Volume 1 of Government Accounting Manual (GAM), an annual Physical Inventory Count of all Fixed Assets, Supplies and Materials and Equipment is conducted at the Regional and Field Offices to check the integrity of property custodianship and confirm the records of Supply and Accounting Subsidiary Ledgers.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1.	<b>Supply Officer</b>	Prepares administrative requirements of the Inventory Committee	<ul style="list-style-type: none"> <li>• Cause the convening of the Committee</li> <li>• Proposes strategies to carry out the task of the committee based on the preceding year's Inventory / PAR / ICS.</li> <li>• Leads the committee in the conduct of the inventory.</li> </ul>	List of PPE Property Tag
2	<b>Inventory Committee members with COA Representative</b>	Conducts physical count of all properties and newly acquired assets	<ul style="list-style-type: none"> <li>• On site counting and recording of all PPEs</li> <li>• Imposition of Property Tags</li> <li>• Update the List of PPE and forward to CAO</li> </ul>	Updated List of PPE Property Tag
3	<b>CAO</b>	Reviews and initials updated PPE	<ul style="list-style-type: none"> <li>• Affix initials and forwards to RD</li> </ul>	Updated List of PPE
4	<b>RD</b>	Final Reviews and signs the updated PPE	<ul style="list-style-type: none"> <li>• Forwards to Records officer</li> </ul>	Approved list of PPE
5	<b>Records Officer</b>	Receives, Logs and release	<ul style="list-style-type: none"> <li>• Furnish copy to               <ol style="list-style-type: none"> <li>1. COA</li> <li>2. CO</li> </ol> </li> </ul>	Approved list of PPE



DILG- Region XII  
**QUALITY  
 PROCEDURE (QP)**

Document Code		
<b>QP-R12-FAD-05</b>		
Rev. No.	Eff. Date	Page
00	10.01.17	2 of 2

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			3. Chief Accountant 4. Process Owner	
6	Supply Officer	Checks existing records	<ul style="list-style-type: none"> <li>When necessary Prepare an updated PAR/ICS</li> </ul>	Updated PAR (GAAM Appendix 71)/ICS (Appendix 59)
6	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>

**Definition of Terms:**

- Inventory Committee – take charge of the physical inventory-taking, consisting of two or more employees designated by the head of the agency including the property /administrative officer of custodan depending on the extent of his accountability. A representative of the Auditor shall witness the inventory-taking.
- Report on the Physical Count of Property, Plant and Equipment (RCPPE) - is the form used to report on the physical count of PPE by type such as land, land improvements, infrastructure, building and other structures, machinery and equipment, transportation equipment, furniture, fixtures and books, etc. which are owned by the agency.

**Legal References:**

- Sec. 38. Physical Count of PPE, Property, Plant and Equipment, Government Accounting Manual (GAM) Volume I

Prepared by:		Reviewed by:	Approved by:
 <b>ALLAMEN TOM S. PANGILAMEN</b> Process Owner	 <b>DENNIS T. SUCOL</b> Division Chief/ Deputy QMR	 <b>LAILYN A. ORTIZ, CESE</b> Regional QMR	 <b>REYNALDO M. BUNGUBUNG, CESO IV</b> Regional Director



Republic of the Philippines  
DILG - REGION 12 (SOCCSKSARGEN)

**QUALITY  
OBJECTIVE (QO)**

Document Code

**QO-QP-R12-FAD-05**

Rev. No.

00

Eff. Date

10.01.17

Page

1 of 1

<b>OFFICE</b>	FINANCE & ADMINISTRATIVE DIVISION – SUPPLIES SECTION	
<b>QUALITY PROCEDURE TITLE</b>	<b>CONDUCT OF PHYSICAL INVENTORY OF PROPERTY, PLANT, &amp; EQUIPMENT (PPE)</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			
<ul style="list-style-type: none"> <li>DISPOSAL OF UNSERVICEABLE PROPERTIES</li> </ul>	<ul style="list-style-type: none"> <li>All assets inventoried before end of 3rd quarter of each year</li> </ul>	100%	<ul style="list-style-type: none"> <li>Annually</li> </ul>	<ul style="list-style-type: none"> <li>Supply Officer</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Log Sheet</li> <li>Inventory and Inspection Report of unserviceable properties</li> <li>Disposal report</li> </ul>
	<ul style="list-style-type: none"> <li>PPEs submitted not later than 5WD before end of December of each year</li> </ul>	100 %			

<b>Prepared by:</b>		<b>Reviewed by:</b>		<b>Approved by:</b>	
 <b>ALLAMEN TOM S. PANGLAMEN</b> Process Owner		 <b>LAILYN A. ORTIZ, CESE</b> Regional QMR		 <b>REYNALDO M. BONGUBUNG, CESO IV</b> Top Management	
Dennis V. Sicol		Dennis V. Sicol		Dennis V. Sicol	
Division Chief / Deputy QMR		Division Chief / Deputy QMR		Division Chief / Deputy QMR	



Republic of the Philippines  
DILG - REGION 12 (SOCCSKSARGEN)

# PROCESS QUALITY MONITORING AND EVALUATION (QME)

Document Code

**QME-QP-R12-FAD-05**

Rev. No. 00

Eff. Date 10.01.17

Page

1 of 1

<b>OFFICE</b>	FINANCE & ADMINISTRATIVE DIVISION – SUPPLY SECTION												
<b>PROCEDURE TITLE</b>	<b>CONDUCT OF PHYSICAL INVENTORY OF PROPERTY, PLANT, &amp; EQUIPMENT (PPE)</b>												
<b>OBJECTIVE STATEMENT</b>	1. 100% of All assets inventoried before end of 3rd quarter of each year 2. 100 % of PPEs submitted not later than 5WD before end of December of each year												
<b>CURRENT PERIOD</b>													
	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	TOTAL
<b>INDICATORS</b>													
Objective 1: All assets inventoried before end of 3rd quarter of each year													
A 7 Inventory activities conducted before end of 3rd quarter (Regional Office and Field Offices)													
B Gap Analysis: (In case the objective is not met, put your analysis why it is not met)													
Objective 2: PPEs submitted not later than 5WD before end of December of each year													
A PPE submitted on-time													
B Gap Analysis: (In case the objective is not met, put your analysis why it is not met)													
Note: For unmet targets of two (2) consecutive periods, concerned Deputy QMR initiate correction and corrective action using the Corrective Action Report (CAR) and attach it to this form.													

Prepared by:

**ALLAMEN TOM S. PANGILAMEN**

Process Owner

Noted by:

**DENNIS T. SUCOL**

Division Chief/ Deputy QMR



Republic of the Philippines  
DILG - REGION 12 (SOCCSKSARGEN)

**CONDUCT OF PHYSICAL INVENTORY OF PROPERTY, PLANT, & EQUIPMENT (PPE) Process Summary Logsheet (PSL)**

Document Code		
<b>FM-QP-R12-FAD-05-01</b>		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 1

QUALITY OBJECTIVE: 1. 100% of All assets inventoried before end of 3rd quarter of each year  
2. 100% of PPEs submitted not later than 5 WD before end of December of each year

FREQUENCY OF MONITORING: **EO of Quarter and Annually**

COVERED PERIOD:

Due Date of Submission:

OBJECTIVE NO. 1 RESULTS				OBJECTIVE NO. 2 RESULTS				
Target	Actual	Met	Remarks, If Unmet	Date Submitted	Target Date of Submission (December 30)	Met	Unmet	Remarks, If Unmet

Prepared by:	Noted by:
 <b>ALLAMEN TOM S. PANGILAMEN</b> Process Owner	 <b>DENNIS P. SUCOL</b> Division Chief / Deputy Q.MR



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**REGION XII**

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506  
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg\_ro12@yahoo.com • Website: region12.dilg.gov.ph  
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

<b>Document Code</b>		
<b>FM-QP-R12-FAD-05-02</b>		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 1

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

**MASTER LIST OF INTERNAL DOCUMENTS**

DOCUMENT CODE	DOCUMENT TITLE	REVISION				
		00	01	02	03	04
<b>CONDUCT OF PHYSICAL INVENTORY OF PROPERTY, PLANT AND EQUIPMENT</b>						
QP-R12-FAD-	Quality Procedure: Conduct of Physical Inventory of Property, Plant and Equipment	10.01.17				
QO-QP-R12-FAD-	Quality Objective: Conduct of Physical Inventory of Property, Plant and Equipment	10.01.17				
QME-QP-R12-FAD-	Quality Monitoring and Evaluation (QME): Conduct of Physical Inventory of Property, Plant and Equipment	10.01.17				
FM-QP-R12-FAD-	Conduct of Physical Inventory of Property, Plant and Equipment(PSL) Process Summary Logsheet	10.01.17				
FM-QP-R12-FAD-	Masterlist of Internal Documents					
FM-QP-R12-FAD-	Masterlist of External Documents					
FM-QP-R12-FAD-	Masterlist of Records					

Prepared by:	Noted by:
<i>Catherine A. Macion</i> <b>CATHERINE A. MACION</b> Regional Document Controller	<i>Dennis T. Sucol</i> <b>DENNIS T. SUCOL</b> Division Chief / Deputy QMR



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**REGION XII**

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506  
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg\_ro12@yahoo.com • Website: region12.dilg.gov.ph  
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

Document Code		
<b>FM-QP-R12-FAD-05-03</b>		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 1

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

**MASTER LIST OF EXTERNAL DOCUMENTS**

DOCUMENT CODE	DOCUMENT TITLE	REVISION				
		00	01	02	03	04
<b>CONDUCT OF PHYSICAL INVENTORY OF PROPERTY, PLANT AND EQUIPMENT</b>						
Appendix 73	Government Accounting Manual Volume II (Update 2015) Report on the Physical Count of Property, Plant and Equipment	2016				

Prepared by:	Noted by:
<i>Catherine A. Macion</i> <b>CATHERINE A. MACION</b> Regional Document Controller	<i>Denis T. Sucol</i> <b>DENIS T. SUCOL</b> Division Chief / Deputy QMR




Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**REGION XII**  
 Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506  
 Tel./Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg\_ro12@yahoo.com • Website: region12.dilg.gov.ph  
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971


Document Code		
<b>FM-QP-R12-FAD-05-04</b>		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 1

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	
<b>CONDUCT OF PHYSICAL INVENTORY OF PROPERTY, PLANT AND EQUIPMENT</b>								
	Physical Inventory of Property, Plant and Equipment Report	ALLAMEN TOM S. PANGILAMEN	CABINET	PPE	ANNUALLY			

Prepared by:  **ALLAMEN TOM S. PANGILAMEN**  
 Process Owner

Noted by:  **DENNIS T. SUCOL**  
 Division Chief / Deputy QMR





Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**REGION XII**  
 Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506  
 Tel./Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg.ro12@yahoo.com • Website: region12.dilg.gov.ph  
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

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

**DIVISION: FINANCE AND ADMINISTRATIVE DIVISION – SUPPLY SECTION**  
**PROCEDURE: CONDUCT OF PHYSICAL INVENTORY OF PROPERTY, PLANT, & EQUIPMENT (PPE)**

OBJECTIVE	RELEVANT ISSUE(S)	RELEVANT 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
<ul style="list-style-type: none"> <li>100 % All assets inventoried before end of 3rd quarter of each year.</li> <li>100 % PPEs submitted not later than 5 WD before end of December of each year</li> </ul>	<ul style="list-style-type: none"> <li>No alternates/understudy.</li> <li>Overlapping of regional and central activities</li> </ul>	DILG Central Office & COA	Delayed submission of the Physical Inventory of Property and Equipment to COA and Central Office DILG	Focal person/process owner is on travel or is on sick leave/Quorum	Non-compliance to the Rules and Regulations of COA and DILG Central Office and receipt of negative AOM	yearly re-organization of the Inventory Committee	5	2	1	10	L	NS	NO ACTION	3	NA	NA	NA
<b>RISK ASSESSMENT:</b>							<b>ACTION REQUIRED</b>							<b>RPN</b>			
<b>IMPACT:</b> 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme							<b>RISK RATING</b>							<b>1</b>			
<b>LIKELIHOOD:</b> 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain							<b>RISK LEVEL</b>							<b>3</b>			
<b>DETECTION:</b> 1-Very Likely; 2-Likely; 3-Low; 4							<b>Not Significant</b>							<b>2</b>			
<b>Risk Rating = Impact X Likelihood X Detection</b>							<b>Significant</b>							<b>1</b>			
<b>IMPACT:</b> 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme							<b>Not Significant</b>							<b>3</b>			
<b>LIKELIHOOD:</b> 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain							<b>Alert level but no further action required for it</b>							<b>2</b>			
<b>DETECTION:</b> 1-Very Likely; 2-Likely; 3-Low; 4							<b>Control (e.g. Treat/Mitigate Transfer, Terminate)</b>							<b>1</b>			

<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Recommending Approval:</b>	<b>Approved by:</b>
ALLAMEN TOM S PANGILAMEN Process owner	DENNIS S SUGOL Deputy QMR	IAN JON S CLEMENTE Risk Review Committee Head	LAILYN A. ORTIZ, CESE Regional QMR
			REYNALDO M. BUNYUBUNG, CESO IV Regional Director



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

DIVISION: **FINANCE & ADMINISTRATIVE DIVISION - SUPPLY SECTION**  
 PROCEDURE: **CONDUCT OF PHYSICAL INVENTORY OF PROPERTY, PLANT, & EQUIPMENT (PPE)**

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
Prepares administrative requirements of the Inventory Committee	Inventory Committee lacks quorum	Focal person/process owner/Committee member is on travel or is on sick leave	Delayed preparation of administrative requirements of the Inventory Committee	Reorganization of the Annual Inventory Committee	5	4	1	20	L	NS	3	no further action	NA	NA	NA
Conducts physical count of all properties and newly acquired assets	Non-availability of the Inventory Committee Members on the scheduled inventory activities	Committee member is on travel or is on sick leave	Delayed conduct of Inventory activities; Non-compliance to the Rules and Regulations of COA and DILG Central Office and receipt of negative ACM	none	5	4	2	40	L	NS	2	alert level but no action required for now	NA	NA	NA
Reviews and signs the updated PPE	Delayed Approval of the Report on the Physical Inventory of PPE to Central Office and COA	Authorized signatory is on-travel	Delayed submission of Report on the Physical Inventory of PPE to Central Office and COA	RO designating alternate approver Available PPD personnel/reviewer cause the release of the document	5	4	1	20	L	NS	3	no further action	NA	NA	NA
Receives, Logs and release	Report on the Physical Inventory of PPE to Central Office and COA	Focal person/process owner is on travel or is on sick leave	Inventory of PPE to Central Office and COA		5	4	1	20	L	NS	3	no further action	NA	NA	NA
<b>RISK ASSESSMENT:</b>					<b>RISK LEVEL</b>					<b>ACTION REQUIRED</b>					
<b>IMPACT:</b>					1 - Insignificant; 2 - Minor; 3 - Moderate; 4 - Significant					No further action required (Retain risk by informed decision)					
<b>LIKELIHOOD:</b>					1 - Rare; 2 - Unlikely; 3 - Possible; 4 - Likely					Alert level but no further action required for now					
<b>DETECTION:</b>					1 - Very likely; 2 - Likely; 3 - Possible; 4 - Unlikely					Control (e.g., Treat/Mitigate/Transfer, Terminate)					
<b>Risk Rating = Impact X Likelihood X Detection</b>										<b>RPN</b>					
										3					
										3					
										1					

Prepared by: **ALLAMEN TOM S. PANGILAMEN**  
 Process Owner

Reviewed by: **DENNIS T. SUCOL**  
 Deputy QMR

Recommending Approval: **LAILYN A. ORTIZ, CESE**  
 Regional QMR

Approved by: **REYNALDO M. BUNGBUNG, CESO IV**  
 Regional Director



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**REGION XII**  
 Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506  
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg.to12@yahoo.com • Website: region12.dilg.gov.ph  
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

Document Code	FM-QP-R12-FAD-04-05B
Rev. No.	00
Eff. Date	10.03.17
Page	1 of 1

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

DIVISION: **FINANCE & ADMINISTRATIVE DIVISION – PRE-QUALIFICATION, BIDS AND AWARDS COMMITTEE**  
 PROCEDURE: **BAC PROCUREMENT PROCESS**

PROCESS STEP (Based on the procedure's key process steps)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	IMPACT	LIKELIHOOD	DETECTION	RATING	RISK ASSESSMENT			RISK CONTROL PLAN				
									RISK LEVEL (L, M, H)	S, NS	RPN (Risk Priority No.)	RISK CONTROL ACTION	ACTION PLAN (If risk rating is significant)	RESPONSIBLE	TIMELINE	RESOURCE
Preparation/consolidation of canvass by the Supply Officer	Lost of PR & other documents resulting to none or delayed	Voluminous transactions	delayed preparation of the Abstract of Canvass	tracking system for PRs thru g-drive	4	5	1	20	L	NS	3	no further action	NA	Supply Officer	NA	NA
Posting of documents to PhilGEPS	Delayed posting of documents to PhilGEPS	Assigned personnel is on travel or is on sick leave	Delayed conduct of BAC meeting resulting to delayed procurement of goods and services	documents for posting will be scanned by the BAC Secretariat and sent same to the Assigned Person for posting to PhilGEPS.	4	5	1	20	L	NS	3	no further action	NA	BAC Secretariat	NA	NA
<b>RISK ASSESSMENT:</b>		<b>RISK RATING</b>	<b>RISK LEVEL</b>	<b>RISK DESCRIPTION</b>	<b>ACTION REQUIRED</b>											
<b>IMPACT:</b>	1-insignificant; 2-Minor; 3-	1 - 25	LOW	Not Significant	No further action required (Retain risk by informed decision)											
<b>LIKELIHOOD:</b>	1-Rare; 2-Unlikely; 3-	26-40	MODERATE	Not Significant	Alert level but no further action required for now											
<b>DETECTION</b>	1 - Very likely; 2 - Likely; 3 -	>40	HIGH	Significant	Control (e.g.: Treat/Mitigate Transfer, Terminate)											
Risk Rating = Impact X Likelihood X Detection																

Prepared by:	Reviewed by:	Recommended Approval:	Approved by:
 KATHERINE M. LLANO Process Officer	 IAN JON S. CLEMENTE Risk Review Committee Head	 LAILYN A. ORTIZ, CESE Regional QMR	 REYNALDO M. BUNGBUNG, CESO IV S Regional Director