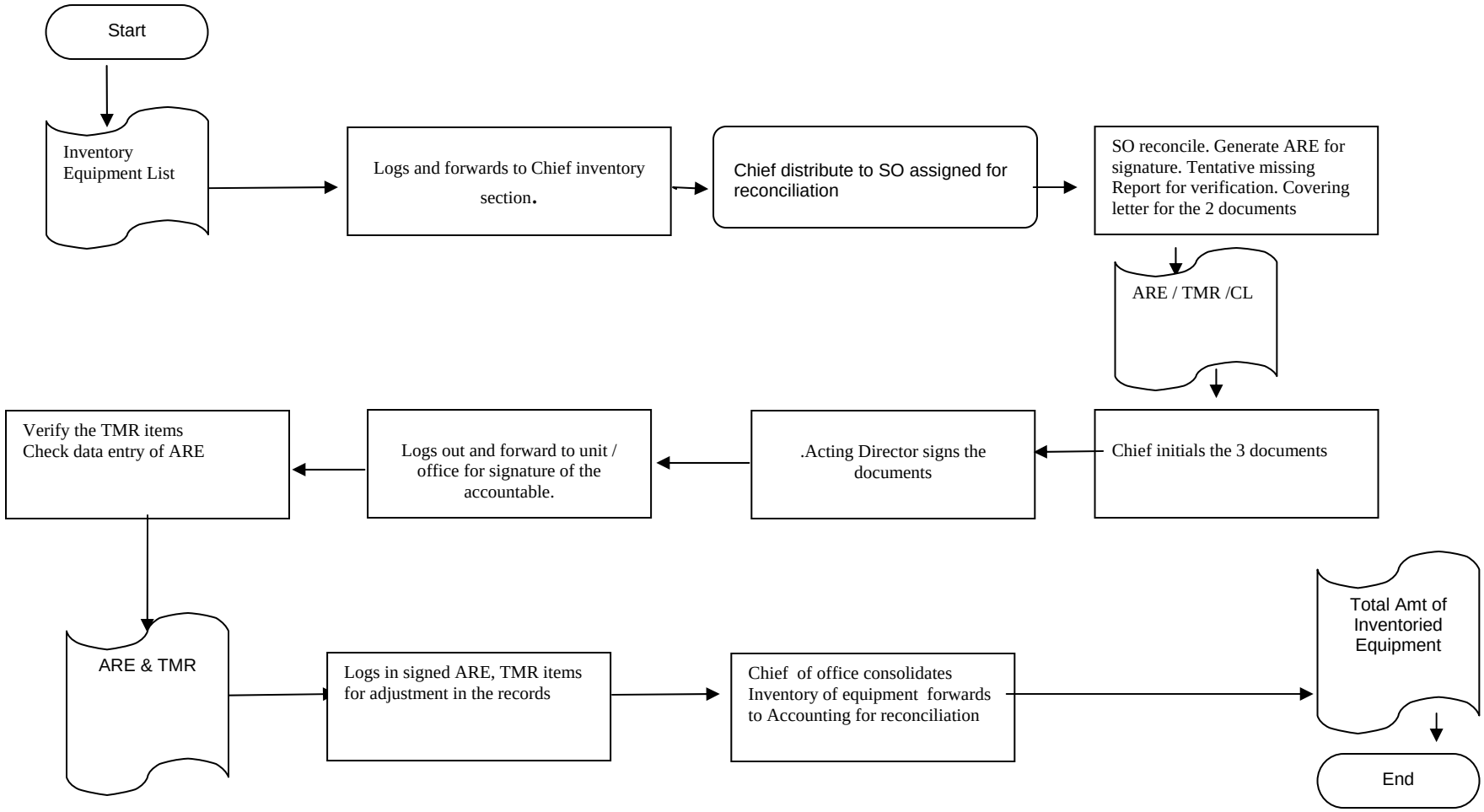
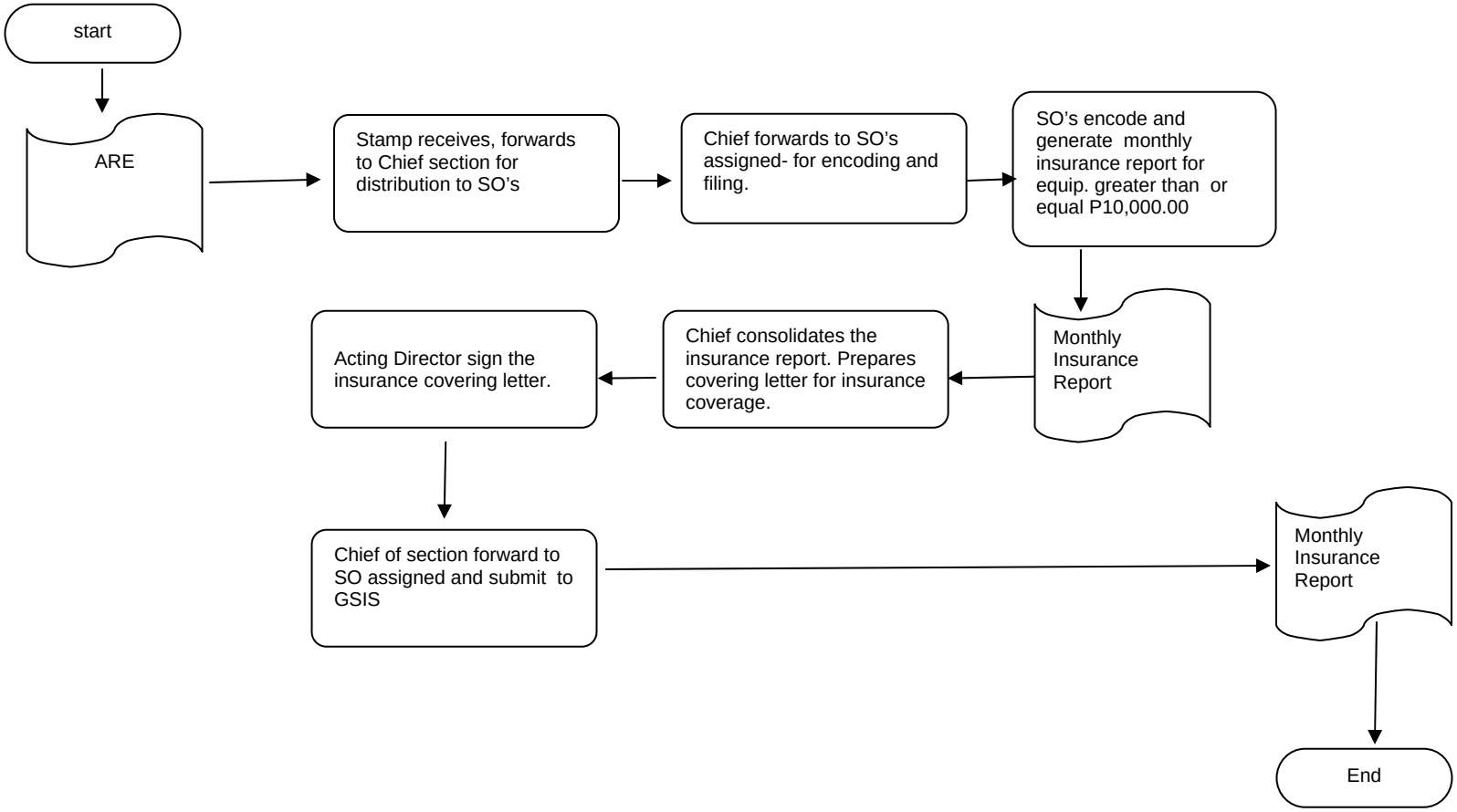
FLOW CHART – INVENTORY OF EQUIPMENT

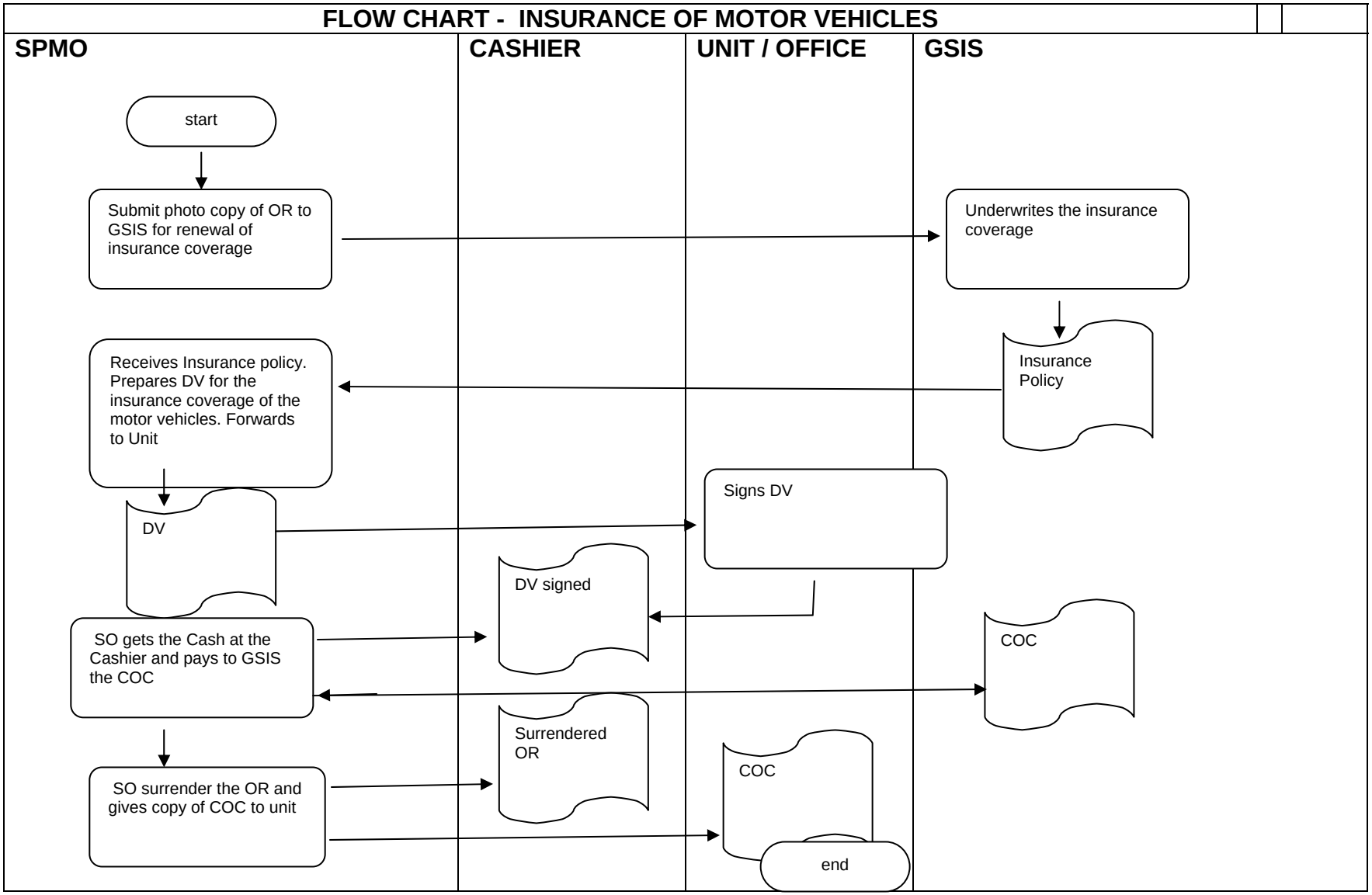
UNIT / OFFICE **SPMO** **ACCTNG**

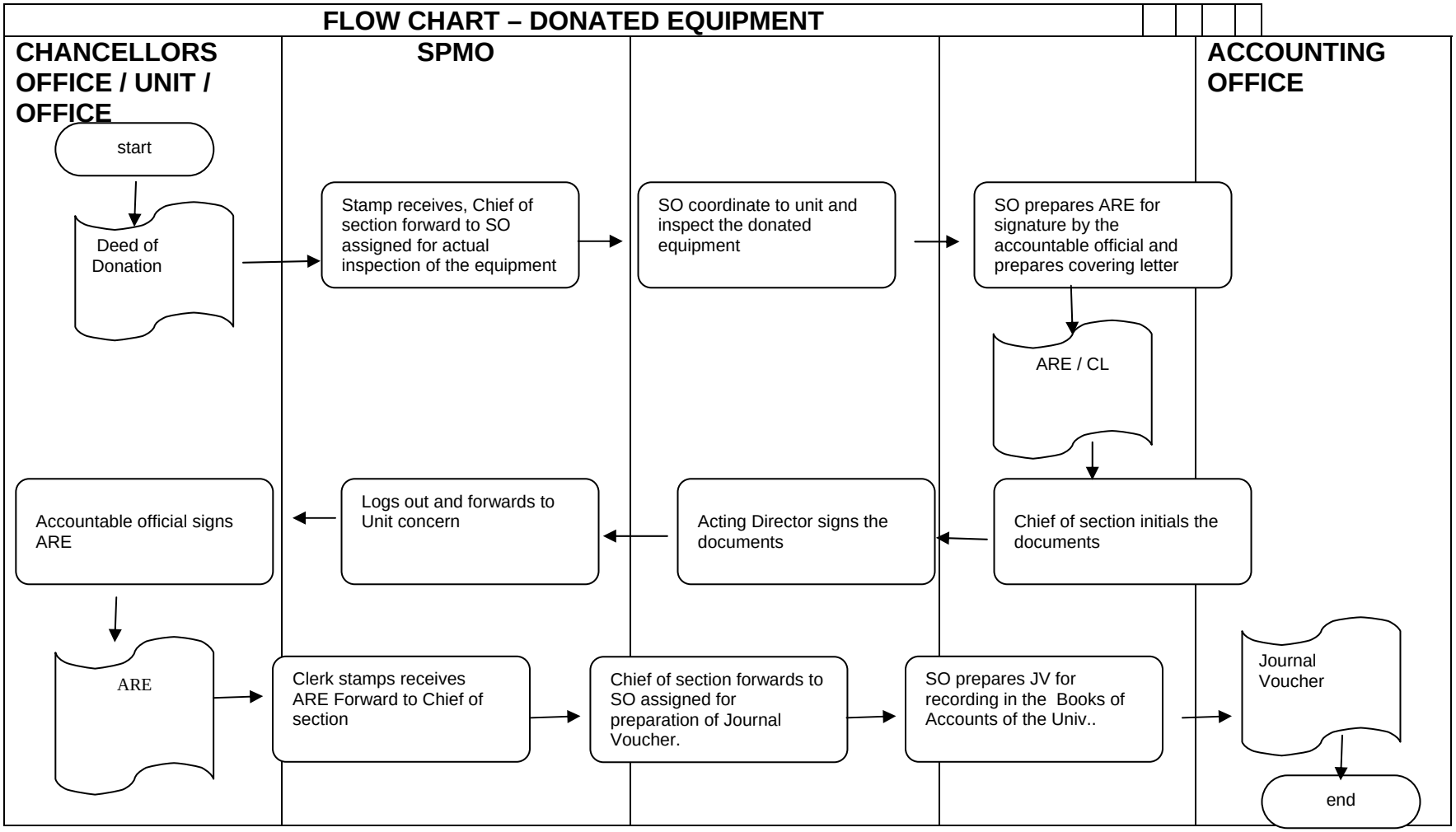


FLOW CHART – INSURANCE OF EQUIPMENT

UNIT / OFFICE **SPMO** **GSIS**



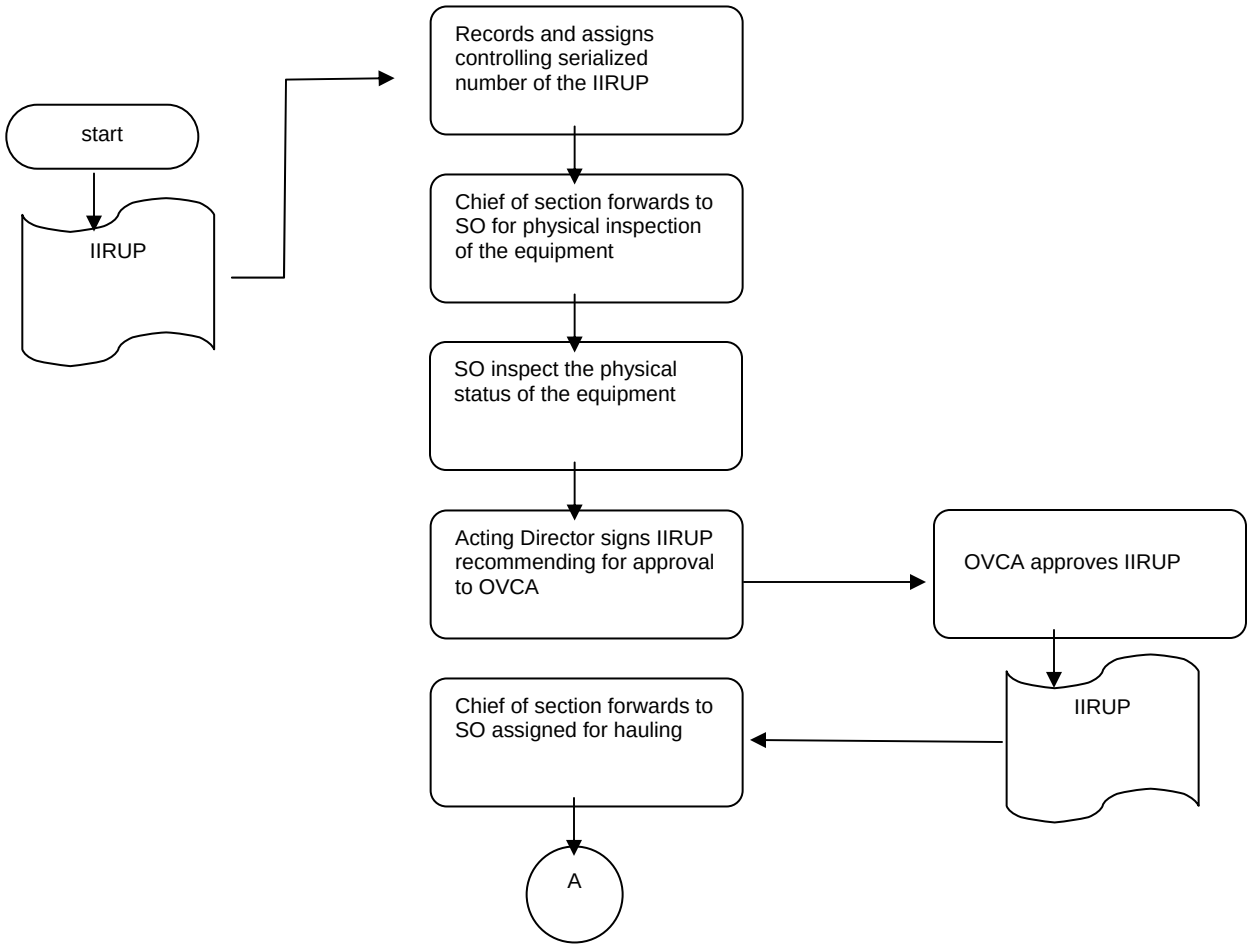

FLOW CHART - INSURANCE OF MOTOR VEHICLES
SPMO
CASHIER
UNIT / OFFICE
GSIS
start
Submit photo copy of OR to GSIS for renewal of insurance coverage
Underwrites the insurance coverage
Insurance Policy
Receives Insurance policy. Prepares DV for the insurance coverage of the motor vehicles. Forwards to Unit
DV
Signs DV
DV signed
SO gets the Cash at the Cashier and pays to GSIS the COC
COC
Surrendered OR
SO surrender the OR and gives copy of COC to unit
COC
end

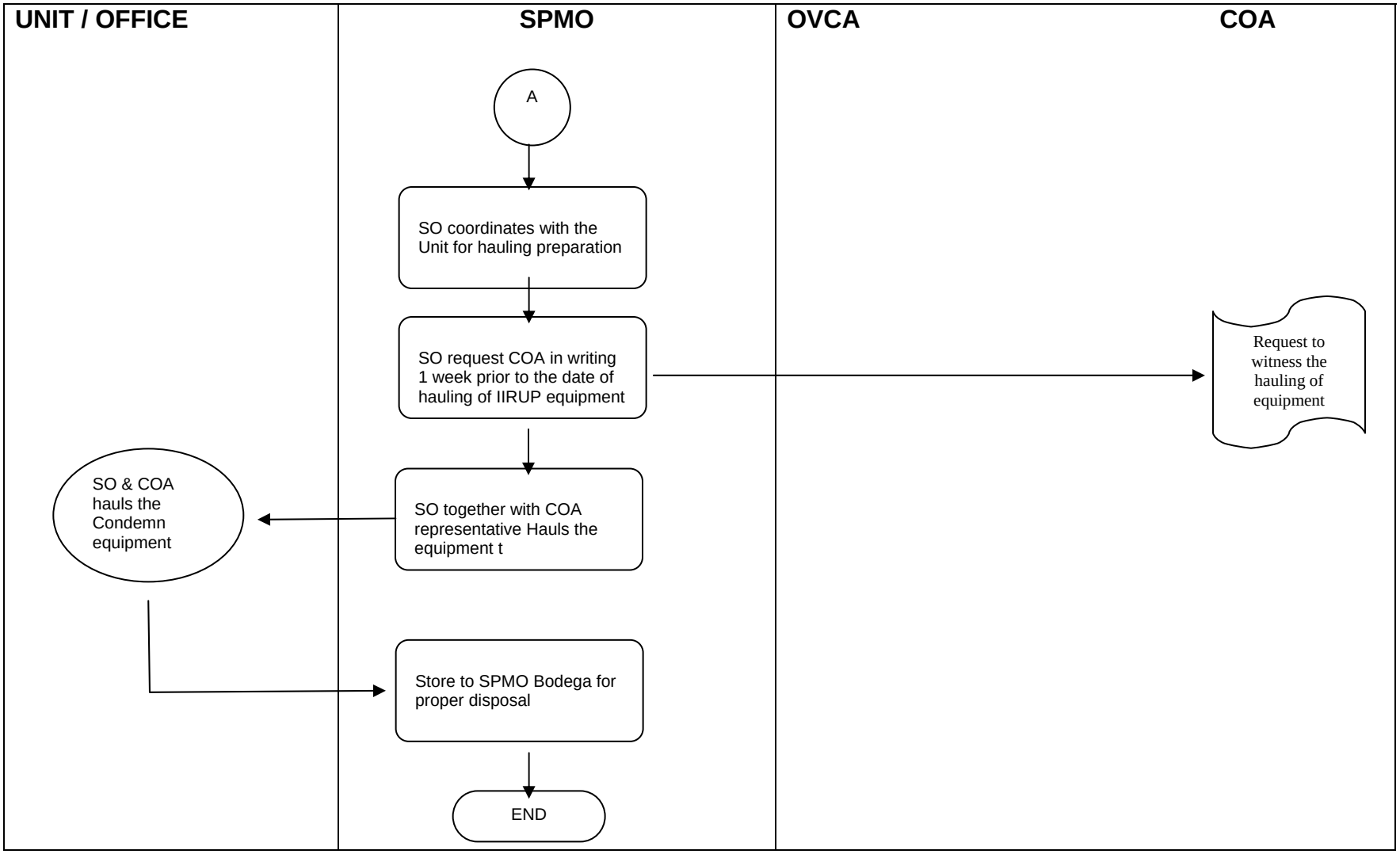

FLOW CHART – DONATED EQUIPMENT
CHANCELLORS OFFICE / UNIT / OFFICE
SPMO
ACCOUNTING OFFICE
start
Deed of Donation
Stamp receives, Chief of section forward to SO assigned for actual inspection of the equipment
SO coordinate to unit and inspect the donated equipment
SO prepares ARE for signature by the accountable official and prepares covering letter
ARE / CL
Chief of section initials the documents
Acting Director signs the documents
Logs out and forwards to Unit concern
Accountable official signs ARE
ARE
Clerk stamps receives ARE Forward to Chief of section
Chief of section forwards to SO assigned for preparation of Journal Voucher.
SO prepares JV for recording in the Books of Accounts of the Univ..
Journal Voucher
end

FLOW CHART – HAULING OF EQUIPMENT

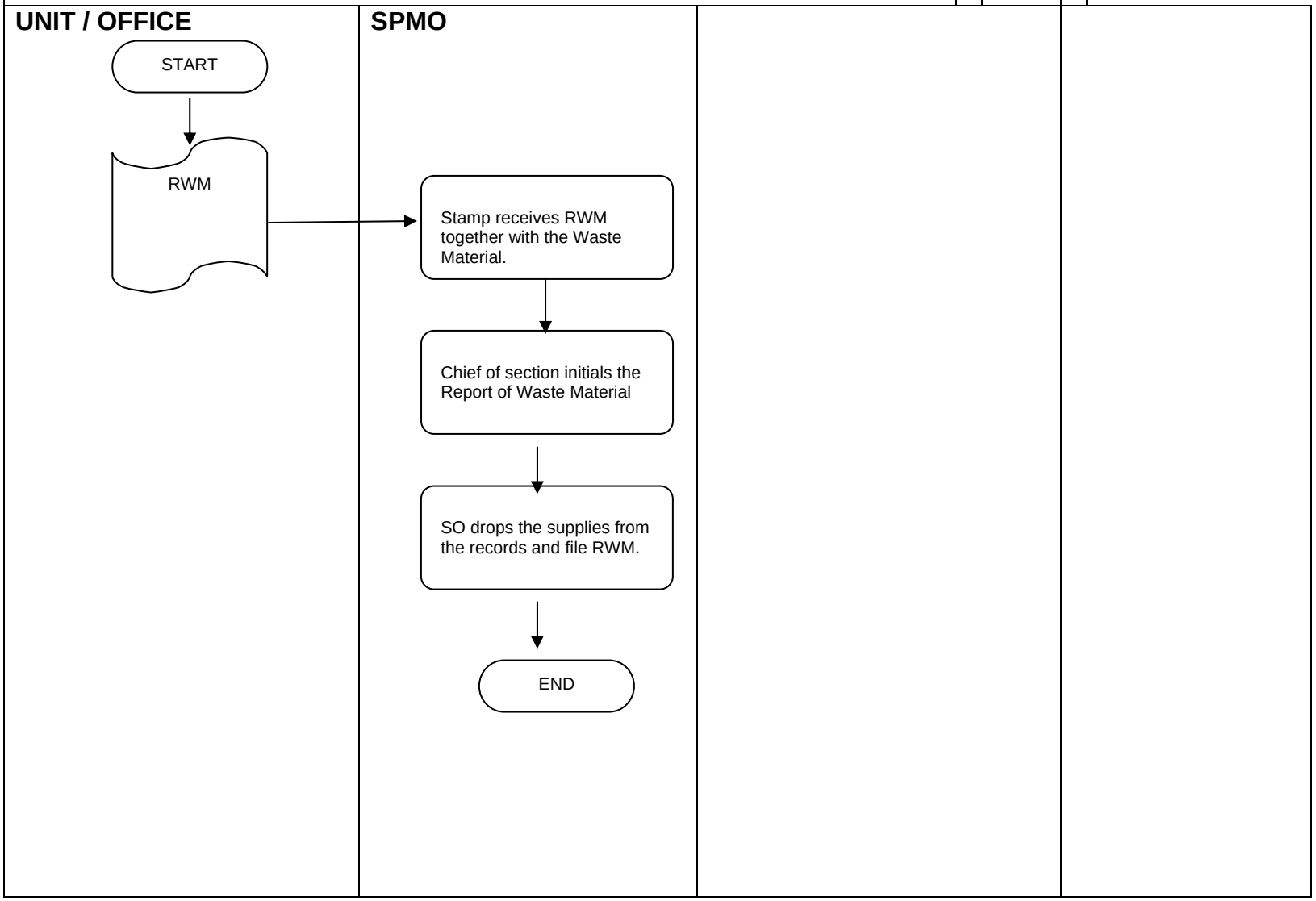
SPMO **OVCA** **COA**

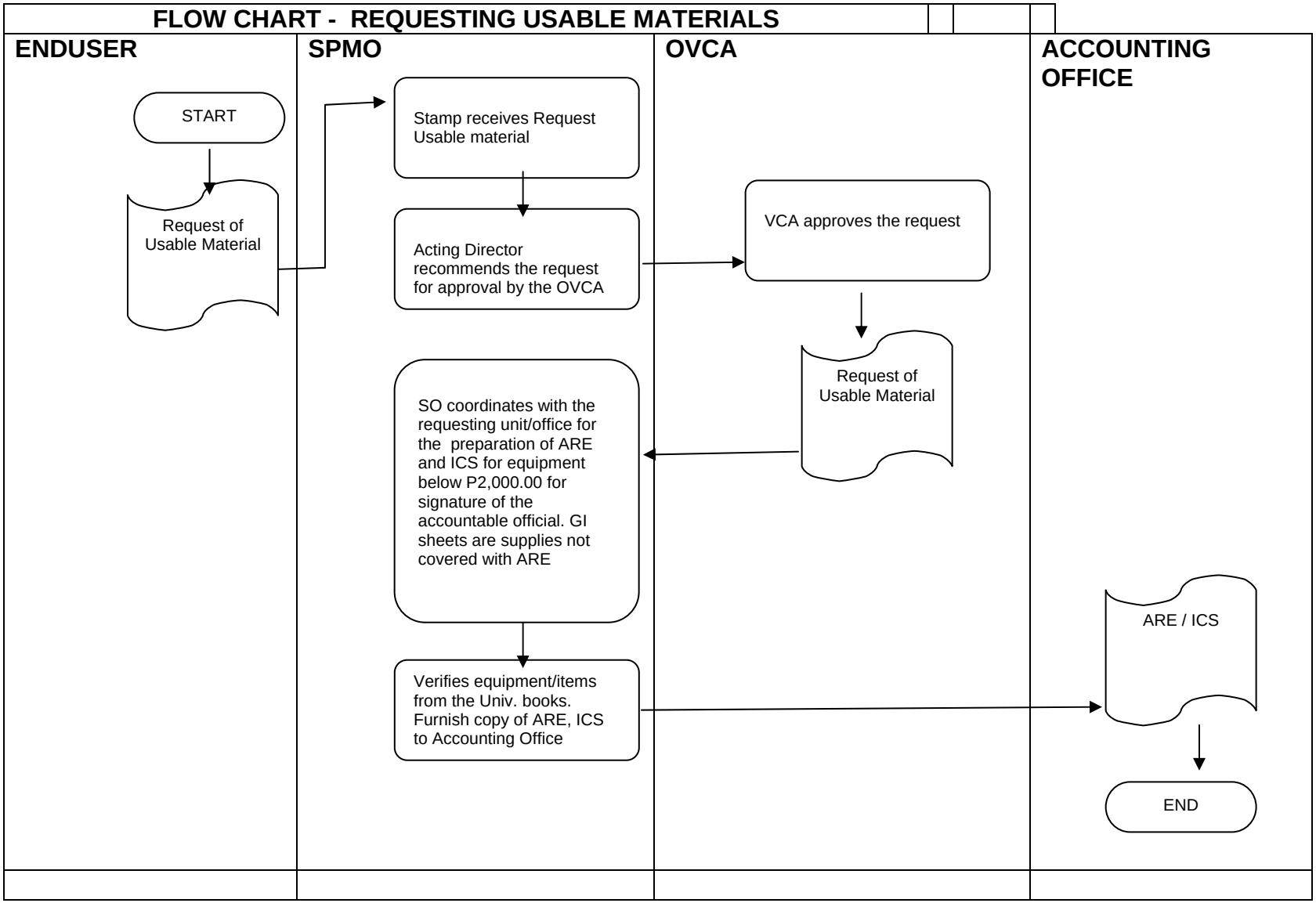
UNIT / OFFICE

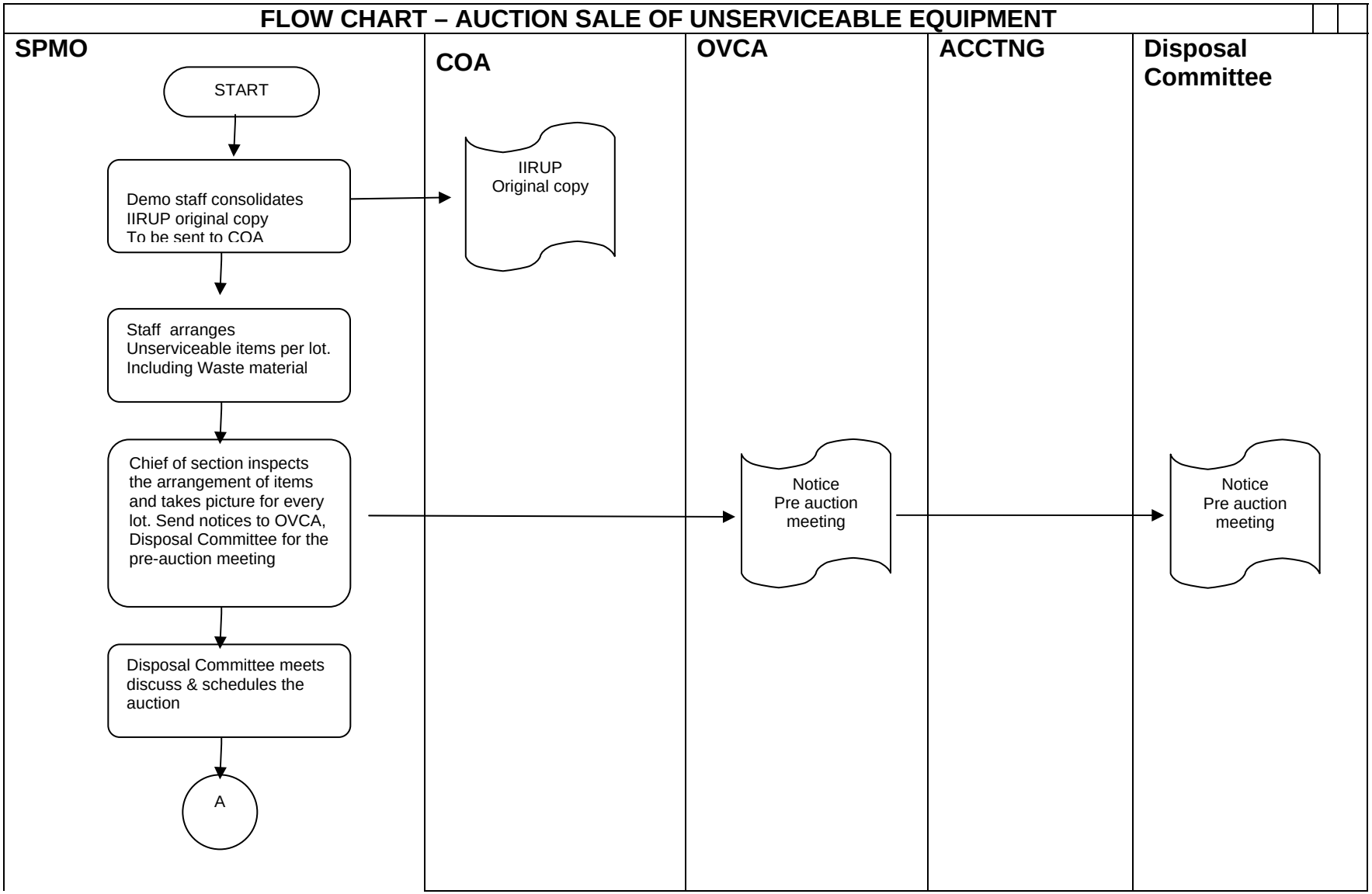


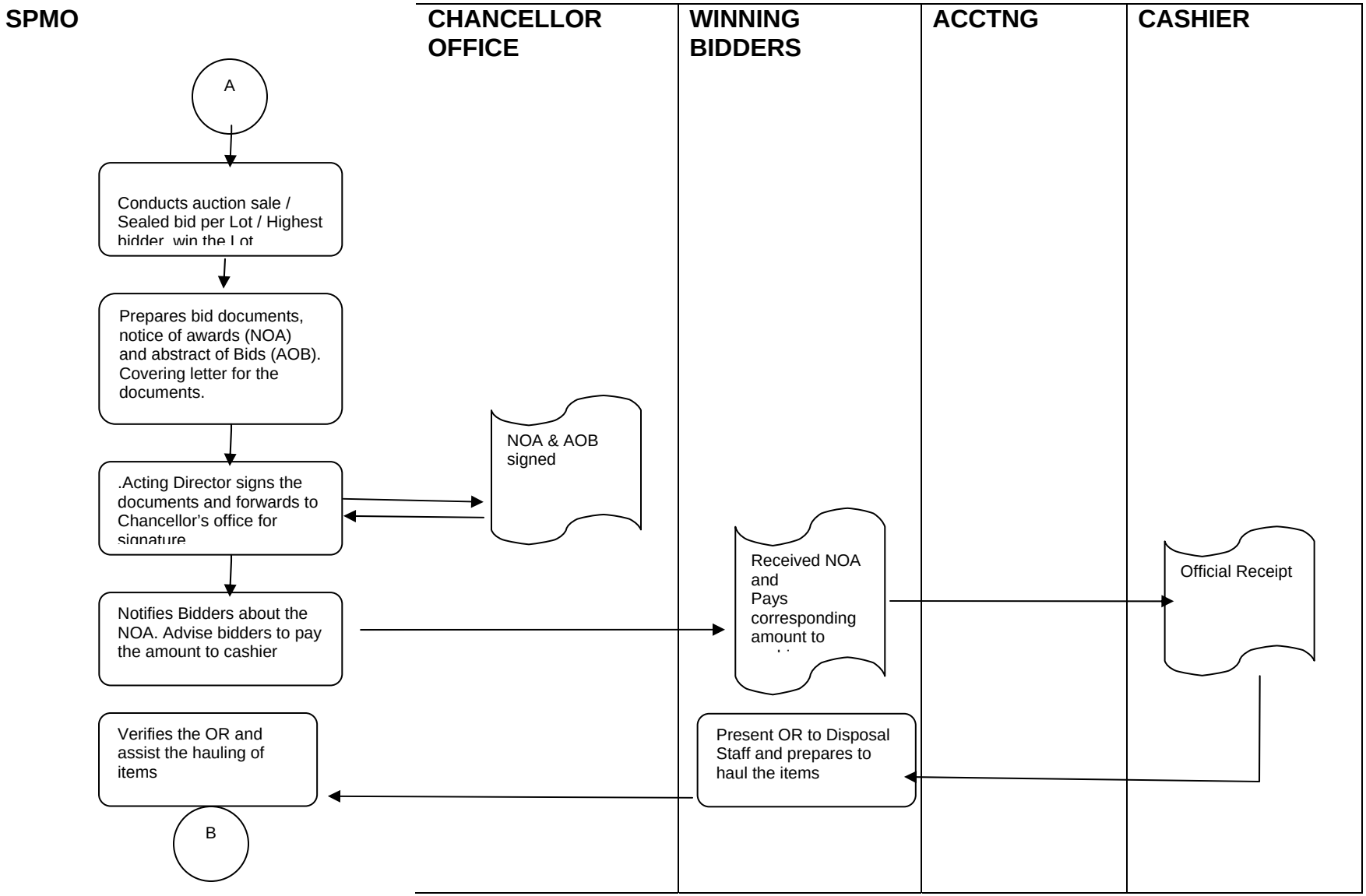

UNIT / OFFICE
SPMO
OVCA
COA
A
SO coordinates with the Unit for hauling preparation
SO request COA in writing 1 week prior to the date of hauling of IIRUP equipment
Request to witness the hauling of equipment
SO & COA hauls the Condemn equipment
SO together with COA representative Hauls the equipment t
Store to SPMO Bodega for proper disposal
END

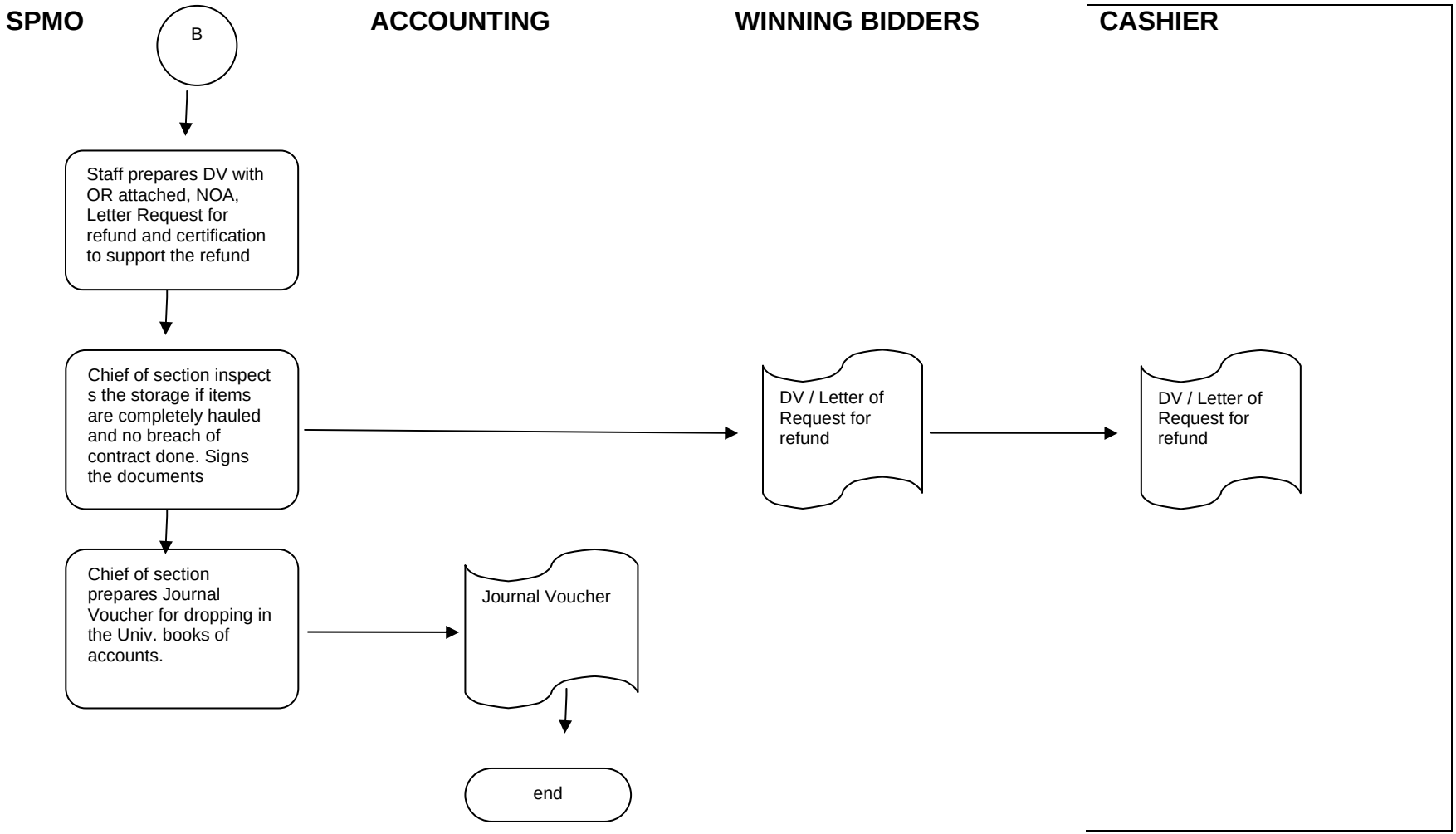
FLOW CHART – REPORT OF WASTE MATERIALS

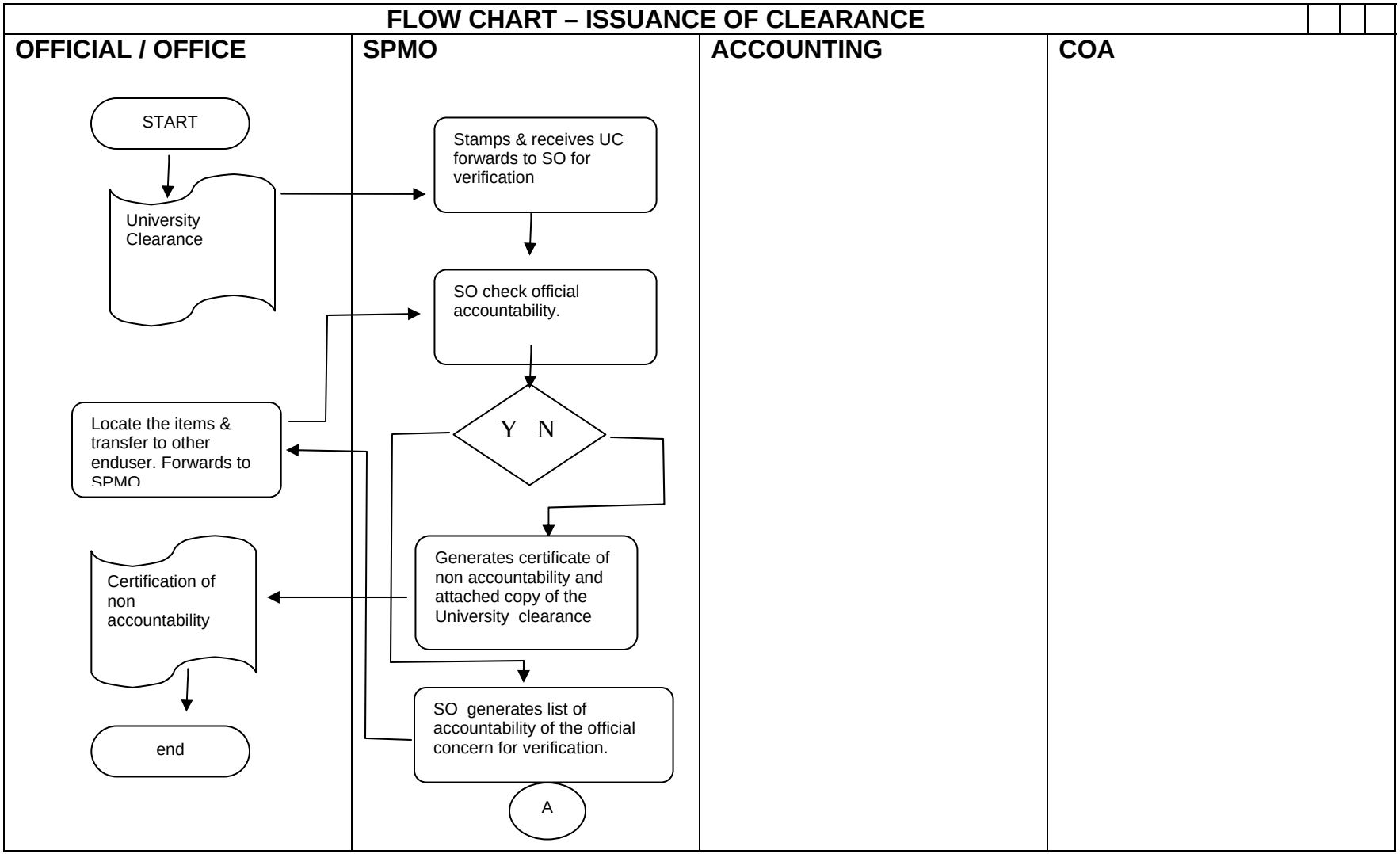


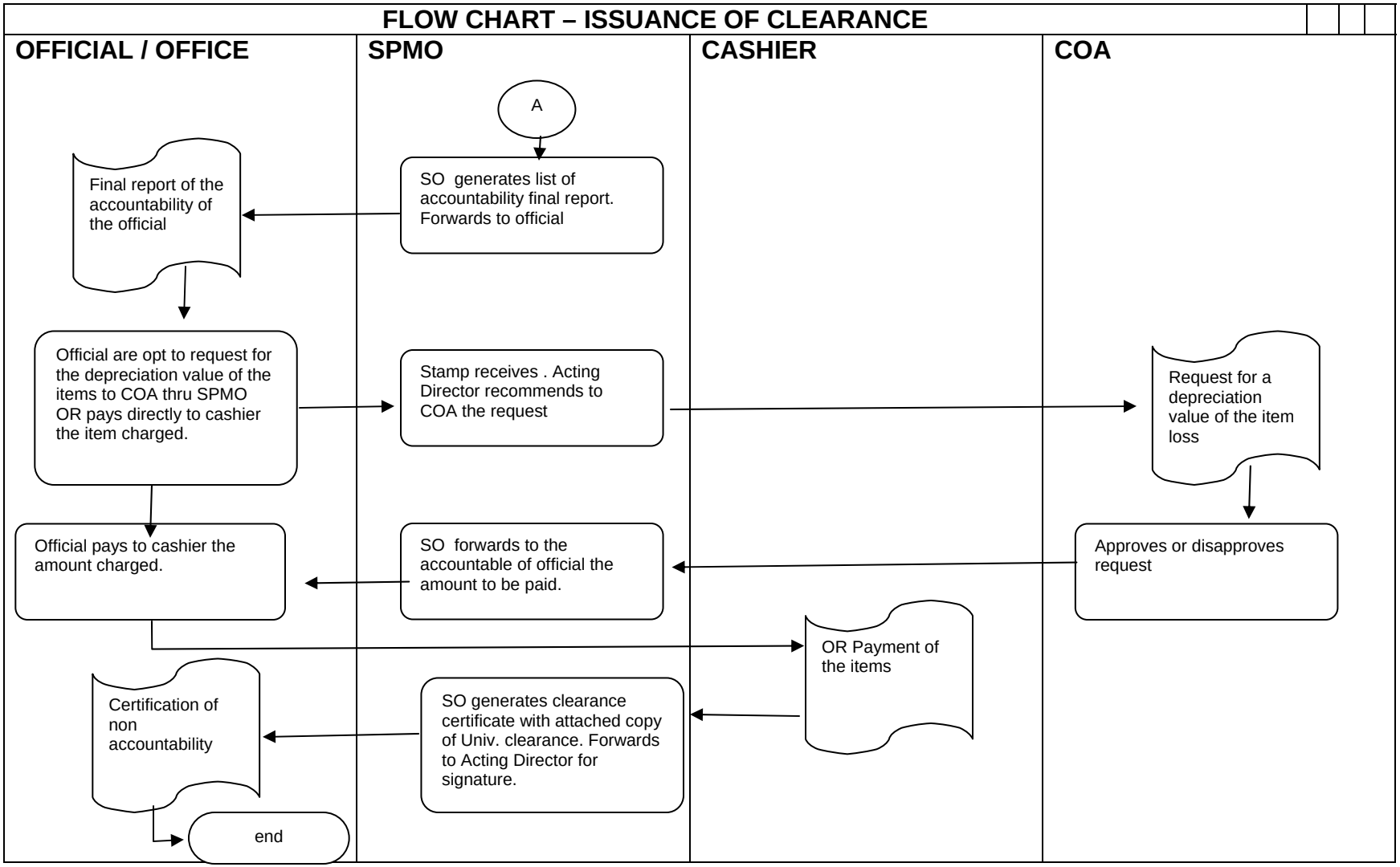

FLOW CHART - REQUESTING USABLE MATERIALS
ENDUSER
SPMO
OVCA
ACCOUNTING OFFICE
START
Request of Usable Material
Stamp receives Request Usable material
Acting Director recommends the request for approval by the OVCA
VCA approves the request
Request of Usable Material
SO coordinates with the requesting unit/office for the preparation of ARE and ICS for equipment below P2,000.00 for signature of the accountable official. GI sheets are supplies not covered with ARE
Verifies equipment/items from the Univ. books. Furnish copy of ARE, ICS to Accounting Office
ARE / ICS
END


FLOW CHART – AUCTION SALE OF UNSERVICEABLE EQUIPMENT
SPMO
COA
OVCA
ACCTNG
Disposal Committee
START
Demo staff consolidates IIRUP original copy To be sent to COA
IIRUP Original copy
Staff arranges Unserviceable items per lot. Including Waste material
Chief of section inspects the arrangement of items and takes picture for every lot. Send notices to OVCA, Disposal Committee for the pre-auction meeting
Notice Pre auction meeting
Notice Pre auction meeting
Disposal Committee meets discuss & schedules the auction
A


SPMO
CHANCELLOR OFFICE
WINNING BIDDERS
ACCTNG
CASHIER
A
Conducts auction sale / Sealed bid per Lot / Highest bidder win the Lot
Prepares bid documents, notice of awards (NOA) and abstract of Bids (AOB). Covering letter for the documents.
.Acting Director signs the documents and forwards to Chancellor's office for signature
NOA & AOB signed
Notifies Bidders about the NOA. Advise bidders to pay the amount to cashier
Received NOA and Pays corresponding amount to
Official Receipt
Verifies the OR and assist the hauling of items
Present OR to Disposal Staff and prepares to haul the items
B


SPMO
B
ACCOUNTING
WINNING BIDDERS
CASHIER
Staff prepares DV with OR attached, NOA, Letter Request for refund and certification to support the refund
Chief of section inspect s the storage if items are completely hauled and no breach of contract done. Signs the documents
DV / Letter of Request for refund
DV / Letter of Request for refund
Chief of section prepares Journal Voucher for dropping in the Univ. books of accounts.
Journal Voucher
end


FLOW CHART – ISSUANCE OF CLEARANCE
OFFICIAL / OFFICE
SPMO
ACCOUNTING
COA
START
University Clearance
Stamps & receives UC forwards to SO for verification
SO check official accountability.
Y N
Locate the items & transfer to other enduser. Forwards to SPMO
Generates certificate of non accountability and attached copy of the University clearance
Certification of non accountability
SO generates list of accountability of the official concern for verification.
end
A


FLOW CHART – ISSUANCE OF CLEARANCE
OFFICIAL / OFFICE
SPMO
CASHIER
COA
A
SO generates list of accountability final report. Forwards to official
Final report of the accountability of the official
Official are opt to request for the depreciation value of the items to COA thru SPMO OR pays directly to cashier the item charged.
Stamp receives . Acting Director recommends to COA the request
Request for a depreciation value of the item loss
Approves or disapproves request
SO forwards to the accountable of official the amount to be paid.
Official pays to cashier the amount charged.
OR Payment of the items
SO generates clearance certificate with attached copy of Univ. clearance. Forwards to Acting Director for signature.
Certification of non accountability
end