MESSAGE

Over the years, procurement, acquisition, supply and property issuance, among others, have grown complex in light of changing times, advancement in technology and increasing rules and regulations. The growing number and value of BJMP properties likewise call for a standardized and detailed accounting to ensure that procured equipment serve their intended purposes. Anything less shortchanges the government and the people of the service that they deserve.

This manual serves as a guide on matters related to supply and property management. It is in support to the recent ISO 9001-2015 quality certification and the Bureau’s desire for effective, efficient and transparent management of people and equipment. Furthermore, it is a step forward in realizing a well-equipped BJMP force capable of handling any and all jail incidents, at par with the international standards.

As the Chief, BJMP, I commend the Chief, SAO, Ms Geronima M Andres, her supportive staffs, and all other personnel who made this endeavor a reality. It is a testament to their mastery and dedication to duties. May this manual serve as standard and guide in a supply and property management that maximizes available resources. Thank you and congratulations!

DEODADO C. TAPIYAN
Jail Director
Chief, BJMP

“Changing Lives, Building a Safer Nation”
The crafting of the Supply Accountable Office (SAO) Information and Functional Manual is a significant output in the BJMP’s effort of providing a more comprehensive, updated, and handy guide for SAO in the field units.

This Manual is a consolidation of all relevant and existing procedures and information related to Supply and Property Management, the role of Supply Accountable Officers, and how they should act accordingly in given situations. The information contained in this Manual are all updated and made responsive to the present needs of the BJMP.

For this, I congratulate Ms. Geronima M Andres, the Chief, SAO, BJMPwide and her entire staff for seeing the need for a SAO Manual and producing the same.

ALLAN SULLANO IRAL, CESE
Jail Chief Superintendent
Deputy Chief for Administration of the Jail Bureau

“Changing Lives, Building a Safer Nation”
MESSAGE

Effective stewardship and accountability of property is essential. Property is accountable to designated departments, each of which is responsible for the day to day management, use, care, recordkeeping, and disposal of those properties, either assigned for individual use or as part of a common area.

This manual serves as a guide to all Supply Accountable Officers in every Region in the performance of their mandated task in order to safeguard all resources and add value to the operational efficiency and effectiveness of the Jail Bureau.

As such, I am inclined to congratulate the Chief, SAO BJMPwide, together with her supportive staff for coming up with this initiative. Their hard work deserves commendation.

RUEL SILVA RIVERA
Jail Chief Superintendent
Deputy Chief for Operation of the Jail Bureau

"Changing Lives, Building a Safer Nation"
MESSAGE

Property management is an integral function that all agencies cannot take for granted. Effective management of equipment and properties helps ensure that programs and activities are performed to generate the desired result.

This manual provides basic information about sustaining accountability and the important role it plays in maintaining, effective acquisition, efficient use and disposal of government properties. Understanding and applying the information provided in this guide, along with having good distinction of duties will ensure the successful administration and systematic control of properties owned or accountable to the Bureau.

With this initiative completed with plain dedication, it is my great pleasure to commend Ms. Geronima M Andres, Chief, SAO BJMPwide and her able and supportive staff. Well done!

DENNIS UVAS ROCAMORA, CESE
Jail Chief Superintendent
Chief of Directorial Staff of the Jail Bureau

"Changing Lives, Building a Safer Nation"
ACKNOWLEDGEMENT

First and foremost the undersigned will always give thanks and praises to ALMIGHTY GOD the source of all good and right; with His divine guidance and blessings this office manual was realized; and we take no pretense at being able to claim originality as it is fashioned and crafted from official issuances to make it more authorized than when done otherwise. To God be all the glory!

To her dear family: Maning, Joey, Lucky and Rain for inspiration, unwavering love, prayers and support through all the years past and to come.

Deep appreciation and gratitude to our good Resident Auditor MRS. LEONORA B. CABACUNGAN for her continues guidance everytime we at the NHQ-SA0 sought for and likewise to all her able staffs for their untiring support in the conduct of inspection and inventory of supplies, materials and equipment.

A sincere and heartfelt thanks to all her staffs at present: SJ01 Donnabelle L Resurreccion, SJ01 Cecille U Trinidad, JO2 Jessa A Tabios, JO1 Richelle E Bigoy for their countless time and efforts in encoding and providing layout in the preparation of this manual; and likewise to the previous staffs already reassigned to other units and the previous Regional SAO's (RSAO) whose names may not have been inadvertently included, but also served with utmost diligence in the discharge of this office mandated functions.

Express sincere thanks and gratitude to the past and present Directors for Logistics, Director for Comptrollership and members of the Command Group headed by Chief, BJMP J/DIRECTOR DEGRACIAS C TAPAYAN for the guidance and support in enhancing the level of public service and the realization/printing of the SAO-NHQ Information/Functional Manual. We also acknowledged with gratitude the efforts contributed by the Secretary to the Chief Directorial Staff, Directorate for Program Development and Legal Service Office in the final editing of this manual.

The last but not the least, special thanks is extended to the father of the BJMP-first BJMP Director-DDG CHARLES S MONDEJAR for the trust and confidence in designating her as acting SAO in June 1991, and later appointed her to the plantilla position of Supply Officer III, and on June 24, 1994 promoted her to the plantilla position of Supply Officer V.

GERONIMA M. ANDRES
Chief Administrative Officer
Chief, SAO BJMP-wide

"Changing Lives, Building a Safer Nation"
OFFICE of the NATIONAL ADMINISTRATIVE REGISTRATION
Administrative Rules and Regulations
MAR 28 2019
RECEIVED
TABLE OF CONTENTS

INTRODUCTION
History
1
Mission and Vision
3
Logo and Seal Symbolism
4

CHAPTER I: ORGANIZATIONAL STRUCTURE/MANNING CHART/
FUNCTIONS
1.1A Manning Chart
7
1.1B Organizational Chart
8
1.2 General Functions
9
1.3 Level Functions
9

CHAPTER II: CITIZEN'S CHARTER
13

CHAPTER III: PHASES OF GOVERNMENT PROPERTY/
FLOWS AND PROCEDURES
Life Cycle of Government Property
19
Policy of the State
20

Prepared by:
Donnabelle L. Resurreccion
Senior Jail Officer I
Supply JNOR, SAO

Noted by:
GERONIMA M. ANDRES, MPA
Chief Administrative Officer V
Chief, SAO BJMPwide

Reviewed by:
ALLAN S IRAL, CESE
Jail Chief Superintendent
Deputy Chief for Administration
of the Jail Bureau/
Quality Management Representative

Approved by:
DEOCRACIAS S. TARAYAN, CESE
Jail Director
Chief, BJMP

"Changing Lives, Building A Safer Nation"
3.1 Acquisition

Modes of Procurement
Other Modes of Acquiring Supplies, Materials & Equipment
Transfer and Donation
Construction
  Construction by Administration
  Construction by Contract
General Phases in Acquiring Government Property
Delivery of Items
Flowchart in Receipt of Supplies, Materials & Equipment
Inspection and Acceptance Report
Payment for the Items

3.2 Custodianship

Accountability/Responsibility & Liability for Government Property
Imposition of Administrative Fine or Loss of Firearm
Frequency of Physical Inventory-Taking
Repair and Maintenance

3.3 Issuance and Utilization

Flowchart in the Issuance of Supplies & Materials, Procedures
Flowchart in the Issuance of Procured Equipment, Procedures

"Changing Lives, Building A Safer Nation"
3.4 Disposal

Authority or Responsibility for Property Disposal/Divestment
Destruction or Sale of Unserviceable Property
Modes of Disposal/Divestment
Sale of Property through Public Bidding and Negotiations
Transfer and Donation of Property
Barter
Flowchart in the Disposal of BER Equipment, Procedures

CHAPTER IV: PRESCRIBED GOVERNMENT FORMS AND REPORTS DEFINED

Stock Card (SC) Appendix 58
Inventory Custodianship Slip (RIS) Appendix 59
Purchase Request (PR) Appendix 60
Purchase Order (PO) Appendix 61
Inspection and Acceptance Report (IAR) Appendix 62
Requisition and Issue Slip (RIS) Appendix 63
Report of Supplies and Materials Issued (RSMI) Appendix 64
Waste Materials Report (WMR) Appendix 65
Report on the Physical Count of Inventories (RPCI) Appendix 66
Property Card (PC) Appendix 69
Report on the Physical Count of Property, Plant and Equipment (RPCPPE) Appendix 73
Inventory and Inspection Report of Unserviceable Property (IIRUP) Appendix 74
Property Acknowledgement Receipt (PAR) Appendix 71

73

Property Transfer Report (PTR) Appendix 76

Property Turn-In Slip (PTIS) 77

ANNEXES

81

Table of Estimated Useful Life 83

Chapter I: Systems and Procedures 84
Rule III Custodianship of BJMP Properties

Business Process: Logistical Management 92

Memorandum re: Reiteration of BJMP Policy on the issuance of firearms 98

Guidelines for Proper Safekeeping & Maintenance of issued service firearm 99

Guidelines, Policy & Procedure on the Procurement & Distribution of medicines, medical & dental supplies 101

Policy/Procedure to be undertaken whenever a deficiency is noted on the delivery of supplies, materials & equipment 104

Memo re: Amendment of Policy on the Settlement of Liability and/or Penalty re: Lost issued firearms 106

Memo re: Period of Settlement of Lost issued firearms & other Government property 107

REGIONAL SUPPLY ACCOUNTABLE OFFICER (RSAOs) 108

LOGISTICS DIRECTORS 109

"Changing Lives, Building A Safer Nation"
INTRODUCTION
HISTORY

The defunct Office of Jail Management and Penology (OJMP), was a special staff office under the defunct PC/INP which turned into a Bureau - BUREAU OF JAIL MANAGEMENT AND PENOLOGY (BJMP), pursuant to Chapter V Section 60 of Republic Act No. 6975, otherwise known as the Department of the Interior and Local Government Act of 1990.

Sometime in June 1991, P/DG CESAR NASARENO, the then PNP Chief presided a meeting attended by the then OJMP duty officer P/Capt. YOLANDA TANIGUE where an instruction was to be relayed to P/BG CHARLES S MONDEJAR, the then Chief, OJMP to look for an office outside Camp Crame and to have a Supply Accountable Office in the BJMP Organizational Structure as this is urgent in its operation as a separate and distinct bureau to be headed by a qualified civilian personnel of the OJMP.

Immediately, the Placement Panel convened to select from and among the eight (8) Civilian Employees (CE) of the OJMP hereunder enumerated, as follows;

1. CE Clarita del Rosario
2. CE Sandra Etic
3. CE Geronima M Andres
4. CE Catherine Cajigal
5. CE Jean Jannet Sta. Ana
6. CE Lino Capunpon
7. CE Lolita Mendez (D)
8. CE Malou Castro (D)

"Changing Lives, Building A Safer Nation"
The primary pre-requisite to become a Supply Accountable Officer is that one must be a Civilian Employee holding a civilian plantilla position in Permanent Status, Career Service Professional (CSP) Eligible and a graduate of a Baccalaureate Degree.

Being the lone CSP eligible during that time, **CE Geronima M Andres** was selected and designated as Supply Accountable Officer IV, BJMP, in concurrent capacity as Fiscal Clerk II pursuant to Office Order No. 06-02 dated 13 June 1991. In the exigency of service, Ms Andres performed the functions of SAO, BJMP after completion of the required On the Job Training (OJT) at the Supply Accountable Office, PNPwide headed by the then Mr. Tomas M. Flores from 17-28 June 1991. With the approval of the Civilian Plantilla for the BJMP, she was appointed to the plantilla position of Supply Officer III SG 18 on 14 June 1993; she attended the Seminar on Property and Supply Management conducted by the Commission on Audit Head Office on 20 June to 01 July 1994. On 24 June 1994 she was promoted and appointed to the plantilla position of Supply Officer V SG 24. On 08-26 August 1994, she underwent the Junior Executive Training-Supervisory Training for Effective Administrative Management (JET-STREAM) conducted by the Civil Service Commission at Kaliraya, Quezon City.

From that time on, the Supply Accountable Office remains and exists as one among the Support Offices in the BJMP National Headquarters Organizational Structure headed by Ms. Andres and for the purpose of ISO Certification, SO No. 2015-149, dated 12 October 2015 was issued designating her as Chief, SAO BJMPwide. Every BJMP Regional Office also has its Regional Accountable Offices. Counting the years of BJMP existence, she has contributed in her own little way to the successful growth of the BJMP from its infancy to its present stage.
MISSION

The office aims to enhance public service by providing prompt actions necessary during deliveries of procured supplies, materials and equipment; to maintain integrity in its functions among others acting as check and balance on transactions pertaining thereto.

VISION

The Supply Accountable Office (SAO), BJMP envisions itself as a highly regarded office in charge of the receipt, safekeeping, issuance, inventory and disposal of supplies, materials and equipment procured by the BJMP.

"Changing Lives, Building A Safer Nation"
SAO - NHQ SEAL

SEAL SYMBOLISM

The **SUPPLY ACCOUNTABLE OFFICE - NATIONAL HEADQUARTERS** was established in 1991, in line with the creation of the **BUREAU OF JAIL MANAGEMENT AND PENOLOGY** under **R.A. 6975**

The Supply Accountable Office (SAO), undertakes its functions with **TRANSPARENCY**, **ACCOUNTABILITY** and utmost **SERVICE**.

The **BLUE, YELLOW and RED BOXES**, in **WHITE** background represent the procured BJMP supplies, materials and equipment (SME) and also represent the color of the Philippine flag managed by the SAO which serves as the central Supply Office of the BJMP nationwide.

The **THREE (3) ARROWS** represent the approved distribution of procured supplies, materials and equipment to BJMP National Headquarters and Regional offices.

The color **GRAY** represents the official color of the Bureau.

The **SEAL's SPHERICAL SHAPE** represents the continuous and efficient management of BJMP logistical resources.

"Changing Lives, Building A Safer Nation"
CHAPTER 1

ORGANIZATIONAL STRUCTURES and FUNCTIONS

"Changing Lives, Building A Safer Nation"
1.1A MANNING CHART

ORGANIZATIONAL STRUCTURE
SUPPLY ACCOUNTABLE OFFICE

CHIEF

ADMIN AND RECORDS SECTION
Record Incoming & Outgoing Communication, Classify documents, Index, Encode & File

SUPPLY AND MATERIALS SECTION
Facilitate the receiving, safekeeping and issuance of delivered inventory items; perform other necessary related functions

EQUIPMENT SECTION
Facilitate the receiving, safekeeping and issuance of delivered PPE; performs other necessary related functions

17 RSAO

"Changing Lives, Building A Safer Nation"
Bureau of Jail Management and Penology

1.1B ORGANIZATIONAL CHART

ORGANIZATIONAL CHART
SUPPLY ACCOUNTABLE OFFICE

MS GERONIMA M ANDRES, MPA
Chief Administrative Officer
Chief, SAO-BJMPwide

SJ01 Donnelle L. Resurreccion
Chief, Clerk / Supply JNOR

JO3 Cecille U Trinidad
Equipment JNOR

JO1 Jessa A Tabios
Asst. Equipment JNOR / LMIS Encoder

JO1 Richelle E. Bigoy
Asst. Records / Supply JNOR

17 RSAO

"Changing Lives, Building A Safer Nation"
1.2 GENERAL FUNCTIONS

- Performs with efficiency all necessary functions and operations pertaining to receipt, issuance/distribution of supplies, materials and equipment (SME);
- Manages stock control, supply cataloguing of all procured/delivered supplies, materials and equipment;
- Conducts regular physical inventory of supplies, materials and equipment;
- Disposes properly all unserviceable BJMP properties as need arises in accordance with existing laws, COA rules and regulations;
- Participates in the effective close monitoring of the status of all BJMP properties of the NHQ as well as the Regional Offices;
- Evaluates reports submitted by BJMP Regional Offices re-BJMP properties BJMPwide;
- Performs other related functions as the C, BJMP and/or Director for Logistics may direct.

1.3 LEVEL FUNCTIONS

Chief, Supply Accountable Office

- Supervises the efficient performance of necessary functions and operations pertaining to receipt, issuance/distribution of supplies, materials and equipment (SME);
- Plans the functions and operations pertaining to receiving, storekeeping, stock control and supply cataloguing of procured BJMP supplies, materials and equipment (SME);
- Supervises the implementation of logistical policies on property and supply management;
- Supervises the conduct of physical inventory of supplies, materials and equipment of the National Headquarters annually or semi-annually; to include the regional level upon directive of the C, BJMP and ensure that the required Reports are submitted to the Commission on Audit on time;
- Settles technical and procedural issues and concerns referred to by all Regional SAO’s Property Custodians, RSJCO’s and/or RSJNOR’s pertaining to supplies, materials and equipment of the BJMP;
- Supervises the proper conduct of disposal or divestment of unserviceable, obsolete and/or no longer needed properties of the BJMP.
Bureau of Jail Management and Penology

- Signs and issues Certificate of Non-Property Accountability Clearance to all BJMP Commissioned Officers, Non-Commissioned Officers and Non-Uniformed Personnel applying for retirement, transfer, and/or resignation from the BJMP service;
- Supervises the maintenance and upgrading of records of supplies, materials and equipment of the BJMP; perform such other functions as the Chief, BJMP and/or the Director for Logistics may direct.

Administrative Section

- Records properly incoming and outgoing communication and see to it that all needed action are accordingly acted and implemented on time;
- Controls all classified documents, indexing, encoding and filing;
- Prepares Certificate of Non-Property Accountability as need arises after careful verification and review of accountability records of BJMP personnel applying for clearance;
- Performs other related functions as the Chief, SAO and Director for Logistics may direct.

Supplies and Materials Section

- Processes the delivery, receiving, indexing, storage, issuance, inventory and disposal of supplies and materials procured by the BJMP;
- Responsible for the proper safekeeping of delivered items pending distribution to end-users;
- Coordinates with the Accounting Office re: periodic reconciliation of data on supplies and materials and inform the Chief, SAO of the results;
- Maintains updated Stock Cards of supplies and materials;
- Participates in the preparation of PAR, PTR and ICS of issued SME as well as renewal of PAR on SFA as need arises;
- Performs other related functions as the Chief, SAO and Director for Logistics may direct.

Equipment Section

- Processes the delivery, receiving, indexing, storage, issuance, inventory and disposal of BJMP equipment;
- Responsible for the proper safekeeping of delivered items pending distribution to end-users.
- Prepares PAR, PTR of newly issued equipment to include renewal of PAR as need arises;
- Coordinates with the Accounting Office re: periodic reconciliation of equipment records/data and inform the Chief, SAO of the results;
- Maintains and updates Property Cards;
- Performs other duties as Chief, SAO and Director for Logistics may direct.
CHAPTER II

CITIZEN'S CHARTER

"Changing Lives, Building A Safer Nation"
SUPPLY ACCOUNTABLE OFFICE
NATIONAL HEADQUARTERS

FRONTLINE SERVICE: Receiving of Deliveries (of Supplies, Materials and Equipment)

SCHEDULE OF ACTIVITY OF SERVICE: 8:00 A.M. - 5:00 P.M. Monday to Friday without Noon Break

CLIENTELE/S: Supplier/s (PS/DBM and Private Suppliers)

WHAT ARE THE REQUIREMENTS: Items delivered must conform with the:
- Approved Purchase Order or Contract Agreement
- Delivery Receipt (DR) and Sales Invoice (SI)

DURATION: Process immediately

PAYMENT: No Processing Fee

END OF TRANSACTION: Receipt of items delivered and signature on the Delivery Receipt (DR) if delivery is complete and in accordance with the Purchase Order and Contract Agreement

<table>
<thead>
<tr>
<th>TIME</th>
<th>CLIENT</th>
<th>CLASSIFICATION OF DELIVERY</th>
<th>DURATION</th>
<th>PERSON IN CHARGE</th>
<th>REQUIREMENTS</th>
<th>END OF TRANSACTION</th>
</tr>
</thead>
</table>
| 8:00 a.m.  | Suppliers: PS/DBM and Private Suppliers | Supplies Materials Equipment | Process immediately | Supply / Property JNOR | 1. Items for delivery  
2. Approved Purchase Order  
3. Delivery Receipt (DR) and Sales Invoice (SI) | Receipt of items delivered and signature on the DR if delivery is complete and in conformity with the prescribed requirements |
| to 5:00 p.m.|                                     |                            |                                |                          |                                                                               |                                                                                    |

"Changing Lives, Building A Safer Nation"
Bureau of Jail Management and Penology

SUPPLY ACCOUNTABLE OFFICE
NATIONAL HEADQUARTERS

FRONTLINE SERVICES:

1. ISSUANCE OF SUPPLIES, MATERIALS AND EQUIPMENT
2. RENEWAL OF ACKNOWLEDGMENT RECEIPT FOR ISSUED SERVICE FIREARM AND OTHER EQUIPMENT
3. ISSUANCE OF CERTIFICATE OF NON-PROPERTY ACCOUNTABILITY CLEARANCE
4. RECEIVING OF INCOMING COMMUNICATIONS

SCHEDULE OF ACTIVITY OF SERVICE
8:00 A.M. - 5:00 P.M.
Monday to Friday
Without Noon Break

CLIENTELE/S: ALL CONCERNED BJMP OFFICES AND/OR PERSONNEL

REQUIREMENTS:

1A. ISSUANCE OF SUPPLIES AND MATERIALS
- Duly accomplished/signed Requisition and Issue Slip (RIS) and/or Inventory Custodian Slip (ICS)

1B. ISSUANCE OF FIREARMS AND OTHER EQUIPMENT
- Approved Program of Distribution
- Approved Supply Directive
- Requisitioner must sign the received portion of the Property Acknowledgment Receipt (PAR)
- Regional Supply Accountable Office (RSAO) must sign the Property Transfer Report (PTR)

"Changing Lives, Building A Safer Nation"
3. NHQ CERTIFICATE OF NON-PROPERTY ACCOUNTABILITY CLEARANCE

a. For purpose of Claims re: Retirement, Death, Resignation and/or Reassignment

- Requesting personnel shall return all firearm/s and other office equipment/s issued to him/her

- Regional Certificate of Non-Property Accountability Clearance from previous assignments issued by the Regional Supply Accountable Officer concerned

b. For travel/schooling purposes:

- Service firearms and other equipment shall be temporarily turned-in/deposited to SAO

4. RECEIVING OF INCOMING COMMUNICATIONS

- Properly stamped “Receipt” on document for recording and encoding for assignment of SAO Control Number

DURATION: Process immediately

PAYMENT: No Processing Fee

END OF TRANSACTION:

- Released requisitioned supplies, materials and equipment together with end-user’s copy of PAR, RIS and/or ICS duly signed by authorized signatories

- Released Certificate of Non-Property Accountability Clearance duly signed by the Chief, SAO, BJMP-NHQ after thorough review of accountability records by the assigned verifier

- Forwarded receipted communication/s to Chief, SAO for appropriate action.
### MEMORANDUM CIRCULAR

**SAO-NHQ INFORMATION AND FUNCTIONAL MANUAL**

**SAO MANUAL**

---

**Bureau of Jail Management and Penology**

<table>
<thead>
<tr>
<th>TIME</th>
<th>CLIENT</th>
<th>TYPE OF REQUEST</th>
<th>DURATION</th>
<th>PERSON IN CHARGE</th>
<th>REQUIREMENTS</th>
<th>END OF TRANSACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am to 5:00 pm</td>
<td>All concerned BJMP Offices/ personnel</td>
<td>Renewal of PAR of Issued Service Firearm</td>
<td>5 minutes</td>
<td>Property / Admin JNOR</td>
<td>Present the firearm physically for stencil</td>
<td>Release of prepared PAR duly signed by authorized signatories</td>
</tr>
</tbody>
</table>

| Certificate of Non-Property Accountability Clearance | 5 minutes | Supply / Admin JNOR | • Requesting personnel shall return all firearm/s and other equipment/s issued to him/her | Release of Certificate / Clearance duly signed by the SAO, BJMP-NHQ if applicant/s were cleared from Property Accountability both from the Regional Office and National Headquarters |

| Receiving of Incoming Communication | 5 minutes | Admin Clerk | Forward received communications to the Chief, SAO for appropriate action | |

---

---

**SAO-NHQ Information and Functional Manual**

"Changing Lives, Building A Safer Nation"
CHAPTER III

PHASES OF GOVERNMENT PROPERTY

FLOWS & PROCEDURES

"Changing Lives, Building A Safer Nation"
LIFE CYCLE OF GOVERNMENT PROPERTY

"Changing Lives, Building A Safer Nation"
Bureau of Jail Management and Penology

POLICY OF THE STATE

All resources of the government shall be:

- Managed, expended or utilized in accordance with the law and regulations
- Safeguarded against loss or wastage through illegal or improper disposition
- Ensured 3Es (economy, efficiency and effectiveness) in the operations of the government

• The responsibility to take care that such policy is faithfully adhered to rest directly with the Chief or Head of the government agency concerned (Sec. 2 PD 1445).

3.1 ACQUISITION

The start of the life cycle of a government property
Procurement as defined under R.A. 9184 and its IRR refers to the acquisition of goods, consulting services, and contracting for Infrastructure Projects by the Procuring Entity.

Government procurement must adhere to the principles of transparency, accountability and competition and that it must be adequately monitored. Likewise, must consider such factors as right quality, quantity, price and source at all times and that laws and rules must be complied with.

3.1.1 Modes of Procurement

Pursuant to Section 10, Article IV of R.A. 9184, all procurement shall be done through Competitive Bidding, except as provided for in Article XVI which provides when alternative modes may be allowed.

3.1.2 Other Modes of Acquiring Supplies, Materials and Equipment or Land in Government:

1. Transfer
2. Donation
3. Confiscated, Attachment of Seizure and Disclosure
4. Production and Manufacture
5. Construction

"Changing Lives, Building A Safer Nation"
TRANSFER

Under PD 1445 Section 76, any government property that is no longer needed by an agency or unserviceable may be transferred without cost or at an appraised valuation to other government agencies upon authority of the respective heads of agencies.

Procedures that may be followed in the transfer:

1. The property officer of the agency transferring the property shall prepare an inventory of the property no longer needed;

2. Prepare the document for the transfer, the Property Transfer Report (PTR) with the details or description of the property;

3. The PTR must be approved/signed by the heads of the agency (the transferor and the recipient) or their duly authorized representatives;

4. Require the appropriate receipt of the items;

5. The Property/Supply Officers of the two agencies must furnish their respective, accounting office with the copy of the transfer document, (PTR) for the appropriate recording in the books.

DONATION

Some fixed assets are acquired through contributions or donations from the private sector/s, other government agencies both local and foreign and non-government organization/s.

Conditions to be considered:

1. A deed of donation from the donors to the donee stipulating among others the intent for the use of the said donation;

2. The donee government agency should attach an “Acceptance of Donation”
Construction by Administration

This may be recommended to the head of office/agency/corporation concerned if after re-bidding, no bid still comes within the limits of award of contracts prescribed under Section I B 10.4.1-1 of PD 1594 in accordance with existing laws, rules and regulations. The Heads of Office/Agency/Corporation shall endorse the same to the Secretary concerned as the case may be for approval.

Construction by Contract

PD 1594 and EO 40 prescribe the policies, guidelines, rules and regulations for government infrastructure contracts.

3.1.3 General Phases in Acquiring Government Property

Delivery of items
Inspect and Acceptance of the items
Payment

Delivery of Items

 Regardless of the modes of procurement resorted to, deliveries of supplies, materials and equipment being requisitioned must be made by the supplier/contractor in accordance with the specifications, terms and conditions prescribed in the Contract/Purchase Order (PO)/Work Order (WO) / Letter Order (LO).

General Requirement:

1. Deliveries must be within the stipulated time. Failure to deliver within the prescribed period shall render the supplier/contractor liable for penalty, usually in the form of liquidated damages, specified in the Contract/PO/WO/LO.

- Liquidated damages in the amount of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay.

- The supplier/contractor may in meritorious and justifiable case, request for extension of time to deliver. The request shall be made before the expiration of the contract period for it is well settled that a request for extension of contract time filed after the expiration thereof produce no effect, as THERE IS NOTHING MORE TO BE EXTENDED
Extension of time may be granted only:

- In cases of force majeure or fortuitous event, or an act of God;
- Any reason beyond the control of the contractor;
- An order of the Government; or
- When delay is attributable to the purchaser

1. Packing of Items

All supplies must be adequately contained, packed, crated, cased, bundled, wrapped or sealed to prevent damages, spoilage, and loss. They must be plainly labelled and marked in the outside showing the exact contents (Sec. 111, COA Cir. 92-386).

Objective:

- Protect the goods against all normal transportation hazards;
- Limit the packaging of container spaces and weight to a maximum in order to obtain the lowest transportation rates and charges;
- Enable carriers to effect delivery to intended consignee

2. Receipting and Recording of Deliveries

All items to be inspected shall be accepted first by the Supply/Property Officer, as the case maybe (Sec. 144, COA Cir. 92-386).

* The above provision pertains only to receipting/signing on the delivery receipts and temporary recording of the deliveries upon arrival of the goods/articles to the agency's premises. The deliveries are still subject to inspection for conformity with specifications on the order.*
Bureau of Jail Management and Penology

FLOWCHART IN THE RECEIPT OF PROCURED SUPPLIES, MATERIALS AND EQUIPMENT
(Reference: GAM 2016)

START

Approved PO, WO, CA or APR

Delivery of Supplies, Materials & Equipment by authorized Suppliers/Representative

Verify the basis of delivery

Checking/Inspection of Deliveries

Process DR and temporary safekeeping of deliveries

Review TIACR/IAR and/or CDE

Procurement Section

- Process SI
- Prepares request for CDA inspection
- Return folder containing original documents redelivery to Directorate for Logistics

END

Legend:
P.O. - Purchase order
WO - Work Order
CA - Contract Award
APR - Approved Purchase Report
TIACR - Technical Inspection and Acceptance Committee Report
CDE - Certification of End-user
CDA - Certification of Director General
SI - Sales Invoice

Prepared by:
MS GERONIMA M. ANDRES, MPA
Chief Administrative Officer
Chief SAO

Noted by:
LUISITO C. MUÑOZ
Jail Bureau Superintendent
GIC, Director for Logistics

SAO-NHQ Information and Functional Manual

"Changing Lives, Building A Safer Nation"
MEMORANDUM CIRCULAR

SAO-NHQ INFORMATION AND FUNCTIONAL MANUAL

SAO MANUAL

PROCEDURES:

1. Directorate for Logistics (DL) transmits original copy of Approved Purchase Order, Work Order or Contract Agreement complete with other vital documents to Supply Accountable Office (SAO) for reference during delivery of supplies, materials and equipment.

2. Accredited supplier and/or duly authorized representative inform/s and bring in to the Supply Accountable Office the delivery made within the day.

3. The Supply/Property JNOR will immediately attend to the said delivery; he/she will verify/check the authority being used by the supplier for such a delivery if authentic and will reconcile it with the original copy.

4. Invites/Requests the Management Technical Inspector/Acceptance Committee Resource Person and/or Representative from the requisitioning office; to conduct a separate/simultaneous inspection of the items delivered to determine the conformity as to the specification stated in the approved PO, WO or CA.

5. Delivery Receipt will be stamped “inspected” and signed by the Management Technical Inspector, Supply/Property JNOR and the C, SAO; the items delivered are subject to temporary safekeeping at the Supply Accountable Office pending the release of the result of technical inspection from the Management Technical Inspection and Acceptance Committee and/or Certification from the end-user.

6. The Management Technical Inspector/Acceptance Committee and/or End-user prepare/s and submit/s the result of inspection to the Supply Accountable Office. The Supply/Property JNOR upon receipt immediately review the TIACR/IAR and/or COE.

7. The Sales Invoice (SI) will be processed if there is no deficiency noted in the report; Supply/Property JNOR prepares the request for the required COA technical inspection and forwards it to the office of the BJMP Resident Auditor, returns the original copies of PO, WO or CA to Directorate for Logistics for next dispositional action.

8. In the event that there is a deficiency mentioned in the TIACR/IAR this will be forwarded to the DL attention Procurement Section for appropriate action; the processing of the Sales Invoice (SI) must be held in abeyance until the noted deficiency is fully complied with by the supplier/contractor.
**Bureau of Jail Management and Penology**

**Inspection and Acceptance of the Items**

Inspection means the examination (including testing) of supplies, materials and equipment to determine whether these conform to the specifications stipulated in the order.

General Policies in the Inspection of Deliveries:

1. All inspection and acceptance of supplies, materials and equipment by the agency must be conducted in the most economical and expeditious manner consistent with the best interest of the government and, must conform to the provisions of applicable regulations and standards, sampling procedures (statistical) quality control procedures, and uniform method of interpreting specifications.

2. Inspection on behalf of the government must be conducted in all cases prior to acceptance except otherwise permitted by regulation. Inspection must be accomplished by or under the supervision of government qualified official/employee.

*Composition of BJMP Technical Inspection and Acceptance Committee; Please refer to Book III Sec. 3 of the BJMP Manual Revised 2007 (As Amended)*

**Payment for the Items**

Basic requirements for all Types of Disbursements:

1. Existence of a lawful appropriation for a given purpose and the sufficiency and accountability thereof;
2. Legality of the transaction;
3. Certification of the incurrence of the expenditures by the duly authorized signatory officer of the agency
4. Submission of the required documents to substantiate the transaction;
5. Appropriateness of account classification.

**3.2 CUSTODIANSHIP**

_Taking good care of one's personal and real properties with the diligence of a good father of a family, the same diligence is mandated to extend in the custodianship of any government property._

- Property Custodianship - is the guardianship of government property by the person accountable. This includes the receipt of supplies, materials and equipment, the safekeeping, issuances, repair and maintenance. Likewise, it includes the accountability, responsibility and liability of accountable or responsible officials/employees arising from loss, misuse, damage or deterioration of government property due to fault or negligence in the safekeeping.
Bureau of Jail Management and Penology

- Accountability/Responsibility and Liability for Government Property
  
  ➢ Accountability - as defined in the Glossary of Terms for State Auditors - is the persons obligations to carry out responsibly and answerability for decision and activities.

  Accountable - means one whose duties permit or require possession or custody of funds and property such as the cashier, collecting/disbursing officer, treasurer, property or supply officer and other persons though not accountable may be held accountable by virtue of their participation on a particular transaction. The accountable officer shall maintain and keep records of his/her accountability and shall render accounts as prescribed by the commission.

  ➢ Accountable Officer - is any officer or employee of the government who by reason of his office or duties is required or permitted to have custody of public funds or property.

  Responsibility - is the acceptance of assigned authority and the obligation prudently to exercise assigned or imputed authority attaching to the assigned or imputed role of an individual or group participating on organizational activities or decisions.

Officers

- Officers who by reason of their office or duly ought to be or are deemed to be in possession or custody of government funds or property;

- Persons entrusted with the actual possession or custody of government funds or property;

- Head of the Agency.
  
  ➢ Liability - is the obligation that arises as a consequence of an illegal or improper act or the non-performance of what is mandated to do.

Measure of Liability - "Money Value" - The fair market value of the property will be chargeable to the official/employee in the event of loss/damage of property due to fault/negligence.

- Bonding of Accountable Officers
  
  ➢ Bond - is an undertaking that is sufficiently secured.

The Bureau of Treasury shall be notified immediately after appointment/designation of accountable official/employee to a bonded position by submitting duly accomplished General Form No. 57 (A) which requests for application, increase, decrease, cancel or transfer of a bond which shall be duly signed by the head of the agency. (Treasury Order No. 01-95)

- Loss of Government Property
  
  It is the power of the COA to credit losses of property or act on application for relief of accountability.

"Changing Lives, Building A Safer Nation"
Bureau of Jail Management and Penology

- Credit for loss occurring in transit or due to calamity or force majeure.

When loss of Government Property occurs while they are in transit or the loss is caused by fire, theft, or other calamity of force majeure, the officer accountable thereof or having custody thereof shall immediately notify the Commission on Audit or auditor concerned and within thirty (30) days or such longer period as the Commission on Audit or auditor may be, in the particular case, allows, shall present his application for relief, with the available supporting evidence. Whenever warranted by the evidence, credit for the loss shall be allowed. An officer who fails to comply with this requirement shall not be relieved of liability or allowed credit for any loss in the settlement of his accounts. (Sec. 73, PD 1445).

Documents to Support request/application for relief from property accountability

1. Affidavit executed by the accountable officer stating the following facts:
   1.a Property lost and its evaluation;
   1.b Actual date in which the absence was first noted;
   1.c Manner of disappearance;
   1.d Efforts put forth to recover the same;
   1.e Provisions made to safeguard the property; and
   1.f Date when the loss was reported to the Auditor and police authorities;

2. Joint Affidavit of two (2) disinterested persons cognizant of the facts and circumstances about the loss. In case it is not possible to obtain the statement of two disinterested persons and only one is available, or none at all, such fact should be set forth in the affidavit of the person requesting relief, giving the reasons thereof;

3. Final Police Report showing the steps taken by the police authorities to recover the property lost and to apprehend the suspect(s) and the present status of the case;

4. Comments and/or recommendation of the Agency Head;

5. Comments/and/or recommendation of the Auditor as a result of the investigation and evaluation of the causes of the loss and the evidences submitted, which shall be listed in his/her endorsement, taking into consideration the degree of diligence exercised by the accountable officer in the safekeeping of government properties under his custody so that negligence on the part of the accountable officer is not attributable factor to the causes of loss;

   Government officials/employee entrusted with a government property must at all times exercised the diligence of a good father of a family in the safekeeping and care or maintenance thereof.

   * For negligence to exist there must be an omission to do something which a reasonable man, guided by consideration which ordinarily regulates the conduct of human affairs, would do; *

6. Certification from Police/Fire Chief Provincial Governor/Mayor or other competent authority as to destruction brought by natural calamity and/or insurgency;

7. Inspection Report on the extent of damage on issued property;

8. Copy of Property Acknowledgement Receipt (PAR)/Invoice Receipt for Property (IRP) for property losses.

"Changing Lives, Building A Safer Nation"
IMPOSITION OF ADMINISTRATIVE FINE ON LOSS OF FIREARM


"The rate of Administrative fine for loss of firearms regardless of the type and/or calibre which is covered by Special Permit (SP) or Certificate of Registration (CR) shall be as follows:"

First Offense - P 5,000.00 (For each firearm lost during the first reported loss of firearm)

Second Offense - P 10,000.00 (For each firearm lost during the second reported loss of firearm, and;

Third Offense - P 15,000.00 (For each firearm lost during the third reported loss of firearm and permanent disqualification from possessing any firearm regardless of type of calibre."

Physical Inventory-Taking - is an indispensable procedure for checking the integrity of property custodianship.

The representative of the COA Auditor shall witness the physical inventory taking conducted by the agency inventory committee. He/she shall observe the actual process/procedure in order to assure the fairness of the presentation of the financial statements.

Reconciliation of records between the Accounting and Supply Accountable Office must be done after the physical inventory-taking was conducted.

Frequency of Physical Inventory-Taking

Supplies and Materials in stock, to include medicines, drugs and medical supplies should be inventoried at least every six (6) months as of June 30 and December 31 of each year while equipment, land/building at least once a year as of December 31.

Submission of Reports

Report on the Physical Count of Inventories (RPCI) must be submitted to the Auditor concerned not later than July 31 and January 31 of each year for the first and second semester respectively.

Report on the Physical Count of Property, Plant and Equipment (RPCPPE) must be submitted to the Auditor concerned not later than January 31 of each year.
FLOWCHART IN THE PHYSICAL INVENTORY-TAKING OF SUPPLIES AND MATERIALS IN STOCK
(Reference: GAM 2016)

START

Planning

Conduct Physical inventory-taking of supplies and materials in stock

Information/Dissemination of the inventory schedule to all concern

Preparation of inventory sheets

Prepare/Draft a letter request for signature of C. BJMP

Submission of Reports

Send the letter request to BJMP Resident Auditor

Update Stock Card

END

Prepared by:
MS GERONIMO M. ANDRES, MPA
Chief Administrative Officer
Chief SAO

Noted by:
LUISITO C. MUNOZ
Jail Senior Superintendent
OIC, Director for Logistics

"Changing Lives, Building A Safer Nation"
PROCEDURES:

1. Supply Accountable Office (SAO) plans/prepares to conduct the activity:
   - Sets the date of physical count
   - Chief, SAO is to supervise the count
   - Selects the member to act as counters and checkers
   - Sets the sequence of the counting

2. Informs all the members of the inventory team about the planned schedule of inventory; prepares memorandum for all Regional offices to conduct the same.

3. Prepares/drafts a letter request to the BJMP Resident Auditor for a COA representative to act as witness/observer during the conduct of physical inventory for signature of the Chief, BJMP.

4. Sends the letter request to the Office of the BJMP Resident Auditor.

5. The Inventory Team conduct the physical inventory-taking of supplies and materials in stock in the presence of a COA representative as scheduled.

6. Inventory team member from SAO prepares inventory sheets in government prescribed form for signature of the Inventory team, approved by Director for Logistics and attested by the COA representative.

7. Submission of Report of Physical Count of Inventories (RCPI).

8. Supply JNOR updates the Stock Card.
FLOWCHART IN THE PHYSICAL INVENTORY-TAKING OF PROPERTY, PLANT AND EQUIPMENT
(Reference: GAM 2016)

START

Planning

Information/Dissemination of the inventory schedule to all concern

Prepare/Draft a letter request for COA representative for signature of C. BJMP.

Send the letter request to BJMP Resident Auditor

Conduct Physical Inventory-taking of PPE

Preparation of inventory sheets

Submission of Reports

Update Property Card

END

Legends: PPE - Property, Plant and Equipment
Prepared by: MS GERONIMA M. ANDRES, MPA Chief Administrative Officer Chief SAO

Noted by: LUISITO C. MUNOZ Jail Senior Superintendent OIC, Director for Logistics

"Changing Lives, Building A Safer Nation"
PROCEDURES:

1. Supply Accountable Office (SAO) plans/prepares to conduct the activity:
   - Sets the date of physical count
   - Chief, SAO is to supervise the count
   - Selects the member to act as counters and checkers
   - Sets the sequence of the counting

2. Prepares/drafts the memorandum serving as directive to conduct physical inventory-taking of supplies, materials and equipment for signature of the C, BJMP after which, sends to all concern.

3. Prepares/drafts letter request to the BJMP Resident Auditor for a COA representative to act as witness/observer during the conduct of physical inventory for signature of the Chief, BJMP.

4. Sends the letter request to the Office of the BJMP Resident Auditor.

5. The Inventory Team conducts the physical inventory-taking of PPE by Directorates and Offices as scheduled in the presence of a COA representative.

6. Prepares inventory sheets.


8. Property JNOR updates the Property Card.
Bureau of Jail Management and Penology

Repair and Maintenance

Repair - is the process/act of restoring a property/equipment to its original state or to its working condition. Unserviceable equipment may at once be restored to its normal state of efficiency by making repairs to be conducted by the Directorate for Logistics.

Maintenance - is the actions taken to retain the equipment in a serviceable condition or to restore it to serviceability when it is economically repairable.

- Fair Wear and Tear - is the condition of equipment in a serviceable condition or to restore it to serviceability when it is economically repairable.

- Minor/Ordinary Repair - is merely keeping a building/equipment in fit condition for use without increasing its capacity or otherwise adding to its normal value as an asset.

- Major/Extraordinary Repair - is the alteration, addition or installation, general reconditioning, overhauling etc. which materially increase the value or extend the useful life of the equipment or motor vehicles.

All report for repair and/or servicing of vehicle or equipment must be approved by proper authorities. When the repair cost is more than thirty percent (30%) of its fair market value, the property is no longer economically repairable.

3.2 ISSUANCE AND UTILIZATION

ISSUANCE - is the act of transferring the custodianship of a property from one person to another.

UTILIZATION - is the process of promoting greater services and economy in the use of supplies, materials and equipment of the government through efficient and honest procurement, systematic and coordinated transfer of control and recording; proper care, maintenance, repair and appropriate timely disposal.

* Any BJMP property issued by the BJMP Supply/Property Office for official use of BJMP Personnel assigned in the NHQ, NJMPTI, and/or DILG shall be covered by Acknowledgment Receipt for Equipment (ARE); while issuance to the BJMP Regional shall be covered by Invoice Receipt for Property (IRP). But in the exigency of the service, equipment intended for official use of various units in the regions can be drawn by a duly authorized official/employee in case to case basis who shall affix his/her signature in the ARE; and upon arrival in their region he/she turnover the equipment together with the copy of duly signed ARE to the RSAO concerned who in turn signs the prepare IRP covering issuance and submit to the SAO-NHQ for the next dispositive action.
FLOWCHART IN THE ISSUANCE OF PROCURED SUPPLIES AND MATERIALS  
(Reference: GAM 2016)

START

Approved Program of Distribution

Preparation and processing of RIS/ICS/PTR

Inform all offices/end-users thru telephone or text messaging of their allocated supplies and materials ready for release

Counting and releasing of supplies and/or materials; end-user signs the RIS/ICS/PTR and logbook

- Consolidate the RIS/ICS/PTR
  - Prepare and submit the RSMI

Update SC

END

Legend:
RIS - Requisition and Issue Slip
ICS - Inventory Custodian Slip
SC - Stock Card

Prepared by:

MS Geronima M. Andres, MPA
Chief Administrative Officer
Chief SAO

RSMI - Report of Supplies and Materials Issued
PTR - Property Transfer Report

Noted by:

Luisito C. Munoz
Jail Senior Superintendent
OIC, Director for Logistics

"Changing Lives, Building A Safer Nation"
PROCEDURES:

1. Directorate for Logistics furnishes the copy of approved program of distribution to the Supply Accountable Office (SAO) for reference in the distribution/issuance of delivered supplies/materials.

2. Supply JNOR informs all offices/end-users thru telephone or text messaging of their allocated supplies and materials ready for release.

3. She prepares/processes RIS/ICS and/or PTR for signature of authorized signatories and the end-user.

4. The items to be issued will be counted and checked by the end-user and sign the RIS, ICS/PTR and logbook.

5. Supply JNOR consolidates all RIS/ICS/PTR within the day; prepare the Report of Supplies and Materials Issued and submit to the Accounting Office on the same day.

6. Updates the Stock Card.
FLOWCHART IN THE ISSUANCE OF PROCURED EQUIPMENT

(Reference: GAM 2016)

Legend:
PAR - Property Acknowledgement Receipt
PAR - Property Transfer Report
PC - Property Card

Prepared by:
MS GERONIMA M. ANDRES, MPA
Chief Administrative Officer
Chief SAO

Noted by:
LUISITO C. MUNOZ
Jail Senior Superintendent
OIC, Director for Logistics

“Changing Lives, Building A Safer Nation”
Bureau of Jail Management and Penology

PROCEDURES:

1. Directorate for Logistics prepares Program of Distribution and/or Supply Directive for Approval of Chief, BJMP. Furnishes copy of approved program of distribution and/or supply directive to the Supply Accountable Office (SAO) for reference in the distribution/issuance to end-users.

2. Property JNOR informs all end-users thru telephone or text messaging to pick-up their equipment allocated to them.

3. Upon arrival of the end-user, the Property JNOR prepares/processes the Property Acknowledgement Receipt (PAR) and/or Property Transfer Report (PTR) for signature of authorized signatories.

4. The end-user and Property JNOR conduct simultaneous counting and checking of equipment subject for issuance; sign the PAR/PTR.

5. The Chief, SAO and Director for Logistics signs the PAR/PTR respectively after which the equipment will be released to the end-user who will also sign in the releasing logbook.

6. Property JNOR updates the Property Card and furnishes the Accounting Office with a copy of PTR covering Regional issuance for next dispositive action.
3.4 DISPOSAL

This is the end of the life cycle of a government property.

Authority or Responsibility for Property Disposal/Divestment

The full and sole authority and responsibility for the divestment or disposal of property and other aspects owned by the National Government agencies or instrumentalities, local government units and government-owned and/or controlled corporations and their subsidiaries shall be lodged in the heads of the departments, bureaus and offices of the national government, the local government units and the governing bodies or managing heads of government-owned or controlled corporations and their subsidiaries conformably to their respective corporate charters or articles of incorporation, who shall constitute the appropriate committee or body to undertake the same (COA Circular 89-926, January 27, 1989).

Authority and Responsibility for Divestment or Disposal is lodged in the agency head or governing bodies.

COA Cir. 89-296;
EO No. 888
GAAM 501
Bureau of Jail Management and Penology

When a government property has become unserviceable for any cause, or is no longer needed, it shall, upon application of the officer accountable therefore, be inspected by the head of the agency or his duly authorized representative in the presence of the auditor concerned and, if found valueless or unsalable, may be destroyed in their presence. If found to be valuable, it may be sold at public auction to the highest bidder under the supervision of the proper committee on award or similar body in the presence of the auditor or other duly authorized representative of the Commission on Audit (Sec. 79, PD 1455)

Modes of Disposal/Divestment

As a general rule, sale or disposal of government property shall be through PUBLIC BIDDING.

a. Sale of Property through Public Bidding

   • Sealed Public Bidding
   • Public Auction by Viva Voce

Public Auction

• adequate publicity and notification
• sufficient time frame between publication and date of auction
• opportunity to inspect the property
• confidentiality of sealed proposals
• bond and other pre-qualification requirements
• fair evaluation of tenders and proper notification of award

"Changing Lives, Building A Safer Nation"
b. Sale of Property through Negotiations

Sale thru Negotiation

- There was failure of public auction.
- The negotiation may be conducted singly provided that government gets the best price.
- A record of proceedings must be maintained.
- The negotiated price shall not be lower than the highest offer submitted at the failed public auction.

c. Destruction/Condemnation of Property

Another mode of disposal through pounding, burning, breaking, shredding, throwing, or any other method by which the property is disposed beyond economic recovery. Destruction shall be made in the presence of the Disposal Committee.

Destruction/Condemnation of Unserviceable Property

- has become unserviceable for any cause
- is no longer needed

Sec. 79 of PD 1445
GAAM 502
c. Transfer of Property

Upon initiative of owning agency or submission of request to owning agency, transfer of property may be done either with or without cost. Cost herein refers to payment based on the appraised value of the property.

d. Donation of Property

This may be done to charitable, scientific, educational, or cultural institutions or to another government agency.

Barter

An agency may transfer the property to another government agency in exchange for another piece of property. The value of the property transferred may or may not be equivalent to that being received.

• GUIDELINES ON THE DIVESTMENT OR DISPOSAL OF ASSETS (COA CIRCULAR 86-264)

1. Constitute the Disposal Committee; require the submission of the list of assets to be disposed of; program of disposal, IIR/RWM, appraisal documents, disposal procedures to be adopted; inspect assets; establish the floor price.

2. Furnish the COA Auditor at least five days before the scheduled bidding with a copy of program for disposal, IIR/RWM, appraisal documents and disposal procedures.

3. Advertise by printed notice for not less than three consecutive days in any newspaper or by notices posted for a like period in at least three prominent public places in the locality.

4. Pre-qualify bidders - 10% bond, latest FS, ITR.

5. Constitute the BAC on Disposal to conduct the public bidding.

CREATION OF DISPOSAL COMMITTEE AND SECRETARIAT

For National and Corporate Agencies:

Chairman - not lower than Assistant Secretary for a Department and Assistant Director for a Bureau.

Members

Head of Administrative Unit;
Head of Property Unit

For Local Government Units (LGU’s)

Chairman - Local Chief Executive

"Changing Lives, Building A Safer Nation"
FLOWCHART IN THE DISPOSAL OF UNSERVICEABLE (BER EQUIPMENT)

START → Report and return unserviceable - BER equipment → Consolidate submitted survey report/certification and gather all BER equipment → Classify BER equipment by Account code →

Appraisal of BER equipment → Prepare IIRUP and WMR → Request for COA ocular Inspection → Posting of ITB →

Inspection of BER equipment and submission of sealed bids by qualified bidders → Conduct Pre-bid and Bidding process → Preparation of the Abstract of Canvass → Issue Notice of Award and to proceed →

Payment and Withdrawal of disposed BER equipment → END

Legends:
IIRUP = Inventory & Inspection Report of Unserviceable Property
WMR = Waste Material Report
BER = Beyond Economic Repair

Prepared by:
MS GERONIMIA M ANDRES, MPA
Chief Administrative Officer
Chief, SAO

Noted by:
LUISITO C MUNOZ
Jail Senior Superintendent
OIC, Directorate for Logistics

"Changing Lives, Building A Safer Nation"
Bureau of Jail Management and Penology

PROCEDURES

1. End-users return their unserviceable equipment beyond economic repair (BER) to the Supply Accountable Office accompanied by a survey report or certification on why it became unserviceable as well as photographs (front and back views) of the equipment printed in a photo paper.

2. The Disposal Secretariat consolidates all the survey report/certification submitted by end-users and gathers the BER equipment in a designated area.

3. Disposal Secretariat classifies BER equipment by account code per office and prepares the list to be forwarded to the Appraisal Committee.

4. The Appraisal Committee shall conduct ocular inspection of the BER equipment separately and/or with the Disposal Committee to determine the present status, mode of disposal to be undertaken to obtain accurate appraisal amount thereof. After a thorough inspection and appraisal of BER equipment subject for disposal, appraisal report will be prepared and signed by all the members of the Committee for approval of the C, BJMP. Approved Appraisal Report will be submitted to the Disposal Committee thru the Secretariat who then prepare the Inventory and Inspection Report of Unserviceable Property (IIRUP) and/or Waste Material Report (WMR) in two (2) folders for signature of the C, BJMP and Disposal Committee members.

5. The request for COA ocular inspection of BER equipment subject for Disposal will be forwarded to the office of the Resident Auditor together with one (1) folder of the duly signed IIRUP, WMR and copy of approved appraisal report.

6. After the ocular inspection conducted by COA, the Disposal Committee Secretariat prepare Invitation to Bid (ITB) for signature of the Disposal Committee Chairman after which the same will be posted (adequate publicity with sufficient time frame between publication and date of bidding) in BJMP Bulletin Board and in conspicuous places inside and outside the premises of the NHQ to attract the greatest number of interested and qualified parties/bidders.

7. Bidders who shall signify to participate on the scheduled pre-bid and bidding process shall submit his/her bid tender to the Disposal Secretariat accompanied by a bid bond of at least 10% of the bid offer in cash or check.

8. The Disposal Secretariat will entertain interested bidders and allow them to conduct inspection of the BER equipment, received submitted sealed bids to be safe keep in a vault or sealed box.

9. The Chairman, Disposal Committee, presides the pre-bid conference and bidding process.

10. The Disposal Secretariat prepares abstract of canvass reflecting the bid offers of the participating bidders and the winning bid tender for signature of Disposal Committee and approval of the C, BJMP.

"Changing Lives, Building A Safer Nation"
11. Notice of Award and to Proceed approved by the C, BJMP will be issued to the winning bidder.

12. The winning bidder goes to the Accounting Office to request Order of payment after which proceeds to the Finance Service Office to pay the full amount of disposed BER equipment. The collecting officer will issue corresponding Official Receipt covering such payment. Winning bidder presents the original OR to the Disposal Secretariat. Withdrawal of disposed BER equipment may be done immediately after payment during office hours in the presence of the Disposal Committee members/Secretariat and COA representative.

13. In the event that the public bidding failed; the disposal committee through its secretariat shall set a second schedule of public bidding. And if again turned out to be a failure then a negotiated sale to be approved by the C, BJMP shall be conducted by the Disposal Committee following the provisions under COA Circular No. 89-296 January 27, 1989.
CHAPTER IV

PRESCRIBED GOVERNMENT FORMS and REPORTS

"Changing Lives, Building A Safer Nation"
Bureau of Jail Management and Penology

MEMORANDUM CIRCULAR

SAO-NHQ INFORMATION AND FUNCTIONAL MANUAL

TOPIC

SAO MANUAL

DOCUMENT NO.

BJMP-SA0-MC-62

ISSUE NO.

1

REVISION NO.

1

EFFECTIVE DATE

12 APR 2019

PAGE

53 of 116

PRESCRIBED GOVERNMENT FORMS AND REPORTS DEFINED

STOCK CARD - The (SC) (Appendix 58) is a form used in the Supply and/or Property Division/Unit for each type of Supplies to record all receipts and issuances made. It shall be maintained by fund cluster.

INVENTORY CUSTODIANSHIP SLIP - The ICS (Appendix 59) is a form used in the Supply and/or Property Unit issue tangible items amounting to less than P15,000.00 to end-user to establish accountability.

PURCHASE REQUEST - The PR (Appendix 60) is a form usually used by the Procurement Division for purchasing goods/supplies/property if the requested is/are not available in stock. It must be prepared by fund cluster.

PURCHASE ORDER - The PO (Appendix 61) is a form/document used by the processing agency/entity, addressed to a supplier to deliver specific quantities of supplies/goods/property subject to terms and conditions mentioned.

INSPECTION AND ACCEPTANCE REPORT - The IAR (Appendix 62) is a report submitted by the Inspection Officer/Committee and the Supply/Property Office on the inspection and acceptance, respectively of the purchased supplies/goods/equipment and property.

REQUISITION AND ISSUE SLIP - The RIS (Appendix 63) shall be used by the Requisitioning Office/Division to request supplies/goods/equipment/property carried in stock and the Supply/Property Office issue the items requested.

REPORT OF SUPPLIES AND MATERIALS ISSUED - The RSMI (Appendix 64) is a form/report prepared by the Supply/Property Office to report/summarize all issuance of inventories (by stock number) during the day.

WASTE MATERIAL REPORT - The WMR (Appendix 65) is a form/report used by the Supply/Property Office to report all waste materials previously taken up in the books of accounts as assets so that they may be properly disposed and dropped from the books.

REPORT ON THE PHYSICAL COUNT OF INVENTORIES - The RPCI (Appendix 66) is a form/report used to report the physical count of inventory items by type such as Office Supplies Inventory, Accountable Forms Inventory, Medical, Dental and Laboratory Supplies Inventory, Food Supplies Inventory, etc., which are owned by the agency/entity. It shall be prepared semi-annually by the Inventory Committee and by fund cluster.

PROPERTY CARD - The (PC) (Appendix 69) shall be maintained in the Supply/Property office for each class of PPE. The Supply and/or Property JNCO shall record promptly acquisition (based on the IAR and other document), issue/transfer/dispose and the description/information about the asset. It must be maintained by fund cluster.

REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT - The RPCPPE (Appendix 73) is a form/report used to report the physical count of PPR by type such as land, land improvement, infrastructure, building and other structures, machinery and equipment, transportation equipment, furniture and fixture, books, etc. which are owned by the agency. It shall be prepared annually by the Inventory Committee and by fund cluster.
Bureau of Jail Management and Penology

INVENTORY AND INSPECTION REPORT FOR UNSERVICEABLE PROPERTY - The IIRUP is a report prepared by the Supply/Property Office as basis to record dropping from the books the unserviceable properties carried in the PPE accounts.

PROPERTY ACKNOWLEDGEMENT RECEIPT (PAR) - The PAR shall be used in the Supply/Property office to record the issue of PPE to end-user. It shall be maintained by fund cluster. It shall be renewed every three years or every time there is a change in custodianship/user of the property.

PROPERTY TRANSFER REPORT (PTR) - The PTR shall be used when there are transfer of property from one Accountable Officer/Agency/Fund Cluster to another Accountable Officer/Agency/Fund Cluster.

"Changing Lives, Building A Safer Nation"
# STOCK CARD

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit of Measurement</th>
<th>Date</th>
<th>Reference</th>
<th>Receipt Qty</th>
<th>Issue Qty</th>
<th>Balance Qty</th>
<th>No. of Days to Consume</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Bureau of Jail Management and Penology

STOCK CARD (SC)

INSTRUCTION

A. The SC is a form used in the Supply and/or Property Division/Unit for each type of Supplies to record all receipts and issuances made. It shall be maintained by fund cluster.

B. This form shall be accomplished as follows:

1. **Entity name** - name of the agency/entity
2. **Fund cluster** - fund cluster name/code in accordance with the UACS
3. **Item/Description** - name of the item and its description
4. **Unit of Measurement** - unit of measurement of inventory requested (i.e. piece, roll, box, ream, etc.)
5. **Stock No.** - stock number assigned by the property personnel for each type of supplies.
6. **Re-order Point** - minimum quantity of stocks which signals the need to re-order the item.
7. **Date** - date of the source document
8. **Reference** - reference document used as a basis in recording transactions such as the receipt/issue of supplies
9. **Receipt Qty.** - quantity of supplies received/purchased
10. **Issue-Qty./Office** - quantity of supplies issued and the receipt office/unit
11. **Balance-Qty.** - the difference between the "Receipt" and "Issue" columns which shall be equal to the quantity of supplies on hand/stock at the Supply and/or Property Division/Unit
12. **No. of Days to Consume** - estimated by the Supply and/or Property Division/Unit based on historical data.

C. Transactions shall be posted promptly from source documents.

D. The agency/entity shall conduct physical count of inventories every semester. The semestral physical inventory of supplies shall be reconciled with the SLCs and controlling accounts and Supply and/or Property records. Any discrepancies shall be immediately verified and adjusted.

E. The balance per stock card shall be reconciled regularly with the stock ledger card (SLC) maintained by the Accounting Division/Unit.
INVENTORY CUSTODIAN SLIP

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Unit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Inventory Item No.</th>
<th>Estimated Useful Life</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Received from:</th>
<th>Received by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature Over Printed Name</td>
<td>Signature Over Printed Name</td>
</tr>
<tr>
<td>Position/Office</td>
<td>Position/Office</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

---

**SAO-NHQ Information and Functional Manual**

"Changing Lives, Building A Safer Nation"
Bureau of Jail Management and Penology

INVENTORY CUSTODIAN SLIP (ICS)

INSTRUCTIONS

A. The ICS is a form used in the Supply and/or Property Unit tangible items amounting to less than P15,000.00, issued to end-users to establish accountability.

B. This form shall be accomplished as follows:

1. **Entity name** - name of the agency/entity
2. **Fund cluster** - fund cluster name/code in accordance with the UACS
3. **ICS No.** - control number assigned by the Supply and/or Property Division/Unit
4. **Quantity** - number of units of the inventory item issued to the employee or end-user concerned
5. **Unit** - unit of measurement of goods/property requested (i.e. piece, roll, box, ream, etc).
6. **Amount:**
   - **Unit Cost** - unit cost of the inventory item
   - **Total Cost** - the total cost of the inventory item (Quantity x Unit Cost)
7. **Description** - brief description or details of the items issued to the employee concerned, including serial number in case of semi-expendable property
8. **Inventory Item No.** - property number assigned to the inventory item issued
9. **Estimated Useful Life** - estimated useful life of the item issued

C. This form shall be prepared and dated by the designated Supply and/or Property Custodian on the "Received from" portion and by the recipient or end-user of the inventory on the "Received by" portion.

D. The ICS shall be prepared in two (2) copies distributed as follows;

   - **Original** - Supply and/or Property Division/Unit
   - **Copy 2** - Recipient or end-user of the inventory

"Changing Lives, Building A Safer Nation"
### Purchase Request

**Entity Name:** ______________________  
**Fund Cluster:** ______________________

<table>
<thead>
<tr>
<th>Office/Section</th>
<th>PR No.</th>
<th>Responsibility Center Code</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stock/Property No.</th>
<th>Unit</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Purpose:**

- ______________________
- ______________________
- ______________________

**Requested by:** ______________________  
**Approved by:** ______________________

**Signature:** ______________________  
**Printed Name:** ______________________  
**Designation:** ______________________
Bureau of Jail Management and Penology

PURCHASE REQUEST (PR)

INSTRUCTIONS

A. The PR is a form used by the Supply and/or Property Custodians for purchasing goods/supplies/property if the item/s requested is/are not available on stock. It shall be prepared by fund cluster.

B. This form shall be accomplished as follows:

1. **Entity Name** - name of the agency/entity
2. **Fund Cluster** - fund cluster name/code in accordance with UACS
3. **Office/Section** - name of the requesting office/section
4. **PR No./Date** - number assigned to the PR and date it was prepared. It shall be numbered as follows:
   
   \[
   \text{0000 - 00 - 00}
   \]
   
   \[
   \rightarrow \text{Serial number (one series for each year)}
   \]
   
   \[
   \rightarrow \text{Month}
   \]
   
   \[
   \rightarrow \text{Year}
   \]

5. **Responsibility Center Code** - the assigned code of the cost/responsibility center requesting the purchase of item/s.

6. **Stock/Property No.** - number assigned to the item being requested.

7. **Unit** - unit of measurement of goods/property requested (i.e. piece, roll, box, ream, etc.)

8. **Item Description** - brief description of the supplies/goods/property being requested

9. **Quantity** - quantity of supplies/goods/property requested to be purchased

10. **Unit Cost** - estimated cost per unit of the supplies/goods/property being requested

11. **Total Cost** - estimated total cost of the goods/property being requested (Quantity x Unit Cost)

12. **Purpose** - a brief explanation of the purpose why the supplies/goods/properties are being requested

13. **Requested by** - signature, printed name and designation of the person requesting the purchase of the item/s

14. **Approved by** - signature, printed name and designation of the person approving the purchase of the item/s

C. Based on the approved PR, the Supply and/or Property Division Unit shall process the procurement of the item/s requisitioned.

D. The PR shall be prepared in three copies distributed as follows:

   - **Original** - Supply and/or Property Division/Unit for their appropriate action, alter to be attached to the original
   - **Copy 2** - Supply and/or Property Division/Unit/File
   - **Copy 3** - Requisitioning Department/Office Division File

"Changing Lives, Building A Safer Nation"
**PURCHASE ORDER**

Entity Name

Supplier: ___________________________  P.O. No.: ___________________________
Address: ___________________________  Date: ___________________________
TIN: ___________________________  Mode of Procurement: ___________________________

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

<table>
<thead>
<tr>
<th>Stock / Property No.</th>
<th>Unit</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Amount</th>
</tr>
</thead>
</table>

(Total Amount in Words)

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered items.

Conforme: ___________________________

Signature over Printed Name of Supplier

Very truly yours,

Signature over Printed Name of Authorized Official

Date: ___________________________

Designation: ___________________________

Fund Cluster: ___________________________

ORS/BURS No.: ___________________________

Funds Available: ___________________________

Date of the ORS/BURS: ___________________________

Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit

Amount: ___________________________
**Bureau of Jail Management and Penology**

**PURCHASE ORDER (PO)**

**INSTRUCTIONS**

A. The PO is a form used by the agency/entity, addressed to a supplier, to deliver specific quantities of supplies/goods/property subject to the terms and conditions contained in the PO.

B. This form shall be accomplished as follows:

1. **Entity Name** - name of the agency/entity
2. **Supplier/Address/TIN** - name, address and TIN of the supplier
3. **P.O. No.** - the number assigned to the PO which shall be as follows:
   - Serial number (one series for each year)
   - Month
   - Year
4. **Date** - date of the preparation of the PO
5. **Mode of Procurement** - mode of procurement such as public bidding, through Procurement Service, limited source bidding, direct contracting, repeat order, shopping and negotiated procurement in accordance with RA No. 9184.
6. **Place/Date of Delivery** - place of delivery and definite date/s of delivery, if not stated, the date of delivery shall mean seven (7) calendar days after the receipt of the PO by the supplier
7. **Delivery Term** - delivery term (i.e. FOB destination, FOB shipping point)
8. **Payment Term** - specified period required when the delivered goods shall be paid and discounts allowed such as 2/10, n/30
9. **Stock/Property No.** - stock number of the goods to be purchased as provided by the Supply and Property Unit
10. **Unit** - unit of measurement of the supplies/goods/property being procured (i.e. piece, roll, box, bottle, ream, etc.)
11. **Description** - brief description of the supplies/goods/property being procured
12. **Quantity** - quantity of supplies/goods/property being procured
13. **Unit Cost** - cost per unit of the supplies/goods/property being procured
14. **Amount** - total amount of the supplies/goods/property being procured (Quantity x Unit Cost)
15. **Penalty Cause** - penalty to be imposed by the agency/entity in case of non-compliance with the term, that is one-tenth (1/10) of one percent for every day of delay on the undelivered item/s
16. **Approval** - signature over printed name and designation of the Approving Official
17. **Conforme** - signature over printed name of supplier or his/her representative signifying his/her approval to the term set by the agency/entity and the date of signing
18. **Fund Cluster** - fund cluster name/code in accordance with the UACS
19. **Funds Available** - amount of funds available which shall be certified by the Chief Accountant/Head of Accounting Division/Unit
20. **ORS/BURS No., Date and Amount** - the ORS/BURS number assigned by the Budget Division/Unit, date of the ORS/BURS and the amount of obligation supporting the purchase

C. It shall be prepared in four (4) copies distributed as follows:

- **Original** - to the Supplier for conforme to the terms of the PO and as attachment to the DV upon request for payment
- **Copy 2** - retained by the Supply and Property Division/Unit
- **Copy 3** - to be submitted to COA within five (5) days after
- **Copy 4** - Supplier’s copy

---

**"Changing Lives, Building A Safer Nation"**
**INSCRIPTION AND ACCEPTANCE REPORT**

<table>
<thead>
<tr>
<th>Entity Name:</th>
<th>Fund Cluster:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier:</td>
<td>IAR No.:</td>
</tr>
<tr>
<td>PO No./Date:</td>
<td>Date:</td>
</tr>
<tr>
<td>Requisitioning Office/Dept.:</td>
<td>Invoice No.:</td>
</tr>
<tr>
<td>Responsibility Center Code:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stock/Property No.</th>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INSPECTION</th>
<th>ACCEPTANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Inspected:</td>
<td>Date Received:</td>
</tr>
<tr>
<td>Inspected, verified and found in order as to quantity and specifications</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>Partial (pls. specify quantity)</td>
</tr>
</tbody>
</table>

Inspection Officer/Inspection Committee

Supply and/or Property Custodian

---

*SAO-NHQ Information and Functional Manual*

"Changing Lives, Building A Safer Nation"
Bureau of Jail Management and Penology

INSPECTION AND ACCEPTANCE REPORT (IAR)

INSTRUCTIONS

A. The IAR is a report submitted by the Inspection Officer/Committee and the Supply and/or Property Custodian on the inspection and acceptance, respectively, of the purchased supplies/goods/equipment/property.

B. This report shall be accomplished as follows:

1. **Entity Name** - name of the agency/entity
2. **Fund Cluster** - fund cluster name/code in accordance with the UACS
3. **Supplier** - name of the supplier of supplies/goods/equipment/property
4. **PO No./Date** - number and date of the Purchase Order
5. **Requisitioning Office/Dept.** - name of the Requesting Office/Department
6. **Responsibility Center Code** - code assigned to the cost/responsibility center
7. **IAR No.** - number of the IAR
8. **Date** - date of the IAR
9. **Invoice No.** - number of the Invoice
10. **Date** - date of the Invoice
11. **Stock/Property No.** - stock/property number of the item as provided by the Supply and/or Supply and/or Property Division/Unit
12. **Description** - quantity of supplies/goods/property being procured
13. **Unit** - unit of measurement such as piece, roll, box, ream, etc.
14. **Quantity** - total amount of the supplies/goods/property being procured (Quantity x Unit Cost)
15. **Penalty Cause** - penalty to be imposed by the agency/entity in case of non-compliance with the term, that is one-tenth (1/10) of one percent for every day of delay the undelivered item/s
16. **Approval** - signature over printed name and designation of the Approving Official
17. **Conforme** - signature over printed name of supplier or his/her representative signifying his/her approval to the term set by the agency/entity and the date of signing
18. **Fund Cluster** - fund cluster name/code in accordance with the UACS
19. **Funds Available** - amount of funds available which shall be certified by the Chief Accountant/Head of Accounting Division/Unit
20. **ORS/BURS No., Date and Amount** - the ORS/BURS number assigned by the Budget Division/Unit, date of the ORS/BURS and the amount of obligation supporting the purchase

C. It shall be prepared in four (4) copies distributed as follows:

- **Original** - to the Supplier for conformity to the terms of the PO and as attachment to the DV upon request for payment
- **Copy 2** - retained by the Supply and Property Division/Unit
- **Copy 3** - to be submitted to COA within five (5) days
- **Copy 4** - Supplier's copy
**Bureau of Jail Management and Penology**

**Appendix 63**

**REQUISITION AND ISSUE SLIP**

<table>
<thead>
<tr>
<th>Entity Name</th>
<th>Fund Cluster</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division:</td>
<td>Responsibility Center Code:</td>
</tr>
<tr>
<td>Office:</td>
<td>RIS No.:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requisition</th>
<th>Stock Available?</th>
<th>Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stock No.</td>
<td>Unit</td>
<td>Description</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Purpose:

__________________________

Requested by:__________________________
Approved by:__________________________
Issued by:__________________________
Received by:__________________________

Signature ____________________________
Printed Name: ____________________________
Designation: ____________________________
Date: ____________________________

---

**"Changing Lives, Building A Safer Nation"**
Bureau of Jail Management and Penology

REQUISITION AND ISSUE SLIP (RIS)

INSTRUCTIONS

A. The RIS shall be used by the Requisitioning Division/Office to request supplies/goods/equipment/property carried in stock and by the Supply and/or Property Division/Unit to issue the item/s requested.

B. This form shall be accomplished as follows:

1. **Entity Name** - name of the agency/entity
2. **Fund Cluster** - fund cluster name/code in accordance with the UACS
3. **Division/Office** - name of the requesting division/office
4. **Responsibility Center Code** - cost/responsibility center code of the requisitioning division/office
5. **RIS No.** - RIS control number assigned by the designated personnel in the Supply and/or Property Division/Unit. It shall be numbered in the following manner.

   0000 - 00 - 00

   → Serial number (one series for each year)
   → Month
   → Year

6. **Requisition-Stock No.** - stock number of the item being requisitioned as provided by the Supply and/or Property Division/Unit
7. **Requisition-Unit.** - number of measurement of the stock being requisitioned such as piece, roll, box, ream, etc.
8. **Requisition-Description** - description of the item being requisitioned
9. **Requisition-Quantity** - number/quantity of the stock being requisitioned
10. **Purpose** - brief explanation of purpose pertaining to the stock being requisitioned
11. **Requested by and date** - signature, printed name and designation of the Head/Authorized Representative of the requisitioning Division/Office, and date of request
12. **Approved by and date** - signature, printed name and designation of the person authorized to approve the issue of the item/s, and date of approval after determining the reasonableness of the quantity and nature of item/s being requested, ensuring that the same does/do not exceed the planned usage for the period
13. **Stock Available? - Yes or No** - a purchased request shall be prepared by the Requisitioning Office/Unit for item/s not available on stock
14. **Issue-Quantity** - number of item/s issued
15. **Issue-Remarks** - additional information regarding the item/s issued
16. **Issued by and date** - signature, printed name and designation of the Supply and/or Property Custodian who issued the item/s and date of issue
17. **Received by and date** - signature, name and designation of the person who received the item/s and date of receipt

C. All item/s requested shall be based on the Project Procurement Management Plan

D. This form shall be prepared in three (3) copies distributed as follows:

   - **Original** - Accounting Division/Unit (to be attached to the RSMI)
   - **Copy 2** - Requisitioning Division/Office’s file
   - **Copy 3** - Supply and/or Property Division/Unit’s file

---

"Changing Lives, Building A Safer Nation"
# Bureau of Jail Management and Penology

## Appendix 64

### REPORT OF SUPPLIES AND MATERIALS ISSUED

<table>
<thead>
<tr>
<th>RDS No.</th>
<th>Responsibility Center Code</th>
<th>Stock No.</th>
<th>Item</th>
<th>Unit</th>
<th>Quantity Issued</th>
<th>Unit Cost</th>
<th>Amount</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>RDS No.</th>
<th>Responsibility Center Code</th>
<th>Stock No.</th>
<th>Item</th>
<th>Unit</th>
<th>Quantity Issued</th>
<th>Unit Cost</th>
<th>Amount</th>
</tr>
</thead>
</table>

**Recapitulation:**

<table>
<thead>
<tr>
<th>Stock No.</th>
<th>Quantity</th>
</tr>
</thead>
</table>

**To be filled up by the Supply and/or Property Division Unit**

**To be filled up by the Accounting Division Unit**

**Recapitulation:**

<table>
<thead>
<tr>
<th>Stock No.</th>
<th>Quantity</th>
</tr>
</thead>
</table>

I hereby certify to the correctness of the above information.

**Signature over Printed Name of Supply and/or Property Custodian**

**Signature over Printed Name of Designated Accounting Staff**

Date

---

"Changing Lives, Building A Safer Nation"
Bureau of Jail Management and Penology

REPORT OF SUPPLIES AND MATERIALS ISSUED (RSMI)

INSTRUCTIONS

A. The RSMI is a form prepared by the Supply and/or Property Division/Unit to report/summarize all issues of inventories (by stock number) during the day

B. This form shall be accomplished as follows:
   1. **Entity Name** - name of the agency/entity
   2. **Fund Cluster** - fund cluster name/code in accordance with the UACS
   3. **Serial No.** - RIS control number assigned by the designated personnel in the Supply and/or Property Division/Unit. It shall be numbered in the following manner.

   0000 - 00 - 00

   Serial number (one series for each year)

   Month

   Year

   4. **Date** - period covered by the report
   5. **RIS No.** - RIS number served within the day
   6. **Responsibility Center Code** - code of the cost/responsibility center
   7. **Stock No.** - assigned stock number of the item/s issued within the day per RIS
   8. **Item** - description of stocks or item/s issued
   9. **Unit** - unit of measurement of stocks or item/s issued (i.e. piece, roll, box, ream, etc.)
   10. **Quantity Issued** - quantity of stocks or item/s issued based in RIS
   11. **Recapitulation** - summary of issues by stock number

   - **Stock No.** - stock number of the item/s issued
   - **Quantity** - total quantity issued per stock/item number

   12. **Certification** - the certification as to the correctness of the report shall be signed by the Supply and/or Property Custodian

**To be filled up by the Accounting Division/Unit**

1. **Unit Cost** - cost of supplies and materials issued by the agency/entity using the weighted average method or specific identification of cost method
2. **Amount** - amount (Qty. Issued x Unit Cost) of supplies and materials per Stock No. issued within the day
3. **Recapitulation**

   - **Unit Cost** - the cost per unit of the supplies and materials issued corresponding to the "Stock No." column in the Recapitulation prepared by the Supply and/or Property Division/Unit

   - **Total Cost** - the total cost of the item/s issued per stock number ("Quantity" column in the Recapitulation prepared by the "Unit Cost" column in the Recapitulation prepared by the Accounting Division/Unit)

   - **UACS Object Code** - the object code in accordance with the UACS

4. **Posted by/date** - printed name and signature of the designated accounting staff who posted the RSMI to the SLC based on recapitulation and the date of posting

C. At the end of the month, all RSMI’s shall be consolidated by the Accounting Division/Unit for the preparation of the JEV

D. The Accounting Division/Unit and Supply and/or Property Division/Unit shall conduct periodic reconciliation of the SLC and SC to identify and adjust any discrepancy

E. The RSMI shall be prepared in two copies to be distributed as follows:

   - **Original** - Accounting Division/Unit to support the JEV drawn to record issues of stocks
   - **Copy 2** - Requisitioning Division/Office’s file
WASTE MATERIALS REPORT

Entity Name: ___________________________ Fund Cluster: ___________________________

<table>
<thead>
<tr>
<th>Place of Storage:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**ITEMS FOR DISPOSAL**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit</th>
<th>Description</th>
<th>Record of Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Official Receipt</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

Certified Correct: ___________________________ Disposal Approved: ___________________________

Signature over Printed Name of Supply and/or Property Custodian
Signature over Printed Name of Head of Agency/Entity or his/her Authorized Representative

**CERTIFICATE OF INSPECTION**

I hereby certify that the property enumerated above was disposed of as follows:

- Item: _______ Destroyed
- Item: _______ Sold at private sale
- Item: _______ Sold at public auction
- Item: _______ Transferred without cost to (Name of the Agency/Entity)

Certified Correct: ___________________________ Witness to Disposal: ___________________________

Signature over Printed Name of Inspection Officer
Signature over Printed Name of Witness
Bureau of Jail Management and Penology

WASTE MATERIAL REPORT (WMR)

INSTRUCTIONS

A. The WMR shall be used by the Supply and/or Property Custodian to report all waste material previously taken up in the books of accounts as assets or in his/her custody so that they may be properly disposed of and derecognized from the books.

B. It shall be accomplished as follows:

1. **Entity Name** - name of the agency/entity
2. **Fund Cluster** - the fund cluster name/code in accordance with the UACS
3. **Place of Storage** - exact location of the item/s for disposal
4. **Date** - date of the preparation of the report
5. **Item** - entry number in the report
6. **Quantity** - number of items/s being reported as waste materials
7. **Unit** - unit of measurement of item/s being reported as waste material/s (i.e. piece, roll, box, ream, etc.)
8. **Description** - name and description of item/s being reported as waste material/s
9. **Record of Sales - Official Receipt No.** - official receipt number covering the sale of waste material/s
10. **Record of Sales - Official Receipt - Date** - date of the official receipt covering the sale of waste material/s
11. **Record of Sales - Official Receipt - Amount** - amount received for waste material/s sold based on the Official Receipt (O.R.)
12. **Total** - total amount of sales
13. **Certified Correct** - printed name and signature of the Supply and/or Property Custodian
14. **Disposal Approved** - printed name and signature of the Head of the Agency/Entity or his/her authorized representative

CERTIFICATE OF INSPECTION

15. Indicate the corresponding item numbers of the waste material/s in the line opposite the mode of disposal made whether destroyed, sold at private sale, sold at public auction and/or transferred without cost

16. **Certified Correct** - printed name and signature of the Inspection Officer concerned
17. **Witness of Disposal** - printed name and signature of the person authorized to witness the disposal of the waste material/s.

C. This form shall be prepared in three (3) copies distributed as follows:

- **Original** - Chief Accountant/Head of Accounting Division/Unit
- **Copy 1** - Supply and/or Property Custodian's file
- **Copy 2** - COA Auditor

"Changing Lives, Building A Safer Nation"
REPORT ON THE PHYSICAL COUNT OF INVENTORIES

<table>
<thead>
<tr>
<th>Article</th>
<th>Description</th>
<th>Stock Number</th>
<th>Unit of Measure</th>
<th>Unit Value</th>
<th>Balance Per Card (Quantities)</th>
<th>On Hand Per Count (Quantities)</th>
<th>Shortage/Oversize (Quantities, Value)</th>
<th>Remarks</th>
</tr>
</thead>
</table>

Fund Cluster: ____________________________

For which ____________________________ (Name of Accountable Officer) ____________________________ (Official Designation) ____________________________ (Entity Name) ____________________________ is accountable, having assumed such accountability on ____________________________ (Date of Assumption) ____________________________

Certified Correct by: ____________________________
Approved by: ____________________________
Verified by: ____________________________

Signature over Printed Name of Inventory Committee Chair and Members
Signature over Printed Name of Head of Agency Entity or Authorised Representative
Signature over Printed Name of COA Representative

Appendix 66
Bureau of Jail Management and Penology

REPORT ON THE PHYSICAL COUNT OF INVENTORIES (RPCI)

INSTRUCTIONS

A. The RPCI is a form used to report the physical count of inventory items by type such as Office Supplies Inventory; Accountable Forms Inventory; Medical, Dental and Laboratory Supplies Inventory; Food Supplies Inventory, etc. which are owned by the agency/entity. It shall be prepared semi-annually by the Inventory Committee and by fund cluster.

B. This form shall be accomplished as follows:

1. **Entity Name** - name of the agency/entity
2. **Fund Cluster** - fund cluster name/code in accordance with the UACS
3. **Serial No.** - RIS control number assigned by the designated personnel in the Supply and/or Property Division/Unit. It shall be numbered in the following manner.
4. **Date** - period covered by the report
5. **RIS No.** - RIS number served within the day
6. **Responsibility Center Code** - code of the cost/responsibility center
7. **Stock No.** - assigned stock number of the item/s issued within the day per RIS
8. **Item** - description of stocks or item/s issued
9. **Unit** - unit of measurement of stocks or item/s issued (i.e. piece, roll, box, ream, etc.)
10. **Quantity Issued** - quantity of stocks or item/s issued based in RIS
11. **Recapitulation** - summary of issues by stock number
   - **Stock No.** - stock number of the item/s issued
   - **Quantity** - total quantity issued per stock/item number
12. **Certification** - the certification as to the correctness of the report shall be signed by the Supply and/or Property Custodian

**To be filled out by the Accounting Division/Unit**

1. **Unit Cost** - cost of supplies and materials issued by the agency/entity using the weighted average method or specific identification of cost method
4. **Amount** - amount (Qty. Issued x Unit Cost) of supplies and materials per Stock No. issued within the day
5. **Recapitulation**
   - **Unit Cost** - the cost per unit of the supplies and materials issued corresponding to the "Stock No." column in the Recapitulation prepared by the Supply and/or Property Division/Unit
   - **Total Cost** - the total cost of the item/s issued per stock number ("Quantity" column in the Recapitulation prepared by the "Unit Cost" column in the Recapitulation prepared by the Accounting Division/Unit)
   - **UACS Object Code** - the object code in accordance with the UACS
6. **Posted by/date** - printed name and signature of the designated accounting staff who posted the RSMI to the SLC based on recapitulation and the date of posting

C. At the end of the month, all RSMI’s shall be consolidated by the Accounting Division/Unit for the preparation of the JEV

D. The Accounting Division/Unit and Supply and/or Property Division/Unit shall conduct periodic reconciliation of the SLC and SC to identify and adjust any discrepancy

E. The RSMI shall be prepared in two copies to be distributed as follows:

   - **Original** - Accounting Division/Unit to support the JEV drawn to record issues of stocks
   - **Copy 2** - Requisitioning Division/Office’s file
PROPERTY CARD

Entity Name: ___________________________  Fund Cluster: ________________

<table>
<thead>
<tr>
<th>Property, Plant and Equipment</th>
<th>Property Number: ____________________</th>
</tr>
</thead>
</table>

| Description | |
|-------------||

<table>
<thead>
<tr>
<th>Date</th>
<th>Reference/ PAR No.</th>
<th>Receipt Qty.</th>
<th>Issue/Transfer/ Disposal Qty.</th>
<th>Office/Officer</th>
<th>Balance Qty.</th>
<th>Amount</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

"Changing Lives, Building A Safer Nation"
Bureau of Jail Management and Penology

PROPERTY CARD (PC)

INSTRUCTIONS

A. The PC shall be maintained in the Supply and/or Property Division/Unit for each class of PPE. The Supply and/or Property Custodian shall record promptly the acquisition (based on the IAR and other supporting documents), issue/transfer/disposal and the description/information about the asset. It shall be maintained by fund cluster.

B. This form shall be accomplished as follows:

1. **Entity Name** - name of the agency/entity
2. **Fund Cluster** - fund cluster name/code in accordance with the UACS
3. **Property, Plant and Equipment** - type of fixed asset (i.e. photocopying machine, filing cabinet, etc.)
4. **Description** - description of the PPE (i.e. brand, size, color, serial no., etc.)
5. **Property No.** - number assigned by the Supply and/or Property Division/Unit to the property
6. **Date** - date of acquisition/issue/transfer/disposal
7. **Reference/PAR No.** - number assigned to the reference document or Property Acknowledgement Receipt (PAR) used as basis in recording the receipt, issue, transfer or disposal of PPE
8. **Receipt-Qty** - quantity of PPE received based on source development
9. **Issue/Transfer/Disposal Qty** - quantity of PPE issued to end-user, transferred to other NGAs or disposed, etc.
10. **Issue/Transfer/Disposal-Office/Officer** - name of agency/entity and/or accountable person receiving the issued or transferred PPE
11. **Balance-Qty** - difference between the quantity of the PPE on hand less the issued, transferred, or disposed item/s, if any
12. **Amount** - amount of PPE received based on sourced documents
13. **Remarks** - important information, observation or comment about the PPE being received, issued, transferred or disposed

C. Transactions shall be posted from the source documents.

D. The report on the physical count of the PPE shall be reconciled with the PCs every year and any discrepancies should be immediately verified and adjusted.
REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

(Type of Property, Plant and Equipment)

As at ____________________________

Fund Cluster:

For which (Name of Accountable Officer) , (Official Designation) , (Entity Name) is accountable, having assumed such accountability on (Date of Assumption).

<table>
<thead>
<tr>
<th>ARTICLE</th>
<th>DESCRIPTION</th>
<th>PROPERTY NUMBER</th>
<th>UNIT OF MEASURE</th>
<th>QUANTITY per PROPERTY CARD</th>
<th>QUANTITY per PHYSICAL COUNT</th>
<th>SHORTAGE/OVERAGE</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Certified Correct by: __________________________

Approved by: __________________________

Verified by: __________________________

Signature over Printed Name of Inventory Committee Chair and Members

Signature over Printed Name of Head of Agency/Entity or Authorized Representative

Signature over Printed Name of COA Representative
Bureau of Jail Management and Penology

REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT (RPCPPE)

INSTRUCTIONS

A. The RPCPPE is the form used to report on the physical count of PPE by type such as land, land improvement, infrastructure, building and other structures, machinery and equipment, transformation equipment, furniture and books, etc., which are owned by the agency. It shall be prepared yearly by fund cluster.

B. This form shall be accomplished as follows:

1. **Type of Property, Plant and Equipment** - PPE account name such as Heavy Equipment, Technical and Scientific Equipment, Motor Vehicle, Office Equipment, Furniture and Fixtures, etc.
2. **As at _______________** - date of report
3. **Fund cluster** - fund cluster name/code in accordance with UACS
4. **Name of Accountable Officer** - name of accountable officer
5. **Official Designation** - official designation of the accountable officer
6. **Entity name** - agency or office where the accountable officer is assigned
7. **Date of Assumption** - first day of assumption of the duties and responsibilities as accountable officer
8. **Article** - type of item or article (e.g. personal computer, printer, filing cabinet, etc.)
9. **Description** - brief description of the article/item (e.g. Acer monitor for personal computer, Epson for printer, etc.)
10. **Property Number** - assigned property number by the Supply and/or Property Division/Unit
11. **Unit of Measure** - unit of measurement of the property, plant and equipment (e.g. piece, set, etc.)
12. **Unit Value** - cost per quantity unit
13. **Quantity per Property Card** - quantity of items or articles appearing in the PC
14. **Quantity per Physical Count** - quantity of items or articles per physical count
15. **Shortage/Overage** - excess of the quantity and total value of items or articles per PPE/PC over that of the physical count or vice versa
16. **Remarks** - whereabouts, conditions and other relevant information relative to PPE

C. The report shall be certified correct by the Inventory Committee Chair and Members, approved by the Head of Agency/Entity or his/her Authorized Representative and verified by the COA Representative.

D. This shall be prepared in four (4) copies distributed as follows:

- **Original** - COA Auditor, through the Accounting Division/Unit
- **Copy 2** - Accounting Division/Unit
- **Copy 3** - Supply and/or Property Division/Unit
- **Copy 4** - Inventory Officer/Committee

E. It shall be submitted to the Auditor concerned and Accounting Division/Unit not later than January 31 of each year.

---

**SAO Information and Functional Manual**

"Changing Lives, Building A Safer Nation"
## INVENTORY AND INSPECTION REPORT OF UNSERVICEABLE PROPERTY

As at: ______________________

(Entity Name: ______________________  (Name of Accountable Officer)

(Designation): ______________________  

(Station): ______________________  

(Fund Cluster): ______________________

### INVENTORY

<table>
<thead>
<tr>
<th>Date Acquired</th>
<th>Particulars/Articles</th>
<th>Property No.</th>
<th>QTY</th>
<th>Unit Cost</th>
<th>Total Cost</th>
<th>Accumulated Depreciation</th>
<th>Accumulated Imputed Losses</th>
<th>Carrying Amount</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**HEREBY request inspection and disposition, pursuant to Section 79 of PD 1413, of the property enumerated above.**

Requested by: ______________________  (Signature over Printed Name of Accountable Officer)

(Designation of Accountable Officer)

Approved by: ______________________  (Signature over Printed Name of Authorized Official)

(Designation of Authorized Official)

### INSPECTION and DISPOSAL

<table>
<thead>
<tr>
<th>DISPOSAL</th>
<th>RECORDED OF SALES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sale</td>
<td>OR No.</td>
</tr>
<tr>
<td>Transfer</td>
<td></td>
</tr>
<tr>
<td>Destruction</td>
<td></td>
</tr>
<tr>
<td>Others (Specify)</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

**I CERTIFY that I have inspected each and every article enumerated in this report, and that the disposition made thereof was, in my judgment, the best for the public interest.**

(Signature over Printed Name of Inspection Officer)

(Designation of Authorized Official)

**I CERTIFY that I have witnessed the disposition of the articles enumerated in this report this ___ day of ___ month year 20__**

(Signature over Printed Name of Witness)
Bureau of Jail Management and Penology

INVENTORY AND INSPECTION OF UNSERVICEABLE (IIRUP)

INSTRUCTIONS

A. The IIRUP is a report prepared by the Supply and/or Property Unit as basis to record dropping from the books the unserviceable properties carried in the PPE accounts.

B. This report shall be accomplished as follows:

1. **As of _____________** - the period covered by the report
2. **Entity Name** - the name of the agency/entity
3. **Fund cluster** - the fund cluster name/code in accordance with the UACS
4. **Name of Accountable/Designation/Station** - the name, designation and station of the Accountable Officer
5. **Inventory**
   - **Date Acquired** - acquisition date of the PPE
   - **Particulars/Articles** - description of the unserviceable PPE
   - **Property No.** - the assigned number to the unserviceable PPE
   - **Quantity** - quantity of unserviceable PPE
   - **Unit cost** - cost per unit of unserviceable PPE
   - **Total Cost** - total amount of unserviceable PPE (Quantity x Unit Cost)
   - **Accumulated Depreciation** - accumulated depreciation of unserviceable PPE
   - **Carrying Amount** - cost less accumulated depreciation and accumulated impairment losses
   - **Remarks** - additional information on the unserviceable PPE such as condition, status, etc.

6. **Inspection and Disposal**
   - **Date Acquired** - the amount per mode of disposal such as sale, transfer, destruction, etc.
   - **Appraised Value** - appraisal assigned by the agency/entity
   - **Record of Sales** - the official receipt number and corresponding amount for the sales proceeds

C. In cases where technical knowledge is needed for the determination of the true condition or actual current value of the property to be inspected, a Technical Inspector with the required knowledge and training shall inspect the same.

D. Certain property, due to its very nature, becomes worthless as a whole, but certain parts of motor vehicles or some equipment with brass ornaments, buckles, etc., which possess intrinsic value in themselves or which may be useful in making repairs to other equipment. In such cases, and whatever practicable, the valuable part or parts of the article or equipment shall be separated from the worthless part/s for proper accounting by the Accountable officer at their appraised valuation or for proper disposition under Section 79 of P.D. No. 1445.

E. When the property is sold, the record of sales shall be accomplished. The Inventory and Inspection Report of Unserviceable Property shall be submitted to the Accounting Division/Unit after the disposal is completed.

F. The original copy of the report shall be the basis for adjusting the accounts affected by means of a JEV.
PROPERTY ACKNOWLEDGMENT RECEIPT

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Unit</th>
<th>Description</th>
<th>Property Number</th>
<th>Date Acquired</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Received by: ____________________________  Issued by: ____________________________

Signature over Printed Name of End User

Position/Office

Date

Signature over Printed Name of Supply and/or Property Custodian

Position/Office

Date

Bureau of Jail Management and Penology

Appendix 71
Bureau of Jail Management and Penology

PROPERTY ACKNOWLEDGMENT RECEIPT (PAR)

INSTRUCTIONS

A. The PAR shall be used in the Supply and/or Property Division/Unit to record the issue of PPE to end-user. It shall be maintained by fund cluster. It shall be resumed every three years or every time there is a change in custodianship/user of the property.

B. This form shall be accomplished as follows:

1. **Entity Name** - the name of the agency/entity

2. **Fund Cluster** - the fund cluster name/code in accordance with the UACS

3. **PAR No.** - number assigned by the Supply and/or Property Custodian for control purposes which shall be as follows:

4. **Quantity** - number of unit/s issued to the employee or user of the property

5. **Unit** - unit of measurement such as piece, set, etc.

6. **Description** - brief description or details of the property including serial number, if any

7. **Property Number** - number assigned by the Supply and/or Property Division/Unit to the property issued

8. **Date Acquired** - acquisition date of the property

9. **Amount** - acquisition cost of the property

B. The PAR shall be prepared in two copies distributed as follows:

- **Original** - Supply and/or Property Division/Unit for file
- **Copy 2** - Recipient or user of the property

D. The recipient or end-user of the property shall acknowledge receipt of the property by signing the “Received by” portion and also indicate the date of receipt of the property. The designated Supply and/or Property Custodian shall sign the “Issued by” portion and indicate the date of issue of the property.
PROPERTY TRANSFER REPORT

<table>
<thead>
<tr>
<th>Entity Name</th>
<th>Fund Cluster</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Accountable Officer/Agency/Fund Cluster:</td>
<td>PTR No.:</td>
</tr>
<tr>
<td>To Accountable Officer/Agency/Fund Cluster:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

Transfer Type: (check only one)
- Donation
- Relocate
- Reassignment
- Others (Specify)

<table>
<thead>
<tr>
<th>Date Acquired</th>
<th>Property No.</th>
<th>Description</th>
<th>Amount</th>
<th>Condition of PPE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reason for Transfer:

Signature:  
Approved by:  
Released/Issued by:  
Received by:  
Printed Name:  
Designation:  
Date:  

"Changing Lives, Building A Safer Nation"
Bureau of Jail Management and Penology

PROPERTY TRANSFER REPORT (PTR)

INSTRUCTIONS

A. This form shall be used when there is transfer of property from one Accountable Officer/Agency/Fund Cluster to another Accountable Officer/Agency/Fund Cluster.

B. It shall be accomplished as follows:

1. **Entity Name** - name of the agency/entity
2. **Fund Cluster** - the fund cluster name/code based on UACS
3. **From Accountable Officer/Agency/Fund Cluster** - name of the accountable officer/agency/fund cluster where the property is located
4. **To Accountable Officer/Agency/Fund Cluster** - name of the accountable officer/agency/fund cluster to transferred
5. **PTR No.** - number assigned to the report by the Supply and/or Property Custodian for control purposes which shall be as follows:

   ![Serial number (one series for each year)]
   ![Month]
   ![Year]

6. **Date** - date of the preparation of the PTR
7. **Transfer Type** - put a check/"X" mark in the appropriate box corresponding to the type of transfer
8. **Date Acquired** - acquisition date of the property
9. **Property No.** - property number assigned to the property transferred
10. **Description** - brief description or details of the property including serial number, if any
11. **Amount** - acquisition cost of property
12. **Condition of PPE** - present condition of the property transferred
13. **Reason for Transfer** - reason for transfer of property (i.e., retirement, reassignment or disposal)
14. **Approved by** - signature over printed name and designation of Agency/Entity Head for transfer to another agency or Head of Supply and/or Property Unit in case of property transfer to another accountable officer and the date of approval
15. **Released/Issued by** - signature over printed name and designation of the assigned releasing officer of the Supply and/or Property Unit and specify the date released
16. **Received by** - signature over printed name and designation of the assigned receiving officer of an agency/entity or employee/user and also indicate the date of receipt

E. In case of transfer of property/asset from one agency/entity to another, a copy of the JEV of the transferring agency/entity shall be attached to Copy 2 of this report.

F. It shall be prepared in four (4) copies distributed as follows:

   - **Original** - Chief Accountant or Head of Accounting Division/unit
   - **Copy 2** - Recipient or user of the property
   - **Copy 3** - Transferring agency/entity or user/officer
   - **Copy 4** - Supply and/or Property Unit file

---

"Changing Lives, Building A Safer Nation"
MEMORANDUM CIRCULAR

SAO-NHQ INFORMATION AND FUNCTIONAL MANUAL

SAO MANUAL

Bureau of Jail Management and Penology

Republic of the Philippines
PROPERTY TURN-IN SLIP

<table>
<thead>
<tr>
<th>TO:</th>
<th>Supply or Classification Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>Name of Official/Employee returning the Property</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty</th>
<th>Unit</th>
<th>Description</th>
<th>Remarks</th>
</tr>
</thead>
</table>

LEGEND FOR REMARKS:
- FWT - Unsuitable, Due to Fair Wear and Tear
- R/S - Unsuitable, Report of Survey
- S/C - Unsuitable, Statement of Changes
- SERV - Serviceable
- EXC - In excess of Authorized Allowance
- MR - Memorandum Receipt for Property

I CERTIFY that the articles listed on are turned-in under the circumstances indicated in "REMARKS"

( Name of Personnel returning firearm/equipment )

Noted by:

Head of Office | Date

(Qty Shown In Action Column Have Been Rec'd)

Received by:

(Personnel receiving the return equipment) | Date

SAO Information and Functional Manual

"Changing Lives, Building A Safer Nation"
PROPERTY TURN-IN SLIP (PTIS)

INSTRUCTIONS

1. This form shall be used whenever an issued government property is required by the end-user to the issuing office, and/or Supply/Property Officer;

2. This should be attached in case the former will request for clearance from property accountability.

3. This form shall be prepared in two (2) copies:
   - Original - to the issuing Office and/or Supply/Property Officer
   - Duplicate Copy - to the Officer/Employee returning the property
ANNEXES
TABLE OF ESTIMATED USEFUL LIFE
(Source: Sec. 27 para f of GAM Vol. I 2016)

<table>
<thead>
<tr>
<th>PROPERTY</th>
<th>YEARS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings &amp; Other Structures</td>
<td>30 to 50 years</td>
</tr>
<tr>
<td>Machinery Equipment</td>
<td>5 to 15 years</td>
</tr>
<tr>
<td>Motor Vehicles</td>
<td>3 to 20 years</td>
</tr>
<tr>
<td>Furniture, Fixtures &amp; Books</td>
<td>2 to 15 years</td>
</tr>
<tr>
<td>Other Property, Plant &amp; Equipment</td>
<td>2 to 15 years</td>
</tr>
</tbody>
</table>
Section 1. Persons primarily and secondarily accountable for BJMP Properties

The Chief, BJMP is primarily responsible for all government properties pertaining to the agency; and persons entrusted with the possession or custody of the properties under the Chief, BJMP shall be immediately responsible to him/her without prejudice to the liability of either party to the government (Sec. 102, PD 1445; Sec. 51, Sub-Title B, Book V, 1987 Adm. Code).

Section 2. Issuance of BJMP Properties to Personnel

a. Any BJMP property issued by the BJMP Supply/Property Officer for official use of BJMP personnel in the NHQ, NJMPTI, and/or DILG shall be covered by Acknowledgment Receipt for Equipment (ARE); while issuance to the BJMP Regional level shall be covered by Invoice Receipt for Property (IRP). But in the exigency of the service, issuance of equipment intended for official use of various units in the regional level can be drawn by duly authorized official/employee in case to case basis who shall affix his/her signature in the ARE. The copy of the ARE shall be forwarded by the actual recipient of the property to the RSAO concerned who in turn signs the prepared IRP covering issuance.

b. Once an equipment, to include firearms and vehicles, were issued by the Supply/Property Officer to respective end-users, the accountability, responsibility and safekeeping thereof is now lodged in them having the actual possession or custody of such property.
The use of any BJMP property by personnel is authorized only while in active service in the BJMP, NJMPTI and/or DILG. Henceforth, such authority ceases after termination of his/her government service, particularly at the branch of service where issuance was made. The Chief, BJMP or his/her duly authorized representative may, at anytime, in the exigency of service, recall or demand the immediate return of any BJMP property already issued. Failure to comply on the part of the concerned official or employee accountable thereof, shall be prima facie evidence that he/she has put such property to personal use, therefore, shall be dealt with accordingly.

Section 3. Measure of Liability of Accountable Personnel

"Every Officer accountable (ultimate end-user) for government property shall be liable for its monetary value in case of improper or unauthorized use or misapplication thereof, by themselves or by any person for whose acts they may be responsible. He shall likewise be liable for all losses, damages or deterioration occasioned by negligence in the keeping or use of the property, whether or not it be at the time of their actual custody." (Section 105 PD1445)

Section 4. Care in the use of BJMP Properties

a. Due care shall be exercised in the use of BJMP equipment, firearms and vehicles.

"Due care" means the amount of care and attention which an official or employee would reasonably give to his/her personal property, considering all the attending circumstances.

b. If an equipment is used by several persons, the Chief of the Office/Unit shall designate one of them to be responsible for its proper care and upkeep.
c. Any BJMP issued firearm shall not be altered in any form.

Section 5. Repair of BJMP Properties damaged thru accident or negligence of Personnel

Government equipment which becomes unserviceable through causes other than normal wear and tear, for instance, through accident or negligence of personnel, shall be promptly reported to the Auditor. The recommendation of the Chief of the Bureau or Office concerned as to the responsibility therefor and action to be taken must be attached to the report. The equipment may at once be restored to its normal state of efficiency by making repairs to be conducted by the Repair and Maintenance Division of the Directorate for Logistics while the matter of fixing the responsibility is being determined. (Sec. 497 GAAM vol. 1)

Section 6. Credit for loss occurring in transit or due to calamity or force majeure

When a loss of government property occurs while they are in transit or the loss is caused by fire, theft, or other calamity or force majeure, the officer accountable therefor or having had custody thereof shall immediately notify the Commission on Audit or auditor concerned. Within thirty (30) days or such longer period as the Commission on Audit or auditor may in the particular case may allow, the accountable officer shall present his application for relief, with the available supporting evidence. Whenever warranted by the evidence, credit or relief of liability for the loss shall be allowed. An officer who fails to comply with this requirement shall not be relieved of liability or allowed credit for any loss in the settlement of his accounts (Sec. 73, PD 1448).

Section 7. Request for Relief from Accountability for Losses of Properties

The request for relief shall be supported by the following documents.

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Reviewed By</th>
<th>Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS. GERONIMA M. ANDRES, MPA</td>
<td>SERAFIN P. BARRETTO JR., CESO IV</td>
<td>[Signature]</td>
</tr>
<tr>
<td>Chief, Supply Accountable Office</td>
<td>Jail Chief Superintendent</td>
<td>Jail Chief, BJMP</td>
</tr>
<tr>
<td>Noted By</td>
<td>Deputy Chief for Administration/Quality Management Representative</td>
<td>Officer-in-Charge, BJMP</td>
</tr>
<tr>
<td>LUISITO C. MUNOZ</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jail Senior Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director for Logistics</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

"Changing Lives, Building A Safer Nation"
a. Affidavit executed by the accountable officer stating the following facts:

a.1 Property lost and its valuation;
a.2 Actual date in which the absence was first noted;
a.3 Manner of disappearance;
a.4 Efforts put forth to recover the same;
a.5 Provisions made to safeguard the property; and
a.6 Date when the loss was reported to the auditor and the police authorities.

b. Joint Affidavit of two (2) disinterested persons cognizant of the facts and circumstances about the loss. In case it is not possible to obtain the statement of two disinterested persons and only one is available, or none at all, such fact should be set forth in the affidavit of the person requesting relief, giving the reasons therefore;

c. Final Police Report showing the steps taken by the police authorities to recover the property lost and to apprehend the suspect(s) and the present status of the case;

d. Comments and/or recommendation of the agency head;

e. Comments and/or recommendation of the auditor as a result of the investigation and evaluation of the causes of the loss and the evidences submitted, which shall be listed in his/her endorsement, taking into consideration the degree of diligence exercised by the accountable officer in the safekeeping of government properties under his custody. Negligence on the part of the accountable officer should not be primary or contributory cause of the loss;

Prepared By

Reviewed By

Approved By

SAO Information and Functional Manual

"Changing Lives, Building A Safer Nation"
For negligence to exist, there must be an omission to do something which a reasonable man, guided by consideration which ordinarily regulated the conduct of human affairs, would do;

The accountable officer is required at all times to exercise the utmost diligence of a good father of a family in the safekeeping and care of government property under his/her custody;

f. Certification from Police/Fire Chief/Provincial Governor/mayor or other competent authority as to the destruction brought by natural calamity and/or insurgency, if there is any;

g. Inspection Report on the extent of damage on issued property; and,

h. Copy of Acknowledgment Receipt for Equipment (ARE)/Invoice Receipt for Property (IRP) for property losses.

Section 8. Inventory of BJMP Property, Plant and Equipment / Supplies and Materials

Physical stock-taking is an indispensable procedure for checking the integrity of property custodianship. Therefore, physical inventory of supplies and materials shall be made semi-annually while physical inventory of equipment shall be made annually.

Section 9. Disposal/Divestment of BJMP Properties

a. Authority or responsibility for property disposal/divestment - The full and sole authority and responsibility for the divestment or disposal of property and other
aspects owned by the national government agencies such as the BJMP shall be lodged in the Chief, BJMP (COA Cir. 89-926, Jan27, 1989).

b. Destruction or sale of unserviceable property – when a government property has become unserviceable for any cause or is no longer needed, it shall, upon application of the officer accountable, be inspected by the head of the agency or his/her duly authorized representative in the presence of the auditor concerned and, if found valueless or unsalable, it may be destroyed in their presence. If found to be valuable, it may be sold at public auction to the highest bidder under the supervision of the proper committee on award or similar body in the presence of the auditor or other duly authorized representative of the Commission on Audit (Sec. 79, PD 1445).

c. Modes of disposal/divestment – as a general rule, sale or disposal of government property shall be through public bidding.

d. Creation of Disposal Committees and Secretariat

   Executive Order No. 309 dated March 8, 1996, reconstituted the membership of the Committee on Disposal as provided for under EO No. 888.

   Pursuant to RA No. 8174, the Disposal Committees created under EO 888 as amended by EO 825 dated July 25, 1987 in each Department, Bureau, Office or Agency are hereby constituted as follows:

   Chairman – a senior official with functions not lower than the level of an Assistant Secretary for a department and Assistant Director for a bureau/agency or Department Managers for GOCC.
MEMORANDUM CIRCULAR

SAO-NHQ INFORMATION AND FUNCTIONAL MANUAL

SAO MANUAL

Bureau of Jail Management and Penology

BJMP MANUAL REVISED 2007 (AS AMENDED)

BOOK III. LOGISTICS

CHAPTER 1: SYSTEMS AND PROCEDURES
RULE III. CUSTODIANSHIP OF BJMP PROPERTIES

Members - Head of the Department’s administration services or head of agency’s administration division or head of the GOCC’s equivalent organizational unit

- Head of the property unit

A secretariat and technical staff to be manned from existing personnel of the agency concerned shall be formed to handle all the Committees technical and administrative matters as well as the safekeeping and systematic filing of documents/records (EO No. 888 dated March 18, 1983)

The Chief, BJMP in the National level and Regional Director in the Regional level, shall create appropriate committees in the implementation of this Rule.

- Composition of Disposal Committee and Secretariat

BJMP NHQ:

Chairman - Deputy Chief BJMP for Operations
Vice Chairman - Director for Logistics
Members:
- Director for PRM
- Chief, FSO
- Chief, AO
- Chief, SAO

Prepared By

Luisito C. Ocampo
Jail Senior Superintendent
Director for Logistics

Reviewed By

Serafin P. Barretto Jr., CESO IV
Jail Chief Superintendent
Deputy Chief for Administration/Quality Management Representative

Approved By

Debernard J. P. Yan, CESO
Deputy Jail Chief
Officer-in-Charge, BJMP

"Changing Lives, Building A Safer Nation"
<table>
<thead>
<tr>
<th>Secretariat</th>
<th>one (1) staff each from DL and SAO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Offices</td>
<td></td>
</tr>
<tr>
<td>Chairman</td>
<td>Assistant Regional Director for Operation (ARDO)</td>
</tr>
<tr>
<td>Vice Chairman</td>
<td>Chief Logistic Division</td>
</tr>
<tr>
<td>Members</td>
<td>Chief, PRMD</td>
</tr>
<tr>
<td></td>
<td>Chief, PO</td>
</tr>
<tr>
<td></td>
<td>Chief, RAO/Regional Accountant</td>
</tr>
<tr>
<td></td>
<td>Chief, Regional Supply Accountable Office (RSAO)</td>
</tr>
<tr>
<td>Secretariat</td>
<td>one (1) staff from RLO &amp; RSAO</td>
</tr>
</tbody>
</table>
Bureau of Jail Management and Penology

QUALITY MANUAL
BUSINESS PROCESSES
LOGISTICAL MANAGEMENT

1.0 Process Map

Prepared by:
JCSUPT RUEL BERNARA
Director for Logistics

 Reviewed by:  
JCSUPR COL ENRIQUE D. ALMANZA, CES
Deputy Chief for Institution

Approved by:  
MR DOMINGO G. MANARIL, CES
Chief, Bureau Accountability Office

SAO Information and Functional Manual

"Changing Lives, Building A Safer Nation"
3.0 PROCESS DESCRIPTION

Manage Supplies and Materials

Receiving of Deliveries

- The Supplier / Dealer and/or representative enter the Supply Accountable Office (SAO) to inform about the delivery of Supply, Materials and Equipment (SME). The Supply/Property JNCO advise him/her to bring in the items for delivery with her copy of the approved Purchase Order (P.O.) / Order of Confirmation (O.C.) / Work Order (W.O.) / Approved Purchase Request (APR) / Procurement Contract (P.C.). The Supply/Property JNCO will go to DL to get the original copy of the approved P.O./O.C.W.O./APR/P.C. and reconcile with the dealer’s copy; request the presence of the management technical inspector and requisitioning office to conduct simultaneous counting & checking of the items if conform with the quantity & specifications stated in the approved P.O./O.C.W.O./APR/P.C.

- Data written in the Delivery Receipts (DR) shall be checked and reconcile with the delivered items and approved P.O./O.C.W.O./APR/P.C. And if found in order, it should be signed by the management technical inspector with the stamp inspected, the C. SAO after the initial signature of the Supply/Property JNCO who shall receive the items delivered.

Distribution / Utilization

- The Supply / Property JNCO will prepare the necessary documents such as Inventory Custodian Slip (ICS) / Requisition and Issue Slip (RIS) for Inventory accounts and/or Acknowledgement Receipt for Equipment (ARE) / Invoice.

Prepared By
JCBPT RUEL E. PERERA
Director for Logistics

Reviewed By
JCBPT DESBASIS S. DECAVAY, CES(E)
Deputy Director for Logistics
Quality Management

Approved By
JCBPT DESBASIS S. DECAVAY, CES(E)
Deputy Director for Logistics
Quality Management

“Changing Lives, Building A Safer Nation”
MEMORANDUM CIRCULAR

SAO-NHQ INFORMATION AND FUNCTIONAL MANUAL

SAO MANUAL

Bureau of Jail Management and Penology

QUALITY MANUAL
BUSINESS PROCESSES
LOGISTICAL MANAGEMENT

DDL. If during the course of project implementation, there are some changes and addition of works that need to be done, the RPD staff prepares Variation or Change Order for approval of the DDL and the Command Group. Upon completion of the project, he prepares punch list for the noted deficiencies of the completed project for the correction of the contractor. As soon as corrective works had been completed, he prepares a Memorandum for the final inspection of the completed project by the C-RPD and the End-user. When no deficiency has been noted, Certificate of Final Completion will be issued in favor of the Contractor.

Inspection and Acceptance

Supplies and Materials
- The management technical Inspector properly accomplishes & signs the Inspection and Acceptance Report (IAR) submitted to the SAO who shall then review if favorable or with noted deficiency(ies).
- The Sales Invoice (SI) shall be processed and signed by SAO if deliveries conform to quantity and specifications as per IAR, the original DR, SI & IAR shall be transmitted to the DL and the request for COA technical inspection shall be forwarded to the Office of the Auditor while processing of SI and the request for COA Technical inspection shall be held in abeyance if there are noted deficiency(ies) as per IAR until compliance by the supplier was made.
- Temporary safeguarding of the delivered items lodge in the SAO while waiting for the required ocular inspection of the COA.

Facility / Equipment / Infrastructure
- The completed repair of facility / equipment or infrastructure project is endorsed to the IAC for inspection and subsequent issuance of Certificate of Inspection and Acceptance.

Prepared By:
JOCUPRT RUAH MOPLTA
Director for Logistics

Reviewed By:
JOCUPRT DONALDOES II LAYAN, GES(E)
Chief Executive Officer
Quality Management Office

Approved By:
JOCUPRT DONALDOES II LAYAN, GES(E)
Chief Executive Officer
Quality Management Office

Page: 97 of 116
Manage Property

Inventory

- The chairperson of the NHQ inventory committee shall develop the outline of the inventory-taking as needed and discuss to the members.

- Physical inventory-taking of supplies & materials IN STOCK shall be conducted by the inventory committee semi-annually every 30th of June and 31st of December while Physical inventory-taking of PPE accounts shall be conducted annually as of December 31st of each year.

- Result of the inventory-taking (RPC & RPCPPE) shall be submitted to the COA on time as required and a copy shall be furnished to the ACCTG office for reference on the reconciliation process.

- ARE of inventoried PPE accounts still serviceable shall be renewed and duly signed by end-user/property custodian; while inventoried PPE accounts no longer needed/obsolete or beyond economic repair shall be returned by the end-user to the Supply Accountable Office for proper disposition.

Prepared By: JOSUPT RUEL NAVERA
Director for Logistics

Reviewed By: JOSUPT SEPEDROM B. CRAYAN, CSEB
Deputy Director for Administration

Approved By: MR. ERONIMA S. ANDRES, MPA
Chief, Supply Accountable Office

“Changing Lives, Building A Safer Nation”
Disposal:

- The disposal secretariat consolidates the report of end-user re: BER materials / equipment and prepare IIURP/WMR.

- Prepare separate list of BER materials/equipment subject for disposal and forward to the appraisal committee chairman to conduct inspection/appraisal, and conduct canvass of prevailing price of BER equipment that can be sold then issue appraisal report for approval of the C., BJMP.

- Prepare the Invitation to Bid for signature of Chairperson of Disposal Committee prior to posting in the NHQ Bulletin Board & other conspicuous place outside & inside NHQ premises.

- Conduct of pre-bid & bidding process by the disposal committee, participated by bidder proponent & witnessed by a COA Representative. The highest bid offered shall be awarded as the winning bidder.

- After the winning bidder received the award and notice to proceed he/she may pay the total amount of the winning bid to the Finance Office and in-turn the latter shall issue the corresponding Official Receipt (OR); a copy of which duly authenticated by the collecting officer shall be furnished to the Disposal Secretariat. After receiving the authenticated copy of the OR the DS shall also require the winning bidder to show the original copy as evidence of payment after which advises him that withdrawal of the items disposed shall be done only during office hours from Monday to Friday from 8 A.M. to 5 P.M.

- The withdrawal of the disposed items shall be done in front of the disposal committee/secretariat and witnessed by the COA, after which the bidder sign the tally-out sheet acknowledging receipt of the total disposed items.

- After the withdrawal process the COA sign the IIURP & WMR as evidence that they witnessed the disposal activity from start to finish, a copy of this docs shall be furnished to the Accounting office as reference in the dropping of such equipment from the books of accounts.
QUALITY MANUAL

BUSINESS PROCESSES

LOGISTICAL MANAGEMENT

The DC prepares and forwards the after disposal report with the corresponding attachment of the vital documents to the C, BJMP for his information and notation.

Endorse Payment

GOL / Facility / Equipment / Infrastructure

1. BJMP Citizen's Charter
2. IRR of RA 9184
3. P.D. 1445
4. R.A. 10691
5. CGA Circular No. 85-124

* End of transaction of disposal

SAO Information and Functional Manual

"Changing Lives, Building A Safer Nation"
MEMORANDUM CIRCULAR

SAO-NHQ INFORMATION AND FUNCTIONAL MANUAL

SAO MANUAL

Bureau of Jail Management and Penology

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
BUREAU OF JAIL MANAGEMENT AND PENOLOGY
NATIONAL HEADQUARTERS
144 Mindanao Avenue, Project 8, Quezon City
Telephones: (+632) 637-5457, 456-9422
Email Address: chiefbjmp@gmail.com Website: www.bjmp.gov.ph

MEMORANDUM

TO: All Regional Directors
   Director, NJMPTI

SUBJECT: Reiteration of BJMP Policy on the Issuance of Firearms

DATE: 30 October 2017

1. References:
   a) Section 2, PD 1445
   b) Section 4 Rule III Book III of the 2015 Revised BJMP Manual
   c) BJMP Memo Circular No. 2014 – 005
   d) Memorandum dated 29 September 2015

2. This is to reiterate to all concerned on the religious compliance to the provisions cited in the above references giving emphasis as a general policy that newly procured firearms are intended for BJMP personnel without any issued firearm and moreover adhere to paragraph b re: Guidelines of Memorandum dated 29 September 2015 (hereto attached).

3. For strict compliance.

DEOGRACIAS G. TAPAYAN, CESE
Jail Director
Chief, BJMP

98

SAO Information and Functional Manual

"Changing Lives, Building A Safer Nation"
MEMORANDUM CIRCULAR

SAO-NHQ INFORMATION AND FUNCTIONAL MANUAL

SAO MANUAL

Bureau of Jail Management and Penology

MEMORANDUM

RESPONSIBILITY FOR GOVERNMENT PROPERTY

GUIDELINES FOR PROPER SAFEKEEPING AND MAINTENANCE OF ISSUED SERVICE FIREARM

I. REFERENCES

a. Section 2, PD 1445
b. Section 4 Rule III, Book III of the 2015 Revised BJMP Manual
c. Minutes of the NHQ Staff Conference dated 14 September 2015

II. RATIONALE

This memorandum guides all BJMP personnel in the proper safekeeping and maintenance of government property particularly issued firearm.

III. GUIDELINES

a. It has been observed that there are some BJMP personnel issued with Cal. 9MM is still requesting for another unit and/or replacement declaring the previous as unserviceable. Thus, causing an artificial shortage in our inventory.

b. Effective immediately you are directed to refrain from allowing replacement unless warranted. Moreover double issuance of service firearm is strictly prohibited. Every personnel shall stick to his/her original issued firearm where he is accountable until retirement from the service and be responsible in the proper safekeeping and maintenance thereof to prevent rapid deterioration or loss.

c. Direct all personnel within your jurisdiction to adhere on the declared policy of the State that ‘all resources of the government shall be managed, expended or utilized in accordance with law and regulations, and safeguarded against loss or wastage through illegal or improper disposition with a view to ensuring efficiency, economy and effectiveness in the operations of government’ (Sec. 2, PD 1445), and that every personnel with issued firearm and other equipment shall religiously exercise the provisions of Section 4 Rule III, Book III of the 2015 Revised BJMP Manual to prolong the useful life of such equipment.

Prepared By:

Reviewed By:

Approved By:

Ms. GERONIMA M ANDRES, MPA
Chief, Supply Accountable Office

JCSBUPT DEGRAUDET CITAFAYAN, CES(E)
Deputy Chief for Administration/OIM

DIRECTOY D MAMARIL, CES(E)
Chief BJMP
d. Effective immediately, no unserviceable firearm shall be returned to the Supply Accountable Office both in the National Headquarters and Regional Offices without an official indorsement from the concerned immediate supervisor accompanied by a certification with complete attachment showing the circumstances why it became unserviceable subject to validation of the person tasked to investigate. Further activate the duly designated Firearm and Technical Expert (FATE) in your AOR to determine if alleged unserviceable firearms may be repaired to restore its usability or to be considered beyond economic repair (BER).

e. In the event that the cause of the unserviceability of the firearm is proven to be of negligence, the cost of repair shall be borne by the personnel whom it was issued.

IV. EFFECTIVITY

This guidelines takes effect immediately.
**MEMORANDUM CIRCULAR**

**SAO-NHQ INFORMATION AND FUNCTIONAL MANUAL**

SAO MANUAL

---

**Bureau of Jail Management and Penology**

---

**MEMORANDUM CIRCULAR**

**PROCUREMENT AND DISTRIBUTION OF MEDICINES, MEDICAL AND DENTAL SUPPLIES**

**SUB-TOPIC: GUIDELINES, POLICIES AND PROCEDURE ON THE PROCUREMENT AND DISTRIBUTION OF MEDICINES, MEDICAL AND DENTAL SUPPLIES**

---

I. REFERENCES

a. Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the “Government Procurement Reform Act”;

b. Request of medicines from jail units; and

c. Program of Distribution of Medicines, Medical and Dental Supplies.

II. RATIONALE

The lack of standardized and systematic guidelines in the purchase of medicines in consonance with R.A. 9184 or the Government Procurement Reform Act of 2003 is of paramount importance to the Jail Bureau. Having a more organized process in the early stage of consultation, forecasting, procurement and delivery of medicines to the field units, will not only address the problem of delay in its delivery, but will precisely pinpoint the early forecasting virulent diseases that need to be cured to avoid contagion.

II. OBJECTIVES

This circular is intended to standardize the procedure on the procurement and distribution of medicines, medical and dental supplies. Since each jail facility is different from the other, and has an individual health concern and health needs, this procedure may address the problem.

III. SCOPE/COVERAGE

This circular shall apply regionwide.

IV. PROCEDURE

a. Each jail unit through its jail health staff will submit a request of the list of needed medicines and medical and dental supplies (as necessary), to include some emergency medicine that should always be available as need arises with the guidance of the assigned Medical Officer.

---

**Prepared By:**

JSINSP JOHN PAUL DO BORLONGON, MD
Chief, Medical Section, HSO

M. Garapinda M. Andreas
Chief, SAO, BJMPwide

**Reviewed By:**

JSUPT ARTHUR C. LORCAO, MD
Chief, Health Services Office

JCSUPT DERECHO G. LAYAN, CES (E)
Manager, Medical and Administrative Affairs

**Approved By:**

JDR SERAFIN P. BARRETO JR, CESO IV
Dean, BJMPwide

---

**SAO Information and Functional Manual**

“Changing Lives, Building A Safer Nation”
SAO NHQ INFORMATION AND FUNCTIONAL MANUAL

MEMORANDUM CIRCULAR

PROCUREMENT AND DISTRIBUTION OF MEDICINES, MEDICAL AND DENTAL SUPPLIES

GUIDELINES, POLICIES AND PROCEDURE ON THE PROCUREMENT AND DISTRIBUTION OF MEDICINES, MEDICAL AND DENTAL SUPPLIES

b. The request for drugs and medicines will be submitted to the Regional Health Service Unit (RHSU). The request should also include the particular condition/diseases to be counter-checked by the Regional Medical Officer.

c. Regional Chief, Health Service Unit to confirm that the requested medicines are appropriate with the prevalent health condition/diseases at present;

d. The Regional HSU will collect and classify all the requested medicine to be included in the APP, prepare the final list program of distribution based on all request of each jail for approval of the Regional Director (HOPE) and these will be submitted to the procuring unit by the health representative who may be part of the Technical Working Group or a provisional member of the BAC as the circumstances may warrant.

e. Upon delivery of the procured medicines, medical and dental supplies from the winning bidder, the Regional Supply Accountable Officer (RSAO) will receive the delivery as to quantity and immediately check its expiry date which must be two (2) to three (3) years to assure that it is fit for human consumption; request the designated management technical inspector to conduct the necessary inspection thereof to determine if the delivery conform with the specifications stated in the approved Purchase Order (P.O.)

f. The Management Technical Inspector after the conduct of inspection will then prepare the Inspection and Acceptance Report (IAR) in four (4) copies.

Original - to be attached to the Disbursement Voucher
Copy 1 - Inspection Officer/Committee
Copy 2 - Accounting Division/Unit
Copy 3 - Regional Supply Accountable Office

g. The RSAO will sign the acceptance portion of the IAR and prepare the request for COA inspection, if the IAR is favorable or no noted

Prepared By:
JSNSP, JOHN PAUL B. SORlichkeit, MD
Chief Medical Section, HSQ

Noted by:
JSSUPT. ARTURO C. LORENCER, MD
Chief Medical Section, RHSQ

Reviewed By:
JSNSP, JOHN PAUL B. SORlichkeit, MD
Chief Medical Section, HSQ

Approved By:
JSSUPT. ARTURO C. LORENCER, MD
Chief Medical Section, RHSQ

SAO INFORMATION AND FUNCTIONAL MANUAL

"Changing Lives, Building A Safer Nation"
deficiencies/defects stated in the report; after the COA inspection, the items delivered will be issued by the RSAO with the necessary and complete documents pertaining to issuance to the Chief. RHSU who will in turn distribute the delivered medicines, medical and dental supplies to the jail units based on the approved program of distribution; however, if there are noted defects/deficiencies stated in the IAR, the RSAO will not sign in the acceptance portion. He/she will furnish copy of the IAR to the RHSU and the Procurement Officer who will inform the concerned supplier that the processing of payment will be temporarily held in abeyance until the noted defects/deficiencies are fully complied.

h. In the jail facility, the jail health unit through the jail health staff will have a medicine logbook to properly record the recipient/s of the medicine (per consultation/per need) for transparency and accountability purposes.

i. For monitoring purposes, the medicine logbook will be included in the data to be evaluated/checked by the RHSU staff during health inspection; and also, data on the medicine logbook shall be reflected on the monthly reporting.

V. ADMINISTRATION

The Regional Health Service Unit and Regional Supply Accountable Office shall be responsible in the proper implementation of this Circular.

VI. EFFECTIVITY

This circular shall take effect upon arrival.

Prepared By: [Signature]
[Name]
[Position]
[Date]
# STANDARD OPERATING PROCEDURE

**POLICY/PROCEDURE TO BE UNDERTAKEN WHENEVER A DEFICIENCY IS NOTED ON THE DELIVERY OF SUPPLIES, MATERIALS AND EQUIPMENT**

<table>
<thead>
<tr>
<th>DOC. NO.</th>
<th>BJMP-SAO-BOP-C/O</th>
</tr>
</thead>
<tbody>
<tr>
<td>REV. NO.</td>
<td>BJMP-SAO-BOP-C/O</td>
</tr>
<tr>
<td>EFFECTIVE DATE</td>
<td>02 May 2018</td>
</tr>
<tr>
<td>PAGE</td>
<td>1of2</td>
</tr>
</tbody>
</table>

## I. REFERENCES

a. Section 482 GAAM Volume I  
b. Training Handbook on Property and Supply Management  
c. Logistical Management Quality Manual

## II. RATIONALE

This policy is created to provide guidelines whenever a deficiency is noted on the delivery of supplies, materials and equipment requiring immediate action.

## III. GUIDELINES

1. Regardless of the mode of procurement resorted to, deliveries of Supplies, Materials and Equipment (SME) being requisitioned must be made by the Supplier/Contractor in accordance with the specifications, terms, conditions and within the stipulated time provided in the Purchase Order (PO) / Work Order (WO) / Contract.

2. The receipting and signing of the Delivery Receipts (DR) as to quantity only and temporary recording of the deliveries upon arrival of the goods/articles to the BJMP premises must be the responsibility of the National Supply Accountable Office (NSAO) / Regional Supply Accountable Office (RSAO) including notifying the Management Technical Inspection and Acceptance Committee / Resource Persons / End-user or Requisitioning Office

---

**Prepared By:**  
Ms. GERONIMA M ANDRES, MPA  
Chief, Supply Accountable Office

**Reviewed By:**  
JCSupt SERAPIN P BARRETTO JR, CESO IV  
Deputy Chief for Administration/OONR

**Approved By:**  
JCSupt DOMINGO R. PEYATAN, CES/E  
Director General, BJMP

---

**Received:**  
[Signature]

---

"Changing Lives, Building A Safer Nation"
of the conduct of technical inspection for conformity with the specifications in the order.

3. After the conduct of a thorough inspection on the deliveries, the Technical Inspection and Acceptance Committee / Resource Persons / End-users or Requisitioning Office must prepare Inspection and Acceptance Report (IAR) and submit it to the Supply Accountable Office for dispositive action.

4. In the event that deficiencies exist in the IAR, the NSAO/RSAO must forward a copy of the IAR attention Procurement Section to the DL/RFL for dispositive action and the processing of the Sales Invoice (SI) / payment must be held in abeyance until the required action expressed in the IAR is satisfactorily compiled/settled by the supplier/contractor.

5. After the satisfactory compliance to the noted deficiencies the NSAO/RSAO must prepare and forward the request for COA technical inspection to the BJMP Resident Auditor, after which delivered supplies, materials and equipment will be distributed to corresponding end-users based on approved program of distribution.

IV. EFFECTIVITY

This policy/procedure shall take effect immediately.
Bureau of Jail Management and Penology

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
BUREAU OF JAIL MANAGEMENT AND PENOLOGY
NATIONAL HEADQUARTERS
Jecox Building, 144 Mindanao Avenue, Project 8, Quezon City
Trunklines: (+632) 927-6361, 453-1196
Email Address: director@bjmp.gov.ph Website: www.bjmp.gov.ph

MEMORANDUM

TO : All Directors of Directorates
Head of Offices NHQ and
All Regional Directors

SUBJECT : AMENDMENT OF POLICY ON THE SETTLEMENT OF LIABILITY AND/OR PENALTY re: LOST ISSUED FIREARMS

DATE : 20 October 2014

1. References:
   b. Memorandum dated 27 November 2003
   c. BJMP Equipment Survey Board Resolution No. 2004-02
   d. Memorandum dated 30 April 2008
   e. Memorandum dated 15 June 2008
   f. Memorandum dated 08 August 2012

2. There are existing laws governing the settlement of lost government property to be adhered to faithfully by all concerned officials and/or employees of the government; however, on the issue of lost issued firearms, the past administrations after due consultations with our former Resident Auditors formulated alternative guidelines, rules and procedures in the settlement of liability/penalty/responsibility for the loss of issued firearms due to scarcity of firearms in the Bureau before.

3. However, since we have enough firearms ready for issuance, we shall no longer implement the settlement of lost firearm of any kind by replacement of the same kind, make and brand and/or of higher quality but rather we adhere to the original law cited under Sections 105, PD 1445, 636 of the Revised Administrative Code and 494, GAAM Vol. 2, which pertains to the settlement of liability, responsibility and accountability of BJMP personnel accountable for government property.

4. Henceforth, in all cases of lost firearms still unsettled and/or undergoing investigation it is the accountable personnel, in the absence of Relief from Accountability granted to him/her by the authority of the Commission of Audit (COA), shall be held liable for the money value (current prevailing market price) of the lost firearm within six months after dissemination of this policy to all previously reported loss which are still unsettled and within the same period of six months after approval of NHQ/Regional Investigation Report (IR) and/or Equipment Survey Board Resolution as settlement of his/her liability to the government without prejudice to the filing of appropriate charges if warranted.

5. Attached are the excerpts/copies of the above-mentioned law (reference a.) for your perusal and you are also hereby directed to adhere to said law and to widely disseminate this memorandum to all personnel in your AOR.

6. Further, all pars stated under references b, c, d, e and f (attached) of this memorandum which are inconsistent with para 3 and 4 of the same memorandum shall be deemed amended and/or rescinded.

7. For widest dissemination and strict compliance.

[Signature]
Chief, Administrative Officer

“Changing Lives, Building A Safer Nation”
MEMORANDUM CIRCULAR

SAO-NHQ INFORMATION AND FUNCTIONAL MANUAL

SAO MANUAL

Bureau of Jail Management and Penology

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
BUREAU OF JAIL MANAGEMENT AND PENLOGY
NATIONAL HEADQUARTERS
144 Mindanao Avenue, Project 8, Quezon City
Telephones (+632) 917-9182; 453-1106
Email Address: director@bjmp.gov.ph Website: www.bjmp.gov.ph

MEMORANDUM

TO: All Regional Supply Accountable Officers (RSAO)

SUBJECT: Period of Settlement of Lost Issued Firearms and Other Government Property

DATE: 28 October 2014

1. References:
   a. Section 105, PD 1445
   b. Memorandum dated 20 October 2014

2. ICSI the above references, you are advised to conduct inventory of records/lists of personnel in your AOR with previous or current cases of lost firearms and/or other government property for which they were held accountable and liable for such loss and which are not yet settled by them up to this time.

3. You shall be responsible to immediately canvass the price quotations of the lost firearms and/or other government property at the current prevailing market price. With regard to firearms, the amount to be paid shall include taxes and other fees incidental to the registration and licensing thereof. The price quotations requested by your respective regions from a licensed gun store and/or merchandiser shall be the basis to determine the money value of the lost property to be settled and shall be attached to the letter/memo to be sent by your office to affected personnel within fifteen (15) days upon receipt of this memorandum.

4. Further, advice also all accountable personnel about their obligation to comply/pay their administrative penalty at the PNP-PSC attributable to such loss under EO No. 580 dated November 21, 2006.

5. Target date of submission of report of your compliance is NLT 28 November 2014.

6. For guidance and strict compliance.

BY AUTHORITY OF THE OIC, BJMP:

GERONIMO ANDRES
Chief Administrative Officer, MPA
SAO, BJMPwide

SAO Information and Functional Manual

"Changing Lives, Building A Safer Nation"
MEMORANDUM CIRCULAR

SAO-NHQ INFORMATION AND FUNCTIONAL MANUAL

SAO MANUAL

Bureau of Jail Management and Penology

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
BUREAU OF JAIL MANAGEMENT AND PENOLOGY
NATIONAL HEADQUARTERS
144 Roxas Avenue, Quezon City
Contact lines: (+632) 927-6893, 927-5605
Email Address: bjmpp@bjmp.gov.ph Website: www.bjmp.gov.ph

MEMORANDUM

TO : All Regional Directors of the Jail Bureau
Directors of Directorate
Director, NJMPTI
Chiefs of Offices

SUBJECT : Payment of Administrative Fine re: Lost or Stolen Firearms

DATE : 18 January 2018

1. References:

a. Executive Order No. 580 promulgated on November 21, 2006;
   b. Letter of the then Chief, BJMP, JAIL DIRECTOR ROSEND0 M DIAL to the Chief, PNP, PDG RAUL MACALALAD BACALZO, CEO VI dated March 8, 2011;
   c. Letter from the Chief Inspection and Enforcement Section, PNP-
      Firearms and Explosives Office dated September 20, 2011;
   d. Memorandum issued by the BJMP-NHQ re: Payment of Administrative Fines for Lost Firearms dated September 28, 2011;
   e. Republic Act No. 10591 otherwise known as the ‘Comprehensive Firearms and Ammunition Regulation Act’ which was approved on May 29, 2013;
   f. Implementing Rules and Regulations (IRR) of R.A. No. 10591 which was approved on December 7, 2013;
   g. Issues and Concerns raised during the Staff Meeting on January 15, 2018.

2. You are hereby directed to advise all personnel within your Area of Responsibility (AOR) to strictly comply with the requirement of the law that lost or stolen firearms should be reported to the FEQ of the PNP within a period of thirty (30) days from the date of discovery to avoid stiffer penalties. The report may be addressed to the PNP Regional Operation and Plans Division (Attention: Firearms and Explosives Section) or to the Inspection and Enforcement Section, FEQ, Camp Crame, Quezon City. The report should be accompanied with an Affidavit of Loss and Police Report so that an Order of Payment may be issued for the corresponding administrative fine in any branch of the Land Bank of the Philippines (LBP).

3. However, there are instances wherein lost firearms reported to the Firearms and Explosives Office (FEQ) of the Philippine National Police (PNP) are discovered not included in their data base of firearms. Hence, concerned personnel who have lost their firearm could not settle the payment of the administrative fine imposed by Republic Act No. 10591 (R.A. No. 10591) and its corresponding Implementing Rules and Regulations (IRR). Consequently, the issuance of clearance to these concerned personnel are delayed.
4. Relative thereto, to address this issue in the meantime, affected personnel are required to render a report in writing in case the circumstances as mentioned in para 3 of this memo may arise supported by a duly subscribed affidavit of undertaking stating that he/she is willing to pay the imposed penalty when the time comes and/or when demanded upon to be approved by the C, BJMP and/or Regional Director as the case may be.

5. For information, widest dissemination and strict compliance.
Bureau of Jail Management and Penology

REGIONAL SUPPLY ACCOUNTABLE OFFICERS (RSAO)

Ms. Jarissa M. Sibes
BJMP RO - I

Ms. Rosan J. Orencoa
BJMP RO - II

SJQ2 Joey A. Siano
BJMP RO - CAR

JQ2 Maggie T. Perez
BJMP RO - III

Ms. Rhodavita C. Asaparo
BJMP RO - NCR

SJQ1 Romina D. Dulfo
BJMP RO - MMARCPA

Ms. Eleneon C. Jalit
BJMP RO - X

Ms. Mildred A. Marjuyod
BJMP RO - IX

Ms. Noraida M. Mediter
BJMP RO - ARMM

SJQ4 Sarah B. Egamino
BJMP RO - CALABARZON

Ms. Maureen D. Apuli
BJMP RO - V

Ms. Ma Lorenza C. Pareja
BJMP RO - VI

SJQ3 Eva P. Naputo
BJMP RO - VIII

Ms. Mary Carmel H. Nimeño
BJMP RO - VII

Ms. Beverly L. Aurora
BJMP RO - CARAGA

Ms. Avelina P. Delmar
BJMP RO - XI

JQ2 Hanna P. Lulas
BJMP RO - XII
# LOGISTICS DIRECTORS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROLDAN H HINLO (D)</td>
<td>1st Director</td>
<td>1992 - 1993</td>
</tr>
<tr>
<td>Jail Senior Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRANCISCO C GARCIA JR (D)</td>
<td>2nd Director</td>
<td>1993 - 1994</td>
</tr>
<tr>
<td>Jail Chief Inspector</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMANDO R CADIGAL JR</td>
<td>3rd &amp; 8th Director</td>
<td>1994 - 1995</td>
</tr>
<tr>
<td>Jail Superintendent</td>
<td></td>
<td>1998 - 1999</td>
</tr>
<tr>
<td>RAFAEL T DELSON</td>
<td>4th Director</td>
<td>1995 - 1996</td>
</tr>
<tr>
<td>Jail Senior Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROMEO S VIO</td>
<td>5th Director</td>
<td>1996 - 1997</td>
</tr>
<tr>
<td>Jail Senior Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BENITO A DORIGO</td>
<td>6th Director</td>
<td>1997 - 1998</td>
</tr>
<tr>
<td>Jail Senior Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REYNALDO B BERDIN</td>
<td>7th Director</td>
<td>January - May 1998</td>
</tr>
<tr>
<td>Jail Senior Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DIONY D MAMARIL</td>
<td>8th Director</td>
<td>1999 - 2000</td>
</tr>
<tr>
<td>Jail Senior Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMMANUEL T SICIO</td>
<td>10th &amp; 12th Director</td>
<td>2000 - 2001</td>
</tr>
<tr>
<td>Jail Senior Superintendent</td>
<td></td>
<td>May - Sept 2002</td>
</tr>
<tr>
<td>DANilo P BARBASA</td>
<td>13th Director</td>
<td>September - November 2002</td>
</tr>
<tr>
<td>Jail Senior Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JULIAN O MANGOMOC</td>
<td>14th &amp; 17th Director</td>
<td>2002 - 2003</td>
</tr>
<tr>
<td>Jail Senior Superintendent</td>
<td></td>
<td>2007 - 2009</td>
</tr>
<tr>
<td>PRIMITIVO B BENITEZ (D)</td>
<td>15th Director</td>
<td>2003 - 2004</td>
</tr>
<tr>
<td>Jail Senior Superintendent</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**MEMORANDUM CIRCULAR**

**SAO-NHQ INFORMATION AND FUNCTIONAL MANUAL**

**SAO MANUAL**

---

**LOGISTICS DIRECTORS**

<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLAN S IRAL</td>
<td>19th Director</td>
<td>January 2012 - Sept 2014</td>
</tr>
<tr>
<td>RUEL S RIVERA</td>
<td>20th Director</td>
<td>October 2014 - February 2016</td>
</tr>
<tr>
<td>LUISITO C MUÑOZ</td>
<td>21st Director</td>
<td>March 2016 - January 2018</td>
</tr>
<tr>
<td>LEO P BALDON</td>
<td>22nd Director</td>
<td>January 2018 - to present</td>
</tr>
</tbody>
</table>

---

"Changing Lives, Building A Safer Nation"

*Sao Information and Functional Manual*
References:

P.D. 1445
R.A. 9184
GAAM 2015 and 2016
BJMP Manual Revised 2007 (As Amended)
BJMP Quality Manual
GAAM Volume I, January 1992
NGAS Volume I, December 2002
COA Circular No. 89-296 January 27, 1989
Training Handbook on Property and Supply Management System