

8. Issuance of Summary of Property Accountability Form to PSA Employees

Verification of property accountabilities of employees and provision of Summary of Property Accountability Form to PSA employees as requested.

Office or Division:	General Services Division, Property Unit
Classification:	Complex
Type of Transaction:	G2G
Who may avail:	PSA officials, and employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request for Property Accountability Form, email, list of summary Accountability	PSAnet GSD-Property Unit

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request of Summary Property Accountability Form	1.1 Receive, control and route to designated Property Unit staff (Office/Service/Regional Office/Provincial Office)	None	3 minutes	Administrative Assistant III
	1.2 Designated Property Unit staff to verify from the Legacy: 1. Property and Equipment Inventory and Tracking System (PEITS); 2. Logbook 1. Asset Tracking System (ATS); and 2. ATsv2	None	2 days	Administrative Officer III; Administrative Assistant IV; and Administrative Assistant III
	1.3 Print the Summary of Property Accountability of the employee	None	3 minutes	Administrative Officer II; and Administrative Assistant IV

	1.4 Review and sign the Property Accountability	None	4 hours	Administrative Officer IV
	If with correction, return to concerned staff for editing Concerned staff to reflect the corrections	None	1 hour 10 minutes	Administrative Officer III; Administrative Assistant IV; and Administrative Assistant III
	1.5 Sign the printed Summary of Property Accountability	None	1 minute	Administrative Officer III; Administrative Assistant IV; and Administrative Assistant III
	1.6 Review and sign printed copy	None	3 minutes	Administrative Officer V; and Administrative Officer IV
	1.7 For signature of the Chief Administrative Officer/OIC for signature	None	3 minutes	Chief Administrative Officer/OIC
	1.8 Record the Summary of Property Accountability in the logbook	None	1 minute	Administrative Assistant III
2. Receive the Summary of Property Accountability	2.1 Release the printed copy of the summary of property accountability If for email: Scan and email the property Accountability	None	2 minute 5 minutes	Administrative Officer III; Administrative Assistant IV; and Administrative Assistant III
TOTAL		None	2 days and 5 hours and 30 minutes	