



## 8. Request for Office Property

This service covers the receipt, processing, and issuance of office property and other work-related items needed by OSG officials and employees to ensure a properly organized and functional office.

These include office furniture and fixtures, such as chairs, tables, cabinets, and other movable items, as well as other items appropriate for a government office.

<b>Office or Division:</b>	Property and Supply Section, Administrative Division, Human Resource Management and Administrative Services (HRMAS)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Citizen
<b>Who may avail:</b>	OSG Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Letter Request</b> – One (1) original copy of the letter request	Requesting employee

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter request at the HRMAS Front Desk, 2 <sup>nd</sup> Floor, OSG Main Building, Amorsolo Wing or 7 <sup>th</sup> Floor, Convergys One Building.	1.1. Receive the letter request.	None	5 minutes	Administrative Aide III (or any designated HRMAS staff)
	1.2. Check that all required information is complete and accurate, then forward the letter to the Director for review and approval.	None	10 minutes	Administrative Aide VI  Immediate Supervisor Responsible for Personnel Designation – Director IV, HRMAS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>2. Wait while the HRMAS personnel evaluate the request, check availability, and prepare the requested property.</p>	<p>2.1. Review and approve the request, then forward it to the Administrative Division for appropriate action.</p> <p>2.2. Review the request and assigned it to the Property and Supply Section for appropriate action.</p> <p>a. Endorse the request to the Procurement Section if the items are not available.</p> <p>b. Prepare the Property Acknowledgment Receipt (PAR) or Inventory Custodian Slip (ICS) if the items are available.</p>	<p>None</p> <p>None</p>	<p>1 day</p> <p>1 hour</p>	<p>Director IV</p> <p>Chief Administrative Officer</p> <p>Administrative Officer II / Administrative Assistant I (or any designated Administrative Division staff)</p> <p>Immediate Supervisor Responsible for Personnel Designation – CAO, HRMAS</p>
<p>3. Receive feedback or the requested property.</p> <p>a. Receive feedback.</p>	<p>3. Provide feedback or deliver the requested property.</p> <p>a. Provide feedback on unavailable property:</p>	<p>None</p>	<p>1 day</p>	<p>Administrative Officer II / Administrative Assistant I (or any designated Administrative Division staff)</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>b. Check the delivered items against the request letter.</p> <p>i. If items are incorrect, or damaged, coordinate with the property staff to resolve the issue.</p> <p>ii. If items are complete and correct, sign the PAR/ICS and receive the property.</p>	<p>i. Inform the requesting employee if the requested property is not available.</p> <p>ii. Explain the process to procure the item, including timelines or next steps.</p> <p>b. Deliver the requested item to the requesting employee.</p> <p>i. Verify the reported discrepancy and replace, complete, or correct the items, as necessary.</p> <p>ii. Secure the signature of the requesting employee on the PAR/ICS and release the property.</p>			<p>Administrative Aide II (or any designated Administrative Division staff</p> <p>Immediate Supervisor Responsible for Personnel Designation – CAO, HRMAS</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	iii. File and record the accomplished PAR / ICS form.			
<b>TOTAL</b>		<b>None</b>	<b>2 days, 1 hour and 15 minutes</b>	