



QUALITY MANUAL


Annex 4.3 Process Map  
Asset Management

Document Code:	2017.QM.CDQ.001
Page No.:	1 of 7
Issue No.:	1
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<p>Administrator</p> <p>Inventory Committee / Asset Management Division / General Services Division / Engineering Department</p> <p>Property Custodian / End-Users</p>	<p>Special Order (SO) in the Creation of Annual Physical Inventory Committee</p> <p>Updated Property, Plant &amp; Equipment (PPE), Semi-Expendable Property and Inventories Database Records</p> <p>Actual PPE issued</p>	<ol style="list-style-type: none"> <li>Prepares the Physical Inventory Plan (PIP) containing, at the least, the specific assignments/duties of the Committee members, the cut-off date and schedule of activities specifying the dates, locations, and offices from start up to the targeted completion of the physical inventory.</li> <li>Creates sufficient number of Inventory Count Teams that will undertake the physical counting to validate the actual existence, completeness and functionality/conditions of LRTA properties, equipment's and other inventories.</li> <li>Prepares Inventory Count Forms (ICF) for each property classifications</li> </ol>	<p>Final and certified Annual Physical Inventory Report of Property, Plant and Equipment (PPE), Semi-Expendable Property and Inventories</p>	<ul style="list-style-type: none"> <li>Commission on Audit</li> <li>Inventory Committee</li> </ul>

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		4. Conducts Annual Physical Inventory Count of Property, Plant and Equipment (PPE), Semi-Expendable Property and Inventories  5. Undertake a reconciliation workshop after the actual inventory count activity to address the discrepancies between physical count and property/accounting records.  6. Submits the Final and Certified Physical Inventory Report to the resident Auditor of Commission on Audit concerned not later than January 31 of each year		
Other Government Agencies such as National Telecommunications Commission (NTC), Land Transportation Office (LTO), Bureau of Fire Protection (BFP),	1. Expiring licenses, permits, certificates, and registrations  2. Assessment Form / Order of Payment	1. Acquire Assessment and/or Order of Payment from other government agencies  2. Performs complete staff work in the renewal process with other Government Agencies in coordination with other	Accomplished Disbursement Vouchers (DV)  Renewed licenses, permits, certificates, and registrations	Concerned Internal Offices




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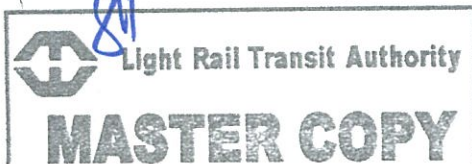
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Local Government Unit, etc.		concerned LRTA offices  3. Prepares Disbursement Vouchers (DV)		
Government Service Insurance System (GSIS)	1. Expiring Industrial All-Risk Insurance (IAR) Policy Coverage  2. GSIS Renewal Advice	1. Requests proposal to the GSIS the premium amount for the renewal.  2. Submits to the GSIS the accomplished Renewal Advice, Certificate of Fund Availability and updated lists and values of the properties for insurance coverage using the Property Inventory Form (PIF).  3. Request approval to the Administrator for the payment of premium proposed by the GSIS  4. Prepares Disbursement Voucher (DV)	Renewed Industrial All-Risk Insurance (IAR) Policy Coverage	<ul style="list-style-type: none"> <li>• Commission on Audit</li> <li>• Concerned Internal Offices</li> </ul>

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Procurement Division / Warehouse Unit	<ol style="list-style-type: none"> <li>1. Approved Purchase Request</li> <li>2. Approved Purchase Order</li> <li>3. Delivery Receipt, Sales Invoice or any proof of delivery/billing documents</li> <li>4. Notice of Inspection</li> </ol>	<ol style="list-style-type: none"> <li>1. Prepares delivery inspection working paper based on the perfected Purchase Order or other similar equivalent contract documents relative to procured goods.</li> <li>2. Conducts physical inspection, testing, and acceptance of newly delivered items in accordance with the contract requirements of the requisitioner/end-user units on the time and date set in the Notice of Inspection.</li> <li>3. Prepares the Delivery Inspection and Acceptance Report (DIAR) for signature of requisitioner/end-user units</li> <li>4. Submits the fully signed Delivery Inspection and Acceptance Report (DIAR) to COA and concerned LRTA offices</li> </ol>	Signed Delivery Inspection and Acceptance Report (DIAR)	<ul style="list-style-type: none"> <li>• Commission on Audit</li> <li>• Concerned Internal Offices</li> </ul>

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Concerned Internal Offices / Other Government Agencies / Private Contractor, Suppliers and External Service Providers	Accomplished Gate Pass Exit/Entry Application Forms	<ol style="list-style-type: none"> <li>1. Validate whether the Gate Pass Entry application forms are properly accomplished (i.e. Completeness of information, required documents are properly attached; and signature of the authorized signatory)</li> <li>2. Conducts physical inspection of items as to quantity and validation as to ownership</li> <li>3. Assigns a control log number and register to the "Logbook" for recording and control reference purposes</li> </ol>	Approved Gate Pass Entry/Exit Application Forms	<ul style="list-style-type: none"> <li>• Concerned Internal Offices</li> <li>• Other Government Agencies</li> <li>• Private Contractor, Suppliers and External Service Providers</li> </ul>
Asset Management Division / SSD Pollution Control Officers / Concerned Internal Offices / Private Contractor / Maintenance Providers	<ol style="list-style-type: none"> <li>1. Inventory and Inspection Report of Unserviceable Property (IIRUP)</li> <li>2. Waste Material Report (WMR)</li> <li>3. Returned Unserviceable /Obsolete Properties</li> </ol>	Performs the complete staff work in the inspection, identification, and consolidation of disposal documents of unserviceable LRTA properties recommended for disposal	'Proposed Disposal Schedule Form' showing the consolidated list of disposable and unserviceable properties, equipment, and materials accumulated at the Materials Recovery Facility (MRF) with signed IIRUP and WMR	<ul style="list-style-type: none"> <li>• Waste Disposal Committee</li> <li>• Environmental Compliance Unit (ECU)</li> <li>• Concerned Internal Offices</li> </ul>

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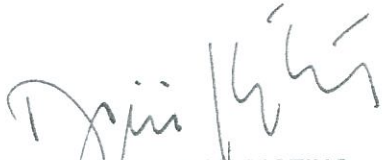

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<b>Controls and Check Points:</b> <small>(Possible controls and check points to monitor and measure performance)</small>		
Physical Inventory Plan (PIP)	Electronic Database (Gate Pass)	Electronic PPE Inventory Database Records
Control Logbook (Gate Pass)	Electronic Database (DIAR)	Property Acknowledgement Receipt / Inventory Custodian Slip
Control Logbook (DIAR)	Proposed Disposal Schedule Form	Monitoring Sheet of Other Government Requirements and Compliances

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