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| University of the Philippines Manila | ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES | Page 114<br>1/1   |
| Property and Supply Office           | PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION               | Revision No.<br>0 |
| Property Section                     | PROPERTY CUSTODIANSHIP UNACCOUNTED/MISSING EQUIPMENT        | Effectivity Date: |

| Flowchart                                                                                                                                                                                                                                                                                                                                                                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Person Responsible                                                                                    |
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| <pre> graph TD     Start([Start]) --&gt; Step1[1. PREPARATION AND ISSUANCE OF FIRST NOTICE/DEMAND]     Step1 --&gt; Step2[2. PREPARATION AND ISSUANCE OF SECOND NOTICE]     Step2 --&gt; Step3[3. RELIEF FROM PROPERTY ACCOUNTABILITY]     Step3 --&gt; Step4[4. ENDORSEMENT OF REQUEST]     Step4 --&gt; Step5[5. APPROVAL OF REQUEST]     Step5 --&gt; End([End]) </pre> | <p>Prepares and issues first Notice of Demand.</p> <p><i>Note: The first notice shall require the Accountable Officer concerned to explain the whereabouts of the missing item/s and to produce said item/s within ten (10) days.</i></p> <p>Prepares and issues second notice of demand. If missing item is not produced within five (5) days.</p> <p><i>Note: If the Accountable Officer fails to satisfactorily explain the whereabouts of the missing item/s and/or fail to produce them within the stated periods in the first and second notices, said item/s shall be officially declared lost and shall hold the Accountable Officer liable thereto. A demand shall be made to the Accountable Officer to deliver an acceptable replacement for the lost property or to pay in cash its replacement value.</i></p> <p>Prepares request for relief from property accountability.</p> <p>Endorses the request.</p> <p>Approves request.</p> | <p>PSO Head</p> <p>PSO Head</p> <p>Accountable Officer</p> <p>PSO Head</p> <p>OVCA/Chancellor/COA</p> |

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date: