

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 115 1/1
Property and Supply Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Property Section	PROPERTY CUSTODIANSHIP REQUEST FOR RELIEF FROM PROPERTY ACCOUNTABILITY	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD Start([Start]) --> Step1[1. NOTIFICATION OF THE LOSS] Step1 --> Step2[2. INVESTIGATION AND REPORTING] Step2 --> Step5[5. REVIEWING THE REPORT] Step5 --> Step6[6. ACTION ON THE REPORT AND SIGNING OF THE LETTER] Step6 --> Step7[7. APPROVAL OF DEMAND LETTER AND COPY OF THE REPORT] Step7 --> Step8[8. FURNISHING COPIES OF DEMAND LETTER.] Step8 --> End([End]) </pre>	<p>Notifies loss within 24 hours upon discovery, Unit notifies the Dean/Director and submits Report of Loss to the Chancellor, copy furnished the UP Manila Security Office, the Contractual Security Service Services Agency and COA.</p> <p>Investigates upon receipt of report together with the representative of the private security agency within five (5) working days.</p> <p>Submits report to the OVCA with the necessary evidences/supporting documents.</p> <p>Forwards to Legal Office</p> <p>Forwards recommendation to the Office of the Chancellor thru the OVCA for appropriate action.</p> <p>Acts on the report/signs demand letter. If security agency is accountable.</p> <p>Approves demand letter and sends a copy of the report to the security agency.</p> <p>Furnishes copies of demand letter and report to the following offices:</p> <ol style="list-style-type: none"> Legal Office Accounting Office Cash Office Property & Supply Office UP Manila Security Office Internal Audit Office 	<p>End User</p> <p>UP Manila Security Officer</p> <p>OVCA</p> <p>Legal Office Head</p> <p>OVCA/Chancellor</p> <p>Chancellor</p> <p>Chancellor</p>

Prepared by/Date:
Approved by/Date:

Reviewed by/Date: