



10. Request for Transfer of Property Accountability

This service covers the receipt, processing, and approval of requests to transfer the accountability of government property from one employee or unit to another. It ensures that all property records are accurately updated to reflect the change in property accountability.

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • Property Transfer Report (PTR) – One (1) copy of the PTR • Inventory Transfer Report (ITR) – One (1) copy of the ITR 	OSG Intranet (Under Administrative Service, Property and Supply Section)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the PTR and ITR at the Administrative Division Front Desk, 6 th Floor, OSG Main Building, Adelantado Wing or Supply Room, 6 th Floor, Convergys One Building.	1. Receive the PTR and ITR and check that all fields have been completed.	None	5 minutes	Administrative Officer II / Administrative Assistant I (or any designated Administrative Division staff Immediate Supervisor Responsible for Personnel Designation – CAO, HRMAS
2. Wait while the Administrative Division processes the transfer request.	2.1. Verify the records and physical condition of the property to be transferred.	None	1 day	Administrative Officer II / Administrative Assistant I (or any designated Administrative Division staff



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>2.2. Stamp “CANCELLED” on the original copy of the PAR/ICS.</p> <p>2.3. Update the inventory records and reports to reflect the transfer.</p> <p>2.4. Secure the signatures of the authorized signatories in the PTR/ITR.</p>			<p>Immediate Supervisor Responsible for Personnel Designation – CAO, HRMAS</p>
<p>3. Receive feedback on the request or, if everything is in order, receive the property.</p>	<p>3.1. Provide feedback on the request.</p> <p>a. Inform the requesting employee if the request cannot be approved and explain the reason or required corrections.</p> <p>b. Inform the requesting employee of the status of the request and any further actions needed, if any. If everything is in order, release the property.</p>	<p>None</p>	<p>1 day</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>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2. Scan and file the accomplished PTR/ITR for documentation and record-keeping.			
TOTAL		None	2 days and 5 minutes	