



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS

(National Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

NHQ-PCG/CG4/CGLSC

16 September 2024

**STANDING OPERATING PROCEDURES
NUMBER 20-24**

**GUIDELINES AND PROCEDURES FOR THE MANDATORY SUBMISSION OF UNIT
PROPERTY INVENTORY, TURNOVER REPORT DURING LEADERSHIP
TRANSITION, CHANGE OF ASSIGNMENT, RETIREMENT AND
DISCHARGE FROM THE SERVICE**

1. AUTHORITY

Republic Act 9993 "Philippine Coast Guard Law of 2009" and its Implementing Rules and Regulations (IRR).

2. REFERENCES

- A. Presidential Degree Nr. 1445, also known as the "Ordaining and Instituting a Government Auditing Code of the Philippines" dated 11 June 1978;
- B. CG-4/CGAO Memorandum, entitled "Inventory of PCG Equipment" dated 11 January 1993;
- C. PNP Circular No. 2000-013, entitled "Procedures and guidelines to be followed by PNP Officials in the conduct of inventory and turn-over of PNP assets and other government properties during relinquishment and assumptions of PNP units/offices at all levels" dated 25 September 2000;
- D. DSWD Memorandum Circular No. 008 series of 2006, entitled "Guidelines on the Physical Inventory of Properties, Equipment, Supplies and Materials" dated 19 May 2006;
- E. COA Circular No. 2018-002, entitled "Guidelines prescribing the submission of the Property Inventory Form as basis for the assessment of general insurance coverage over all insurable assets, properties and interests of the government with the General Insurance Fund of the Government Service Insurance System" dated 31 May 2018;
- F. COA Circular No. 2020-006, entitled "Guidelines and Procedures in the Conduct of Physical Count of Property, Plant and Equipment (PPE), Recognition of PPE Items Found at Station, and Disposition for Non-existing/Missing PPE Items, for the One-Time Cleansing of PPE Account Balances of Government Agencies" dated 31 January 2020;

- G. COA Circular No. 2022-004, entitled "Guidelines on the implementation of Section 23 of the General Provisions of Republic Act (RA) No. 11639 also known as the General Appropriations Act (GAA) for Fiscal Year (FY) 2022 relative to the increase in the capitalization threshold from 15,000.00 to P50,000.00" dated 31 May 2022;
- H. National Irrigation Administration Memorandum Circular No. 2023-119, entitled "Constitution of Inventory Committee and Formulation of Physical Inventory Plan (PIP) for the One-Time Cleansing or Property, Plant and Equipment (PPE) Account Balances of the NIA Pursuant to COA Circular No. 2020-006 dated January 31, 2020" dated 19 September 2023;
- I. NHQ-PCG/CG-4 Memorandum Circular No. 01-24, entitled "Guidelines and Procedures for Non-Life Insurance Coverage for All Insurable Assets" dated 25 January 2024;
- J. National Irrigation Administration Memorandum Circular No. 2024-052, entitled "Guidelines on the Return of Semi-Expendable and Various Equipment and Other Properties" dated 21 May 2024;
- K. NHQ-PCG/CGLSC/CGSAO Circular No. 10-24, entitled "Guidelines on the Conduct of Physical Inventory of Property, Plant and Equipment (PPE) and Supplies and Materials" dated 14 May 2024.

3. GENERAL PROVISION

The Philippine Coast Guard (PCG) is instituting the comprehensive procedures that will aid the PCG Units and its Supply Accountable Office for the inventory management process preferably during the transition of respective PCG Unit Commanders and its personnel that will ensure effectiveness and accuracy of the physical count of issued Property, Plant and Equipment (PPE) and Semi-Expendable Property (SP), and further to adhere the proper accountability and transparency of whereabouts of the property.

Moreover, the PCG is also pursuing the compliance and apt action taken of the One-Time Cleansing activity from the Commission on Audit (COA) that will optimize resource utilization, efficiency in the delivery of services to the public, increased productivity and streamlined inventory operations therein.

4. PURPOSE

This SOP outlines the duties of Unit Commanders, PPE Inventory Officers and Inventory Committees regarding mandatory Unit Property Inventory Turnover Reports (RPCPPE & RPCSP) during leadership changes (assignment, retirement, discharge) at all PCG Units. This ensures smooth handover and operational continuity.

5. SCOPE

This SOP applies to all PCG Units and personnel involved in the transfer of office responsibilities and property custody during leadership changes.



6. DEFINITIONS

- A. **Discharge** – pertains to the separation from the service of personnel regardless of the status either honorable or dishonorable discharge.
- B. **Handover of Responsibilities** – refers to the passing of the duties and responsibilities from the outgoing Commander to the incoming Commander, including strategic, operational and administrative duties.
- C. **Inventory** – record of Property, Plant and Equipment, Semi-expendable property, materials and other supplies acquired by the government thru acquisition and/or transfer/donated therein.
- D. **Inventory Audit Committee** – a specialized Committee within an organization responsible for overseeing financial reporting, internal controls and audit processes to ensure accuracy, integrity and compliance with regulations and standards.
- E. **Inventory Custodian Slip (ICS)** – an official document that confirms the possession or held accountability of the property transferred from other personnel, which the acquisition cost per item is below Php 50,000.00. (**Annex D**)
- F. **One-time Cleansing Activity** – a systematic process of verifying and updating the inventory records of Property Plant and Equipment to ensure their accuracy, completeness and reliability. This involves conducting physical counts, reconciling records, correcting errors, updating information and ensuring compliance with the existing laws and regulations.
- G. **PPE Inventory Officer** – an Officer who is responsible to oversee the inputs in the unit RCPPE and RCPSP, to include other materials and equipment as part of the management inventory concern.
- H. **Property Acknowledgement Receipt (PAR)** – an official document that confirms the possession or held accountability of the property transferred from other personnel, which the acquisition cost per item is more than Php 50,000.00. (**Annex C**)
- I. **Property, Plant and Equipment (PPE)** – tangible items that are commonly used for maintenance and day-to-day operations. It includes land; land improvements; buildings and other structures; machinery and equipment; transportation equipment; furniture, fixtures and books; leasehold improvements; and other PPE including specialist military equipment, infrastructure assets and heritage assets.
- J. **Report on Physical Count of Property, Plant and Equipment (RCPPE)** – used in reporting the physical count of various assets owned by an agency, including land, buildings, office equipment, furniture, machinery and more. (**Annex A**)

- K. **Report of Physical Count for Semi-Expendable Property (RPCSP)** – used in reporting the physical count of semi-expendable property, which are owned by the agency/entity, by type of property still in the custody of the Property and/or Supply Division/Unit at given date. (**Annex B**)
- L. **Semi-Expendable Property** – tangible items which meet the definition and recognition criteria PPE, but below the capitalization threshold of P50,000.00 per item.
- M. **Transition** – refers to the turnover and/or assumption of Unit Commander, Change of Assignment, Disposition of AWOL Status, Retirement and other related transition for the termination and acceptance of accountability.
- N. **Turn-over of Command** – refers to the official procedure by which a military unit or organizational structure's outgoing commander passes on the leadership, accountability and authority to the incoming commander.
- O. **Unit Property Inventory Turnover Report** – a report rendered by the Unit Commander after the assumption during the transition stage or Change of Command.

7. POLICIES

- A. During the transition stage of Unit Commanders in their respective unit assignment, the designated PPE Inventory Officer, in coordination with SAO Officer and Inventory Audit Committee, shall execute Report on the Physical Count of Property, Plant and Equipment (RPCPPE) and Report of Physical Count for Semi-Expendable Property (RPCSP).
- B. Inventory of property, plant and equipment (PPE) and supplies and materials shall be governed by PCG Circular Number 10-24 dated 14 May 2024 (Subject: *Guidelines on the conduct of Physical Inventory of Property, Plant and Equipment (PPE) and Supplies and Materials*).
- C. All designated Unit Logistics Officer shall prepare the necessary documents specifically the Property Acknowledgement Receipt (PAR) and/or Inventory Custodian Slip (ICS) with attached records such as Deeds of Donation (DOD), Unit Acquisition Record, Photo of the item/s and Certificate of Acceptance, if necessary.
- D. A uniform property identification shall be adopted in the issuance of PAR/ICS, indicating the Description of the Property, Model Number, Serial Number, Acquisition Date/Cost and Person Accountable.
- E. Inventory Audit Committee shall conduct inventory of equipment of the concerned units and offices before any turn-over ceremonies to ensure the accuracy and completeness of the inventory records, equipment, tools and assets before the custody transfer.
- F. The signing of the PAR/ICS shall form part of the transition of the Unit Commanders within the day of assumption and relinquishment of duties and responsibilities. Hence, the designated Unit SAO shall record as "POSTED" the aforementioned PAR/ICS in their inventory.

- G. The Logistics Officer, in coordination with the concerned unit SAO, shall immediately terminate the PAR/ICS of the person accountable in case of personnel retirement or honorable/dishonorable discharge.
- H. The Unit Logistics Officer shall furnish copies of terminated PAR/ICS to SAO and Inventory Officer for the purpose of institutionalizing the inventory records.
- I. The Inventory Reports during the transition of the Unit Commander shall be submitted to the Commandant, Philippine Coast Guard (Attn: DCCGS for Logistics, CG-4).
- J. All outgoing Commanders or Head of Office must be cleared by the CG SAO and CGASO before being relieved of any accountabilities or assuming any new designation.

8. PENALTY CLAUSE

In the event of failure to comply with the guidelines, procedures and responsibilities outlined in this SOP, the responsible personnel shall be subject to disciplinary action in accordance with NHQ-PCG/CGIAS Circular No. 13-19, entitled "Revised Guidelines and Procedures on Disposition of Violation of Code of Conduct and Discipline for PCG Uniformed Personnel" dated 18 November 2019 and other applicable PCG policies.

9. PROCEDURES

A. Pre-Turnover Preparations

- i. An Inventory Audit Committee shall be convened upon the issuance of orders to the outgoing and incoming Unit Commanders with the following composition and may appoint additional members, if necessary:

NHQ-PCG Inventory Audit Committee:

Deputy Commander, HSSG	- Chairperson
CG Accounting Service Office	- Vice Chairperson
Logistics, HSSG	- Member
Cognizant Staff	- Member
CGSAO	- Head Secretariat
Admin, HSSG	- Member, Secretariat

Major Command Inventory Audit Committee:

Deputy Commander	- Chairperson
Chief of Staff	- Vice Chairperson
Staff for Logistics	- Member
Cognizant Staff	- Member
Staff for Admin	- Head Secretariat
Unit SAO	- Member, Secretariat

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Coast Guard District Inventory Audit Committee:

Deputy Commander	- Chairperson
Chief of Staff, CG District	- Vice Chairperson
D4, CG District	- Member
District ASO	- Member
Cognizant Staff	- Member
D1, CG District	- Head Secretariat
Unit SAO	- Member, Secretariat

- ii. The Logistics Officer shall coordinate with the PPE Inventory Officer and Supply Accountable Officer for the execution of RPCPPE and RPCSP.
- iii. PPE Inventory Officer and Supply Accountable Officer shall assist the Unit Inventory Audit Committee for the validation of the RPCPPE and RPCSP.
- iv. The Logistics Officer shall consolidate the documents upon compliance of the RPCPPE and RPCSP to include the issuance of PAR/ICS to serve as the official inventory records for the handover of both the incoming and outgoing Unit Commanders during the Change of Command.
- v. The Logistics Officer shall prepare the Unit Property Inventory Turn-over Report with the following attachments:
 - a. Report on the Physical Count of Property, Plant and Equipment (RCPPE)
 - b. Report on the Physical Count of Semi-Expendable Property (RPCSP)
 - c. Property Acknowledgement Receipt (PAR)
 1. Certificate of Acceptance, if from Government acquisition
 2. Deed of Donation, if donated from privately-owned company
 3. Transfer of Property, if from other Government agencies
 4. Per Item Photo taken
 - d. Inventory Custodian Slip

Same as pertinent documents from PAR.
- vi. The SAO shall ensure the cancellation and issuance of PAR/ICS for the outgoing and incoming Unit Commander prior signing of the latter.

B. Turn-over of Command Proper

- i. As part of the turnover activity, upon the handover of RPCPPE and RPCSP with attached PAR/ICS documents and other pertinent documents by the outgoing Unit Commander, the incoming Unit Commander shall sign the PAR/ICS thereof.

- ii. Upon assumption by the Incoming Unit Commander during the turnover period, the Logistics Officer shall immediately draft a letter addressed to the CPCG (Attn: DCCGS for Logistics, CG-4) to render a Property Inventory Turnover Report.

C. For Personnel Retirement, Change of Assignment or Discharge from the Service

In times of Change in Personnel Status preferably Personnel Retirement, Change of Assignment or Honorable/Dishonorable Discharge, the PAR/ICS shall be immediately terminated upon clearance and/or receipt of AWOL status. Further, the PPE Inventory Officer, in coordination with the SAO and Unit Logistics Division, shall locate the status of the property.

D. Reporting Procedures after Transition Stage

- i. For the Change of Command, the respective unit shall submit appropriate report of After Property Turnover Report to CPCG (Attn: DCCGS for Logistics, CG-4), and furnish copy to CGLSC and SAO.
- ii. SAO shall be the only one to provide a copy to the Accounting Service Office (ASO) for further validation and reconciliation of records.

10. RESPONSIBILITIES

A. Deputy Chief of Coast Guard Staff for Logistics, CG-4

- i. Responsible in the over-all record keeping of the unit Inventory Property Turnover Report;
- ii. Conduct meetings/appointments/trainings of inventory management system to all concerned PCG Units, if necessary;
- iii. Ensure the accuracy and completeness of the submitted report; and
- iv. Ensure that this SOP is properly implemented.

B. All PCG Unit Commanders

- i. Confirm receipt of issued property by signing the PAR/ICS during the handover;
- ii. Ensure compliance with RPCPPE and RPCSP by coordinating with the SAO and PPE Inventory Officer;
- iii. Direct the designated Inventory PPE Officer for the accomplishment of RPCPPE and RPCSP;



- iv. Direct the Logistics Officer to oversee the issuance of appropriate Property Acceptance Receipts (PARs) and Inventory Custodian Slips (ICSs) to the recipients of the concerned property;
- v. Supervise the continuous inventory management in coordination with the SAO, Inventory PPE Officer and Logistics Officer; and
- vi. Furnish copy of unit Property Inventory Report after the transition period to CPCG (Attn: DCCGS for Logistics, CG-4), CGLSC and CGSAO.

C. Commander, Coast Guard Logistics Systems Command

- i. Direct the SAO in the reconciliation of inventory and further advise the PCG Unit Commanders in maintaining the physical count of all properties; and
- ii. Provide overall supervision in consolidating the status and/or updates of all RPCPPE and RCPS.

D. Unit Supply Accountable Officer

- i. Assist the Unit Commander in preparing the RPCPPE and RPCSP in coordination with the unit Inventory PPE Officer and Logistics Officer prior the conduct of transition activity;
- ii. Assist the Unit Logistics Officer in ensuring the timely submission of required property inventory reports, preferably the RPCPPE and RPCSP, during the transition stage;
- iii. Validate the issuance of PAR/ICS by indicating "Posted" signed by the newly assumed Unit Commander during the transition;
- iv. Maintain a complete record of all necessary inventory documents prior submission to the Accounting Service Office (ASO) to prevent discrepancies.
- v. Initiate termination of PARs and ICSs for retiring personnel, personnel on AWOL (Absent Without Official Leave), or personnel for reassignment. These terminations should be reflected in the Property Inventory Turnover Report, if applicable.

E. Unit Logistics Officer

- i. Assist the Unit Commander in the processing and consolidating of inventory documentary requirements relative to the transition of the Unit Commanders;
- ii. Supervise the monitoring of all issued major assets in respective units for the execution of RPCPPE and RPCSP;
- iii. Assist the SAO and PPE Inventory Officer for the management of the physical count of all properties;
- iv. Assist the Unit Commander in the submission of unit Property Inventory Turnover Report to CPCG (Attn: DCCGS for Logistics CG-4); and

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- v. Inform the Unit Commander of the termination of PAR/ICS in the case of Personnel Retirement, AWOL status and reassignment, and further coordinate with SAO for prompt termination.

F. Inventory PPE Officer

Coordinate with the SAO, Inventory Committee and Logistics Officer to ensure the timely completion of RPCPPE and RPCSP reports in accordance with the existing policy. This collaboration should take place prior to the assumption of command of the incoming Unit Commander.

G. Inventory Audit Committee

- i. Conduct inventory audit documenting all assets, equipment, supplies and materials to verify the accuracy and consistency of inventory records;
- ii. Ensure that all discrepancies are identified and addressed during the audit; and
- iii. Prepare a verified inventory report outlining findings, recommendations and key observations to facilitate informed decision-making.

11. RESCISSION

All policies and regulations inconsistent with this SOP are hereby rescinded.

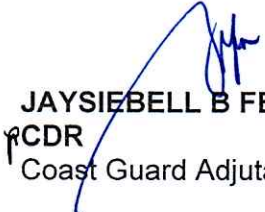
12. EFFECTIVITY

This SOP shall take effect upon publication.

BY COMMAND OF VICE ADMIRAL PUNZALAN JR PCG:

OFFICIAL:

HOSTILLO ARTURO E CORNELIO
RADM PCG
Chief of Coast Guard Staff


JAYSIEBELL B FERRER
PCDR PCG
Coast Guard Adjutant

Annexes:

- A.1 to A.20 – Sample form of Report on Physical Count of Property, Plant, and Equipment (RPCPPE)*
- B.1 to B.6 – Sample form of Semi-Expandable Property Card*
- C – Sample form of Property Acknowledgement Receipt (PAR)*
- D – Sample form of Inventory Custodian Slip (ICS)*

REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT
AIRCRAFT AND AIRCRAFT GROUND EQUIPMENT (1066030)
 (Type of Property, Plant and Equipment)
 As at _____

Fund Cluster: _____ is accountable, having assumed such accountability on _____ (Date of Assumption)
 For which _____ (Name of Accountable Officer) _____ (Official Designation) _____ (Entity Name)

ARTICLE	DESCRIPTION	PROPERTY NUMBER	UNIT OF MEASURE	UNIT VALUE	DATE ACQUIRED	SERIAL NUMBER	QUANTITY PROPERTY CARD	QUANTITY PER PHYSICAL COUNT	SHORTAGE/OVERAGE		REMARKS	LOCATION
									Quantity	Value		
TOTAL VALUE												
Certified Correct by: _____ Approved by: _____ Verified by: _____ Signature over Printed Name of Inventory Committee Chair and Members _____ Signature over Printed Name of Head of Agency/Entity or Authorized Representative _____ Signature over Printed Name of COA Representative _____												

REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

BUILDING (10604010)

(Type of Property, Plant and Equipment)

As at _____

Fund Cluster: _____
 For which _____ (Name of Accountable Officer) _____ (Official Designation) _____ (Entity Name) _____ is accountable, having assumed such accountability on _____ (Date of Assumption)

ARTICLE	DESCRIPTION	PROPERTY NUMBER	UNIT OF MEASURE	UNIT VALUE	DATE ACQUIRED	QUANTITY per PROPERTY CARD	QUANTITY per PHYSICAL COUNT	SHORTAGE/OVERAGE		REMARKS	LOCATION
								Quantity	Value		
TOTAL VALUE:											

Certified Correct by: _____ Approved by: _____ Verified by: _____
 Signature over Printed Name of Inventory Committee Chair and Members
 Signature over Printed Name of Head of Agency/Entity or Authorized Representative
 Signature over Printed Name of COA Representative

REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

DISASTER RESPONSE AND RESCUE EQUIPMENT (10605090)

(Type of Property, Plant and Equipment)

As at _____

Fund Cluster : _____
 For which _____ (Name of Accountable Officer) _____ (Official Designation) _____ (Entity Name) _____ is accountable, having assumed such accountability on _____ (Date of Assumption)

ARTICLE	DESCRIPTION	PROPERTY NUMBER	UNIT OF MEASURE	UNIT VALUE	DATE ACQUIRED	SERIAL NUMBER	QUANTITY per PROPERTY CARD	QUANTITY per PHYSICAL COUNT	SHORTAGE/OVERAGE		REMARKS	LOCATION
									Quantity	Value		
TOTAL VALUE:												
Certified Correct by: _____ Approved by: _____ Verified by: _____ Signature over Printed Name of Inventory Committee Chair and Members _____ Signature over Printed Name of Head of Agency/Entity or Authorized Representative _____ Signature over Printed Name of COA Representative _____												

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REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

FURNITURE AND FIXTURES (10607010)
 (Type of Property, Plant and Equipment)

As at _____

Fund Cluster : _____
 For which _____ (Name of Accountable Officer) _____ (Official Designation) _____ (Entity Name) _____ is accountable, having assumed such accountability on _____ (Date of Assumption)

ARTICLE	DESCRIPTION	PROPERTY NUMBER	UNIT OF MEASURE	UNIT VALUE	DATE ACQUIRED	SERIAL NUMBER	QUANTITY per PROPERTY CARD	QUANTITY per PHYSICAL COUNT	SHORTAGE/OVERAGE		REMARKS	LOCATION
									Quantity	Value		
TOTAL VALUE:												
Certified Correct by: _____ Approved by: _____ Verified by: _____ Signature over Printed Name of Inventory Committee Chair and Members _____ Signature over Printed Name of Head of Agency/Entity or Authorized Representative _____ Signature over Printed Name of COA Representative _____												

REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT
INFORMATION AND COMMUNICATIONS EQUIPMENT (00605030)
 (Type of Property, Plant and Equipment)
 As at _____

Fund Cluster : _____
 For which _____ (Name of Accountable Officer) _____ (Official Designation) _____ (Entity Name) is accountable, having assumed such accountability on _____ (Date of Assumption)

ARTICLE	DESCRIPTION	PROPERTY NUMBER	UNIT OF MEASURE	UNIT VALUE	DATE ACQUIRED	SERIAL NUMBER	QUANTITY per PROPERTY CARD	QUANTITY per PHYSICAL COUNT	SHORTAGE/OVERAGE		REMARKS	LOCATION
									Quantity	Value		
TOTAL VALUE:												
Certified Correct by: _____ Approved by: _____ Verified by: _____ Signature over Printed Name of Inventory Committee Chair and Members _____ Signature over Printed Name of Head of Agency/Entity or Authorized Representative _____ Signature over Printed Name of COA Representative _____												

REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

LAND (10601010)

(Type of Property, Plant and Equipment)

As at _____

Fund Cluster : _____
 For which _____ (Name of Accountable Officer) _____ (Official Designation) _____ (Entity Name) _____ is accountable, having assumed such accountability on _____ (Date of Assumption)

ARTICLE	DESCRIPTION	PROPERTY NUMBER	UNIT OF MEASURE	UNIT VALUE	DATE ACQUIRED	QUANTITY per PROPERTY CARD	QUANTITY per PHYSICAL COUNT	SHORTAGE/OVERAGE		REMARKS	LOCATION
								Quantity	Value		
TOTAL VALUE:											

Certified Correct by: _____ Approved by: _____ Verified by: _____

Signature over Printed Name of Inventory Committee Chair and Members _____

Signature over Printed Name of Head of Agency/Entity or Authorized Representative _____

Signature over Printed Name of COA Representative _____

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REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT
MEDICAL EQUIPMENT (10605110)
 (Type of Property, Plant and Equipment)
 As at _____

Fund Cluster : _____
 For which _____ (Name of Accountable Officer) _____ (Official Designation) _____ (Entity Name) _____ is accountable, having assumed such accountability on _____ (Date of Assumption)
 _____ (Name of Accountable Officer) _____ (Official Designation) _____ (Entity Name) _____ (Date of Assumption)

ARTICLE	DESCRIPTION	PROPERTY NUMBER	UNIT OF MEASURE	UNIT VALUE	DATE ACQUIRED	SERIAL NUMBER	QUANTITY per PROPERTY CARD	QUANTITY per PHYSICAL COUNT	SHORTAGE/OVERAGE		REMARKS	LOCATION
									Quantity	Value		
TOTAL VALUE:												
Certified Correct by: _____ Approved by: _____ Verified by: _____ Signature over Printed Name of Inventory Committee Chair and Members _____ Signature over Printed Name of Head of Agency/Entity or Authorized Representative _____ Signature over Printed Name of COA Representative _____												

REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

MILITARY, POLICE & SECURITY EQUIPMENT (10605100)

(Type of Property, Plant and Equipment)

As at _____

Fund Cluster : _____
 For which _____ (Name of Accountable Officer) _____ (Official Designation) _____ (Entity Name) _____ is accountable, having assumed such accountability on _____ (Date of Assumption)

ARTICLE	DESCRIPTION	PROPERTY NUMBER	UNIT OF MEASURE	UNIT VALUE	DATE ACQUIRED	SERIAL NUMBER	QUANTITY per PROPERTY CARD	QUANTITY per PHYSICAL COUNT	SHORTAGE/OVERAGE		REMARKS	LOCATION
									Quantity	Value		
TOTAL VALUE:												
Certified Correct by: _____ Approved by: _____ Verified by: _____ Signature over Printed Name of Inventory Committee Chair and Members _____ Signature over Printed Name of Head of Agency/Entity or Authorized Representative _____ Signature over Printed Name of COA Representative _____												

REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

MOTOR VEHICLES (10606010)

(Type of Property, Plant and Equipment)

As at _____

Fund Cluster : _____
 For which _____ (Name of Accountable Officer) _____ (Official Designation) _____ (Entity Name) _____ is accountable, having assumed such accountability on _____ (Date of Assumption)

ARTICLE	DESCRIPTION	PROPERTY NUMBER	UNIT OF MEASURE	UNIT VALUE	DATE ACQUIRED	ENGINE/CHASSIS/ FRAME NUMBER	CONDUCTION/P LATE NUMBER	QUANTITY per PROPERTY CARD	QUANTITY per PHYSICAL COUNT	SHORTAGE/OVERAGE		REMARKS	LOCATION
										Quantity	Value		
TOTAL VALUE:													
Certified Correct by: _____ Approved by: _____ Verified by: _____ Signature over Printed Name of Inventory Committee Chair and Members _____ Signature over Printed Name of Head of Agency/Entity or Authorized Representative _____ Signature over Printed Name of COA Representative _____													

REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT
OFFICE EQUIPMENT (10605020)
 (Type of Property, Plant and Equipment)
 As at _____

Fund Cluster : _____
 For which _____ (Name of Accountable Officer) _____ (Official Designation) _____ (Entity Name) _____ is accountable, having assumed such accountability on _____ (Date of Assumption)

ARTICLE	DESCRIPTION	PROPERTY NUMBER	UNIT OF MEASURE	UNIT VALUE	DATE ACQUIRED	SERIAL NUMBER	QUANTITY per PROPERTY CARD	QUANTITY per PHYSICAL COUNT	SHORTAGE/OVERAGE		REMARKS	LOCATION
									Quantity	Value		
TOTAL VALUE:												
Certified Correct by: _____ Approved by: _____ Verified by: _____ Signature over Printed Name of Inventory Committee Chair and Members _____ Signature over Printed Name of Head of Agency/Entity or Authorized Representative _____ Signature over Printed Name of COA Representative _____												

REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

OTHER LAND IMPROVEMENTS (006010100)

(Type of Property, Plant and Equipment)
As at _____

Fund Cluster : _____
For which _____ (Name of Accountable Officer) _____ (Official Designation) _____ (Entity Name) _____ is accountable, having assumed such accountability on _____ (Date of Assumption)

ARTICLE	DESCRIPTION	PROPERTY NUMBER	UNIT OF MEASURE	UNIT VALUE	DATE ACQUIRED	QUANTITY per PROPERTY CARD	QUANTITY per PHYSICAL COUNT	SHORTAGE/OVERAGE		REMARKS	LOCATION
								Quantity	Value		
TOTAL VALUE:											

Certified Correct by: _____ Approved by: _____ Verified by: _____

Signature over Printed Name of Inventory Committee Chair and Members _____

Signature over Printed Name of Head of Agency/Entity or Authorized Representative _____

Signature over Printed Name of COA Representative _____

REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

OTHER EQUIPMENT (106605990)

(Type of Property, Plant and Equipment)

As at _____

Fund Cluster : _____
 For which _____ (Name of Accountable Officer) _____ (Official Designation) _____ (Entity Name) is accountable, having assumed such accountability on _____ (Date of Assumption)

ARTICLE	DESCRIPTION	PROPERTY NUMBER	UNIT OF MEASURE	UNIT VALUE	DATE ACQUIRED	SERIAL NUMBER	QUANTITY per PROPERTY CARD	QUANTITY per PHYSICAL COUNT	SHORTAGE/OVERAGE		REMARKS	LOCATION
									Quantity	Value		
TOTAL VALUE:												

Certified Correct by: _____ Approved by: _____ Verified by: _____

Signature over Printed Name of Inventory Committee Chair and Members _____

Signature over Printed Name of Head of Agency/Entity or Authorized Representative _____

Signature over Printed Name of COA Representative _____

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REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

OTHER PROPERTY PLANT AND EQUIPMENT (006989990)

(Type of Property, Plant and Equipment)

As at _____

Fund Cluster : _____
 For which _____ (Name of Accountable Officer) _____ (Official Designation) _____ (Entity Name) _____ is accountable, having assumed such accountability on _____ (Date of Assumption)

ARTICLE	DESCRIPTION	PROPERTY NUMBER	UNIT OF MEASURE	UNIT VALUE	DATE ACQUIRED	SERIAL NUMBER	QUANTITY per PROPERTY CARD	QUANTITY per PHYSICAL COUNT	SHORTAGE/OVERAGE		REMARKS	LOCATION
									Quantity	Value		
TOTAL VALUE:												
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REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

OTHER STRUCTURES (106504990)
(Type of Property, Plant and Equipment)

As at _____

Fund Cluster : _____

For which _____ (Name of Accountable Officer) _____ (Official Designation) _____ (Entity Name) is accountable, having assumed such accountability on _____ (Date of Assumption)

ARTICLE	DESCRIPTION	PROPERTY NUMBER	UNIT OF MEASURE	UNIT VALUE	DATE ACQUIRED	QUANTITY per PROPERTY CARD	QUANTITY per PHYSICAL COUNT	SHORTAGE/OVERAGE		REMARKS	LOCATION
								Quantity	Value		
TOTAL VALUE:											
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REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

SEAPORT SYSTEMS LIGHTHOUSES (1060307001)

(Type of Property, Plant and Equipment)

As at _____

Fund Cluster : _____

For which _____ (Name of Accountable Officer) _____ (Official Designation) _____ (Entity Name) is accountable, having assumed such accountability on _____ (Date of Assumption)

ARTICLE	DESCRIPTION	PROPERTY NUMBER	UNIT OF MEASURE	UNIT VALUE	DATE ACQUIRED	QUANTITY per PROPERTY CARD	QUANTITY per PHYSICAL COUNT	SHORTAGE/OVERAGE		REMARKS	LOCATION
								Quantity	Value		
TOTAL VALUE:											
<p>Certified Correct by: _____ Approved by: _____ Verified by: _____</p> <p style="text-align: center;"> Signature over Printed Name of Inventory Committee Chair and Members Signature over Printed Name of Head of Agency/Entity or Authorized Representative Signature over Printed Name of COA Representative </p>											

/s/

REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

TECHNICAL AND SCIENTIFIC EQUIPMENT (1060514000)

(Type of Property, Plant and Equipment)

As at _____

Fund Cluster : _____
 For which _____ (Name of Accountable Officer) _____ (Official Designation) _____ (Entity Name) _____ is accountable, having assumed such accountability on _____ (Date of Assumption)

ARTICLE	DESCRIPTION	PROPERTY NUMBER	UNIT OF MEASURE	UNIT VALUE	DATE ACQUIRED	SERIAL NUMBER	QUANTITY per PROPERTY CARD	QUANTITY per PHYSICAL COUNT	SHORTAGE/OVERAGE		REMARKS	LOCATION
									Quantity	Value		
TOTAL VALUE:												
Certified Correct by: _____ Approved by: _____ Verified by: _____ Signature over Printed Name of Inventory Committee Chair and Members _____ Signature over Printed Name of Head of Agency/Entity or Authorized Representative _____ Signature over Printed Name of COA Representative _____												

REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

WATERCRAFTS (1066040)

(Type of Property, Plant and Equipment)

As at _____

Fund Cluster : _____
 For which _____ (Name of Accountable Officer) _____ (Official Designation) _____ (Entity Name) _____ is accountable, having assumed such accountability on _____ (Date of Assumption)

ARTICLE	DESCRIPTION	PROPERTY NUMBER	UNIT OF MEASURE	UNIT VALUE	DATE ACQUIRED	ENGINE/CHASSIS/FRAME NUMBER	BOW NUMBER	QUANTITY per PROPERTY CARD	QUANTITY per PHYSICAL COUNT	SHORTAGE/OVERAGE		REMARKS	LOCATION
										Quantity	Value		
TOTAL VALUE:													
Certified Correct by: _____ Approved by: _____ Verified by: _____ Signature over Printed Name of Inventory Committee Chair and Members _____ Signature over Printed Name of Head of Agency/Entity or Authorized Representative _____ Signature over Printed Name of COA Representative _____													

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REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

WORK ZOO ANIMALS (10608010)

(Type of Property, Plant and Equipment)

As at _____

Fund Cluster : _____
 For which _____ (Name of Accountable Officer) _____ (Official Designation) _____ (Entity Name) _____ is accountable, having assumed such accountability on _____ (Date of Assumption)

ARTICLE	DESCRIPTION	PROPERTY NUMBER	UNIT OF MEASURE	UNIT VALUE	DATE ACQUIRED	SERIAL NUMBER	QUANTITY per PROPERTY CARD	QUANTITY per PHYSICAL COUNT	SHORTAGE/OVERAGE		REMARKS	LOCATION
									Quantity	Value		
TOTAL VALUE:												
Certified Correct by: _____ Approved by: _____ Verified by: _____ Signature over Printed Name of Inventory Committee Chair and Members _____ Signature over Printed Name of Head of Agency/Entity or Authorized Representative _____ Signature over Printed Name of COA Representative _____												

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REPORT ON THE PHYSICAL COUNT OF SEMI-EXPENDABLE PROPERTY

(Type of Semi-Expendable Property)
 As at _____

Fund Cluster : _____
 For which (Name of Accountable Officer) , (Official Designation) , (Entity Name) is accountable, having assumed such accountability on (Date of Assumption).

Article	Description	Semi-Expendable Property No.	Unit of Measure	Unit Value	Balance Per Card	On Hand Per Count	SHORTAGE/OVERAGE		REMARKS
					(Quantity)	(Quantity)	Quantity	Value	

Certified Correct by: _____ Approved by: _____ Verified by: _____
 Signature over Printed Name of Inventory Committee Chair and Members
 Signature over Printed Name of Head of Agency/Entity or Authorized Representative
 Signature over Printed Name of COA Representative

