



7. CONDUCT OF PHYSICAL INVENTORY

Sec. 156 of COA Circular 92-386 provides for an annual physical inventory of all supplies and property of the local government units, to ascertain the value of movable assets of the City. A physical inventory is conducted per schedule given to various departments / offices / units / task forces of the Quezon City Government, results of which are furnished the Office of the City Mayor, Accounting Department, and the Commission on Audit.

Office or Division:	MOVABLE PROPERTY MANAGEMENT AND CONTROL DIVISION (MPMCD)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Quezon City Government Offices / Departments / Schools – Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Five (5) original copies of the following: <ul style="list-style-type: none"> • Inventory Form (GF #41-A (3)) Property Acknowledgment Receipt (PAR, Appendix 51) • Inventory Custodian Slip (ICS, Appendix 9-9) • List of Unaccounted Movable Properties (QCG.CGSD.MPMCD.F.04 Rev.01 (10.18.2023)) 		MPMCD- CGSD and / or End-user		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receives notice of Inventory taking activities	1.1. Issuance of memorandum together with schedule of inventory, to various offices/department	None	2 days	Receiving Staff, Records Management and Control Division (RMCD)
2. Forms part of the Inventory Team	2.1. Conducts physical inventory of movable assets together with the Inventory Team	None	3 days	Staff, Inventory and Disposal Section



3. None	3.1. Reconciles Inventory Report by the assigned personnel 3.3.1 Establishment of List of Unaccounted Properties (if any)	None	3 days	Staff, Inventory and Disposal Section
4. Signs final inventory report as end-user	4.1. Prepares, affixes initials and signs final Inventory report	None	2 days	Staff, Inventory and Disposal Section Asst.Chief and Chief - MPMCD
5. None	5.1. Submits and transmits final inventory report to: 1 Commission on Audit 2 City Accounting Department	None	1 day	Staff, Inventory and Disposal Section Releasing Staff, Records Management and Control Division (RMCD)
	5.2. Furnishes copy to the end-user	None	5 minutes	Staff, Inventory and Disposal Section
	TOTAL	None	11 days & 5 minutes	