



Title of Frontline Service: **REQUEST FOR RELIEF ACCOUNTABILITY FOR PROPERTY DAMAGED BY FIRE THEFT, FLOODING**

Schedule of Availability of Service	Who May Avail of the Service	What are the Requirements	Duration
Monday to Friday 8:00 a.m. - 5:00 p.m.	All DepEd Cebu City School Heads	<ul style="list-style-type: none"> *Letter Applying for Relief of Accountability addressed to SDS *Approved Inventory and Inspection Form *Photos of Damaged Property (For fire and flooding) *Summary of Properties Damaged/Lost and their value *Acknowledgment Receipt of Equipment (ARE) of Damaged/Lost Property *Certification/Incident Report by Bureau of Fire (for fire) *Incident Report by the Principal (Letter with All documents must be submitted to the COA within 30 days from incident) 	1 hour and 50 minutes

How to Avail of the Service?

Step	Applicant/Client	Service Provider	Duration of Activity (under normal condition)	Person in-Charge	Fees	Form
1	Submits/emails letter with incident report to: records.cebucity@deped.gov.ph	Receives letter and replies to request with checklist of required documents Forwards letter to SDS for signature	4 hours	Mary Antoniette Torrejos/ Ritchell Camino	None	None
2		Receives letter request and signs reply Transmits signed letter reply to Supply Office	4 hours	Rhea Fe Sarmiento / Daniel Dela Cruz	None	none

3		Releases/emails letter reply to the client/requestor	1 hour	Ruee Rada	None	None
4	Submits/emails complete documents for relief of accountability to: supply.cebucity@deped.gov.ph	Receives, examines documents if complete and in order. Prepares endorsement letter for SDS signature. Submits endorsement letter with the required documents to COA	4 hours	Ruee Rada	None	None
5		COA receives and examines all documents if complete and if in order. Grants/denies relief of accountability in writing addressed to SDS thru the Accountant and Supply Officer	2 days	COA state auditor	None	None
6		Receives letter for grant/denial of relief of accountability a. If request is granted the Accountant prepares JEV and forwards copy to Supply Office; b. If request is denied the Accountant prepares JEV and Order of Payment	4 hours	Jaene Aguila	None	None
7	Pays amount stated in the Order of Payment issued by the Accountant to Cashier	Issues O.R	10 minutes	Rizalina Bacalso	None	O.R
8	Provides copy of O.R to the Accountant	Receives copy of O.R and provides the Accountant and Supply office a copy of the O.R.				
9		Releases/emails copy of Relief of Accountability	1 hour	Ruee Rada	None	None
END OF TRANSACTION						