

Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY



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DOST Administrative Order No. 017  
Series of 2018

Subject : **AMENDMENTS TO THE DOST ADMINISTRATIVE ORDER NO. 009, SERIES OF 2017, otherwise known as the "GUIDELINES FOR THE GRANTS-IN-AID (GIA) PROGRAM OF DEPARTMENT OF SCIENCE AND TECHNOLOGY (DOST) AND ITS AGENCIES"**

To update existing guidelines in line with the recent directives of the DOST-GIA Executive Committee (EXECOM) and to be consistent with the rules of the Department of Budget and Management (DBM) and the Commission on Audit (COA), DOST Administrative Order No. 009, Series of 2017, is hereby amended to revise certain provisions of Section X – Purchase, Ownership and Accountability of Project Equipment and Other Properties to wit:

1. The introductory paragraph shall be replaced by the following statement:

Project equipment and other properties authorized to be purchased using GIA funds shall be used exclusively for the program/project.

2. Items 1 to 4 shall read as follows:

"1. Purchase of Supplies, Equipment and other Properties – Procurement of goods using GIA funds shall be subject to the usual government procurement laws consistent with existing accounting and auditing laws, rules and regulations.

Only equipment included and identified in the approved LIB shall be purchased using grant funds and shall be covered by Property Acknowledgement Receipt (PAR)."

"2. Accountability for Equipment – The Program/Project Leader shall be primarily responsible for all properties related to the project until the same are transferred/loaned to another entity upon project termination. The Program/Project Leader shall sign the corresponding PAR attested by the Property Officer of his/her institution and submit it together with copies of all purchase documents to the Funding Agency within thirty (30) days from the date of delivery. The Funding Agency shall then

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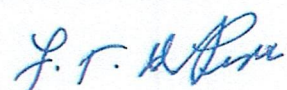


record and maintain the list of purchased equipment (The Accounting Division to record the liquidation based on the submitted Financial Report/List of Equipment Purchased and PAR). The Funding Agency shall issue Property Transfer Report (PTR)/Deed of Donation to the Implementing Agency upon written request after the termination of the project. The Implementing Agency shall have the primary responsibility of all project activities until program/project outputs are achieved to fully effect the transfer of equipment. The recipient/end-user in turn shall be responsible directly to the Program/Project Leader for the equipment.

If a Program/Project Leader transfers to another government office, retires, resigns or is dismissed/separated from the service, the Implementing Agency must ensure that the Funding Agency is informed of such and that the Program/Project Leader has secured clearance from his/her Property and Supply Section. Clearance from financial and technical obligations to the project shall not be issued unless all properties related to the project are fully accounted for."

"3. Ownership of Equipment – The Funding Agency shall initially own all equipment purchased through grant funds until such are transferred to other projects or implementing institution. The ownership of equipment shall be transferred as stipulated in the signed Memorandum of Agreement, subject to existing government rules and regulations. The Funding Agency reserves the right to transfer ownership of such government equipment through Property Transfer Reports (PTRs) or execution of Deed/s of Donation subject to existing government accounting and auditing laws, rules and regulations (See PTR Form) (Refer to Section X.12 regarding request for transfer of equipment after project completion)."

"4. Record Keeping – The Property Officer of the Funding Agency shall establish a complete and centralized file of records of all equipment procured through DOST-assisted programs/projects based on the PAR submitted by the Implementing Agency in collaboration with





the technical, accounting and budget divisions, auditing office and project leaders.


The Implementing Agency shall record the equipment purchased out of the project funds in accordance with Government Accounting Manual (GAM) and the Commission on Audit (COA) Circular No. 2015-002.”

3. Item 12.b shall read as:

“12.b. A PTR or execution of Deeds of Donation shall be issued after submission of an inventory of equipment purchased, PARs and Audited Terminal Financial Report. The PTR (three [3] original copies) shall be signed by the Implementing Agency before submission to the Funding Agency for approval. The respective Property Offices of the Funding Agency and the Implementing Agency as receiving institution shall be provided with copies of the approved PTR/Deed of Donation;”

All other provisions of DOST A.O. No. 009, Series of 2017 shall remain the same.

This order shall take effect immediately.

  
**FORTUNATO T. DE LA PEÑA**  
Secretary

Department of Science and Technology  
Special Projects Division (SPD)



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