MEMORANDUM

FOR : ALL POEA OFFICIALS AND EMPLOYEES
RE : Property Acquired Through Donations
DATE : August 3, 2010

In the interest of the service and to streamline the procedures relative to properties acquired through donations, in favour of the Philippine Overseas Employment Administration, the following guidelines are hereby issued for the guidance of all concerned:

1. Property donated shall be owned by the POEA and shall be in the name of the POEA. It shall be properly accounted for, and shall be exclusively for official use by the concerned office.

2. A Deed of Donation shall be executed by the donor agency, or the donor government, private entity or individual, as the case may be. Said Deed shall contain, among others, the following information:
   a. Names of Donor and Donee and the agencies/entities they represent;
   b. Number, item, description and cost of the property donated, and the date when the property was acquired;

3. The donation shall be received by the POEA, thru the General Services and Property Division (GSPD), for which an Acknowledgement Receipt shall be issued for the purpose. Thereafter, the donation shall be recorded in the Books of Accounts and Inventory of Equipments. Heads of Offices, Branches, Divisions/Units and their subordinates are not allowed to receive a donation directly from any donor.

4. The donated property with the corresponding Acknowledgement Receipt of Equipment (ARE) shall be issued to the accountable end-user.

5. Any loss of or damage to the donated property must be immediately reported to the GSPD for proper recording and/or appropriate action.

For strict compliance.

JENNIFER JARDIN-MANALILI
Administrator