FLOWCHART ON THE MANAGEMENT & PROCESSING OF DONATIONS

SWDA endorsed for duty-free entry of foreign donations submits Post Reportorial Requirements to DSWD Field Office V(within 1 month from withdrawal at the BOC



SWDA notifies DSWD Field Office V within 5 working days prior to the schedule of the release of goods to their beneficiaries for monitoring



Withdrawal and inspection of duty-free entry of foreign donations at the BOC and Inventory of duty-free goods at SWDA's designated warehouse by the DSWD Inventory Count Team of the Field Office



SWDA notifies DSWD Field Office V within 5 working days prior to the schedule of the arrival of duty-free goods at the BOC

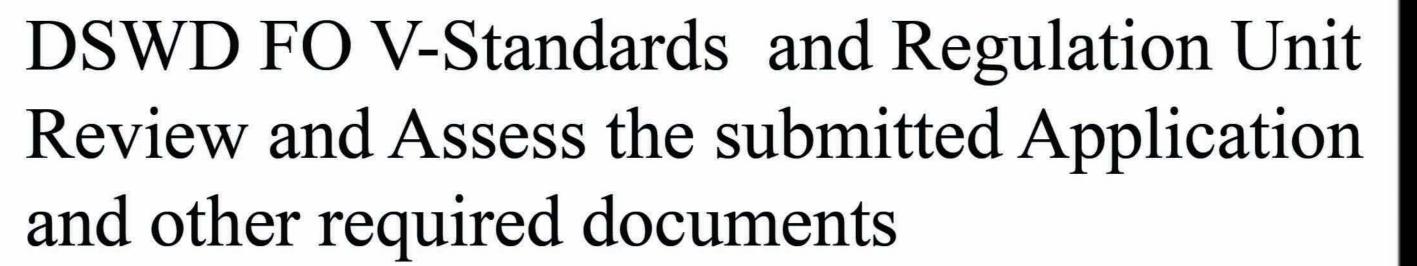


DSWD Standards Bureau notifies DSWD Field Office V on the approval of duty-free entry of foreign donations by Department of Finance

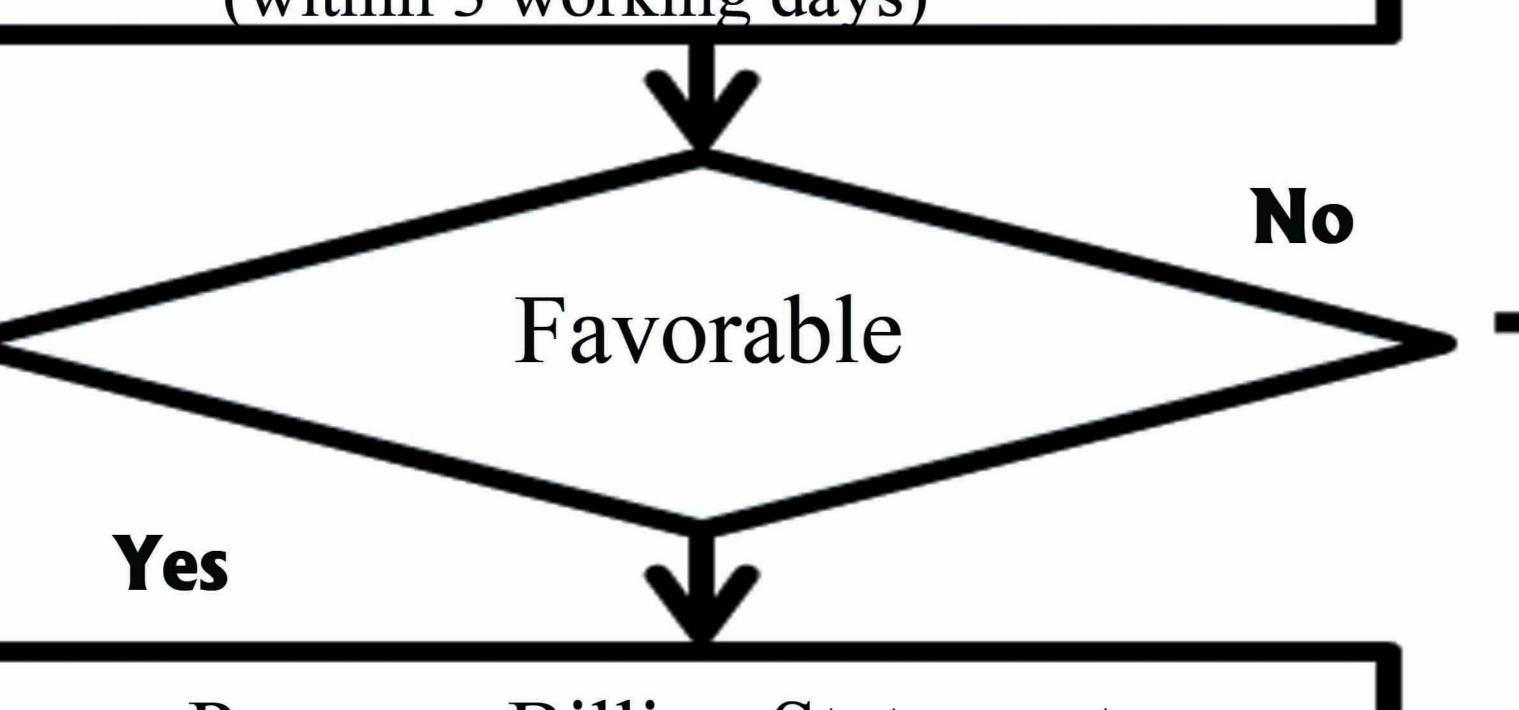


Approved application is endorsed by DSWD Standards Bureau to DOF for duty-free entry of foreign donations

SWDA submits Application and other required documents to DSWD Field Office V



(within 3 working days)



Prepares Billing Statement





Pays Processing Fee in the amount of Php 1,000.00 at DSWD FO V-Cash Unit and Issuance of Official Receipt



Application is forwarded to the Office of Regional Director for approval and signature



Application is forwarded to DSWD Standards Bureau/Central Office for endorsement to Department of Finance (DOF) for approval Concerned SWDA complies with agreements



DSWD Field Office V informs SWDA and provide technical assistance to comply with the deficiencies/ submits lacking documents(within 3 working days)