



**DEPARTMENT OF FINANCE
DEPARTMENT OF BUDGET AND MANAGEMENT
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY**

Joint Memorandum Circular No. 2020 - 1
Date: September 24, 2020

To: **Heads of Departments, Bureaus, Offices, and Agencies of the National Government, including State Universities and Colleges (SUCs), Government-Owned or -Controlled Corporations (GOCCs)/Government Financial Institutions (GFIs), and Constitutional Offices; Local Government Units; and All Others Concerned**

Subject: **IMPLEMENTATION OF A PHILIPPINE GOVERNMENT ASSET MANAGEMENT POLICY (PGAMP)**

1.0 Background and Legal Bases

- 1.1 Presidential Decree No. 1445¹ dated June 11, 1978 provides that an internal control system (ICS) shall be installed in the agencies to safeguard their assets, check the accuracy and reliability of their accounting data, and encourage adherence to prescribed managerial policies.
- 1.2 DBM Circular Letter (CL) No. 2008-8² dated October 23, 2008 issued the National Government Internal Control Systems (NGICS) to serve as a guide to the heads of departments and agencies in designing, installing, implementing and monitoring their respective ICS, taking into consideration the requirements of their organization and operations.
- 1.3 To complement the NGICS, the Philippine Government Internal Audit Manual (PGIAM) was issued through DBM CL No. 2011-5³ dated May 19, 2011, which was revised through DBM CL No. 2020-8⁴ dated May 26, 2020, to assist government agencies concerned in establishing and thereafter strengthening their internal audit function to promote effective, efficient, economical and ethical operations in government, among other objectives.

¹ Ordaining and Instituting a Government Auditing Code of the Philippines
² National Guidelines on Internal Control Systems
³ Philippine Government Internal Audit Manual
⁴ Revised Philippine Government Internal Audit Manual

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Chief Administrative Officer
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- 1.4 Administrative Order (AO) No. 4⁵ dated August 7, 2017 created the Inter-Agency Committee on Government Property Insurance (IAC-GPI), which was tasked to formulate policies and programs to comprehensively and adequately insure government properties. One of the findings of the IAC-GPI is that majority of the strategically important properties of the government are either underinsured or not insured at all.
- 1.5 A study by the PricewaterhouseCoopers commissioned by the World Bank upon the request by the Philippine Government in 2018 on asset registry in the Philippines revealed the following:
- a. There is no available information technology (IT)-based centralized inventory of assets in most agencies;
 - b. There is no single agency handling asset management and registry;
 - c. There is lack of policies on asset management, insurance, and disaster risk management;
 - d. There is limited institutional accountability for asset management; and
 - e. There is discrepancy on data maintained by the property units vis-à-vis the books of accounts of certain agencies.
- 1.6 As a result of the findings of the IAC-GPI and the provisions of Section 3 of AO No. 4 mandating the DOF to undertake, as necessary, the vital activities related to ensuring that the key properties and assets of the government are comprehensively and adequately insured, as well as the inventory of key assets, among others, the Bureau of the Treasury (BTr) established the National Asset Registry System (NARS) to provide a comprehensive inventory of the non-financial assets of the government that would serve as a vital tool in the management of government resources. The inventory initially gathered by the BTr included school buildings of the Department of Education (DepEd), and roads and bridges of the Department of Public Works and Highways (DPWH).
- 1.7 The Development Budget Coordination Committee (DBCC) Resolution No. 2019-4⁶ dated June 21, 2019 created the DBCC Technical Working Group on Asset Management (TWG-AM) to review and update the policies on the management of government assets to protect the rights and ownership of the national government and establish a common and homogeneous policy on the management of its non-financial assets. This TWG has taken over the tasks of the IAC-GPI when AO No. 14, s. 2017 had lapsed.



⁵ Creating an Inter-Agency Committee to Formulate the Necessary Policies, Rules and Regulations for the Purpose of Ensuring that the Key Properties, Assets and Other Insurable Interests of the Government are Comprehensively and Adequately Insured

⁶ Administrative Order No. 14, s. 2017

1.8 Further, the DBCC issued Resolution No. 2020-18⁷ dated July 7, 2020, which directs the DBCC TWG-AM to (a) formulate a Philippine Government Asset Management Policy (PGAMP), to be issued within the third (3rd) quarter of FY 2020, which shall institute and operationalize the asset management system for all government non-financial assets in order to increase the efficiency, improve decision-making, manage risks better, and reduce costs in government; and (b) provide the guidelines on the establishment of an ad hoc working group on asset management (WG-AM) in each agency to implement the PGAMP and ensure the optimal utilization of the agencies' respective non-financial assets.

1.9 In compliance with said DBCC Resolution, the DBM, Department of Finance (DOF), and National Economic and Development Authority (NEDA) are issuing the PGAMP, or the Philippine Government Asset Management Policy. It also contains the guidelines on the establishment of an ad hoc WG-AM in each agency to implement said policy.

2.0 Statement of Policy

2.1 All resources of the government shall be managed, expended or utilized in accordance with laws and regulations, and shall be safeguarded against loss or wastage through illegal or improper disposition to ensure efficiency, economy and effectiveness in the operations of government. The responsibility to take care that such policy is faithfully adhered to rests directly with the chief or head of the government agency concerned.⁸

3.0 Purpose

3.1 This Circular is being issued to provide government agencies with the policies to operationalize an asset management system (AMS) to ensure the cost-effective management of assets by analyzing the lifecycle, capacity, and utilization of non-financial assets individually and collectively, and to maximize government funds by targeting scarce resources to the most critical asset needs.

3.2 Furthermore, the PGAMP shall define the roles and responsibilities of the agencies and other stakeholders to ensure the effective implementation of the government's policies and programs on asset management.



⁷ Directing the Development Budget Coordination Committee Technical Working Group on Asset Management (DBCC TWG-AM) to Formulate a Philippine Government Asset Management Policy (PGAMP) and Provide Guidelines on the Establishment of Working Groups in the Agencies Concerned to Implement Said Policy

⁸ Section 1, Chapter 1, Subtitle B, Book V of the Administrative Code of 1987



4.0 Coverage

- 4.1 This Circular shall apply to all national government agencies (NGAs) and instrumentalities under the Executive Branch, including the SUCs, GOCCs, government corporate entities (GCEs), government instrumentalities with corporate powers (GICPs), and GFIs.
- 4.2 The Legislature, The Judiciary, Constitutional Commissions, and Office of the Ombudsman, as well as the local government units (LGUs), are encouraged to adopt the provisions of this Circular in the management of their respective assets.

5.0 Definition of Terms

- 5.1 The following terms used in this Circular shall be defined as follows:
- a. **Agency Asset Management Plan (AAMP)** – a two-year plan to be prepared by the agencies concerned based on the general principles and guidelines provided in this Circular
 - b. **Assets** – all non-financial assets of the government, including lands (such as, but not limited to, those with buildings, or used for agricultural purposes, or idle), buildings, infrastructures, and other critical assets as determined by the agencies concerned. On the other hand, motor vehicles, mobile devices, furniture, and other non-critical assets shall be excluded from this definition.
 - c. **Asset Management Information System (AMIS)** – the overarching software system and associated quality management and business processes used for the storage, analysis and reporting of asset management data
 - d. **Asset Management System (AMS)** – defined under ISO 55000:2014 as a set of interrelated and interacting elements of an organization, whose function is to establish the asset management policy and asset management objectives, and the processes needed to achieve those objectives. Elements of the AMS include the policies, plans, business processes and information systems, which are integrated to give assurance that the asset management activities will be delivered in line with organizational objectives.
 - e. **Asset performance** – the extent to which assets provide certain levels of service
 - f. **Asset portfolio** – a group of assets with similar characteristics and use



- g. **Covered agencies** – all government entities which are mandated to implement the PGAMP, vis-à-vis those encouraged to implement the same. These entities shall also be required to establish their respective working groups on asset management.
- h. **Data** – raw internal inputs such as facts and figures, which are compiled either manually or using an automated system, that are not yet interpreted
- i. **Development Budget Coordination Committee (DBCC) Technical Working Group on Asset Management (TWG-AM)** – the inter-agency working group composed of the DBM, DOF, NEDA and Office of the President (OP), which was created by the DBCC under Resolution No. 2019-4, to review and update the policies on the management of government assets to protect the rights and ownership of the national government and establish a common and homogeneous policy on the management of its non-financial assets. This TWG-AM shall continue to exist until an organic agency is tasked to take over.
- j. **Information** – Data that have been given value through analysis, interpretation, or compilation in any meaningful form
- k. **Information assets** – A definable piece of information, stored in any manner, which is recognized as “valuable” to the organization, not easily replaceable without cost, skill, time, and resources, and form part of the organization’s corporate identity
- l. **Infrastructure** – fixed structures that support socio-economic activities and well-being of the community, which includes buildings and physical networks such as transportation, water, power, communications, education and health facilities and other related government assets
- m. **Internal control** – the plan of organization and all the coordinated methods and measures adopted within an organization or agency to safeguard its assets, check the accuracy and reliability of its accounting data, and encourage adherence to prescribed managerial policies
- n. **Interoperability** – the ability to transfer and use data and information in a uniform and effective manner across multiple organizations and IT systems
- o. **Investment** – the commitment of financial and physical resources to the delivery of government services with the expectation of receiving future benefits. It includes changes to asset portfolios or infrastructure managed by or through the covered agencies, such as through acquisition or disposal.



- p. **Metadata** – refers to “data about data” or the information describing aspects of data, such as name, format, content, and the control of, or over, data
- q. **National Asset Management Plan (NAMP)** – a two-year national government-wide plan to be issued by the TWG-AM based on the general principles and guidelines indicated in this Circular
- r. **National Asset Registry System (NARS)** – IT-based registry being housed at and maintained by the BTr, which contains an inventory of assets of the government, initially of school buildings of the DepEd, and roads and bridges of the DPWH. Among those stored therein are the geographical, legal and financial data, asset attributes, risk mitigation features, and insurance information. It is also aimed to include other modules such as asset lifecycle management, disaster risk modelling, and asset prioritization, as may be needed in the conduct of asset management.
- s. **Other stakeholders** – refers to the (1) agencies other than the DBCC TWG-AM which may be called upon to provide inputs in the preparation of related issuances on asset management, e.g., those with unique assets; (2) subject matter experts; (3) private sector; or (4) non-government organizations
- t. **Pilot agencies** – the government agencies for the pilot roll-out of the AMS, i.e., DepEd and DPWH
- u. **Strategically important non-financial assets** – assets of the government which have significant social, economic or environmental impact to the country, such as schools, government buildings, roads, bridges, hospitals, dams, irrigation facilities, and treatment and welfare centers
- v. **Value** – the net fiscal, economic and well-being benefits of an asset or investment proposal over its lifecycle considering dimensions of effectiveness, efficiency, sustainability, resilience and adaptability

6.0 Principles of the PGAMP

6.1 The following principles are adopted for the government’s asset management system:

- 6.1.1 **Information is a strategic asset.** Information leads to evidenced-based policies for the delivery of responsive, reliable, and efficient public services. Conversely, poor management of asset information can lead to lack of transparency, accountability, and legitimacy.

6.1.2 **Government is a steward of assets.** The real owners of the assets of government are its taxpayers – citizens, private businesses, and civil society organizations. The government's role is to ensure the good investment and appropriate use of the resources they provide. This includes contributing to the business-continuity planning and disaster recovery of the assets.

6.1.3 **Effective collaboration processes among stakeholders as key.** An effective process means stakeholders engagement in the transparent, open, and regular updating of asset information, interoperability, and tools.

6.2 This asset management policy is aligned with the principles of openness, collaboration, preference for open standards, promoting trust, security and inclusiveness, and shall incorporate global standards.

7.0 Objectives of the PGAMP

7.1 The PGAMP aims to operationalize an AMS for all strategically important non-financial assets of government to increase efficiency, improve decision-making, manage risks better, and reduce costs in government.

7.2 The implementation of the PGAMP shall ensure the efficient and cost-effective utilization of resources by fostering the following:

7.2.1 **Inter-agency collaboration** – serves as a mechanism for the effective collaboration among the agencies for greater efficiency and improved service delivery

7.2.2 **Operational continuity and business recovery** – data/information from the AMIS serve as tools to improve business recovery during crisis, e.g., natural disasters or other disruptive events

7.2.3 **Faster and regular deployment of maintenance and management services** – reduces the amount of new infrastructures and assets required to be built and owned by government agencies, lessening costs and the overall deployment time and shifting the focus from infrastructure management to the delivery of other basic services

7.2.4 **Improved decision support mechanisms** – agencies concerned shall be able to capture the data on the utilization, maintenance, space management and planning, and the identification of sub- and non-performing assets. It will enable the sharing of assets, raise capital receipts, among others.

- 7.2.5 **Prioritization of assets for insurance coverage** – more collective and consistent assessment of the strategic importance, risk rating, condition, location, and value of assets for purposes of deciding on and paying for insurance coverage
- 7.2.6 **More focused investments** – investments can be more oriented towards achieving specific infrastructure service outcomes in line with government long-term priorities and addressing specific asset challenges such as urbanization, risk management and asset performance
- 7.2.7 **Greater budget control** – provides increased confidence in agency budgets and plans, as well as ability to manage the financial requirements of assets at the agency and national levels
- 7.2.8 **Efficient/cost-effective spending on existing/used infrastructure** – facilitates early identification of assets available for disposal or redeployment

8.0 General Policies on Asset Management

- 8.1 The PGAMP shall be the overall policy and framework of the government on asset management, particularly in the establishment of mechanisms to effectively manage government assets.
- 8.2 The safeguarding of assets is one of the general objectives of instituting internal controls in the public sector.⁹ It involves the judicious use of government funds, facilities, documents, records, and human resources in the management of the assets. Proper documentation and recording are appropriate controls that eliminate the vulnerability of assets to misuse, loss, destruction, and other hazards. The policies and procedures of an agency should also be designed to prevent or detect loss of or faster depreciation or destruction of the assets and records on a timely basis.¹⁰

In this regard, the guidelines, requirements and mechanisms in the PGAMP shall serve as the bases in the design, installation, implementation and monitoring of internal controls intended to safeguard government assets, which involves the judicious use of resources in the public sector to eliminate the vulnerability of assets to misuse, loss, destruction, and other hazards.

- 8.3 A National Asset Management Plan (NAMP) for the national government covering a period of two (2) years shall be developed and updated by the DBCC TWG-AM as the primary oversight entity for the PGAMP.

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⁹ Section 2.4 – Objectives of Internal Control, p. 10, NGICS 2008

¹⁰ Section 2.4.1 – Safeguard Assets, p. 11, id.

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Said 2-year plan shall indicate specific guidelines, among others, on the following:

- a. Management of the government's non-financial assets to protect the rights and ownership of the national government;
- b. Mapping of asset investments;
- c. Phasing, as necessary, of the implementation of the asset management programs of the government, such as identifying the pilot assets and agencies that shall be prioritized in the roll-out of the PGAMP;
- d. Open data and public disclosure of relevant asset information; and
- e. Provision of resources and capability development interventions for the bureaucracy and the agencies concerned.

- 8.4 Strategically important non-financial assets shall be given priority in the implementation of this policy.

The DBCC TWG-AM shall determine the pilot assets and agencies that shall be prioritized in the roll-out of the PGAMP.

- 8.5 The implementation of an AMS remains a function of individual agencies. The agency head shall ensure the establishment of the plan of organization and coordinated methods and measures for the AMS of the agency concerned.

- 8.6 The agencies covered by this issuance are required to formulate their respective two-year asset management plan, to be called Agency Asset Management Plan (AAMP), based on the principles herein provided.

The plan shall include, among others, the budgeted acquisition, disposal, and rehabilitation/repairs, for said covered period, as well as the capability development activities needed by the agency based on the needs assessment conducted for the purpose. It shall be updated annually and rolled forward.

The template for the AAMP is attached as Annex A of this Circular.

- 8.7 An agency-level WG-AM shall be established to oversee the overall implementation of their respective AAMP.

The WG-AM shall be composed of the (a) head of operations (at least assistant secretary-level for departments, and director-level for agencies lower than a department), and representatives from the (b) finance, (c) planning, accounting, property (or inventory), and (d) disaster risk reduction services/divisions of the agency.

Agencies with technically complex assets (e.g., roads, bridges, dams, among others) may tap representatives from engineering-related services. Each agency may include additional representatives from select divisions as needed.

In addition, agencies with various technically complex assets may establish a WG-AM per type of asset, with members from the technical units concerned.

The WG-AM at the central level may establish regional and sub-regional WGs-AM as they deem necessary. The central level WG-AM shall coordinate, oversee and monitor the activities and outputs of the regional and sub-regional working groups.

- 8.8 The NARS currently being managed by the BTr shall remain as the primary facility to record the inventory of assets of the national government.

However, the agencies concerned are not precluded from establishing/maintaining their respective inventory of assets, provided that they shall ensure the interoperability and integration of their systems with the NARS, and follow the standards used by the BTr in the NARS.

- 8.9 The information on the inventory of the following assets shall be based on the templates developed by the BTr, which are attached herein as Annex B:

- a. Lands
- b. Buildings, e.g., for general use, classrooms, hospitals, treatment/rehabilitation centers, welfare centers
- c. Roads
- d. Bridges
- e. Flood Control System
- f. Water System

For other assets, e.g., unique assets not mentioned in the foregoing, the agencies concerned shall collaborate with the BTr in developing a template for the purpose.

A manual on how to fill out said templates is attached herein as Annex C (Asset Profile Manual).

- 8.10 The DBM, in coordination with the Department of the Interior and Local Government and other relevant agencies, shall provide the necessary policies on the sharing of responsibilities in asset management between the national government and the LGUs.

9.0 Roles and Responsibilities of the Stakeholders

9.1 DBCC TWG-AM

- a. Review, update and issue the policies on the management of government assets to protect the rights and ownership of the government, in



coordination and consultation with the agencies and other stakeholders concerned;

- b. Formulate the two-year NAMP and update this as needed;
- c. Provide policies on the mapping of asset investments;
- d. Develop appropriate governance arrangements around the ongoing collection, management, and maintenance of the data and information gathered to ensure that the capacity to reuse and share information is strengthened;
- e. Determine, in coordination with the agencies concerned, the appropriate risk financing schemes for the covered assets to ensure that the government is financially protected from any damage to or loss of its properties due to natural disasters and other hazards; and
- f. Handle the coordination of the capacity development interventions needed by the covered agencies for the successful implementation of the PGAMP.

9.2 **DBM**

- a. Serve as the primary implementing agency of the PGAMP and the AMS;
- b. Lead, in collaboration with the DOF, through the BTr, and NEDA, in the preparation of the government-wide asset management program, i.e., the NAMP, and ensure its compliance with certain rules and regulations;
- c. Develop the PGAMP, in collaboration with the other members of the DBCC-TWG-AM and other stakeholders concerned, including subject matter experts or the private sector and non-government organizations;
- d. Monitor, with the assistance of the BTr and NEDA, the implementation of the asset management plan of the agencies concerned during the annual budget preparation; and
- e. Ensure the availability of funds and necessary resources for the implementation of the PGAMP and the AMS.

9.3 **BTr**

- a. Maintain an inventory of assets through the NARS;
- b. Provide assistance to the agencies concerned in gathering data for the NARS or their respective inventory system, if any;
- c. Spearhead the provision of technical assistance to the agencies concerned, specifically in the mapping and valuation of assets;
- d. Develop and ensure the adoption of standard definitions and formats for data and metadata, as well as information sharing across the agencies concerned;
- e. Develop tools that are necessary to ensure consistency in data and information management practices and improve the agencies' ability to reuse information; and
- f. Promote best practices for sectoral, interdepartmental, and inter-organizational metadata management and governance.

9.4 **NEDA**

- a. Develop policy strategies to ensure the preservation/maintenance of the different strategically important non-financial assets, and further their incorporation in the investment programming processes of the government; and
- b. Formulate standard asset performance indicators, which government agencies may use in their annual reports and forecasted performance targets.

9.5 **Covered agencies**

- a. Formulate and update their respective AAMP based on the principles herein provided;
- b. Maintain an inventory of their respective assets, as well as a risk registry, collate data, and provide analysis;
- c. Manage their respective assets to ensure the delivery of current and intended levels of service;
- d. Demonstrate the implementation of an AMS that provides a level of practice and performance appropriate to the scale of assets under their management, and the value and criticality of those assets to the delivery of key public services;
- e. Submit to the DBCC TWG-AM, through the BTr, an inventory of their respective assets containing the information listed in Annex B of this Circular, and other related documents, as necessary, in order to improve the NARS and ensure its integration in the medium and long term plans of the government;
- f. Indicate relevant asset performance indicators in their annual reports and forecasted performance targets that would be achieved for their respective investment profiles;
- g. Share information on past, current, and projected investment performance, including existing and foreseen challenges and issues in implementing asset management strategies, to inform all-of-government management and decision-making processes; and
- h. Build capability and minimize compliance costs by employing fit-for-purpose tools, methods, practices, and policies.

9.6 **WGs on Asset Management per Agency**

- a. Formulate and regularly update an asset management plan for their respective agencies;
- b. Recommend asset management policies specific to agency needs;
- c. Adopt and implement asset management policies/guidelines to be issued by the DBM and other agencies;



- d. Ensure optimal utilization of the assets of their respective agencies by consistently monitoring the usage and status of the properties, and documenting asset operation and maintenance processes, among others;
- e. Identify the resources needed by its department/agency to strengthen and improve the management of its assets from acquisition, usage, operation and maintenance, transfer, and eventual disposal;
- f. Consolidate the asset data available in their agency;
- g. Reconcile the financial data with the reported inventory data of their agency; and
- h. Coordinate with the BTr for the collection of asset data.

9.7 **Other stakeholders**

- a. Provide inputs to the DBCC TWG-AM, as necessary, in the further enhancement or development of the policies

10.0 **Capacity Development**

- 10.1 The DBCC TWG-AM and the agencies concerned shall likewise include in the NAMP and AAMP, respectively, a capacity development framework which shall include a competency framework, needs assessment, and the interventions needed to develop the capability of the government to implement said plans.
- 10.2. The DBCC TWG-AM shall handle the coordination of the capacity development interventions needed by the covered agencies.
- 10.3 Training/educational institutions may be tapped by the DBCC TWG-AM to provide asset management-related development interventions, such as the conduct of trainings and development of modules for asset management.
- 10.4 The DBM, in coordination with the Civil Service Commission (CSC), shall determine the need to upgrade/reclassify existing or create new positions with competencies necessary for the implementation of the asset management plan.

11.0 **Monitoring and Evaluation**

- 11.1 As part of their oversight functions, the monitoring and evaluation of the AMS, as well as the AAMP of the agencies concerned, shall be done jointly by the DBM, NEDA and the BTr annually during the regular budgeting and financial reporting process.
- 11.2 An impact study shall also be done after two (2) years from the implementation of the NAMP, to determine its effectiveness, as well as the areas for improvement and actions necessary to further enhance the same.



Thereafter, the same study shall be done every five (5) years.

12.0 Policy Responsibility

12.1 The DBM shall lead in the enhancement of the PGAMP. Any changes to the policy shall be managed in coordination with the DBCC TWG-AM and other stakeholders concerned.

13.0 Resolution of Issues

13.1 Issues arising from the implementation of this policy shall be resolved by the DBCC TWG-AM.

14.0 Separability

14.1 Should any section or portion of this policy be declared unconstitutional or invalid, the other sections or provisions not otherwise affected shall remain in full force and effect.

15.0 Repeal

15.1 All provisions of existing issuances that are inconsistent with this policy are hereby repealed/amended accordingly.

16.0 Effectivity

16.1 This Circular shall take effect fifteen (15) days after its complete publication in the Official Gazette and the filing of three (3) certified true copies thereof with the Office of the National Administrative Register of the University of the Philippines Law Center.


WENDEL E. AVISADO
Secretary

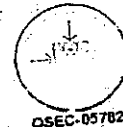
Department of Budget and Management




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Acting Secretary
National Economic and Development Authority



SEP 18 2020



Outline for the Agency Asset Management Plan

The Agency Asset Management Plan (AAMP) shall contain the following **minimum information**:

- I. Objectives** – brief overview on the intended outcomes of the AAMP, including the major performance indicators and targets of strategic assets managed
- II. Organizational Set-up in Asset Management** – discusses the units responsible for the optimal utilization and management of the assets
- III. Agency Working Group on Asset Management** – enumeration of the members and functions of the working group
- IV. Agency-Specific Policies and Practices on Asset Management** – provides the policies and practices of the agency on asset utilization. This shall include, among others, the policies and procedures covering maintenance planning, including the scope and frequency of regular condition inspections, of procurement and disposal, and the existing resources of the agency to manage its assets such as information technology systems
- V. Summary of the Inventory of Assets** – provides a general overview of the assets based on the information in the template provided by the BTr in Annex B of the Circular
- VI. Asset Performance** – provides more detailed information on levels of service of the different types or groups of strategic assets managed by the agency, such as its performance, reliability and availability, among others. The agency may also discuss its asset management-related issues/concerns.
- VII. Intended Actions on the Assets** – provides a detailed list of assets that the agency targets to acquire, repair/rehabilitate, lease or dispose, among others, within the covered period. Justifications for said proposals are necessary, such as conduct of demand analysis.
- VIII. Maintenance Plan** - This portion shall also discuss the detailed plans on how each asset, both existing and those for acquisition, shall be maintained.
- IX. Risk Analysis** – discusses the foreseen risks that may affect the assets and their performance, as well as the proposed actions to minimize the effects of said risks. This part could include, among others, a discussion on the geographical location of the assets and the vulnerabilities therein.
- X. Capacity Building** - narrates the needs assessment for asset management, as well as the proposed interventions and timeline of implementation for the purpose

Philippine Government Asset Management Policy

- XI. Budgetary Requirements** – provides a detailed cost estimate needed to implement the intended actions, maintenance of the assets, capacity building and minimize the asset-related risks

**Templates for the Inventory of Assets
Philippine Government Asset Management Policy**

A. Common Data Specifications (required information for all assets)

GENERAL INFORMATION									
National Asset Number (A.1.)	Organization Code *UACS (A.2.)	Facility Code(School ID/ Hospital ID/ Road ID/Bridge ID/ Center ID, Etc.) (A.3.)	Property Type / Account Codes (A.4.)	Asset Name (A.5.)	Property Number/ Identification Code (A.6.)	Container Property Number (A.7.)	Reference Number (A.8.)	Serial/Plate Number (A.9.)	Remarks (A.10.)

LOCATION INFORMATION										
Region (B.1.)	Province (B.2.)	Municipality (B.3.)	Barangay (B.4.)	PSGC/ Brgy Code (B.5.)	Street Name (B.6.)	Subdivision / Purok (B.7.)	House No / Bldg No / Lot No / Block No (B.8.)	Latitude (B.9.)	Longitude (B.10.)	Remarks (B.11.)

LEGAL INFORMATION						
Owner (C.1.)	Legal Impediments (C.2.)	Mode of Acquisition/ Conveyance (C.3.)	CONVEYANCE INFORMATION		Acquisition/ Conveyance Date (C.5.)	Remarks (C.6.)
			Donor/Seller/ Lessor/Transferor/ Registered Owner (C.4.1.)	Donee/Buyer/ Lessee/Transferee/ Beneficial User (C.4.2.)		

FINANCIAL INFORMATION											
Acquisition Cost (D.1.)	Net Book Value (D.2.)	Accumulated Depreciation (D.3.)	Asset Life (years) (D.4.)	Number of years of use (D.5.)	Remaining Life (D.6.)	Sound Value		Assessed Value		Appraised Value	
						Amount (D.7.1.)	Date of Valuation (D.7.2.)	Amount (D.8.1.)	Date of Assessment (D.8.2.)	Amount (D.9.1.)	Date of Appraisal (D.9.2.)

FINANCIAL INFORMATION								
Improvements/ Rehabilitation		Replacement Value			Mode of Disposal (D.12.)	Disposal Value (D.13.)	Currency (D.14.)	Remarks (D.15.)
Amount (D.10.1.)	Date of Improvement/ Rehabilitation (D.10.2.)	Asset (D.11.1.)	Contents (D.11.2.)	Total (D.11.3.)				

INSURANCE INFORMATION													
Sum Insurable (if not insured)			Insurance Details (if insured)										
Asset (E.1.1.)	Contents (E.1.2.)	Total (E.1.3.)	Insurer Name or ID (E.2.)	Issuing Branch (E.3.)	Details (E.4.)	Insured Name (E.5.)	Policy Number (E.6.)	Type of Policy/Coverage		Coverage Period		Underwriting Year (E.9.)	Currency (E.10.)
								Type (E.7.1.)	Details (E.7.2.)	Period From (E.8.1.)	Period To (E.8.2.)		

INSURANCE INFORMATION												
Sum Insured (if insured)						Premium						Remarks (E.13.)
Asset		Contents		Total		Asset		Contents		Total		
Cat (E.11.1.1.)	No Cat (E.11.1.2.)	Cat (E.11.2.1.)	No Cat (E.11.2.2.)	Cat (E.11.3.1.)	No Cat (E.11.3.2.)	Cat (E.12.1.1.)	No Cat (E.12.1.2.)	Cat (E.12.2.1.)	No Cat (E.12.2.2.)	Cat (E.12.3.1.)	No Cat (E.12.3.2.)	

B. Technical Specifications for Lands

TECHNICAL SPECIFICATIONS							
Registration No. (OCT/ TCT No.) (F.1.1.)	Elevation (F.1.2.)	Vertices (F.1.3.)	Lot Area (m ²) (F.1.4.)	Security		Land Use	
				Type (F.1.5.1.)	Details (F.1.5.2.)	Type (F.1.6.1.)	Details (F.1.6.2.)

C. Technical Specifications for Buildings for General Use

TECHNICAL SPECIFICATIONS										
General Technical Specifications										
Building Type (F.2.1.)	Details (F.2.2.)	Date Constructed (F.2.3.)	Area Per Floor (m ²) (F.2.4.)	Number of Floors (F.2.5.)	Total Floor Area (m ²) (F.2.6.)	Building Footprint Area (m ²) (F.2.7.)	Number of basements (F.2.8.)	Number of Mezzanines (F.2.9.)	Grade (F.2.10.)	Remarks (F.2.11.)

TECHNICAL SPECIFICATIONS										
Materials						Mitigation Measures				
Walls (F.2.12.1.)	Mezzanines (F.2.12.2.)	Roofs (F.2.12.3.)	Columns (F.2.12.4.)	Joist / Girders (F.2.12.5.)	Remarks (F.2.12.6.)	Number of Fire Extinguishers (F.2.13.1.)	Number of Sprinklers (F.2.13.2.)	Number of Fire Hose (F.2.13.3.)	Flood Defense (F.2.13.4.)	Remarks (F.2.13.5.)

TECHNICAL SPECIFICATIONS							
Status of use (area in m ²)							
Administrative Office (F.2.14.1.)	Kitchen/ Dining (F.2.14.2.)	Living quarters/ dormitory (F.2.14.3.)	Research / Training Rooms (F.2.14.4.)	Regular Warehousing (F.2.14.5.)	Academic Classroom (F.2.14.6.)	Library (F.2.14.7.)	Conference/ AVP Room (F.2.14.8.)

TECHNICAL SPECIFICATIONS						
Status of use (area in m ²)						
Motorpool (F.2.14.9.)	Electrical Room (F.2.14.10.)	Engineering Room (F.2.14.11.)	Vacant (F.2.14.12.)	Rent/Usufruct (F.2.14.13.)	Others (F.2.14.14.)	Remarks (F.2.14.15.)

D. Technical Specifications for School Buildings

TECHNICAL SPECIFICATIONS											
General Technical Specifications											
School Classification (F.3.1.)	Occupancy (F.3.2.)	Details (F.3.3.)	Date Constructed (F.3.4.)	Area Per Floor (m ²) (F.3.5.)	Number of Floors (F.3.6.)	Total Floor Area (m ²) (F.3.7.)	Building Footprint Area (m ²) (F.3.8.)	Number of basements (F.3.9.)	Number of Mezzanines (F.3.10.)	Grade (F.3.11.)	Remarks (F.3.12.)

TECHNICAL SPECIFICATIONS										
Materials						Mitigation Measures				
Walls (F.3.13.1.)	Mezzanines (F.3.13.2.)	Roofs (F.3.13.3.)	Columns (F.3.13.4.)	Joist / Girders (F.3.13.5.)	Remarks (F.3.13.6.)	Number of Fire Extinguishers (F.3.14.1.)	Number of Sprinklers (F.3.14.2.)	Number of Fire Hose (F.3.14.3.)	Flood Defense (F.3.14.4.)	Remarks (F.3.14.5.)

TECHNICAL SPECIFICATIONS						
Status of use (area in m ²)						
Administrative Office (F.3.15.1.)	Academic Classroom (F.3.15.2.)	Conference/ AVP Room (F.3.15.3.)	Canteen (F.3.15.4.)	Clinic (F.3.15.5.)	Computer Room (F.3.15.6.)	Laboratories (F.3.15.7.)

TECHNICAL SPECIFICATIONS					
Status of use (area in m ²)					
Library (F.3.15.8.)	Supply Room (F.3.15.9.)	Vacant (F.3.15.10.)	Rent/Usufruct (F.3.15.11.)	Others (F.3.15.12.)	Remarks (F.3.15.13.)

E. Technical Specifications for Hospitals

TECHNICAL SPECIFICATIONS											
General Technical Specifications											
Hospital Classification (F.4.1.)	Building Type (F.4.2.)	Details (F.4.3.)	Date Constructed (F.4.4.)	Area Per Floor (m ²) (F.4.5.)	Number of Floors (F.4.6.)	Total Floor Area (m ²) (F.4.7.)	Building Footprint Area (m ²) (F.4.8.)	Number of Basements (F.4.9.)	Number of Mezzanines (F.4.10.)	Grade (F.4.11.)	Remarks (F.4.12.)

TECHNICAL SPECIFICATIONS							
In Patient Occupancy		Materials					
Authorized Bed Capacity (F.4.13.1.)	Remarks (F.4.13.2.)	Walls (F.4.14.1.)	Mezzanines (F.4.14.2.)	Roofs (F.4.14.3.)	Columns (F.4.14.4.)	Joist / Girders (F.4.14.5.)	Remarks (F.4.14.6.)

TECHNICAL SPECIFICATIONS								
Mitigation Measures					Status of use (area in m ²)			
Number of Fire Extinguishers (F.4.15.1.)	Number of Sprinklers (F.4.15.2.)	Number of Fire Hose (F.4.15.3.)	Flood Defense (F.4.15.4.)	Remarks (F.4.15.5.)	Administrative Office (F.4.16.1.)	Ancillary (F.4.16.2.)	Operating Room (F.4.16.3.)	Emergency Room (F.4.16.4.)