



*Office of the Chancellor*

11 June 2024

MEMORANDUM NO. 100  
*Series of 2024*

TO : All Vice Chancellors, Deans, Directors, Department Chairs, and Unit Heads

SUBJECT : Immediate Turn-Over of Unserviceable Properties and Equipment and Waste Materials for Proper Disposal

In accordance with COA-DBM Joint Circular No. 2024-1, dated 30 January 2024, on the "Revised Manual on the Disposal of Government Properties," and to support the university's clutter-free environment program, all designated property custodians and accountable personnel are instructed to immediately turn over all unserviceable and abandoned properties---including motor vehicles, office and laboratory equipment, machinery, furniture, and other materials---along with their supporting documents, to the Supply and Property Management Office (SPMO) for proper disposal.

To effectively decongest university offices and facilities, eliminate the storage of items deemed for disposal, and further relieve property accountabilities, please refer to the following annexes and attachments for guidance:

1. Annex A: Guidelines, Clustering or Zone Numbers, and Modes of Disposal;
2. Annex B: Disposal Process Flow;
3. Annex C: Templates/Forms (PAR, PTR/ITR, ICS, RS, RRSP, WMR, IIRUP);
4. Annex D: Sample Certification and Request Letter; and
5. Annex E: Google Form on the Survey for Hauling.

For hauling concerns, kindly fill out the Google Form on the Survey for Hauling via this link: <https://tinyurl.com/SPMO-Unserviceable-Properties> on or before **21 June 2024**. The information you provide will enable the University Planning and Maintenance Office (UPMO) to coordinate hauling services efficiently, according to the scheduled dates and at the designated material recovery facilities (MRF) for each cluster or zone. Non-compliance with this deadline will be reported accordingly.



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For further assistance or any concerns, please contact Ms. Ellen M. Asegurado, Chief of SPMO, at telephone numbers (049) 576-6152 or 536-2282, or via email at [emasegurado@up.edu.ph](mailto:emasegurado@up.edu.ph).

For information and strict compliance.

A handwritten signature in dark ink, appearing to be "Jose V. Camacho, Jr.", with a stylized flourish at the end.

JOSE V. CAMACHO, JR.  
Chancellor

Attachment: a/s  
cc: OVCA  
OVCPD  
UPMO  
SPMO  
RMO



## Annex A

# GUIDELINES ON THE TURN-OVER OF UNSERVICEABLE UPLB PROPERTIES AND MATERIALS TO SPMO FOR DISPOSAL

## I. Determination of Properties for Disposal

- Pursuant to COA-DBM Joint Circular No. 2024-1, "Revised Manual on the Disposal of Government Properties, a property is considered unserviceable if any of the following conditions apply:
  - Properties that have exceeded their estimated useful life in accordance with Sections 27 (f), (g), and (h) of the Government Accounting Manual (GAM);
  - Properties that can no longer be repaired or reconditioned;
  - Properties that are beyond economic repair;
  - Properties that have become obsolete or outmoded because of technological advancements;
  - Properties that are still serviceable but have been rendered unnecessary due to changes in the agency's mandate, functions, or programs;
  - Properties, such as supplies, materials, equipment, and spare parts that are no longer needed by the agency;
  - Unused supplies, materials, and spare parts that have become dangerous to use because of long storage or use of which is determined to be hazardous;
  - Abandoned properties within the agency's premises;
  - and/or Properties issued to government officials/employees who are about to retire, subject to the conditions provided under item I (6.2) and (6.7) of Part II of the revised Manual.
- Once the property becomes unserviceable, the end-user accountable shall return the property to the unit's designated property custodian. The property custodian shall sort the items by type (office equipment, laboratory equipment, air-conditioning units and refrigerator, furniture, machinery, information and communication technology equipment, parts and accessories, motor vehicles, etc.) and prepare the appropriate documents for approval by the Unit Head. Likewise, the WMR/RRSP/ RS shall be prepared per type of equipment or item.

Documents	Description	Supporting Documents / Remarks
Waste Materials Report (WMR) (Appendix 65 of GAM)	Expendable materials, supplies, and consumables, including spare parts, empty containers, and remnants from destroyed or damaged fixed assets.	<ul style="list-style-type: none"><li>from equipment/ asset: indicate the property number</li><li>from repair and renovation of the building: indicate the project name, name and location of the building, list of materials surrendered by the contractor (if applicable)</li><li>clear and colored photos showing all sides of the properties</li></ul>
Receipt of Returned Semi-Expendable (RRSP)	For returned semi-expendable property whether	<ul style="list-style-type: none"><li>copy of the Inventory Custodian Slip (ICS)/ Inventory Transfer Report (ITR)</li></ul>





(Annex A.6 of COA Circular No. 2022-004)	serviceable or unserviceable (unit cost is below ₱50k)	<ul style="list-style-type: none"> <li>• clear and colored photos showing all sides of the properties</li> </ul>
Return Slip for excess, salvaged or disposable property (RS) (OVCA Memo No.09, s. 2015)	For equipment and motor vehicles (unit cost is ₱50k and above)	<ul style="list-style-type: none"> <li>• copy of Property Acknowledgement Receipt/ Property Transfer Report (PTR)</li> <li>• clear and colored photos showing all sides of the properties</li> </ul> <p><i>For motor vehicles:</i></p> <ul style="list-style-type: none"> <li>• Checklist for Unserviceable Equipment (Motor Vehicles and Motorized Equipment) from UPMO;</li> <li>• copy of OR/ CR;</li> <li>• stencils of chassis and engine numbers</li> </ul>
WMR/ RRSP/ RS (whichever is applicable)	For undocumented items/ abandoned properties	<ul style="list-style-type: none"> <li>• certification pertaining to the transfer/acquisition of the said items to the unit signed by the Unit Head (to be endorsed by SPMO to VCA for approval)</li> </ul>

3. Disposal procedures issued through OC Memorandum No. 122, s. 2023 dated 01 September 2024, shall be implemented on unserviceable equipment and semi-expendable properties acquired through externally-funded projects.
4. Duly accomplished and signed forms with complete attachments shall be submitted to SPMO for processing at least three (3) working days prior to the schedule of hauling or towing. The property custodians must ensure that all details and information are correct.

## II. Schedule of Hauling or Towing of Unserviceable Properties

1. The University Planning and Maintenance Office (UPMO) shall be in-charge of the hauling and towing of items to SPMO Junkyard or to the designated material recovery facility.
2. The offices/units shall be clustered per area/zone. Below is the schedule of hauling/towing per zone:

ZONE NO.	LOCATION	Furniture and Fixtures, Air-conditioning Units and Refrigerators	Equipment (Office, ICT, Laboratory), Tools and Machines, other scrap materials
1	CES, IPB, BIOTECH, NCPC and TTBD	June 24, 2024, Mon 9:00 am to 11:00 am	July 22, 2024, Mon 9:00 am to 11:00 am
2	CEAT, UPMO, SPMO, LGMO	June 24, 2024 1:30 pm to 3:30 pm	July 22, 2024 1:30 pm to 3:30 pm





3	CAFS (IFST, PHTRC, ASI, IAS, ICROPS, LGRTS)	June 25, 2024, Tues 9:00 am to 11:00 am	July 23, 2024, Tues 9:00 am to 11:00 am
4	CVM, VTH, DTRI, DHK Facilities	June 25, 2024 1:30 pm to 3:30 pm	July 23, 2024 1:30 pm to 3:30 pm
5	OVCSA Facilities, DMST, IH, GS Buildings, D.L. Umali Hall, Alumni Center	June 26, 2024, Wed 9:00 am to 11:00 am	July 24, 2024, Wed 9:00 am to 11:00 am
6	UnP, UHO, UHS and other OVCCA Facilities	June 26, 2024 1:30 pm to 3:30 pm	July 24, 2024 1:30 pm to 3:30 pm
7	CFNR, MNH and CPAf	June 27, 2024, Thur 9:00 am to 11:00 am	July 25, 2024, Thur 9:00 am to 11:00 am
8	CEM, CDC, AG Samonte Hall (Old Admin. Building), Former MSI Area, COA Auditor's Office, OVCRE Annex, Bee Program	June, 27, 2024 1:30 pm to 3:30 pm	July 25, 2024 1:30 pm to 3:30 pm
9	CAS and CAS Annex, Math Building, Old UPRHS, CHE, SESAM, Main Library and Executive Offices, CAFS-IWEP	June 28, 2024, Fri 9:00 am to 11:00 am	July 26, 2024, Fri 9:00 am to 11:00 am
10	UPRHS	June 28, 2024 1:30 pm to 3:30 pm	July 26, 2024 1:30 pm to 3:30 pm

*For motor vehicles: To be arranged by ADC-MV*

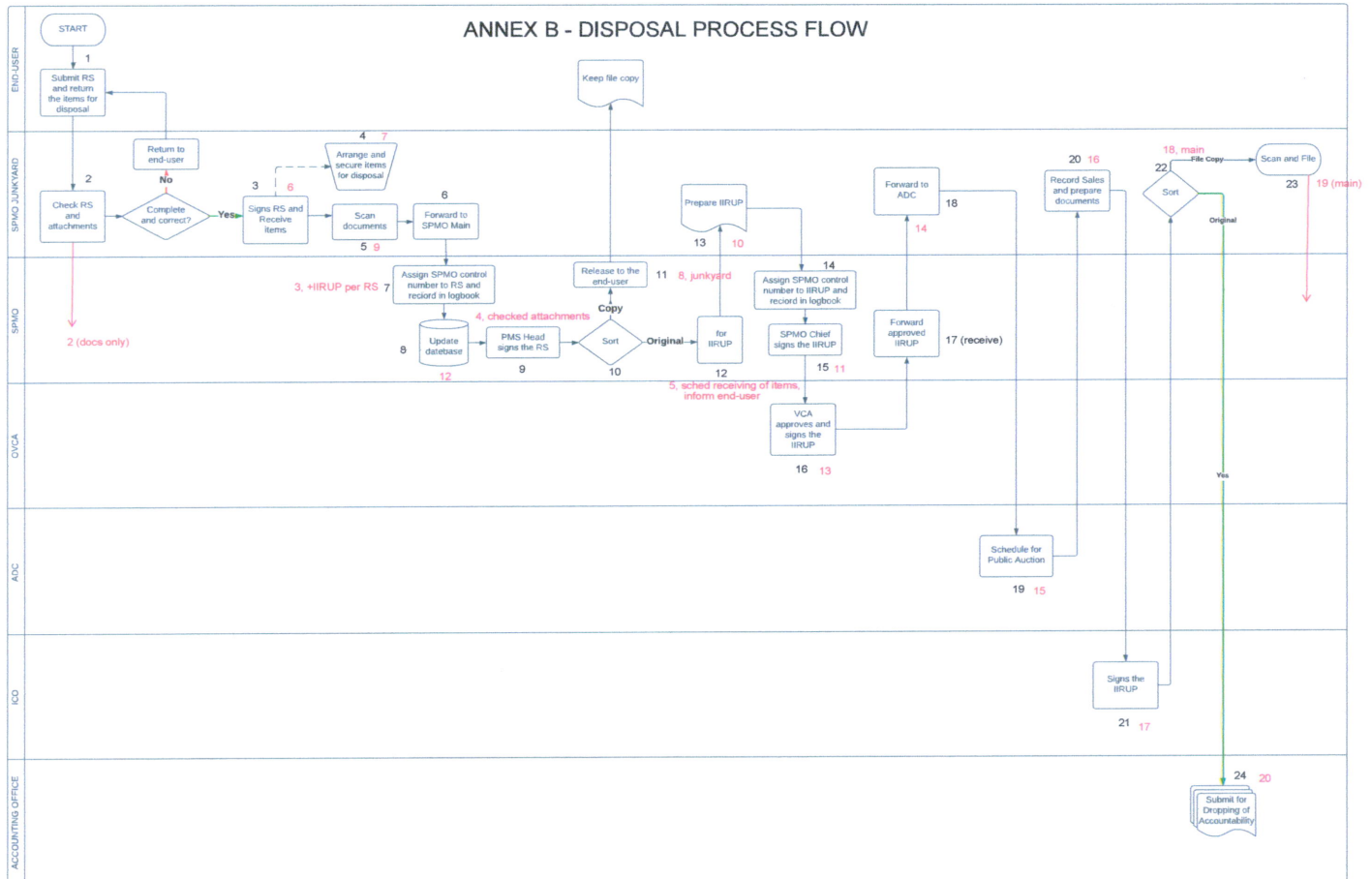
### III. Modes of Disposal

The Appraisal and Disposal Committees (ADC) shall recommend to the Chancellor the mode of disposal and ensure its speedy process in accordance with relevant rules and regulations. Properties may be disposed through any of the following modes, as appropriate and deemed most advantageous to the University:

1. Condemnation/Destruction of Properties
2. Transfer of Properties to Another Government Agency
3. Return to the Supplier/Vendor
4. Sale to Government Officials/Employees of the Agency
5. Public Auction
6. Negotiated Sale
7. Sale of Junk or Scrap and/or Recycling
8. Direct Negotiation

*(Note: Please refer to the Revised Manual on the Disposal of Government Properties for the details and requirements of each mode. A separate guideline shall be issued through a memorandum.)*

## ANNEX B - DISPOSAL PROCESS FLOW









Fund Cluster: \_\_\_\_\_







UNIVERSITY OF THE PHILIPPINES LOS BAÑOS (UPLB)  
SUPPLY AND PROPERTY MANAGEMENT OFFICE (SPMO)

RETURN SLIP FOR EXCESS, SALVAGED OR DISPOSABLE PROPERTY (RS)

DEPT./OFFICE: \_\_\_\_\_

DATE: \_\_\_\_\_

ITEM NO.	Qty./ Unit	NAME AND DESCRIPTION	Unit Value	Total Value	Property Number	Date Acquired	FUND CODE	END-USER

- Instructions: 1) This form shall be prepared in six **(6)** copies.  
2) Please attach two (2) copies of ARE/PAR for each item.  
3) Please use separate RS form for unserviceable Motor Vehicle(s).

Prepared and Submitted by:

Received by:

Property Custodian/Designated Rep.

ARNOLD V. DAO  
Administrative Aide III

Approved:

Noted:

Unit Head

GERCY LOVE M. JUANILLAS  
Head, Property Mgt. Section



RECEIPT OF RETURNED SEMI-EXPENDABLE PROPERTY

Entity Name:					Date (dd-mmm-yyyy):	
					RRSP No.:	
This is to acknowledge receipt of the returned Semi-expendable Property						
Item Description	Quantity	Unit Value	ICS No.	Date Acquired	End-user	Remarks

Returned by:

\_\_\_\_\_  
End-User  
  
\_\_\_\_\_  
Date (dd-mmm-yyyy)

Received by:

\_\_\_\_\_  
**Arnold V. Dao**  
In-charge, SPMO Junkyard  
  
\_\_\_\_\_  
Date (dd-mmm-yyyy)  
  
  
  
\_\_\_\_\_  
**Gercy Love M. Juanillas**  
Head, Property Management Section  
  
\_\_\_\_\_  
Date (dd-mmm-yyyy)



RECEIPT OF RETURNED SEMI-EXPENDABLE PROPERTY

Entity Name:					Date (dd-mmm-yyyy):	
					RRSP No.:	
This is to acknowledge receipt of the returned Semi-expendable Property						
Item Description	Quantity	Unit Value	ICS No.	Date Acquired	End-user	Remarks

Returned by:

\_\_\_\_\_  
End-User  
  
\_\_\_\_\_  
Date (dd-mmm-yyyy)

Received by:

\_\_\_\_\_  
Arnold V. Dao  
In-charge, SPMO Junkyard  
  
\_\_\_\_\_  
Date (dd-mmm-yyyy)

\_\_\_\_\_  
Gercy Love M. Juanillas  
Head, Property Management Section  
  
\_\_\_\_\_  
Date (dd-mmm-yyyy)





## WASTE MATERIALS REPORT

Entity Name: \_\_\_\_\_

Fund Cluster: \_\_\_\_\_

Place of Storage: \_\_\_\_\_

Date: \_\_\_\_\_

## ITEMS FOR DISPOSAL

Item	Quantity	Unit	Description	Record of Sales		
				Official Receipt		
				No.	Date	Amount
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
			<b>TOTAL</b>			

Certified Correct :

Disposal Approved

\_\_\_\_\_  
Signature over Printed Name of Supply  
and/or Property Custodian

\_\_\_\_\_  
Signature over Printed Name of Head of  
Agency/Entity or his/her Authorized  
Representative

Received  
By:

Noted By:

ARNOLD V. DAO  
ADMIN AIDE III  
(BODEGERO) SPMO

GERCY LOVE M. JUANILLAS  
HEAD, PROP, MGT.  
SECTION SPMO

Date:

Date:

## CERTIFICATE OF INSPECTION

I hereby certify that the property enumerated above was disposed of as follows:

Item \_\_\_\_\_ Destroyed  
Item \_\_\_\_\_ Sold at private sale  
Item \_\_\_\_\_ Sold at public auction  
Item \_\_\_\_\_ Trasfered without cost to (Name of the Agency/Entity)

Certified Correct:

Witness to Disposal:

\_\_\_\_\_  
Signature over Printed Name of Inspection  
Officer

\_\_\_\_\_  
Signature over Printed Name of Witness



## UNIT'S OFFICIAL LETTERHEAD

(Date)



### CERTIFICATION

This is to certify that the following list of low valued items were state status (eg. thrown/destroyed/damaged) due to (reason e.g. wear & tear) and reached its economic useful life. The list includes the details of the equipment and name of the accountable person/ end-user.

Item No.	Qty.	Name and Description	Unit Value	Property Number	Date of Acquisition	End-user
1						
2						
3						
4						

\_\_\_\_\_  
Name and Signature of Unit Head



## UNIT'S OFFICIAL LETTERHEAD



(Date)

### CERTIFICATION

This is to certify that the following items found at (location eg building) were used by (possible source eg personal purchase/ donated by..) are subject for disposal due to (reason of disposal). However, (Unit/Department) has no record/document of MR/PAR/ARE/ICS or proof of ownership on file.

Item No.	Qty.	Name and Description (Serial No./ Model)	Condition (serviceable/unserviceable)
1			
2			
3			
4			

\_\_\_\_\_  
Name and Signature of Unit Head





## UNIT'S OFFICIAL LETTER HEAD



(Date)

### CERTIFICATION

This is to certify that the following items were under the accountability and were used by the following named End-user for (possible source) are subject for disposal due to (reason of disposal). However, these item/s has/have been records found in the SPMO manual logbook, a copy of which is being attached.

Item No.	Qty.	Name and Description	Property Number	Unit Value	End- user (if only 1 end-user may delete this Column)	Condition (serviceable/ unserviceable)
1						
2						
3						
4						

\_\_\_\_\_  
Name and Signature of Unit Head



## WASTE MATERIALS REPORT

<b>Entity Name:</b> _____				<b>Fund Cluster:</b> _____		
<b>Place of Storage:</b> _____				<b>Date:</b> _____		
<b>ITEMS FOR DISPOSAL</b>						
<b>Item</b>	<b>Quantity</b>	<b>Unit</b>	<b>Description</b>	<b>Record of Sales</b>		
				Official Receipt		
				<b>No.</b>	<b>Date</b>	<b>Amount</b>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
			<b>TOTAL</b>			
<div style="display: flex; justify-content: space-between;"><div>Certified Correct :  _____ Signature over Printed Name of Supply and/or Property Custodian</div><div>Disposal Approved  _____ Signature over Printed Name of Head of Agency/Entity or his/her Authorized Representative</div></div>						
<div style="display: flex; justify-content: space-between;"><div>Received By:   <u>ARNOLD V. DAO</u> ADMIN AIDE III (BODEGERO) SPMO  Date: _____</div><div>Noted By:    <u>GERCY LOVE M. JUANILLAS</u> HEAD, PROP, MGT. SECTION SPMO  Date: _____</div></div>						
<b>CERTIFICATE OF INSPECTION</b>						
<p>I hereby certify that the property enumerated above was disposed of as follows:</p> <div style="margin-left: 100px;"><p>Item _____ Destroyed</p><p>Item _____ Sold at private sale</p><p>Item _____ Sold at public auction</p><p>Item _____ Trasfered without cost to <u>(Name of the Agency/Entity)</u></p></div>						
<div style="display: flex; justify-content: space-between;"><div>Certified Correct:  _____ Signature over Printed Name of Inspection Officer</div><div>Witness to Disposal:  _____ Signature over Printed Name of Witness</div></div>						