



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

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15 December 2021

MEMORANDUM NO. 41

Series of 2021

T O: All Vice Chancellors, Deans, Directors and Head of Units

SUBJECT: Inventory of Office Equipment, Furniture and Fixtures, and other Property Plant and Equipment (PPE), updating of Property Acknowledgement Receipt (PAR)

In compliance with the Government Accounting Manual (GAM), COA Circular No. 2020-006 dated 31 January 2019, OVCA Memorandum No. 1 s. 2019, and COA Circular 2018-002, "Guidelines and Procedures in the Conduct of Physical Count of Property, Plant and Equipment (PPE), ...", the University of the Philippines Los Baños (UPLB) shall carry out physical inventory taking of all its properties for Semi-Expendable Equipment and PPE acquired through purchase or donation, including those constructed by administration and found at station. The conduct of physical count activities shall strictly comply with the required health standards consistent with the Inter-Agency Task Force (IATF), Department of Health (DOH), local and national protocols, and all other relevant guidelines issued by the University.

In this regard, all units are strictly enjoined to update the preparation and submission of Report on Physical Count of Property, Plant and Equipment to the Supply & Property Management Office (SPMO) using the Google Form Link: <https://forms.gle/Y5yQ6YVZSXhQxzaT6> until 07 January 2022, of all serviceable and unserviceable equipment/furniture/furnishings as of 31 December 2021. The college/department/unit inventory team consisting of Administrative Officer/Administrative Assistant/designated Property Custodian and other assigned staff shall conduct the physical inventories of all its properties, plants and equipment by type such as: Information and Communication Technology, Heavy Equipment, Technical and Scientific Equipment, Motor Vehicles, Office Equipment, Furniture and Fixtures, Books, and Animals.

This is also to remind the renewal and updating of Property Acknowledgment Receipt (PAR) every three (3) years or every time there is a change of custodianship/user of the property due to transfer, resignation, retirement or separation to facilitate clearances on property accountabilities of accountable officers.



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The template for Inventory Count Form, PAR, RS, and WMR can be downloaded
thru this link: [PPE Inventory Count Form](#).

For inquiries, please contact the Property Management Section, SPMO c/o Ms. Gercy
M. Juanillas at tel. no. 536-2282 or email: spmouplb@up.edu.ph.

For strict compliance.

ROLANDO T. BELLO
Vice Chancellor