



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

3/F Bienvenido M. Gonzalez Hall, UP Los Baños, College, Laguna 4031 Philippines
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09 September 2022

MEMORANDUM NO. 31

Series of 2022

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

SUBJECT: Inventory and Inspection of Unserviceable Government Property

The UPLB Appraisal and Disposal Committee (ADC) has its function to coordinate with the different colleges/departments/units the regular inventory of unserviceable properties, to recommend their disposal and the manner or mode of disposal deemed appropriate and most advantageous to the government.

Per National Budget Circular No. 425, dated January 28, 1992 (Manual on Disposal of Government Property), disposal occurs when a piece of equipment or property can no longer provide efficient service, or though still working, has been rendered useless due to obsolescence. The following conditions constitute disposable property:

1. Property which can no longer be repaired or reconditioned;
2. Property whose maintenance cost/s of repair more than overweighs the benefits and services that will be derived from its continued use;
3. Property that has become obsolete or outmoded because of changes in technology;
4. Serviceable property that has been rendered unnecessary due to change in the agency's functions or mandate;
5. Unused supplies, materials and spare parts that were procured in excess of requirements; and
6. Unused supplies and materials that has become dangerous to use because of long storage or use of which is determined to be hazardous.

In this regard, please be informed that the ADC will conduct an ocular inspection of all UPLB properties that are considered unserviceable in your respective premises. The ADC will inform the respective office/unit a week before the actual inspection.

Attached is the groupings of offices/units for the ocular inspection.

Please be guided accordingly.

ROLANDO T. BELLO
Vice Chancellor



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APPRAISAL AND DISPOSAL COMMITTEE

Functions/Tasks:

1. Coordinate with the different department/colleges the regular inventory of unserviceable properties and to recommend their disposal.
2. Recommend the manner or mode of disposal deemed appropriate and most advantageous to the government.

Time table for the inspection of the unit's unserviceable properties (zonal)

GROUP 1

No.	Department/Office/Unit
1	Institute of Plant Breeding
2	National Seed Foundation
3	National Crop Protection Center
4	BIOTECH
5	TTBDO (formerly CTTE)
6	Central Experiment Station
7	UP Rural High School

GROUP 2

No.	Department/Office/Unit
1	CEAT Dean's Office
2	CEAT Secretary's Office
3	CEAT Library
4	CEAT Engineering Science
5	CEAT Electrical Engineering
6	CEAT Industrial Engineering
7	CEAT Institute of Agricultural Engineering
	7.a LWRD
	7.b AFSD
	7.c NAS (National Agromet Station)
	7.d AMDP
	7.e ABPD (Agr'l Bio-Processing Division)
8	CEAT AMTEC
9	CEAT Civil Engineering



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GROUP 3

No.	Department/Office/Unit
1	Institute of Animal Science
2	Philippine Agricultural Scientist
3	ASI
4	DTRI
5	IFST
6	Institute of Crop Science
	6.a Agronomy Department
	6.b Horticulture Department
7	PHTRC

GROUP 4

No.	Department/Office/Unit
1	SPMO
2	UPMO
3	BAC Secretariat

GROUP 5

No.	Department/Office/Unit
	Administration Building
1	CA Dean's Office
2	CA Secretary's Office
3	Accounting Office
4	Budget Management Office
5	Cashier's Office
6	Internal Control Office
7	Legal Office
8	Human Resource Development Office
9	Records Management Office
10	Office of Public Relations
11	Information Technology Center/MIS



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GROUP 6

No.	Department/Office/Unit
	Executive Offices Building
1	Office of the Chancellor
2	OVCPD
3	OVCA
4	OVCAA
5	OVCCA
6	OVCRE

GROUP 7

No.	Department/Office/Unit
1	Business Affairs Office
2	Continuing Education Center
3	Office of Institutional Linkages
4	Gender Center
5	Office of the Initiatives for Culture and Arts
6	Ugnayan ng Pahinungod
7	Graduate School

GROUP 8

No.	Department/Office/Unit
1	OVCSA
2	Student Housing Office
3	University Publications Office
4	UPLB Housing Office (including dorms)
5	LGMO
	5.a Laguna Land Grant (Siniloan)



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GROUP 9

No.	Department/Office/Unit
1	Safety and Security Office (formerly UPF)
2	Commission on Audit
3	Department of Military Science and Tactics
4	RGDO
5	Human Kinetics Department/Copeland Gymnasium
6	Learning Resource Center

GROUP 10

No.	Department/Office/Unit
1	Office of the University Registrar
2	University Library
3	Sentro ng Wikang Filipino
4	SESAM

GROUP 11

No.	Department/Office/Unit
1	CAS Dean's Office
2	CAS Secretary' Office
3	Humanities Department
4	Social Sciences Department
5	Institute of Biological Science
	5.a Limnological Station
6	Interactive Learning Center
7	IWEP

GROUP 12

No.	Department/Office/Unit
1	Institute of Chemistry
2	Institute of Computer Science
3	Institute of Mathematical Science and Physics
4	Institute of Statistics



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GROUP 13

No.	Department/Office/Unit
1	CHE Dean's Office
2	CHE Secretary Office
3	BIDANI
4	CERP
5	SDS
6	HFDS
7	IHNF

GROUP 14

No.	Department/Office/Unit
1	CDC Dean's Office
2	CDC Secretary Office
3	DDBT
4	DDJ
5	DEC
6	DSC

GROUP 15

No.	Department/Office/Unit
1	CEM Dean's Office
2	CEM Secretary Office
3	DAE
4	DAME
5	DE
6	ICOPED

GROUP 16

No.	Department/Office/Unit
1	CVM Dean's Office
2	CVM Secretary Office
3	DBVS
4	DVCS
5	DVPS
6	DVTH
7	CVM Library



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GROUP 17

No.	Department/Office/Unit
1	University Health Service
2	Office of the Alumni Relations
3	CPAf Dean's Office
4	CPAF Secretary's Office
5	CISC
6	CSPPS
7	IGRD
8	KMU
9	Museum of Natural History

GROUP 18

No.	Department/Office/Unit
1	CFNR Dean's Office
2	CFNR Secretary Office
3	CFNR Library
4	DFPPS
5	DSFFG
6	FBS
7	FDC
8	IAF
9	IRNR
10	SFI
11	MCME
12	OCREL
13	MBG
14	TREES

GROUP 19

No.	Department/Office/Unit
1	La Granja Research and Training Station