



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

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28 November 2023

MEMORANDUM NO. 41

Series of 2023

T O: All Vice Chancellors, Deans, Directors and Unit Heads

SUBJECT: Guidelines on the Submission of the 2023 COA Required Reports in the Conduct of Physical Count of University Property, Plant and Equipment (PPE)

Pursuant to COA Circular No. 2020-006 dated January 31, 2020 for the One-Time Cleansing of Property, Plant and Equipment (PPE) Account Balances, and in compliance with the rulings prescribed under COA Government Accounting Manual (GAM) on PPE, all units are enjoined to submit the required PPE reports on time, to ensure UPLB's full implementation and/or prevention of COA Audit Observation and Memorandum (AOM) on PPE.

Reports shall be submitted in hard copy to SPMO and soft copies through *the Google form link*: https://bit.ly/RPCPPE_2023. Below are the details of submission:

Requirement	Date of Submission
a. Designated Unit Inventory Committee (UIC) for FY 2023 to 2024	On or before <u>07 December 2023</u>
b. Updated Inventory Count Form (ICF)	1 st submission (for all PPEs acquired as at 30 November 2023): <u>On or before 07 December 2023</u>
c. 2023 Report on the Physical Count of Property, Plant, and Equipment (RPCPPE) <i>per Type of PPE and per Fund Cluster</i>	
d. List of PPEs Found at Station	2 nd submission (for all PPEs acquired from 01 to 31 December 2023): <u>On or before 05 January 2024</u>
e. List of Non-existing/ Missing PPEs	
f. Report on the Physical Count of Property, Plant, and Equipment (RPCPPE) for on-going externally-funded projects (<i>NOT YET donated/ transferred to UPLB</i>)	<u>On or before 05 January 2024</u>

The detailed guidelines and procedures in accomplishing the reports are provided in the attached Annexes for your reference:

1. Annex A- 2023 Physical Inventory Guidelines and Procedures;
2. Annex A. 1 - Unit Inventory Committee (approval thru Channels);

3. Annex A.2 - Excel File of 2023 Database, Sample Forms and Report Templates

(Note: Hardcopy Not Attached, due to Data Privacy and/ or Database locked access)

(Sheets include: Guide, Equipment, Motor Vehicle, RPCPPE Format, List of PPEs Found at Station, List of Non-Existing/ Missing PPEs, and UACS Code and Equivalent Account Titles);

4. Annex B - PPE Physical Inventory Schedule Per Unit/College and Name of Assigned SPMO Personnel.

For inquiries and clarifications, please contact Ms. Gercy M. Juanillas at tel. nos. 536-2282/ 2281 or send email to spmo.uplb@up.edu.ph or spmo-pms.uplb@up.edu.ph.

For strict compliance.


ROLANDO T. BELLO
Vice Chancellor