



MEMORANDUM No. 35 – 2011

**TO: DR. RICARDO L. ILDEFONSO
MRS. SISA GAMBOC
MR. KENNETH ANCHETA
MRS. GEMMA DUMANSI
MR. RICHARD DASALLA
IFSU Lagawe, Campus**

**FROM: SERAFIN L. NGOHAYON, PH.D.
University President**

SUBJECT: Creation of IFSU Potia Campus Disposal Committee

Date: October 18 , 2011

1. In line with the 5th development goal of the university which is to pursue excellence in administration and governance and due to the voluminous unserviceable and obsolete assets/equipments which IFSU Potia Campus owns, there is a need to create a disposal committee.
2. Composition: The IFSU Potia Campus Disposal Committee shall be composed of the following:

Chairman: DR. RICARDO L. ILDEFONSO
MRS. SISA GAMBOC
MR. KENNETH ANCHETA

Secretariat: MRS. GEMMA DUMANSI
MR. RICHARD DASALLA

3. Function: The Committee shall have the following functions:
 - a. To cause the disposal of unserviceable, obsolete assets/equipment which are no longer needed by IFSU Potia Campus to avoid unnecessary maintenance costs and further deterioration to obtain the best monetary returns; and
 - b. To ensure compliance on the disposal process as per Commission on Audit (COA) Circular No. 89-296 (Audit Guidelines on the Divestment or Disposal of Property and other Assets of National Government Agencies and Instrumentalities. LGU's and/or GOCC's and their Subsidiaries) dated January 27, 1989;

The Secretariat shall have the following functions:

- a. To handle the deliberation records of the Disposal Committee, technical and administrative matters as well as the safekeeping and systematic filing of committee documents and records; and
 - b. To cause the adjustment of the property inventory whenever unserviceable assets are disposed in coordination with the Inventory and Appraisal Committee.
4. For the guidance and compliance of all concerned.


SERAFIN L. NGOHAYON, PH.D.
University President