



**MEMORANDUM No. 16 – 2012**

**TO: MR. FLORENCIO D. DIMOG  
MRS. JULIET C. DANIELS  
MR. LEONARDO J. CALIMLIM  
MR. ALFONSO B. GUMANGAN  
MRS. SOLEDAD A. KIMMAYONG  
REPRESENTATIVE FROM THE DEPARTMENT/UNIT WHERE THE  
MATERIAL/S AND EQUIPMENT IS/ARE LOCATED**

This University

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

**SUBJECT: Creation of the Disposal Committee**

**Date: February 24 , 2012**

1. In line with the 5<sup>th</sup> 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 the university owns, there is a need to create a disposal committee.

2. Composition: The IFSU Disposal Committee shall be composed of the following:

Chairman: Mr. Florencio D. Dimog  
Members: Mrs. Juliet C. Daniels  
Mr. Leonardo J. Calimlim  
Representative from the department/unit where the material/s/equipment is located

Secretariat: Mr. Alfonso B. Gumangan  
Mrs. Soledad A. Kimmayong

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 the university in the main 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. Previous issuance/s contrary to this is hereby revoked.

5. For the guidance and compliance of all concerned.