



# DE LA SALLE LIPA

## ADMINISTRATION DIVISION

### **MANUAL OF POLICIES, GUIDELINES, STANDARDS AND PROCEDURES**

#### Inventory and Property Management Section


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Title	SCRAP, SURPLUS AND LOW-VALUE ASSET DISPOSAL
Doc. Code	OPS-CFO-OP-004
Version	1.02
Release Date	01 December 2016
Chapter	Administration
Type of Policy	Administrative – Services
Date Developed	21 August 2008
Developed by	Florentino D. Magsino, Jr, GSD Manager
Date Last Revised	5 December 2018
Last Revised by	Ms. Elvira L. Mendoza, IPMS Supervisor

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#### Publication Note

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### APPROVALS

Approved by	Position/Designation	Date	Remarks/Comments
Ms. Maricel Llamas	Chief Finance Officer		Recommending Approval
Executive Council			Endorsement
Br. Dante Jose Amisola FSC	President & Chancellor		Approval

### VERSION AND REVISION HISTORY

Version/Revision	Release Date	Updated by	Remarks/Comments	Status
1.00	05 Aug 08	F.D. Magsino, Jr.	First internal working draft for review	Working draft
1.01	04 Feb 09	E. Runas	Incorporated revisions for approval	Working draft for approval
1.02	04 Nov 16	R. Santos	Incorporated recommendations from RMACO	Working draft for approval
1.03	5 Dec 18	E. Mendoza	Incorporated recommendations from RMACO/OP	Working draft for approval
1.03	10 Dec 19	E. Mendoza	Incorporated recommendations from RMACO/OP	Working draft for approval

### DISTRIBUTION LIST


Name	Position/Designation	Action/Information
Institutional Community		

### DOCUMENT CROSS-REFERENCE

Document Reference Number	Document Name
	Ecological Waste Management

### CHANGES MADE

Original	Revision

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## 1.0 STANDARD AND GENERAL POLICY

During the course of De La Salle Lipa's operations and daily activities, it produces scrap, surplus and low value assets. It is DLSL's policy to properly manage the disposal of these assets that will promote the best interest of the institution.


## 2.0 PURPOSE

The purpose of this document is to identify actions and responsibilities to:

- 2.1 provide effective control and a coordinated approach to the use and disposal of DLSL inventory and property.
- 2.2 establish a consistent, institution-wide framework to effectively manage the disposal of assets.
- 2.3 ensure that DLSL assets are disposed of at fair market value or at any approved price.
- 2.4 ensure that all areas within DLSL have an equal opportunity to obtain assets to be disposed under the internal sale scheme.
- 2.5 adopt relevant modes of disposal that promote the best interest of the community.
- 2.6 reduce valuable space occupied by the storage of scrap, surplus equipment and materials within DLSL.
- 2.7 prevent the risk of corruption and deliberate misconduct among employees by taking control of factors that lead to corruption namely, target, motive, opportunity, and access.

## 3.0 SCOPE AND APPLICABILITY

This policy applies to Lasallian partners. This policy supersedes any and all other policies issued concerning Scrap, Surplus and Low-value Asset Disposal.

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This policy covers items contained and enumerated in the Inventory, Property and Materials in the Asset Track and Management System of DLSL. This also covers outdated fleet vehicles, which are more than five (5) years old from the date of manufacture as defined by DOTC-LTO-LTFRB Joint Administrative Order No. 2014-02.

#### 4.0 RESPONSIBILITIES

This section identifies the responsibilities of the departments involved with respect to the processes and procedures in this document.

**4.1 Inventory and Property Management Section (IPMS)** is generally in charge of the handling and disposal of any scrap, surplus and low-value assets with regards to final disposal, and works hand in hand with the FRD and CPD. IPMS is also in-charge in assessing the condition of the declared supplies and other items not categorized as ICT and multi-media resources, Furniture and Fixtures and Electrical and Electronic Equipment of the institution.

**4.2 Central Procurement Department (CPD)** is responsible for establishing floor price of scrap, surplus and low value asset for sale in coordination with the FRD. CPD is also responsible for external disposal of duly declared scrap, surplus or low-value assets by coordinating with external buyers and related supplier for trade-in or sealed bidding.

**4.3 Financial Resources Department (FRD)** is responsible for establishing floor price of scrap, surplus and low value asset for sale in coordination with the CPD. FRD is also responsible in determining the book value of the declared items for disposal. FRD Treasury is the authorized department to receive payments in connection with the sale of scrap, surplus and low-value asset under disposal.

**4.4 Information, Communication and Technology Center (ICTC)** is responsible with the below undertakings before submitting for surplus disposal;



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- 4.4.1 remove all software, including the operating system from the computer (if applicable);
- 4.4.2 remove all peripheral cards that are still usable;
- 4.4.3 determining the operational condition of the computer;
- 4.4.4 preparing a summary of the description and specification of the computer;

4.5 **Multimedia Hub** – is a member of an assessing team responsible for the assessment of the condition of the items pertaining to multi-media resources.

4.6 **General Engineering Services (GES)** is responsible for assessing the declared items relating to disposal of Furniture and Fixtures and of Waste Electrical and Electronic Equipment.


Prior to making a sale of any electrical and/or mechanical equipment the Health Safety & Environment Office must be consulted. The piece of equipment may need to be checked before sale or donation to third parties and provided with either a certificate that it is safe to use OR a note describing what safety flaws it has and what will be required to bring it up to current standards.

4.7 **Risk Management, Audit and Compliance Office (RMACO)** is responsible on the final recommendation on the mode of disposal of all declared items of the institution.

4.8 **Office of the President (OP)** is a member of the assessing team responsible in assessing the declared items for disposal.

4.9 **Community Involvement Office (CIO)** is responsible for processing request for donation and recommending appropriate recipient.

4.10 **Other Academic and Administration Departments** are responsible for filling out the declaration forms, accomplishing letters of request that pertain to disposal of scrap, surplus and low-value asset.

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## 5 TERMS AND DEFINITIONS

For the purpose of this document, the following acronyms, vocabulary, terms, and definitions apply:

### 5.4 Designated authority

A person designated as Officer In-Charge in the absence of the Dean, Director, or the Principal

### 5.5 External sales

Scrap, surplus and low-value assets that is sold to accredited external partners through trade-in, sealed bidding and dispose as waste.

### 5.6 Internal sales

Scrap, surplus and low-value assets that is sold to Lasallian Partners by either white elephant sale (WES) or sealed bidding.

### 5.7 Low-value asset

Asset that has served its useful life but is still incurring costs and eligible for disposal due to obsolescence, redundancy or duplication and compliance to laws and issuances.

### 5.8 Property

Any capital or non-capital, tangible item purchased, donated or received as gift or acquired through trade, regardless of value or condition. This includes equipment, furniture and fixture, materials (including library materials), supplies inventory or any other item used in DLSL operations.


### 5.9 Protocol

Mandatory guidelines

### 5.10 Recycle

Generally means selling paper, batteries, oil, glass, metals, etc. to an external entity for reprocessing and remarketing

### 5.11 Requestor

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Refers to the requesting responsible officer or department that endorses the disposal of scrap, surplus and low-value assets in their area of responsibility.

### 5.12 Salvage

Surplus material that is not a complete operating unit but is a component of equipment that has been cannibalized (switches, bearings, etc.) or a structure or fixture that has been dismantled (doors, sinks, etc.). Although not a complete unit, salvage has utility and economic value in its present form.

### 5.13 Scrap

Material discarded or by-products generated from general day-to-day operations, installation, repair, remodeling, renovation or any other construction activities. This includes, but is not limited to, metal and wood shavings, broken equipment or components, or inoperable equipment that has no utility or economic value in its present form. These are equipment or material saleable for scrap value only. It has no future value as a useable commodity to other departments in its present condition

### 5.14 Surplus

Any property that is not needed by or no longer useful to any department or organization within the institution, but still useable in its present condition.

### 5.15 Worthless equipment


Broken or worn-out items having no saleable scrap value.

## 6 SPECIFIC GUIDELINES

### 6.4 Participation

All Fulltime Lasallian partners up to the level of Manager are qualified to register and to participate in the internal sale of Assets but the Asset Disposal Committee members, Deans, Directors, Vice Chancellors and C-Suites are not allowed to participate.

### 6.5 Levels of approval

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The IPMS shall validate the disposal of any equipment or material in accordance with the disposal authority following the limits set forth, and referring to the original cost of the equipment as recorded by the FRD.

- 6.5.1 Dean/Director/Principal** – for individual items with original cost up to Php 30,000.00
- 6.5.2 Vice Chancellors and Chief Executives**– for individual items with original cost of Php30,001.00 to Php 300,000.00
- 6.5.3 Chancellor/President** – for individual items with original cost more than Php 300,000.00

#### **6.6 Use of forms**


DLSL adheres to several Institutional standards and part of it is the use of forms. Requests that do not use the current official Form1 or the Surplus and Scrap Declaration Form will neither be entertained nor attended to and will be returned to the requestors.

#### **6.7 Identification and declaration process**

The identification of DLSL property as surplus or scrap is the responsibility of the department accountable for and in custody of such. IPMS will coordinate the disposal of the scrap, surplus and low-value assets. Generally, all revenues generated from the sale of scrap or surplus will be receipted into the Environmental Impact Mitigation Fund/Green Imperative Fund (EIMF/GIF). All equipment or material determined to be of no further use to the department will be reported to the assessing office using Form 1 or a Surplus and Scrap Declaration Form (Attachment I) with appropriate department authorization/signature following the levels of approval as mandated and the following information;

- 6.7.1** A full description of each item including the inventory tag number if available. This includes manufacturer, serial number and model number if known.
- 6.7.2** Location such as building, room number, and contact person.
- 6.7.3** The condition assessment of the items declared whether excellent, good, fair/minor defects or poor/beyond repair.



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### 6.8 Assessment and Recommendation of Declared Items for Disposal

The declared items are to be assessed by the following assessing offices based on the condition assessment and modes of disposal;

#### Assessment condition;

*Excellent*

*Fair/minor defects*

*Good*

*Poor/beyond repair*

#### Mode of Disposal;

##### **Internal**

*Redistribution*

*Internal Sale*

*Sealed Bidding*

*White Elephant Sale*

##### **External**

*Trade-in*

*Auction*

*Sealed Bidding*

*Donation*


*Dispose as waste*

**6.8.1 Information, Communication and Technology Center (ICTC)** - an assessing office responsible for the assessment of the condition of the items pertaining to ICT equipment declared for disposal.

**6.8.2 Multimedia Hub** – an assessing office responsible for the assessment of the condition of the items pertaining to Multimedia resources declared for disposal.

**6.8.3 General Engineering Services (GES)** is responsible for assessing the declared items relating to disposal of Furniture and Fixtures and of Waste Electrical and Electronic Equipment.

**6.8.4 Inventory and Property Management Section (IPMS)** - in-charge in assessing the condition of the declared supplies and other items not categorized as ICT and multi-media resource and Electrical and Electronic Equipment of the institution.

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**6.9 Handling of assets**

The unauthorized transfer, removal, disposal of scraps, surplus and low-value assets, regardless of estimated value, constitutes a breach of DLSL policy and can be construed as misappropriation and is generally considered gross misconduct and is subject to the penalties set forth in the employees’ manual.

**6.10 Available items**

Before items are offered for sale to external customers, these will first be made available to other departments for reuse/recycling and then to Lasallian Partners under the internal sales scheme. IPMS will maintain a current inventory of all items contained and enumerated in the Asset Track and Management System.

**6.11 Recycling**

It is standard operating procedure, particularly for the GES to recycle whatever offcut or excess material is left after construction and day to day operation.

**6.12 Decommissioning computer hardware for disposal inventory**


When a department prepares to declare computer equipment as surplus as a result of decommissioning, it must coordinate with the ICTC prior to moving the equipment. The ICTC will certify the equipment, taking note of the specifications, condition and license details.

**6.13 Decommissioning Multimedia hub equipment and materials for disposal inventory**

When a department prepares to declare Multimedia hub equipment and materials as surplus as a result of decommissioning, it must coordinate with the Multimedia hub prior to moving the equipment. The Multimedia hub will certify the equipment, taking note of the specifications, condition and license details.

**6.14 Pricing**

On the determination of the floor price on items declared for auction, below guidelines shall be followed;

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- 5 Year after acquisition, Floor Price is at 50% of the acquisition cost.
- Every year thereafter,
  - Standard 10%(depreciation component) annual deduction from the floor price
  - Additional 5% deduction, if the KM reading is above the standard KM reading computed at 25,000\*\* annually

*Based on 4 times a week vice versa trip to DLSU (170KM) for 10 months  
(170KM x 4 times x 4 weeks x 10 months)*

Items declared for disposal on other method or mode, is assessed by the FRD in coordination with CPD for determination of selling price.

### 6.15 Storage

Owning departments should not send or take items to the GES. For as long as space is unavailable, scrap, surplus and low value equipment will remain within the owning department's space. IPMS will facilitate transfer of items as space becomes available.


### 6.16 Hazardous, scrap, surplus or waste

The owning department of any surplus or scrap property that has been contaminated by chemical or biological agents, is responsible for decontamination of the property prior to reporting and declaration as hazardous waste for pull-out.

The department is also responsible for the expense of decontamination. More so, the department must provide written documentation to the Pollution Control Officer or Safety and Security Officer, declaring the material as hazardous. The hazardous waste shall be disposed of according to the disposal procedures stated in its Material Safety Data Sheet (MSDS). Details of handling hazardous and toxic wastes shall be discussed in the Ecological Waste Management Policy.

### 6.17 Trade-in consideration

If a department is replacing an item with an identical or like item, it is the prerogative of the CPD to consider trade-in.

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### 6.18 Frequency of disposal

DLSL will dispose of properties declared as surplus once every semester or whenever the Institution deems necessary as a consequence of operations.

### 6.19 Modes of disposal

The Office of the President and Chancellor has the authority to dispose of all DLSL scrap, surplus and low-value asset via whatever means it determines to be in the best interest of the Institution.


**6.19.1 Redistribution within the institution** - Before items are offered for sale to outside purchasers, the surplus equipment or materials will first be offered to other departments and is covered in detail in the policy for Transfer and Decommissioning of Equipment.

**6.19.2 Internal sale (Lasallian Partners)** – Scrap, Surplus and Low-value assets may be sold to Lasallian Partners at fair market price through WES or sealed bidding depending on the type and quantity of item for sale/disposal.

**6.19.3 External Sale (Trade-in, Auction, or Sealed Bidding)** – All external sale shall be handled and processed by the CPD in coordination with FRD. The CPD shall request from prospective buyers for a quotation for evaluation.

**6.19.4 Donation** – For capital equipment, it is the prerogative of the Office of the President and Chancellor to approve or decide to which entity the scrap, surplus and low-value assets will be donated.

**6.19.5 Trade-in** – CPD may, from time to time, consider trade-in when acquiring new equipment of the same brand, type, etc. provided the supplier honors such exchanges.

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**6.19.6 Dispose as waste** – All other items that cannot be handled by aforementioned modes or manners of disposal are considered waste.

The General Engineering Services Director in coordination with FRD may approve the sale of scrap of no value from Consumables (wood shavings, timber and other offcut materials like lengths of steel, electrical cable, metal sheets or rods) for an immediate sale to third party. The declaration will be assessed by RMAC and OP representative approved by the President and Chancellor.

#### 6.20 Disposition of proceeds

If the scrap, surplus and low-value asset is to be sold internally or externally, all payments must be made to DLSL and shall be transacted only with the FRD. All the proceeds of the sale of scrap and surplus equipment or material shall be credited to the Environmental Impact Mitigation Fund/Green Imperative Fund (EIMF/GIF).

#### 6.21 Security clearance

All scrap, surplus and low-value assets for pull-out must be noted by the Security Personnel on duty by affixing his date and time of pull-out and signature in the Scrap Materials Check-out Form (MCO).

#### 6.22 Approvals

The President/Chancellor endorsed by the Executive Staff Council shall approved all proposed general and specific scrap, surplus and low-value asset disposal policies and measures stated in this document, and any changes or amendments henceforth.

## 7 PROCEDURE OUTLINE



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Responsibility	Activity	Interface
Requestor	Accomplishes Form 1 or the Scrap and Surplus Declaration form and seeks the assistance of the IPMS Property Custodian, forwards the Form 1 to Assessing Office	Form1 or the Scrap and Surplus Declaration
Dean/Director/Principal	Noted and approved based on the levels of approval stated in this policy.	Form1 or the Scrap and Surplus Declaration
Assessing Office	Performs assessments, recommendations and fills out appropriate portion in the declaration form. Collates/Consolidates all declarations and forwards to assessing team <b>ICT</b> - IT Equipment <b>M-hub</b> - Multi-media resources <b>GES</b> – Furniture and Fixtures, Electrical, Electronic & other Equipment <b>IPMS</b> - supplies and other items not categorized as ICT and multi-media resources and F&F, Electrical and Electronic Equipment	Form1 or the Scrap and Surplus Declaration and Consolidated list
ICT/GES/IPMS/OP/M-hub	Performs group assessments and forwards the list with assessment to RMACO for final assessment	Form1 or the Scrap and Surplus Declaration and Consolidated list
RMACO	Performs final assessment and endorses the collated list to the CPD for canvassing/pricing	Form1 or the Scrap and Surplus Declaration
Central Procurement Department	Performs buyer canvassing/pricing and fills out appropriate portion in the declaration form and collated list	Form1 or the Scrap and Surplus Declaration and collated list
Chief Finance Officer	Endorses collated list with assessment to the Executive Council for approval.	Form1 or the Scrap and Surplus Declaration and Consolidated list
Executive Council	Endorses the approved collated list to President and Chancellor for final approval.	Form1 or the Scrap and Surplus Declaration and collated list
President and Chancellor	Approves the disposal	Form1 or the Scrap and Surplus Declaration and collated list
Financial Resources Department	Receives any payments if scrap or surplus is to be sold and fills out appropriate portion in the form. Performs other recording and accounting tasks pertaining to asset disposal	Scrap and Surplus Declaration, Accounting ledgers and records
IPMS	Prepares Pre-numbered Scrap Material Check-out Form (MCO) in four (4) copies	Scrap Material Check-out Form (MCO)

## 8 PROCEDURE DETAILS

### 8.4 For disposal by selling to internal buyers (sale to Lasallian Partners)

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- 8.4.1** The requestor secures the Form 1 or a Surplus and Scrap Declaration (SSD) form and fills it out. The requestor may seek the assistance of the Property Custodian in filling out and processing the declaration.
- 8.4.2** The requestor seeks the assistance of the assessing office for proper assessment and processing of the declaration then forwards it to the assessing team.
- 8.4.3** The assessing team routes it to the CPD for pricing then forwards the declarations to the CFO for recommendation to the Executive Council.
- 8.4.4** Executive council endorses the declarations to the President and Chancellor for approval.
- 8.4.5** An institutional memorandum is to be circulated stating the availability of scrap, surplus and low-value asset for internal sale.
- 8.4.6** The internal buyer pays to the Cashier the corresponding value/selling price for the item/s as approved and validated by FRD & CPD.
- 8.4.7** The FRD de-recognizes the asset in the books whenever applicable
- 8.4.8** The IPMS facilitates the disposal of the item
- 8.4.9** The Security Detachment Office shall check the FRD Official receipt, MCO and logs the withdrawal and pull-out of the item/s

### **Procedure and Conduct of the Internal Auction**

To efficiently and effectively implement the internal sale of DLSL assets, the following Procedure and Conduct of the Internal Auction is adopted.

#### **1. Registrations of Bidders**

- 1.1. All full-time Lasallian Partners who are qualified and interested to participate in the Internal Auction shall accomplish an application form to be secured from the Inventory and Property Management Section (IPMS).
- 1.2. The Inventory and Property Management Section (IPMS) shall require the presentation of additional credentials, such as a driver's license or other documents as it may deem necessary.
- 1.3. Each of the prospective participants shall be given a chance to view the assets for auction.

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- 1.4. Those who pursue their interest and agree to abide by the procedures shall sign the Form2 as acceptance slip and pay the participation fee to the Cashier of the Financial Resources Department (FRD).
- 1.5. All Lasallian partners up to the level of Manager are qualified to register and participate in the internal Auction.
- 1.6. Asset Disposal Committee members, Deans, Directors, Vice Chancellors and C-Suites are not allowed to participate.
- 1.7. The names of those who expressed their willingness and have paid the participation fee shall be part of the Official List of Bidders

## 2. Submission of Bid

- 2.1 All bid shall be placed in an envelope with the bidder's name and the asset in auction that the bidder is interested. The envelope's flap shall be signed and sealed by the bidder.
- 2.2 The bidders shall submit Form 3 of their sealed bids to the Chair of the Asset Disposal Committee and another Form 3 directly to the Office of the President within the scheduled submission period.


## 3. Conduct of Sale

- 3.1 The opening of bids shall be done in a meeting room or auditorium as scheduled. Physical presence of the bidder or his representative is a must.
- 3.2 The opening of bids shall be done by the Asset Disposal Committee (ADC).
- 3.3 The ADC Chair, together with RMACO representative, shall open the sealed bids one at a time for each asset in auction. Each bid offer amount shall be voiced out, flashed on screen or written on the white board and recorded in the official record book.
- 3.4 The bidder who offers to pay the highest price as validated by RMACO shall be declared the winning bidder. CFO IPMS #005\_s. 2018-2019

## 4. Awarding of the Asset

- 4.1 The winning bidder shall pay earnest money (reservation fee), equal to 10% of his bid offer amount. The earnest money shall be forfeited if full payment shall not be made within the next forty-eight (48) working hours.
- 4.2 The full payment of the bid price shall be made within forty-eight (48) working hours to the Cashier of the Financial Resources Department (FRD).
- 4.3 In case the winning bidder decides not to purchase the asset, or does not settle the balance within forty eight (48) working hours after the auction, the right to purchase the asset shall be awarded to the next highest bidder who



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shall be required to pay full amount within forty-eight (48) working hours from receipt of information.

- 4.4 The purchased asset may be claimed upon availability of the Deed of Sale and issuance of Asset Disposal Pass or Gate Pass.

### **Procedure and Conduct of the White Elephant Sale**

To efficiently and effectively implement the internal sale of DLSL assets, the following Procedure and Conduct of the White Elephant Sale (WES) shall be abide.

#### **1. Registration**

- 1.1 All Lasallian Partners and agency employees who are interested to participate in the White Elephant Sale shall accomplish an application form to be secured from the Inventory and Property Management Section (IPMS).
- 1.2 Each of the prospective participants shall be given a chance to view the assets for White Elephant.
- 1.3 Those who pursue their interest and agree to abide by the procedures shall sign the Form 2 as acceptance slip and pay the participation fee of Fifty pesos (P50.00) to the Cashier of the Financial Resources Department (FRD).
- 1.4 All Lasallian partners up to the level of Manager, Security guards and maintenance personnel are qualified to register and participate in the White Elephant Sale.
- 1.5 Asset Disposal Committee members, Deans, Directors, Vice Chancellors and C-Suites are not allowed to participate.
- 1.6 The names of those who expressed their willingness and have paid the participation fee shall be part of the Official List of buyers.


#### **2. Submission**

All Form 4 shall be placed in a box with the buyer's name and the asset for White Elephant Sale that the participant is interested. The WES Form shall be signed and stapled by the participant.

- 2.2.1 Another copy of Form 4 will be submitted directly to the Office of the President within the scheduled submission period.

#### **3. Conduct of Sale**

- 3.5 The draw lots shall be done in a meeting room or auditorium as scheduled. Physical presence of the participant or his representative is a must.
- 3.6 The opening of entry shall be done by the Asset Disposal Committee (ADC).

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- 3.7 The ADC Chair, together with RMACO representative, shall open the form one at a time for each asset for WES. Each winner shall be voiced out, flashed on screen or written on the white board and recorded in the official record book.
- 3.8 The name being drawn will be validated by RMACO and shall be declared the winner.

#### 4. Awarding of the Asset

- 1.7 The winner shall pay the total cost of the asset within the next forty-eight (48) working hours and shall be forfeited if payment has not been made.
- 1.8 The payment shall be made to the Cashier of the Financial Resources Department (FRD).
- 1.9 In case the winning participant decides not to purchase the asset, or does not settle the payment within forty eight (48) working hours after the draw lots, the right to purchase the asset shall be awarded to the next drawn name who shall be required to pay full amount within forty-eight (48) working hours from receipt of information.
- 1.10 The purchased asset may be claimed upon availability of the issuance of Asset Disposal Pass or Gate Pass.

#### 8.5 For disposal by selling to external buyers

- 8.5.1 The requestor secures the Form1 or a Surplus and Scrap Declaration (SSD) form and fills it out. The requestor may seek the assistance of the Property Custodian in filling out and processing the declaration.
- 8.5.2 The requestor seeks the assistance of the assessing office for proper assessment and processing of the declaration then forwards it to the assessing team.
- 8.5.3 The assessing team routes it to the CPD for pricing then forwards the declarations to the CFO for recommendation to the Executive Council.
- 8.5.4 Executive council endorses the declarations to the President and Chancellor for approval.
- 8.5.5 The CPD facilitates the invitation of prospective bidders. Asset Disposal Committee conducts opening of sealed bid and selection of winning bidder. The Chair of the Asset Disposal Committee notifies the winning bidder.
- 8.5.6 The winning buyer pays to the Cashier the corresponding value for the item/s based on the bid price.

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**8.5.7** The FRD de-recognizes the asset in the books whenever applicable.

**8.5.8** The IPMS facilitates the disposal of the item.

**8.5.9** The Security Detachment Office shall check the FRD Official receipt, MCO and logs the withdrawal and pull-out of the item/s

### **8.6 For disposal by donation**

**8.6.1** A letter of request for donation is usually received by the Community Involvement Office and endorsed to the Office of the Vice Chancellor for Mission then to the Office of the President & Chancellor for approval.

**8.6.2** Upon approval, the request is forwarded to the Chief Finance Officer for endorsement to the IPMS Property Custodian under the CFO who determines if there are declaration and available equipment or units for donation

**8.6.3** The approved request is to be endorsed to CIO for coordination with the requesting party. The IPMS facilitates the pull-out of the item for donation

**8.6.4** The FRD de-recognizes the asset in the books whenever applicable.

**8.6.5** The Security Detachment Office shall check the MCO and related approved documents of donation and logs the withdrawal and pull-out of the item/s

### **8.7 For disposal by trade-in**


**8.7.1** The IPMS Property Custodian of the Chief Finance Office shall regularly furnish the CPD with a copy of Form1 or SSD with items declared with trade-in potential

**8.7.2** The GES, in coordination with CPD and FRD determines if and when a surplus or low-value asset is qualified for trade-in whenever making purchases of the same item with the same or higher specification.

**8.7.3** The CPD arranges with the supplier and consummates the purchase and the trade-in, in accordance with the policies of asset purchase.

**8.7.4** The FRD de-recognizes the asset in the books whenever applicable.

**8.7.5** The IPMS facilitates the pull-out of the item for trade-in

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**8.7.6** The Security Detachment Office shall check the MCO and logs the withdrawal and pull-out of the item/s

**8.8 For disposal as waste**

**8.8.1** The requestor secures the Form 1 or a Surplus and Scrap Declaration (SSD) form and fills it out. The requestor may seek the assistance of the Property Custodian in filling out and processing the declaration. It shall be clearly indicated in the declaration that the item is for disposal as waste.

**8.8.2** The requestor seeks the assistance of the assessing office for proper assessment and processing of the declaration then forwards it to the assessing team.

**8.8.3** The assessing team routes it to the CFO for recommendation, CFO forwards it to RMAC for final recommendation.

**8.8.4** RMAC forwards the declaration to CPD for pricing then routes it to the Executive council for endorsement to President and Chancellor for approval.


**8.8.5** The General Engineering Services facilitates the disposal of the item in accordance with the provisions, rules and regulations of the City Environment and Natural Resources Office (CENRO). The details of handling hazardous and toxic waste are contained in the policy pertaining to Hazardous and Toxic Waste Disposal. All other general waste is disposed of according to the policy on Ecological Waste Management.

**8.8.6** The Financial Resources Department de-recognizes the asset in the books whenever applicable.

**8.8.7** The Security Detachment Office shall check the Surplus and Scrap Disposal and logs the withdrawal and pull-out of the item or items.

**9 ENCLOSURES / ATTACHMENTS**

Form Reference Number	Code	Form Name
Form 1		Surplus and Scrap Declaration
Form 2		Bidder's Application Form
Form 3		Sealed Bid Form
Form 4		WES Form
Form 5		Bid Acceptance Letter
Form 6		Material Check-out Form

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## 10 CAPA SECTION

### 10.4 VIOLATIONS / NON-COMPLIANCE

Violation or breach of the guidelines of this policy constitutes a basis for employee (faculty and staff) discipline or student discipline and are dealt with according to the provisions of the respective stipulations in the handbook and/or manual.

### 10.5 CORRECTIVE ACTION / PREVENTIVE ACTION

Any incident or scenario pertaining to scrap, surplus and low-value asset disposal not specifically covered by this policy statement shall be escalated to the Chief Finance Office for final decision during the implementation. Should there be major changes to the policy herein stated, a multi-disciplinary committee shall be convened for the review and revisions.

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\*\*\*\*\* NOTHING FOLLOWS. END OF POLICY STATEMENT \*\*\*\*\*

#### POLICY OWNER:

*I certify that the policy has been drafted and vetted within unit and other constituent groups.*

\_\_\_\_\_

*Signature*

*Date*

#### EXECUTIVE COUNCIL'S APPROVAL:

<p>_____</p> <p><b>Dr. Iezly Torino</b> Vice Chancellor for Academics</p>	<p>_____</p> <p><b>Br. Leonilo H. Estrellas, Jr., FSC</b> Vice Chancellor for Mission</p>	<p>_____</p> <p>Maricel C. Llamas Chief Finance Officer</p>
<p>_____</p> <p><b>Jose Orlando I. Lozada</b> Chief of Institutional Shared Services Office (CISSO)</p>	<p>_____</p> <p><b>Lani Garachico</b> Director (Deputy Chief Finance Officer)</p>	
<p>_____</p> <p><b>Erickson E. Martinez</b> Chief Administrative Officer</p>	<p>_____</p> <p><b>Ruben T. Rubis</b> Academic Service Director</p>	<p>_____</p> <p><b>Haidee Angeles</b> Principal</p>
<p>_____</p> <p><b>Dfezie Tipan</b> Chief of Executive Staff</p>	<p>_____</p> <p><b>Br. Dante Jose R. Amisola, FSC</b> President and Chancellor</p>	



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