

Disposal Procedures

Schedule of Availability of Service

Monday to Friday
8:00 A.M. to 5:00 P.M.

Who may avail of the Service

Property and Supply Management Division
Disposal Committee
Departments who have items for disposal

Duration: 1 month

Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	Proponent	Prepares IIRUP		Admin-PSMD		
2		Recommends disposal items to the President		Admin-PSMD		
3		Approves items for disposal		President		
4		Presents IIRUP to Disposal Committee for recommendation/disposition		PSMD Chief		
5		Approves mode of disposal		Disposal Committee		
6		Determine Minimum Bid Price if disposal is through public bidding		Disposal Committee		
7		Informs COA of the intended disposal		Admin-PSMD		
8		Informs employees/subsidiaries of auction date for possible transfer through intra/inter-office/Donation transaction		Admin-PSMD		
9		Facilitates public bidding		Admin-PSMD with Disposal Committee		

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10		Recommends approval of award to highest bidder or donation to subsidiaries, educational or charitable institutions		Disposal Committee		
11		Approves recommendation of the Disposal Committee		President		
12		Prepares Deed of Sale/Release Order		Property Officer in coordination with the Legal Dept.		
13		Release Deed of Sale/Release Order to winning bidder		Property Officer		
14	Winning Bidder	Pays cost and hauls items				
15		Informs Accounting Department, ICO and COA of disposal for records purposes		Admin-PSMD		

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