



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: www.vsu.edu.ph

Office of the President

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MEMORANDUM CIRCULAR NO. 19

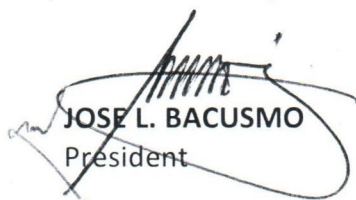
Series of 2014

T O: All Concerned

R E: Policies on Management of VSU Properties

Relative to VSU's efforts of ensuring proper management of its properties, the attached policies are hereby issued. Any provision/s of OP Memorandum Circular No. 93, Series of 2000 inconsistent with this issuance is hereby amended.

For guidance and compliance.


JOSE L. BACUSMO
President

POLICIES ON CUSTODY OF VSU PROPERTIES

- 1) Regular, Temporary and Casual employees are allowed to sign Acknowledgement Receipt for Equipment (ARE) or Inventory Custodian Slip (ICS) whichever is applicable, provided that they have actual custody of the said property. They are accountable and responsible for its safekeeping. He is liable for all losses resulting to the unlawful, improper deposit, use or application thereof and attributable to negligence in the keeping of the same. (COA Manual on Property and Supply Management under Custodianship).
- 2) In the case of other government personnel assigned in VSU, said employee can sign documents related to custody of properties provided that he is a permanent employee of that government agency and in the event of reassignment or retirement a clearance for his property accountability should be secured.
- 3) Employees who will be separated from VSU due to resignation, retirement or transfer and employees who are on leave beyond thirty (30) days (study, sabbatical and maternity) should secure clearance from Property Office.
- 4) Transfer of property accountability from one accountable officer to another, should be supported by Invoice Receipt of Property (IRP) duly signed and acknowledged by the outgoing and incoming accountable officers. The IRP shall support the clearance of the outgoing employee. The following are the guidelines for transfer:
 - i) It should be indorsed to a regular, temporary or casual employee of the same office provided that it is with his consent.
 - ii) In the event that no employee from the department/office is willing to accept the items of the outgoing accountable officer, the spouse or another employee who is on a permanent status may accept the accountability. Details as to the whereabouts of the items should be disclosed in the IRP, since personnel are from different departments.

Upon reinstatement of the outgoing employee, transfer of accountability may be made upon issuance of a new IRP acknowledging the person who has actual custody of the properties.
- 5) End-users who directly purchase items requiring an ARE should coordinate with the Property Office on the issuance thereof.
- 6) Properties that are found to be unserviceable should be turned over to the Property Section for disposal using the Return Slip of Unserviceable Property. It is also encouraged that a photocopy of the ARE should be attached to facilitate the dropping

of the said item in the records of the employee concerned. The Property Office will coordinate with Authorized Technicians to evaluate on unserviceable properties before they are to be considered for disposal.

- 7) For Loss of government properties the employee should inform the Property Office of the incident and be guided with the following procedures:
 - i) Loss caused by fire, theft, casualty or other force majeure or those without negligence of the employee concerned:
 - Report to the Office of the President and Commission on Audit (COA) within thirty days
 - Request for relief of accountability with COA. Attachments are as follows:
 - a) VSU Security Office/Police Report
 - b) Affidavits by the accountable officer/employee and of two disinterested persons
 - c) Copy of the Acknowledgement Receipt
 - d) Other documents depending upon the nature of the lost item.
 - ii) Loss due to negligence or denial for relief of accountability
 - As prescribed in Section 105 of PD 1445 it states that the accountable officer for government property shall be liable for its money value in case of improper or unauthorized used or application thereof, by himself or any person for whose acts maybe responsible.
- 8) It is required that the employee/accountable officer concerned should be present during the physical inventory of all properties under his Acknowledgement Receipt for Equipment.