



12 April 2017

MEMORANDUM CIRCULAR NO. 25

Series of 2017

T O: All College Deans, Department Heads, Faculty and Staff

R E: Policies on the Management and Custody of VSU Properties

Everyone is reminded to observe and comply the following policies on the management and custody of VSU properties to minimize problems on property accountabilities especially during the filing of clearances:

- a. Only permanent/regular/casual employees of the University can sign a Property Acknowledgement Receipt (PAR).
- b. An employee who will retire, transfer to other agency, is on study leave, maternity leave, sabbatical leave and/or those who will be on leave for one month or more shall pass clearance for property accountabilities.
- c. If an accountable officer will be on leave for one (1) month or more, accountabilities of properties belonging to a certain department/center/office should be transferred to a permanent employee of the same department/center/office only and not a spouse or any employee who has no actual access or custody of the transferred equipment.
- d. Equipment that is not found during the actual physical inventory in the department/center/office where the employee who signed the PAR belong, shall be considered missing and will be reported to the Property Management Office (PMO) for record purposes. Efforts to recover the equipment from the accountable person shall be initiated by the Property Management Office and if result is negative, he will be required to pay the equipment in kind or in cash.
- e. Lost property should be reported to the Commission on Audit and also to the Office of the President within 30 days. A letter addressed to the President copy furnished Property Section and VSU Security Force stating the cause of loss and affidavits by the officer/employee concerned and of two disinterested persons.
- f. Property lost due to negligence or when a request for relief of accountability for lost properties is denied by the Commission on Audit, the person accountable shall



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pay the equipment in kind or he pays the University in cash based on the current money value of the equipment following the provisions of Section 105 of P.D. 1445.

- g. Properties in the department/center/office that are no longer useful or is no longer economical to be repaired should be reported and turned over to the Property Management Office for condemnation. The Property Management Office shall request the technicians from the Instrumentation Unit to evaluate the condemned equipment and to salvage parts which can still be used in the repair of other University equipment. All condemned properties which can no longer be salvaged by the Instrumentation Unit shall be referred/submitted to the Appraisal and Disposal Committee for inspection, appraisal and for appropriate action, either disposal by public auction or other mode of disposal.
- h. Any returned item found out to be under the PAR of another employee shall be credited to said employee concerned. Items returned to the Property Management Office for condemnation should be supported with a justification why it has to be condemned.
- i. VSU properties should be used properly. Any equipment found out to be damaged due to improper use or without due care, the person accountable of said equipment shall be held accountable following the provisions of Section 105 of P.D. 1445.
- j. Any equipment no longer needed by a department/center/office which is still serviceable with other department/center/office should be transferred to said needy department/center/office. If nobody is interested to accept said equipment especially if it is already obsolete or has been outmoded, the same may be returned to the Property Management Office as waste but should be supported with a justification report.
- k. Equipment received by any department/center/office as donation from any funding agency should be reported to the Property Management Office for issuance of a Property Acknowledgement Receipt and for subsequent recording in the University books of accounts.
- l. An accountable officer or employee should be around during the conduct of physical inventory of properties under his PAR and not only a representative who cannot answer questions about equipment not found in the actual inventory.
- m. Submission of property for waste to the Property Management Office is by appointment depending on the volume of properties for waste. Use the form "Return Slip of Serviceable or Unserviceable Property" and submit to the Property Management Office together with the returned items.




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- n. No VSU employee should change the make or deface any property of the university.
 - o. Items purchased directly by an end-user and needing a PAR/ICS to facilitate his reimbursement voucher should first be properly covered with a PR and Purchase Order duly obligated at the Budget Office before same shall be submitted to the Property Management Office for PAR/ICS preparation.
 - p. All motor vehicles of the University should be properly marked with the phrase "FOR OFFICIAL USE ONLY" on the side of the motor vehicle. The assigned driver of said vehicle should submit to the Property Management Office its stenciled chassis number two (2) weeks before registration date to avoid penalties for delayed registration.
 - q. Dept./Center/Office that purchase motor engine should also submit to the Property Management Office the original document of said purchase for the preparation of the registration papers. They should also inform the Property Management Office in cases of change of color, body, chassis and engine of motor vehicle.
 - r. No demolition of any VSU structure should be made without first seeking approval from the Office of the President and after informing the Property Management Office for appropriate adjustment in the inventory record and also the General Services Division (GSD) for proper supervision.
 - s. In case of building repairs, the Property Management Office should likewise be informed and furnished with data regarding fund source and total cost of repair for appropriate adjustment in its inventory record.

Please be guided accordingly.


EDGARDO E. TULIN
President