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STATE UNIVERSITY

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MEMORANDUM NO. 802
Series of 2024

TO: Ms. Vivian V. Balbarino
Head, Supply Office

RE: Immediate Conduct of Physical Inventory of Procured but Unused Equipment

FROM: 
DR. PROSE IVY. G YEPES
University President

DATE: September 19, 2024

The recent findings of the Commission on Audit regarding the million worth of unused laboratory equipment in its audit report on the operations of one of the SUCs in the country hit the headlines recently.

To avoid similar findings in our university being reflected in its 2024 Annual Audit Report, let us be proactive in ensuring that all office and laboratory equipment purchased or received through donations are effectively used for their intended purposes.

Anent to this, you are hereby directed to immediately conduct a physical inventory of any unused/unutilized equipment (whether procured by the university or donated for laboratory, instructional, or office use) in all academic departments, research centers, offices & units. Your report should include the following information:

1. Name/specification of the equipment
2. Quantity
3. Unit cost
4. Actual total cost of similar equipment
5. Intended purpose for its purpose
6. Date procured/acquired
7. Person responsible
8. Reason/s why it is not being used until the present
9. Any plan for immediate use by the department/unit concerned

Please submit your inventory report with the required information **not later than November 16, 2024 to the OVPAF** so that we can come up with strategies to maximize the use of these equipment.

For your information and usual compliance.