



## MEMORANDUM

FOR : **ASSET DISPOSAL COMMITTEE**

THRU : **MA. CATALINA M. CRUZ**  
BBD - Head

FROM : **AIDA A. RATUNIL**  
Dipolog Branch Head

SUBJECT : **DISPOSAL OF VARIOUS FFE OF SINDANGAN LENDING OFFICE**

DATE : 13 March 2024

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### PROPOSAL:

Respectfully requesting approval via referendum for the disposal of various FFEs of Sindangan Lending Office (list attached herewith).

### BACKGROUND:

Lapasan Branch will be relocated to a bank-owned property in Sindangan, Zamboanga del Norte on April 1, 2024. The property is used to be a Lending Office.

Most of the FFEs will be provided by the winning contractor, thus the old FFEs left by the lending office need to be disposed.

### JUSTIFICATION:

- Most FFEs for the soon to open Sindangan Branch are included to the contract and will be provided by the winning contractor
- All FFEs fully served its purpose and already fully depreciated based on the net book value
- If sold based on the salvage value, the Bank will have an income of P34,267.00

### NEXT STEP/TIMELINE:

Once approved, the branch will coordinate with GSD and COA to expedite the disposal of the items.

For your consideration and approval please.



CREDIT APPRAISAL & INVESTIGATION DEPARTMENT ( CAID ), CMD  
APPRAISAL REPORT FOR WRITE-OFF/DISPOSAL OF UNUSABLE/UNREPAIRABLE FIXED ASSETS

TO: Ma. Carilyn O. Guias  
Branch Operation Officer - USB Dipolog Branch

DATE: 16-Feb-24

SUBJECT: FFE Appraisal Report - Sindangan Lending Office

Please see the Appraised / Salvage Value of subject FFE with details as under :

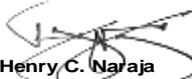
ITEM / MODEL	QUANTITY	NET BOOK VALUE ( Php )	APPRAISED / SALVAGE VALUE ( Php )	CONDITION / STATUS
3 MS/SA counter (3 tables)	3	1.00	1,000.00	SERVICEABLE/POOR
1 Sofa 1 (3 upholstered foam)	1	1.00	500.00	SERVICEABLE/POOR
1 Sofa 2 (3 upholstered foam)	1	1.00	500.00	SERVICEABLE/POOR
1 Sofa 3 (4 upholstered foam)	1	1.00	500.00	SERVICEABLE/POOR
1 Sofa 4 (5 upholstered foam)	1	1.00	500.00	SERVICEABLE/POOR
1 Document cabinet	1	1.00	300.00	SERVICEABLE/POOR
1 Plant box	1	1.00	200.00	SERVICEABLE/POOR
1 Teller's counter	1	1.00	300.00	SERVICEABLE/POOR
1 Table1 with glass	1	1.00	300.00	SERVICEABLE/POOR
1 Table2 with glass	1	1.00	300.00	SERVICEABLE/POOR
1 Table3 with no glass	1	1.00	300.00	SERVICEABLE/POOR
1 Guard's podium (1 drawer)	1	1.00	200.00	SERVICEABLE/POOR
1 Guard's podium (2 drawers)	1	1.00	200.00	SERVICEABLE/POOR
1 Slips counter table	1	1.00	300.00	SERVICEABLE/POOR
1 Uninterruptible Power Supply (ACCU POWER)	1	1.00	200.00	DEFECTIVE / UNSERVICEABLE
1 Steel Filing cabinet	1	1.00	700.00	DEFECTIVE / UNSERVICEABLE
1 Cash safe with grill door	1	1.00	7,000.00	SERVICEABLE

**Total 13,300.00**

Note :

1. This is just a Table Appraisal Report. No actual ocular inspection was conducted.
2. The valuation is based on the images and disclosures provided by the requestor.
3. Images attached for ready reference.

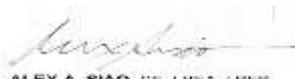
Appraised by:

  
Henry C. Naraja  
CI/Appraiser

Reviewed by:

  
LESTER JOHN P. GUMOGDA  
CI/APPRASLR

Approved by:

  
ALEX A. SIAO, CP, FRPA, CRP  
CAID Head  
PRC License No. 2571



CREDIT APPRAISAL & INVESTIGATION DEPARTMENT ( CAID ), CMD  
APPRAISAL REPORT FOR WRITE-OFF/DISPOSAL OF UNUSABLE/UNREPAIRABLE FIXED ASSETS

TO: Ma. Carilyn O. Guias  
Branch Operation Officer - USB Dipolog Branch

DATE: 16-Feb-24

SUBJECT: FFE Appraisal Report - Sindangan Lending Office

Please see the Appraised / Salvage Value of subject FFE with details as under :

ITEM / MODEL	QUANTITY	PROPERTY CONTROL NO.	ACQUISITION COST	NET BOOK VALUE ( Php )	APPRAISED / SALVAGE VALUE ( Php )	CONDITION / STATUS
Generator Powerman 15kva	1	70-011	190,000.00	1.00	15,000.00	SERVICEABLE/POOR
Lenovo M170 PC and MS Office HB2016	1	30-045	50,500.00	1.00	500.00	UNSERVICEABLE
Steel Filing Cabinet	1	10-010	3,850.00	1.00	1,000.00	SERVICEABLE/POOR
Steel Filing Cabinet	1	10-011	3,850.00	1.00	1,000.00	SERVICEABLE/POOR
Steel Filing Cabinet	1	10-012	3,850.00	1.00	1,000.00	SERVICEABLE/POOR
Steel Filing Cabinet	1	10-013	3,850.00	1.00	1,000.00	SERVICEABLE/POOR
Table With Glass	1	10-014	2,300.00	1.00	300.00	SERVICEABLE/POOR
Nitgen Fingkey Hamstr ( Biometric )	1	10-042	6,720.00	1.00	100.00	UNSERVICEABLE
Fire Extinguisher	1	70-017	5,495.00	1.00	200.00	SERVICEABLE/POOR
Fire Extinguisher	1	70-018	5,495.00	1.00	200.00	SERVICEABLE/POOR
Venetian Blinds	3	10-008	17,250.00	1.00	600.00	SERVICEABLE/POOR
1 unit Thermal Scanner-Gun Type (Medlinkcare Enterprises)	1	20-054	2,300.00	1.00	100.00	UNSERVICEABLE
<b>Total</b>					<b>21,000.00</b>	

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Appraised by:

  
Henry C. Naraja  
CI/Appraiser

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LESTER JOHN P. GUMOGDA  
CI/APPRaiser

Approved by:

  
ALEX A. SIAO, CI, TRFA, TRFB  
CAID Head  
PRC License No. 2571