



MEMORANDUM

FOR : ASSET DISPOSAL COMMITTEE

THRU : MA. CATALINA M. CRUZ
Head- Branch Banking Division

: TEODORICK A. ALADIN
Head- Branch Admin Support Department

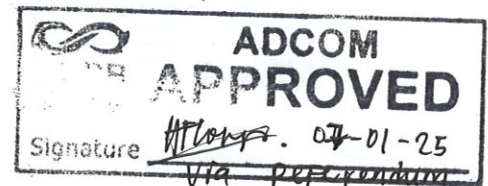
FROM : RODNEY M. JARDIEL
Region Head- VisMin Region

: JOYCE R. BUGAS
Branch Head- Aloran Branch

: WILSON J. PANERA JR.
Aloran Branch- Branch Operations Officer Pool

SUBJECT : DISPOSAL OF VARIOUS FFE OF ALORAN BRANCH

DATE : June 26, 2025



PROPOSAL:

Respectfully requesting approval via referendum for the disposal of various FFEs of Aloran branch (list attached herewith).

BACKGROUND:

Aloran Branch will disposed Unserviceable Items as part of COA Finding for the year 2024.

JUSTIFICATION:

- FFE items for disposal are stored in Records Vault that consumes space, thus the clean-up is necessary.
- This is to comply also for the COA audit observation of Aloran Branch for the year 2024 – the disposal of Unserviceable FFE Items listed below.
- 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 P3,100.00

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.



BRANCH FFE LISTING as of December 31, 2024 FOR DISPOSAL

	ITEM / MODEL	PROPERTY CONTROL NUMBER	DATE ACQUIR ED	QUANTITY	ACQUISITION COST (PnP)	UNIT PRICE	NET BOOK VALUE (PnP)	APPRAISED / SALVAGE VALUE (Php)	CONDITION / STATUS
1	FUJIMICR CHECK ENCODER	20-004	12/27/2019	1.00	137,500.00	100.00	1.00	100.00	UNSERVICEABLE
2	FUJI CHECK READER/ SCANNER	20-003	9/22/2009	1.00	177,720.00	100.00	1.00	100.00	UNSERVICEABLE
3	COIN COUNTER IBEX-30	20-011	10/7/2016	1.00	56,000.00	100.00	1.00	100.00	UNSERVICEABLE
4	6KVA UPS W/ ISOLATION TRANSFORMER	20-017	5/21/2021	1.00	67,445.00	500.00	1.00	500.00	UNSERVICEABLE
5	3KVA UPS W/ ISOLATION TRANSFORMER	80-003	3/16/2016	1.00	61,500.00	500.00	1.00	500.00	UNSERVICEABLE
6	6KVA UPS W/ ISOLATION TRANSFORMER	80-004	3/16/2016	1.00	61,500.00	500.00	1.00	500.00	UNSERVICEABLE
7	ADMIRAL PAPER SHREDDING MACHINE	20-005	2023	1.00	10,800.00	300.00	1.00	300.00	UNSERVICEABLE
8	EPSON L110 PRINTER	30-004	2023	1.00	8,350.00	200.00	1.00	200.00	UNSERVICEABLE
9	EPSON L110 PRINTER	30-005	2023	1.00	5,895.00	200.00	1.00	200.00	UNSERVICEABLE
10	EPSON L210 PRINTER	30-008	2023	1.00	7,695.00	200.00	1.00	200.00	UNSERVICEABLE
11	EPSON L3110 PRINTER	30-019	2021	1.00	7,550.00	200.00	1.00	200.00	UNSERVICEABLE
12	HELMET	70-003	2023	2.00	4,000.00	100.00	1.00	200.00	UNSERVICEABLE