

MEMORANDUM

FOR : **ASSET DISPOSAL COMMITTEE**

THRU : **MA. CATALINA M. CRUZ**
 Head-Branch Banking Division
TEODORICK A. ALADIN *2/13/26*
 Head-Branch Admin Admin Support Department

FROM : *[Signature]*
RIVA O. CUVIN
 Region Head-Luzon 2

: *[Signature]*
MARIA ROSARIO B. PEREZ
 Branch Head Trainee

: *[Signature]*
RYAN POES SANTOS
 Branch Operations Officer - Trainee

SUBJECT : **DISPOSAL OF UNSERVICEABLE FFE**

DATE : **February 10, 2026**

 **ADCOM APPROVED**
 Signature *[Signature]* 02/16/2026
via referendum

Requesting approval for the disposal of the following unserviceable computer set.

ITEM/ MODEL	MODEL BRAND	PCN	DATE ACQUIRED	ACQUISITION COST	NBV	APPRAISED /SALVAGE VALUE	CONDITION	MODE OF DISPOSAL
THINK CENTERM90 TOWER	THINK	80-013	3/13/2013	61,610.00	-	500.00	DEFFECTIVE/UNSERVICABLE	Sale via public bidding
DELL OPTIPLEX 745 COMPUTER 1SET	DELL	30-019	6/25/2007	61,610.00	-	500.00	DEFFECTIVE/UNSERVICABLE	Sale via public bidding
DELL OPTIPLEX 745 COMPUTER 1SET	DELL	30-020	6/25/2007	61,610.00	-	500.00	DEFFECTIVE/UNSERVICABLE	Sale via public bidding
DELL OPTIPLEX MINI TOWER	DELL	30-034	2/4/2009	45,947.00	-	500.00	DEFFECTIVE/UNSERVICABLE	Sale via public bidding

JUSTIFICATION

FFE items were stored in bank premises that consumes space thus the clean-up is necessary.
 FFE items were fully depreciated based on the net book value.
 If sold based on the salvage/appraised value, the bank will have an income of P2,000.00

RECOMMENDATION:

For the approval of the committee

Attached herewith are the Appraisal from CAID for your reference.



UCPB SAVINGS BANK

(RACI) REQUEST FOR APPRAISAL AND CREDIT INVESTIGATION FORM

Requesting Unit Alaminos	Unit Code B4D	DATE 6-Feb-26
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TYPE OF REQUEST
NOTE: Check all appropriate boxes for expediency

<input checked="" type="checkbox"/> Appraisal <input type="checkbox"/> Real Estate <input type="checkbox"/> Vehicle <input checked="" type="checkbox"/> Machinery/Equipment <input type="checkbox"/> Project Appraisal <input type="checkbox"/> Percentage Completion	<input type="checkbox"/> Credit Investigation <input type="checkbox"/> PDRN <input type="checkbox"/> RVR <input type="checkbox"/> FVR <input type="checkbox"/> Court Case <input type="checkbox"/> Bank Checking <input type="checkbox"/> Trade Checking <input type="checkbox"/> Title Verification <input type="checkbox"/> Car History	<input type="checkbox"/> CMAP/File Check <small>(e-mail: CMAP-CAID@ucpb.com)</small> <input type="checkbox"/> NFIS <small>(e-mail: NFIS-CAID@ucpb.com)</small> <input type="checkbox"/> LoanDex <small>(e-mail: LOANDEX-CAID@ucpb.com)</small> <input type="checkbox"/> Asset Checking <small>(Specify address/location)</small> <input type="checkbox"/> Others _____
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Account Name USB-Alaminos	Address FFE Del Pilar St. Poblacion 1 Alaminos Laguna
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Contact Person Maria Rosario B. Perez-BH Trainee and Ryan Poe S. Santos- BOO Trainee	Address USB Alaminos Laguna Branch
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SUPPORTING DOCUMENTS ATTACHED
NOTE: Request shall be returned if supporting documents for each type of request is not complete/attached

For Real Estate Appraisal - New <input type="checkbox"/> Photocopy of Official Receipt as proof of payment of standard fee <input type="checkbox"/> Clear back-to-back copy of titles (OCT/TCT/CCT) <input type="checkbox"/> G.E. Plan (Lot Plan with location/contour map)	For Vehicle Appraisal - New <input type="checkbox"/> Photocopy of Official Receipt as proof of payment of standard fee <input type="checkbox"/> Clear copy of Current LTO - Official Receipt <input type="checkbox"/> Clear copy of Current LTO - Certificate of Registration
For Construction RCN <input type="checkbox"/> Building Plan/Floor Plans <input type="checkbox"/> Bill of Materials	For Real Estate Appraisal or Vehicle Appraisal - Updating <input type="checkbox"/> Previous Report

FINANCIAL DEALINGS
NOTE: Fill in bank details to facilitate request for bank checking

Name of Referred Bank	Branch	Account Number	Type of Account
			<input type="checkbox"/> Current <input type="checkbox"/> Savings <input type="checkbox"/> Time Deposit <input type="checkbox"/> Current <input type="checkbox"/> Savings <input type="checkbox"/> Time Deposit <input type="checkbox"/> Current <input type="checkbox"/> Savings <input type="checkbox"/> Time Deposit <input type="checkbox"/> Current <input type="checkbox"/> Savings <input type="checkbox"/> Time Deposit

Requested by / Tel No. Ryan Poe S. Santos - BOO Trainee/ 5671296 Signature over Printed Name/Designation	Approved by Maria Rosario B. Perez - BH Trainee Signature over Printed Name/Designation	Remarks
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THIS PORTION TO BE FILLED UP BY CAID

Assigned by CAID Officer	CAID stamp of receipt Note: Indicate time received
Assigned to	
Date Assigned	
Date Needed	



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

TO: Ryan Poe S. Santos - BOO Trainee
USB Alaminos

DATE: February 06, 2026

SUBJECT: FFE Table Appraisal Report - USB Alaminos

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

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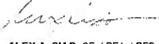
ITEM / MODEL / BRAND	TYPE	PROPERTY CONTROL NUMBER	Date Acquired	Net Book Value (NBV)	Current Location	APPRAISED / SALVAGE VALUE (Php)	CONDITION / STATUS	MODE OF DISPOSAL
THINK CENTERM90 TOWER	COMPUTER SET	PCN 80-013	13/03/2013	0	Alaminos	500.00	UNSERVICEABLE	SALE VIA PUBLIC BIDDING
DELL OPTIPLEX 745 COMPUTER 1SET	COMPUTER SET	PCN 30-019	25/06/2007	0	Alaminos	500.00	UNSERVICEABLE	SALE VIA PUBLIC BIDDING
DELL OPTIPLEX 745 COMPUTER 1SET	COMPUTER SET	PCN 30-020	25/06/2007	0	Alaminos	500.00	UNSERVICEABLE	SALE VIA PUBLIC BIDDING
DELL OPTIPLEX MINI TOWER	COMPUTER SET	PCN 30-034	04/02/2009	0	Alaminos	500.00	UNSERVICEABLE	SALE VIA PUBLIC BIDDING
Total quantity -				Total -		2,000.00		

- Note :
1. Table Appraisal Report only. Details in reference to the images and disclosures of the requestors.
 2. Images attached for ready reference.
 3. Hardrives not included.

Appraised by:


MARK PAULO CARIÑO
SR. APPRAISER - JAM

Approved by:


ALEX A. SIAO, CE, LREA, LREB
CAID Head
PRC License No. 2571



PCN 30-013

Date acquired: March 13, 2013
Description: Think CenterM90 tower
Status: Unserviceable/Not Functional
NBV: P0.00
Fully depreciated no booking on Branch GL as of 02.04.26
2021-04-15-234 CAJE 2020
Unsold approved disposed FFE 2021



PCN 30-019

Date acquired: June 25, 2007
Description: DELL OPTIPLEX 745 Computer 1set
Book Value: P0.00
Fully depreciated no booking on Branch GL as of 02.04.26
2021-04-15-234 CAJE 2020
Unsold approved disposed FFE 2021
Status: Unserviceable/Not Functional



PCN 30-020

Date acquired: June 25, 2007
Description: DELL Optiplex 745 computer 1set
NBV: P0.00
Fully depreciated no booking on branch GL 02.04.26
2021-04-15-234 CAJE 2020
Unsold approved disposed FFE 2021
Status: Unserviceable/None Functional



PCN 30-034

Date acquired: Feb. 4, 2009
Description: DELL Optiplex Mini Tower
With specs/OS/LCD monitor 1 set
NBV: P0.00
Fully Depreciated no booking on Branch GL 02.04.2026
201-04-15-234 CAJE 2020
Unsold approved disposed FFE 2021
Status: Unserviceable/not functional