

MEMORANDUM

FOR : **ASSET DISPOSAL COMMITTEE**

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

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

: **MARIA ROSARIO B. PEREZ**
 Branch Head Trainee

: **RYAN POE S. SANTOS**
 Branch Operations Officer Trainee

SUBJECT : **DISPOSAL OF UNSERVICEABLE FFE**

DATE : **February 12, 2026**



via referendum

ITEM/ MODEL	MODEL BRAND	PCN	DATE ACQUIRED	ACQUISITION COST	NBV	APPRAISED/SALVAGE VALUE	CONDITION	MODE OF DISPOSAL
1 unit -GKVA UPS Isolation Transformer	AEC	70-022	3/14/2014	61,500	1.00	200.00	DEFFECTIVE/UNSERVICEABLE	Sale via public bidding
1 unit PRINTER	EPSON	30-038	5/28/2011	19,500	1.00	50.00	DEFFECTIVE/UNSERVICEABLE	Sale via public bidding
1 unit SCANNER	PANASONIC	30-054	2/4/2016	23,000	1.00	50.00	DEFFECTIVE/UNSERVICEABLE	Sale via public bidding
1 unit PASSBOOK PRINTER	COMPUPRINT	30-069	6/13/2017	22,700	1.00	50.00	DEFFECTIVE/UNSERVICEABLE	Sale via public bidding
1 unit FIRE EXTINGUISHER	NA	70-013	11/27/1998	1,276	1.00	50.00	DEFFECTIVE/UNSERVICEABLE	Sale via public bidding
1 unit WIRELESS TELEPHONE	PANASONIC	50-006	4/26/2016	1,540	1.00	50.00	DEFFECTIVE/UNSERVICEABLE	Sale via public bidding

PROPOSAL

Respectfully requesting approval for the disposal of FFE of Alaminos Branch (list attached herewith)

BACKGROUND

Alaminos Branch will dispose unserviceable FFE's.

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 P450.00

NEXT STEP/TIMELINE:

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

For approval of the Committee.



(RACI) REQUEST FOR APPRAISAL AND CREDIT INVESTIGATION FORM

CREDIT APPRAISAL & INVESTIGATION DEPARTMENT

Requesting Unit ALAMINOS BRANCH		Unit Code 4640	Date November 27, 2025
TYPE OF REQUEST			
<i>NOTE: Check all appropriate boxes for expediency</i>			
<input type="checkbox"/> Appraisal <input type="checkbox"/> Real Estate <input type="checkbox"/> Vehicle <input checked="" type="checkbox"/> Machinery Equipment <input type="checkbox"/> Merchandise Inventory <input type="checkbox"/> Percentage Completion		<input type="checkbox"/> Credit Investigation <input type="checkbox"/> PDRN <input type="checkbox"/> BVR <input type="checkbox"/> EVR <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 [e-mail: usb-cmap@ucpbsavings.com] <input type="checkbox"/> NFIS [e-mail: usb-cmap@ucpbsavings.com] <input type="checkbox"/> LoanDex [e-mail: LOANDEX-CAID@ucpb.com] <input type="checkbox"/> Asset Checking (Specify address/location) <input type="checkbox"/> Others _____	
Account Name	Address		Tel./Cell No/s.
	Residence	DEL PILAR ST. POBLACION 1, ALAMINOS LAGUNA	049-5671296
USB-ALAMINOS	Business/Fact ory		
Contact Person	Address		Tel./Cell No/s.
	Residence		
	Office	USB ALAMINOS LAGUNA BRANCH	049-5671296
CHARLOTTE S. NOMINADOR			
SUPPORTING DOCUMENTS ATTACHED			
<i>NOTE: Request shall be returned if supporting documents for each type of request is not complete/attached</i>			
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/vicinity map) For Construction RCM <input type="checkbox"/> Building Plan/Floor Plans <input type="checkbox"/> Bill of Materials		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 Real Estate Appraisal or Vehicle Appraisal - Updating <input type="checkbox"/> Previous Report	
FINANCIAL DEALINGS			
<i>NOTE: Fill-up bank details to facilitate request for bank checking</i>			
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
			<input type="checkbox"/> Current <input type="checkbox"/> Savings <input type="checkbox"/> Time Deposit
Requested by / Tel No.		Approved by	Remarks
 CHARLOTTE S. NOMINADOR Signature over Printed Name/Designation		 MARIA ROSARIO B. PEREZ Signature over Printed Name/Designation	
THIS PORTION TO BE FILLED UP BY CAID			
Assigned by		CAID stamp of receipt <i>Note: Indicate time received</i>	
CAID Officer			
Assigned to			
Date Assigned			
Date Needed			
Date Submitted			



Credit Management Division
Credit Appraisal and Investigation Department

APPRAISAL REPORT (RESTRICTED)
MOTOR VEHICLE

Account Name	: UCPB Savings Bank - Alaminos Branch	Requested by	: Charlotte S. Nominador
Purpose	: Updating of Appraised Value	Date Requested	: November 27, 2025
Date Inspected	: Table Appraisal	Date Received	: November 27, 2025
Date of Report	: December 5, 2025	Date Assigned	: November 27, 2025

A. GENERAL INFORMATION

This covers the appraisal of one (1) unit motor vehicle described as follows :

DESCRIPTION -	APPRAISED VALUE	CONDITION
Registered Owner	: UCPB Savings Bank (Based on CR)	
CR No.	: 228376201 dtd 08/24/2015	
OR No.	: 2135479091 dtd 09/14/2021	
MV File No.	: 0401-00000027535	
Brand	: Yamaha	
Make/Type	: FZ 16 1PG5	
Model	: 2015	
Body	: Motorcycle	
Color	: Black	
Plate #	: DD41279 (Based on OR/CR)	
Chassis No.	: PA01PG000F0005885 (Based on CR)	
Engine No.	: 1PG5005542 (Based on CR)	
Displacement	: 153 cc	
No. of Cylinder	: 1	
Transmission	: Manual Transmission	
Encumbered to	: None	
Tires	: <input checked="" type="checkbox"/> Complete (on stock) <input type="checkbox"/> Not complete	
Mags	: <input checked="" type="checkbox"/> On stock <input type="checkbox"/> Upgraded	
Basic tools	: <input type="checkbox"/> Wrenches <input type="checkbox"/> Screwdriver <input type="checkbox"/> Jack <input type="checkbox"/> Socket wrench <input type="checkbox"/> No tools	
Car Matting	: <input type="checkbox"/> Complete set of 5 <input type="checkbox"/> Not complete	
Fuel Type	: Gas	
Odometer Reading	: Not Seen kms.	

Total Appraised Value P **5,000.00** **Poor to Junk**
Condition

REMARKS :

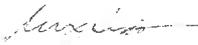
- 1 This is a Table Appraisal Report only, no actual ocular inspection was conducted by the undersigned.
- 2 The unit was appraised in reference to the disclosures, documents and images sent by the requestor.
- 3 This is an updating of appraisal based on the current market trend.
- 4 The unit is now unserviceable and in Poor to Junk condition as disclosed by the requestor, the unit will be needing major repairs and parts replacement for restoration, and busted battery.
- 5 This appraisal report is still subject to actual ocular inspection to determine its final appraised value.

REPORT No.	TYPE	DATE	APPRAISER	TOTAL AV
1	Motorcycle AR	6.27.24	LJGumogda	P 10,000.00
2				

Prepared By :


LESTER JOHN P. GUMOGDA
CI/APPRAISER

Approved By :


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

IMAGES





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

TO: Charlotte S. Nominador
 Alaminos Branch

DATE: 28-Nov-25

SUBJECT: FFE Appraisal Report - USB Alaminos Branch

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

ITEM / MODEL	MODEL BRAND	PROPERTY CONTROL NUMBER	DATE ACQUIRED	ACQUISITION COST	NET BOOK VALUE (Php)	APPRAISED / SALVAGE VALUE (Php)	CONDITION / STATUS
1 Unit - GKVA UPS Isolation Transformer	AEC	70-022	3/14/2014	61,500	1.00	200.00	DEFFECTIVE / UNSERVICEABLE
1 Unit - Epson FX2175	Epson	30-038	5/28/2011	19,500	1.00	50.00	DEFFECTIVE / UNSERVICEABLE
1 Unit - Panasonic Scanner	Panasonic	30-054	2/4/2016	23,000	1.00	50.00	DEFFECTIVE / UNSERVICEABLE
1 Unit - Compuprint SP40 Passbook Printer	Compuprint	30-069	6/13/2017	22,700	1.00	50.00	DEFFECTIVE / UNSERVICEABLE
1 Unit - Fire Extinguisher	na	70-013	11/27/1998	1,276	1.00	50.00	DEFFECTIVE / UNSERVICEABLE
1 Unit - Wireless Telephone	Panasonic	50-006	4/26/2016	1,540	1.00	50.00	DEFFECTIVE / UNSERVICEABLE
Total -						450.00	

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

Appraised by:
LESTER JOHN P. GUMOGDA
 C/A APPRAISER

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



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Account Name	Address		Tel./Cell No/s.
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USB-ALAMINOS	Business/Fact ory		
Contact Person	Address		Tel./Cell No/s.
	Residence		
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Requested by / Tel No.		Approved by	
 CHARLOTTE S. NOMINADOR <small>Signature over Printed Name/Designation</small>		 MARIA ROSARIO B. PEREZ <small>Signature over Printed Name/Designation</small>	
Remarks			
THIS PORTION TO BE FILLED UP BY CAID			
Assigned by		CAID stamp of receipt	
_____		<i>Note: Indicate time received</i>	
CAID Officer			
Assigned to			

IMAGES



**1 Unit - GKVA UPS Isolation
Transformer**

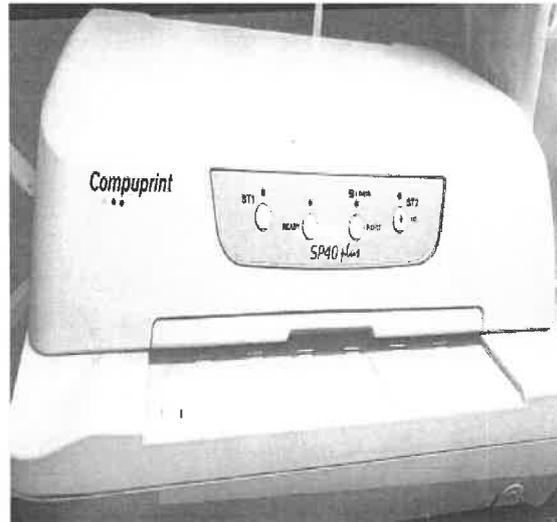
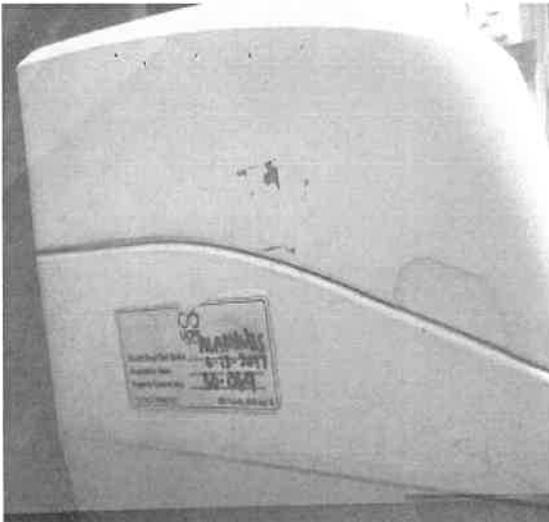


1 Unit - Epson FX2175

IMAGES



1 Unit - Panasonic Scanner



1 Unit - Compuprint SP40 Passbook Printer

IMAGES



1 Unit - Fire Extinguisher



1 Unit - Wireless Telephone