



FOR : ASSET DISPOSAL COMMITTEE

THRU : Ma. Catalina M. Cruz
Head – Branch Banking Division

5/2/2
Teodorick A. Aladin
Head – Branch Admin Support Department

9/2
FROM : Riva O. Cuvin
Region Head – Luzon 1 & 2

[Signature]
Ms. Mary Grace S. De Leon
Branch Head – Morong Branch

[Signature]
Ms. Maureen B. Dela Vente
Branch Operation Officer (FFE Custodian) – Morong Branch



Via-REFERENCUM

SUBJECT : Request for Disposal of FFE – Morong Branch

DATE : April 30, 2026

PROPOSAL

Requesting approval for disposal of the following FFEs, with details below:

ITEM / MODEL	MODEL BRAND	Serial No.	Date Acquired	Acquisition Cost	NET BOOK VALUE (Php)	APPRAISED / SALVAGE VALUE (Php)	CONDITION/ STATUS	MODE OF DISPOSAL
1 Unit - Koppel Aircon w/Compressor	Koppel	JM248121	10/31/2019	107,250.00	1.00	2,000.00	DEFFECTIVE / UNSERVICEABLE	Public Bidding
1 Unit - Carrier 3TR Split Floor mounted aircon	Carrier	21336791	11/18/2013	17,606.00	1.00	2,000.00	DEFFECTIVE / UNSERVICEABLE	Public Bidding
1 Unit - Carrier 3TR Split Floor mounted aircon	Carrier	n/a	11/18/2013	17,606.00	1.00	2,000.00	DEFFECTIVE / UNSERVICEABLE	Public Bidding
10 Units - Officers, Clerical & Visitors Chairs	n/a	n/a	11/26/2013	66,100.00	10.00	1,000.00	DEFFECTIVE / UNSERVICEABLE	Public Bidding
2 Units - Upholstered Blue Chair	n/a	n/a	12/5/2013	5,869.50	2.00	400.00	DEFFECTIVE / UNSERVICEABLE	Public Bidding
					Total -	7,400.00		



BACKGROUND

The listed furniture, fixtures, and equipment (FFE) are part of the 21 units categorized as unserviceable. The Net Book Value (NBV) for the air conditioning unit is ₱1.00, while the NBV for 10 chairs is ₱10.00 and for 2 upholstered chairs is ₱2.00. All units have been found defective and unserviceable since 2024.

Currently the said FFE's are located in UCPBS Morong branch, 600 Tomas Claudio Street Brgy. San Pedro, Morong Rizal and safe keeping of the said FFE's are not feasible due to safety issue and space constraints.

JUSTIFICATION

In line with the organization's property and asset management policies, we respectfully request approval for the disposal of the aforementioned items. The disposal of these units will help ensure accurate asset records, free up storage space, and allow the office to maintain updated and fully functional equipment.

Attached herewith are the listings of the above-mentioned equipment, together with the appraisal reports from CAID, for your reference. Your approval of this request will be highly appreciated.



(RACI) REQUEST FOR APPRAISAL AND CREDIT INVESTIGATION FORM

CREDIT APPRAISAL & INVESTIGATION DEPARTMENT

Requesting Unit MORONG BRANCH		Unit Code 510	Date 24-Feb-26
TYPE OF REQUEST NOTE: Check all appropriate boxes for expediency			
<input type="checkbox"/> Appraisal <input type="checkbox"/> Real Estate <input checked="" type="checkbox"/> Vehicle <input type="checkbox"/> Machinery Equipment <input type="checkbox"/> Merchandise Inventory <input type="checkbox"/> Percentage Completion <input type="checkbox"/> Cash		<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: CMAP-CAID@ucpb.com] <input type="checkbox"/> NFIS [e-mail: NFIS-CAID@ucpb.com] <input type="checkbox"/> LoanDex [e-mail: LOANDEX-CAID@ucpb.com] <input type="checkbox"/> Asset Checking (Specify address/location) <input checked="" type="checkbox"/> Others <u>FFE</u>	
		Address	Tel./Cell No/s.
Unserviceable FFE in Morong Branch		Business UCPBS Morong Branch	(02) 8653-0282
Contact Persons			
Maureen Dela Vente - BOO Randy D. Bertoldo - BK		Office UCPBS Morong Branch	(02) 8653-0281
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/TCI/CCT) <input type="checkbox"/> G.E. Plan (Lot Plan with location/Vicinity map) For Construction RCN <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 NOTE: Fill-up 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 <input type="checkbox"/> Current <input type="checkbox"/> Savings <input type="checkbox"/> Time Deposit
Requested by Maureen B. Dela Vente / BOO Signature over Printed Name/Designation		Approved by Mary Grace de Leon / BH Signature over Printed Name/Designation	
			Remarks For appraisal of various unserviceable FFEs for disposal. See attached pics
Assigned by CAID Officer		CAID stamp of receipt Note: Indicate time received	
Assigned to			
Date Assigned			
Date Needed			
Date Submitted			



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

TO: Maureen B. Dela Vente
BOO, USB Morong Branch

DATE OF INSPECTION: 03-Mar-26

DATE OF REPORT: 04-Mar-26

SUBJECT: Unserviceable FFE Appraisal Report

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

ITEM / MODEL	MODEL BRAND	Serial No.	Date Acquired	Acquisition Cost	NET BOOK VALUE (Php)	APPRAISED / SALVAGE VALUE (Php)	CONDITION / STATUS
1 Unit - Koppel Aircon w/Compressor	Koppel	JM248121	31/10/2019	107,250.00	1.00	2,000.00	DEFECTIVE / UNSERVICEABLE
1 Unit - Carrier 3TR Split Floor mounted aircon	Carrier	21336791	18/11/2013	17,606.00	1.00	2,000.00	DEFECTIVE / UNSERVICEABLE
1 Unit - Carrier 3TR Split Floor mounted aircon	Carrier	na	18/11/2013	17,606.00	1.00	2,000.00	DEFECTIVE / UNSERVICEABLE
10 Units - Officers, Clerical & Visitors Chairs	na	na	26/11/2013	66,100.00	10.00	1,000.00	DEFECTIVE / UNSERVICEABLE
2 Units - Upholstered Blue Chair	na	na	05/12/2013	5,869.50	2.00	400.00	DEFECTIVE / UNSERVICEABLE
Total -						7,400.00	

- Note :
1. These FFEs were personally inspected by the handling appraiser at UCPB Savings Morong Branch thru the assistance of Branch Book Keeper, Mr. Randy D. Bertoldo.
 2. Images attached for ready reference.

Appraised by:

LESTER JOHN F. GUMOGDA
CLAPPRAISER

Approved by:

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

