INVENTORY AND INSPECTION REPORT OF UNSERVICEABLE PROPERTY (IIRUP)

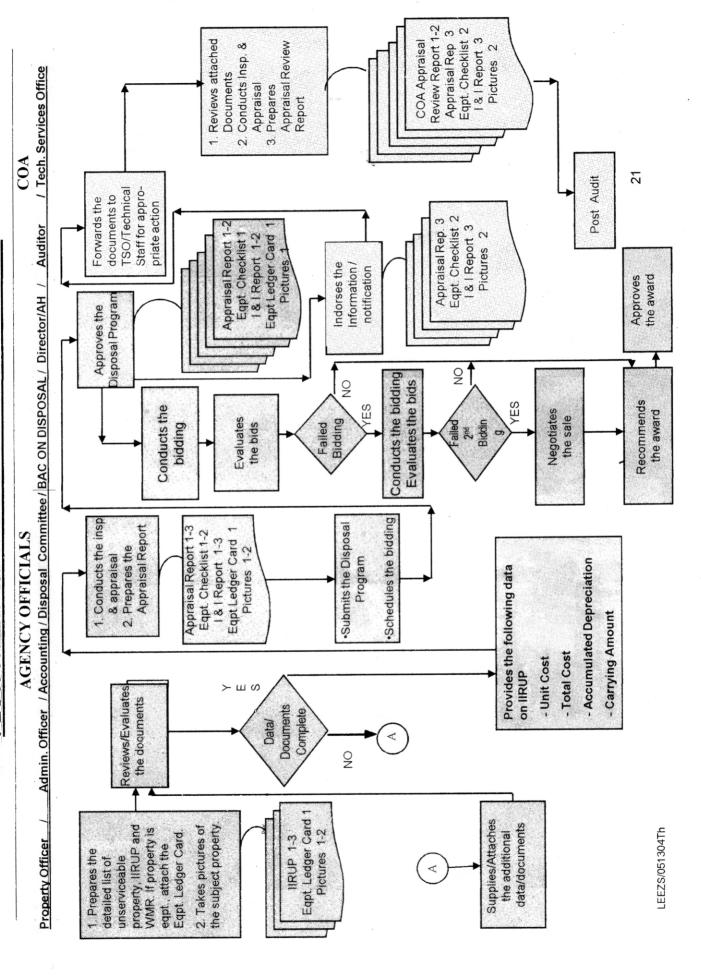
INSTRUCTIONS

- A. The IIRUP is a report prepared by the Supply and/or Property Unit as basis to record dropping from the books the unserviceable properties carried in the PPE accounts.
- B. This report shall be accomplished as follows:
 - 1. As at the period covered by the report
 - 2. Entity Name the name of the agency/entity
 - 3. Fund Cluster the fund cluster name/code in accordance with the UACS
 - 4. Name of the Accountable/Designation/Station the name, designation and station of the Accountable Officer
 - 5. Inventory
 - Date Acquired acquisition date of the PPE
 - Particulars/Articles description of the unserviceable PPE
 - Property No. the assigned number to the unserviceable PPE
 - Quantity quantity of unserviceable PPE
 - Unit Cost cost per unit of unserviceable PPE
 - Total Cost total amount of unserviceable PPE (Quantity x Unit Cost)
 - Accumulated Depreciation accumulated depreciation of unserviceable PPE
 - Accumulated Impairment Losses accumulated impairment losses of unserviceable PPE
 - Carrying Amount cost less accumulated depreciation and accumulated impairment losses
 - Remarks additional information on the unserviceable PPE such as condition, status, etc.
 - 6. Inspection and Disposal
 - Disposal the amount per mode of disposal such as sale, transfer, destruction, etc.
 - Appraised Value appraisal assigned by the agency/entity
 - Record of Sales the official receipt number and corresponding amount for the sales
 proceeds
- C. In cases where technical knowledge is needed for the determination of the true condition or actual current value of the property to be inspected, a Technical Inspector with the required knowledge and training shall inspect the same.
- D. Certain property, due to its very nature, becomes worthless as a whole, but certain parts of motor vehicles or of some equipment with brass ornaments, buckles, etc., which possess intrinsic value in themselves or which may be useful in making repairs to other equipment. In such cases, and wherever practicable, the valuable part or parts of the article or equipment shall be separated from the worthless part/s for proper accounting by the Accountable Officer at their appraised valuation or for proper disposition under Sections 79 of P.D. No. 1445.
- E. When the property is sold, the record of sales shall be accomplished. The Inventory and Inspection Report of Unserviceable Property shall be submitted to the Accounting Division/Unit after the disposal is completed.
- F. The original copy of the report shall be the basis for adjusting the accounts affected by means of a JEV.

	Requested by:	Approved by: (Signature over Printed Name of Authorized Official) (Designation of Authorized Official)"		
	(Signature over Printed Name of Accountable Officer)			
	(Designation of Accountable Officer)			
H. Certific	ation in the report shall be as follows:			
	"I CERTIFY that I have inspected each a report, and that the disposition made thereof public interest.			
		re over Printed Name of spection Officer)"		
t	"I CERTIFY that I have witnessed the dis his report thisday of,			
	(Signature ov	er Printed Name of Witness)"		
. This rep	port shall be prepared in three (3) copies and ag:	submitted by the Accountable Officer to t		
	Original - Accounting Division/Unit	r. 1 63.		
	Copy 2 - Supply and/or Property Custo Copy 3 - COA, TSO, for inspection of	PPE that requires evaluation by experts		

G. Request for Inspection shall be as follows:

FLOWCHART ON THE DISPOSAL OF PROPERTY



WASTE MATERIALS REPORT

Entity	Name :				Fund Cluster :				
Place	of Storage :				Date :				
	FOR DISPO					147			
					Re	cord of Sales			
Item	Quantity	Unit	Description		Official Receipt				
			•		No.	Date	Amount		
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2									
3									
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			TOTAL						
Certif	ied Correct:			Disposal App	oroved:				
		OEIA G	. BERMUDEZ						
			IV (Supply Officer)						
	7.0	D IIIICE	ii (ouppi) oillos,						
	Cignatura qua	r Drintad I	Name of School Supply Officer		Signature over Printed Name of Head of				
	Signature over Printed Name of School Supply Officer /Property Custodian				Agency/Entity or his/her Authorized Representative				
			CERTIFICATE C	F INSPECTIO	N				
	I hereby c	ertify th	at the property enumerated a	bove was disp	oosed of as follow	vs:			
		• 1000							
× .	Item Destroyed Item Sold at private sale								
	Item Sold at private sale Item Sold at public auction								
	Item Transferred without cost to								
				·	(Name of the A	gency/Entity)			
Certif	ied Correct:			Witness to [Disposal:				
	Signat	ure ove	er Printed Name of	Signature over Printed Name of					
	2161101		tion Officer	Witness					

INVENTORY AND INSPECTION REPORT OF UNSERVICEABLE PROPERTY

(Signature over Printed Name of articles enumerated on this report Amount witnessed the disposition of the RECORD OF SALES I CERTIFY that I have OR No. this day of Appraised Value Fund Cluster: INSPECTION and DISPOSAL Total (15)I CERTIFY that I have inspected each and Others (Specify) (Signature over Printed Name of Inspection that the disposition made thereof was, in my every article enumerated in this report, and udgment, the best for the public interest. Destruction DISPOSAL Transfer (Station) Sale Remarks I HEREBY request inspection and disposition, pursuant to Section 79 of PD 1445, of the property esignation of Authorized Offici (Signature over Printed Name Carrying Amount Accumulate Accumulate Depreciatio Impairment (Designation) Approved by: Total Cost (9) INVENTORY Unit esignation of Accountable Offic (Signature over Printed Name ģ (Name of Accountable Officer) Property No. (3)Particulars/ Articles enumerated above. Requested by: Entity Name: Acquired Date