



CENTRAL LUZON STATE UNIVERSITY

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Office of the University President

Memorandum No. 02-02-2017 (12)

TO: **DR. CHERYL G. RAMOS** - Chair
 MS. EVELYN Y. HILARIO - Vice Chair
 MR. WILLIAM A. VENTURA - Member
 MR. RONALDO S. DIRECTO - Secretariat
 MR. DENNIS U. LASIG - Secretariat

From: **The University President**

Date: **February 2, 2017**

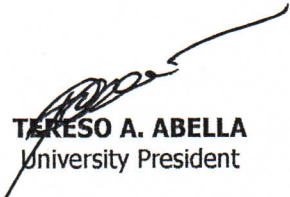
SUBJECT: **RECONSTITUTION OF THE UNIVERSITY DISPOSAL COMMITTEE**

You are hereby reconstituted effective immediately as chair, members, and secretariat of the CLSU Disposal Committee pursuant to the provisions of Executive Order No. 309. Your main function is to ensure the timely disposal of unserviceable, obsolete, junk, and/or excess equipment and properties of the University in accordance with existing government accounting and auditing rules and regulations.

Specifically, you are to perform the following activities:

1. Plan and conduct disposal activities and ensure that all documents are completed on time and in accordance with government procedures;
2. Undertake disposal of properties which are no longer in use or unserviceable at least once every two (2) years;
3. Conduct ocular inspections and approve properties recommended for disposal by colleges/offices/units as consolidated by the Property and Supply Office;
4. Determine the physical condition/general appearance of the properties and if necessary, request the concerned Technical Inspectors to help in the assessment of the properties; and
5. Recommend for approval of the University President, the disposal of properties as contained in the list prepared for the purpose.

For your compliance.


TERESO A. ABELLA
University President

Cc:

- 3 VPs
- COA
- IAS
- Records
- File