



Holistic Development of
THE PERSON

CORDILLERA CAREER DEVELOPMENT COLLEGE

(Cordillera College)

Buyagan, Poblacion, La Trinidad, Benguet
Cordillera Administrative Region, Philippines
PO Box 47 LTPO 2601
Tel/Fax: (074) 422-2221 • Email: www.ccdc.edu.ph

COLLEGE MEMORANDUM

No. 8 s. November 5, 2019

To: CCDC Employees
From: Office of the President
Subject: **INVENTORY DELISTING/DISPOSAL POLICIES AND PROCEDURE**

Inventory delisting/disposal traditionally refers to the sale or destruction of assets and property which are unserviceable and/or no longer needed in the operation of the school. In the recent years, considerable quantity of unserviceable, no longer needed, obsolete, forfeited supplies, materials and equipment have grown.

Hence, the following policies and procedures are set forth to emphasize that CCDC safeguards all its properties, an essential component of the corporate assets, while ensuring a well-managed and relevant school inventory.

All acquired properties of the school that are to be properly disposed as prescribed in the procedure set forth in consonance with the requirements of the Department of Environment and Natural Resources for hazardous wastes and other related national laws and local ordinances.

The following are the classification of school property for disposal:

- a. Paper Consumables – recyclable school and office supplies that are continuously being used for school operations. Bond papers, folders.
- b. Electronic Equipment consumables – these are usually the container of electronic consumables to include, but not limited to: PVC Cards, toners, printer inks, master roll
- c. Cloth-based materials – textile materials e.g. used curtains, table cloths.
- d. Plastic-based materials – this include unserviceable monoblock chairs, plastic containers, cleaning materials that are not considered hazardous
- e. Laboratory Consumables – chemicals used for the various school laboratories to include, expired chemistry chemicals, crime laboratory chemicals
- f. Basic Office Equipment – these includes regular office supplies to include, ruler, stapler, cutter, cutting pads
- g. Hazardous Office and Laboratory Equipment – Busted bulbs, containers previously containing toxic materials, clinic equipment like thermometer, electronic equipment and electrical equipment to include computer parts, printer.
- h. Sports Equipment

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- i. Vehicle Parts
- j. General Services Equipment and Tools
- k. Hardware and Construction Supplies
- l. Equipment requiring registration, to include firearms, vehicles shall be disposed only with a BOARD RESOLUTION indicating the same.

Inventory Delisting/Disposal Procedure:

1. All heads of offices or personnel assigned to certain inventory should report to the Property Custodian, any property that is missing, not functional, no longer relevant or not being used.
2. The property custodian then verifies if the item is to be recommended for inventory delisting or disposal or transferred to other offices and other more appropriate action.
3. In cases when the property custodian deems it fit to delist or dispose of the item, he accomplishes the Inventory Delisting Form and the personnel-in-charge also makes their own recommendation.
However, for paper consumables, these are brought directly to the Business Office or designated area to be segregated according to those which can be re-used inside the campus such as bond papers and those which are to be sold for recycling.
4. The Inventory Delisting/Disposal Form is also accomplished by the Pollution Control Officer.
5. Manner of disposal and approval for the disposal is under the discretion of the VP Finance and VP Administration or President.
6. If the inventory delisting is disapproved, the form goes back to the Property Custodian who shall coordinate with the VP Finance and VP Administration the best option regarding said supply/equipment.
7. If the inventory delisting is approved, the form is forwarded to the overall disposing officer, Miriam Marcos, Business Officer.
8. Once approved, the Business Office takes charge of disposal.
In general, manner of disposal are any of the following, although other options is subject to the approval of the Vice Presidents and/or President:
 - a) sold to qualified buyers are disposed through the Business Office.
 - b) disposed through accredited waste haulers. Hazardous wastes are disposed by the Pollution Control Officer following the guidelines set forth by DENR and are documented for the DENR SMR.
 - c) donated to entrepreneurs or interested communities/individuals. All donations are initiated through the Extension Officer;
 - d) transferred to Lamtang Project Inventory and for storage at Lamtang, Puguis and Inventory transfer is coordinated by the Property Custodian and Lamtang Project Manager.

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Specifically, paper consumables are segregated and processed for possible CCDC re-use through the Business Office; non-CCDC recyclables will be sold to qualified buyers through the Business Office.

Cloth-based materials will be sold to qualified buyers or donated to textile-based entrepreneurs through the Business Office. All donations, however, are to be initiated by the Extension Officer.

Plastic-based materials, Sports Equipment – will be sold to qualified buyers through the Business Officer.

Basic Office Equipment – will be sold to qualified buyers or donated through the Business Office or disposed through accredited waste haulers.

Hazardous Office and Laboratory Equipment and Laboratory Consumables – weighed and documented and disposed through accredited waste haulers by the Pollution Control Officer.

Vehicle Parts will be sold to qualified buyers or donated through the Business Office.

General Services Equipment and Tools will be sold to qualified buyers or transferred to Lamtang Project Inventory and for storage at Lamtang, Puguig.

Hardware and Construction Supplies, if usable are to be transferred to Lamtang Project Inventory and for storage at Lamtang, Puguig. Otherwise, it may be sold to private entities.

Equipment requiring registration, to include firearms, vehicles shall be disposed only with a BOARD RESOLUTION indicating the same then will be sold to interested buyers.

9. Once disposed, the form and necessary documents are to be attached and reported to the Property Custodian, who shall now officially delist the item from the school inventory; VP Finance/Accounting for appropriate financial auditing and President.
10. In view of the above, no school property under the following classification shall be disposed of without undergoing proper procedures set forth herein. Bringing out of any school property, without proper authority is also prohibited and will be dealt with accordingly.

This memorandum shall take effect immediately upon distribution to members of the academic community.


Sherry Junette M. Tagle
President