	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	PM-FASS-PSU 05-02
	<b>PROCEDURES MANUAL</b>	REVISION NUMBER	1
		PAGE NUMBER	1 of 5
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 July 2023
SUBJECT	<b>DISPOSAL OF UNSERVICEABLE EQUIPMENT; AND WASTED SUPPLIES AND MATERIALS</b>		

## 1.0 OBJECTIVE

To ensure that all unserviceable equipment and wasted supplies and materials are properly disposed with supported documents.

## 2.0 SCOPE

This operational procedure covers from the request of materials/equipment for disposal, down to the actual documented disposition.

## 3.0 ACCESS

*This procedures manual is uploaded to the DOST IX Document Management System and accessible to all DOST IX personnel. The original copy of this document is managed by the DOST IX's document custodian.*

## 4.0 DEFINITION OF TERMS

**4.1 Waste Materials Report (WMR)** - This form shall be used to report all waste materials such as scraps, destroyed spare parts, and semi-expendable supplies/items that are considered to be unserviceable.

**4.2 Inventory and Inspection Report of Unserviceable Property (IIRUP)** - This form shall be used to account all unserviceable property of an entity which is subject to disposal. It also serves as the basis in derecognizing the unserviceable properties carried in the PPE accounts.



**4.3 Inventory and Inspection Report of Unserviceable Semi-Expendable Property (IIRUSP)** - *This form shall be used to account all unserviceable semi-expendable property of an entity which is subject to disposal. It also serves as the basis for the Accounting Unit to for the recognition of cash proceeds if the mode of disposal of an unserviceable semi-expendable property is through sale/public auction.*


## 5.0 RESPONSIBILITIES

The person responsible for this Procedures Manual are as follows:

**5.1 Accountable Employee** shall prepare the initial disposal requests such as submission of printed pictures, documentations, and list of items/equipment that no longer used and are unserviceable to support its request.

**5.2 Supply Officer/Property Staff and Disposal Committee** shall facilitate the entire disposal activities with proper documentation and procedures in line with COA rules and regulations.

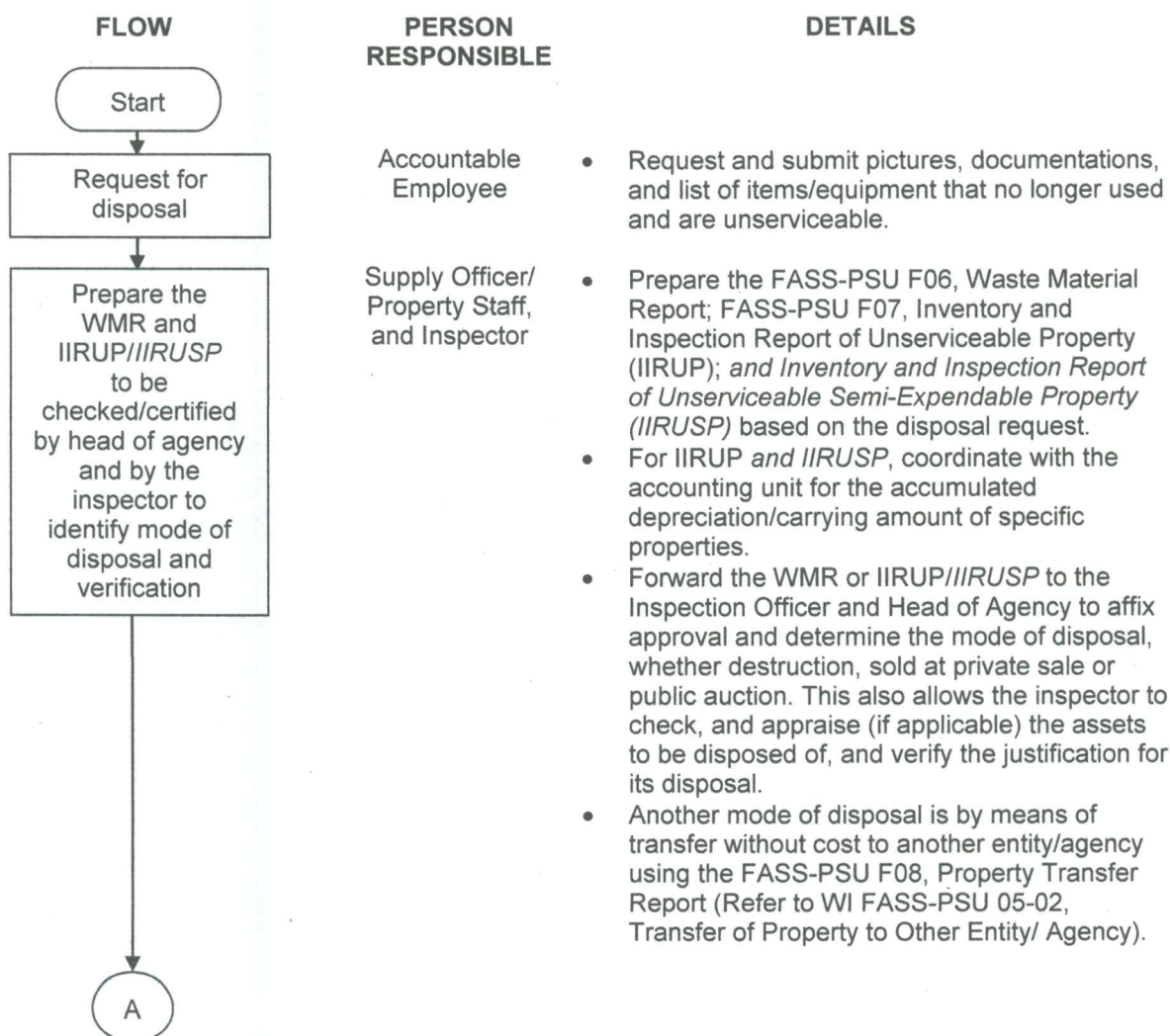
Prepared by:   Supply Officer	Approved by:   Quality Management Representative
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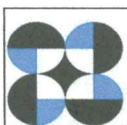
**5.3 Inspector and Witness** performs necessary inspection or validation of disposal request, down to the actual hauling by winning bidders.

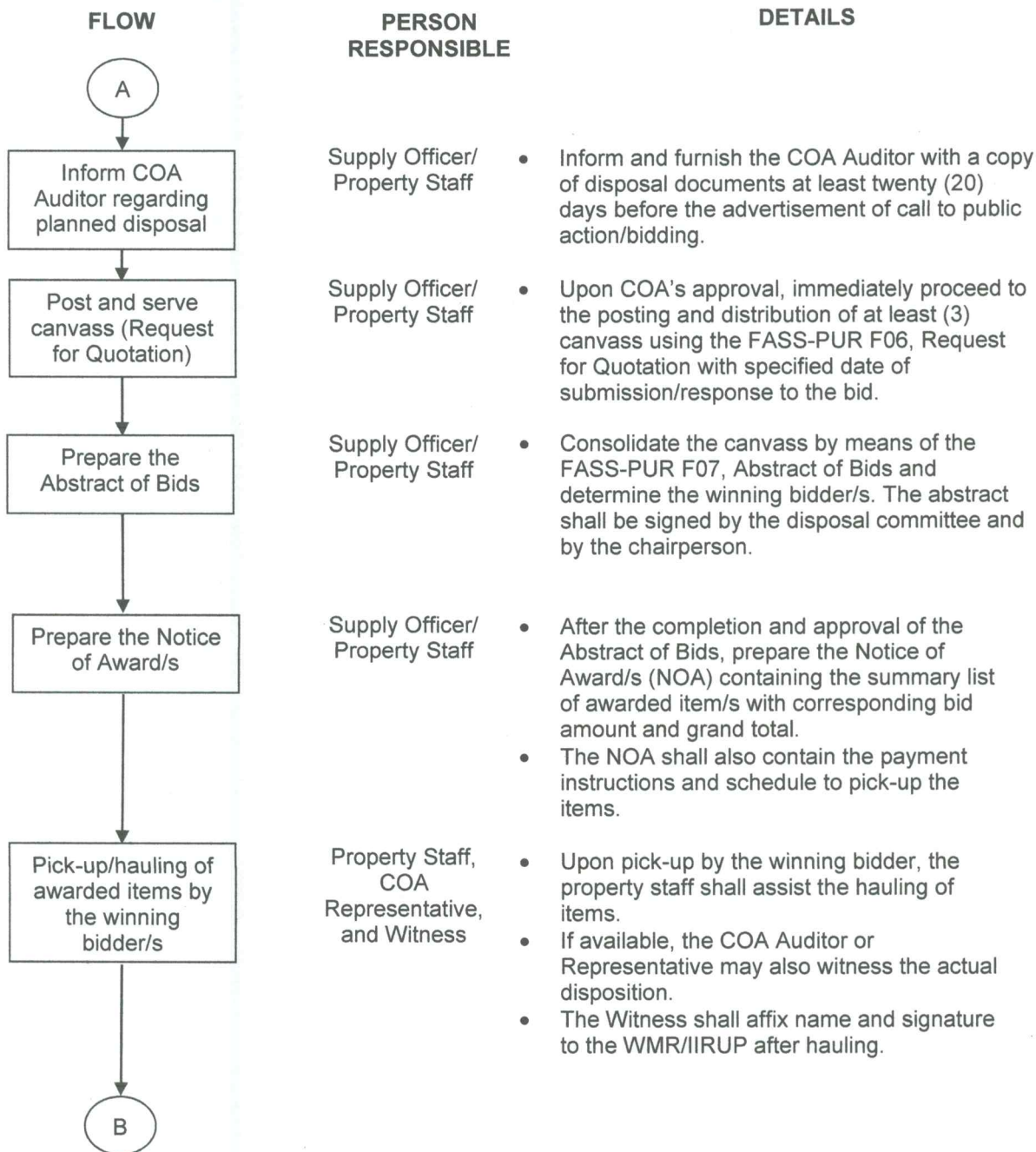
**5.4 Cashier** is responsible in accepting payments and preparation of Official Receipt for winning disposal bidders.



## 6.0 PROCEDURES



Prepared by:	Approved by:
 Supply Officer	 Quality Management Representative


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## 8.0 RECORDS

Title	Collection and Filing	Location	Maintenance and Disposal
<b>Waste Materials Report</b> (FASS-PSU F06)	Filed by Supply Officer and Property Staff	Supply Unit (FASS-PSU-FC-D2)	1-year retention period after property has been disposed
<b>Inventory and Inspection Report of Unserviceable Property</b> (FASS-PSU F07)	Filed by Supply Officer and Property Staff	Supply Unit (FASS-PSU-FC-D2)	1-year retention period after property has been disposed

Prepared by:   Supply Officer	Approved by:   Quality Management Representative
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