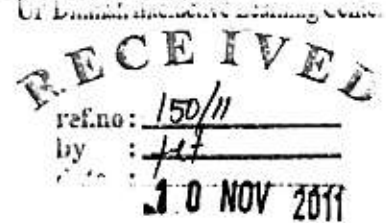




UNIVERSITY OF THE PHILIPPINES
Diliman, Quezon City

OFFICE OF THE VICE-CHANCELLOR FOR ADMINISTRATION

November 02, 2011



TO : DEANS/DIRECTORS/HEAD OF UNITS

SUBJECT: SUBMISSION OF 2011 PROPERTY, PLANT AND EQUIPMENT (PPE) INVENTORY REPORT & RENEWAL OF 2008 ACKNOWLEDGEMENT RECEIPT FOR EQUIPMENT (ARE)

For the updating of UP Diliman's property, plant and equipment records and database, we would like to remind all heads of units on the following:

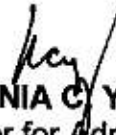
- 1) Constitution of Property Inventory Committee in each unit and correspondingly, the undertaking of annual property inventory.
- 2) Submission of the Committee's Inventory Report for 2011 (in digital and hard copies) to the Supply and Property Management Office (SPMO) not later than **January 15, 2012**.
- 3) Renewal of all Acknowledgement Receipt for Equipment (ARE), formerly Memorandum Receipt, issued in 2008 and submission of copies of the same to the Supply and Property Management Office not later than **December 15, 2011**; and
- 4) Issuance of a new ARE every time there is a change in property accountability and submission of new issuances to the SPMO.

To facilitate the preparation of the physical inventory taking, a listing property and equipment per unit and a sample blank inventory form for properties and equipment not found in the SPMO-provided list can be downloaded from the SPMO website: <http://www.up.edu.ph/~spmo> starting **November 21, 2011**. Both forms are in excel format and corresponding instruction on the accomplishment of the forms are provided.

Please note that the SPMO-provided listing of property and equipment per unit in the SPMO website is a **"read only"** list. However, once downloaded, the list can be edited for physical inventory-taking purposes.

We reiterate the importance of the submission of each unit's Annual Physical Inventory Report in the attainment of the University's objective of eliminating the unreconciled property and equipment variance between the books of SPMO and Accounting Office—for which our attention has been consistently called by the Commission on Audit (COA) through its Audit Observation Memorandum (AOM).

For your information and strict compliance.


VIRGINIA C. YAP
Vice Chancellor for Administration

cc: Ms. Sofia Gemora
COA Audit Team Leader