July 4, 2014

CUSTOMS MEMORANDUM ORDER
No. ____16-2014____

Subject: **Reconstitution of the Disposal Committee and Creation of the Bids and Awards Committee on Disposal in the Bureau of Customs (BOC)**

1.0   The Disposal Committee in the BOC-Office of the Commissioner (OCOM) is hereby reconstituted as follows:

Chairperson:	Director, Administration Office
Members:	Chief, General Services Division
	Designated Property Custodian/Team Leader, General Services Division (GSD) Supplies and Property Section
	Representative from the Accounting Division to be designated by the Chief Accountant
	Two (2) personnel from the GSD to be designated by the Director, Administration Office
	One (1) representative from the ESS to be designated by the Director, ESS

1.1   The GSD and the Accounting Divisions shall act as administrative and technical secretariat for both committees.

1.2   For the Collection Districts/Ports, a Disposal Committee shall also be constituted to be composed of the following:

Chairperson	:	Deputy Collector for Administration
Members	:	Chief, Administrative Officer or designated Administrative Officer of the Port
		Administrative personnel to be designated by the District Collector

1.3   In addition, the Committee shall invite in writing representative(s) from the Commission on Audit (COA).

2.0   The BOC Disposal Committee shall undertake the following:

2.1   Inspect and appraise unserviceable properties of the Bureau;
2.2   Recommend the manner of disposal of unserviceable properties as appropriate and deemed most advantageous to the government;
2.3   Arrange for the disposal of unserviceable properties in accordance with pertinent rules and regulations; and
2.4   Prepare and submit a report to the Office of the Deputy Commissioner for Internal Administration before proceeding with the disposal of BOC property.

3.0   The Bids and Awards Committee (BAC) on Disposal is also constituted as follows:

FOR OCOM:

Chairperson   :   Deputy Commissioner, IAG
Vice Chairperson: Director, Administration Office
Members   :   Chief, General Services Division
                       Property Custodian, GSD Supplies and Property Section
                       Representative from the Accounting Division to be
                          designated by the Chief Accountant

FOR COLLECTION DISTRICTS/PORTS:

Chairperson   :   Deputy Collector for Administration
Vice Chairperson: Chief, Administrative Division
                       Equivalent unit or Designated Administrative Officer or
                          Administrative staff of the Port to be designated by
                          the District Collector

4.0   The BAC on Disposal shall be responsible for conducting the public bidding for the sale of BOC properties for disposal, in accordance with pertinent rules and regulations.

4.1   When government equipment/property has become unserviceable, the same can be disposed of by any of the following methods:

a) If found valueless or unsalable, it may be destroyed;
b) If found to be valuable, it may be sold at public auction to the highest bidder under the supervision of the BAC on Disposal.
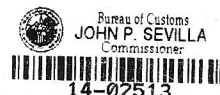
4.2   In both methods of disposal of unserviceable equipment/property, the presence of a representative from the Commission on Audit shall be required.

5.0   Upon disposal of equipment/property, the pertinent portions of the Inventory and Inspection Report, Report of Waste Materials or Invoice-Receipt of Property, Acknowledgement Receipt of Equipment (ARE) or Inventory Stock Card, whichever is applicable shall be accomplished. These reports shall be the basis for dropping the property from the books of accounts and for taking up the proceeds from the sale of property by the Accounting Division. It is therefore important that the Deputy Collector for Administration or the Chief, General Services Division as the case maybe, shall provide a copy of such report/s to the Accounting Division, Financial Management Office, Internal Administration Group.

6.0   All Orders and other issuances which are inconsistent herewith are hereby amended accordingly.

7.0   For compliance.

JOHN P. SEVILLA
Commissioner

Bureau of Customs
JOHN P. SEVILLA
Commissioner
14-02513

JUL 10 2014