

1.0. OBJECTIVE

1.1 To define the guidelines for the disposal of technology equipment and components owned by CVMFCC

2.0 SCOPE

2.1 Applies to any computer/technology equipment or peripheral devices that are no longer needed within CVMFCC including, but not limited to the following: personal computers, servers, hard drives, laptops, mainframes, smart phones, or handheld computers (i.e., Windows Mobile, iOS or Android-based devices), peripherals (i.e., keyboards, mouse, speakers), printers, scanners, typewriters, compact and floppy discs, portable storage devices (i.e., USB drives), backup tapes, printed materials.

3.0. DEFINITION OF TERMS

3.1 SAT – Security and Admin Team

4.0 POLICY

4.1 IT EQUIPMENT DISPOSAL

4.1.1 ITG will check and diagnose the equipment based on the following criteria:

4.1.1.1 End of life – 5 years after the purchased date.

4.1.1.2 Physical status – Totally not in good working condition.

4.1.1.3 Operating status – Working but in not safe status, may cause damage to system or to the user.

4.1.2 ITG must prepare recommendation for disposal once the criteria is suited to the equipment. This may include requisition for equipment replacement. Refer to Purchase Requisition SOP of SAT.

4.1.3 ITG must secure approval of the ITG manager prior to submission to SAT of the disposal form and the actual equipment.

4.1.4 ITG must update the inventory record and must note the actual date submitted to SAT as well as the actual date of the disposal.

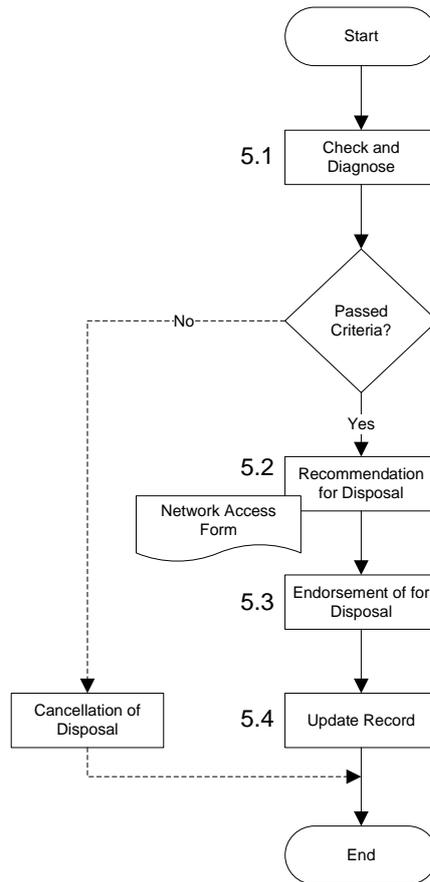
5.0 GUIDELINES

Responsibility

Process Flow

Guidelines

ITG



5.1 Check and Diagnose

5.1.1 ITG will check and diagnose the equipment and must met any of the following criterias;

- 5.1.1.1 End of life
- 5.1.1.2 Physical status
- 5.1.1.3 Operating status

5.1.2 For criteria that will fall under the criteria of End of life, equipment must be at least 5 years old or beyond operable life cycle. In some cases, too much outdated software or hardware capabilities does not meet Company's business operation.

5.2 Recommendation for Disposal

5.2.1 If the equipment has passed the criteria, ITG will prepare the recommendation. This disposal recommendation can be any of the following;

- 5.2.1.1 For sale
- 5.2.1.2 Junk

5.3 Endorsement of for Disposal

5.3.1 ITG must secure the approval from ITG manager and submit the recommendation to SAT which includes to endorse the duly approved Disposal Form and actual equipment.

5.3.2 Once equipment are completely endorsed to SAT, ITG team has no liability to the equipment for disposal.

5.4 Update Record

5.4.1 ITG must update the record and note the date submitted to SAT and the endorsement of the actual disposal date for future references.

6.0 FORMS

6.1 Equipment Disposal Form – ITG-2019-F-010-A

7.0 AUTHORIZED SIGNATORIES

No.	FORM	SCOPE	SIGNATORIES
7.1	Equipment Disposal Form	Requested by Recommending approval Noted by Approved by	ITG Specialist ITG Junior/Senior Officer ITG Manager SAT Manager

8.0 SANCTIONS : Non-compliance on this policy shall be subject to sanction in accordance with the employee code of conduct.

9.0 EFFECTIVITY : This policy will take effect on June 1, 2023

10.0 ACKNOWLEDGEMENT TO COMPLY AND IMPLEMENT

This is to acknowledge that we:

- 10.1 Reviewed the policies and procedure herein;
- 10.2 Agree with contents hereof; and
- 10.3 Commit to strictly implement these policies and procedures.

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 Team Head

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