



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

September 1, 2026

DIVISION MEMORANDUM

No. 423, s. 2026

RECONSTITUTION OF DIVISION DISPOSAL COMMITTEE

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
OSDS Section Heads
All Others Concerned

1. Pursuant to Joint Circular No. 2024-1 dated January 30, 2024, issued by the Commission on Audit (COA) and the Department of Budget and Management (DBM), prescribing the Revised Manual on the Disposal of Government Properties, and in order to ensure the proper, transparent, and accountable disposal of unserviceable government properties and waste materials, this Office hereby reconstitutes the Division Disposal Committee as follows:

Chairperson: **Aurelio A. Santisas, CESO VI**
Assistant Schools Division Superintendent

Members: **Lourence N. Reyes**, Information Technology Officer I
Rosa Belinda P. Gemperso, Administrative Officer V (Budget)
Geordito T. Olario, Administrative Officer V (A/S)
Jidelle G. Garcia, Administrative Officer IV (Supply)
Cynthia O. Dalman, Administrative Officer IV (Records)
Jaydah Marie C. Javier, Administrative Assistant III
Blessyl C. Cuento, ADA IV (Designated GSO Incharge)
Angie C. Rabe, Division Engineer (COS)
All School-based Administrative Officers II

2. The Disposal Committee shall undertake the following:

- Inspect, appraise, and undertake valuation activities as a group or individually;
- Set the final appraised value of the properties for disposal;
- Determine the appropriate mode of disposal and recommend the same to the Schools Division Superintendent for approval;
- Undertake the disposal proceedings for the properties, e.g., conduct of public auction, condemnation/destruction of properties, among others, on an "as is, where is" basis;
- Ensure that properties for disposal do not include materials not intended for disposal;



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- f. Ensure the extraction, proper storage, and security of confidential data stored in information and communications technology (ICT) or electronic equipment before disposal; and
 - g. Perform other related functions that may be assigned by the Schools Division Superintendent.
3. The Committee is directed to convene and proceed with the disposal of unserviceable properties and those salvaged materials taken from the Division Office, all elementary and secondary schools subject to pertinent guidelines issued by the Commission on Audit and related DepEd Orders. No hauling of salvaged properties shall commence without the evaluation of the Committee and approval of this Office.
4. Immediate dissemination of and strict compliance with this Memorandum is desired.

For the Schools Division Superintendent:

AURELIO A. SANTISAS, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

