

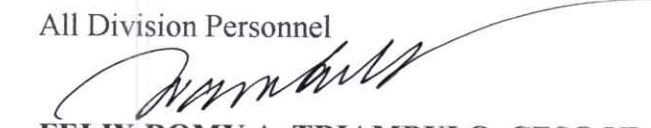


Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF DAPITAN CITY

**DIVISION MEMORANDUM**

No. 39, s. 2022

TO : All Division Personnel

FROM :   
**FELIX ROMY A. TRIAMBULO, CESO VI**  
Schools Division Superintendent

DATE : January 25, 2022

SUBJECT : RECONSTITUTION OF DISPOSAL COMMITTEE

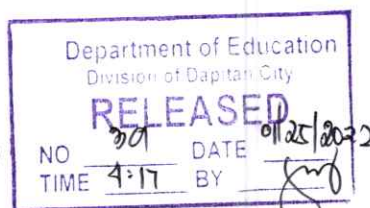
In reference to the COA Circular No. 83-206; Re: Executive Order No. 888 Authorizing Ministers and Heads of Ministries/Agencies to dispose of their respective unserviceable equipment and disposable property and creating a Disposal Committee to facilitate disposal of said property, a Disposal is hereby created respectively, to be composed of the following personnel;

Chairperson : OLIVER B. TALAOC  
Co-Chairperson : GEORDITO T. OLARIO  
Members : NANCY T. TENDERO  
DANILO SANTIAGO  
MIGUEL JATICO  
Secretariat : GRACE ELUMBARING

The Committee shall establish a standard operating procedure to govern its action and shall perform the following functions:

- Inspect or authorize the field offices to inspect the unserviceable equipment and property to verify justification for disposal;
- Set the final appraised value of all disposable property considering obsolescence, market demand, physical condition and result of previous biddings for similar property;
- Recommend to the Head of Agency for approval, the manner of disposal taking into consideration the pertinent provisions of the Revised Administrative Code and the National Auditing Code;
- Conduct public biddings for the sale of disposable property on an "AS IS", "WHERE IS" basis and to recommend corresponding award.

CC:  
ASDS  
Chief, CID  
Chief, SGOD  
AO V (Administrative Services)  
Finance and Budget  
IT



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