



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

Office of the Schools Division Superintendent

March 17, 2025

MEMORANDUM

No. 191, s. 2025

RECONSTITUTION OF DIVISION DISPOSAL COMMITTEE

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
OSDS Section Heads
All Others Concerned


1. Pursuant to the provision of Joint Circular No. 2024-1. dated January 30, 2024 of Commission on Audit (COA) and Department of Budget and Management (DBM), with the subject: "Revised Manual on the Disposal of Government Properties, which provides the necessary requirements that the government agencies must adhere to prior to commencement of disposal activities, this office hereby reconstitutes the Division Disposal Committee of the Schools Division of Dapitan City as follows:

Chairperson: AURELIO A. SANTISAS - ASDS
Members : LOURENCE N. REYES - ITO
ROSA BELINDA P. GEMPEROSO - AO V (Budget)
GEORDITO T. OLARIO - AO V (AS)
JIDELLE G. GARCIA - AO IV (Supply)
ANJIE C. RABE - Division Engineer (COS)
JESUSZA MARIE B. ACOPIADO - ADAS 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;
- Ensure the extraction, proper storage, and security of confidential data stored in information and communications technology (ICT) or electronic equipment before disposal; and
- Perform other related functions that may be assigned by the Schools Division Superintendent.

3. Immediate and wide dissemination of this Memorandum is desired.


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

