



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

Division Memorandum
No. 85 s. 2024

TO : All Public Elementary and Secondary Schools(Non-IUs)
: All Division Personnel

CREATION OF DIVISION DISPOSAL COMMITTEE

1. In compliance to pertinent government rules and regulations, this Office hereby informs the field and all concerned of the creation of the Division Disposal Committee with composition and roles specified hereunder.

Chairman	Jan Nowel E. Peña, ASDS
Members	Dorothy S. Asingal, AO V
	James Ceasar A. Dayao, Supply Officer
Office Equipment, Medical Equipment, Technical & Scientific Equipment, Agricultural & Forestry Equipment & DRR Equipment	Sixto D. Lang-ay Jr., Accountant III
	Menchie P. Gamongan, PDO-II DRRM
	Jocelyn Lomeng, Nurse II
	Ferdinand Malagyab, PSDS
Building & Other Infrastructure, Furniture & Fixtures	Engr. Paul N. Palliso, Engr. III
ICT related materials/Equipment, Communication & Printing Equipment	Allan S. Dumalsin, ITO I
Books & Learning Materials	Teofila P. Agsunod, Librarian II
Service Vehicle & Parts	Alkane D. Manaol, Admin. Aide IV
Observer	COA Representative
Secretariat:	Maureen Martinez, ADAS II
	Thimoty V. Gallamaso, ADAS I
	Claire Ann Amoga, AA VI

2. The following are the roles and functions of the Division Disposal Committee:
- Require the submission by the concerned offices/sections/schools of requests/reports of the assets to be disposed of, and all necessary documents pertaining thereto.
 - Deliberate the requests to disposal of unserviceable properties/materials.
 - Inspect the unserviceable properties/materials equipment to be disposed of and verify the justification for disposal.
 - Set the final appraise value of all disposable property based on existing government provisions related thereto.



Address: Bulanao Central School cpd., Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>



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- e. Submit related reports (Waste Material Report, IIRUSP, IIRUP & other pertinent documents) to the Schools Division Superintendent.
 - f. Recommend to the Schools Division Superintendent the approval, including the manner and justification, for disposal.
3. Please be guided accordingly.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent



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