



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City

May 4, 2022

Division Memorandum
No. 148, s. 2022

TO : All Public Elementary and Secondary School Heads
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	Feliciano L. Agsaoay Jr., ASDS
Members:	Dorothy S. Asingal, AO V
	James Ceasar A. Dayao, Supply Officer
Office Supplies and Equipment:	Sixto D. Lang-ay Jr., Accountant III
	Menchie P. Gamongan, PDO II- DRRM
	Jocelyn Lomeng, Nurse II
	Ferdinand Malagyab, PSDS
Building & other Infrastructure	Engr. Paul N. Palliso, Engr. III
ICT- related Materials & Equipment	Allan S. Dumalsin, ITO I
Books & Learning Materials	Teofila P. Agsunod, Librarian II
Service Vehicle and parts	Alkane D. Manaol, Admin. Aide IV
Observer	COA Representative
Secretariat:	Rachelle A. Canao, ADAS III
	Julie Ann M. Lingbawan, ADAS III
	Maureen Martinez, ADA VI
	April T. Malaggan, ADA VI
	Norwin O. Bulosan, ADA 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.
 - Submit related reports (Waste Materials Report & IIRUP) to the Schools Division Superintendent.

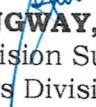


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- f. Recommend to the Schools Division Superintendent the approval, including the manner and justification, for disposal.
3. Please be guided accordingly.


IRENE S. ANGWAY, PhD, CESO VI
Schools Division Superintendent
Office of the Schools Division Superintendent

OSDS/JAL



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