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

November 26, 2026

DIVISION MEMORANDUM
No. 543 s. 2026

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD
Chief Education Supervisor, CID
Elementary and Secondary School Heads
School Property Custodians/Administrative Officer II
All Others Concerned

RECONSTITUTION OF THE DISPOSAL COMMITTEE AND GUIDELINES ON THE DISPOSAL OF GOVERNMENT PROPERTY AND EQUIPMENT

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), entitled *Revised Manual on the Disposal of Government Properties*, and in order to facilitate the disposal of unserviceable equipment and waste materials of the Department of Education–Schools Division of Tabuk City, the Disposal Committee is hereby reconstituted as follows:

Chairperson: **GINADINE L. BALAGSO**
Assistant Schools Division Superintendent

Vice Chairperson: **EMMANUEL D. UBUAN**
Education Program Supervisor
Alternate Chairperson

Members: **DOROTHY S. ASINGAL**
Administrative Officer V, General Services Unit

JAMES CEASAR A. DAYAO
Administrative Officer IV, Property and Supply Unit

LOVELYN L. MUKAY
Administrative Officer IV, Records Unit

SIXTO D. LANG-AY, JR.
Accountant III

ENGR. PAUL N. PALLISO
Engineer III

ALLAN S. DUMALSIN
Information Technology Officer I

HELEN B. ORAP
Education Program Supervisor

Powers and Functions of the Disposal Committee:

- The Disposal Committee shall ensure the expeditious disposal of government properties in accordance with applicable laws, rules, and regulations, with the following objectives:
  a. Eliminate the continuing costs associated with the storage and maintenance of government inventory;
  b. Relieve accountable officers and employees of unnecessary and/or excess property accountability; and
  c. Decongest government offices of properties identified for disposal.
  Specifically, the Disposal Committee shall perform the following functions:
  a. Inspect, appraise, and undertake valuation activities, either collectively or individually;
  b. Determine the final appraised value of the properties for disposal;
  c. Determine the appropriate mode of disposal and recommend the same to the appropriate approving authority;
  d. Undertake the necessary disposal proceedings, such as the conduct of public auctions and the condemnation or destruction of properties, among other applicable modes of disposal, on an "as is, where is" basis;
  e. Ensure that properties identified for disposal do not include materials or items not intended for disposal;
  f. Ensure the extraction, proper storage, and security of confidential data stored in information and communications technology (ICT) equipment or other electronic devices prior to their disposal; and
  g. Perform other related functions that may be assigned by the Head of the Government Entity or the Regional/Field Office concerned.

Secretariat:

JOSHUA A. REBANCOS
Administrative Officer II

JOANNE DICHOSON
Administrative Assistant II

CARMINA D. ALAY
Administrative Aide VI

Powers and Functions of the Disposal Committee Secretariat

The Secretariat shall perform the following functions:

a. Provide technical and administrative support to the Disposal Committee;
b. Organize and make all necessary arrangements for the meetings and conferences of the Disposal Committee;
c. Prepare the agenda for meetings, as determined by the Chairperson and based on the recommendations of the members of the Disposal Committee;
d. Prepare the minutes of meetings and resolutions of the Disposal Committee and certify them as true and correct;
e. Receive and take custody of documents and other records and ensure that all actions undertaken by the Disposal Committee are properly documented;
f. Draft correspondence and other communications for the review and signature of the Chairperson;
g. Manage the sale and distribution of public auction documents and other relevant disposal-related documents to interested bidders, subject to the approval of the Chairperson or the Chairperson's authorized representative;
h. Advertise and/or post disposal opportunities, subject to the approval of the Chairperson or the Chairperson's authorized representative;
i. Assist in the management and implementation of the disposal process;
j. Monitor activities and milestones to ensure proper reporting to concerned agencies, when required;
k. Serve as the central communication channel among the Disposal Committee, bidders or buyers, and the general public; and
l. Perform other related functions that may be assigned by the Chairperson of the Disposal Committee.

2. To ensure the orderly, transparent, and systematic disposal of government properties, the following procedures shall be strictly observed, regardless of the mode of disposal:

a. The Property Unit of the Schools Division Office (SDO) and the respective schools shall submit a written request for disposal, together with the duly accomplished disposal documents, such as the Waste Materials Report (WMR), Inventory and Inspection Report of Unserviceable Property (IIRUP), Inventory and Inspection Report of Unserviceable Semi-Expendable Property (IIRUSP), and other relevant supporting documents, through the Property and Supply Unit of the SDO;
b. The Property and Supply Unit shall verify the completeness, accuracy, and validity of the submitted documents and endorse the request, together with the supporting documents, to the Chairperson of the Disposal Committee;
c. Upon receipt of the request, the Chairperson shall convene the Disposal Committee to conduct an ocular inspection of the properties covered by the submitted reports. The inspection shall provide a firsthand assessment of the physical and operational condition, marketability, and potential value of the properties and shall serve as a basis for the valuation process;

d. Regardless of the mode of disposal to be undertaken, the appraised value of the properties shall be determined based on the information and data contained in the WMR, IIRUP, IIRUSP, and other relevant supporting documents, in accordance with the applicable provisions of existing laws, rules, and regulations; and
e. Based on the results of the ocular inspection and valuation, the Disposal Committee shall recommend the most appropriate mode of disposal to the Schools Division Superintendent (SDS), taking into consideration the best interest of the government.

3. All other policies, procedures, and documentary requirements governing the disposal of government properties shall be in accordance with Joint Circular No. 20241 dated January 30, 2024, issued by the Commission on Audit and the Department of Budget and Management, otherwise known as the *Revised Manual on the Disposal of Government Properties*, and other applicable laws, rules, and regulations.

4. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

Digitally signed by CHRISTOPHER C. BENIGNO
Date: 2026.11.27 08:34:28+08'00'

CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI
OIC-Schools Division Superintendent