



Republic of the Philippines
Department of Education
 Negros Island Region
SCHOOLS DIVISION OF SAGAY CITY

September 23, 2025

DIVISION MEMORANDUM

No. 580, s. 2025

CONSTITUTION OF DIVISION PROPERTY DISPOSAL COMMITTEE

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors – CID & SGOD
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

- Pursuant to the Joint Circular No. 2024-1 dated January 30, 2024 of the Commission on Audit (COA) and the Department of Budget and Management (DBM) on the revised Manual on the Disposal of Government Property and for the purpose of disposing various unserviceable equipment and waste materials of the Schools Division of Sagay City, this office hereby constitute the Division Property Disposal committee.

Chairperson	Mark Anthony J. Tan	OIC Assistant Schools Divisions Superintendent
Vice- Chairperson	Ma. Theresa Q. Bingcang	SGOD Chief
Members	Noe B. Abdon	Administrative Officer V
	Josie R. Rebusquillo	Accountant III
	Jonah V. Uypico	Information Technology Officer I
	Engr. Edward Martorillas	Engineer III
	Romie J. Osal	Administrative Officer IV
Secretariat	Supply Office	

- The Following are the Powers and Functions of the Disposal Committee:

2.1 The Disposal Committee shall ensure the speedy process of the disposal of the properties in accordance with relevant laws, rules and regulations in order to ensure that:

- Continuing/carrying inventory costs of the government is eliminated.
- Accountable employees are relieved of unnecessary and/ or excess accountability; and
- Government offices are effectively decongested from properties for disposal.

2.2 Specifically, 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.





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- c. Determine the appropriate mode of disposal and recommend the same to the authorities.
 - d. 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.
 - e. Ensure that properties for disposal do not include materials not intended for disposal.
 - f. Ensure the extraction, proper storage, and security of confidential data stored in information and communications technology (ICT) or electronic equipment before disposal; and
 - g. Perform other related functions that may be assigned by the head of the government entity/ RO/ FO concerned.
3. The secretariat of the Disposal Committee shall undertake the following:
- a. Provide technical and administrative support to the Disposal Committee.
 - b. Organize and make all necessary arrangements for the meetings and based on the recommendation of the members of the Committee.
 - c. Prepare the agenda for meetings, as determined by the Chairperson and based on the recommendation of the members of the Committee.
 - d. Prepare minutes of meetings and resolutions of the Disposal Committee and certify the same 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 correspondences and review/ signature of the Chairperson; other communications for
 - g. Manage the sale and distribution of public auction documents or any other relevant disposition documents to interested bidders.
 - h. Advertise and/ or post disposal opportunities.
 - i. Assist in managing the disposal process.
 - j. Monitor activities and milestones for proper reporting to relevant agencies when required.
 - k. Act as the central channel of communications for the Disposal Committee and bidders or buyers, and the public; and



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1. Perform other related functions that may be assigned by the Chairperson of the Disposal Committee.
4. For information and guidance.

DANNIE CLARK M. UGUIL, CESE
OIC-Schools Division Superintendent