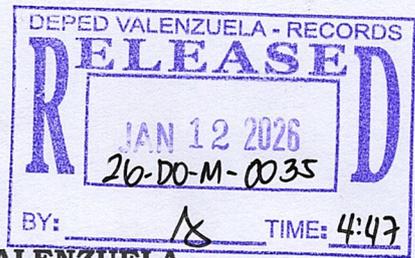


DepEd ICT Unit

Web Posted by: Yrb  
Control no.: 26-DO-M-042



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**SCHOOLS DIVISION OFFICE - CITY OF VALENZUELA**

Office of the Schools Division  
Superintendent

**DIVISION MEMORANDUM**

No. 0032, s. 2026

**RECONSTITUTION OF THE DIVISION DISPOSAL COMMITTEE**

To: OIC, Assistant Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Education Program Supervisors & Public Schools District Supervisors  
Public Elementary and Secondary School Heads/OICs  
School Administrative Officers II  
All Others Concerned

1. For the information and guidance of the field, this Office hereby reconstitutes the Division Disposal Committee pursuant to the provisions of Commission on Audit Joint Circular No. 2024-01, dated January 30, 2024, otherwise known as the "Revised Manual on the Disposal of Government Properties". The reconstituted Disposal Committee shall be composed of the following:

Name	Official Designation	BAC Position
Dr. Ernest Joseph C. Cabrera	OIC, Assistant Schools Division Superintendent	Chairperson
Dr. Baltazar M. Gayem	Chief Education Supervisor, SGOD	Vice-Chairperson
Atty. Mark Angelo S. Enriquez	Attorney III/ OIC - Administrative Officer V	Regular Member

2. The Disposal Committee shall ensure the speedy process of disposal of properties in accordance with relevant laws, rules and regulations to ensure that:  
a. Continuing/carrying inventory costs of the government is eliminated;  
b. Accountable employees are relieved of unnecessary and/or excess accountability; and  
c. Government offices are effectively decongested from properties for disposal.

3. Specifically, the Disposal Committee shall undertake the following:  
a. Inspect, appraise, and undertake valuation activities as a group or individually;  
b. Set the final appraised value of the properties for disposal;  
c. Determine the appropriate mode of disposal and recommend the same to the applicable authorities as enumerated above for approval;



Address: Pio Valenzuela St., Marulas, Valenzuela City  
Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439  
Email Address: [sdovalenzuela@depd.gov.ph](mailto:sdovalenzuela@depd.gov.ph)  
Official Website: <https://www.sdovalenzuelacity.depded.gov.ph>



- 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.
4. The Committee shall be assisted by the Secretariat and Technical Working Group and 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 conferences;
  - c. Prepare the agenda of 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 all actions undertaken by the Disposal Committee are properly documented;
  - f. Draft correspondences and other communications for review/signature of the Chairperson;
  - 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 general public; and
  - l. Perform other related functions that may be assigned by the Chairperson of the Disposal Committee.

Technical Working Group (TWG)		
Name	Official Designation	Relative Waste Materials
Engr. Kelly G. Magusib	Engineer III	School Buildings
Mr. Rodel U. Antonio	Administrative Officer IV	DepEd Furniture and Fixture
Mr. Noel E. Reyes	Information and Technology Officer II	Computerization, and IT – Related Goods and Services, Equipment

Secretariat		
Name	Official Designation	DDC Position
Shayne B. Aurigue	Administrative Aide VI	Scribe 1
Normalyn M. Florin	Administrative Aide IV	Scribe 2

5. The Committee is directed to convene and proceed with the disposal of unserviceable properties and those salvaged materials taken from all public and secondary schools subject to pertinent guidelines issued by the Commission on Audit



Address: Pio Valenzuela St., Marulas, Valenzuela City  
 Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439  
 Email Address: [sdovalenzuela@deped.gov.ph](mailto:sdovalenzuela@deped.gov.ph)  
 Official Website: <https://www.sdovalenzuelacity.deped.gov.ph>



and other related DepEd Orders. No demolition of schools and hauling of salvaged properties shall commence without the evaluation of the Committee and approval of this Office.

6. Immediate dissemination of and strict compliance to this Memorandum is desired.

**NOEL D. BAGANO**  
Schools Division Superintendent

Encl.: As stated

References: Commission on Audit Joint Circular No. 2024-01

To be indicated in the Perpetual Index  
under the following subjects:

**COMMITTEE**

**REGULATIONS**

**POLICY**

ASDS/DM - RECONSTITUTION OF THE DIVISION DISPOSAL COMMITTEE  
\_\_\_\_\_ /January 09, 2026