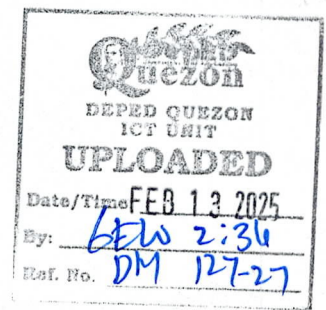




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



10 February 2025

DIVISION MEMORANDUM
DM No. 127, s. 2025

RECONSTITUTION OF THE DIVISION DISPOSAL COMMITTEE

To: Assistant Schools Division Superintendent
Division Chiefs
Public Elementary and Secondary School Heads
District and School Property Custodian
All Others Concerned

1. Pursuant to the provision of Deped Order No. 008, s 2021 otherwise known as “**Revised Signing Authorities for Administrative and Financial Matters in the Department of Education**”, which prescribed the necessary rules and regulation of the proper management of public property, the following are hereby designated to compose the Division Disposal Committee of this Division, to wit:

Chairman : **MARIA DOLORES D. ATIENZA**
Administrative Officer V

Members : **GEORGE D. AGUILA**
Administrative Officer IV

EDMUNDO R. MARIN JR.
Accountant III

Technical Staff: **ENGR. RAMIR O. ARBOLENTE**
Engineer III

WILBERT P. PORTEZA
Information Technology Officer I

ARVIN P. REPASO
PDO II – DRRM

DEPEDQUEZON-TM-SDS-04-010-003



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Secretariat : **LAYLA ANNA B. MAGTANGOB**
Administrative Assistant III

MICHELLE P. DE MESA
Administrative Assistant III

2. Guided by Section IV – K of DepEd Order No. 008 s. 2021, Signing Authorities for Administrative Matters for Property and Supply Issuances, the full and sole authority and responsibility for the disposal of government properties and other assets by the government shall be lodged to the head of office of the Disposal Committee. He/She is also the Approving Authority in the Waste Materials Report (WMR) and Inventory and Inspection Report of Unserviceable Property (IIRUP).
3. Whereas the following procedures shall be strictly observed by the concerned units and committee as regards to disposal of unserviceable and obsolete equipment and properties:
 - a. Schools shall submit a request for disposal including the duly accomplished Waste Materials Report (WMR), Inventory and Inspection Report of Unserviceable Property (IIRUP), and Inventory and Inspection Report of Unserviceable Semi-Expendable Property (IIRUSP) to the SDO through the Supply Section;
 - b. The Supply Section shall verify the completeness and veracity of the documents submitted and forward the request together with the necessary requirements for disposal to the Office of the Commission on Audit;
 - c. The Auditor together with the Technical Staff shall inspect the items and determine their value and give written recommendation to the Schools Division Superintendent.
 - d. The Supply Section and Technical Staff shall prepare the necessary documents and forward the same to the Disposal Committee; and

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- e. The Disposal Committee shall recommend to the Schools Division Superintendent and BAC the mode of disposal.
4. Immediate dissemination and of strict compliance to this Memorandum is highly desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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[EXECUTIVE ORDER NO. 309, March 08, 1996]

RECONSTITUTING THE DISPOSAL COMMITTEE CREATED UNDER E.O. NO. 285

WHEREAS, Executive Order No. 285 was issued on July 25, 1987 creating the Disposal Committee in the national level to be composed of the representative of the owning agency as Chairman, with the representatives of the Commission on Audit (COA) and Department of Budget and Management (DBM) as members, and also creating the Regional Disposal Committees to be composed of the representatives of the regional owning agency as Chairman, and the representatives of the COA Regional Office and DBM Regional Office as Members;

WHEREAS, there is a need to expedite the disposal of unserviceable equipment and property of the government to avoid further deterioration, especially those exposed to the elements;

WHEREAS, COA has withdrawn from being a Member of such Disposal Committees due to the lifting of all pre-audit activities as mandated by Section 2(2), Article IX-D of the Constitution and in so doing, there is now an urgent need to reconstitute the members thereof;

WHEREAS, pursuant to the provisions of Section 10 of the General Provisions of R.A. No. 8174, the disposal of unserviceable, obsolete and/or excess equipment, supplies and materials is the responsibility of the respective owning department/agency;

NOW, THEREFORE, I, FIDEL V. RAMOS, President of the Philippines, by virtue of the powers vested in me by the Constitution, do hereby order and ordain the reconstitution of the Disposal Committee created in each Department, bureau, office or agency under Executive Order No. 285, as follows:

SECTION 1. Reconstitution of Disposal Committees. Pursuant to R.A. No. 8174, the Disposal Committees created under E.O. No. 888 as amended by E.O. No. 285 dated July 25, 1987 in each Department, bureau, office or agency are hereby reconstituted as follows:

Chairman	A senior official with a rank not lower than the level of an Assistant Secretary for a department and Assistant Director for a bureau/agency or department manager for a GOCC
Member	Head of the Department's administrative service or head of agency's administrative division or head of the GOCC's equivalent organizational unit
Member	Head of the property unit

SEC. 2. Repealing Clause. All executive orders, rules, regulations other issuances or part thereof, which are inconsistent with this Executive Order, are hereby repealed or modified accordingly.

SEC. 3. Effectivity Clause. This Executive Order shall take effect immediately.

DONE in the City of Manila, this 8th day of March in the year of Our Lord, Nineteen Hundred and Ninety-Six.

(Sgd.) **FIDEL V. RAMOS**
President of the Philippines

By the President:

(Sgd.) **RUBEN D. TORRES**
Executive Secretary