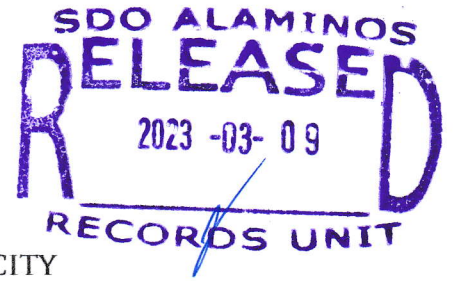




Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY



Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**  
**DM-2023-133**

TO : Asst. Schools Division Superintendent  
Chief Education Supervisor -Curriculum Implementation Division  
Chief Education Supervisor -Schools Governance Operation Division  
Education Program Supervisors, SEPS, Division Personnel  
School Heads of Public Elementary and Secondary Schools  
All Others Concerned

SUBJECT : **DIVISION DISPOSAL COMMITTEE**

FROM : Schools Division Superintendent

DATE : March 8, 2023

1. Pursuant to Executive Order No. 888, Executive Order No. 309 s. 1996 (created under E.O. No. 285), COA Circular No. 89-296 s. 1989, and DECS Order No. 56 s. 1997 the Division Disposal Committee is hereby reconstituted to assist and advise the Head of the Agency on matters relative to the appraisal and disposal of Alaminos City Division properties:

DESIGNATION	NAME	POSITION
Chairman	Rosalie R. Sarmiento	Administrative Officer V
Member	Chimmy Anne Raoet-Sison	Accountant III
Member	Maria Fe R. dela Cruz	Administrative Officer IV – Supply & Property Unit
Secretariat	John Carlo V. Santiago	Administrative Assistant III (Accounting Unit)
Secretariat	Karen R. Tobias	Administrative Assistant III (Property & Supply Unit)
Technical Staff (Infrastructure, Furniture and Related Goods)	Engr. Merjorie B. Corpuz	Division Engineer
Technical Staff (DCP Packages, IT- Related Goods and Internet Services)	Carlo B. Agustin	Information Technology Officer

***With hundred reasons to serve!***



Address: San Jose Drive, Poblacion, Alaminos City, Pangasinan  
Telephone Number: (075) 205 - 0644  
Website: depedalaminoscity.com  
Email Address: alaminos.city@deped.gov.ph





Republic of the Philippines  
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REGION I

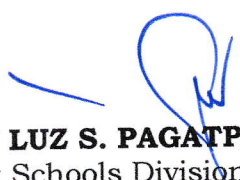
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

Technical Staff (Learning Materials)	Dr. Edna C. Caserial	EPS – Learning Resources
Technical Staff (Sports-related Goods and Equipment)	Soledad P. Peralta	EPS – SGOD
Technical Staff (Service Vehicles)	Laurence M. Dela Cruz	Administrative Aide IV

The Secretariat and Technical Staff shall assist the committee and handle all the agency's Technical and Administrative matters as well as the safeguarding and systematic filing of Committee documents and records.

2. The functions of the Division Disposal Committee as provided in Executive Order No. 888 dated March 18, 1983 and Manual on Disposal of Government Property are as follows:
  - a. Inspect the unserviceable equipment and property to verify justification for disposal;
  - b. Set final appraised value of all disposable property considering obsolescence, market demand, physical condition and result of previous biddings for similar property;
  - c. Recommend to the Head of Agency for approval, the manner of disposal taking into consideration the pertinent provisions of the Revised Administrative Code and the National Auditing Code;
  - d. Conduct public bidding for sale of the disposable property on as "AS IS", WHERE IS" basis and to recommend corresponding award;
3. All Division Memorandum and other related issuances which are inconsistent with this Memorandum are hereby repealed, rescinded or modified accordingly.
4. For information, guidance, wide dissemination, and strict compliance.

  
**VIVIAN LUZ S. PAGATPATAN, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

***With hundred reasons to serve!***



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