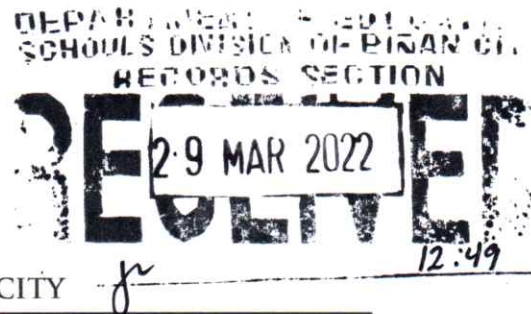




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY



29 Mar 2022

**DIVISION MEMORANDUM**

No. 094, s. 2022

**RECOMPOSITION OF THE DIVISION DISPOSAL COMMITTEE**

To : OIC - Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
All Schoolheads

1. Pursuant to Executive Order No. 888 dated March 18, 1983, as amended by Executive Order No. 309 dated March 08, 1996, this Office designates the following officials for recomposition of **Division Disposal Committee**:

Chairman: **EDENIA O. LIBRANDA** – Assistant Schools Division Superintendent

Members: **Bayani V. Enriquez** – Chief, SGOD  
**Ariel M. Cabantog** – Administrative Officer V

Secretariat: SYLVIA S. TANAEL – Administrative Officer IV  
(Property and Supply Unit)

2. The Disposal Committee is organized to assist the Office of the Schools Division Superintendent to facilitate the disposal of unserviceable equipment and property of the Schools Division of Biñan City acquired through Sub-Allotment Release Order, Central Office, Regional Office, and MOOE Funds. The committee shall have but is not limited to the following functions:

- A. Inspect the physical condition of the property which is proposed for disposal based on prescribed inspection procedures;
- B. Collect reference information and determine the appraisal value of property considering the obsolescence, market demand, physical condition, and result of the previous bidding for a similar property;
- C. Recommend to the Schools Division Superintendent the proper mode of disposal; and
- D. Coordinate with the Commission on Audit in the conduct of its activities.

3. Enclosed herewith are the Guidelines on Disposal of Unserviceable Property and the forms to be accomplished and submitted to the Property and Supply Unit.

4. Immediate and widest dissemination of this Memorandum is desired.



Address: P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna  
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**EDNA FAURA-AGUSTIN**  
Schools Division Superintendent

Encl: Disposal of Unserviceable, No Longer Needed, And Obsolete Property/Assets  
From National (MOOE, School Fund)

Reference: COA Training Handbook on Property and Supply Management System

OSDS/PAS      /      SST      /      MGR      /      DM-RECOMPOSITION OF THE DIVISION DISPOSAL COMMITTEE  
                         /      03/28/2022



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**DISPOSAL OF UNSERVICEABLE, NO LONGER NEEDED, AND OBSOLETE  
PROPERTY/ASSETS FROM NATIONAL (MOOE, SCHOOL FUND)**

Pursuant to EO No. 888, Sec. 1 and COA Circular No. 89-296 the full and sole authority and responsibility for the disposal of property and other assets owned by the National, Corporate and Local Government Units including its subsidiaries shall be lodged in the heads of the departments, bureaus and offices or managing heads of the concerned entities.

I. Modes of Disposal:

1. Condemnation/Destruction of Property

Through pounding, burning, breaking, shredding, throwing, or any other method by which the property is disposed of beyond economic recovery. Destruction shall be made in the presence of the Disposal Committee.

2. Transfer of Property

Upon the initiative of the owning agency or upon submission of the request to the owning agency, property recommended for disposal may be transferred to another government agency. The transfer may be done without cost.

3. Barter

An agency transfers property to another government agency in exchange for another piece of property. The value of the property transferred may or may not be equivalent to that being received.

4. Donation of Property

May be to charitable, scientific, educational, or cultural institutions.

5. Sale of Unserviceable Property

5.1 *Sale thru Public Bidding* as a general rule, is the mode of disposal. This is done thru sealed public bidding.

5.2 *Sale thru Negotiated Sale* is resorted to as a consequence of failed bidding.

II. Submission of Documents Pertinent to the Disposal of Unserviceable Property:

Accountable officials in possession of the unserviceable property shall submit to the Disposal Committee through their respective heads of offices, the following accomplished forms, as appropriate:

1. Letter Request – identify the assets that may be disposed of; state also the reasons; state the modes of the disposal to be used; indicate the date when to dispose of the assets; address the letter to the Schools Division Superintendent
2. Current Photographs in 2 positions – with dates indicated in the photos per se when these were taken, together with the property custodians and school heads
3. Waste Materials Report – for expendable materials, supplies, and consumables including spare parts, empty containers and remnants from destroyed and damaged fixed assets, accomplish the said form duly signed by the property custodians and the school heads



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4. Inventory and Inspection of Unserviceable Property (IIRUP) – duly signed by the Schoolhead
5. Memorandum of Agreement and/or Resolution by the PTA regarding the Disposal if needed



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