

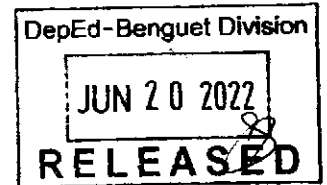


Republic of the Philippines
Department of Education
Schools Division of Benguet

June 17, 2022

DIVISION MEMORANDUM

No. 187 s. 2022



TO: Office of the Schools Division Superintendent
Curriculum Implementation Division
School Governance and Operations Division
Public Elementary and Secondary School Heads
All Concerned

SUBJECT: RECONSTITUTING THE DIVISION DISPOSAL AND APPRAISAL COMMITTEE

1. Due to reassignment and promotion of SDO-Benguet personnel and to ensure proper and timely disposal of all unserviceable properties of the division, the committee on disposal and appraisal of unserviceable property is hereby reconstituted as follows:

Chairperson: CARMEL F. MERIS
OIC-Asst. Schools Division Superintendent

Vice-chairperson: GLENN N. DUGUIS
Administrative Officer V

Members per category:

Motor parts and accessories Cesar B. Luma-ang, Ed. D.
Milton A. Gunaden
Accounting Section

ICT, Office Equipment Eric S. Wanson
Greg Garcia
Asset Management Unit
Accounting Section

Learning Resources Antionette D. Sacyang
Accounting Section
Asset Management Unit
School Monitoring and
Evaluation





Republic of the Philippines
Department of Education
Schools Division of Benguet

School Buildings and Furniture

Engr. Melba Himmoldang
Cesar B. Luma-ang, Ed. D.
Accounting Section
Asset Management Unit
School Monitoring and
Evaluation

Medical and Dental Supplies and
Equipment

Dr. Kirsty M. Depnag
Dr. Marcelino L. Samonte
Accounting Section
Asset Management Unit

2. The committee shall perform the following functions to facilitate the disposal of unserviceable properties and equipment of the division according to existing laws, and regulations of the government:

- a. Inform the Commission on Audit (COA) date(s) of disposal of unserviceable properties and equipment;
- b. See to it that forms are properly accomplished and supporting documents are present (i.e. RPCPPE, RCPI, IIRUP, WMR) prior to appraisal and disposal;
- c. Inspect the unserviceable equipment and property to justify disposal;
- d. Recommend to the Schools Division Superintendent through the committee resolution the mode of disposal deemed most advantageous to the government for each item in the approved list of property to be disposed, and
- e. To furnish the Commission on Audit (COA) disposal report.

3. This Office Memorandum shall take effect immediately. All other issuances are hereby rescinded.

GLORIA B. BUYA-AO
Schools Division Superintendent

OSDS/AMU.fcb

Encl.: As stated



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

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