



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF NUEVA VIZCAYA

August 22, 2025

**DIVISION MEMORANDUM**

No: 398, s.2025

**CONSTITUTION OF SDO NUEVA VIZCAYA DISPOSAL COMMITTEE**

To: Assistant Schools Division Superintendent  
CID and SGOD Chief Program Supervisors  
District Heads  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Commission on Audit (COA) and the Department of Budget and Management (DBM) has issued the Revised Manual on the Disposal of Government Properties through COA-DBM Joint Circular No. 2024-1 (Revised Manual on the Disposal of Government Properties) dated January 30, 2024.

2. The said Joint Circular provides the necessary requirements that government agencies must adhere to prior to the commencement of disposal activities. It also identifies the duties and responsibilities of accountable personnel, as well as the procedures and methods in the conduct of disposal procedures.

3. As mandated by the said Joint Circular, this office hereby constitutes the Division Disposal Committee and the roles of each member as specified therein, to wit:

Chairperson: **Adonis C. Ceperez EdD, CESE** - Assistant Schools Division Superintendent

Members: **Atty. Julius Caesar G. Domingo** - Attorney III/ OIC-Administrative Officer V

**Ronnie Bibas PhD** - Education Program Supervisor

**Emerson B. Balut** - Accountant III

**Gaye D. Castillo** - Administrative Officer IV – Supply

**Ezekel C. Garing** - Information Technology Officer I (ICT- related equipment and DCP Packages)

**Arch. Christopher R. Dominguez** - Technical Assistant III  
(Educational Facilities)

Secretariat:

**Chester C. Cortez** - Learning Resources

**Francis C. Linda** – Supply Unit

**Arwin Sondag** – SDS Office

**Odessa M. Gonzales** – Accounting Section

4. The Powers and Functions of the Disposal Committee and the Secretariat are as follows:



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Email Address: nuevavizcaya@deped.gov.ph  
Website: <https://sdonuevavizcaya.com>



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- 4.1 The Disposal Committee shall ensure the speedy process of disposal of properties in accordance with relevant laws, rules and regulations in order 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.
- 4.2 Specifically, the Disposal Committee shall undertake the following:
- a. Inspect, appraise, and undertake the valuation activities as a group of 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.
  - 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 extraction, proper storage, and security of confidential data stored in information and communication technology (ICT) or electronic equipment before disposal; and
  - g. Perform other related functions that may be assigned by the head of the agency.
- 4.3 Disposal Committee Chairperson shall call the meeting of the Committee and initiate the activities in the disposal process. In case of conflicts or differences among the Committee Members, especially regarding appraised values, the Chairperson shall make the final decision, and the recommendation shall be submitted to the head of agency for approval, as the case may be.
- 4.4 Disposal Committee Members are authorized to make decisions on behalf of their respective offices during the Committee deliberations.
- 4.5 Disposal Committee Secretariat shall undertake the following:
- a. Provide technical and administrative support to the Disposal Committee.

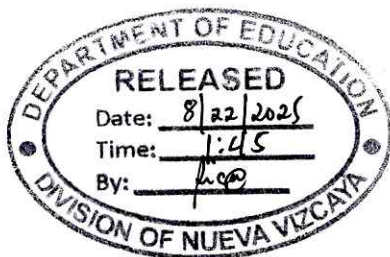




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- b. Organize and make all necessary arrangements for the meetings and conferences.
  - c. Prepare the agenda for meetings, as determined by the Chairperson and based on the recommendation of the members of the Committee.
  - d. Prepare minutes of 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 that all actions undertaken by the Disposal Committee are properly documented.
  - f. Draft correspondence 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 public; and
  - l. Perform other related functions that may be assigned by the Chairperson of the Disposal Committee.
  - m. Coordinate with the COA Audit Team the conduct of the activities.
5. Disposal proceedings should be immediately initiated to avoid further deterioration of the property and consequent depreciation in its value. A systematic and timely disposal will yield benefits in terms of, among others, a higher appraised value and by enabling areas available for other purposes.
6. Immediate and wide dissemination of this Memorandum is earnestly desired.



**ORLANDO E. MANUEL PhD, CESO V**  
Schools Division Superintendent