



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

___6___ May 2026

DIVISION MEMORANDUM

No. 244 s. 2026

CONSTITUTION OF DIVISION DISPOSAL COMMITTEE

To: OIC-Assistant Schools Division Superintendent
 OIC-CID Chief
 OIC-SGOD Chief
 Education Program Supervisors
 School Heads/OICs (Public Elementary and Secondary Schools)
 School Administrative Officer II (Public Elementary and Secondary Schools)
 All others concerned

1. Pursuant to Commission on Audit (COA) and Department of Budget and Management (DBM) Joint Circular No. 2024-1 dated January 30, 2024 (Revised Manual on the Disposal of Government Properties), this Office hereby constitutes the Division Disposal Committee, as follows:

Chairperson	GLENDA DS. CATADMAN OIC – Assistant Schools Division Superintendent
Members	RONNIE B. YOHAN Administrative Officer V
	PRECILA E. CUSTODIO Accountant III
	DR. GIAN PAUL G. CREENCIA Medical Officer III
	ENGR. KRISTINE JOY C. TABLIZO Division Engineer
	NAAMAH C. MAMBALOS Division IT Officer (OIC)
	REENA JAY T. MARTY Administrative Officer IV
	JOSEPHUS PERSEUS B. BANAAG Administrative Officer IV
	REDEN M. CRUZADO Division Librarian
	MARICEL V. AUREO Administrative Assistant II



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	FEDELITO C. RIBON Storekeeper/Property & Supply
Secretariat	MA. EDNA J. ADOLFO Administrative Assistant III/ Property & Supply

2. The following are the roles and functions of the Division Disposal Committee:
 - a. Require concerned offices/sections/schools submit requests, asset reports, and all required documentation for disposal;
 - b. Deliberate requests for the disposal of unserviceable properties/materials;
 - c. Inspect unserviceable properties/materials/equipment to validate disposal justification;
 - d. Set the final appraised value of all disposable property based on existing government regulations;
 - e. Submit related reports (Waste Materials Reports and Inventory and Inspection Report of Unserviceable Property) to the Schools Division Superintendent (SDS);
 - f. Recommend to the SDS the approval, including the manner and justification, for disposal; and,
 - g. Coordinate with COA Audit Team the conduct of disposal activities.

3. Schools are advised to constitute their Disposal Committee, adhering to the guidelines set forth in the referenced document.

4. For immediate dissemination and compliance.

Digitally signed by
Lito A. Palomar
Date: 2026.05.06
Time: 13:22:52 +08:00



LITO A. PALOMAR

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.: as stated
Reference: as stated
To be indicated in the Perpetual Index
under the following subject:

PROPERTIES
COMMITTEES

asu-sp/rjtm/04-30-2026