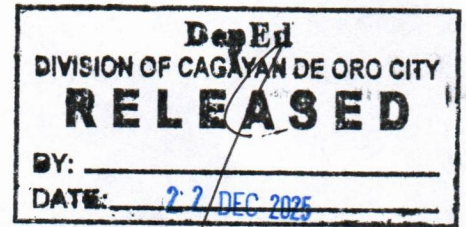




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

17 December 2025

DIVISION MEMORANDUM

No. 1154 s.2025

RECONSTITUTION OF THE DIVISION DISPOSAL COMMITTEE

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, CID and SGOD
All Public Elementary and Secondary School Heads
All Others Concerned
This Division

- Pursuant to the Joint Circular NO. 2024-1 dated January 30, 2024 of Commission on Audit (COA) and Department of Budget and Management (DBM) on the Revised Manual on the Disposal of Government Properties, and for the purpose of disposing various unserviceable equipment and waste materials of the Division of Cagayan de Oro City, the **Division Disposal Committee** is reconstituted as follows:

Chairperson: **Audie S. Borres**
Assistant Schools Division Superintendent

Members: **Risa Bea Socorro M. Borres**
Administrative Officer V

Ely V. Mamaclay III
Division Engineer II

Ignacio A. Gabule Jr.
Administrative Officer IV- Supply Officer

Rochelle A. Luzano
Education Program Supervisor- LRMD

Roberto James Z. Sijo
Information Technology Officer I

Noelfred B. Balarote
Administrative Aide VI
Secretariate



Republic of the Philippines
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REGION X

DIVISION OF CAGAYAN DE ORO CITY

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2. The Division Disposal Committee shall undertake the following:
 - a. Ensure the speedy process of disposal of properties in accordance with relevant laws, rules and regulations.
 - b. Inspect, appraise, and undertake valuation activities as a group or individually;
 - c. Set the final appraised value of the properties for disposal;
 - d. Determine the appropriate mode of disposal and recommend the same to the applicable authorities as enumerated above for approval;
 - e. Undertake the disposal proceedings for the properties, e.g. conduct of public auction, condemnation/destruction of properties, among others, on an "as is, were is" basis;
 - f. Ensure that properties for disposal do not include materials not intended for disposal;
 - g. Ensure the extraction, proper storage, and security of confidential data stored in information and communications technology (ICT) or electronic equipment before disposal;
 - h. Perform other related functions that may be assigned by the head of the government entity.
3. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all personnel regardless of age, gender, and sexual orientation, disability, religion, and ethnicity.
4. Immediate dissemination of and strict compliance with this Memorandum is directed.

ROY ANGELO E. GAZO

Schools Division Superintendent

Encl.: As Indicated

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

COMMITTEES
DISPOSAL
PROCEDURES
PROPERTIES

IAGJR / DM – Reconstitution of Division Office Disposal Committee
/December 17, 2025