



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

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November 8, 2021

DIVISION MEMORANDUM
 No. 421 s. 2021

**RECONSTITUTING THE COMPOSITION OF THE COMMITTEE ON DISPOSAL
 OF THE SCHOOLS DIVISION OF ABRA**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors – CID and SGOD
 Division Office Personnel
 Teaching and Non-Teaching Personnel
 All Others Concerned

1. Property Disposal is the third and last phase in the supply management cycle where the first two phases consist of procurement, utilization and maintenance. Disposal occurs when a piece of equipment or property can no longer provide efficient service, or though still working, has been rendered useless due to obsolescence; and, proceedings should be immediately initiated to avoid further deterioration of the property and consequent depreciation in its value.
2. In this regard, the following SDO Personnel are hereby designated as members of the Disposal Committee:

REYNALDO B. CALINAP
 Education Program Specialist/ALS ----- Chairman

LEO B. GUZMAN
 Agriculturist ----- Member

ABNER B. DIMAANDAL
 Administrative Aide II ----- Member

3. The functions of the Disposal Committee are as follows: (Please see EO No. 888, s. 1983)
 1. Inspect or authorize the department or agency to inspect the unserviceable equipment and property to verify justification for disposal;
 2. Set the final appraised value of all disposable property, considering obsolescence, market demand, physical condition and result of previous biddings for similar property;
 3. Recommend to the Head of the Department/Agency for approval, the manner of disposal;
 4. Conduct public biddings for the sale of disposable property on an "as is where is" basis and to recommend corresponding award.



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5. Recommendations of Disposal Committee in this Agency shall be subject to the approval of the head of the department concerned.
6. For the information and guidance of all concerned.


BENILDA M. DAYLACA, EdD., CESO VI
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent 



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