



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

November 14, 2025

DIVISION MEMORANDUM
No. 833, s. 2025

**RECONSTITUTION OF THE DISPOSAL COMMITTEE IN THE DEPARTMENT
OF EDUCATION CENTRAL OFFICE**

To: Assistant Schools Division Superintendent
Division Office Personnel
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office hereby disseminates the attached DepEd Memorandum No. 101, s. 2025 titled **Reconstitution of the Disposal Committee in the Department of Education Central Office**, pursuant to the Joint Circular No. 2024-1 dated January 30, 2024, of the 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 of various unserviceable equipment and waste materials of the Department of Education Central Office (DepEd CO).
2. For details, please see attached DepEd Memorandum No. 101, s. 2025.
3. Immediate dissemination of this Memorandum is desired.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

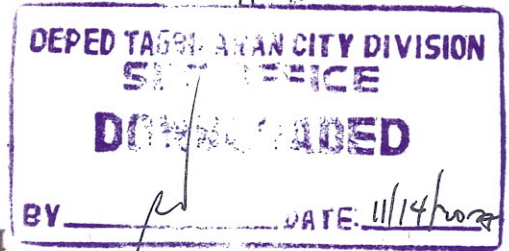
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Republic of the Philippines
Department of Education



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DepEd MEMORANDUM
No. **101**, s. 2025

**RECONSTITUTION OF THE DISPOSAL COMMITTEE IN THE DEPARTMENT
OF EDUCATION CENTRAL OFFICE**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Attached Agencies
All Others Concerned

1. Pursuant to the Joint Circular No. 2024-1 dated January 30, 2024, of the 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 of various unserviceable equipment and waste materials of the Department of Education Central Office (DepEd CO), the **Disposal Committee** is reconstituted as follows:

Chairperson: Undersecretary for Administration
Members: Director IV, Administrative Service
Director IV, Finance Service
Chief Administrative Officer,
Asset Management Division
Chief Administrative Officer, General Services Division
Chief Administrative Officer, Records Division
Chief Accountant, Accounting Division

2. The powers and functions of the Disposal Committee are as follows:
- a. 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
 - i. continuing/carrying inventory costs of the government are eliminated;
 - ii. accountable employees are relieved of unnecessary and/or excess accountability; and
 - iii. DepEd offices are effectively decongested from properties for disposal.

b. Specifically, the Disposal Committee shall undertake the following:

- i. Inspect, appraise, and undertake valuation activities as a group or individually;
- ii. Set the final appraised value of the properties for disposal;
- iii. Determine the appropriate mode of disposal and recommend the same to the applicable authorities as enumerated above for approval;
- iv. Undertake the disposal proceedings for the properties, e.g., conduct of a public auction, condemnation/destruction of properties, among others, on an **as is, where is** basis;
- v. Ensure that properties for disposal do not include materials not intended for disposal;
- vi. Ensure the extraction, proper storage, and security of confidential data stored in information and communications technology or electronic equipment before disposal;
- vii. Develop guidelines and other issuances for the disposal of government properties, subject to the approval of the Department Secretary; and
- viii. Perform other related functions that may be assigned by the head of the government entity, regional office (RO), or field office concerned.

c. The Disposal Committee of the CO shall recommend to the Department Secretary, for approval, the threshold amount and/or parameters for properties of the ROs, schools division offices, and schools that are implementing units for disposal that shall be approved at the Department level in relation to those that could be approved at the different governance levels.¹

3. The Secretariat of the Disposal Committee shall be composed of four (4) technical staff members, as designated by the Director IV of the Administrative Service. The Secretariat shall perform the following functions:

- a. Provide technical and administrative support to the Disposal Committee;
- b. Organize and make all necessary arrangements for the meetings and conferences of the Disposal Committee;
- c. Prepare the agenda for the meetings as determined by the chairperson, based on the recommendations of the members of the Disposal Committee;
- d. Prepare minutes of the meeting 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 and signature of the chairperson;

¹ As stated in the COA-DBM JMC 2024-1 dated January 30, 2024 Part II. Disposal Activities/Processes, item 2.4: "The Disposal Committee of the Central Office shall recommend to the Department Secretary, for approval, the threshold amount and/or parameters for properties of the ROs and/or FOs for disposal that shall be approved at the Department level vis-a-vis that could be approved at the RO level."



- g. Manage the sale and distribution of public auction documents, or any other relevant disposition documents, to interested bidders, subject to the approval of the chairperson of the Disposal Committee or their authorized representative;
- h. Advertise and/or post disposal opportunities, subject to the approval of the chairperson or their authorized representative;
- 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 communication between the Disposal Committee, bidders or buyers, and the general public; and
- l. Perform other related functions that may be assigned by the chairperson of the Disposal Committee.

4. DepEd Memorandum No. 049, s. 2025 titled: "*Reconstitution of the Disposal Committee in the Department of Education Central Office,*" and all other related issuances, rules, and regulations, or parts thereof which are inconsistent with this *DepEd Memorandum* are hereby repealed, rescinded, or modified accordingly.

5. For more information, please contact the **Office of the Undersecretary for Administration**, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, or 17/F Techzone Building, Malugay St., Brgy. San Antonio, Makati City at telephone no. 8638-4108 or through email at useforadministration@deped.gov.ph.

6. Immediate dissemination of and strict compliance with this Memorandum is directed.

By Authority of the Secretary:

ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff

Reference:

DepEd Memorandum No. 049, s. 2025

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

BUREAUS AND OFFICES
COMMITTEE
EQUIPMENT
PROGRAMS
PROJECTS
SCHOOLS

