



Republic of the Philippines  
**Department of Education**

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division  
Superintendent**

**MEMORANDUM**

**AUG 27 2025**

**COMPOSITION OF THE DIVISION DISPOSAL COMMITTEE**

To: OIC – Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, Schools Governance and Operations Division  
Public Elementary and Secondary School Principals/OICs  
Inventory Committee  
Accountant/Supply Officer/Finance Officers  
School Property Custodians/ Administrative Officer II  
All Others Concerned

1. Pursuant to Joint Circular No. 2024-1 dated January 30, 2024, issued by the Commission on Audit (COA) and the 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, waste materials, and other government properties under the jurisdiction of the Schools Division Office (SDO) of Muntinlupa City, the Division Disposal Committee is hereby constituted as indicated in Enclosure A, with their functions specified in Enclosure B.
2. All Public Elementary and Secondary Schools are advised to establish their School Level Disposal Committee based on the guidelines set in the above-mentioned reference.
3. For information and guidance.

  
**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
Officer-in-charge

Office of the Schools Division Superintendent

Encl.: As stated,

To be indicated in the **Perpetual Index:**

Under the following subjects:

COMMITTEES      EQUIPMENT  
PROCEDURES      PROPERTIES

JIL/COMPOSITION OF DIVISION DISPOSAL COMMITTEE

352/AUGUST 09, 2025

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746-106-0597

Enclosure A.

**COMPOSITION OF DIVISION DISPOSAL COMMITTEE**

Chairperson: **DR. LILIA A. RICERO**  
Assistant Schools Division Superintendent  
Officer-in-charge  
Office of the Assistant Schools Division Superintendent

Vice  
Chairperson: **NOEMI A. VALDEZ**  
Administrative Officer V

Member: **JOICHE I. LUNA**  
Administrative Officer IV

Technical Working Group:

**JOSEPH D. NILO**  
Planning Officer III  
*Data-Related Concerns*

**KARINA E. MEDINA**  
Accountant III  
*Accounting-Related Concerns*

**DR. GINA D. URQUIA**  
Education Program Supervisor  
*Learning Resources-Related Concerns*

**MS. MAY L. BORJAL**  
Division IT Officer  
*ICT-Related Concerns*

**DR. CHRISTIAN PAUL A. DELA VEGA**  
Senior Education Program Specialist  
*Donation-Related Concerns*

**JERONE M. TAGAPAN**  
Engineer III  
*Land and Buildings-Related Concerns*

**MA. THERESA S. INDAP**  
Nurse II  
*Medical-Related Concerns*

**DR. LEONAI DA L. GUTIERREZ**  
Education Program Supervisor  
*Head of the Division Inspectorate Team*

Secretariat:

**MARK ANTHONY E. ANDOR**  
Administrative Assistant III  
*Inventory Committee member*

**AIDENNEL SEVJUN M. RALA**  
Administrative Aide VI  
*Property Supply Unit*

**ROMEO D. RELATO**  
Administrative Assistant III  
*Accounting Unit*

Enclosure B.

### **Functions of the Disposal Committee**

1. The functions of the Disposal Committee:
  - 1.1. The Division Disposal Committee shall ensure the prompt and lawful disposal of properties in accordance with relevant laws, rules, and regulations, to ensure that:
    - a. Inspect, appraise, and undertake valuation activities as a group or individually;
    - b. Accountable employees are relieved of unnecessary and/or excess accountability; and
    - c. The SDO and public schools are effectively decongested of properties for disposal.
  - 1.2. Specifically, the Disposal Committee shall undertake the following:
    - a. Inspect, appraise, and undertake valuation activities as a group or 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 the extraction, proper storage, and security of confidential data stored in information and communications technology (ICT) or electronic equipment before disposal;
    - g. Develop internal guidelines and recommend these for approval by the SDS; and
    - h. Perform other related functions as may be assigned by the SDS.
  - 1.3. The Committee shall recommend to the SDS, for approval, the threshold amount and/or parameters for the disposal of government properties of the SDO and its implementing public schools. These recommendations shall determine which disposals require approval at the Department level, and which may be approved at the Division or school level, in accordance with existing policies and guidelines.
2. 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 and based on the recommendation 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 correspondences 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, with the approval of the Chairperson of the Disposal Committee or its authorized representative;
- h. Advertise and/or post disposal opportunities, subject to the approval of the Chairperson or its 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 communications for the Disposal Committee and bidders or buyers, and the general public; and
- l. Perform other related functions that may be assigned by the Chairperson of the Disposal Committee.

3. Membership to the Division Disposal Committee shall be considered as a regular duty and shall be treated with utmost priority. Further, it is understood that this designation is temporary and may be rescinded at any time for the best interest of the service