



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent


SEP 19 2025

MEMORANDUM

**REITERATION ON THE SUBMISSION OF DOCUMENTS FOR DISPOSAL OF  
NATIONAL PROPERTY AND CERTIFICATION OF NO DISPOSAL**

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. This is to **reiterate** the directive under Division Memorandum No. UN-2025-354 dated August 28, 2025, regarding the submission of documents for the proper disposal of unserviceable, obsolete, and excess national property.
2. All concerned are hereby reminded to submit the complete disposal documents and inventory reports to the Property and Supply Unit on or before September 25, 2025. **This is the final deadline, and no extension shall be granted.**
3. For schools listed in Annex A, which are recorded as having no submissions to date, a **Certification of No Properties for Disposal** must be prepared and submitted in lieu of disposal reports if there are indeed no properties for disposal. This certification must be signed by the School Property Custodian and the School Head, and must likewise be submitted within the above-stated deadline.
4. Non-submission of either the required disposal documents or the certification will be recorded as non-compliance and may be subject to appropriate action in accordance with existing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is directed.

  
**VIOLETA M. GONZALES CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-charge  
Office of the Schools Division Superintendent

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

Under the following subjects:

EQUIPMENT      PROCEDURES      PROPERTIES

JIL/ REITERATION ON THE SUBMISSION OF DOCUMENTS FOR DISPOSAL

~~UN-2025-380~~



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)

2025-0922

Enclosure A. List of Schools

SCHOOL	IIRUSP	WMR
<b>Elementary</b>		
Alabang Elementary School		
Bagong Silang Elementary School	Yes	Yes
Bayanan Elementary School – Main		
Bayanan Elementary School – Unit 1	Yes	No
Buli Elementary School	Yes	Yes
Cupang Elementary School – Annex		
Cupang Elementary School – Main		
F. De Mesa Elementary School	Yes	No
Filinvest Alabang Elementary School	Yes	Yes
Itaas Elementary School		
Lakeview Elementary School		
Muntinlupa Elementary School		
Poblacion Elementary School	Yes	No
Putatan Elementary School		
Soldiers Hills Elementary School	Yes	Yes
Sucac Elementary School – Main		
Sucac Elementary School – Zone 3	Yes	Yes
Sucac Elementary School – Zone 4		
Tunasan Elementary School		
Victoria Homes Elementary School	Yes	No
<b>Secondary (JHS)</b>		
Lakeview Integrated School		
Muntinlupa Business High School – Annex		
Muntinlupa Business High School – Main		
Muntinlupa National High School – Main		
Muntinlupa Science High School		
Pedro E. Diaz High School		
Poblacion National High School		
Tunasan National High School		
<b>Secondary (SHS)</b>		
Cupang Senior High School	Yes	No
Muntinlupa Science High School		
Sucac Senior High School		
Tunasan National High School		