



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

Office of the Schools Division  
Superintendent

NOV 17 2025

**MEMORANDUM**

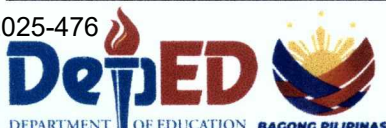
**COMPOSITION OF THE DIVISION DISPOSAL COMMITTEE AND SCHEDULE FOR  
THE INSPECTION OF PROPERTIES FOR DISPOSAL**

To: 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  
School Property Custodians/ Administrative Officer II  
All Others Concerned  
Cc: Commission on Audit

1. Pursuant to COA Circular No. 89-296, DBM-COA Joint Circular No. 2024-1, Presidential Decree No. 1445, and other pertinent laws, rules, and regulations governing the disposal of unserviceable, obsolete, and excess government property, this Office shall undertake the proper derecognition and disposal of assets for Calendar Year 2025.
2. The objectives of this activity are:
  - a. to ensure the proper inventory, verification, and disposal of unserviceable, obsolete, and excess government properties in accordance with applicable laws and regulations;
  - b. to promote accountability and transparency in the management and disposal of government assets;
  - c. to secure compliance with COA and DBM circulars, rules, and regulations on property disposal; and
  - d. to facilitate efficient planning and organization of the division-wide inspection and disposal process.
3. All Administrative Officer II/ school Property Custodian designates are required to be present at their respective schools during the conduct of inventory on their scheduled dates. At the school level, all personnel shall perform their own physical inventory taking, update the inventory report as necessary, and ensure that the Inventory of Instructional and Resource/School Property (IIRUSP), Warehouse Material

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UN-2025-476



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2024-0633

Report (WMR), and Property Transfer Report (PTR) are completely and accurately accomplished.

4. Properties must be arranged in the stockroom or designated stock area according to the inventory list. Books and other materials should be organized by title and grade/year level to facilitate inspection and verification. All concerned are advised to cooperate fully with the inspectorate teams to ensure an accurate and efficient inventory and disposal process.


5. All Public Elementary and Secondary Schools are advised to establish their School-Level Disposal Committee in accordance with the guidelines set forth in the above-mentioned references.

6. Attached to this memorandum are: **Enclosure A: Composition of the Division Disposal Committee**, and **Enclosure B: Assignment of Teams and Schedule for the Inspection of Properties for Disposal**, which provides their specific assignments to schools and offices, including the schedule of inspection.

7. All members of the Disposal Committee shall inspect the properties for disposal in the schools indicated in **Enclosure B** on **November 18, 2025**. The Disposal Committee shall then be grouped into **four (4) teams** to conduct the division-wide inspection of schools and offices for the disposal of properties on **November 24-25, 2025**.

8. All school Implementing Units shall observe the same procedures and establish their own Disposal Committee and proceedings, with the authority for disposal vested in the School Head. The School Head shall ensure the removal of the cost of the equipment from the books of accounts maintained by the School Bookkeepers. This action shall be duly reflected in the Inventory Reports, a copy of which shall be furnished to the Division Office for proper documentation and compliance.

9. For information and strict compliance.

  
**VIOLETA M. GONZALES CESO VI**  
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:

EQUIPMENT	FORMS	POLICY
RULES AND REGULATIONS	REPORTS	

JIL/ COMPOSITION OF DIVISION INSPECTORATE TEAM AND SCHEDULE OF INSPECTION OF PROPERTIES FOR DISPOSAL  
**476**/NOVEMBER 14, 2025

**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 Co-Chairpersons:  
**MA. REGAELE A. OLARTE**  
Chief, School Governance and Operations Division

**NOEMI A. VALDEZ**  
Administrative Officer V

Member:

**JOICHE I. LUNA**  
Administrative Officer IV

**JHEMSON G. ELIS, PhD**  
Public Schools District Supervisor

**EVANGELINE M. AMAN, PhD**  
Public Schools District Supervisor

**ERIC C. FUNGO PhD**  
Public Schools District Supervisor

**CLARISA C. AVILA**  
Public Schools District Supervisor

**YALDGER DC. MALIGAYA EdD**  
Public Schools District Supervisor

**JAIME G. BAUTISTA EdD**  
Public Schools District Supervisor

**MA. MYRA E. NAMIT EdD**  
Public Schools District Supervisor

**MA. THERESA C. DELA ROSA EdD**  
Public Schools District Supervisor

**ADA TRINIDAD A. TAGLE PhD**  
Public Schools District Supervisor

**MENIANO D. EBORA, Ed.D.**  
Public Schools District Supervisor

**MARISSA M. ANDANZA PhD**  
Education Program Supervisor

Technical Working Group:

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

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

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

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

**DR. GINA U. URQUIA**

Education Program Supervisor  
*Learning Resources-Related Concerns*

**DR. LEONAI DA L. GUTIERREZ**

Education Program Supervisor  
*Head of the Division Inspectorate Team*

**MS. MAY L. BORJAL**

Division IT Officer  
*ICT-Related Concerns*

**EDUARDO L. KONDO**

Project Development Officer II  
*Disaster -Related Concerns*

**DR. CHRISTIAN PAUL A. DELA VEGA**

Senior Education Program Specialist  
*Donation-Related Concerns*

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*

Support Staff:

**MS. LIOBA D. IBATUAN**

Administrative Aide VI

**MR. REYNANTE L. BENITO**

Project Development Office II

**MS. MARIFE R. GO**

Technical Assistant I

**MS. CECILIA A. ILARDE**

Librarian II

**MR. IRVIN EZEKIEL C. BACUÑO**

Administrative Officer II

**Enclosure B.**

**ASSIGNMENT OF TEAMS AND SCHEDULE FOR THE INSPECTION OF  
PROPERTIES FOR DISPOSAL**

**Date of Inspection: November 18, 2025**

<b>School ID</b>	<b>School</b>	<b>School Head</b>	<b>PSDS Assigned</b>	<b>Disposal Inspectorate Team Assigned</b>
320701	Poblacion Elementary School	Dr. Jennifer S. Joson	Dr. Ma. Myra E. Namit	All Disposal Committee Members
136905	Soldiers Hills Elementary School	Dr. Antonio C. Gagala	Dr. Ma. Theresa C. Dela Rosa	
320704	Tunasan National High School	Mrs. Vilma S. Vilorio	Dr. Evangeline M. Aman	
305468	Muntinlupa National High School (Observation only)	Dr. Rosendo E. Sangalang	Dr. Eric F. Fungo	
136913	Cupang Elementary School Annex	Mrs. Maricel S. Lumio	Dr. Jhemson C. Elis	

**Date of Inspection: November 24-25,2025**

School ID	School	School Head	PSDS Assigned	Disposal Inspectorate Team Assigned
136901	Itaas ES	Mrs. Maria Hazel B. Hernandez	Dr. Ma. Myra E. Namit	<b>Team A</b> Dr. Lilia A. Ricero Mr. Joseph D. Nilo Ms. May L. Borjal Mr. Mark Anthony E. Andor Ms. Lioba D. Ibatuan PSDS Of Assigned School
136903	Muntinlupa ES	Dr. Shella C. Navarro		
303450	Cupang Senior HS	Mr. Jason B. Albaro	Dr. Meniano D. Eborá	
136909	Bagong Silang ES	Mr. Arsenio S. Medenilla	Ms. Clarissa C. Avila	
136911	Buli ES	Mrs. Marie Ann R. Esmeria		
136912	Cupang ES - Main	Mrs. Alma O. Bituin		
305469	Muntinlupa Science HS	Dr. Ador B. Querubin	Dr. Evangeline M. Aman	<b>Team B</b> Ms. Ma. Regaele A. Olarte Mr. Romeo E. Relato Engr. Jerone M. Tagapan Mr. Reynante L. Benito Ms. Marife R. Go PSDS Of Assigned School
320701	Poblacion National HS	Mr. Reynante H. Espeleta		
228502	Filinvest Alabang ES	Mrs. Zyra A. Trimidal	Dr. Jaime G. Bautista	
136906	Tunasan ES	Mrs. Olivia G. Elloso		
136907	Victoria Homes ES	Mr. Reynaldo O. Comisario		
136900	F. De Mesa ES	Ms. Hayde F. Gucor	Dr. Ma. Theresa C. Dela Rosa	
136904	Putatan ES	Mr. Hilario G. Canasa		
	ALS Center	Dr. Marissa M. Andanza		
136908	Alabang ES	Dr. Raul T. Felix	Dr. Yaledegler C. Maligaya	
136899	Bayanan ES - Main	Ms. Jocelyn A. Morales		
136910	Bayanan ES - Unit I	Dr. Jane May C. Valbuena		
320702	Muntinlupa Business HS - Sucat Annex	Mrs. Jinky Dc. Santos	Dr. Ada Trinidad A. Tagle	<b>Team D</b> Ms. Joiche I. Luna Ms. Cecilia A. Ilarde Dr. Leonaida L. Gutierrez Mr. Eduardo L. Kondo Mr. Irvin Ezekiel C. Bacuño PSDS Of Assigned School
136914	Sucat ES - Main	Mr. Edizer S. Laqueo		
500438	Lakeview Integrated School - JHS-SHS	Mr. Felipe W. Marapao Jr.	Dr. Eric F. Fungo	
136913	Cupang ES - Annex	Mrs. Maricel S. Lumio	Dr. Jhemson C. Elis	
500438	Lakeview Integrated School - Elem	Mr. Felipe W. Marapao Jr.		
136915	Sucat ES Sitio Pagkakaisa - Zone 3 Annex	Ms. Mary Jane S. Dalugdug		
136915	Sucat ES Sitio Pagkakaisa - Zone 4 Annex	Ms. Mary Jane S. Dalugdug		
	SDO Muntinlupa	Dr. Violeta M. Gonzales Cesó VI		