



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

28 March 2025

DIVISION MEMORANDUM
OSDS No. 048 2025

CREATING THE PROPERTY APPRAISAL AND DISPOSAL COMMITTEE

To: Division Executive Committee (DEXeCom) Members
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
School Administrative Officer II
All Others Concerned

1. It is declared policy of the State that all resources of the government shall be managed, expended or utilized in accordance with laws and regulations, and safeguarded against loss or wastage through illegal or improper disposition, with a view to ensuring efficiency, economy and effectiveness in the operations of government. The responsibility to take care that such policy is faithfully adhered to rests directly with the chief or head of the government agency concerned.
2. That the Commission On Audit Circular No. 2020-006 dated January 31, 2020 sets forth the guidelines and procedures on inventory taking recognition of those found at station and disposition for non-existing/missing property, plant and equipment (PPE) items for one-time cleansing of PPE accounts of government agencies to establish PPE balances that are verifiable as to existence, condition and accountability, which shall be conducted by an Inventory Committee created by the Head of Agency for the purpose.
3. The provision under Title V of COA Circular No. 92-386 established the general policy, procedures and systems governing disposal activities or the proper disposition of government property that are unserviceable, obsolete, confiscated/forfeited/seized, abandoned, excess or surplus to its needs, or junk/scrap materials and equipment.
4. The Schools Division Office of South Cotabato - Property and Supply Section is one such responsibility primarily of the government properties of the division.
5. Anent this, the Schools Division Office of South Cotabato creates Appraisal and Disposal Committee. The following are as follows:

DIVISION APPRAISAL AND DISPOSAL COMMITTEE

Chairman : RAY O. LLOREN
Co_Chairman : CARLO P. DIVEDOR, CPA
RONALD JIM S. SOMERA
Members: :

For Learning Materials, Supplementary Learning Resources, Printing Projects and LTE for TVL and SME.

NELIDA A. CASTILLO
VINCENT BRYAN L. UMADHAY



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For Food and Medicines, Dental Tools and Supplies and Other Health Supplies

DR. MC DARCEL CANTA
DR. MYLA SHERYL B. TANO

For Sports-related Goods and Equipment

BERT LABUAYA
ROGELIO P. DE JUAN, JR.

For Training / Seminar Kits

NELIDA A. CASTILLO
LEOMEL B. LEDDA

For Furniture and Related Goods

RONALD B. PANIMBATAN
MARK JEFFERSON R. MONTANO

For DCP Packages, IT-related Goods and Internet Services

VINCENT P. CELDA
NATHANIEL IAN C. SANTILLAN

For DRRM Supplies and Materials

JANE MICHELLE E. LASACA
SIGREED FEROLYN G. MOSCOSA

For Service Vehicles

ERVIN S. HECHANOVA
DOMINIQUE PAUL C. TAMSE

For Security, Janitorial and Other General Services

SWEET CAROLINE G. PALENCIA
APRIL JEAN R. FERNANDO

Observer: COMMISSION ON AUDIT

5. Immediate dissemination of this Memorandum is directed.

LEONARDO M. BALALA, CESOV
Schools Division Superintendent

Encl. As Stated
Reference: Sec. 2 P.D. No. 1445
COA Circular No. 2020-006

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

APPRAISAL and DISPOSAL COMMITTEE