



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



August 15, 2019

**DIVISION MEMORANDUM**

No. 635, s. 2019


**CONDUCT OF DISPOSAL OF GOVERNMENT ASSETS ( DEPED CENTRALLY  
PROCURED ITEMS )**

To : **PUBLIC SCHOOLS DISTRICT SUPERVISORS  
ELEMENTARY AND SECONDARY SCHOOL PRINCIPALS, HEADS  
ACCOUNTABLE OFFICIALS CONCERNED**

1. Pursuant to the **COMMISSION AND AUDIT CIRCULAR NO. 86-264** regarding the divestment or disposal of assets dated October 16, 1996, all fields concerned are advised to dispose all unserviceable properties following the general guidelines on divestment or disposal of government owned assets and properties.
2. Further, the target schedule of the Conduct of Property Disposal will be from August - September, 2019.
3. Attached hereto are the templates for you to comply the required data.
4. For your information and strict compliance.

**WINNIE E. BATOON, Ed. D.**  
Officer-in-Charge  
Office of the Schools Division Superintendent

For and in the absence of the  
Schools Division Superintendent :

  
**MELANIE P. ESTACIO, Ph.D.**  
Officer –In – Charge  
Office of the Assistant Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
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DATE: 16 AUG 2019 TIME: 12:55