



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

MAY 2, 2024

No. 091 s. 2024

**CONSTITUTION OF DIVISION INVENTORY COMMITTEE
AND DIVISION DISPOSAL COMMITTEE FOR ONE-TIME CLEANSING
ACTIVITY**

To: **Assistant Schools Division Superintendent
Chiefs, SGOD/CID
Public Elementary and Secondary Non-IU School Heads
Unit/Section Heads
All Others Concerned**

1. In compliance to the pertinent government rules and regulations, this office hereby informs all concerned personnel on the recreation of the Division Inventory Committee and Division Disposal Committee with the composition and roles specified hereunder.

**DIVISION INVENTORY COMMITTEE
and DIVISION DISPOSAL COMMITTEE**

Chairman: Sollie Oliver Bernardino - SGOD Chief
Members: Francis Jude Alcomendras – Head of Administrative Unit
Noreliza A. Misal - Accountant III
Heidi B. Escalona - AMU Head – Designate

Members/In-charge:

Motor Vehicles and Parts -	Ruben Evarreta
Books and Learning Materials -	Stephen Pascual
ICT – related Equipments -	Engr. Franconas
Building and Other Structures -	Noreliza Misal
Semi-Expendable Items & PPE –	Jasmine Asarak
Medical, Dental and Laboratory Equipt.	Jose Israel Meravilles
SGOD Representative	Ruben Evarreta
CID Representative	Guy Maraasin
OSDS	Renante Pantonial
Budget and Finance Representative -	Joel Estomo

Secretariat:

Ethel Calva, ADAS III
Giselle Gonzales

Roles and functions: (On Inventory of Assets)

- a. Verify the existence of Semi-expendable items and Property, Plant and equipment, its location, count and unit of measurement.
- b. Identify the accountable person over the properties and equipments.
- c. Determine the condition and functionality of the properties and equipments.
- d. Prepare and submit the final inventory report/s together with the findings and recommendations to the Schools Division Superintendent.
- e. Perform other inventory-related duties as may be required.

Frequency of Inventory-taking activity: ONE-TIME

Frequency of Disposal Activity: ONE-TIME

Roles and Functions: (Disposal Activity)

- a. Require the submission by the concerned offices/sections/schools of requests/reports of the assets to be disposed of, and all necessary documents pertaining thereto.
- b. Deliberate the requests for disposal of unserviceable properties/materials.
- c. Inspect the unserviceable properties/materials/equipment to be disposed of and verify the justification for disposal.
- d. Set the final appraise value of all the disposable properties based on existing government provisions related thereto.
- e. Recommend to the Schools Division Superintendent the approval, including the manner and justification, for disposal.

The individual serving on the Division Inventory and Disposal Committee shall maintain their roles exclusively for the duration of this "ONE-TIME" cleansing process.

For information and guidance.


MELANIE P. ESTACIO, CESSO VI.
Schools Division Superintendent 

