



Republic of the Philippines  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**

**DIVISION MEMORANDUM**

**MARCH 10, 2025**

No. 019 s. 2025

**RECONSTITUTION OF DIVISION INVENTORY COMMITTEE  
AND DIVISION DISPOSAL COMMITTEE**

To: **Assistant Schools Division Superintendent  
Chiefs, SGOD/CID**

**Unit Heads**

**Public Elementary and Secondary Non-IU School 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 Bernandino - SGOD Chief  
Members: Francis Jude Alcomendras - Head of Administrative Unit  
Ma. Florinel Gallardo - Accountant III  
Heidi B. Escalona - AMU Head – Designate

**Members/In-charge:**

Motor Vehicles and Parts -	Engr. Jerick Vergara
Books and Learning Materials -	Leilany Senirez
ICT – related Equipments -	Stephen Pascual
Building and Other Structures -	Engr. Jerick Vergara
Semi-Expendable Items	Rotsen N. Gayud
Property, Plant and Equipment –	Heidi B. Escalona
Medical, Dental and Laboratory Equipt.	Jasmine Asarak
CID Representative -	Tiffany Albino
SGOD Representative –	Marieflor Ybanez
OSDS Representative –	Marcelino Ranollo
Budget and Finance Representative -	Jayson Gabana

Secretariat:

Ethel Calva, ADAS III  
Rotsen Gayud  
Guy Maraasin

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: Annually

Frequency of Disposal Activity: Semi-Annually

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 members of the Division Inventory and Disposal Committee shall hold their positions for a period of two (2) fiscal years, subject to rules on removal.

For information and guidance.

  
MELANIE P. ESTACIO, PHD., CESO VI  
Schools Division Superintendent

