

Republika ng Pilipinas

Department of Education

JUN 1 6 2025

DepEd MEMORANDUM

No. 049, s. 2025

RECONSTITUTION OF THE DISPOSAL COMMITTEE IN THE DEPARTMENT OF EDUCATION CENTRAL OFFICE

To:

Undersecretaries **Assistant Secretaries** Bureau and Service Directors **Division Chiefs** All Others Concerned

1. Pursuant to the Joint Circular No. 2024-1 dated January 30, 2024 of Commission on Audit (COA) and Department of Budget and Management (DBM) on the Revised Manual on the Disposal of Government Properties, and for the purpose of disposing various unserviceable equipment and waste materials of the Department of Education (DepEd CO), the Disposal Committee is reconstituted as follows:

Chairperson:

Members:

Assistant Secretary for Administration Director IV, Administrative Service

Director IV, Finance Service Chief Administrative Officer,

Asset Management Division

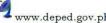
Chief Administrative Officer, General Services Division

Chief Administrative Officer, Records Division

Chief Accountant, Accounting Division

- 2. The powers and functions of the Disposal Committee:
 - 2.1 The Disposal Committee shall ensure the speedy process of disposal of properties in accordance with relevant laws, rules and regulations in order to ensure that:
 - a. Continuing/carrying inventory costs of the government is eliminated;
 - b. Accountable employees are relieved of unnecessary and/or excess accountability; and
 - c. DepEd offices are effectively decongested from properties for disposal.
 - 2.2 Specifically, the Disposal Committee shall undertake the following:
 - a. Inspect, appraise, and undertake valuation activities as a group or individually;
 - Set the final appraised value of the properties for disposal;
 - c. Determine the appropriate mode of disposal and recommend the same to the applicable authorities as enumerated above for approval;





d. Undertake the disposal proceedings for the properties, e.g. conduct of public auction, condemnation/destruction of properties, among others, on an "as is, where is" basis;

e. Ensure that properties for disposal do not include materials not intended

for disposal;

f. Ensure the extraction, proper storage, and security of confidential data stored in information and communications technology (ICT) or electronic equipment before disposal;

g. Develop guidelines and other issuances for the disposal of government properties, subject to the approval of the Education Secretary; and

- h. Perform other related functions that may be assigned by the head of the government entity/RO/FO concerned.
- 2.3 The Disposal Committee of the Central Office shall recommend to the Department Secretary, for approval, the threshold amount and/or parameters for properties of the Regional Offices, Schools Division Offices, and Schools that are implementing units for disposal that shall be approved at the Department Level in relation to those that could be approved at the different governance level.¹
- 3. The Secretariat of the Disposal Committee shall be composed of four (4) technical staff designated by the Director IV of the Administrative Service. The Secretariat shall perform the following functions:
 - a. Provide technical and administrative support to the Disposal Committee;
 - Organize and make all necessary arrangements for the meetings and conferences of the Disposal Committee;
 - c. Prepare the agenda for the meetings, as determined by the Chairperson and based on the recommendation of the members of the Disposal Committee;
 - d. Prepare minutes of the meeting and resolutions of the Disposal Committee and certify the same as true and correct;
 - Receive and take custody of documents and other records and ensure that all actions undertaken by the Disposal committee are properly documented;
 - f. Draft correspondences and other communications for review/signature of the Chairperson;
 - g. Manage the sale and distribution of public auction documents or any other relevant disposition documents to interested bidders, with the approval of the Chairperson of the Disposal Committee or its authorized representative;
 - h. Advertise and/or post disposal opportunities, subject to the approval of the Chairperson or its authorized representative;
 - Assist in managing the disposal process;
 - Monitor activities and milestones for proper reporting to relevant agencies when required;
 - k. Act as the central channel of communications for the Disposal Committee and bidders or buyers, and the general public; and
 - Perform other related functions that may be assigned by the Chairperson of the Disposal Committee.

¹ As stated in the COA-DBM JMC 2024-1 dated January 30, 2024Part II. Disposal Activities/Processes, item 2.4: "The Disposal Committee of the Central Office shall recommend to the Department Secretary, for approval, the threshold amount and/or parameters for properties of the ROs and/or FOs for disposal that shall be approved at the Department level vis-a-vis that could be approved at the RO level."

- 4. All previous issuances inconsistent with this Memorandum are hereby repealed.
- For more information, please contact the Office of the Assistant Secretary for Administration, DepEd Complex, Meralco Avenue, Pasig City through email at oasa@deped.gov.ph.
- Immediate dissemination of and strict compliance with this Memorandum is directed.

ATTY. FATIMA/LIPP D. PANONTONGAN

Undersecretary /h/

Enclosure: None

Reference:

Office Order OO-OSEC-023-197

Commission on Audit and Department of Budget and Management Joint Circular No. 2024-1

To be indicated in the <u>Perpetual Index</u> under the following subjects:

COMMITTEES EQUIPMENT PROCEDURES PROPERTIES

WNBO MPC, DM Creation of Disposal Committee in the DepEd CO and Field Offices

0036 - February 10, 2025