



Republika ng Pilipinas
Department of Education

JUN 16 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:	Assistant Secretary for Administration
Members:	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;
- b. 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;
 - b. 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;
 - e. 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;
 - i. Assist in managing the disposal process;
 - j. 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
 - l. 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, 2024 Part 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.
5. 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.
6. Immediate dissemination of and strict compliance with this Memorandum is directed.


ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary

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 Perpetual Index
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