



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division
Superintendent

13 March 2024

DIVISION MEMORANDUM
No. 166, s. 2024

**SCHEDULE OF DISPOSAL CY 2024 (1st Batch) and GUIDELINES
ON THE CONDUCT OF DISPOSAL AND SUBMISSION OF
DISPOSAL REPORTS FOR CY 2024 (2nd Batch)**

**To: DIVISION APPRAISAL AND DISPOSAL COMMITTEE
PUBLIC SCHOOLS DISTRICT SUPERVISORS
ELEMENTARY & SECONDARY SCHOOL HEADS
ADMINISTRATIVE OFFICERS II
DISTRICT AND SCHOOL PROPERTY CUSTODIANS
ALL OTHERS CONCERNED
This Division**

1. Pursuant to Commission on Audit Circular No. 89-296 and DBM NBC No. 425 and Property Manual, this Office announces the conduct of disposal of properties to select schools on March 18 – 22, 2024 (1st Batch) and April 15 – April 19, 2024 (2nd Batch). It shall be conducted by the Division Appraisal and Disposal Committee which shall strictly observe the Disposal Plan CY 2024.
2. The conduct of disposal is an indispensable procedure for the end cycle of specific government properties. To save the cost on maintaining the unserviceable, no longer needed, and obsolete supplies, materials and equipment, there is a need for their disposal.
3. Below are the scheduled dates of Disposal for the 1st batch

No.	District	Schools	Date
1	LAGONGLONG	DAMPIL NHS	March 18, 2024
	BALINGASAG NORTH	SAN ISIDRO ES	March 18, 2024
	BALINGASAG SOUTH	BALIWAGAN CS	March 18, 2024
	BALINGASAG SOUTH	UPPER HERMANO	March 18, 2024
2	BALINGASAG SOUTH	BAGAAY ES	March 19, 2024
	BALINGASAG SOUTH	BALIWAGAN NHS	March 19, 2024



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3	KINOGITAN	CALUBO IS	March 20 2024
	KINOGITAN	BUKO ES	March 20, 2024
	KINOGITAN	KINOGITAN CENTRAL	March 20, 2024
	KINOGITAN	ESPERANZA NHS	March 20, 2024
4	BALINGOAN	MANTANGALE NHS	March 21, 2024
	SUGBONGCOGON	BINUANGAN NHS	March 21, 2024
5	CLAVERIA NORTHEAST	MAT-I NHS	March 22, 2024
	CLAVERIA CENTRAL	LANISE	March 22, 2024

4. For the 2nd batch of Disposal, all Schools with unserviceable properties are encouraged to prepare and submit the following reports:

- a. **Letter Request**
- b. **IIRUP** or Inventory and Inspection Report of Unserviceable Property
- c. **IIRUSP** or Inventory and Inspection Report of Unserviceable Semi-Expendable Property
- d. **WMR** or Waste Material Report as applicable
- e. **Photo documentation**
- f. **Pre-canvass (at least 3 RFQs)** of the unserviceable properties.

The said documents shall be submitted in a complete set to the Supply and Property Unit on **March 18 – 22, 2024**. Late and incomplete submission will not be included in the conduct of Disposal for CY 2024 (2nd Batch)

5. The entire disposal shall be witnessed by the Commission on Audit (COA) Auditor or his authorized representative.
6. Strict compliance is directed.

For the Schools Division Superintendent:

MARY ANN M. ALLERA
Assistant Schools Division Superintendent

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