



Republic of the Philippines
Department of Education
Region XII
City Schools Division of Tacurong

March 1, 2023

DIVISION MEMORANDUM

OSDS No. 33, s. 2023

**RECONSTITUTION OF THE DIVISION INVENTORY, APPRAISAL AND
DISPOSAL COMMITTEES**

To: Assistant Schools Division Superintendent
Chiefs of SGOD and CID
Division Office Personnel
Cluster Heads/Elementary and Secondary School Heads
This Division

1. Pursuant to DepEd Order No. 104, s. 2011 entitled "Guidelines on the Proper Recording and Booking-up of School Building" and in compliance to the recommendations in the Audit Observation Memorandum (AOM) No. 22020-005 (2019), the Division Inventory, Appraisal and Disposal Committees are hereby reconstituted effective immediately.

2. The composition of the Division Inventory, Appraisal and Disposal Committees for infrastructure, furniture & fixture, equipment, and/or other materials shall be as follows:

Chairperson - **Zenaida B. Porras**
Administrative Officer V

Vice-Chairperson - **Vivien O. Lima**
AO IV (Supply Officer)

Members - **Jonel G. Solomon**
Accountant III

For School Building Furniture and Fixtures
(Any of the following)

**Engr. Oliver Godoy/
Engr. Keif Humprey Bedia**

For ICT Equipment
Joey M. Lozano
ITO II



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph



Republic of the Philippines
Department of Education

Region XII
City Schools Division of Tacurong

For Learning Resources & Materials

Ivy P. Lamintao

Education Program Supervisor

3. Among the functions of the Committee on Disposal are to inspect, appraise the property to be disposed, and recommend to the Head of Agency the mode of disposal as appropriate and deemed most advantageous to the government.
4. Appropriate action of all concerned is hereby enjoined.

m: o. . cb

MIGUEL P. FILLALAN, JR., CESO VI
Schools Division Superintendent

Enclosure: None

Reference: DepEd Order No. 104, s. 2011

Allotment:

To be indicated in the *Perpetual Index* under the following subjects:

APPRAISAL
COMMITTEES
DISPOSAL
INVENTORY
RECONSTITUTION



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph