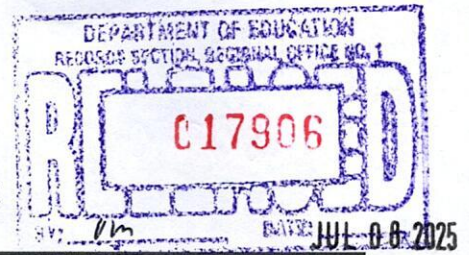




Republic of the Philippines
Department of Education
REGION I



OFFICE MEMORANDUM

No. 190 s. 2025

RECONSTITUTION OF DISPOSAL COMMITTEE

To: Assistant Regional Director
Chiefs of the Functional Divisions
Heads of Units/ Sections

1. The following shall compose the Disposal Committee pursuant to Commission on Audit (COA) and Department of Budget and Management (DBM) Joint Circular 2024-1

Chairperson : **RHODA T. RAZON**
Director III

Members : **ATTY. RHEA JOY L. CARBONELL**
Chief Administrative Officer- Administrative Division

ARNOLD I. VINO
Chief Administrative Officer- Finance Division

ROSEMARIE M. WAILAN
Attorney IV- Legal Unit

ROWIE RED N. BALANON
Administrative Officer V- Asset Management Section

Technical Working : **MAY G. CACANINDIN**
Group Accountant III

CELSO C. MANANGAN
Engineer III

RUSSELL J. MILANES
Administrative Officer I

Secretariat : **REYMARK G. GACAYAN**
Administrative Aide VI

GILLIE ROSE C. DACUMOS
Administrative Aide IV

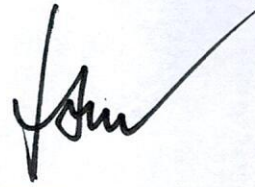


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2. Attached is the Duties and Responsibilities of the different committee members.
3. Immediate dissemination of and compliance with this memorandum is desired.



TOLENTINO G. AQUINO

Director IV



AD-AMS_rrnb/OM_DisposalCommittee
July 7, 2025

DISPOSAL COMMITTEE OF DEP ED- REGIONAL OFFICE I
DUTIES AND RESPONSIBILITIES

1. Chairperson

- a. Supervises and facilitates the disposal activities
- b. Ensure that disposal activities are in accordance with the timeline approved by the committee
- c. Call for a meeting for issues and updates as necessary

2. Members

- a. Inspect unserviceable properties to ascertain the justification for disposal
- b. Set the final appraised value of the properties for disposal
- c. Recommend the proper mode of disposal to the Head of the Agency
- d. Undertake the disposal proceedings for the properties for disposal
- e. Ensure that properties for disposal don't include items not intended to be disposed

3. Technical Working Group

- a. Serves as an ad hoc adviser of the Disposal Committee
- b. Facilitates the technical evaluation and appraisal process of the properties to be disposed
- c. Prepares and submits to the Disposal Committee appraisal/evaluation reports

4. Secretariat

- a. Provide technical and administrative support to the Disposal Committee
- b. Organize and make all necessary arrangements for the meetings and conferences
- c. Prepare the agenda for the meetings, as determined by the Chairperson, and as recommended by the members of the Committee
- d. Prepare minutes of the meetings 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 the 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 relevant disposition documents to interested bidders
- h. Advertise and/or post disposal opportunities
- i. Assist in managing the disposal process
- j. Monitor activities and milestones for proper reporting to agencies when required
- k. Act as the central channel communications for the Disposal Committee and bidder buyers, and the public
- l. Perform other duties and responsibilities as may be assigned by the Chairperson of the Disposal Committee