



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

30 March 2026

DIVISION MEMORANDUM

No. 180, s. 2026

**CONSTITUTION OF DISPOSAL COMMITTEE IN ALL SCHOOLS AND
SUB-OFFICES UNDER THE SCHOOLS DIVISION OFFICE OF BATANGAS
PROVINCE**

To: Assistant Schools Division Superintendents
Chief - Curriculum Implementation Division (CID)
Chief - School Governance and Operations Division (SGOD)
Public Schools District Supervisors
Public Elementary and Secondary School Heads
District Property Custodians
School Property Custodians
All Others Concerned

1. Pursuant to Joint Circular No. 2024-1 dated January 30, 2024, issued by the Commission on Audit (COA) and the Department of Budget and Management (DBM), otherwise known as the "Revised Manual on the Disposal of Government Properties", this Office hereby mandates the constitution of Disposal Committees in all schools and sub-offices under the Schools Division Office of Batangas Province.
2. The guidelines aim to ensure the proper, transparent and efficient disposal of unserviceable government properties in accordance with existing rules and regulations, while promoting accountability, accurate documentation and strict compliance with auditing and property management standards.
3. In line with this, all sub-offices and school governance units shall establish their respective Disposal Committees which shall be composed of the following:

SUB-OFFICE DISPOSAL COMMITTEE	
Chairman:	Public Schools District Supervisors (PSDS)
Members:	Two members to be identified by the Chairperson (preferably not a Teaching Personnel)
Secretariat:	District Property Custodian

SCHOOL DISPOSAL COMMITTEE	
Chairman:	School Head
Members:	Two members to be identified by the Chairperson (preferably not a Teaching Personnel)
Secretariat:	School Property Custodian



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4. Implementing Unit Schools with a designated Administrative Officer II shall constitute their School Disposal Committee as follows:

IMPLEMENTING UNIT SCHOOL DISPOSAL COMMITTEE	
Chairman:	School Head
Members:	Administrative Officer II, ICT Coordinator, Education Facilities Coordinator, Sports Coordinator
Secretariat:	School Property Custodian


For Implementing Unit Schools without a designated Administrative Officer II, the disposal of government properties shall be lodged under the Division Disposal Committee.

5. All concerned are hereby requested to be guided by Joint Circular No. 2024-1 which indicates the constitution of the Disposal Committee, including its powers and functions, and other related guidelines. The Disposal Committees shall oversee the implementation of the procedures, ensuring that all unserviceable properties are identified, documented, and disposed of in a manner consistent with the provisions of the Circular, thereby safeguarding public resources and upholding institutional integrity.

6. Each school and sub-office is advised to submit the list of their duly constituted School and Sub-Office Disposal Committee to this Office.

7. For concerns and further inquiries, you may call the Property and Supply Unit at 0962-194-3414 or email us at sdobatangas.property@deped.gov.ph.

8. Immediate dissemination and compliance on this memorandum is enjoined.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

Encl: None

Reference: COA-DBM Joint Circular 2024-1

To be indicated in the Perpetual Index under the following subject:

Issuances: Division Memorandum

CMB / CONSTITUTION OF DISPOSAL COMMITTEE IN ALL SCHOOLS AND SUB-OFFICES UNDER THE SCHOOLS DIVISION OFFICE OF BATANGAS PROVINCE / R2-150690 / 04/06/2026



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