



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY

Sayre Highway, Purok 6, Casisang, Malaybalay City
Email Address: depedmalaybalay@gmail.com, Official website: www.depedmalaybalay.net



June 16, 2015

DIVISION MEMORANDUM

TO: Lorenzo O. Capacio, Chief Education Supervisor in SGOD
Ferdinand V. Mortera, SEPS-HRD
Ellen N. Delante, Senior Education Program Specialist (M&E)
Emelyn D. Razo, OIC-Supply Officer
Xian April Jude P. Alas, Administrative Aide VI
This Division

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MALAYBALAY CITY
RELEASED
Date: 6-17-15
Xian April Jude P. Alas

Re: CREATION OF DISPOSAL COMMITTEE IN THE DIVISION OFFICE

1. Pursuant to EO No. 309, 888 and COA Circular No. 89-296, the Division Disposal Committee is hereby constituted as follows:

Chairperson:

Lorenzo O. Capacio

Members:

Ferdinand V. Mortera

Ellen N. Delante

Emelyn D. Razo

Secretariat:

Xian April Jude P. Alas

2. The Division Disposal Committee shall perform the following duties and functions:
 - a. Inspection
 - i. Identify the property in accordance with its description in the inventory list or directive.
 - ii. Check the condition of the property and determine whether the property is operational, under repair or irreparable. Check for the damage/worn-out or missing parts. Careful determination of the present physical condition that shall serve as the basis for its depreciation and correct evaluation/value.
 - iii. Determine if the property is economical and repairable considering the most probable cost of its repairs and the current cost of spare parts.

- iv. Verify the stated rating, capacity, model, year of manufacture, serial number, chassis number, motor number, and other technical specifications, and accessories, if any.
- v. Determine the correct date when the property was acquired or its present age/number of years the property was actually used.
- vi. See if the property is obsolete or is still being manufactured, and if the spare parts are still available in the market. If the property is found to be obsolete, appraise the property as "junk".
- vii. Determine the quality or degree of maintenance, repair, restoration or upgrade that was made, check the logbook, if available.
- viii. Determine the extent of use, mileage, rate of depreciation, and any excessive wear and tear.
- ix. Determine whether the property has still market demand; or the probable existence of buyers in the locality.
- x. Inspect the location of the property and the available facility for transport.
- xi. See if the property is sheltered or exposed to bad elements and theft.
- xii. Determine the parts that could be profitable used such as the engine, dynamo, wheels, tires, axles, body/chassis, etc. of motor vehicles. These parts could either be transferred to or used by in other government vehicles that shall serve as its spare or standby parts.


b. Appraisal

- i. Conduct an actual ocular inspection of the property to be appraised to assess its physical condition.
- ii. Seek reference price information such as acquisition cost or current fair market price of similar property or replacement cost for a similar new property.
- iii. Compute the appraised value following the revised formula on appraisal of government property except real estate, antique property and works of art contained in Section 8.0 EO No. 309 and 888, that takes into account the property's actual physical condition, the relevant reference price information, expected guarantee of the depreciation and those caused by changes in the value of the property occasioned by reconditioning, major repair or upgrade of property, as well as, favorable changes in the exchange rate value of the Philippine peso.

c. The following shall be the factors determining the property to be unserviceable:

- i. Property which can no longer be repaired or reconditioned;
- ii. Property whose maintenance costs of repair is beyond the benefits and services that will be derived from its continued use;
- iii. Unnecessary serviceable property that has been rendered obsolete due to the change in the agency's function or mandate;

- iv. Unused supplies, materials and spare parts that were procured in excess of the requirements; and
 - v. Unused supplies and materials that are dangerous to be used because of prolong storage or the use of it is detrimental or hazardous/dangerous to health and safety.
- d. The Disposal Committee shall appraise the unserviceable equipment and materials and shall recommend to the Head of the Agency the mode of disposal as appropriate and deemed most advantageous to the government, such as:
- i. Condemnation/Destruction of the Property
 - ii. Transfer of the Property
 - iii. Donation of the Property
 - iv. Sale of Unserviceable Property
3. For information, guidance and compliance.


EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent

Copy Furnished: Records Unit
Property Unit

TO BE POSTED IN THE WEBSITE