



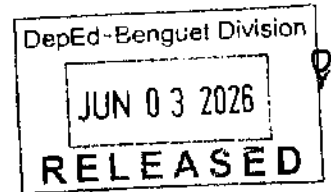
Republic of the Philippines
Department of Education
Schools Division of Benguet

June 2, 2026

DIVISION MEMORANDUM

No. 208, s. 2026

TO: Office of the Schools Division Superintendent
 Curriculum Implementation Division
 School Governance and Operations Division
 Public Elementary and Secondary School Heads
 All Concerned



SUBJECT: RECONSTITUTING THE DIVISION DISPOSAL AND APPRAISAL COMMITTEE

1. To ensure proper and timely disposal of all unserviceable properties of the division, the committee on disposal and appraisal of unserviceable property is hereby reconstituted as follows:

Chairperson: MAHAL M. RIFANI
 Administrative Officer V

Members per category:

Motor parts and accessories	Stephen Bulalin Milton A. Gunaden Accounting Section
Information and Technology	Eric S. Wanson Asset Management Unit Accounting Section
Office Equipment/ Other Equipment	Asset Management Unit Accounting Section School Disposal and Appraisal Committee
Learning Resources	Antionette D. Sacyang Roxanne B. Mayomis





Republic of the Philippines
Department of Education
Schools Division of Benguet

Accounting Section
Asset Management Unit
School Disposal and Appraisal
Committee

School Buildings and Furniture

Engr. Melba Himmoldang
Marcelino S. Baldo
Accounting Section
Asset Management Unit

Medical and Dental Supplies and
Equipment

Dr. Mikee Lane A. Decaran
Dr. Shodee D. Bolayo
Accounting Section
Asset Management Unit

2. The committee shall perform the following functions to ensure the speedy disposal of unserviceable properties and equipment of the division according to existing laws, and regulations of the government:

- a. Organize and make all necessary arrangements for the meetings;
- b. Prepare minutes of meetings, resolution and other needed documents as determined by the Chairperson and based on the recommendation of the members of the Committee;
- c. Receive and take custody of documents and other records and ensure that all actions undertaken are properly documented;
- d. Inform the Commission on Audit (COA) date(s) of disposal of unserviceable properties and equipment;
- e. See to it that forms are properly accomplished and supporting documents are present (i.e. RPCPPE, RCPI, IIRUP, WMR) before appraisal and disposal;
- f. Inspect the unserviceable equipment and property to justify disposal;
- g. To furnish the Commission on Audit (COA) disposal report.



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

SYABAN
Integrity | Diligence | Accomplishment | Boldness | Advancement | Future Excellence

ISO 9001:2015 Certified
Quality Management System



ACE
Certificate No. 2647-PIB2310100

