

June 29, 2018

DIVISION MEMORANDUM

No. 185, s. 2018

DIVISION DISPOSAL AND APPRAISAL COMMITTEE

Pursuant to Executive Order No. 309, s. 1996 and existing accounting and auditing rules and regulations, the following are hereby designated to compose the Division Disposal and Appraisal Committee:

Chairman : Cecille C. Ferro – Assistant Schools Division Superintendent (ASDS)
Members : Gerlie V. Cañas – Accountant III
Pearlie O. Pineda – Administrative Officer IV
Nicolas L. Rebellon Jr. (Infrastructure) – Teacher III
Benjamin N. Layosa Jr. (Goods and Equipment) - Administrative Officer IV
Secretariat :

Property and Supply Staff


As such they are expected to carry out the following duties and functions:

1. Inspect the properties applied for disposal;
2. Submit to the Schools Division Superintendent findings and recommendations.
3. Witness the destructions/demolition work of the property to be condemned.
4. Prepare inventory reports on
Appendix 65(GAAM 2016)-Report of Waste Materials and
Appendix 74(GAAM 2016)-Inventory and Inspection Report of Unserviceable
Property.

For the secretariat, it is expected to carry out the following duties and functions:

1. To handle all Committees technical and administrative matters as well as the safekeeping and systematic filling of committee documents and records.

Please be guided accordingly.


CECILLE BERNADETTE P. RIVERA, CESO V
Schools Division Superintendent 