DIVISION MEMORANDUM
No. 635, s. 2019

CONDUCT OF DISPOSAL OF GOVERNMENT ASSETS (DEPED CENTRALLY PROCURED ITEMS)

To: PUBLIC SCHOOLS DISTRICT SUPERVISORS
ELEMENTARY AND SECONDARY SCHOOL PRINCIPALS, HEADS ACCOUNTABLE OFFICIALS CONCERNED

1. Pursuant to the COMMISION AND AUDIT CIRCULAR NO. 88-284 regarding the divestment or disposal of assets dated October 16, 1996, all fields concerned are advised to dispose all unserviceable properties following the general guidelines on divestment or disposal of government owned assets and properties.

2. Further, the target schedule of the Conduct of Property Disposal will be from August - September, 2019.

3. Attached hereto are the templates for you to comply the required data.

4. For your information and strict compliance.

WINNIE E. BATOON, Ed. D.
Officer-in-Charge
Office of the Schools Division Superintendent

For and in the absence of the
Schools Division Superintendent:

MELANIE P. ESTACIO, Ph.D.
Officer-In-Charge
Office of the Assistant Schools Division Superintendent

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