



16 September 2015

PER

DIVISION MEMORANDUM

No. 169, s. 2015

To: OIC Assistant Schools Division Superintendent
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Unit Heads
All Others Concerned

**ADDENDUM TO DIVISION MEMORANDUM NO. 63 s. 2015
(DIVISION COMMITTEES)**

1. In addition to the Division Committees enumerated in Division Memorandum No. 63, s. 2015, the **INVENTORY, APPRAISAL, & DISPOSAL COMMITTEE** is hereby formed composed of:

Chair: Maria Carmen P. Cuenco, Ed. D. – OIC ASDS/SGOD Chief ES
TWG Head: Ma. Jima T. Cadiz – Administrative Officer V
Members: Engr. Isaac Jay Salinas – Division Engineer
Kristine Joy P. Daluz – Division Accountant
Ma. Felisa C. Camino – Planning Officer
Dennis P. Garcia – Supply Officer

2. The committee shall have the following functions:
 - a. Conduct actual physical inventory of all equipment/properties/facilities per school/office;
 - b. Inspect unserviceable properties to verify justification for disposal; and,
 - c. Determine disposable properties and equipment and assign salvage value to constitute as floor price for the purpose of sale.
3. For information and wide dissemination.

GHPascual
GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent

4