



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM  
No. 280 , s. 2025

30 APR 2025

**RECONSTITUTION OF THE DIVISION DISPOSAL AND APPRAISAL COMMITTEE**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Elementary School Heads  
Administrative Officers II  
Concerned Secondary School Head  
All Others Concerned

1. In accordance with Commission on Audit (COA) – Department of Budget and Management (DBM) Joint Circular No. 2024-1 dated January 30, 2024, entitled “Revised Manual on the Disposal of Government Properties,” the field is hereby informed of the reconstitution and updated composition of the Division Disposal and Appraisal Committee, as follows:

ROLE	NAME
Chairperson	<b>ARNEL S. BANDIOLA</b> Assistant Schools Division Superintendent
Regular Members	<b>JOEL P. MALUNAO</b> Administrative Officer V  <b>ANGELICA D. OBIANO</b> Administrative Officer IV
Provisional Members	<b>AUBRHEY MARIE R. OASAY, PhD</b> Education Program Supervisor  <b>MARK ANTHONY R. BENSAN</b> Information Technology Officer I
Secretariat	For the Schools Division Office:  <b>MARK LESTER DOMINGO</b> Administrative Aide IV  For Schools: All Administrative Officer II  <b>HAYDEE B. AGUIBITIN</b> <b>KRISTEL M. ARCEGA</b> <b>DEONABEL L. BAPTISTA</b> <b>CARMELO F. BAUTISTA</b> <b>AGNES A. BICERA</b> <b>JOJO H. BONOT</b> <b>JENNY MAY P. GUMTANG</b> <b>DIANE M. DE GUZMAN</b> <b>JANINAH GRACE C. MOROTA</b>



SDCB RECORDS UNIT

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	<b>LAURINE KIER B. PANLUCENO</b> <b>RICH SHEENA MAE M. PASCUA</b> <b>MATSON JUN T. PINIERA</b> <b>ROCELLE GRACE S. PITIQUEN</b> <b>MARINEL T. SAGUIGUIT</b> <b>RALPH JAYSON T. SONICO</b> <b>JAYVIE B. SUILEN</b> <b>MELPHA L. TABUNAN</b> <b>JEAN MARIE M. VICENTE</b>
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2. The Division Disposal and Appraisal Committee shall hold full and exclusive responsibility for the divestment and disposal of all properties and assets of the Schools Division of the City of Batac. The Committee shall perform its duties in accordance with the functions and procedures outlined in COA-DBM Joint Circular No. 2024-1 dated January 30, 2024, and other relevant issuances.

3. For immediate and guidance.

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Enclosure: None  
Reference: None  
To be included in the Perpetual Index  
Under the following subject:

DISPOSAL  
DISPOSAL COMMITTEE

ADO/25003 Reconstitution of the Division Disposal and Appraisal Committee