



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY



Zone 3, Poblacion, El Salvador City
Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

DIVISION MEMORANDUM

No. 019, s. 2019

**Division Property Disposal and Awards Committee (PDAC)
with the Corresponding Duties and Responsibilities**

I. RATIONALE: The Department of Education El Salvador City Division through the Schools Division Office recognizes its role as steward of the government properties and resources and would like to ensure optimum audit procedures of said resources through the establishment of a Property Disposal and Awards Committee (PDAC) who will facilitate in the proper disposal or divestment of properties and resources in accordance to the mandates as may be stipulated in Presidential Decree No. 1445 Section 79, Executive Order No. 888 of 1993, and COA Circular No. 89-296.

II. OBJECTIVES: The PDAC is created to:

- A. Ensure that disposal of properties are in accordance to established government rules and regulations; and
- B. Expedite disposition of unserviceable properties and resources.

III. PROPERTY DISPOSAL AND AWARDS COMMITTEE and SECRETARIAT of this Division shall be constituted as follows:

Chairperson	-----	ALIENA S. DAJAY, Ph.D., CESE Asst. Schools Division Superintendent
Members	-----	JEFFREY M. MARTINEZ, AO-V ALAN T. SACULINGAN, Supply Officer SHERIE R. DUNOGOG, ITO
Secretariat	-----	ANA MAE M. ATILLO, HRMO II EULITA M. CASTILLO, ADA IV

IV. DUTIES AND RESPONSIBILITIES OF THE PDAC: The Committee shall, among others:

1. Inspect the unserviceable equipment and property to verify justification for disposal;
2. Appraise the unserviceable properties and set the final appraised value of all disposable property considering its obsolescence, and the result of public biddings as the case may be;
3. Recommend for approval the mode of disposal for said properties;
4. Conduct public bidding for the sale of said property on "AS IS, WHERE IS" basis and recommend corresponding award; and
5. Ensure that bidding activities are conducted in compliance with mandated guidelines and requirements



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V. DUTIES AND RESPONSIBILITIES OF THE SECRETARIAT: The Secretariat shall provide administrative and technical support services to the Committee, to wit:

1. Serve as repository of all records and documents on the PDAC proceedings;
2. Manage the administrative requisites of the committee particular on (a) preparation of bid documents in case the disposal is through public auction, (b) publication and/or posting of invitation to bid, (c) index and keep all records of all bid proposals; and (d) facilitate the bidding procedures;
3. Prepare notices of PDAC meetings, minutes of meetings/biddings; and
4. Perform other functions as may be deemed necessary.

VI. EFFECTIVITY

Previous issuances in this Division relative to Property Disposal Committee is hereby revoked and/or amended. This memorandum is effective immediately.

JESNAR DEMS S. TORRES, Ph.D., CESE
OIC, Schools Division Superintendent