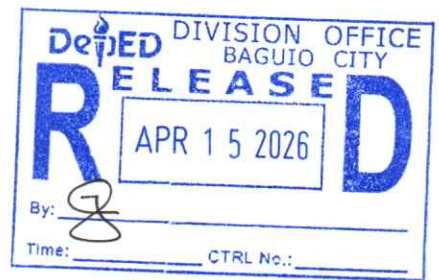




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



April 15, 2026

DIVISION MEMORANDUM

No. **258-2026**

FY 2026 BATCH 2 DISPOSAL: SCHOOL SUBMISSION AND RETRIEVAL OF SDO BAGUIO ISSUED PROPERTY PLANT EQUIPMENT AND SEMI-EXPENDABLE PROPERTIES

To: All Public Schools District Supervisors
 Public Schools Heads
 School Administrative Officer II
 School Property Custodian
 Others Concerned

1. In continuation of the SDO Baguio's Disposal Program and pursuant to existing government rules and regulations on property management, **all public schools** are hereby **instructed to return identified unserviceable properties for inclusion in the scheduled FY 2026 Batch 2 Disposal** to ensure the proper disposition of unserviceable assets and maintain accurate inventory records.

2. In this regard, **all concerned schools are directed** to:

a. Review and validate previously reported SDO Baguio - issued PPE and semi-expendable properties that are already unserviceable (**except** DCP issued equipment, SEF-funded issued equipment, school MOOE procured equipment and books/learning materials). Disposal of books/learning materials will be set for another schedule.

b. Accomplish and prepare the required forms:

b.1. Property Return Slip (PRS) for unserviceable PPE (equipment valued at Php 50,000 and above) (Enclosure A)

b.2. Receipt of Returned Semi-Expendable Property (RRSP) for unserviceable equipment valued below Php 50,000.00 (Enclosure B)

c. Submit the lists of unserviceable properties through <http://tiny.cc/schoolunserviceable> to the Supply and Property Management Unit to **facilitate** the preparation and consolidation of corresponding Property Acknowledgment Receipt (PAR) and Inventory Custodian Slips (ICS), which shall be attached upon submission of the accomplished forms.

d. To **avoid congestion and ensure orderly flow of transactions**, the following **staggered schedule for submission and return of unserviceable** properties shall be strictly observed:

d.1. April 27, 2026 - District 1, District 2 and District 3

d.2. April 28, 2026 - District 4, District 5, and District 6

d.3. April 29, 2026 - District 7 and 8

d.4. April 30, 2026 - District 9 and District 10

4. For information, guidance and strict compliance.


SORAYA T. FACULO PhD, CESO V
 Schools Division Superintendent

OSDS/SPMU-vgc



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