



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION  
SCHOOLS DIVISION OF ESCALANTE CITY



January 19, 2026

DIVISION MEMORANDUM  
No. 027, s. 2026

**CONDUCT OF ORIENTATION ON COA DBM JOINT CIRCULAR NO. 2024-1**  
**DATE: JANUARY 30, 2024 :**  
**“REVISED MANUAL ON THE DISPOSAL OF GOVERNMENT PROPERTIES”**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Division Property Disposal Committee  
Division Property Disposal Secretariat  
Public Elementary/Secondary School Heads / TIC's and OIC's  
Administrative Officers II/ School Supply Officer  
All Others Concerned

1. The Schools Division of Escalante City shall conduct an Orientation COA DBM Joint Circular No. 2024-1 Date: January 30, 2024 “ Revised Manual on the Disposal of Government Properties “ on February 3, 2026 at the Gabriela Hall.
2. Attached are the Orientation Matrix, Division Property Disposal Committee and List of Participants.
3. Meals and other expenses related to this activity are chargeable against Local Funds/ School MOOE subject to the usual accounting auditing rules and regulations.
4. Immediate dissemination of and compliance with this memorandum are desired.

  
**PETER S. GALIMBA**  
Assistant School Division Superintendent  
OIC- School Division Superintendent

Enclosure : Orientation Matrix and List of Participants  
Reference: COA DBM JC 2024-1  
Miano/OSDS  
January 19, 2026



Escalante City, Negros Occidental, Philippines  
Tel. Nos – (034) 724-5720, (034) 454- 0746  
[escalante.city001@deped.gov.ph](mailto:escalante.city001@deped.gov.ph)  
[Depedescalantecity.weebly.com](http://Depedescalantecity.weebly.com)



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION  
SCHOOLS DIVISION OF ESCALANTE CITY

Enclosure No. 1 to DM 017 s. 2026

**A. Orientation Matrix**

Day/Time	Activities	Person Responsible/ Presenter
<b>Day 1 - January 21, 2026 ( Batch 1)</b>		
8:00 am- 8:30 am	Registration	Division Property Disposal Secretariat
8:30 am- 9:00 am	Preliminaries	
9:00 am-9:15 am	Acknowledgement of Participants	Lilibeth O. Moboayaen Administrative Aide VI Division Property Disposal Committee Secretariat
9:15 am-9:30 am	Welcome Remarks	Peter J. Galimba Assistant Schools Division Superintendent OIC-Schools Division Superintendent
9:30 am-10:30 am	Overview of COA DBM JC 2024-1	Marites C. Capilitan, Phd OIC Assistant Schools Division Superintendent BAC Chairperson
10:30 am-12:00 nn	Disposal Activities/ Processes	Desiree L. Miano Administrative Officer IV – Supply and Property Division Property Disposal Committee Member  Leizzamar V. Bayadog, CPA Division Accountant III Division Property Disposal Committee Member
<b>LUNCH</b>		
1:00 pm-2:00 pm	Guidelines and Procedures on the Sale of Properties	Atty. Finserglen Choclit P. Lopez Attorney III
2:00 pm-3:00 pm	DepEd Order 14, s. 2012	Jason R. Alpay EPS LRMDS Division Property Disposal Committee Member
3:00 pm- 3:45	Open Forum	Christian R. Cabag Job Order Worker Division Property Disposal Secretariat
3:45 pm- 4:15 pm	Ways Forward	Desiree L. Miano Administrative Officer IV – Supply and Property Division Property Disposal Committee Member
4:15 pm- 4:30 pm	Closing Remarks	Bren B. Dolar Administrative Officer V Division Property Disposal Committee Member
4:30 pm-5:00 pm	Distribution of Certificates	



Escalante City, Negros Occidental, Philippines  
Tel. Nos - (034) 724-5720, (034) 454- 0746  
[escalante.city001@deped.gov.ph](mailto:escalante.city001@deped.gov.ph)  
[Depedescalantecity.weebly.com](http://Depedescalantecity.weebly.com)



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION  
SCHOOLS DIVISION OF ESCALANTE CITY

**B. Division Property Disposal Committee Members and Secretariat**

1	Marites C. Capilitan, PhD.	OIC Assistant Schools Division Superintendent Division Property Disposal Committee Chairperson
2	Alicia A. Olid, PhD	OIC SGOD Chief Division Property Disposal Committee Vice Chairperson
3	Bren B. Dolar	Administrative Officer V Division Property Disposal Committee Member
4	Cyrus Yonel D. Lao	Planning Officer III Division Property Disposal Committee Member
5	Leizzamar V. Bayadog	Accountant III Division Property Disposal Committee Member
6	Harry John C. Jarina	Administrative Officer IV- Cash Division Property Disposal Committee Member
7	Jason R. Alpay	EPS- LRMDS Division Property Disposal Committee Member
8	Clint S. Cinco	Information Technology Officer I Division Property Disposal Committee Member
9	Desiree L. Miano	Administrative Officer IV- Supply Division Property Disposal Committee Member
10	Lilibeth O. Moboayaen	Administrative Aide I Division Property Disposal Committee Secretariat
11	Junrie A. Tanguan	Administrative Assistant III Division Property Disposal Committee Secretariat
12	Christian James R. Cabag	Job Order Worker Division Property Disposal Committee Secretariat
13	Larry T. Villatima	Job Order Worker Division Property Disposal Committee Secretariat

**C. List of Participants**

No.	Office/School	Name
1	OSDS	Peter J. Galimba
2	OSDS	Marites C. Capilitan, PhD.
3	CID	Ivy Joy A. Torres, PhD
4	SGOD	Alicia A. Olid, PhD
5	OSDS	Bren B. Dolar
6	SGOD	Cyrus Yonel D. Lao
7	OSDS	Harry John C. Jarina
8	OSDS	Clint S. Cinco
9	CID	Jason R. Alpay
10	OSDS	Atty. Finserglen Choclit P. Lopez
11	OSDS	Leizzamar V. Bayadog
12	OSDS	Kathy S. Cinco
13	OSDS	Desiree L. Miano



Escalante City, Negros Occidental, Philippines  
Tel. Nos - (034) 724-5720, (034) 454- 0746  
[escalante.city001@deped.gov.ph](mailto:escalante.city001@deped.gov.ph)  
[Depedescalantecity.weebly.com](http://Depedescalantecity.weebly.com)



Republic of the Philippines  
**Department of Education**  
 NEGROS ISLAND REGION  
 SCHOOLS DIVISION OF ESCALANTE CITY

14	OSDS	Lilibeth O. Moboayaen
15	OSDS	Christian James R. Cabag
16	OSDS	Lenien L. Argel
17	OSDS	Larry T. Villatima
18	OSDS	Junrie A. Tanguan
19	Alimango Elementary School	<p><b>2 pax per school:</b></p> <p>School Head          Administrative Officer II</p>
20	Binaguiohan Elementary School	
21	Tamlang Elementary School	
22	Buenavista Elementary School	
23	Cervantes Elementary School	
24	Cervantes National High School	
25	Danao Port Elementary School	
26	Dian-ay Elementary School	
27	Dian-ay National High School	
28	Don EstebanDela Rama Elementary School	
29	Doña Rosario Valdivia Elementary School	
30	Escalante Central Elementary School	
31	Escalante Elementary School	
32	Hacienda Fe Elementary School	
33	Japitan Elementary School	
34	Japitan National High School	
35	Jonob Jonob Elementary School	
36	Langub Elementary School	
37	Langub National High School	
38	Libertad Elementary School	
39	Libertad National High School	
40	Mabini Central Elementary School	
41	Magsaysay Elementary School	
42	Magsaysay National High School	
43	Laoyan Elementary School	
44	Malasibog Integrated School	
45	Mercedes Alemany Parreño Elem School	
46	Paitan Integrated School	
47	Putingbato Elementary School	
48	Rizal Elementary School	
49	Teofilo Amante Elementary school	
50	Udtongan Elementary School	
51	Washington Elementary School	
52	Buenavista National High School	
53	Floro Bongco Farm School	
54	Escalante National High School	
55	Mabini National High School	
56	Old Poblacion National High School	
57	Pinapugasan National High School	
58	Pinapugasan Elementary School	
59	Tamlang National High School	
60	Washington National High School	



Escalante City, Negros Occidental, Philippines  
 Tel. Nos - (034) 724-5720, (034) 454- 0746  
[escalante.city001@deped.gov.ph](mailto:escalante.city001@deped.gov.ph)  
[Depedescalantecity.weebly.com](http://Depedescalantecity.weebly.com)