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Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

October 13, 2026

14 OCT 2026

DIVISION MEMORANDUMNo. 890 s. 2026**SUBMISSION OF WASTE MATERIALS REPORT**

To: Assistant Schools Division Superintendent
School Heads (Public Elementary and Secondary Schools)
All Others Concerned

1. In compliance with the provisions of the Government Accounting Manual and applicable auditing rules and regulations governing the physical inventory of government properties, and in accordance with the proper management and disposal of unserviceable government assets, all concerned school heads are hereby directed to submit a formal letter-request for the inspection of waste materials and unserviceable properties proposed for condemnation. May it be noted, however, that, in order to facilitate the inspection, all properties for inspection should be properly sorted out prior to the requested period of inspection.
2. This is to ensure that all necessary inspection, documentation, and disposal procedures are properly undertaken in accordance with existing government policies and regulations.
3. Waste Material Report shall be attached to the letter request for the inspection and condemnation of waste materials and unserviceable properties. All letter requests, together with the required supporting documents, shall be submitted to this Office on or before October 15, 2026, for review and appropriate action.
4. Immediate dissemination of this Memoranda is desired.


VILMA D. EDA, CESO V
Schools Division Superintendent



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