



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF PAMPANGA**

January 23, 2025

DIVISION MEMORANDUM  
NO. 008, s. 2025

**COMPOSITION OF VARIOUS COMMITTEES RELATIVE TO REGIONAL  
MEMORANDUM NO.672 S. 2024 RE: IMPLEMENTATION GUIDELINES  
ON THE STANDARD PROCEDURE FOR THE MANAGEMENT OF  
PROPERTY, PLANT AND EQUIPMENT OF THE REGIONAL OFFICE,  
SCHOOLS DIVISION OFFICES AND PUBLIC SCHOOLS**

To: Assistant Schools Division Superintendents  
Chief Education Supervisors  
Education Program Supervisors  
Public School District Supervisors  
Public Secondary & Elementary School Heads  
Unit & Section Heads  
All Others Concerned

1. Pursuant to Regional Memorandum No. 672, s. 2024 re: Implementation Guidelines on the Standards Procedures for the Management of Property, Plant and Equipment of the Regional Office, School Division Offices and Public Schools, the following personnel are hereby designated to compose the following committees.

A. Committee on Physical Inventory

Chairperson	Sharon M. Catangal	AOIV-Supply Officer II
Members	Madonna P. Macasero	ADAS II-Supply Office Staff
	Dorotea D. Soliman	Education Program Specialist II-Designated Brigada Eskwela Steering Committee
	Edwin A. Manansala	Administrative Assistant III-Finance - Accounting
	Anthony Ryan L. Mancera	Administrative Aide I



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B. Committee on Reconciliation

Chairperson	Erwin M. Cruz	Accountant III
Members	Sharon M. Catangal	AOIV-Supply Officer II
	Mylene Q. Pineda	Administrative Assistant III- Accountant In-Charge of PPE
	Madonna P. Macasero	ADAS II-Supply Office - Staff In-Charge of PPE

C. Committee on the Assessment of Estimated Useful Life, Fair Market Value, and Impairment Loss of Properties

Chairperson	Leandro C. Canlas, PhD. CESE	Assistant Schools Division Superintendent
Vice- Chairperson	Arceli S. Lopez	SGOD Chief
Members	Erwin M. Cruz	Accountant III
	Engr. Jay T. Diwa	Engineer III
	Robin D. Perez	Planning Officer III
	Sharon M. Catangal	AOIV-Supply Officer II

D. Committee on Asset Disposal

Chairperson	Leandro C. Canlas, PhD. CESE	Assistant Schools Division Superintendent
Vice- Chairperson	Arceli S. Lopez	SGOD Chief
Members	JB B. Manalang	Administrative Officer V
	Sharon M. Catangal	AOIV-Supply Officer II
	Engr. Jay T. Diwa	Engineer III
	John Paul B. Pallasigui	Information Technology Officer I



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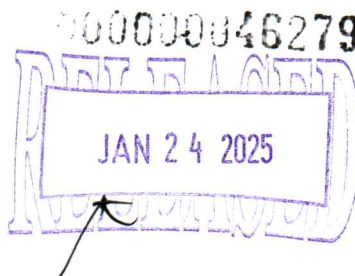
E. Committee on Asset Monitoring and Evaluation

Chairperson	Leandro C. Canlas, PhD. CESE	Assistant Schools Division Superintendent
Vice- Chairperson	JB B. Manalang	Administrative Officer V
Vice- Chairperson	Erwin M. Cruz	Accountant III
Members	Sharon M. Catangal	AOIV-Supply Officer II
	John Paul B. Pallasigui	Information Technology Officer I
	Dorotea D. Soliman	Education Program Specialist II-Designated Brigada Eskwela Steering Committee
	Senior Bookkeeper In- Charge of PPE	Senior Bookkeeper In- Charge of PPE

2. All members are expected to perform the functions specified in the above Memorandum to facilitate management of property, plant and equipment standard procedures.

3. Immediate and wide dissemination of this Memorandum is desired.

**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent



Encl.: As stated.  
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